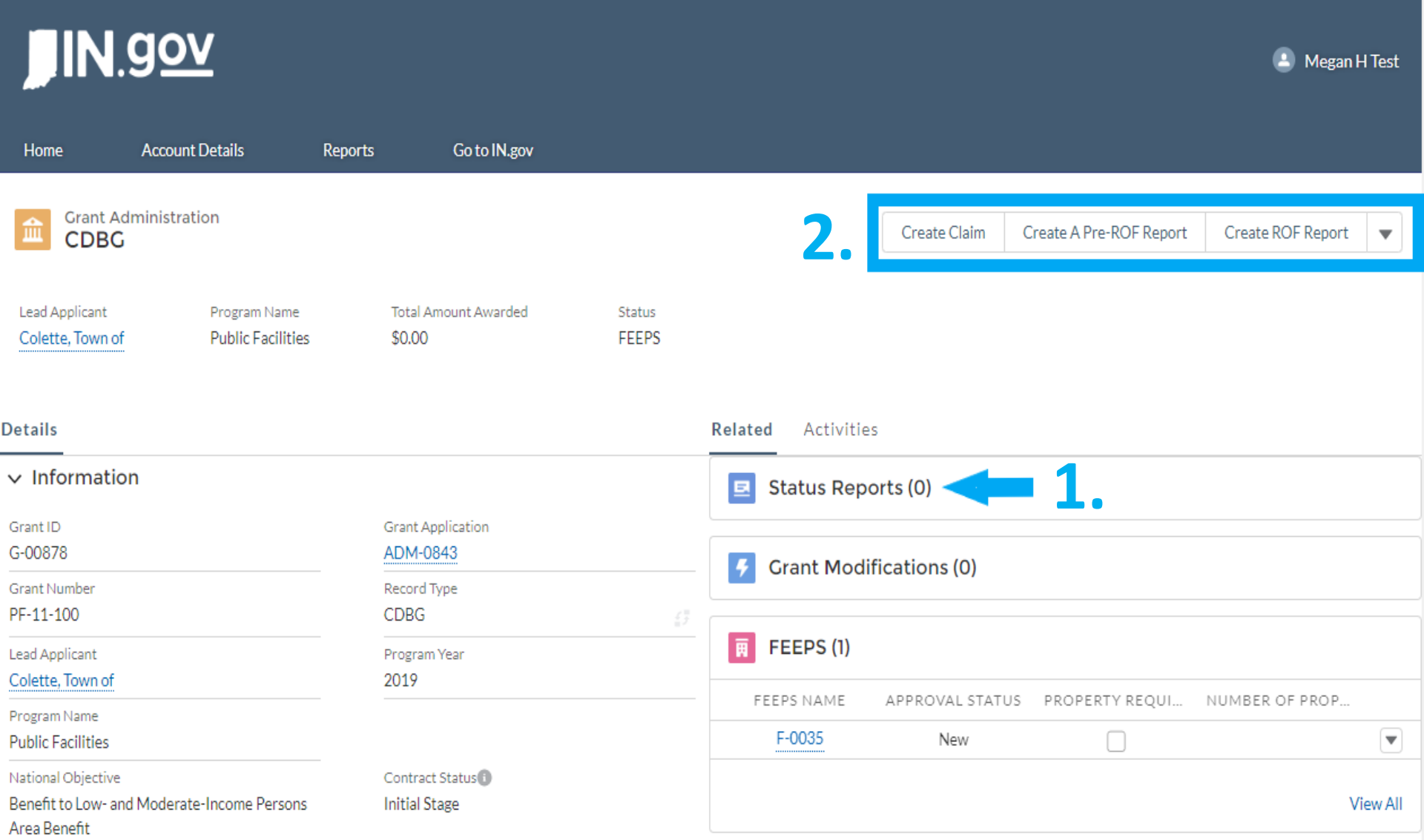
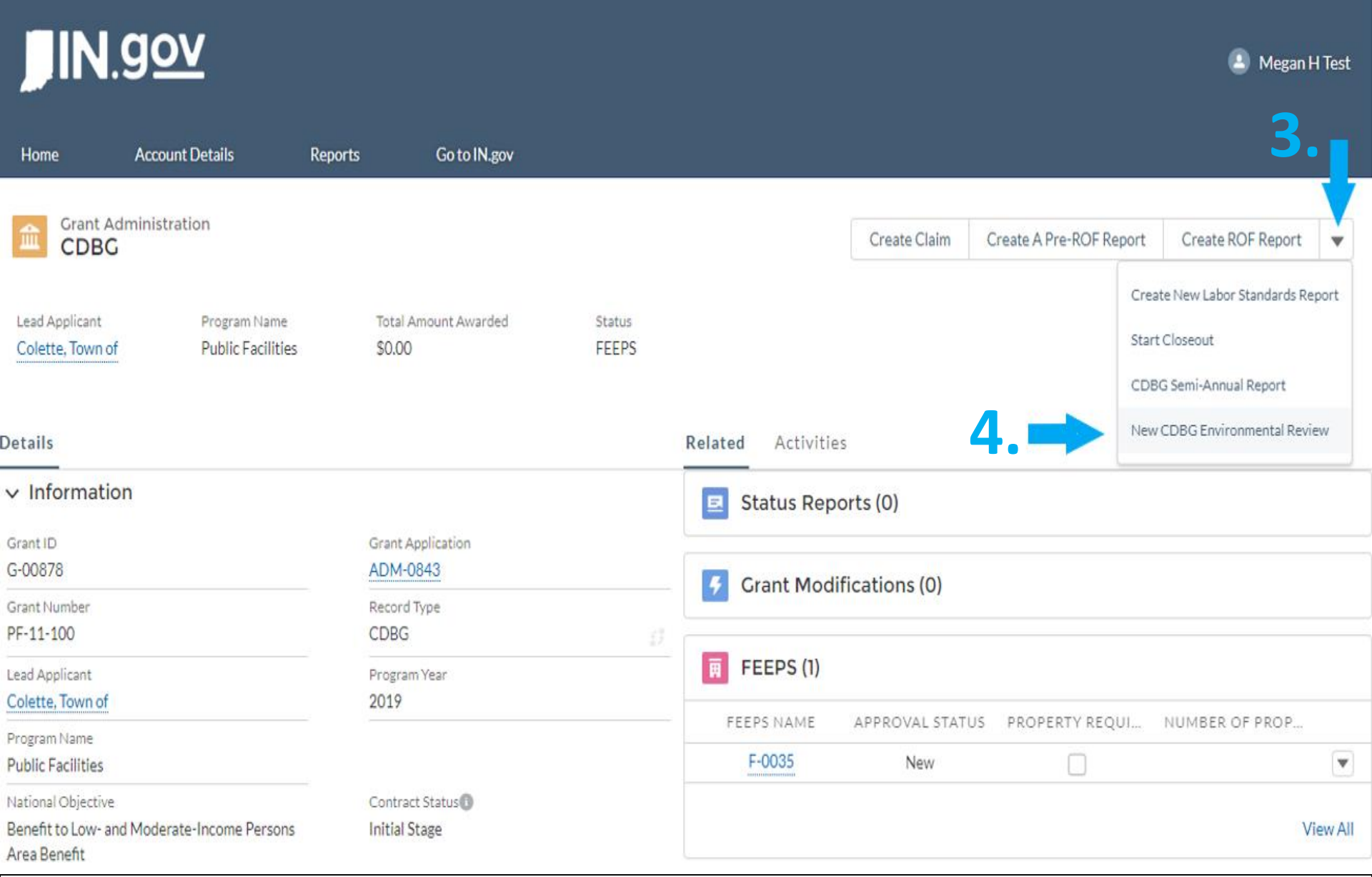
