

GUIDANCE FOR JOBS CREATED/RETAINED

Source: U.S. Office of Management & Budget

WHAT COUNTS?

Job created: A new position created and filled or an existing unfilled position that is filled as a result of Recovery Act funding.

Job retained: An existing filled position that would not have been retained if not for Recovery Act funding. (In other words, this position would have been eliminated without ARRA funding.)

If an employee's salary is paid with stimulus dollars, then it counts as a job created or retained.

EXAMPLES OF WHAT DOESN'T COUNT:

- A restaurant becomes busier because of increased activity in the community due to stimulus funds, and therefore hires more staff.
- A lumber company hires more staff to handle additional orders.

Employees whose salaries are not funded by stimulus dollars do not count as a job created or retained.

HOW TO CALCULATE:

Recipients will need to report jobs created and retained in full-time equivalents (FTEs). To calculate, you will also need the number of hours in a full-time schedule for a quarter and the total number of hours worked that are funded by Recovery Act dollars. Reporting is cumulative across the project lifecycle, and will not reset at the beginning of each calendar or fiscal year.

To calculate:

Cumulative ARRA-funded hours worked in a quarter ÷
cumulative hours in full-time schedule in the quarter = full-time equivalent

Example:

Number of hours in a full-time schedule for quarter = 520

2 full-time ARRA employees @ 520 hours each

1 part-time ARRA employee @ 260 hours each

2 employees x 520 hours = 1,040 hours

1 part time employee x 260 hours = 260 hours

1,040 hours + 260 hours =

1,300 hours worked ÷ 520 hours = 2.5 FTEs

**Please note that these numbers are only examples and the number of hours in a quarter or for a full-time or part-time employee can vary by employer or position. These guidelines may be subject to change, as the Office of Energy Development receives additional guidance from the U.S. Office of Management & Budget and/or U.S. Department of Energy.*

If you have questions, please contact Molly Whitehead at mwhitehead@oed.in.gov or 317-232-8939.