

STAR METRICS was established in response to the guidance which also states federal agencies, in coordination with the Director of the Office of Management and Budget, shall provide for user-friendly means for recipients of covered funds to meet the requirements of this section. (Section G)

Direct jobs created and retained from science awards are calculated from four sources:

1. Individuals working directly on the project;
2. Employment within overhead
3. Employment of vendors
4. Employment of individuals on sub-awards

This maps to the data element: "Description of Jobs Created/Retained" which requires

- A. A narrative description of the employment impact of the Recovery Act funded work. This narrative is for each calendar quarter and at a minimum, will address the impact on the recipient's or federal contractor's workforce (for grants and loans, recipients shall also include the impact on the workforces of sub recipients and vendors).
- B. Provide a brief narrative description of the types of jobs created and jobs retained in the United States and outlying areas. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

Source: Recipient Reporting Data Model - for quarter ending 12/31/2009 (www.recovery.gov)

Prime recipients of grants, cooperative agreements, and loans must include an estimate of jobs created and retained on projects and activities managed by their funding recipients (i.e. sub-recipients) in the numeric and narrative data fields mentioned in 5.2.3 above. See Section 5.7 for further details. http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf

1. Direct Jobs Calculated from Individuals Employed

Information Requested	Required for element calculation
De-identified Employee ID #	Parts A and B below
Federal Award ID #	Verification and data quality check
University Award ID #	Verification and data quality check
Occupational Classification	Part B below
Proportion of time allocated to award	Parts A and B below
FTE status	Parts A and B below

Calculation for Part A: $\sum_{n=1}^N \text{proportion of individual } n\text{'s time on stimulus awards} * FTE_n$

Calculation for Part B is the same as Part A

The approach is identical to the discussion in the Peter Orszag memo of Dec 18 2009 (attached) - although using proportion of earnings, rather than proportion of hours (which is often not captured in HR systems).

Attachment A. ARRA Jobs Worksheet for Quarterly Reporting

PREFERRED

STEP 1: Calculate Quarterly Hours in a Full-Time Schedule.

- A. Start by determining the standard hours in a full-time work week schedule as illustrated below. This example uses **40** hours, but other standards are possible.
- B. Multiply this amount by 13 weeks to determine the quarterly number of hours for full-time work:

$$\mathbf{40 \text{ Hours in full-time work week} \times 13 \text{ weeks per year} = \mathbf{520 \text{ Total Quarterly Hours}}$$

STEP 2: Calculate the Full Time Equivalent (FTE) for this Quarter.

- A. Determine the number of hours worked in positions funded by the Recovery Act within the current quarter. For example, a full-time employee working 40 hours per week during the entire quarter will work 520 hours in the quarterly reporting period.
- B. Divide this number by the "Quarterly Hours in a Full-Time Schedule" number calculated in STEP 1. This calculation should be performed for each employee working under Recovery Act funding within the reporting quarter (add each together to calculate an FTE total):

$$\frac{\mathbf{520 \text{ Hours Worked and Funded by Recovery Act}}}{\mathbf{520 \text{ Quarterly Hours in a Full-Time Schedule}}} = \mathbf{1.0 \text{ FTE}}$$

For this example, the FTE figure "1.0" should be reported within the "Number of Jobs" data field in FederalReporting.gov.

(If Needed) Reflect Partial ARRA Funding.

- A. Count all hours worked on the project. In this example, a total of 260 hours were worked on the project and the total number of quarter hours in a full time schedule is 520 hours. The recipient determines the amount of hours, by employee, funded by the Recovery Act (in this case, 50%) and totals only those hours.
- B. Calculate FTE:

$$\frac{\mathbf{260 \text{ Hours Worked}}}{\mathbf{520 \text{ Quarterly Hours in a Full-Time Schedule}}} = \mathbf{0.5 \text{ FTE}}$$

For this example, the FTE figure "0.5" should be reported within the "Number of Jobs" data field in FederalReporting.gov.

2. Direct Jobs Calculated from Overhead

Information Requested

Federal Award ID #
 University Award ID #
 Overhead charged
 Report to cognizant agency

Required for element calculation

Verification and data quality check
 Verification and data quality check
 Calculation
 Calculation

The overhead expenditures will be combined with the information provided in the report to cognizant agency¹ to generate an estimate of the salaries paid out of the grant. This will be converted to jobs by using County Business Patterns data for NAICS code 61.

<http://www.census.gov/econ/cbp/index.html>

3. Direct Costs Calculated from the Employment of Vendors

¹ <http://rates.psc.gov/fms/dca/shortform1.pdf>

Information Requested	Required for element calculation
Federal Award ID #	Validation
University Award ID #	Validation
Duns #	Calculation
Amount of Contract	Calculation

The Duns # will be used to derive an industry code and geographic location. The amount of contract revenues will be ratio-ed to generate employment estimates derived from Economic Census data

<http://www.census.gov/econ/census07/>

The guidance requires that grant recipients directly get that information from vendors. The results will help guide the assessment of the quality of the responses. As the project broadens, these calculations can be directly generated from the administrative records of the respondents themselves.

4. Direct Jobs Calculated from the Employment on Sub Awards

Information Requested	Required for element calculation
Federal Award ID #	Validation
University Award ID #	Validation
Duns #	Calculation
Amount of Contract	Calculation

The Duns # will be used to derive an industry code and geographic location. The amount of contract revenues will be ratioed to generate employment estimates derived from Economic Census data

<http://www.census.gov/econ/census07/>

As above, the Duns # will be used to derive an industry code and geographic location. The amount of contract revenues will be ratioed to generate employment estimates derived from Economic Census data

<http://www.census.gov/econ/census07/>

The guidance requires that grant recipients directly get that information from vendors. The results will help guide the assessment of the quality of the responses. As the project broadens, these calculations can be directly generated from the administrative records of the respondents themselves.

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