

# Department of Commerce and Economic Opportunity

## Project Status Report Definitions and Preparation Instructions

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### **Grant Identification and Preparer Information**

- ◆ **Grantee**
  - Official registered name of business or individual awarded the grant award.
- ◆ **Grant Number**
  - Unique identification number assigned to grant award.
  - XX-XXXXXX two-digit award year, followed by two-digit program code, followed by one-digit series, and then a three-digit sequential grant number.
- ◆ **DCEO Program Name**
  - Title or label that is used by DCEO and state/federal institutions to identify the grant purpose and structure.
- ◆ **Report Period**
  - The beginning date shown in the executed Grant Agreement is the beginning date of the first reporting period. Please refer to the Reports Deliverable Schedule for specific reporting due dates and the reporting periods.
- ◆ **Check if Final**
  - Check if this is the final project status submission for this grant.
- ◆ **Prepared By**
  - Name of individual preparing the report on behalf of the authorized signatory or authorized designee.
- ◆ **Contact Number/Email**
  - Phone number and email that authorized designee who prepared the report may be reached.
- ◆ **Date Prepared**
  - Month/Day/Year that the report was prepared.
- ◆ **Send Report to DCEO email address or hard copy address**
  - Completed by DCEO staff
  - Email of DCEO contact to which the grantee should return the completed report. Preference is that grantee email the report but grantee may send hard copy to the hard copy address.
  - Name and address of DCEO contact to which the grantee should return the completed report if choosing to send hard copy.

### **Other System Reporting**

- Grantee should check the box if they input information required on the Project Status Report directly into another DCEO reporting system. The grantee will not be required to fill in the report with the information updated in the system. Program staff will be required to verify the information in the system and sign off on the report.
- Grantee should indicate all systems updated to meet reporting requirements (i.e. eGrants, etc.).
- Grantee should indicate which reporting requirements are met (i.e. ARRA Section 1512).

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### **Adding Lines to the Report**

- To add lines to the report, right click in a cell for which you would like to insert a row above and select "insert" then select "entire row".

### **Section I: Key Deliverable Items (Deliverable/ Task/ Activity)**

#### **Subpart A: Complete this section with each required Scope of Work (SOW) item**

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- ◆ **Scope of Work Deliverable / Task / Activity**
  - Key high level items listed in the Grant Agreement Scope of Work or Statement of Work.
  - If information is captured in Section II as part of the Performance Measures then it does not need to be reported in Section I.A.
  - Examples:
    - Provide IT Training
    - Hire Staff
    - Purchase equipment
    - Obtain licenses
    - Issue RFP
    - Obtain Contractors
    - Hold Workshop
    - Hold Event
    - Develop Website
- ◆ **Planned Completion Date**
  - Required date is when grantee is required to complete the specific item.
  - Estimated date is when the grantee is estimated to complete the specific item. An estimated date can be assigned by the program or the grantee can provide the dates they estimate the item will be completed.
- ◆ **Percent Complete**
  - Percentage of how far along the grantee determines they are with completing the scope of work deliverables, tasks and activities.
- ◆ **Actual Completion Date**
  - The date the scope of work item is actually completed.
- ◆ **Provide explanation if missed Completion Date or if not on target to meet Completion Date**
  - Grantee is required to explain why they missed the completion date or provide an explanation if they will not meet the completion date. Providing justified explanations will help the grantee avoid the noncompliance process.
- ◆ **Provide Narrative of Deliverable/Task/Activity Status and Indicate Documentation included with Report to support Deliverable/Task/Activity**
  - Provide brief narrative of the status of the deliverable/task/activity item.
  - Reference backup documentation that has been submitted to support proof of the deliverable/task/activity. Please refer to Supporting Documentation Guidelines for additional information.
  - Depending on the deliverable/task/activity supporting documentation may be submitted as part of the Financial Status Report such as proof of equipment

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purchase. If documentation is submitted with the Financial Status Report the grantee should indicate such in this area.

### **Subpart B: Complete this section with required program specific reports and schedules**

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- ◆ **Program Specific Report/Schedule**
  - This section will contain the information from the Reports Deliverable Section in e-Grants on all the program specific reports and schedules that the grantee is required to submit. This section requires the grantee to proactively report on the status of the required reports and to provide justification if a report is not or will not be submitted timely.
  - The grantee will be notified of these reports in the Welcome Package.
- ◆ **Submittal Date**
  - Required date is when grantee is required to submit the report or schedule as determined by the Department.
  - Estimated date is the date the grantee expects to submit the report or schedule. If a report or schedule does not have a required date, the grantee should provide an estimated date for submittal.
- ◆ **Provide explanation if missed Submittal Date or if not on target to meet Submittal Date**
  - Grantee is required to explain why they missed the submission date or provide an explanation if they will not meet the submission date. Providing justified explanations will help the grantee avoid the noncompliance process.

