



**HOUSE BILL 645 Montana Reinvestment Act
MONTANA DEPARTMENT OF COMMERCE
State Tribal Economic Development Commission (STEDC)
TRIBAL INFRASTRUCTURE AND ENERGY EFFICIENCY REINVESTMENT PROGRAM**

MONTHLY RECOVERY FUNDS REPORT FORM FOR INSERT TRIBE

Recovery Funds Reports are due no later than the first Friday of each month during the term of the INSERT CONTRACT # agreement. The Tribe must report, at a minimum, for itself and all contractors, subcontractors, and subrecipient entities.

REPORTING ON THE FOLLOWING:	Month, Day, Year	
A. The dollar amount of all contractor invoices (Each contractor must be reported on a separate form)		
B. The supplies delivered and the services performed		
C. As assessment of the completion of the status of the work		
D. An estimate of the number of jobs created as a result of the Recovery funds* <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Total New FTE Cumulative** Hours Worked </div> <div style="margin-right: 10px;">=</div> <div style="border: 1px solid black; padding: 5px;"> Number of jobs Created </div> </div> <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Total # Hours in a Full Time Schedule </div> <div style="margin-right: 10px;">=</div> <div style="border: 1px solid black; padding: 5px;"> Number of jobs Saved </div> </div> <p>Please indicate numerator and denominator for total number of jobs created</p>		
E. An estimate of the number of jobs retained as a result of the Recovery funds* <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Total Jobs Saved Cumulative** Hours Worked </div> <div style="margin-right: 10px;">=</div> <div style="border: 1px solid black; padding: 5px;"> Number of jobs Saved </div> </div> <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Total # Hours in a Full Time Schedule </div> <div style="margin-right: 10px;">=</div> <div style="border: 1px solid black; padding: 5px;"> Number of jobs Saved </div> </div> <p>Please indicate numerator and denominator for total number of jobs saved</p>		

F. Name and physical location of all contractors, subcontractors, and subrecipient entities engaged in any of the activities described in Section 7 SCOPE OF WORK of INSERT CONTRACT #	
G. Any additional comments	
Signature: _____ Title: _____	Date: _____

***"Jobs Created"** means the cumulative** new positions created and filled, or previously existing unfilled positions that are filled, for each project, as a running total over the life of the project, expressed as "full time equivalent" (FTE), calculated cumulatively as all hours worked (jobs created cumulative work hours) divided by the total number of hours in a schedule, as defined by the Grantee.

***Jobs Retained"** means the cumulative** previously existing filled positions that are saved/retained for each project, as a running total over the life of the project, expressed as FTE, calculated cumulatively as all hours worked (jobs saved cumulative work hours) divided by the total number of hours in a full time schedule, as defined by the Grantee.

**Cumulative means the rolling total for the period of the contract. Balances from monthly and quarterly reports will be either be added to or subtracted from, depending on if additional jobs are created or retained in subsequent months of the contract.