

**FORM 3-2**

**OFFICE OF COMMUNITY RENEWAL  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PROJECT STATUS REPORT**

*\* TO SUBMIT A FINAL ANNUAL PERFORMANCE REPORT USE FORM 3-1*

**I. RECIPIENT INFORMATION:** \_\_\_\_\_

**RECIPIENT NAME:** \_\_\_\_\_

**PROJECT #:** \_\_\_\_\_

**REPORTING PERIOD:** \_\_\_\_\_ - \_\_\_\_\_

**II. PROJECT STATUS NARRATIVE**

**A.** Provide a summary of the current status including significant accomplishments and milestones of each activity funded including, but not limited to the following specific information:

1. For Housing and Microenterprise Activities, number of applications received, being processed and awarded; projects out to bid; under construction; status of loan portfolio; closings scheduled; persons on waiting list, etc.
2. For Public Facilities Activities, the status of the bid process, the construction start date, etc.
3. For Economic Development Activities, the status of the business loan, i.e. are loan payments current, if not why and what steps are being taken to correct the deficiency; the status of the creation and/or retention of jobs i.e. are they being accomplished according to job performance goals/schedule as stated in the application, if not, why and what steps are being taken to correct the deficiency.

**B.** Will activities be completed as proposed in the application? Describe any changes to the project design.

**C.** If there are any issues that are or have impeded the progress of your project, provide a detailed description of the issues, the efforts to resolve them and the steps to be taken to ensure the completion of the project within the approved project schedule.

**D.** If the project is not on target to meet the accomplishments as proposed in the application, provide an explanation as to why these accomplishments will not be met.

**III. CERTIFICATION OF THE PROJECT STATUS REPORT**

I certify that, to the best of my knowledge, this report is correct and complete and that all expenditures were for eligible NYS CDBG activities and deposited and disbursed, according to requirements of Title I of the Housing and Community Development Act of 1974 and the grant agreement executed with the NYS Office of Community Renewal and the policies and program requirements governing the NYS CDBG Program.

\_\_\_\_\_  
Typed Name of Chief Elected Official

Check box if Chief Elected Official has changed since last reporting period.

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Name of Person who prepared this report

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone