Semi-Annual Report

Form must be submitted once grant agreement is fully executed and continued to be submitted until the project has entered Stage 2 of the grant closeout process. The form is due by January 31st and July 31st of each year.

General Information

Grantee		Grant number	
Grantee address		Report date	
Grantee phone number		Contact person	
Grant begin date		Original grant end date	

Report Preparer

Name/Title of Preparer	
Community /Company	
Address	
Phone Number	

Grant Progress

Provide a status update on the project. Describe any problems or delays encountered or anticipated in accomplishing grant objectives within the approved time line.

Contract Award Information

Total Amount of All Contracts Awarded in the Last Six (6) Months	
Total Amount of All Contracts Awarded on Project to Date	
Total Amount of All MBE/WBE Contracts Awarded in Last Six (6) Months	
Total Amount of All MBE/WBE Contracts Awarded on Project to Date	

Contractor Name and Address	Trade Code	Racial Ethnic Code	Prime Contractor ID Number	Sub Contractor ID Number	Female Y/N	Amount of Contract
(List All Contracts Awarded on Project)						

Trade Codes: 1 - New Construction 2 - Substantial Rehab 3 - Repair 4 - Service 5 - Project Mgmt.	6 – Professional 7 - Tenant Services 8 - Education/Training 9 - Arch/Eng/Appraisal 0 - Other	Ethnic Codes: 1 - White American 2 - Black American 3 - Native American	4 - Hispanic American 5 - Asian American 6 - Other