

Employee Time Certification Form (Grantees/Subgrantees)

OTS-26 (New 5/11)

Grantees and subgrantees receiving 100 percent of funding from the Office of Traffic Safety (OTS) for personnel services must complete certifications stating that the employee(s) worked solely on that program for the period covered by the certification. The certification must be prepared at least semi-annually and must be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee.

EMPLOYEE TIME CERTIFICATION

EMPLOYEE NAME _____

I certify that I have worked 100 percent of my time on an Office of Traffic Safety (OTS) Grant.

From: October 1 **To:** March 31

EMPLOYEE SIGNATURE _____ **Date** _____

SUPERVISOR NAME _____

SUPERVISOR SIGNATURE _____ **Date** _____

EMPLOYEE TIME CERTIFICATION

EMPLOYEE NAME _____

I certify that I have worked 100 percent of my time on an Office of Traffic Safety (OTS) Grant.

From: April 1 **To:** September 30

EMPLOYEE SIGNATURE _____ **Date** _____

SUPERVISOR NAME _____

SUPERVISOR SIGNATURE _____ **Date** _____
