

What is an FTE? Transcript

This is a transcription of the JD20 VAWA MEI Learning Series training video, “What is an FTE?”

Introduction

Welcome to the VAWA MEI Learning Series. In this Progress Reporting video, we focus on the Staff section of the report, define the FTE measure, and explain how to calculate it.

The FTE measure

OVW uses the Full Time Equivalent, or FTE, to quantify all the types of labor your grant paid for--full-time work, part-time work and work done by consultants.

By using FTEs, you'll convert all that effort into a measure of how many full-time workers your grant effectively funded.

OVW defines one FTE as the product of (the number of weeks in your reporting period) times (the number of hours in your office's work week).

Calculating FTEs

OVW defines one FTE as the product of (the number of weeks in your reporting period) times (the number of hours in your office's work week).

Let's say you report your grant-funded activities every six months (as most programs do), and your office works a 40-hour week. Then one FTE is 40×26 , or 1,040 hours per reporting period.

Here's another example. Let's say your office works a 35-hour week. Then one FTE = 35×26 , or 910 hours per reporting period.

Discretionary grantees report every six months, but STOP and SASP Formula grantees only report once a year. So their FTE is defined as the number of hours in your standard work week times 52 weeks per year, or 2,080 hours per reporting period for a 40-hour week.

On your progress report, you'll record the total FTEs not by staffer, nor by title, but by any of the specific function areas found in the Staff section of your report. You'll include all staff time, as well as consultant time, for which your OVW grant paid. Only grant-funded FTEs should be reported in this section.

Examples

In this example, Pam works 20 hours a week for the 6-month reporting period and is 100% funded by our OVW grant. So that's 0.50 FTE. She works as a victim advocate, so we'll put 0.50 on the victim advocate row in the FTEs column.

Rose, a consultant, was paid for 260 hours during the six-month reporting period. Her function was trainer. So her 0.25 FTE is added to the FTEs column in the trainer row. Always carry each FTE figure out two decimal places.

Susie's title is program coordinator, and she worked full time for the grant, but she only spent 20 hours a week actually working as the coordinator. She spent the other 20 working as a trainer. So we'll add 0.50 FTE to the FTES column in the coordinator and trainer rows.

Closing

You've come to the end of this presentation. If you still have questions, please feel free to reach out to us. We're here to help. Our website URL is vawamei.org.

Disclaimer

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