ICJIA

QUARTERLY TIME KEEPING CERTIFICATION

Agreement #:	
Implementing Agency:	
Program Title:	

Quarter Reporting:

The Entity certifies that it is in full compliance with the time-keeping requirements of the above grant agreement for all grant- and match-funded personnel and that the information listed below is an accurate reflection of the actual time and effort spent by personnel working less than 100% on the above program.

Only actual hours spent working should be included, and not paid or unpaid time off.

In-kind match volunteer hours may be aggregated, provided that those volunteer hours are separately recorded by attendance timesheets or personnel activity reports.

Signature _____ Date _____

Printed Name _____

Personnel / Volunteer	Grant-Funded (or Match)	Total Working Hours	Percent
Ex: Advocate #1	*415*	*793*	*52.3%*
Ex. Advocate #2	*134*	*500*	*26.8%*
Ex. Volunteers (12)	*234*	--	--