



## Federal Programs Time and Effort Documentation

SEMI-ANNUAL CERTIFICATION OF PAY (Employees Working 100% on Programmatic Activities for one Grant)

**Title:** Time and Effort Document for Title I, II, IV Part A and/or SIG Educational Federal Programs Grants

**Purpose:** Enhancing Student and Staff Achievement through Federal Programs

**Period Covered:** [ Start Date] to [End Date]

**Code of Federal Regulations:** Section 200.430

**Staff Name and Position:**

Staff Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervising Administrator: \_\_\_\_\_

**Description:**

This Time and Effort document outlines the allocation of time and effort for the staff involved in the "Grant Name: \_\_\_\_\_". The document serves to ensure compliance with federal regulations and provides a transparent record of the time devoted to grant-related activities.

**Allocation of Time and Effort:**

Grant funded position: \_\_\_\_\_

| Services provided during this period | number of hours | % of time |
|--------------------------------------|-----------------|-----------|
|                                      |                 |           |
|                                      |                 |           |
|                                      |                 |           |
|                                      |                 |           |
| <b>Total % of time:</b>              |                 |           |

*Example:*

- *Coaching Staff/PD: 50% (20 hours/week)*
- *Planning and Implementation: 30% (12 hours/week)*
- *Collaboration and Coordination with School Staff: 10% (4 hours/week)*
- *Reporting and Documentation: 10% (4 hours/week)*

*Note: The above percentages and hours are based on an average workweek of 40 hours.*

**Certification:**

I certify that the time and effort outlined in this document accurately reflect the allocation of the staff's time and effort for the "enhancing student achievement through Federal Programs" grant. I understand the importance of maintaining accurate records and will ensure compliance with all applicable federal regulations.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_