



**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT



## **Certification for Employees in Grant-Funded Positions**

### **Frequently Asked Questions**

#### **What is grants certification?**

In Fort Worth ISD, the grants certification application is launched at the end of the fall and spring semesters. All employees whose positions are funded with federal grants receive an email notification with a link to certify that their time and effort was spent on grant-related activities.

#### **Do I have to do this?**

If your position is paid through a federal grant, you must certify to help the District comply with federal and state regulations.

#### **How often do I have to do this?**

The grants certification application is launched twice a year, and all grant-funded employees must certify twice a year.

#### **If my position is funded by a grant, does that mean my job is at risk?**

No. Hundreds of Fort Worth ISD positions are funded by grants.

#### **What if I didn't know that my position was grant-funded?**

Complete your certification and contact your supervisor for verification.

#### **What happens after I certify?**

Your supervisor and the grant owner will review your responses and reach out if clarification is necessary. When all employees are accounted for, the Grants Department will retain this documentation for audit purposes.

#### **What if I change positions?**

If the new position is paid through federal grant funds, the district will notify you.

**I am a supervisor, and a member of my staff has concerns about grants certification. What are my next steps?**

Please dedicate time to listen to the employee's concerns, then ensure that the information in the application is correct. If you think the information is incorrect, please discuss with the grant owner.

**What is time and effort reporting?**

Federal regulations require that any salaries and benefits charged to a federal grant must be based on documentation that meets the following criteria in order to be allowable:

The employee's time must be documented.

The documentation must reflect the actual time spent by the employee on activities of the federal program(s) being charged.

The documentation must account for all of the employee's time for the period covered.

The documentation must be signed by the employee.

**Why are time and effort reports needed?**

Time and effort reports are required to document that federal funds were charged only for time actually worked on allowable cost activities and ensure that federal programs paid only their proportionate share of personnel costs.

**Who does time and effort apply to?**

Full-time Single Cost Objective Federally Funded Positions

If you have additional questions, please email [grants@fwisd.org](mailto:grants@fwisd.org) or call the Grants Department at 817.814.2294.