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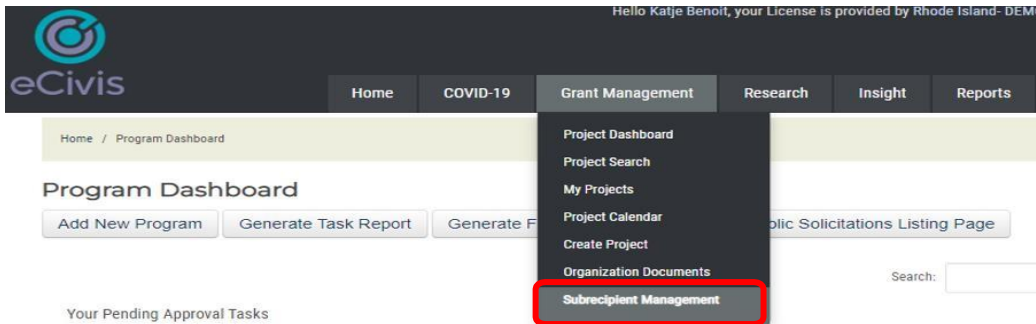
At the bottom of the page, find the Program you need to edit and under Actions, select Edit Solicitation.

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

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:**

Hit *Save*.

Once entered, hit *Save* again.



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