

Grant Certification Instruction
2025-2026

GRANTS DEVELOPMENT
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Instructions for Grant-Funded Employees

Fort Worth ISD is required by state and federal laws to notify employees whose positions are funded by special revenues, including federal grant funds. As a result of this funding, it is mandatory that each employee performs semi-annual time and effort certification during the school year.

Below are steps to follow to certify for employees whose positions are funded by special revenues:

Step 1. Upon receiving the email notification to certify, either use the link in the email or control-click <https://grantscertification.fwisd.org>. This link should work on any device. Log in with your Fort Worth ISD email address and password.

Step 2. Using the Select Period drop-down menu, select Fall 2026 or Spring 2026.

Step 3. The certification screen will populate with your details. The Grant Name column lists your funding source(s). The Percent column specifies the amount of your time that is funded by each source. Select Edit.

Step 4. The Edit Grants Certification Response screen will pop up. Please review the Grant Detail Information for each funding source. If the Grant Name and Percentage listed are correct, please select the Yes button after the question: Do you agree? If the Grant Name or Percentage is incorrect, please select the No button and leave a note in the Comments box. If your Grant Name is listed as Not Applicable, that means that a portion of your salary is not grant-funded. Please select Yes or No after the question: Do you agree?

Step 5. When you are finished, select Update. You will receive the following message: "The update was completed. An email was sent to your supervisor." This means that your response was recorded.

Step 6. Select Close.

Step 7. The certification screen will reappear with your responses. If your responses have been recorded in the Your Response column, you have completed the certification process. Please, log out. Your supervisor will receive notification of your response. If you respond "No" to any portion of your funding, your supervisor would take the steps necessary to resolve the issue. Thank you! 

Instructions for Supervisors of Grant-Funded Employees

Fort Worth ISD grant-funded employees received an email requesting them to certify their time and effort. After each employee's certification, the supervisor will receive an email requesting an additional certification.

Grant-funded employees who disagree with a funding source will leave a note in the Comments. Please review each employee's response. If an employee has disagreed with a funding source, reach out to the employee to provide clarification.

Please follow the steps below to certify each employee:

Step 1. Upon receiving the email notification to certify, either use the link in the email or control-click <https://grantscertification.fwisd.org>. This link should work on any device. Log in with your Fort Worth ISD email address and password.

Step 2. Click on the Supervisor tab.

Step 3. Using the Select Grant Type drop-down menu, select Grants Certification. Do not hit Enter. The system will process and select your information.

Step 4. Using the Select Period drop-down menu, select Fall 2026 or Spring 2026.

Step 5. Read the Note and Click Continue.

Step 6. Review the information and select Yes or No. If you select No, leave a note in the Comments box.

Step 7. Click Update to submit your response.

Step 8. After your response has been submitted, the employee details will disappear and you will receive the following message: "No Grants Certification to Display," indicating that you have completed the process. Please remember to log out. Thank you!

Instructions for Grant Owners

After grant-funded employees and their supervisors respond to the certification email, the grant owner must also certify each position and funding source.

Please follow the steps below to certify for all the employees funded by your grant:

Step 1. Upon receiving the email notification to certify, either use the link in the email or control-click <https://grantscertification.fwisd.org>. This link should work on any device. Log in with your Fort Worth ISD email address and password.

Step 2. Click on the Grant Owner tab.

Step 3. Using the Select Grant Type drop-down menu, select Grants Certification. Do not hit Enter. The system will process and select your information.

Step 4. Using the Select Period drop-down menu, select Fall 2026 or Spring 2026.

Step 5. Read the Note and Click Continue.

Step 6. Review the information and select Yes or No. If you select No, please provide a Comment, Account Code, and Amount.

Step 7. Click Update to submit your response.

Step 8. After your response has been submitted, you will receive the following message: "Grant information updated. Emails were sent out to account journal personnel." Click Close. Please remember to log out. Thank you!

Frequently Asked Questions

What is grant certification?

In Fort Worth ISD, the Grants Certification Application 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 grant funds.

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 listening to the employee's concerns, then ensure that the information in the application is correct. If you think the information is incorrect, please discuss it 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 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 the employees' 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, or federally funded positions.

If you have additional questions, please email grants@fwisd.org or call the Grants and Development Department at 817.814.2280.

Troubleshooting

Scenario 1: I can't access the tool, or the link is not working

Please know that the tool only works if the employee is FWISD wi-fi. Guest or other wi-fi do not allow the link to work. The employee must use their District login information to sign in.

Scenario 2: How am I funded?

The Grants Certification Application displays the position's funding source. If you are still unsure, please contact the Grants department, and we will be happy to answer any inquiries. We can pull the employee record in Munis.

Scenario 3: What is the link to certify?

[Grants Certification Application Login \(fwisd.org\)](https://grantscertification.fwisd.org) -- <https://grantscertification.fwisd.org>

Scenario 4: Where can I find instructions?

Instructions are on our [website](#) at Grant Certification Instructions 2025-2026

Scenario 5: I already certified Summer 2025 in June. Do I have to do it again?

Yes, you have to certify again. Our June launch was for the time period between January 8 to June 28, 2025. The Fall certification period is for July 1 to December 20, 2025 as outlined in the memorandum. The Spring certification period is for January 8 to June 30, 2026.

Troubleshooting TIPS:

- Use a district computer on a district network (FWISD Wi-Fi, not FWISD-GUEST or FWISDMDN Wi-Fi).
- Restart your computer.
- Close your browser and start a new session.
- Use the same login and password you used to restart your computer.
- If you receive an error message, email a screenshot so we can escalate the problem.

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