

Guidelines for completing the Project Status Form

Contract Information section:

Recipient: The entity that entered into the contract with DOS.
Contract #: NYS Comptroller number listed on the Face Page of the contract.
Project Title: The official title of the project (can be found on most correspondence from DOS).
Date Prepared: The date that the status report is being prepared.

In the Task List section:

Every task and subtask listed in the Work Plan (Attachment C of contract, or Appendix D for older contracts) must be listed on each report submitted. Columns 1-5 should be completed for every task, giving the current percent of completion for each and indicating the completion date for tasks that are 100% complete, or the target date for tasks that are still underway. Target dates should be realistic and provide an up-to-date timeline for completion of the remaining tasks and project.

Task #: The tasks should be listed in order and numbered exactly as shown in the work plan.

Brief Task Description: Enter a couple of key words to describe the task (for example, "RFP", "Final Designs", "Permits"). This should be based on the task title from the work plan.

Percent of Completion: The current percentage of completion of this task.

A/T: If the task is 100% complete, enter "A" – (to indicate that the date in the **Date of Completion** column is the Actual date of completion of the task). If the task is less than 100% complete, enter "T" – (to indicate that the date in the **Date of Completion** column is the Target date for completion of the task).

Date of Completion: If the task is 100% complete, indicate the date that the task was completed – this date must be a past date. If the task is less than 100% complete, indicate the date that the task is expected to be completed – this date must be a future date. NOTE: If the target completion dates for any project tasks go beyond the current end date of the contract, an extension should be requested in the **Extension** section of this form.

Task Accomplishments: This column should be completed only if work on the task has started. The entry should be brief, but describe specific accomplishments made for each task. Status reports submitted with generic entries will take longer to review by DOS and may not be accepted (*see below for tips on improving **Task Accomplishments** entries).

Product Submitted: Indicate the specific task-related products which have been submitted to DOS for review and approval.

*Here are some tips on how to improve generic **Task Accomplishments** entries:

Generic accomplishment entry:

Advisory committee established.

RFP issued.

Consultant Selected.

Final designs.

Improved, more specific accomplishment entry:

8 person advisory committee was established and has met (6) times to date.

RFP was released through local papers and NYS Contract Reporter.

5 responses were received and ABC Construction Company, Inc. was selected

Final Design & Construction Drawings (incorporating DOS comments of 11/5/05) were approved by DOS.

MWBE Reporting, Project Status Reporting and Final Project Summary Report/Measurable Results (FPSR/MR) tasks:

MWBE reports and status reports are required to be submitted for the life of the contract. FPSR/MR forms are required to be submitted upon completion of the project. As such, these tasks should not be marked as 100% complete until the entire project is completed, all MWBE utilization has been reported in NYSCS, and the final status report and FPSR/MR forms have been submitted. The target completion date for these tasks should be within 60 days after the project is expected to be complete.

MWBE section (required):

Fill in the MBE and WBE goal amounts for this contract. The goal can be found on Attachment B-1 of more recently executed contracts and/or amendments, and in Attachment A-1, Section M.2.a for older contracts. If you are unsure what the goal for your contract is, please email us at opdcontracts@dos.ny.gov and we will provide the information.

Fill in the state-share amounts incurred to date (whether or not actually paid) by state-certified MBE and WBE firms.

Also at this time, please check your contract in NYSCS to confirm that any amounts actually paid to MWBE firms have been reported to receive credit towards the MWBE goal.

In the next section, briefly explain how any remaining MWBE goals are expected to be achieved.

Work Undertaken section (required):

Describe any work undertaken and advancements made since the last status report submitted. If this is the first status report, describe work undertaken and advancements made to date.

Extension section:

If an extension is requested by the Recipient, the request, reason and justification must be indicated in this section and the reasons provided should be detailed and specific. For example, requesting an extension to "complete the project" or "allow time to finish tasks" is not acceptable. The reasons provided in this section should be specific and explain why tasks were delayed and/or problems were experienced.

The extension requested must also be consistent with the target completion dates in the task list. For example, if the task list indicates that the final project task has a target completion date of December 31, 2019, you cannot request an extension to June 30, 2020.

Amendment section:

Please take a moment to review the executed budget and work plan of the contract or most recent amendment. If you notice the need for any adjustments, a description should be provided in this section. Note that since a budget amendment will be needed for most changes, it's best to provide the information on this report so that the budget can be amended as soon as possible to avoid future delays with reimbursements.

Issues section:

If any issues or problems have been encountered since the last status report submitted, they should be indicated here.

Contact Information section (required):

Provide the Name, Title, Affiliation, Email Address, Phone Number, and Fax Number of the person that DOS should contact directly if we have questions on the information provided on this form.

Submitting the status report:

Please email the completed status report in Microsoft Word format to opdcontracts@dos.ny.gov. Please do not forward the original by mail - we only need to receive one copy of the report.

If you have any questions, please email at opdcontracts@dos.ny.gov or call (518) 474-6000.