Grantees and subrecipients are responsible for ensuring sufficient documentation of staff time billed to a CoC grant. Timesheets suffice to document staff time billed for employees who work in a single indirect cost activity (e.g., accounting). Timesheets, with periodic certifications (see Sample Certification below), suffice for employees who work on a single federal award category (e.g., supportive services). Staff working on more than one project or budget line item need to document the actual time spent on each project and eligible activity. One way to ensure appropriate backup documentation for all staff-related direct costs, such as Project Administration, Rental Assistance, and Supportive Services, is to ensure that staff working on more than one project or budget line item complete a personnel activity log (See [Sample Personnel Activity Log](http://www.ctbos.org/wp-content/uploads/2019/05/Sample-Personnel-Activity-Log.xlsx)).

### **Sample Staff Time Certification**

To be completed quarterly.

|  |  |
| --- | --- |
| CoC Project Name: | CoC Grant ID: |
| Indicate the start and end date for the period you are certifying:  Start Date: End Date: | |
| By signing below, I hereby certify that I have spent 100% of my time working on the following eligible activity for the rapid re-housing project and period specified above.  Select Only One:  Rental Assistance  Supportive Services  Project Administration | |
| Staff Signature: | Date: |
|
| Supervisor Signature: | Date: |
|