

21st Century Time & Effort Procedures

1. Time and Attendance Records: The grantee must maintain a record of all staff and personnel involved in the 21st Century Grant program, including their regular work hours, overtime, time off, and other absences. These records must be kept for a minimum of three years.

2. Semi-Annual Certification: At the end of each six-month period, the grantee must have each employee involved in the program certify the number of hours they worked and how those hours were allocated across different activities.

3. Record-Keeping: Time and effort records must be kept for all staff and personnel compensated by the grant, including employees and consultants. These records must include the name of the employee/consultant, the hours worked, the rate of pay, and the total compensation received from the grant.

4. Training and Documentation: Grantees must provide training to all personnel involved in the 21st Century Grant program on time and effort reporting procedures. The training should also include how to properly complete and document the time and effort records.

5. Oversight and Monitoring: The grantee must regularly monitor and review the time and effort records to ensure that they are accurate and complete. Additionally, the grantee must take corrective action as needed to address any errors or discrepancies that are identified.

Compliance with these time and effort procedures is crucial to maintain the financial integrity of the 21st Century Grant program and ensure that grant funds are being used effectively and efficiently.