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 OCRREPORTS@NYSHCR.ORG.

INCLUDE THE COMMUNITY NAME AND CDBG PROJECT # 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.

Project Completion Date: This is identified in the Grant Agreement and is the termination date of the project.

Reporting Period: The period being reported is. 1/1/YEAR– 06/30/YEAR.

Report#: This is consecutive numbering, if this is the first-time reporting is being undertaken, this would be Report #1.

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., description of expenditure of funds to date and evidence of any commitment of funds.

2. For Public Facilities Activities:
   The status of the bid process, the construction starts date, etc., description of expenditure of funds to date and evidence of any commitment of funds.

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 per job performance goals/schedule as stated in the application, if not, why and what steps are being taken to correct the deficiency. Include a description of expenditure of funds to date and evidence of any commitment of funds.

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Section 3 Reporting

Instructions: This form is to be used to report the accomplishments regarding employment and other economic opportunities provided to low-and very low-income persons under Section 3 regulations of the HUD Act of 1968. This regulation states that "to the greatest extent feasible," a good faith effort must be made to train and employ Section 3 residents as new hires which total a minimum of 30% of your labor amount; and to contract with Section 3 businesses in an amount which is at a minimum of 10% of the total amount of the contract for building trades, housing construction or rehab and at least 3% of the total amount for all other contracts. ***This regulation applies to all recipients of housing and community development assistance in excess of $200,000 expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to contracts and subcontracts in excess of $100,000.***

Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e.: supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in Column A in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in Column A in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the number of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

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Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

III. Certification of 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.

If Chief Elected Official has changed since the Annual Performance Report was submitted, provide the name of the current CEO and prior CEO.

Telephone number for Chief Elected Official must be provided.

Al 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.