

This data is being collected to ensure the Department of Energy meets public transparency and accountability and tracking the progress of Recovery Act supported projects and Recovery Act recipients contributions.

Public reporting burden for this collection of information is estimated to average 3-5 hrs to complete the entire work, including sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management System, Paperwork Reduction Project (1910-5134), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20503.

1. Planned and Actual Monthly Financial Expenditures

Program Office	Recipient Name	Award Value			FY 09	Oct	Nov
EERE	XXXX	\$xxx	Obligation	Planned			
				Actual			
			Outlay	Planned			
				Actual			





FY 14

Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
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FY 15									
Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep



2. Job Creation

Project Details		Federally Funded Cumulative FTE					Non-Federal Funding Cumulative FTE
Project Name	Project Code	Total FTE	Prime Contractor Total FTE	Sub Contractor Total FTE	Prime Financial Assistance Recipient Total FTE	Sub Financial Assistance Recipient Total FTE	Total Cost-share/Matching FTE

Public reporting burden for this collection of information is estimated to average 3-5 hrs to complete the entire worksheet, including the time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-5134), U.S. Department of Energy Management and Budget (OMB), Paperwork Reduction Project (1910-5134), Washington, DC 20503.



ons, searching existing data sources, gathering and maintaining the data needed, including suggestions for reducing this burden, to Office of Information Resources, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of

3. Progress Toward Project Completion Against Planned Milestones

Milestone	Description	Lifetime Value/ Completion Milestone	Oct	Nov	Dec	Jan

- Project Start Date
- Construction Commences
- Construction Ends
- Operations Begin

Public reporting burden for this collection of information is estimated to average 3-5 hrs to complete the entire worksheet gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Operations (1910-5134), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Enterprise Services, Paperwork Project Management (2050-3064), Washington, DC 20503.

FY 10									
Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov

et, including the time for reviewing instructions, searching existing data sources,
 its regarding this burden estimate or any other aspect of this collection of information,
 oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project
 e of Management and Budget (OMB), Paperwork Reduction Project (1910-5134),

FY 11

Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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FY 12

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
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FY 13

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
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FY

Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
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FY 15

Feb	Mar	Apr	May	Jun	Jul	Aug	Sep

Technical Guidance on Reporting Internal DOE Recovery Act Jobs per Memo M-01-01

•On 9/15/09, the Department of Energy issued guidance requiring Program Offices to collect certain information about jobs created or retained under the Recovery Act. In response to follow-up questions about this guidance, CFO/PA&E has developed this template to help create a uniformed standard for Program Offices to provide this information to CFO/PA&E. These data will better enable the Department to track the number of actual jobs created under the Recovery Act and transparently show the American public how these programs are helping create jobs and spur sustainable, economic growth. Per the guidance, Program Offices are asked to report jobs created or retained, using OMB-established definitions for FederalReporting.gov. The guidance is attached to this spreadsheet. If a Program Office already uses an existing database or spreadsheet to collect jobs information, please send that spreadsheet to CFO/PA&E and do not use this template.

If you have any questions, please contact Howard Dickenson, Assistant Director for Recovery Act Operations, CFO/PA&E at Howard.Dickenson@hq.doe.gov

•Once completed, please send this spreadsheet to CFO/PA&E at RecoveryInformationCenter@hq.doe.gov . Data should be submitted by the Friday of the first week of every month, or new fiscal quarter depending on your situation (e.g.a Nov. 6th submission for the month of October or FY09 Quarter 4--note this submission will be unique because the data will be cumulative from the start of the Recovery Act).

