April 2020

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 must accurately reflect the work performed including:

- *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 _____spent his/her time on Highway Safety Program and/or activities:

_____

Signed by employee OR supervisor Date

Program/Activity	*Percent of Time*