



Section 1512(c) Reporting: Calculating and Reporting of Job Creation and Retention





Reporting Jobs Data

Section 1512(c) requires recipients to report on the total number of jobs “created” or “retained” through Recovery Act funding.

In a change from previous OMB and OJP guidance, OMB has redefined created and retained jobs as **all** jobs funded by the Recovery Act.

- Jobs funded by sources other than Recovery Act funds are not counted.
- 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.
- Jobs funded partially with Recovery Act funds are counted based on the proportion funded by Recovery Act funding.
- Recovery Act-compensated overtime for created, retained, and existing positions is counted.

Note: Some DOJ Recovery Act programs restrict the use of Recovery Act funds in connection with supplanting. DOJ guidance on the following website provides a list of Recovery Act programs that prohibit supplanting and examples of the scope of applicable restrictions.

OJP’s Recovery Act Guidance on Supplanting at www.ojp.gov/recovery/supplantingguidance.htm





Key changes to the Reporting of Job Estimates

- 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 basis and are not cumulative.
- 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 the end of the subsequent reporting period.
- 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.





Supporting Documentation

Prime recipients must maintain **auditable documentation** supporting all reported data, including jobs data, that provides evidence that

- 1) Created/retained positions and overtime hours are **funded** by Recovery Act awards,
- 2) Personnel support Recovery Act **projects and activities**, and
- 3) Positions meet the criteria for “created”/”retained” positions and overtime hours.

<i>Recommended Documentation</i>	
Created and Retained Jobs	Overtime
<ul style="list-style-type: none">• Old and new organizational charts• Position descriptions• Job postings, offer letters, and acceptance forms• Staffing lists• Timecards and payroll records• Budget comparisons and/or projections before and after the Recovery Act award(s)• Minutes of formal meetings where official budget decisions are made• Employee activity reports	<ul style="list-style-type: none">• Timecards and payroll records• Employee activity reports





Reporting Jobs Data

- Two Fields: Numeric and Description
 - **Number of jobs:** Total number of jobs created and retained, in Full Time Equivalents (FTEs).
 - **Description of jobs created:** Details the employment impact of jobs created and retained.
- Prime recipients cannot delegate **job data** reporting to subrecipients.

Project Information

[More information about these fields](#)

* Quarterly Activities/Project Description

* Project Status

* Total Federal Amount ARRA Funds Received/Invoiced \$

* **Number of Jobs**

* Description of Jobs Created





Reporting Jobs Data

- Two Fields: Numeric and Description
 - **Number of jobs:** Total number of jobs created and retained, in Full Time Equivalents (FTEs).
 - **Description of jobs created:** Details the employment impact of jobs created and retained.
- Prime recipients cannot delegate **job data** reporting to subrecipients.

Project Information

[More information about these fields](#)

* Quarterly Activities/Project Description The project will be initially be implemented by the local administration staff. The Human Resource manager will advertise and recruit for the

* Project StatusL

* Total Federal Amount ARRA Funds Received/Invoiced \$

* Number of Jobs

* Description of Jobs Created None





Description of Jobs

Recipients are asked to provide a narrative description in the Description of Jobs Created field to include a breakdown of numeric data by prime/subrecipient and job descriptions. DOJ suggests the following categories to classify the jobs created and retained:

- 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

Project Information

[More information about these fields](#)

* Quarterly Activities/Project Description: The project will be initially implemented by the local administration staff. The Human Resource manager will advertise and recruit for the

* Project Status: L

* Total Federal Amount ARRA Funds Received/Invoiced \$

* Number of Jobs: 10.6

*** Description of Jobs Created**

Prime Recipient (7.3 FTE): 1.6 FTE Administrative/Human Resources, 2.1 FTE Training and Technical Assistance, 3.6 Construction/Manufacturing

Subrecipient A (3.3 FTE): 1.1 FTE Information Technology (IT); 2.2 FTE Law Enforcement;

Recipients may also include an additional narrative description of the job impact of their project (optional).





Calculating Numeric Data

How do I report Recovery Act-funded created and retained jobs?

Jobs must be reported as “Full-Time Equivalents” (FTE).

- FTEs are calculated as the number of actual Recovery Act-funded hours worked by employees during the reporting period (calendar quarter) divided by the number of hours representing a full time schedule for *this position in your agency* during the reporting period.

Example:

If full-time employment for the created/retained job at Recipient Agency A equals 520 hours for the reporting period, then:

1 FTE = 520 hrs for that reporting period





FTEs: What counts?

