

RECOVERY ACT - SUBCONTRACTOR QUARTERLY JOBS REPORT

SUBCONTRACT NUMBER: _____ (eg, 4000 _ _ _ _ _)

SUBCONTRACTOR NAME: _____

Quarterly Report For (insert Calendar Months & Year Covered by Report): _____ (Quarters = January - March, April - June, July - September, October - December)

SUBCONTRACTOR COMPANY OFFICIAL'S NAME & TITLE (Printed)

SUBMIT COMPLETED FORM VIA E-MAIL NO LATER THAN 4:00 PM EASTERN TIME

THREE (3) CALENDAR DAYS AFTER THE END OF THE QUARTER TO:

- (1) DEE FOUST (foustds@ornl.gov)
- (2) UT-BATTELLE SUBCONTRACT ADMINISTRATOR, and
- (3) UT-BATTELLE TECHNICAL PROJECT OFFICER

SIGNATURE

DATE

SUBCONTRACT LINE ITEM NO.	JOBS CREATED QUARTERLY - SELLER ONLY <i>(Report Jobs for Lower-Tier Subcontractors on Page 2)</i>			JOBS RETAINED QUARTERLY - SELLER ONLY <i>(Report Jobs for Lower-Tier Subcontractors on Page 2)</i>				TOTAL FTEs = C + F	CUMULATIVE LIVES TOUCHED (HEADCOUNT)
	Job Title/Category	A. Hours Worked During the Quarter	B. Hours Available During the Quarter	C. Calculated FTEs = A / B	Job Title/Category	D. Hours Worked During the Quarter	E. Hours Available During the Quarter		

A & D = the total number of hours worked on the task during the quarter.
 B & E = the total number of hours available in the quarter based on your company's definition of an FTE.
 Lives Touched (Headcount) = number of unique employees who worked on the task since inception.
 Examples of the FTE calculation are on page 3.

RECOVERY ACT - SUBCONTRACTOR QUARTERLY JOBS REPORT (Page 2)

SUBCONTRACT NUMBER: _____ (eg, 4000 _ _ _ _ _)

SUBCONTRACTOR NAME: _____

Quarterly Report For (insert Calendar Months & Year Covered by Report): _____ (Quarters = January - March, April - June, July - September, October - December)

SUBCONTRACTOR COMPANY OFFICIAL'S NAME & TITLE (Printed)

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- (2) UT-BATTELLE SUBCONTRACT ADMINISTRATOR, and
- (3) UT-BATTELLE TECHNICAL PROJECT OFFICER

SIGNATURE

DATE

SUBCONTRACT LINE ITEM NO.	JOBS CREATED QUARTERLY - LOWER-TIER SUBCONTRACTORS ONLY <i>(Report Jobs for Seller on Page 1)</i>			JOBS RETAINED QUARTERLY - LOWER-TIER SUBCONTRACTORS ONLY <i>(Report Jobs for Seller on Page 1)</i>				TOTAL FTEs = C + F	CUMULATIVE LIVES TOUCHED (HEADCOUNT)
	Job Title/Category	A. Hours Worked During the Quarter	B. Hours Available During the Quarter	C. Calculated FTEs = A / B	Job Title/Category	D. Hours Worked During the Quarter	E. Hours Available During the Quarter		

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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

EXAMPLE 1 - MONTHLY JOBS CALCULATION - Jun 2010

JOBS - Jun 2010 Calculation - Cumulative Replacement			
Job Title/Category	A. Cumulative Hours Worked	B. Cumulative Hours Available *	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.

Recovery Act - Calculating Jobs: Subcontractor Example

Formula

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule}} = \text{NUMBER OF JOBS}$$

Step 1:

Calculate Quarterly Hours in a Full-Time Schedule
 (the same denominator should be used for all subsequent quarters)

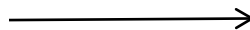
40 hours in a full-time work week * 52 weeks per year = 2080 hours per year

2080 / 4 quarters per year = 520 quarterly hours

Note: For industries with a different standard work week, use the above formula substituting your standard work week hours.

Step 2:

Collect the total number of hours worked and funded within the quarter at the subcontractor level. For this example, assume the hours worked in the quarter were:



Employee	Hours Worked Previous Reporting Quarter	Hours Worked Current Reporting Quarter
Sub Employee 1	250	520
Sub Employee 2	0	260
Total Hours for Subcontractor	250	780

Step 3:

Calculate the FTEs created or retained for the quarter using the above formula.

Calculation:

780 (hours worked by Subcontractor) / 520 (hours in a full time schedule) = **1.5 Jobs**

7/28/10