



**HOUSE BILL 645 Montana Reinvestment Act
MONTANA DEPARTMENT OF COMMERCE**

@75 @; F5 BH' MONTHLY RECOVERY FUNDS REPORT FORM

Recovery Funds Reports are due no later than the first Friday of each month during the term of the contract agreement. The Grantee must report, at a minimum, for itself and all contractors, subcontractors, and sub-recipient entities, cumulatively since the start of the Project.

REPORT ON THE FOLLOWING:	Report Date:	
A. Project Name		
B. Contract Number		
C. County, City and Zip Code		
D. Current Status of the Project	<i>(Not Scheduled, Scheduled, Active, Finished or Cancelled)</i>	
E. Name and Physical Location of all primary contractors, subcontractors, and sub-recipient entities engaged in any of the activities described in Section 6 SCOPE OF WORK of CONTRACT #	Contractor Name	City, State
F. Quantity (cumulative total of entities served)		
G. Unit of Measure (type of entity served)	<i>(Recipient, Clients, Service Providers, Students, School Facility, Homes, Buildings, Businesses, Other)</i>	
H. Expenditure Total (the cumulative dollar amount of expenditures charged to this stimulus contract)		

<p>I. Jobs Saved (the number of jobs saved/retained as a result of the Recovery funds)</p>	$\frac{\text{Cumulative Hours Worked in Jobs Saved}}{\text{Total \# Hours in a Full Time Schedule}} = \frac{\text{Total Jobs Saved}}{\text{Total Jobs Saved}}$ <p>Please indicate numerator and denominator for total number of jobs saved</p>
<p>J. Jobs Created (the number of jobs created as a result of the Recovery fund)s</p>	$\frac{\text{Cumulative Hours Worked in New FTE}}{\text{Total \# Hours in a Full Time Schedule}} = \frac{\text{Total Jobs Created}}{\text{Total Jobs Created}}$ <p>Please indicate numerator and denominator for total number of jobs created</p>
<p>K. Estimated Project Start Date</p>	
<p>L. Estimated Project Completion Date</p>	
<p>M. The Supplies Delivered and the Services Performed to Date</p>	
<p>N. Recovery Reinvestment Act Signage.</p>	<p>Sign Installed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date Sign Installed _____</p>
<p>O. Any Additional Comments</p>	
<p><i>To the best of my knowledge and belief, the information provided on this form is true and correct.</i></p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>	

[See Appendix A for Terms and Definitions](#)

Appendix A – Terms and Definitions

Data Element	Definition/Comment:
Project Name	Example: "Ruby Dam"
Project Status (N, S, A, F, or C)	Enter N for Not Scheduled, S for Scheduled, A for Active, F for Finished or C for Cancelled.
County	Enter the county name where project is located.
City	If the county can be narrowed down to a city please do so.
Zip Code	Enter the zip code on this line.
Primary Contractor Business Name	Enter the primary contractor business name.
Primary Contractor Location	Enter the physical location (city) of each primary contractor.
Quantity	Enter the cumulative total of individuals/businesses served based on actual data.
Unit of Measure	Enter the unit of measure: Such as Recipients/Clients, Service Providers, Students, School Facilities, Homes/Buildings, Businesses Served. For example if the project is weatherization and an agency weatherized 50 different homes in Lewis and Clark county the agency would enter 50 in the "Quantity" and "homes/businesses" in the unit of measure.
Expenditure Total	Enter the cumulative amount of all expenditures for each project as of the period end date. Do not include encumbrances.
Report Period	Provide the month of the reporting period. Example: May_09
Jobs Saved Cumulative Work Hours	Enter the cumulative jobs saved/retained work hours for each project. This is a running total over the life of the project. If an agency records 100 hours in month one and another 75 hours in month two, the number reported in month two would be 175 hours.*
Jobs Saved Cumulative Head Count	Enter the cumulative jobs saved/retained for each project. The number shall be expressed as "full time equivalent" (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full time schedule, as defined by the recipient. For instance, two full time employees and one part time employee working half days would be reported as 2.5 FTE each month.
Jobs Created Cumulative Work Hours	Enter the cumulative jobs created work hours for each project. This is a running total over the life of the project. If an agency records 100 hours in month one and another 75 hours in month two, the number reported in month two would be 175 hours.*
Jobs Created Cumulative Head Count	Enter the cumulative jobs created for each project. The number shall be expressed as "full time equivalent" (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full time schedule, as defined by the recipient. For instance, two full time employees and one part time employee working half days would be reported as 2.5 FTE each month.
Estimated Completion Date	Enter the estimated completion date for each project.
Comment	Any comments that would be important to get included in the monthly record for the project.

* *Temporary construction jobs should also be converted to annualized full-time equivalents. For example, 20 full-time jobs on a three-month project count as 5 full-time equivalent annualized jobs.*