

## **INSTRUCTIONS FOR COMPLETING (FORM 3-2) PROJECT STATUS REPORT**

The Project Status Report is the Office of Community Renewal's (OCR) way of obtaining information regarding the status of a Recipient's project. This report will be used by the OCR to assess a Recipient's progress, determine if the project is on schedule, and identify any potential concerns that would warrant a site visit. Each Recipient must submit a Project Status Report for each project where a Final Performance Report has not been submitted to the OCR. The Report consists of three sections: Recipient Information; Project Status Narrative; and Certification.

### **I. RECIPIENT INFORMATION:**

Recipient Name: Provide the Name of the Recipient (i.e. Town/Village/City/County of Name of Community).

Project #: Enter the OCR assigned project number.

Reporting Period: Enter the period being reported (i.e. 1/1/08 – 6/30/08)

### **II. PROJECT STATUS NARRATIVE:**

Provide the information requested in each of the four boxes. Failure to submit adequate information may delay the processing of the Project Status Report and the processing of requests for funds.

### **I. CERTIFICATION OF THE PROJECT STATUS REPORT**

Enter the requested information. The Chief Elected Official must not sign and date the form until after all information has been verified and the Report has been signed and dated by the preparer.