****

Quarterly Time Keeping Certification

|  |  |
| --- | --- |
| Agreement #: |  |
| Implementing Agency: |  |
| Program Title: |  |

Quarter Reporting:

The Entity certifies that it is in full compliance with the time-keeping requirements of the above grant agreement for all grant- and match-funded personnel and that the information listed below is an accurate reflection of the actual time and effort spent by personnel working less than 100% on the above program.

Only actual hours spent working should be included, and not paid or unpaid time off.

In-kind match volunteer hours may be aggregated, provided that those volunteer hours are separately recorded by attendance timesheets or personnel activity reports.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date  |
|       |  |
| Printed Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel / Volunteer** | **Grant-Funded (or Match)** | **Total Working Hours** | **Percent** |
| *Ex: Advocate #1* | *415* | *793* | *52.3%* |
| *Ex. Advocate #2* | *134* | *500* | *26.8%* |
| *Ex. Volunteers (12)* | *234* | *--* | *--* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |