



Federal Programs Time and Effort Documentation

PERSONNEL ACTIVITY REPORT (MONTHLY) (For Employees Working from Multiple Grants/Sources)

Title: Time and Effort Document for Title I, II, IV Part A and/or SIG Educational Federal Programs Grants

Purpose: Enhancing Student and Staff Achievement through Federal Programs

Period Covered: [Start Date] to [End Date]

Code of Federal Regulations: Section 200.430

Staff Name and Position:

Staff Name: _____

Position: _____

Supervising Administrator: _____

Description:

This Time and Effort document outlines the allocation of time and effort for the staff involved in the "Grant Name: _____". The document serves to ensure compliance with federal regulations and provides a transparent record of the time devoted to grant-related activities.

Allocation of Time and Effort:

Grant funded position: _____

Services provided during this period	number of hours	% of time
Total % of time:		

Example:

- *Coaching Staff/PD: 50% (20 hours/week)*
- *Planning and Implementation: 30% (12 hours/week)*
- *Collaboration and Coordination with School Staff: 10% (4 hours/week)*
- *Reporting and Documentation: 10% (4 hours/week)*

Note: The above percentages and hours are based on an average workweek of 40 hours.

Certification:

I certify that the time and effort outlined in this document accurately reflect the allocation of the staff's time and effort for the "enhancing student achievement through Federal Programs" grant. I understand the importance of maintaining accurate records and will ensure compliance with all applicable federal regulations.

Signature: _____

Date: _____