Time Certification

Subgrantee Employees Working on a Single Highway Safety Grant

In cases where an agency or organization (subgrantee) has a grant from the Utah Department of Public Safety’s Highway Safety Office which includes:

* A Subgrantee employee records must be supported by a system that ensures the charges are accurate, allowable and properly allocated;
* Be incorporated into official record keeping of the non-federal entity;
* Reflect the total activity for which the employee is compensated by the non-federal entity;
* Support the distribution of the employee’s salary or wages among specific activities or cost objectives.

This certification must be completed quarterly and submitted to GEARS in appropriate project files.

I hereby certify that from Date through date, Name spent his/her time on Highway Safety Program and/or activities:

­­­­­­­­­­­­­­­­­­­Signed by employee OR supervisor Date

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| **Program/Activity** | **Percent of Time** |
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