



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

**PROJECT COMPLETION REPORT FORM FOR INSERT TRIBE**

Upon completion of the final Project, the Tribe will submit a final Project Completion Report for **INSERT CONTRACT #** to the State Tribal Economic Development Commission.

REPORTING ON THE FOLLOWING:	Month, Day, Year	
A. The total costs incurred for the Project		
B. Identify the final project completion date		
C. Summarize any significant problems encountered in carrying out the Project		
D. The TOTAL dollar amount of all contractor invoices (Each contractor must be reported on individually)		
E. The TOTAL supplies delivered and the services performed		
F. A FINAL assessment of the completion of the status of the work		
<p>G. A FINAL estimate of the number of jobs created as a result of the Recovery funds*</p> $  \frac{\boxed{\begin{array}{c} \text{Total New FTE} \\ \text{Cumulative** Hours} \\ \text{Worked} \end{array}}}{\boxed{\begin{array}{c} \text{Total \# Hours in} \\ \text{a Full Time Schedule} \end{array}}} = \boxed{\begin{array}{c} \text{Number of} \\ \text{Jobs Created} \end{array}}  $		

Please indicate numerator and denominator for total number of jobs created

<p>H. A FINAL estimate of the number of jobs retained as a result of the Recovery funds*</p> <div style="text-align: center;"> <table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">           Total Jobs Saved Cumulative** Hours Worked         </td> <td style="font-size: 2em; vertical-align: middle;">=</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">           Number of Jobs Saved         </td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">           Total # Hours in a Full Time Schedule         </td> <td></td> <td></td> </tr> </table> </div> <p>Please indicate numerator and denominator for total number of jobs saved</p>	Total Jobs Saved Cumulative** Hours Worked	=	Number of Jobs Saved	Total # Hours in a Full Time Schedule			
Total Jobs Saved Cumulative** Hours Worked	=	Number of Jobs Saved					
Total # Hours in a Full Time Schedule							

<p>I. A CUMULATIVE LIST including the 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 <b><u>INSERT CONTRACT #</u></b></p>	
<p>J. Any FINAL additional comments</p>	
<p>Signature: _____</p> <p>Title: _____</p>	<p>Date: _____</p>

**\*\*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. Figures from monthly and quarterly reports will have been either be added to or subtracted from, depending on if additional jobs were created or retained in subsequent months of the contract.