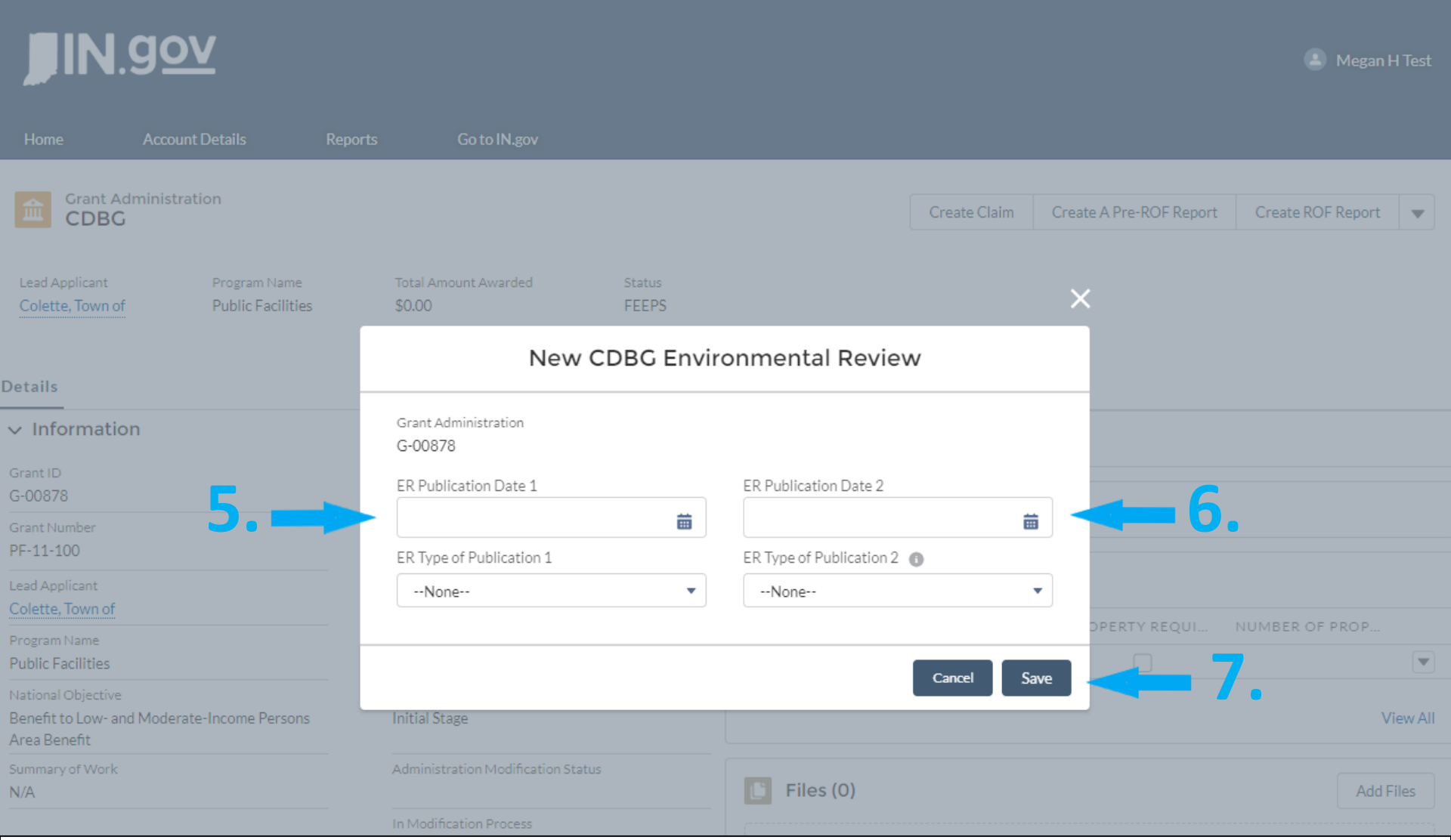


