**CARL D. PERKINS CTE PROGRAM**

**SEMI-ANNUAL CERTIFICATION OF TIME AND EFFORT (PAR)**

*Uniform Grant Guidance 200.430(h)(8)(i) Standards for Documentation of Personnel Expenses* requires that individuals certify time and effort if salaries are paid from Perkins funds.

The form on the following page is to be used for those individuals that work on a single cost objective (i.e. an individual that has a single responsibility such as tutoring, student support services, etc.).

The certification must be signed by the employee, by the employee’s supervisor or person in position to confirm that the certification is correct, and must be signed after the time period has ended. The form is to be held in the Perkins coordinator file for compliance review.

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| **SEMI-ANNUAL CERTIFICATION OF TIME AND EFFORT** | |
| Name: |  |
| Time Period |  |
| Cost Objective: |  |

This is to certify that I have spent 100% of my time on the above cost objective during the time period noted.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (US Code Title 18, Section 101 and Title 31, Sections 3729-3730 and 3801-3812).

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| --- | --- | --- |
|  |  |  |
| Signature of Employee |  | Signature of Supervisor |
|  |  |  |
| Printed Name of Employee |  | Printed Name of Supervisor |
|  |  |  |
| Date |  | Date |