

FINAL PROJECT VERIFICATION REPORT (FORM F)

District	
Description	
Date	

District Contact	
Title	
E-mail Address	
Comments	

Instructions:
 The following information and documentation is required to comply with the project reporting requirements of Proposition 39. Districts shall compile the information listed below and submit this form with all supporting documentation (vendor invoices, job creation tracking forms (Form J), etc.) as necessary to verify

Enter the total final gross project cost before deducting any incentives or other grants. This MAY include soft costs (e.g. procurement, engineering and design, project management, overhead) and MUST include all hard costs (e.g. equipment and materials, construction costs, installation labor). Soft costs should only be reported if they were approved for Prop 39 funding and included in the initial Cost Effectiveness evaluation. Project costs should not include activities unrelated to the installation of energy efficiency or clean energy installation projects where it can be clearly demonstrated that those costs are external to and independent from the eligible project. All project costs related to the Prop 39 energy efficiency installation must be reported regardless of funding source.

Enter the Job Creation totals from Form J - Job Creating Tracking Forms filled out by implementation contractors. Attach forms to this report or include in electronic submission.

You must attach supporting documents to this report or include in electronic submission. This signed Final Project Verification Report (Form F), the Job Creation Tracking forms (Form J), and all supporting invoices must be submitted before final project closeout can be completed.

Please email the completed Form with ALL attached documentation to Newcomb Anderson McCormick at CCCupdates@newcomb.cc

PROJECT DETAILS

Allan Hancock College

Project ID	Utility App No(s).	Project Description	Date Complete	Total No. of Employees Working on Project	On-Site Work Hours*		Costs		
					Full-Time Equivalent Employees	Trainees & Apprentices	Soft Costs	Hard Costs	Total

FINAL PROJECT VERIFICATION REPORT (FORM F)

I CERTIFY THAT THE INFORMATION REPORTED ABOVE IS TRUE AND ACCURATE.

Signature _____ Title _____

Print Name _____ Date: _____

Company _____

**Please e-mail the completed form with ALL attached documentation to Newcomb Anderson McCormick at
CCUpdates@newcomb.cc**

PROP 39 PROJECT CLOSE-OUT FORMS

Prop 39 Application No.:

CCC PROPOSITION 39 JOB CREATION TRACKING REPORT (FORM J)

Contract Completion Report

District	
Description	
Date	

Contract	
Contract Duration	
Company Name	
Under Contract With	

Instructions:
 California Community College Districts are required to report, at the completion of each project utilizing Proposition 39 funds, the "Total On-Site Work Hours" that have been created in performing the work, and the total number of employees that worked on the project. The contractor is required to complete this Job Creation Tracking Report as a condition of the contract with the district and submit it to the district as a part of the closeout documents and as a condition for receiving final payment. Contractor to verify hours reported with payroll applications and submit copies of all supporting documents. Reported hours shall be consistent with California DIR reports for each project.

Please fill in blue shaded areas below with the required information.

Allan Hancock College

Project ID	Project Description	On-Site Work Hours*		Total No. of Employees Working on Project
		Full-Time Equivalent Employees	Trainees & Apprentices	

*Note: "On-Site Hours" is defined as the total number of hours of utilization of each employee/trainee - apprentice associated with that specific project ID.

I CERTIFY THAT THE INFORMATION REPORTED ABOVE IS TRUE AND ACCURATE.

Signature _____ Title _____
 Print Name _____ Date: _____
 Company _____