

"*Job Created*" means those new positions created and filled, or previously existing unfilled positions that are filled, that are funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act). *This definition covers only positions established in the United States and outlying areas* (see definition in FAR 2.101). The term does not include indirect jobs or induced jobs. The definition applies only to your positions as our first-tier subcontractor (not lower tier subcontractors) where the subcontract is \$25,000 or more. The number shall be expressed as "full-time equivalent" (FTE), calculated monthly as all hours worked and funded by the Recovery Act divided by the total number of hours in a full-time schedule, as defined by you our first-tier subcontractor. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter.

"*Job Retained*" means those existing filled positions that are funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act). This definition covers only positions established in the United States and outlying areas (see definition in FAR 2.101). The term does not include indirect jobs or induced jobs. The definition applies only to you as our first-tier subcontractor (not lower tier subcontractors) where the subcontract is \$25,000 or more. The number shall be expressed as "full-time equivalent" (FTE), calculated monthly as all hours worked and funded by the Recovery Act divided by the total number of hours in a full-time schedule, as defined by you our first-tier subcontractor. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter.

The following examples are intended to assist you with understanding how to calculate full-time equivalents (FTEs).

The requirement for reporting "Number of Jobs" is based on a simple calculation or formula used to avoid overstating the number of other than full-time, permanent jobs. The calculation converts part-time and temporary jobs into fractional "full-time equivalent" (FTE) jobs. In order to perform the calculation, you will need the total number of hours worked that are funded by the Recovery Act **in the most recent calendar month** (the month being reported). This number will go in the top of the formula (numerator). You will also need the number of hours in a full-time schedule for a month as defined by you (Subcontractor). This number will go in the bottom of the formula (denominator). Divide the numerator by the denominator to arrive at the number of jobs to be reported for the calendar month. The formula can be represented as:

$$\frac{\text{Total Number of Hours Worked and Funded by the Recovery Act within Reporting Period}}{\text{Monthly Hours in a Full-time Schedule}}$$

Important Note: the following examples are based on "Quarterly" Reporting; however, DOE requires "Monthly" reporting and therefore you should change the numerator and denominator hours in the examples to calculate and report FTE's on a Monthly basis.

Example 1 Using a Quarter as the Reporting Period: Assume the Recovery Act funded work for the calendar quarter required two full-time employees and one part-time employee working half days for the quarter. Also assume that the Subcontractor's standard full-time schedule is a 40-hour workweek. Therefore, the number of hours in a full-time schedule is 520 hours (40-hour work week multiplied by 52 weeks = 2080 hours divided by 4 = 520 hours for each quarter). To convert

Recovery Act funded hours worked to number of jobs using the FTE calculation, aggregate all Recovery Act funded hours worked in the quarter and divide by the number of hours in a full-time schedule for the quarter. In this example, full-time hours worked (520 hours worked by each full-time employee = 1040 hrs) + part-time hours worked (260 hours worked by a part-time employee) = 1300 total Recovery Act funded hours worked ÷ 520 for the number of hours in a full-time schedule for the quarter = 2.5 FTE's for the calendar quarter.

Example 2: The example below depicts "Number of Jobs" calculations by calendar quarter for an 18-month Subcontract that includes full-time, part-time, and temporary workers.

Period	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr
Full-Time Schedule (denominator)	520	520	520	520	520	520
Full-Time Employee 1	520	520	520	520	520	520
Full-Time Employee 2	520	520	520	520	520	520
Half-Time Employee (half time)	260	260	260	260	260	260
Temporary Employee (340 hours)	0	0	130	130	80	0
Total Hours Worked (numerator)	1300	1300	1430	1430	1380	1300
"Number of Jobs" reported by reporting quarter	2.50	2.50	2.75	2.75	2.65	2.50

Reporting quarters are defined by calendar quarter as follows:

Quarter 1: January 1 – March 31; Quarter 2: April 1 – June 30; Quarter 3: July 1 – September 30; and Quarter 4: October 1 – December 31

Important Note: Subcontractors should routinely check the Government website for updates to AARA reporting requirements at: http://www.whitehouse.gov/omb/recovery_fags_contractors.

Subcontractor Monthly Reports are required to be electronically submitted to JLab **NO LATER THAN** the fifth work day following the end of the month to:

EMAIL to: dena@jlab.org with email copy to: tenbusch@jlab.org

OR

FAX to JSA Procurement Department FAX# (757) 269-6090

Attention: Dena Polyhronakis

For AARA related reporting questions Contact Dena Polyhronakis, Phone (757) 269-7610, or Jessie Tenbusch at Phone: (757) 269-7203