



ARRA Job Creation and Retention Guidelines

I. Reporting need for ARRA funding

American Reinvestment and Recovery Act of 2009 awards are subject to more detailed and frequent reporting requirements than other awards. The ARRA requires quarterly reports to be filed within 10 calendar days of each quarter's close beginning with the quarter ending September 30, 2009.

The intent of these awards is to stimulate the economy and consistent with that is the job data reporting requirement. On a quarterly basis we are required to report on the number of jobs created and/or retained and provide a narrative description as a result of the ARRA award funding. This data will be posted to a (<http://www.recovery.gov>) a publicly accessible federal website.

The Recovery.gov website describes the Recipient Reporting Data Model, and the expectations and definitions for the tracking of job creation and job retention:

- (i) A brief description of the types of jobs created and jobs retained in the United States and outlying areas. "Jobs or positions created" means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. "Jobs or positions retained" means those previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the contractor's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work; and
- (ii) An estimate of the number of jobs created and jobs retained in the United States and outlying areas. At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects or activities managed directly by the recipient, and if known, by subrecipients. 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 in each calendar quarter.
- (iii) A job cannot be reported as both created and retained cumulatively as all hours worked. <http://www.recovery.gov/sites/default/files/FedRptgDataModel.doc>



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II. Jobs Reporting Elements

On a quarterly basis Stimulus Grant Specialists will be responsible for collecting information on jobs created and retained and completing the ARRA Data Request Template. (See attached.) Additionally, a narrative description of jobs created and retained is required.

Job Creation: A job created is a new position created and filled as a result of ARRA funding. This would include an assignment into an unfilled position

Job Retention: A job retained is an existing position that remains active as a result of ARRA funding. In both of the above instances jobs created or retained are those that have been directly charged to an ARRA award and should be expressed as full time equivalents (FTEs). (See Section IV.)

Job Narrative: The narrative should include a brief description of the types of jobs created or retained. This narrative is cumulative for each calendar quarter. Specialists should report the job's benefit to the award as opposed to the job category on the general ledger.

Please add information about any other FTEs directly charged to the award. While jobs created and retained are important it is also important to highlight resources working on and not directly charged to the award, e.g. faculty.

Components to add to narrative:

- Job Title
- Major Activities and Tasks
- Relation to the project



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III. How to Count FTEs

Jobs created and retained must be reported as number of Full Time Equivalent (FTEs). To calculate hours into FTE:

- Aggregate all hours worked and divide by the number of hours in a fulltime schedule for the quarter

A job estimate example:

Assume that a recipient is preparing its first quarterly report and that the recipient's Recovery Act funded work required two full time employees and one part time employee working half days for the quarter.

Also assume that the recipients' full time schedule for the quarter is 520 hours (2080 hours in work-year divided by four)

To convert hours worked to number of FTE for the first quarterly report, aggregate all hours worked and divide by the number of hours in a full-time schedule for the quarter.

- In this example, full time hours worked (520 hours X 2 employees = 1040 hrs) + part time hours worked (227.5 hrs) / the number of hours in a full time schedule for the quarter (520 hrs) = 0.6 FTE reported in the first quarterly report