### **Section II: Performance Measurement Reporting**

#### **Subpart A: Complete this section with each performance measurement**

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- ◆ **Performance Measure**
  - Performance Measures that grantee is required to report on to the Department. Performance Measures will be provided to the grantee from the Program area, if applicable.
- ◆ **Target**
  - Required target is the number that is required either by mandate or by the Department.
  - Estimated target is the number the grantee estimates they will achieve.
- ◆ **Previous Actual**
  - List the actual number previously reported for the performance measure.
- ◆ **Current Actual**
  - List the actual number as of the current reporting period for the performance measure.
- ◆ **Actual to Date (Previous + Current)**
  - Column will automatically add the previous number and the current number to report the number to date.
- ◆ **Provide explanation if not met or not on target to meet**

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- Grantee is required to explain why they have not met the performance measure or provide an explanation if they are not on target to meet the performance measure. Providing justified explanations will help the grantee avoid the noncompliance process.
- ◆ **Indicate Documentation included with Report to Support Attainment of Performance Measure**
  - Reference backup documentation that has been submitted to support proof of achieving the performance measure or proof of progress towards meeting the performance measure. Please refer to Supporting Documentation Guidelines for additional information.

### **Subpart B: Complete this section with number of jobs created and/or retained as a result of this grant (if applicable)**

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- ◆ **Jobs Created**
  - Grantee should report number of jobs created and/or jobs retained as a result of this grant. If not applicable indicate N/A in the field below.
- ◆ **Target**
  - Required target is the number that is required either by mandate or by the Department.
  - Estimated target is the number the grantee estimates they will achieve.
- ◆ **Previous Actual**
  - List the actual number previously reported for the performance measure.
- ◆ **Current Actual**
  - List the actual number as of the current reporting period for the performance measure.
- ◆ **Actual to Date (Previous + Current)**
  - Column will automatically add the previous number and the current number to report the number to date.

### **Section III: Success Stories/ Additional Activities Accomplished**

- ◆ **Success Stories/Additional Activities Accomplished**
  - Provide brief narrative of any success stories and/or additional activities accomplished as a result of the grant funding. DCEO may use this information to promote the grant programs.

### **Section IV: Additional Concerns and/or Feedback**

- ◆ **Concerns and/or Feedback**
  - Grantees opportunity to provide specific concerns or feedback with the grant process or grant agreement requirements. Grantee may list any questions that they would like addressed by the Department.

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### Grantee Certification

- ◆ **Grantee Certification**
  - This area is where the grantee (authorized signatory or designee) signs and dates the report to declare that they feel confident that the information contained in the report is a true and accurate representation of transactions during the reportable period. The grantee is certifying that reported information is accurate; supporting documentation has been submitted as required by the Program; all supporting documentation is on file with the grantee and individual submitting report has full signature authority to sign on behalf of this grantee as previously identified to the Department. The Grantee acknowledges that the Department's approval for any item described herein shall be considered conditional and subject to further review and verification in accordance with Monitoring and Records Retention Sections of the Grant Agreement.
  - Please refer to the Supporting Documentation Guidelines for the specific requirements.
- ◆ **Signature**
  - Authorized signature or authorized designee signature must sign off on the report. The authorized designee must be designated either in the Grant Agreement or by submitting the required form to the Department. Any changes must be submitted to the Department on the required form.
    - **Authorized Designee:** An individual authorized to submit materials required by a Grant Agreement or contract on behalf of an entity.
    - **Authorized Signatory:** An individual authorized to execute a binding document on behalf of an entity.
  - Digitized signature is acceptable. A digitized signature would be a scanned image of a handwritten signature that is attached to an electronic document. To create a digitized signature grantee would sign a piece of paper and scan the paper to their computer. The signature can then be copied and pasted from the scanned document into the reports. **Grantee is responsible for ensuring the proper internal controls are in place when utilizing a digitized signature.**
  - A typed signature is not acceptable.
  - Preference is to email the reports to DCEO.
- ◆ **Name and Title**
  - Printed name and title of authorized designee or authorized signatory who signed the report.
- ◆ **Date**
  - Date the report is completed and sent to DCEO.

### Program Certification

- ◆ **Program Certification**
  - The DCEO program area will indicate their review and acceptance of the report in the e-Grants System.
  - The program review and acceptance indicates that they have done a general and reasonable review of the information provided and do not find any major discrepancies or unusual items.
  - If the Program makes any revisions to the report with the involvement of the grantee, the grantee will need to recertify the report to accept the Program revisions.

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### **IDENTITY PROTECTION ACT (5 ILCS/179)**

### **PERSONAL INFORMATION PROTECTION ACT (815 ILCS 530)**

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The Department of Commerce and Economic Opportunity (DCEO) is committed to protecting the privacy of its vendors, grantees and beneficiaries of programs and services. At times, DCEO will request social security numbers (SSNs) or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, grants. DCEO also collects confidential information for oversight and monitoring purposes.

Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from using the services/benefits provided by DCEO as a result of state or federal laws, rules and regulations.