Do Count

- All Recovery Act-funded hours:
 - Worked in positions directly funded with Recovery Act dollars or that will be reimbursed using Recovery Act dollars.
 - Worked by compensated employees working in the US or its “outlying areas.”
 - Worked by employees of the recipient or subrecipient, including personnel hired through a 3rd party (e.g., staffing or temp agency).
 - Compensated as paid leave (PTO, vacation/sick leave, etc.).
 - Compensated overtime.
 - Worked on or after the award date.

Don't Count

- **Support Positions:** Positions that are not directly funded by the Recovery Act but are necessary to support the corresponding increase in activity (e.g., accounting or HR staff funded through indirect).
- **Indirect/Induced Jobs:** Retail transactions and contracts with service providers that do not require dedicated personnel.





Calculating Created and Retained Jobs

OJP jobs calculator available at

<http://ojp.usdoj.gov/recovery/recipientreporting.htm>

- Allows recipients and subrecipients to calculate and track jobs created and retained throughout life of grant.
- Recipients can also use the OMB jobs worksheet (see OMB Memorandum M-10-08) or their own customized system to calculate and track jobs.
- The following slides use the calculator to illustrate how to calculate and report jobs created and retained.





DOJ Recovery Act Jobs Calculator

Available at: <http://ojp.usdoj.gov/recovery/recipientreporting.htm>

PRIME RECIPIENT NAME:

Stat Agency X

6. PRIME RECIPIENT
QUARTERLY FTE REPORT
Number of Prime FTEs created
and/or retained each quarter

January 2010 FTE Report
0.000

1. CATEGORY <i>Select a category from the drop-down list below</i>	2. EMPLOYEES <i>Enter each Recovery Act Funded employee</i>	3. TITLE <i>Enter the title for each employee</i>	4. FULL-TIME QUARTERLY HOURS STANDARD <i>Enter the total number of full-time hours for a quarter for each employee</i>	5. HOURS WORKED PER QUARTER <i>Enter the total number of Recovery Act hours for each employee per quarter</i>	
				Hours Worked in Quarter	FTEs in Quarter
				FY10-Q1 10/1/2009-12/31/2009	
				0.00	0.000

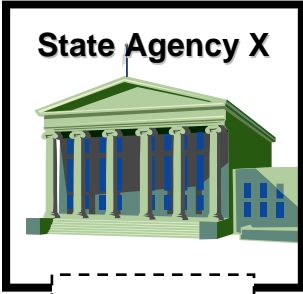
7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY	Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources	0.00	0.000
Community/Social/Victim Services	0.00	0.000
Construction/Manufacturing	0.00	0.000
Courts/Prosecution, Defense, and Civil Attorneys	0.00	0.000
Detention, Probation, Parole, and Community Corrections	0.00	0.000
Information Technology	0.00	0.000
Law Enforcement	0.00	0.000
Policy/Research/Intelligence	0.00	0.000
Training and Technical Assistance	0.00	0.000
Other	0.00	0.000



Jobs > Numeric Data (FTEs)



Award Date:
October 1, 2009



Program Administrator



Start Date: October 18, 2009

PRIME RECIPIENT NAME:

Stat Agency X

6. PRIME RECIPIENT QUARTERLY FTE REPORT
Number of Prime FTEs created and/or retained each quarter

January 2010 FTE Report

0.000

1. CATEGORY <i>Select a category from the drop-down list below</i>				2. EMPLOYEES <i>Enter each Recovery Act Funded employee</i>		3. TITLE <i>Enter the title for each employee</i>		4. FULL-TIME QUARTERLY HOURS STANDARD <i>Enter the total number of full-time hours for a quarter for each employee</i>		5. HOURS WORKED PER QUARTER <i>Enter the total number of Recovery Act hours for each employee per quarter</i>	
										FY10-Q1 10/1/2009-12/31/2009	
										Hours Worked in Quarter	FTEs in Quarter
										0.00	0.000

7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY		Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources		0.00	0.000
Community/Social/Victim Services		0.00	0.000
Construction/Manufacturing		0.00	0.000
Courts/Prosecution, Defense, and Civil Attorneys		0.00	0.000
Detention, Probation, Parole, and Community Corrections		0.00	0.000
Information Technology		0.00	0.000
Law Enforcement		0.00	0.000
Policy/Research/Intelligence		0.00	0.000
Training and Technical Assistance		0.00	0.000
Other		0.00	0.000

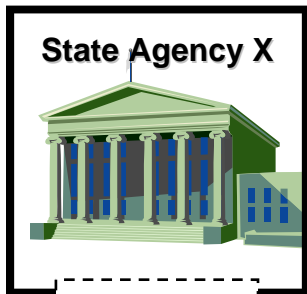




Jobs > Numeric Data (FTEs)



