



## **Biennium Progress Summary Report Format**

**Lead Agency** (Insert name of agency here)

### **Project Title and Number**

Project Title

Project Number

### **Project Description**

Please provide a brief project description one to three paragraphs in length. Please include the primary purpose of the project, goals and objectives. Methods and hypothesis can be included, if applicable.

### **Project Status**

The first paragraph should describe the current status of the project. Please choose either the word "Completed" or "in Progress" when describing the status of the project. The second paragraph should list three to seven bulleted points which describe major accomplishments, results, deliverables, relevant work that was published, work that was not completed, and when appropriate, please state if this is a continuing project or the next steps for the project. Also include relevant partners or subcontractors used for the project. Examples of bullet points may include words such as:

- Produced
- Completed
- Published
- Conducted
- Collected

### **Project Contact**

Name(s) of primary project contact(s)

Title

Name of Agency or Organization

Address

Phone number

Email address

**Amount Awarded for Project**

\$00,000.00

**Contract Term**

XX/XX/XXXX through XX/XX/XXXX

**Photos**

This report shall include two high resolution project photos. Please save photos in a .jpeg format and include a brief caption for each. Please save photos separately; do not embed photos in the Word document. County reserves the right to edit reports for grammar and accuracy prior to publication in the Biennium Progress Report.

**References**

Please include any resources, references, citations or style guides used for this project. This information will be used primarily for reference and editing purposes.