# SEMI-ANNUAL CERTIFICATION (ALTERNATIVE) FORM

When 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, _____, _____,
(Supervisor Name) (Title)

having first-hand knowledge of the work performed, certify that 100% of the time for the employee(s)

listed below has been spent performing duties associated with _____ for
(Federal Program)

the period of_____.
(Funding Period)

| Employee Name(s) | Position |
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Add more lines as needed

Signature of Supervisor _____

Date _____