Award Date:
October 1, 2009



Program Administrator



Start Date: October 18, 2009

PRIME RECIPIENT NAME:

State Agency X

**6. PRIME RECIPIENT
QUARTERLY FTE REPORT**
Number of Prime FTEs created
and/or retained each quarter

January 2010 FTE Report

0.538

1. CATEGORY <i>Select a category from the drop-down list below</i>	2. EMPLOYEES <i>Enter each Recovery Act Funded employee</i>	3. TITLE <i>Enter the title for each employee</i>	4. FULL-TIME QUARTERLY HOURS STANDARD <i>Enter the total number of full-time hours for a quarter for each employee</i>
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5. HOURS WORKED PER QUARTER *Enter the total number of Recovery Act hours for each employee per quarter*

FY10-Q1
10/1/2009-12/31/2009

Hours Worked in Quarter	FTEs in Quarter
280.00	0.538

Aministrative/Human Resources	Smith, Jane	Program Administrator	520.00

280.00	0.538

7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY

Administrative/Human Resources
Community/Social/Victim Services
Construction/Manufacturing
Courts/Prosecution, Defense, and Civil Attorneys
Detention, Probation, Parole, and Community Corrections
Information Technology
Law Enforcement
Policy/Research/Intelligence
Training and Technical Assistance
Other

Hours Worked in Quarter	FTEs in Quarter
280.00	0.538
0.00	0.000
0.00	0.000
0.00	0.000
0.00	0.000
0.00	0.000
0.00	0.000
0.00	0.000
0.00	0.000
0.00	0.000

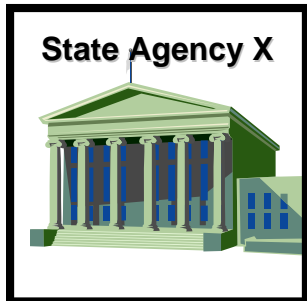




Jobs > Numeric Data (FTEs)



Award Date:
October 1, 2009



State Agency X

Program Administrator



Start Date:
October 18, 2009

Police Officer



Start Date: October 20, 2009

PRIME RECIPIENT NAME:

State Agency X

6. PRIME RECIPIENT QUARTERLY FTE REPORT *Number of Prime FTEs created and/or retained each quarter*

January 2010 FTE Report
1.362

1. CATEGORY <i>Select a category from the drop-down list below</i>	2. EMPLOYEES <i>Enter each Recovery Act Funded employee</i>	3. TITLE <i>Enter the title for each employee</i>	4. FULL-TIME QUARTERLY HOURS STANDARD <i>Enter the total number of full-time hours for a quarter for each employee</i>	5. HOURS WORKED PER QUARTER <i>Enter the total number of Recovery Act hours for each employee per quarter</i>	
				FY10-Q1 10/1/2009-12/31/2009	
				Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources	Smith, Jane	Program Administrator	520.00	280.00	0.538
Law Enforcement	Johnson	Police Officer	520.00	428.00	0.823

7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY			Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources			280.00	0.538
Community/Social/Victim Services			0.00	0.000
Construction/Manufacturing			0.00	0.000
Courts/Prosecution, Defense, and Civil Attorneys			0.00	0.000
Detention, Probation, Parole, and Community Corrections			0.00	0.000
Information Technology			0.00	0.000
Law Enforcement			428.00	0.823
Policy/Research/Intelligence			0.00	0.000
Training and Technical Assistance			0.00	0.000
Other			0.00	0.000





Jobs > Numeric Data (FTEs)



Award Date:
October 15, 2009



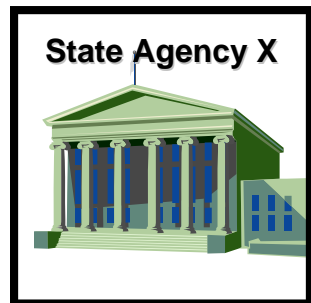
Award Date:
October 1, 2009

SUBRECIPIENT NAME:

Agency A

6. SUBRECIPIENT QUARTERLY FTE REPORT *Number of Prime FTEs created and/or retained each quarter*

January 2010 FTE Report
0.846



State Agency X

Program Administrator



Start Date:
October 18, 2009

Police Officer



Start Date: October 20, 2009

1. CATEGORY
Select a category from the drop-down list below

2. EMPLOYEES
Enter each Recovery Act Funded employee

3. TITLE
Enter the title for each employee

4. FULL-TIME QUARTERLY HOURS STANDARD
Enter the total number of full-time hours for a quarter for each employee

5. HOURS WORKED PER QUARTER *Enter the total number of Recovery Act hours for each employee per quarter*

FY10-Q1
10/1/2009-12/31/2009

Hours Worked in Quarter	FTEs in Quarter
440.00	0.846

1. CATEGORY	2. EMPLOYEES	3. TITLE	4. FULL-TIME QUARTERLY HOURS STANDARD	5. HOURS WORKED PER QUARTER	FTEs in Quarter
Law Enforcement	Ward, Thomas	Police Officer	520.00	440.00	0.846