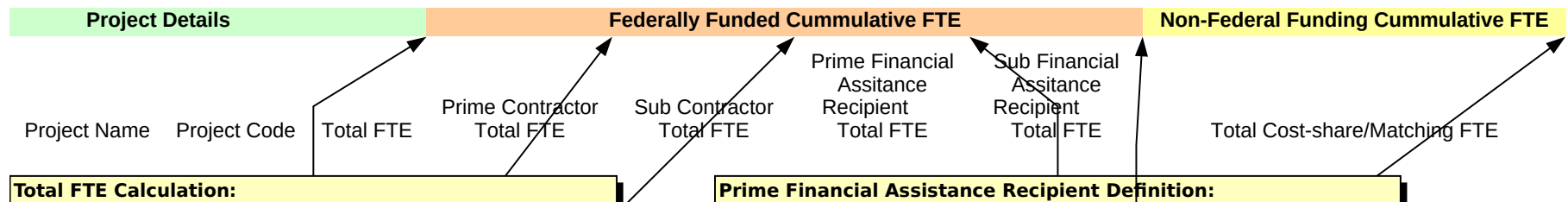
•Program offices should submit an FTE count for each project that falls under this guidance; FTE data should be rolled up for each project.

•Not all projects will need to report information for each field. If a field does not pertain to the project please enter a "0". Project Name, Project Code, and Total FTE are required fields for each project.

•All contractor and sub-contractor direct jobs created/retained must be reported cumulatively on a monthly basis. Prime contractors are still required to report quarterly to Federalreporting.gov for prime contractor jobs. However, as FederalReporting.gov does not require prime contractors to report subcontractor jobs, DOE is requesting this information to provide a more comprehensive jobs picture.

•All financial assistance awards that have a waiver from the Paperwork Reduction Act must submit FTE numbers on a monthly basis for both federally funded jobs and cost sharing/matching funds. Recipients must also still comply with reporting requirements to FederalReporting.gov. Currently, FederalReporting.gov does not collect jobs generated from cost-sharing; nor does FederalReporting.gov allow for monthly reporting for projects with a pre-existing Paperwork Reduction Act waiver for collecting such information.

•All financial assistance awards that do NOT have a waiver from the Paperwork Reduction Act but have cost sharing/matching funds must submit FTE numbers on a quarterly basis for both federally funded jobs and cost sharing/matching funds. Recipients must also still comply with reporting requirements to FederalReporting.gov. Currently, FederalReporting.gov does not require recipients to report jobs created from cost-sharing.



This number should include all jobs created by the Recovery Act funds including jobs created through matching/cost-sharing of federal funds. Jobs should be reported as "full-time equivalent" FTE jobs. The FTE calculation is cumulative, beginning from the point that funding was received. In order to perform the calculation, the total number of hours worked is needed, as well as the number of hours in a full-time monthly schedule:

**Cummulative Recovery Act Funded Hours Worked
Cummulative Hours in a Full-Time Work Schedule**

This calculation should be used for all to determine all FTEs, regardless of funding type.

A non-federal organization that receive Recovery Act funding as Federal awards in the forms of grants, loans, or cooperative agreements directly from the federal government

Sub Financial Assistance Receipt Definition:

Non-Federal entities that are awarded Recovery funding through a legal instrument from the prime financial assistance receipt to support the performance of any portion of the project for which the prime financial assistance recipient received the Recovery funding.

Data should be collected down to the level where the majority of the work is occurring, ie if 80% of the work occurs at the first-tier sub then collecting data down to the first-tier sub financial assistance recipient is sufficient.

Prime Contractor Definition:

A non-federal organization that has entered into a mutually binding legal agreement (i.e., contract) with DOE that requires the prime contractor to provide services and/or supplies. For the purpose of these supplemental instructions, the contract should be funded directly by Recovery Act funds

Sub Contractor Definition:

Non-Federal entities that are awarded Recovery funding through a legal instrument from the prime contractor to support the performance of any portion of the project for which the prime contractor received the Recovery funding.

Data should be collected down to the level where the majority of the work is occurring, ie if 80% of the work occurs at the first-tier sub contractor then then collecting data down to the first-tier sub contractor is sufficient.

Cost-share/Matching Definition:

Jobs created through cost sharing, matching, or in-kind donation are jobs that were created through a portion of a project or program costs not borne by the Federal Government. However, these jobs would not have existed without the project receiving partial funding through Recovery Funds. For instance if 40% of funding resulted from Recovery Funds, the remaining 60% of funding, and consequent jobs would be a result of cost share or matching funds.