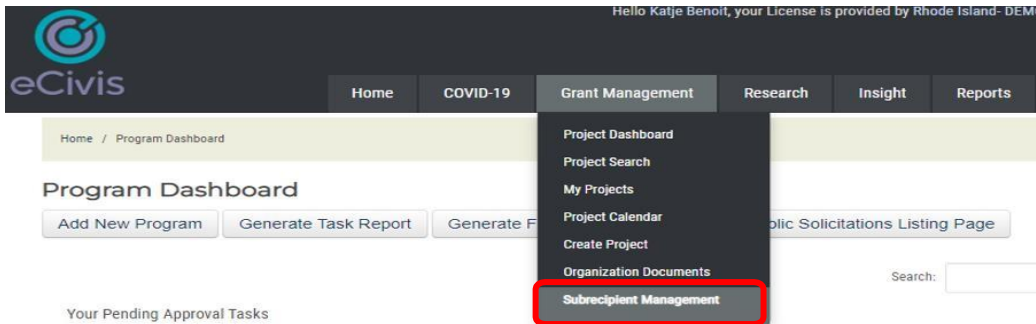


## Quick Reference Guide – Required Subrecipient Certification Language

When creating a Program (either for direct awards or open to applications), certification statements (text provided on page 2) must be entered per 2 CFR 200.415a *Required Certifications*, so subrecipients can certify payment requests (aka Financial Reports) and Closeout Reports before submitting them. This language can be added when you initially set up your solicitation or can be added after your solicitation has been published.

To add the language, navigate to the *Grant Management* tab and select *Subrecipient Management*



At the bottom of the page, find the Program you need to edit and under Actions, select Edit Solicitation.

Program Solicitations 📄 Hide Archived Programs

Department	Title	Status	Total Funding	Actions
Department of Administration	<a href="#">eCivis Training Solicitation</a>	Draft	\$0.00	<a href="#">Actions</a>
Department of Administration	<a href="#">Grant</a>	Draft	\$50,000.00	<a href="#">View detail</a> <a href="#">Edit Solicitation</a> <a href="#">Create App Workspace</a> <a href="#">Delete</a>
Department of Administration	<a href="#">New Program</a>	Draft	\$490,000.00	
Department of Administration	<a href="#">New Program 1</a>	Draft	\$350,000.00	

Click on the *Approval* tab and hit the yellow pencil icon for *Financial Report Approval*.

Step 9 of 9 \* = Required for Section Completion

Please define an approval workflow for each of the tasks below\*

Task Type	Approver	Workflow
Recommendation Approval <span>📄</span>		Undefined <span>🔧</span>
Final Award Approval <span>📄</span>		Undefined <span>🔧</span>
Amendment Approval <span>📄</span>		Undefined <span>🔧</span>
Amendment Approval <span>📄</span>		Undefined <span>🔧</span>
Financial Report Approval <span>📄</span>		Undefined <span>🔧</span>
Activity Report Approval <span>📄</span>		Undefined <span>🔧</span>
Closeout Approval <span>📄</span>		Undefined <span>🔧</span>

Award Files may be optionally added. These would include common program documents that the subrecipient needs to complete the award process. The files included here will be included in the award task. You will also be able to add subrecipient specific files when creating the award.

Award Files

No data available in table

[Add File](#) ➔

Scroll down and select “Yes” for *Display acknowledgement statement* and copy and paste the below text into the *Acknowledgement Statement* text box:

*By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812. I am aware such consequences may include penalties for fraud, false statements, or false claims. I further certify that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Subaward Agreement. If applicable, I further certify that the personnel expense amounts set forth above for payment with grant funds are supported by auditable documentation meeting the standards of 2 CFR 200.430.*

**Example:**

The screenshot shows a web form with the following elements:

- A red-bordered box containing the label "Display acknowledgement statement:" with a required field asterisk and a help icon. Below it are radio buttons for "Yes" (selected) and "No".
- A label "Acknowledgement Statement:" with a required field asterisk.
- A rich text editor with a toolbar (Source, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink) and a text area containing the acknowledgement text from the previous block.
- A label "Define an optional frequency for the Financial Report Task" with a help icon.
- A "Frequency:" label followed by a dropdown menu showing "N/A".
- Two buttons at the bottom right: "Save" (highlighted with a red box) and "Close".

Hit *Save*.

Once entered, hit *Save* again.

✖ = Incomplete ✔ = Completed

Overview ✔	Eligibility ✔	Financial ✔	Contact ✔	Files ✔	Review ✔	Submission ✔	Goals ✔	Approval ✔
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**Step 9 of 9** \* = Required for Section Completion

Please define an approval workflow for each of the tasks below\*

Task Type	Approver	Workflow	
Recommendation Approval ⓘ	Katje Benoit	Standard	✎
Final Award Approval ⓘ	Katje Benoit	Standard	✎
Amendment Approval ⓘ	Katje Benoit	Standard	✎
Amendment Approval ⓘ	Katje Benoit	Standard	✎
Financial Report Approval ⓘ	Katje Benoit	Standard	✎
Activity Report Approval ⓘ	Katje Benoit	Standard	✎
Closeout Approval ⓘ	Katje Benoit	Standard	✎

Award Files may be optionally added. These would include common program documents that the subrecipient needs to complete the award process. The files included here will be included in the award task. You will also be able to add subrecipient specific files when creating the award.

Award Files

No data available in table

[Add File >](#)

ⓘ Use the tabs to complete the solicitation. Make sure to click *Save* when making changes.

[Save >](#) [Done >](#)

Click on the yellow pencil icon for *Closeout Approval* and repeat the steps on pages 2-4.