7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY

	Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources	0.00	0.000
Community/Social/Victim Services	0.00	0.000
Construction/Manufacturing	0.00	0.000
Courts/Prosecution, Defense, and Civil Attorneys	0.00	0.000
Detention, Probation, Parole, and Community Corrections	0.00	0.000
Information Technology	0.00	0.000
Law Enforcement	440.00	0.846
Policy/Research/Intelligence	0.00	0.000
Training and Technical Assistance	0.00	0.000
Other	0.00	0.000



Jobs > Numeric Data (FTEs)



Award Date:
October 1, 2009



State Agency X

Program Administrator



Start Date:
October 18, 2009

Police Officer



Start Date: October 20, 2009



+ OT

Award Date:
October 15, 2009



SUBRECIPEINT NAME:

Agency A

6. SUBRECIPEINT QUARTERLY FTE REPORT Number of Prime FTEs created and/or retained each quarter

January 2010 FTE Report
1.058

1. CATEGORY Select a category from the drop-down list below
2. EMPLOYEES Enter each Recovery Act Funded employee
3. TITLE Enter the title for each employee
4. FULL-TIME QUARTERLY HOURS STANDARD Enter the total number of full-time hours for a quarter for each employee

5. HOURS WORKED PER QUARTER Enter the total number of Recovery Act hours for each employee per quarter

FY10-Q1 10/1/2009-12/31/2009	
Hours Worked in Quarter	FTEs in Quarter
550.00	1.058

Law Enforcement	Ward, Thomas	Police Officer	520.00	550.00	1.058
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7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY

	Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources	0.00	0.000
Community/Social/Victim Services	0.00	0.000
Construction/Manufacturing	0.00	0.000
Courts/Prosecution, Defense, and Civil Attorneys	0.00	0.000
Detention, Probation, Parole, and Community Corrections	0.00	0.000
Information Technology	0.00	0.000
Law Enforcement	550.00	1.058
Policy/Research/Intelligence	0.00	0.000
Training and Technical Assistance	0.00	0.000
Other	0.00	0.000





Jobs > Numeric Data (FTEs)



+ OT



Award Date:
October 15, 2009



Award Date:
October 1, 2009



SUBRECIPEINT NAME:

Agency A

6. SUBRECIPEINT QUARTERLY FTE REPORT
Number of Prime FTEs created and/or retained each quarter

January 2010 FTE Report

1.904

1. CATEGORY
Select a category from the drop-down list below

2. EMPLOYEES
Enter each Recovery Act Funded employee

3. TITLE
Enter the title for each employee

4. FULL-TIME QUARTERLY HOURS STANDARD
Enter the total number of full-time hours for a quarter for each employee

5. HOURS WORKED PER QUARTER
Enter the total number of Recovery Act hours for each employee per quarter

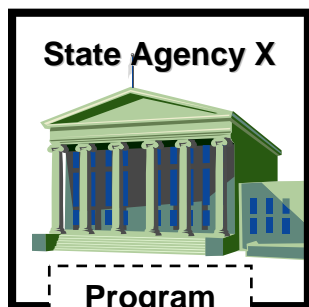
FY10-Q1
10/1/2009-12/31/2009

Hours Worked in Quarter	FTEs in Quarter
990.00	1.904

Law Enforcement	Ward, Thomas	Police Officer	520.00	550.00	1.058
Information Technology	French, Julie	Grant Manager	520.00	440.00	0.846

7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY

	Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources	0.00	0.000
Community/Social/Victim Services	0.00	0.000
Construction/Manufacturing	0.00	0.000
Courts/Prosecution, Defense, and Civil Attorneys	0.00	0.000
Detention, Probation, Parole, and Community Corrections	0.00	0.000
Information Technology	440.00	0.846
Law Enforcement	550.00	1.058
Policy/Research/Intelligence	0.00	0.000
Training and Technical Assistance	0.00	0.000
Other	0.00	0.000



State Agency X

Program Administrator

Start Date:
October 18, 2009

Police Officer

Start Date: October 20, 2009

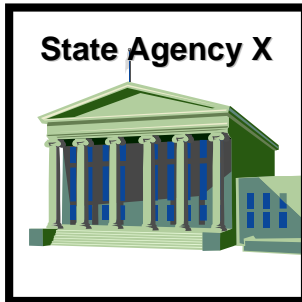




Jobs > Numeric Data (FTEs)