1. The Status Reports related list indicates how many reports have been created for this grant record.
2. The “Quick Buttons” create new reports or claims.



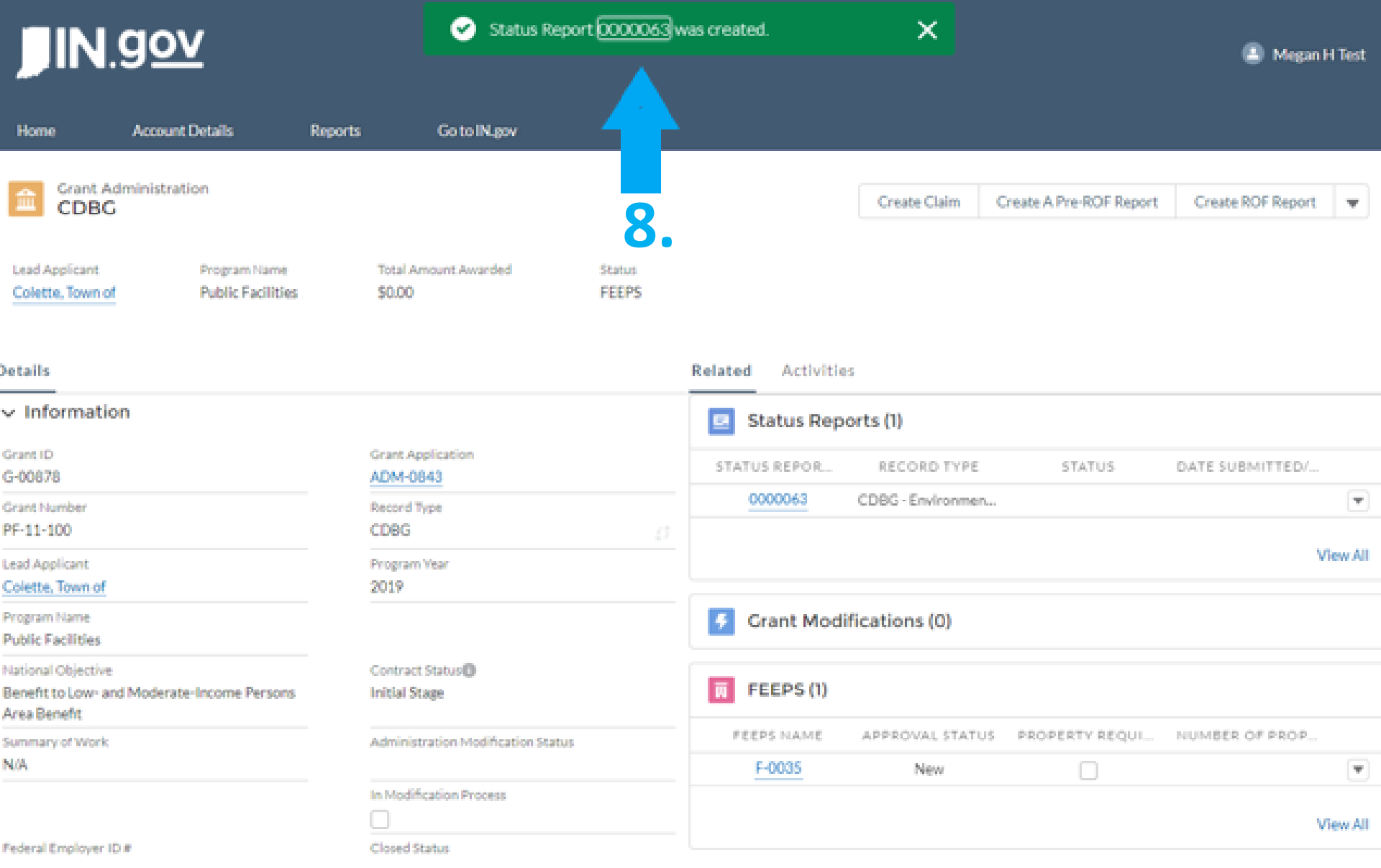
3. Click on the down arrow to access more reports.
4. Select “New CDBG Environmental Review”.



