CLINT INDEPENDENT SCHOOL DISTRICT

Semi-Annual Time & Effort Certification

Time Distribution Reporting for Federally Funded Personnel

2026-2027 School Year

Program Name: _____

Campus/
Department: _____ Funding Source: _____

Program Start Date: _____ Program Ending Date: _____

Time distribution reporting for federally funded activities: According to federal requirements, employees paid from a federal grant program/fund are required to certify in writing that they performed duties related to that funding source during the given period, as outlined on the job description and/or PAF. This includes any extra duty pay for supplemental programs and any related activities, if applicable.

Employee Name	Title	Employee Signature	Date

_____ _____ _____

*Supervisor Signature Print Name Date

I certify that the employee(s) listed above worked 100% of their time on activities authorized by the federal grant program listed above pursuant to requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Education Department General Administrative Regulations (EDGAR) with regard to time and effort certification.

*To be signed by the supervisor who has *first-hand knowledge* of employees working 100% of their time on identified programs and activities from the federal grant funding source for the given period as stated above.

_____ _____ _____

Director of Federal Programs Print Name Date