

PROJECT STATUS FORM

Recipient: Chautauqua (T) Contract #: C1002334

Project Title: Town of Chautauqua and Village of Mayville Comprehensive Plan

Date Prepared: _____

**** See guidelines for directions on completing this form ****

<u>Task #</u>	<u>Brief Task Description</u>	<u>Percent of Completion</u>	<u>A/T</u>	<u>Date of Completion</u>	<u>Task Accomplishments</u>	<u>Product Submitted to DOS</u>
Task 1	Project Initiation Meeting					
Task 2	Comprehensive Planning Committee					
Task 3	Procurement of Consultant (if applicable)					
Task 4	Subcontract and Compliance with Local Procurement Requirements					
Task 5	Comprehensive Planning Committee Meetings					
Task 6	Community Participation Plan					
Task 7	Community Survey and Stakeholder Interviews					
Task 8	Review Local and Regional Planning Efforts and Ongoing Initiatives					
Task 9	Community Profile					
Task 10	Community Visioning Workshops					
Task 11	Draft Comprehensive Plan					
Task 12	Review by the Local Municipal Board					
Task 13	Environmental Quality Review					
Task 14	County Planning Board Review					
Task	Final					

15	Comprehensive Plan					
Task 16	Public Hearing and Local Adoption					
Task 17	MWBE Reporting					
Task 18	Project Status Reports					
Task 19	Final Project Summary Report and Measurable Results					

NOTE: Enter information into the boxes above. Pushing tab to move from box to box will insert additional rows.

Indicate the MWBE goals for this contract, and the state-share amounts incurred to date by state-certified MWBE firms:

MBE Goal Amount: _____ \$11,475.00 _____ WBE Goal Amount: _____ \$11,475.00 _____
 Incurred by MBE: _____ Incurred by WBE: _____

Note: Any state-share MWBE costs paid to date should be entered in NYSCS to receive credit towards the MWBE goal.

Briefly explain how any remaining MWBE goals are expected to be achieved:

Describe work undertaken and advancements made since the previous status report:

If the project will not be complete by the current end date of the contract, provide an extension request, including a detailed justification and specific reasons for delay:

Describe any proposed amendment to the budget and/or work program of this contract:

Describe any issues or problems encountered during the current reporting period:

Person to contact if we have questions about the information provided on this form:

Name: _____ Email Address: _____
 Title: _____ Affiliation: _____