

INSTRUCTIONS FOR COMPLETING FORM 3-4 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.

ALL PROJECT STATUS REPORTS MUST BE RETURNED TO OCRINFO@NYSHCR.ORG; PLEASE INCLUDE THE COMMUNITY NAME, CDBG PROJECT NUMBER AND 2015 STATUS REPORT IN THE SUBJECT LINE. **DO NOT MAIL THE ORIGINAL OR ANY COPY TO THE OCR, THE ORIGINAL MUST BE RETAINED WITH THE PROJECT FILES.**

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: The period being reported is. 1/1/2015 – 06/30/2015.

II. PROJECT STATUS NARRATIVE:

Provide the information requested for A-D. Failure to submit adequate information may delay the processing of the Project Status Report and the processing of future requests for funds.

1. For Housing Rehabilitation and Homeownership 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 starts date, etc.
3. For All 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.

I. CERTIFICATION OF THE PROJECT STATUS REPORT

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

All fields must be completed.

Telephone number for Chief Elected Official must be provided.

All electronic signature of the CEO is acceptable.

E-mail address for Chief Elected Official must be provided.

Name of person who prepared the Project Status Report must be provided.

E-mail address of person who prepared the Project Status Report must be provided.

Telephone number of person who prepared the Project Status Report must be provided.