

Northern Border Regional Commission Investment Reporting Government Performance & Results Act (GPRA) Data Collection Form

Date:

Grant Recipient Name:

Grant Agreement Number:

Authorized Contact Person:

Telephone #:

Email:

Award Date:

Award Amount:

Data in this report is for the time period:

Project Close-out

3 years after project close out

Total Project Costs

NBRC Investment	Any Other Federal Funds	All Other Funds	Total Project Costs
			0

Results of the Investment

	Performance Measure Outlined in Grant Agreement	At Project Close Out	Three Years After Project Close Out
Jobs Created			
Jobs Retained			
Private Investment			
Project Specific Performance Measure #1			
Project Specific Performance Measure #2			
Project Specific Performance Measure #3			

Signature: _____

Date: _____

GPRA Data Collection Instructions

If there is not sufficient space on the data collection form, you may use additional pages only when the NBRC Grant Agreement number, date of award, and reporting period are at the top of each page.

Recipient Name: Legal name of the Recipient/Organization/Entity.

Grant Agreement Number: You must put the Grant Agreement Number from your Grant Agreement on this form.

Authorized Contact: Person to contact regarding this report. Include the telephone number, if different from Recipient.

Telephone: Please provide a direct number where the person responsible for this project can be reached.

E-mail Address: Internet address of authorized contact using the following format, (name@organization.com).

Award Date: The date that is on original your Grant Agreement.

Award Amount: The amount of funds originally awarded and as found on your Grant Agreement.

Investment Program: Check to indicate appropriate NBRC investment program.

Other Federal dollars: Federal sources, such as HUD, Agriculture, or Transportation funds not reported in Applicant dollars section

All Other Funds: Include local and state funds. Local public sources such as city or county appropriations, general obligation/revenue bond issues, and economic development sales taxes. CDBG funds are authorized for use as local shares. State sources are state appropriations or CDBG funds to the state. Private sector dollars invested in project construction or loan fund capitalization, including donations, foundation grants, contributions from local financial institutions, and private donors.

Results of the Investment

Jobs Created and/or Retained: Total of jobs created and retained at the time of this report. Jobs Generally: Only permanent and direct jobs may be counted. Part-time jobs should be converted to full-time equivalents (sum the total part-time hours worked per week and divide by the hourly work week for full-time employees, normally 35-40 hours). Jobs Created: Private sector jobs created by businesses and other project beneficiaries as a result of this NBRC investment. Jobs Retained: Private sector jobs retained as a result of this NBRC investment. Direct Jobs: Include those created or retained by employers located at the project site or by firms that require services of the NBRC-funded facility in order to locate, expand or operate in the project area. Recipients should report other direct or directly related jobs, including subsequent employers that locate or expand in the project area as a result of the project. For some projects (e.g., roads, water and sewer lines), direct jobs may include those created by firms that were not originally anticipated as part of the project; however the firms required the facility or service provided by the NBRC investment in order to locate or expand in the area. For RLF reporting: Actual Created Jobs are the result of and attributable to the RLF loan, and have been verified by the borrower. A created job must be removed if the job fails to last 18 months. For loans paid in full, borrowers may use the job data on file provided there is confidence in the reliability of the data. If there is a question on reliability, the data should be verified by the next reporting period. Retained Jobs are existing jobs where it can be documented that without the RLF assistance, the jobs would have been lost. Job creation and retention numbers are actual jobs, not estimates or based on studies of similar projects.

Private Investment: Generated as a result of the NBRC investment. The total private sector investment made because of the NBRC investment, including investments in new plant and equipment. Do not report private sector contributions to project construction or loan fund capitalization reported above in this section.

If the above does not apply to your project put N/A in the box for the reporting period.

Project Specific Performance Measures: List the Performance Measures found in your Grant Agreement in the first column labeled 'Performance Measure Outlined in Grant Agreement' then provide the numerical results in the appropriate reporting field (at close out or 3 years after close out). If there are more than three Performance Measures you may use additional paper, but only if the Grant Agreement is list at the top of each page.

Record retention: Recipients must retain supporting performance documentation for a minimum of three years.