Print Form

Federal Funding Compliance

Time and Effort Log

Fiscal Year _____ Bi-annual Certification

Name of School District: _____

OMB Circular A-87 requires employees who are compensated by federal grant dollars and work solely federal award to submit at least semi-annual certifications that the employee worked solely on that program.

OMB Circular A-87 Appendix B.8.(8).(3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.

I , _____ , certify that 100% of my work time from
(Employee Full Name)

_____ to _____ was spent on
(Beginning Date ex. Month/Date/Year) (Ending Date ex. Month/Date/Year)

_____ duties and responsibilities.
(Federal Funding Source)

Employee Signature	Supervisor Signature
Date	Date