**24. Timekeeping.**

24.1.    Grantee shall, in furtherance of its performance of all aspects of the program description and budget as set forth in the attached exhibits and the Budget, maintain time keeping records for all grant-funded and match personnel as follows:

1. Personnel who spend less than 100% of their time on the program. Personnel whose salary is paid from more than one federal, state, or other source must maintain a Personnel Activity Report (PAR) that accurately reflects the time the employee spends performing the program and any other duties. The PAR must:
	1. reflect an after-the-fact distribution of the actual activity of each employee (not budgeted time);
	2. account for attendance and the daily total activity for which each employee is compensated (by all funding sources);
	3. be prepared at least monthly and coincide with one or more pay periods;
	4. be signed by the employee and approved by a supervisor having firsthand knowledge of the work performed; and
	5. be supplemented with daily attendance timesheets.
2. Personnelwho spend100% of their time on the funded program. An employee whose salary is paid in whole from the program must either complete a PAR as set forth in Section 24.1(A) or certify on a semi-annual basis. This time certification form must:
	1. include an-after-the fact certification that 100% of the employee’s time was spent in support of activities associated with the program;
	2. be signed every six months by the employee and a supervisor having firsthand knowledge of the employee’s work; and
	3. be supplemented with daily attendance timesheets.

24.2. Payroll records must reflect either the after-the-fact distribution of an employee’s actual activities or the certification of an employee’s actual work performed.

24.3.    Volunteers whose time fulfills an in-kind match requirement must record volunteer attendance by completing daily attendance timesheets, or PARs as set forth in Section 24.1(A).

24.4.    Along with each quarterly report, Grantee shall submit a Quarterly Time Keeping Certification to Grantor. The Quarterly Time Keeping Certification shall include a certification detailing 1) total hours on the program and 2) total compensated hours, for every employee and match volunteer.

* 1. Prior to the execution of this agreement, Grantee must provide Grantor with a copy of any time certification form, PAR, and daily attendance sheet that will be used for Grantor’s approval.

24.6. All time keeping documentation and certifications shall be made available for inspection during site visits and upon request as part of Grantor’s monitoring and oversight responsibilities.