\$ Award Date:
October 1, 2009



Program Administrator
Start Date:
October 18, 2009

Police Officer
Start Date: October 20, 2009



+ OT



Award Date:
October 15, 2009

8. TOTAL QUARTERLY FTE REPORT Total number of FTEs created and/or retained to be reported to FederalReporting.gov		January 2010 FTE Report
		3.265
CALCULATOR DATASHEETS	FY10-Q1 10/1/2009-12/31/2009	
	Total FTEs in Quarter	3.265
State Agency X		1.362
Agency A		1.904
TOTAL QUARTERLY FTE SUMMARY BY CATEGORY		Total FTEs in Quarter
Administrative/Human Resources		0.538
Community/Social/Victim Services		-
Construction/Manufacturing		-
Courts/Prosecution, Defense, and Civil Attorneys		-
Detention, Probation, Parole, and Community Corrections		-
Information Technology		0.846
Law Enforcement		1.881
Policy/Research/Intelligence		-
Training and Technical Assistance		-
Other		-





Total Jobs Impact for Life of Grant

PRIME RECIPIENT NAME:

State Agency X

6. PRIME RECIPIENT QUARTERLY FTE REPORT *Number of Prime FTEs created and/or retained each quarter*

January 2010 FTE Report

3.265

April 2010 FTE Report

3.923

July 2010 FTE Report

2.538

1. CATEGORY
Select a category from the drop-down list below

2. EMPLOYEES
Enter each Recovery Act Funded employee

3. TITLE
Enter the title for each employee

4. FULL-TIME QUARTERLY HOURS STANDARD
Enter the total number of full-time hours for a quarter for each employee

5. HOURS WORKED PER QUARTER *Enter the total number of Recovery Act hours for each employee per quarter*

				FY10 - Q1 10/1/2009-12/31/2009		FY10 - Q2 1/1/2009-3/31/2009		FY10 - Q3 4/1/2009-6/30/2009	
				Hours Worked in Quarter 1,698.00	FTEs in Quarter 3.265	Hours Worked in Quarter 2,040.00	FTEs in Quarter 3.923	Hours Worked in Quarter 1,320.00	FTEs in Quarter 2.538
				Administrative/Human Resources	Doe, Jane	Program Administrator	520.00	280.00	0.538
Law Enforcement	Johnson	Police Officer	520.00	428.00	0.823	520.00	1.000	520.00	1.000
Law Enforcement	Ward	Police Officer	520.00	550.00	1.058	720.00	1.385	520.00	1.000
Information Technology	French	IT Contractor	520.00	440.00	0.846	520.00	1.000	0.00	0.000

7. QUARTERLY HOURS WORKED AND FTE SUMMARY BY CATEGORY

	Hours Worked in Quarter	FTEs in Quarter	Hours Worked in Quarter	FTEs in Quarter	Hours Worked in Quarter	FTEs in Quarter
Administrative/Human Resources	280.00	0.538	280.00	0.538	280.00	0.538
Community/Social/Victim Services	0.00	0.000	0.00	0.000	0.00	0.000
Construction/Manufacturing	0.00	0.000	0.00	0.000	0.00	0.000
Courts/Prosecution, Defense, and Civil Attorneys	0.00	0.000	0.00	0.000	0.00	0.000
Detention, Probation, Parole, and Community Corrections	0.00	0.000	0.00	0.000	0.00	0.000
Information Technology	440.00	0.846	520.00	1.000	0.00	0.000
Law Enforcement	978.00	1.881	1,240.00	2.385	1,040.00	2.000
Policy/Research/Intelligence	0.00	0.000	0.00	0.000	0.00	0.000
Training and Technical Assistance	0.00	0.000	0.00	0.000	0.00	0.000
Other	0.00	0.000	0.00	0.000	0.00	0.000





Key Technical Changes

1. **Users will have the option to “Copy Forward” the October data and update individual data fields.**
2. **The FRPIN will now be included in your FederalReporting.gov inbox.**
3. **Data can be edited post-submission, beginning February 1, 2009.**
4. **Users will be able to edit incorrect award numbers and DUNS numbers.**
5. **An edit check for certain fields, such as the congressional district, award amount, and job count.**
Alert Message: Data questionable, but report can still be submitted.
Error Message: Data incorrect, must be corrected to submit report





Websites & Resources

- www.ojp.gov/recovery
- www.federalreporting.gov
- www.ojp.gov/recovery/1512creportingfaq.htm