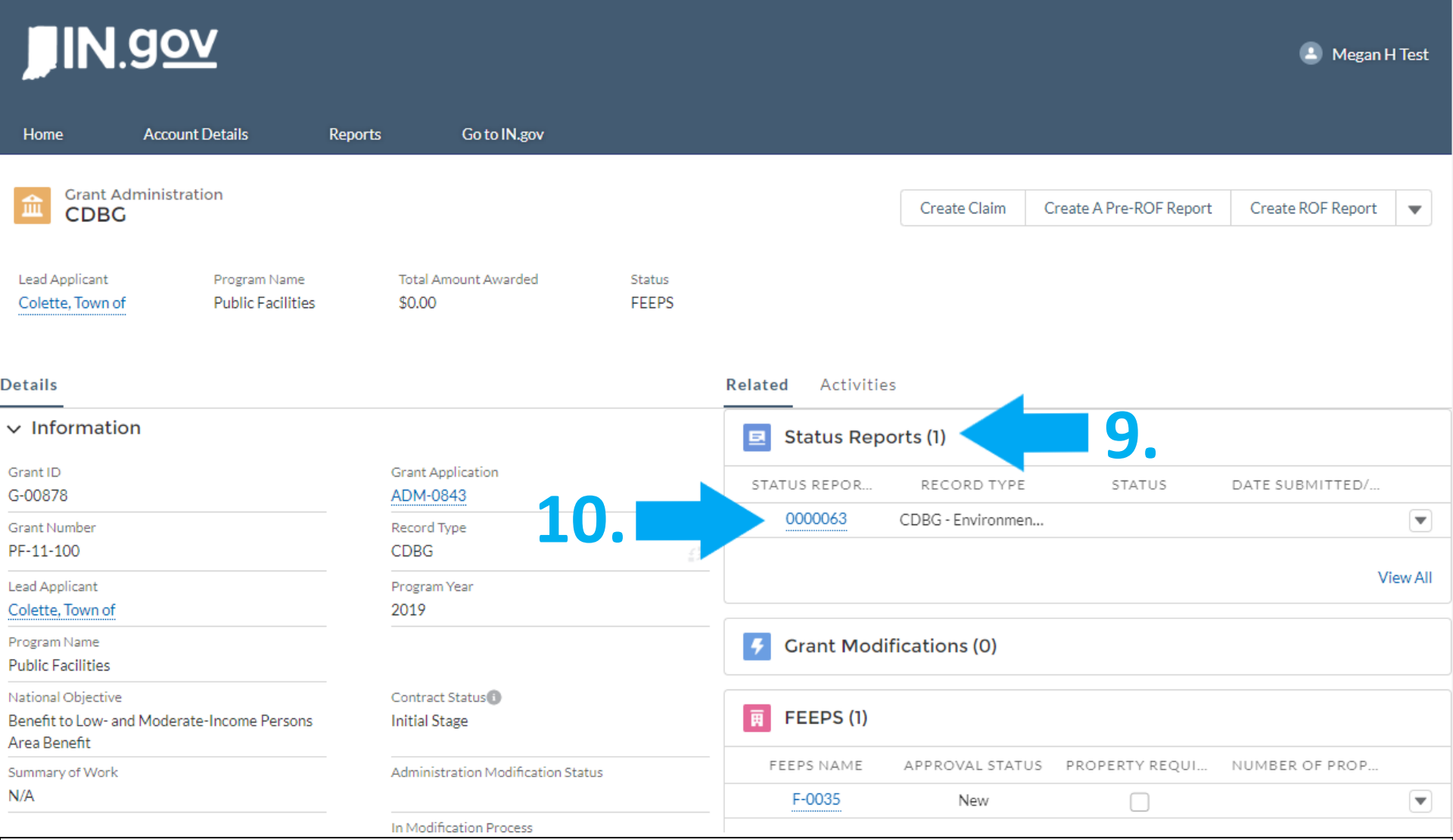
5. Enter the date of publication and select the type of publication.

6. If the FONSI and RROF were published separately, all ER Publication Date/Type fields must be filled. If a Combined Notice or NOI was published, only ER Publication 1 fields should be completed.

7. Save may be selected with fields completed or blank. Save will create a status report that may be edited further and submitted when complete.

