

Semi-Annual Certification for Salaries & Wages Charged to Federal Grants

Grant Title:

Grant Number:

Funding Source: U.S. Department of Education

Supervisor:

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1))
Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

I understand that the positions(s) filled by the following employees are supported entirely by funds from the federal award listed above. I certify that 100% of the job duties of the employee(s) were related to activities in compliance with this grant award during the period from [START DATE TO END DATE].

The information recorded on this form is true and correct to the best of my knowledge.

Employee Name

Position Title

Funding %

Supervisor Signature*

Date

*Must be signed by a supervisor official having firsthand knowledge of the work performed by the employee.

Mt. Vernon Community School Corporation

Adopted: [date]

Revised: [date]