

Department of Commerce and Economic Opportunity

Project Status Report Definitions and Preparation Instructions

Note: The instructions provided on this page are specific to Project Status Reports (PSR) to be completed for the **Emergency Shelter Grant Program (ESGP)**. PSR instructions listed on the DCEO Accountability website do not apply to ESGP reports.

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 (e.g., 10-271001).
- ◆ **DCEO Program Name**
 - Already filled in as "**ESGP**".
- ◆ **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.
 - Whether a report covers one or two months, or a quarter, it's "From" date should be the first day of a month and it's "To" date should be the last day of a month. Reports covering a period totaling less than a month are not acceptable and will be returned to Grantee.
- ◆ **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 of individual who prepared the report.
- ◆ **Date Prepared**
 - Month/Day/Year that the report was prepared.
- ◆ **Send Report to DCEO email address or hard copy address** (DCEO Use Only)
 - Completed by DCEO staff (if applicable)
 - Email of DCEO contact to which the grantee should return the completed report. Preference is that grantee e-mail 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

- Is now permanently marked to reflect other reporting systems have been updated with current information.

Department of Commerce and Economic Opportunity

Project Status Report Definitions and Preparation Instructions

- Is now permanently marked with the Financial Status Report and the Client Statistical Report.

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

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

N/A.

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

N/A.

Section II: Performance Measurement Reporting

Subpart A: Complete this section with each performance measurement

N/A.

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

N/A.

Section III: Success Stories/ Additional Activities Accomplished

N/A.

Section IV: Additional Concerns and/or Feedback

N/A.

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 (if applicable); 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 (if applicable). 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.
- **There is no supporting documentation required for the Project Status Report.**

◆ **Signature**

Department of Commerce and Economic Opportunity

Project Status Report Definitions and Preparation Instructions

- 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 e-mail the reports to DCEO, with the best option being to scan the report into a PDF document and e-mail it.**

◆ 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.

DCEO Program Certification (Department Use Only)

No Grantee personnel should complete or sign in this area. It is for DCEO use only.

◆ 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.