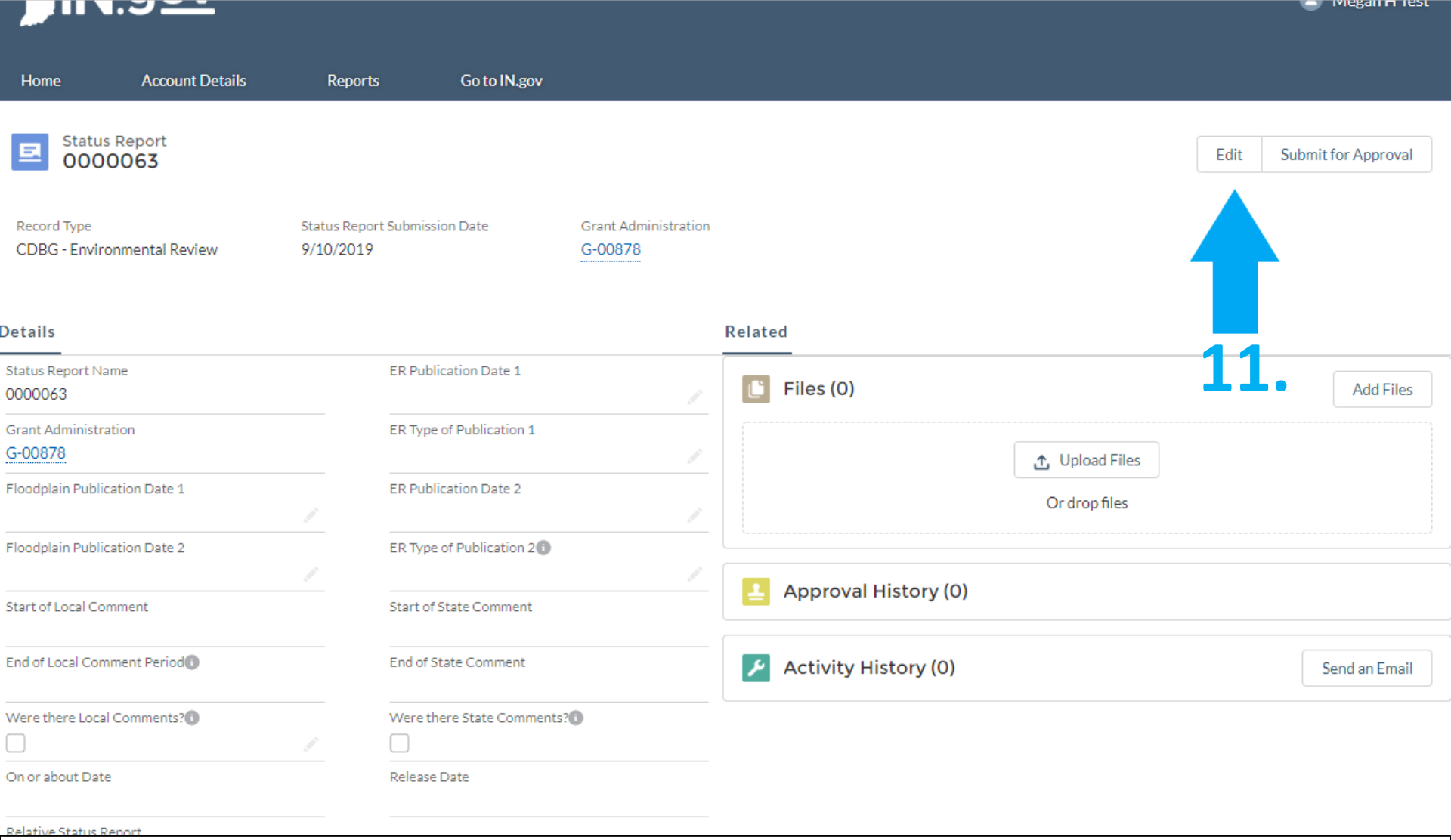


8. When the status report is saved, a green notification bar will appear at the top of the screen. To access the status report, the report number can be clicked from the green bar.

