RECOVERY ACT - SUBCONTRACTOR MONTHLY JOBS REPORT

SUBCONTRACT NUMBER: _____ (eg, 4000_ _ _ _ _ _) **SUBCONTRACTOR NAME:** _____

Monthly Report For (insert Calendar Month & Year Covered by Report): _____ (Due every month the subcontract is active. ☐ Check here if final submission.)

SUBCONTRACTOR COMPANY OFFICIAL'S NAME & TITLE (Printed)

SIGNATURE **DATE**

SUBMIT COMPLETED FORM VIA E-MAIL NO LATER THAN 4:00 PM EASTERN TIME THREE (3) CALENDAR DAYS AFTER THE END OF EACH CALENDAR MONTH TO:
(1) DEE FOUST (foustds@ornl.gov)
(2) UT-BATTELLE SUBCONTRACT ADMINISTRATOR, and
(3) UT-BATTELLE TECHNICAL PROJECT OFFFICER

SUBCONTRACT LINE ITEM NO.	JOBS CREATED MONTHLY - SELLER ONLY (Report Jobs for Lower-Tier Subcontractors on Page 2)				JOBS RETAINED MONTHLY - SELLER ONLY (Report Jobs for Lower-Tier Subcontractors on Page 2)				TOTAL FTEs = C + F
	Job Title/Category	A. Cumulative Hours Worked	B. Cumulative Hours Available	C. Calculated FTEs = A / B	Job Title/Category	D. Cumulative Hours Worked	E. Cumulative Hours Available	F. Calculated FTEs = D / E	

A & D = the total number of hours worked on the task **since inception**.
B & E = the total number of hours available **over the life of the task** based on your company's definition of an FTE.
Examples of the calculation are on page 3.

RECOVERY ACT - SUBCONTRACTOR MONTHLY JOBS REPORT (Page 2)

SUBCONTRACT NUMBER: _____ (eg, 4000_ _ _ _ _ _) **SUBCONTRACTOR NAME:** _____

Monthly Report For (insert Calendar Month & Year Covered by Report): _____ (Due every month the subcontract is active. ☐ Check here if final submission.)

SUBCONTRACTOR COMPANY OFFICIAL'S NAME & TITLE (Printed)

SIGNATURE **DATE**

SUBMIT COMPLETED FORM VIA E-MAIL NO LATER THAN 4:00 PM EASTERN TIME THREE (3) CALENDAR DAYS AFTER THE END OF EACH CALENDAR MONTH TO:
(1) DEE FOUST (foustds@ornl.gov)
(2) UT-BATTELLE SUBCONTRACT ADMINISTRATOR, and
(3) UT-BATTELLE TECHNICAL PROJECT OFFFICER

SUBCONTRACT LINE ITEM NO.	JOBS CREATED MONTHLY - LOWER-TIER SUBCONTRACTORS ONLY (Report Jobs for Seller on Page 1)				JOBS RETAINED MONTHLY - LOWER-TIER SUBCONTRACTORS ONLY (Report Jobs for Seller on Page 1)				TOTAL FTEs = C + F
	Job Title/Category	A. Cumulative Hours Worked	B. Cumulative Hours Available	C. Calculated FTEs = A / B	Job Title/Category	D. Cumulative Hours Worked	E. Cumulative Hours Available	F. Calculated FTEs = D / E	

A & D = the total number of hours worked on the task **since inception**.
B & E = the total number of hours available **over the life of the task** based on your company's definition of an FTE.
Examples of the calculation are on page 3.

Recovery Act - UT-Battelle Monthly & Quarterly FTE Calculation Examples

Work was awarded October 2009

Hours Worked by Category					
Month	Administrative	Management	Technicians	Craft	Scientific & Technical
Oct-09	50.2	98.6	352.1	23.0	42.0
Nov-09	72.0	128.5	365.0	144.0	40.0
Dec-09	75.8	132.0	423.6	242.0	48.0
Jan-10	79.6	98.0	559.0	598.0	30.0
Feb-10	84.6	104.2	1,253.0	1,248.5	44.6
Mar-10	115.3	168.0	1,892.7	1,555.0	42.8
Apr-10	63.0	151.0	1,564.5	1,165.3	35.0
May-10	125.0	89.0	1,299.0	998.0	30.0
Jun-10	86.0	73.5	860.1	552.5	30.0
TOTAL	751.5	1,042.8	8,569.0	6,526.3	342.4

UT-Battelle's Monthly Hours Available = 1,805 hours per Fiscal Year *	
Oct-09	124.0
Nov-09	148.0
Dec-09	148.0
Jan-10	120.8
Feb-10	148.8
Mar-10	185.7
Apr-10	135.2
May-10	146.4
Jun-10	170.4
Jul-10	124.8
Aug-10	145.6
Sep-10	207.3
	1,805.0

Calculation Examples

EXAMPLE 1 - MONTHLY JOBS CALCULATION - Jun 2010

JOBS - **Jun 2010** Calculation - **Cumulative Replacement**			
Job Title/Category	A. Cumulative Hours Worked	B. Cumulative Hours Available *	C. Calculated FTEs = A / B
Admin	751.5	1,327.3	0.57
Mgmt	1,042.8	1,327.3	0.79
Technicians	8,569.0	1,327.3	6.46
Craft	6,526.3	1,327.3	4.92
S&T	342.4	1,327.3	0.26
TOTAL			12.98

EXAMPLE 2 - QUARTERLY JOBS CALCULATION (Apr-Jun 2010)

JOBS - **Quarterly** Calculation (Qtr **Apr - Jun 2010**)			
Job Title/Category	D. Hours Worked During Quarter	E. Hours Available During Quarter *	F. Calculated FTEs = A / B
Admin	274.0	452.0	0.61
Mgmt	313.5	452.0	0.69
Technicians	3,723.6	452.0	8.24
Craft	2,715.8	452.0	6.01
S&T	95.0	452.0	0.21
TOTAL			15.76

* UT-Battelle's definition of an FTE - 1,805 hours each Fiscal Year broken down by month.
B. & C. use the appropriate hours available based on the UT-Battelle breakdown of an FTE.