

## **Appendix One – FTE's**

For a complete reference please see:

[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-08.pdf)

For the purposes of the ARRA Wood to Energy Grants Program FTE's the sections to reference are from:

5.3 What methodology should recipients use when estimating the number of jobs created or retained? On page 13,

Through and including,

5.9 Can a job be reported as created or retained before Recovery Act dollars are expended? On page 21.

The section below is a replication of the jobs section of the full RFA and provides specific guidance on FTE's with respect to the application:

- ***Jobs created and jobs retained.***

*For the purposes of this program, economic impact will primarily be measured by the creation and or retention of jobs resulting from the proposed project. Do not include jobs involved in the harvest of wood, the production wood products, or the delivery of wood products. Do not include jobs involved in the manufacture or delivery of equipment or appliances.*

***NUMBERS MUST BE REPORTED AS FULL TIME EQUIVALENTS (FTE). NO OTHER METHOD OF CALCULATION WILL BE CONSIDERED.***

***1 FTE = 2080 HOURS OF WORK IN 1 YEAR. THIS MEANS THAT 10 PEOPLE EACH WORKING 208 HOURS ON A PROJECT WOULD BE EQUAL TO 1 FTE.***

*For a “standard” worker the work year is 2080 hours. School, college, and University teachers, instructors, and professors all have different “work years” in terms of number of hours, or weeks, or months. Please use the standard that normally applies to the class of job being described.*

***The overall impact of proposed projects will be evaluated by considering the following benefits. Using the attached ARRA guidance (included as appendix 1 at the end of this document) please describe:***

- *The number and type of new jobs (FTE) directly created or retained within the first year of the project. (Please provide rationale)*
- *The number and type of long-term jobs (FTE) (i.e., lasting more than five years) directly created by the project. (Please provide rationale)*
- *The number of jobs (FTE) indirectly created or retained (Please provide rationale)*
- *Demonstration of sustainable living wages for the jobs created or retained.*
- *Any additional information on the overall economic impact of the project through job creation.*
- *The use of savings to create or maintain jobs with the operation of the applicant. (i.e. Savings from this project will be used to hire one new science teacher and to maintain two existing teaching positions.)*

*\*Note that direct jobs are those created by the installation or operation of the heating system. Indirect jobs are those that an institution is able to create or retain by using dollars saved as the result of decreased fuel costs. List each separately on your application\**

*\*Also note that indirect jobs related to the project fuel supply are not eligible and should not be included in the application\**

*Consideration and priority will be given to projects that create the greatest number of jobs within the first year of the project and projects that create long-term sustainable jobs. Projects that fail to create jobs and/or demonstrate job creation resulting from the proposed project will not be considered.*