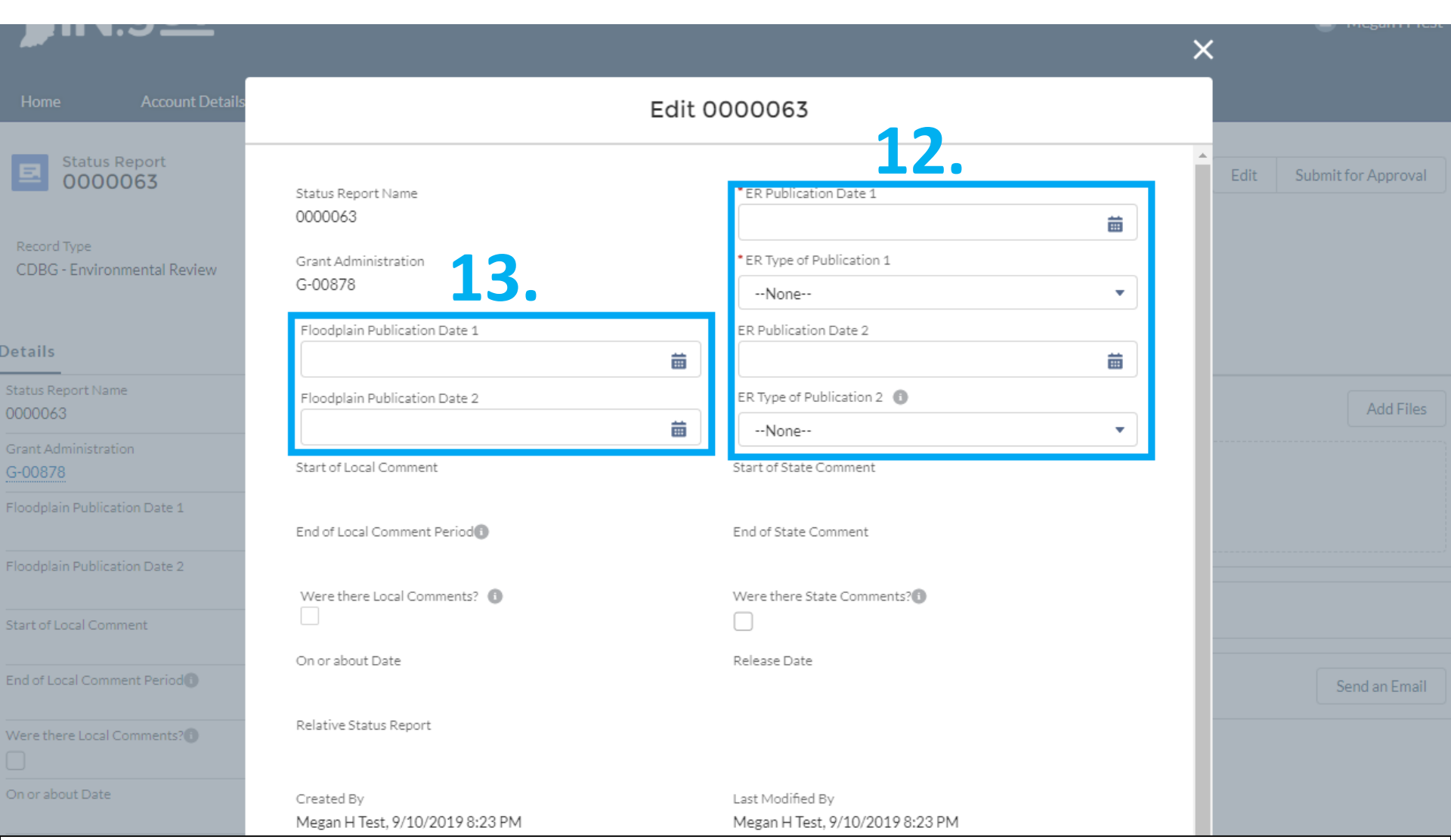


9. The Status Reports related list now shows that one (1) report has been created and is tied to the grant record.

10. The status report may be accessed by clicking the blue report number.

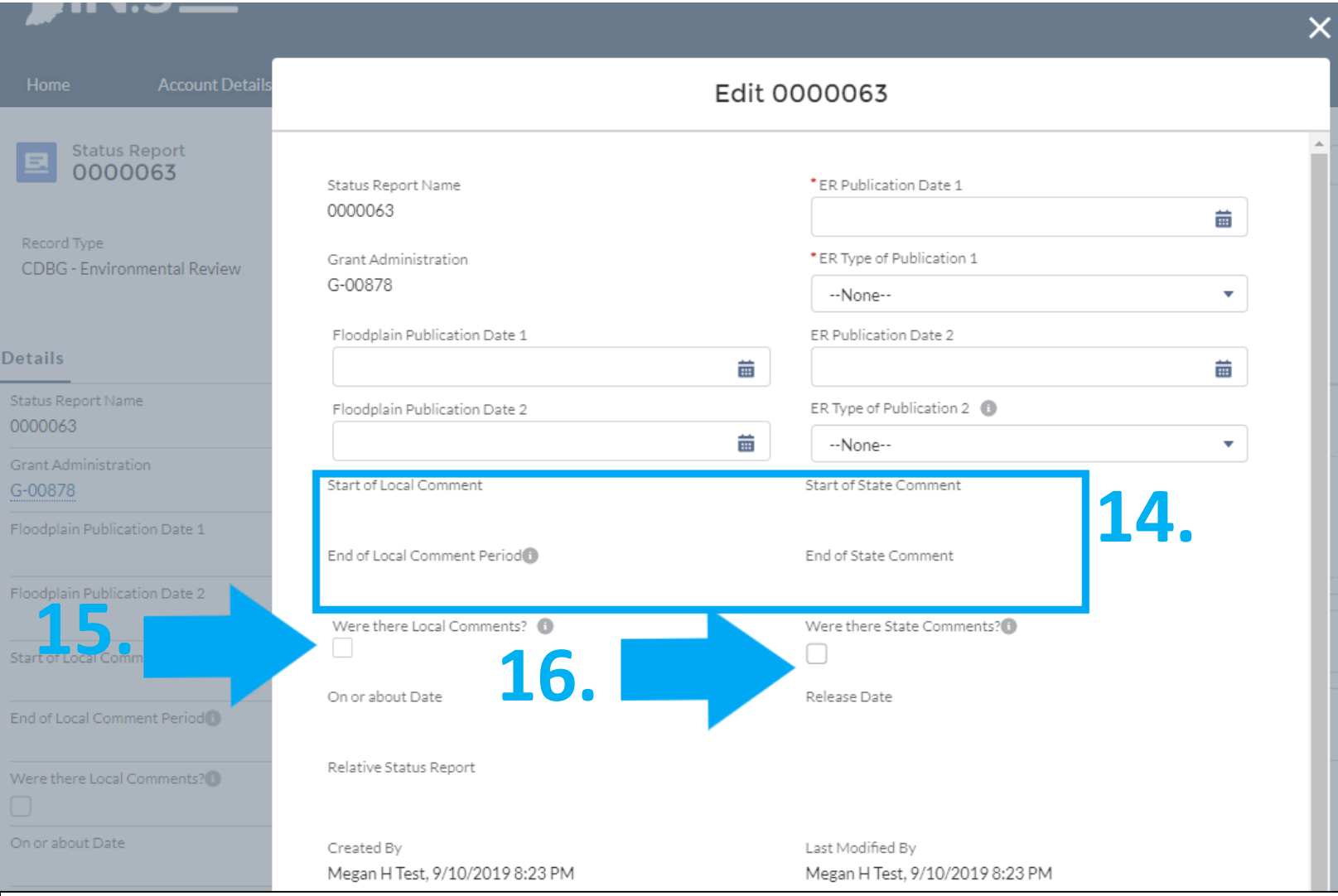


11. Click the edit button to edit the status report.

