

Subject: GRANT FUNDED EMPLOYEES

Date: March 28, 2018

Pages: 1 of 1

Replaces Policy Dated: March 26, 2008

PURPOSE: To comply with OMB Circular A-87, Attachment B, and 8.h (3)

SCOPE: This policy applies to all qualifying grant funded employees.

STATEMENT OF POLICY: To create and maintain compliance with OMB Circular A-87, Attachment B, and 8.h (3)

2 C.F.R., Part 225, Appendix B, Section 8(h)(3), and State regulations require county departments to prepare semiannual certifications to support charges for salaries and wages for employees who work solely on or whose position is funded by a federal grant award. These certifications must be signed by the employee and state that the employee worked solely on the federal program or grant for the certification period.

To ensure compliance with these reporting requirements employees who work in grant funded positions subject to these requirements and those whose time is serving as a match to a grant will complete and forward to Human Resources the necessary certification for inclusion in their Human Resources file. In the case of those subject to the OMB circular, these certifications need to be prepared in January and July of each year and must be signed by the employee and their immediate supervisor having first-hand knowledge of the work performed by the employee.