



# Grants & Development Department

## DIVISION OF BUSINESS AND FINANCE

# *Grant Certification Instructions*

2023-2024

Revised January 2024

[www.fwisd.org/grants](http://www.fwisd.org/grants)



7060 Camp Bowie Blvd.  
Fort Worth, TX 76116  
817.814.2101  
[www.fwisd.org/business](http://www.fwisd.org/business)



DIVISION OF  
**BUSINESS AND FINANCE**

# TABLE OF CONTENTS

<u>Instructions for Grant-Funded Employees</u>	<u>3</u>
<u>Instructions for Supervisors of Grant-Funded Employees</u>	<u>4</u>
<u>Instructions for Grant Owners</u>	<u>5</u>



# Instructions for Grant-Funded Employees

Fort Worth ISD is required by state and federal laws to notify employees whose positions are funded by special revenues, including federal grants, ESSER, and State Compensatory Education funds. As a result of this funding, it is mandatory that each employee perform semi-annual time and effort certification during the school year. Below are steps to follow to certify for employees whose positions are funded by special revenues.

**Step 1.** Type in or follow the link: <https://grantscertification.fwisd.org>. Log in with your Fort Worth ISD email address and password.

**Step 2.** Using the Select Period drop-down menu, select Spring 2024.

**Step 3.** The certification screen will populate with your details. The Grant Name column lists your funding source(s). The Percent column specifies the amount of your time that is funded by each source. Select Edit.

**Step 4.** The Edit Grants Certification Response screen will pop up. Please review the Grant Detail Information for each funding source. If the Grant Name and Percentage listed are correct, please select the Yes button after the question: Do you agree? If the Grant Name or Percentage is incorrect, please select the No button and leave a note in the Comments box. If your Grant Name is listed as Not Applicable, that means that a portion of your salary is not grant-funded. Please select Yes or No after the question: Do you agree?

**Step 5.** When you are finished, select Update. You will receive the following message: “The update was completed. An email was sent to your supervisor.” This means that your response was recorded.

**Step 6.** Select Close.

**Step 7.** The certification screen will reappear with your responses. If your responses have been recorded in the Your Response column, you have completed the certification process. Please log out. Your supervisor will receive notification of your response. If you responded No to any portion of your funding, your supervisor will take the steps necessary to resolve the issue. Thank you!



---

# Instructions for Supervisors of Grant-Funded Employees

Fort Worth ISD grant-funded employees received an email requesting them to certify their time and effort. After each certification, the supervisor will receive an email requesting an additional certification.

Grant-funded employees who disagree with a funding source will leave a note in the Comments. Please review each employee's response and, if an employee has disagreed with a funding source, reach out to the employee to provide clarification. Please follow the steps below to certify each employee.

**Step 1.** Upon receiving the email notification to certify, either use the link in the email or control-click <https://grantscertification.fwisd.org>. This link should work on any device. Log in with your Fort Worth ISD email address and password.

**Step 2.** Click on the Supervisor tab.

**Step 3.** Using the Select Grant Type drop-down menu, select Grants Certification. Do not hit Enter. The system will process and select your information.

**Step 4.** Using the Select Period drop-down menu, select Spring 2024.

**Step 5.** Read the Note and click Continue.

**Step 6.** Review the information and select Yes or No. If you select No, leave a note in the Comments box.

**Step 7.** Click Update to submit your response.

**Step 8.** After your response has been submitted, the employee details will disappear and you will receive the following message: "No Grants Certification to Display," indicating that you have completed the process. Please remember to log out. Thank you!



# Instructions for Grant Owners

After grant-funded employees and their supervisors respond to the certification email, the grant owner must also certify each position and funding source. Please follow the steps below to certify for all of the employees funded by your grant.

**Step 1.** Upon receiving the email notification to certify, either use the link in the email or control-click <https://grantscertification.fwisd.org>. This link should work on any device. Log in with your Fort Worth ISD email address and password.

**Step 2.** Click on the Grant Owner tab.

**Step 3.** Using the Select Grant Type drop-down menu, select Grants Certification. Do not hit Enter. The system will process and select your information.

**Step 4.** Using the Select Period drop-down menu, select Spring 2024.

**Step 5.** Read the Note and click Continue.

**Step 6.** Review the information and select Yes or No. If you select No, please provide a Comment, Account Code, and Amount.

**Step 7.** Click Update to submit your response.

**Step 8.** After your response has been submitted, you will receive the following message: "Grant information updated. Emails were sent out to account journal personnel." Click Close. Please remember to log out. Thank you!