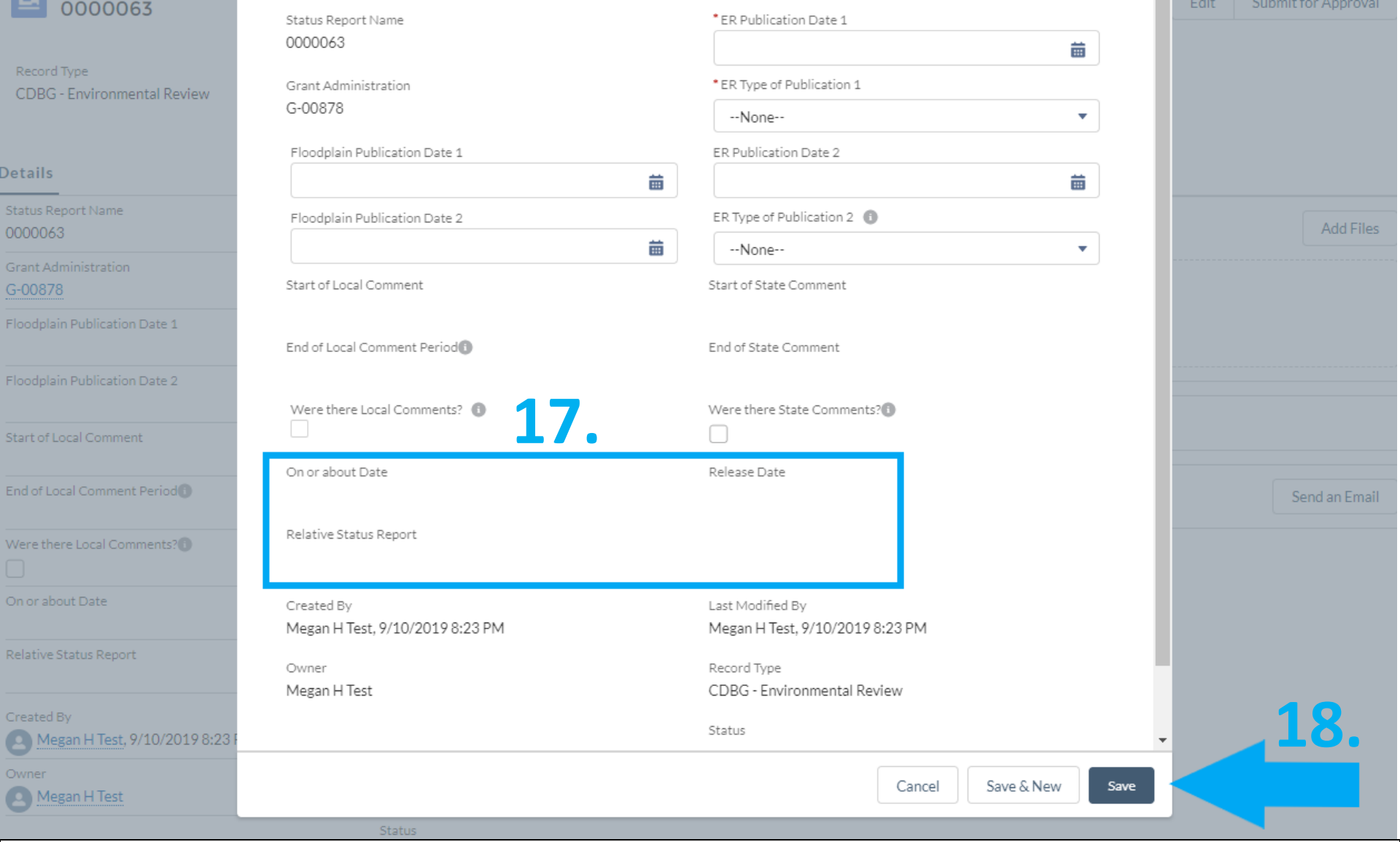


12. The ER Publication Date fields are the same fields that appeared after selecting “New CDBG Environmental Review”. If data was entered initially and saved, it will appear here. If data was not entered previously, it may be done here.

