



**APPENDIX B**  
**TECHNICAL COLLEGE SYSTEM OF GEORGIA**  
**OFFICE OF ADULT EDUCATION**

**SEMI-ANNUAL CERTIFICATION FORM**  
**ONE EMPLOYEE, ONE COST OBJECTIVE, MULTIPLE FUNDING SOURCES**

*This certification form is to be used by employees whose salary is charged to multiple funding sources, but whose work supports one cost objective.*

**Grant Title:** Adult Education & Family Literacy Act

**Grant Number:** 84.002A

<b>Funding Source 1:</b>	
<b>Funding Source 2:</b>	
<b>Funding Source 3:</b>	
<b>Other, please note</b>	

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1)) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

This document is to certify that I worked 100% of my time for the period of \_\_\_\_\_ to \_\_\_\_\_ on **one cost objective** that supported allowable activities under the Adult Education & Family Literacy Act (AEFLA).

The information recorded on this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
 Printed Name of Employee

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name of Supervisor

\_\_\_\_\_  
 Signature of Supervisor

\_\_\_\_\_  
 Date