

## FORM 7-2 INSTRUCTIONS

### PROGRAM SCHEDULE

1. **Recipient Name**: Enter the name of the entity awarded NYS CBDG funds.
2. **Project #**: Enter the project number.
3. **Date**: Enter today's date.
4. **Amendment**: Select amendment if this schedule is an amendment to the program schedule currently on file with OCR.
5. **Program Name**: Enter the name of the project/program as identified on the application for funding.
6. **Effective Date**: Enter the effective date of the schedule.
7. **QTR (Quarter)**: Enter the first letter of each month within each quarter.
8. **Activity Name and #**: Enter the name and OCR activity # of the activity. Note that these names and numbers should be consistent with the names and numbers used to identify activities on Schedule B of the CDBG Grant Agreement.
9. **NYS CDBG Funds Allocated for the Activity**: Enter the amount of NYS CDBG funds allocated/awarded for this activity. Do not include Program Income.
10. **\$**: Enter the amount of NYS CDBG funding anticipated to be drawn down each quarter. Do not enter cumulative totals.
11. **Milestones**: Enter each of the milestones to be undertaken to complete the activity within the term's date of the CDBG Grant Agreement. A milestone is one of a series of readily identifiable actions/events which must be accomplished to initiate and carry out the activity. (For example: procurement of professional services, conducting the environmental review, signing of the grant agreement, submitting the Request for Release of Funds application intake, counseling/training, marketing, design/engineering, property acquisition, bid process, construction, rehabilitation, inspections and grant closeout). The number and type of milestones must convey the implementation of the activity.

To the right of the milestone, indicate the period of time required to complete each milestone by entering an "X" under the month you expect to begin and complete the milestone.

12. **NYS CDBG Funds Allocated for Administration: \$**: Enter the total amount of NYS CDBG funds allocated/awarded for administration.
13. **\$**: Enter the amount of NYS CDBG funding anticipated to be requested each quarter for administration. Do not enter cumulative totals.
14. **NYS CDBG Funds Allocated for Program Delivery: \$**: Enter the total amount of NYS CDBG funds allocated/awarded for program delivery.
15. **\$**: Enter the amount of NYS CDBG funding anticipated to be requested each quarter for program delivery. Do not enter cumulative totals.
16. **Total NYS CDBG Funds Allocated: \$**: Enter the total amount of NYS CDBG funds allocated/awarded to the activity.
17. **Total Amount of Funds Requested (quarterly) \$**: Enter the total amount of NYS CDBG funds anticipated to be requested for each quarter.
18. **Cumulative Total of Funds Requested \$**: Enter the cumulative total of NYS CDBG funds anticipated to be requested for each quarter. The last quarter should equal the amount of the NYS CDBG funds awarded to the activity/project.