

Updated Information
**Calculating and Reporting Job Creation and Retention
for Recipients of Recovery Act Funding from
Office of Justice Programs,
Office on Violence Against Women, and
Office of Community Oriented Policing Services**

The Office of Management and Budget issued OMB Memorandum M-10-08: Updated Guidance on the American Recovery and Reinvestment Act—Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf) on December 18, 2009 based on feedback from the reporting period ending September 30, 2009. This updated guidance includes important simplifications to the manner in which job estimates are calculated and reported.

The major changes to the calculation and reporting of jobs funded by the Recovery Act are as follows:

- All jobs that are funded or partially-funded by Recovery Act funding are reported (whether created, retained, or existing).
- Jobs data are reported on a quarterly, rather than a cumulative, basis.
- The “award date” is no longer the starting point for calculating the number of days for determining a FTE.
- Recipients can make corrections to reported data until day 22. If DOJ unlocks the report by posting a comment in FederalReporting.gov during days 23-29, the recipient will be able to make corrections to the report. In addition, recipients will be able to make corrections from day 33 until the end of the subsequent reporting period. Please view the [Reporting Timeline and Activities](#) document posted on FederalReporting.gov for additional information.
- Recipients will not report on indirect jobs—those resulting from purchases of materials and products.
- Statistical methodology is not a permissible method for estimating jobs data.

The following chart provides a side-by-side comparison of guidance previously issued by the Department of Justice (DOJ) and the new OMB guidance to clarify the changes. It is essential, however, for recipients and subrecipients to thoroughly review the new OMB guidance at the link, above.

Previously Issued OMB/DOJ Guidance	Current OMB Guidance
Jobs impacts reported cumulatively. All Recovery Act-funded hours worked by employees in created and retained positions divided by total number of hours that would have been worked by full-time	Jobs impacts reported quarterly. All Recovery Act-funded hours worked during each reporting period (calendar quarter) divided by total number of hours that would have been worked by full-time

<p>employee between grant award date and end of reporting period.</p>	<p>employee during the reporting period. M-10-08, Sections 5.3, 5.4 and 5.5</p>
<p>Recovery Act-funded existing positions not reported. Recovery Act-funded positions not in jeopardy of elimination or lay-off not reported in FTE totals.</p>	<p>All Recovery Act-funded positions and hours reported. All Recovery Act-funded hours are included in the FTE calculation and reported to www.FederalReporting.gov, whether created, retained, or existing. M-10-08, Section 5.2</p>
<p>Part-time positions converted to full-time using Recovery Act funding not reported. Only created and retained positions reported to www.FederalReporting.gov.</p>	<p>All Recovery Act-funded positions and hours reported. All Recovery Act-funded hours are included in the FTE calculation and reported to www.FederalReporting.gov, whether created, retained, or existing. M-10-08, Section 5.2</p>
<p>Recipients only able to correct www.FederalReporting.gov data during days 11-20 after end of reporting period or when Federal agency comments and unlocks report.</p>	<p>Recipients may correct www.FederalReporting.gov data until from day 33 to the end of next reporting period. Effective February 1, 2010, the www.FederalReporting.gov solution will be open for data corrections. However, corrections can only be made for the previous reporting period (i.e., the most recent quarter). M-10-08, Sections 5.2 and 5.10</p>
<p>Recipients not required to report jobs impacts of retail purchases, but must report impacts of purchases greater than \$500,000. Recovery Act-funded purchases greater than \$500,000 require reporting of jobs impacts using the FTE calculations.</p>	<p>Recipients should not report the jobs impact of purchases. Recipients are not required to report the jobs impacts of Recovery Act funding on materials suppliers and central service providers (“indirect” jobs) or on local community (“induced” jobs). However, prime recipients should continue to generate estimates of job impact by directly collecting specific data from subrecipients and vendors on the total FTE resulting from the sub-award.</p>

	M-10-08, Sections 5.2 and 5.8
<p>In limited circumstances, permission could be granted to estimate job data using statistical methodology to estimate jobs impacts. If collecting actual numbers will create an unreasonable burden and disrupt the recipient's ability to effectively implement the underlying mission of the program, agencies could permit grantees to statistically estimate jobs.</p>	<p>Permission to use estimate the job data using statistical methodology will not be granted. The new guidance removes the option to use statistical methodology for estimating job data.</p> <p>M-10-08, Section 5.8</p>
	<p>Jobs that are paid initially with non-Recovery Act dollars may be reported as created or retained as long as such dollars eventually will be reimbursed by Recovery Act funds for the jobs reported.</p> <p>M-10-08, Sections 5.1, 5.2 and 5.9</p>
	<p>Jobs funded partially with Recovery Act funds are counted based on the proportion funded by Recovery Act funding.</p> <p>M-10-08, Sections 5.1, 5.3 and 5.5</p>

Additional Key Principles:

- Recipients and subrecipients must maintain documentation supporting all reports of jobs created and retained.
- Recipients are asked to provide a narrative description of the jobs impact in the “description of jobs created” field of www.FederalReporting.gov to describe jobs impacts, including any impacts not appearing in the “Number of jobs” field.
- Recipients should also report on jobs created and retained using the following suggested categories in the “Description of jobs created field”:
 - Law Enforcement
 - Detention, Probation, Parole, and Community Corrections
 - Policy/Research/Intelligence
 - Information Technology (IT)
 - Construction/Manufacturing
 - Community/Social/Victim Services
 - Administrative/Human Resources
 - Courts/Prosecution, Defense, And Civil Attorneys
 - Training and Technical Assistance

References

Recovery Act Website www.Recovery.gov

Revised OMB Reporting Guidance

http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf

OJP Recovery Act Website www.ojp.gov/recovery/

OVW Recovery Act Website www.ovw.usdoj.gov/recovery.htm

COPS Recovery Act Website <http://cops.usdoj.gov/Default.asp?Item=2208>