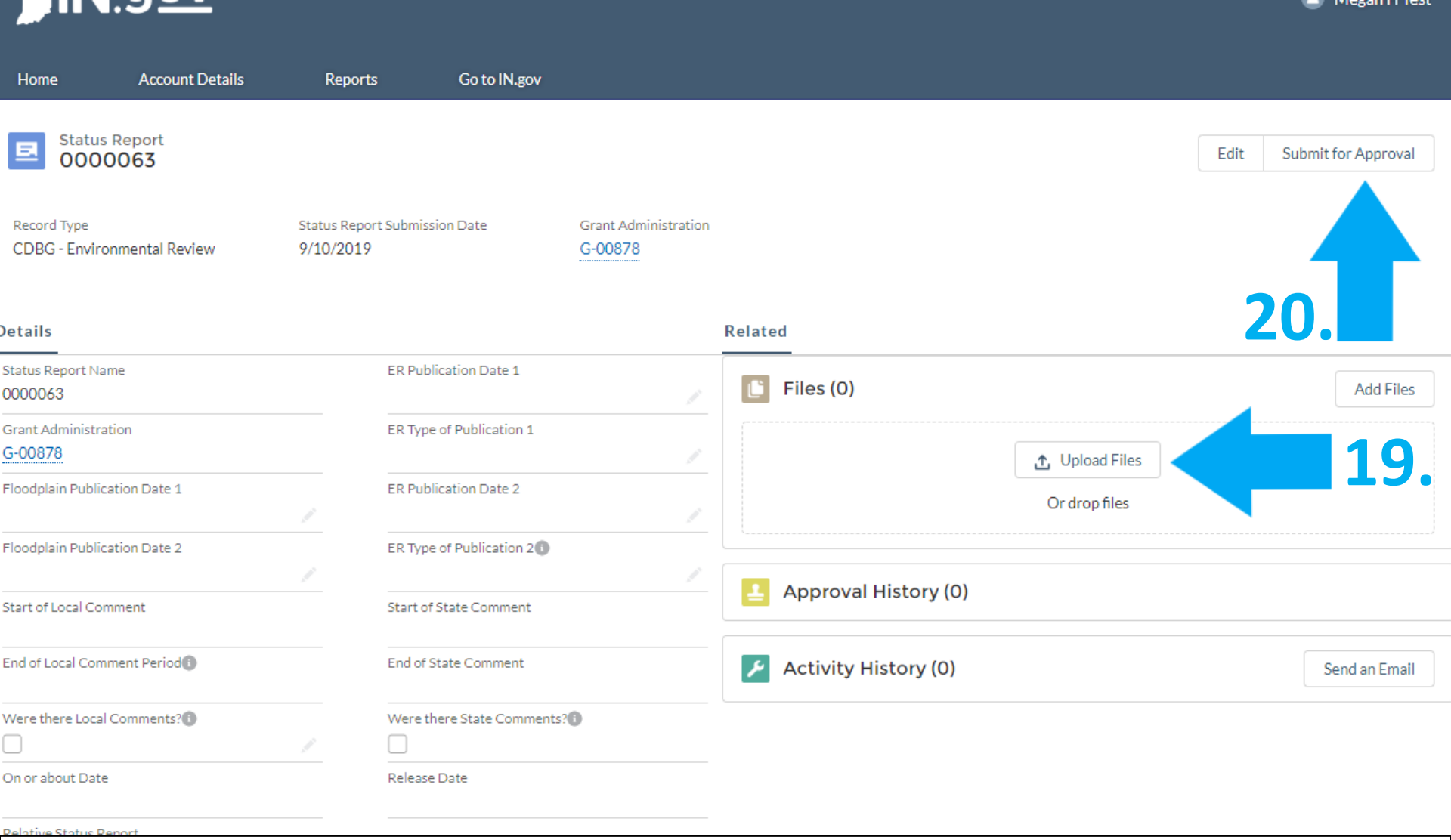
13. If the project is part of a floodplain, the dates for each publication are entered here. They do not have to be entered at the same time but they must be included when the status report is submitted. If the project is not located in a floodplain, these fields are to remain blank.



14. These fields are locked and will be completed by Grant Services/OCRA.
15. If there were local comments, check the box. If there were no comments, leave the box blank
16. These fields are locked and will be completed by Grant Services/OCRA.



17. These fields are locked and will be completed by Grant Services/OCRA.
18. Select “Save” to save the information entered in the status report. Selecting “Cancel” will erase information entered while editing.



19. After saving the status report, upload the appropriate documents (affidavit(s), proof of publication(s), signed RROF Certification, local comments and resolution).
20. Once the status report is complete and documents have been uploaded, select “Submit for Approval” to submit the Status Report.