

**SEMI-ANNUAL CERTIFICATION**

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.

I, \_\_\_\_\_, \_\_\_\_\_, certify that  
(Name) (Title)

100% of my time has been spent performing duties associated with \_\_\_\_\_  
(Federal Program)

for the period of \_\_\_\_\_.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_