



Virginia Department of Accounts

Financial Accountability. Reporting Excellence.

Subrecipient Monitoring Secure Portal User's Guide

Compliance Oversight and Federal Reporting
February 2023

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INTRODUCTION

This guide provides instructions for Localities on how to access the Subrecipient Monitoring Secure Portal (SMSP). The SMSP provides a secure platform for providing information and transmitting documentation related to Coronavirus Relief Funds (CRF) designated for COVID-19 economic relief.

The programs included in this monitoring effort of CRF funds include: CRF Locality Transfer (two distributions made in calendar year 2020 from DOA) and the Municipal Utility Program.

Using the DOA Subrecipient Monitoring Secure Portal

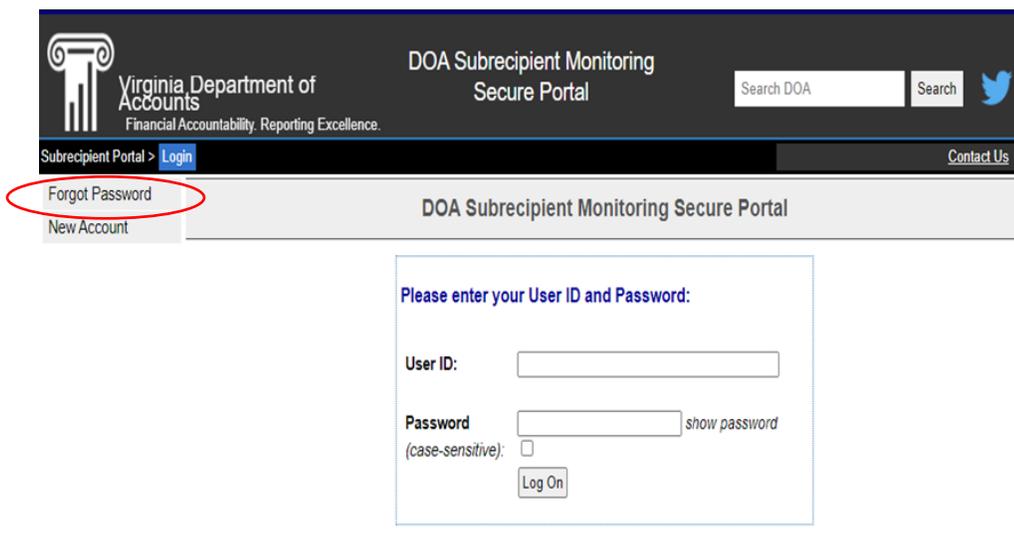
Click on the link below to open the DOA Subrecipient Monitoring Secure Portal.

[Login - Virginia Department of Accounts](#)

You will need a User ID and password to log into the system. Your User ID will be your official email address. In our initial email to you, we have communicated which email address we have on file for your entity's Authorized Representative and Fiscal Contact. These email addresses are set up as users in the system. If a change is required, please email your DOA contact or complianceoversight@doa.virginia.gov.

Creating a New Account for Authorized Representatives and Fiscal Contacts of Record

If you are the Authorized Representative (City Manager/County Administrator) or Fiscal Contact that DOA has on record, click on the "Forgot Password" link on the left-hand side:



Then, enter your email address and click “Submit”:

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Subrecipient Portal > **Forgot Password** Contact Us

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Please enter your User ID: *User ID must be between 5 and 250 characters*

Enter your email address and click “Send Password.”

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Subrecipient Monitoring Secure Portal - Forgot Password

User ID: *must match previously stored email address*

Password Hint: *no hint available*

Send new password to my email address: *must match previously stored email address*

If you need additional assistance, please [Contact Us](#).

- Create a Pass Phrase and click “Submit Pass Phrase.” **(Make note of this phrase, as it will be required later to sign in.)**

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Subrecipient Monitoring Secure Portal - Forgot Password

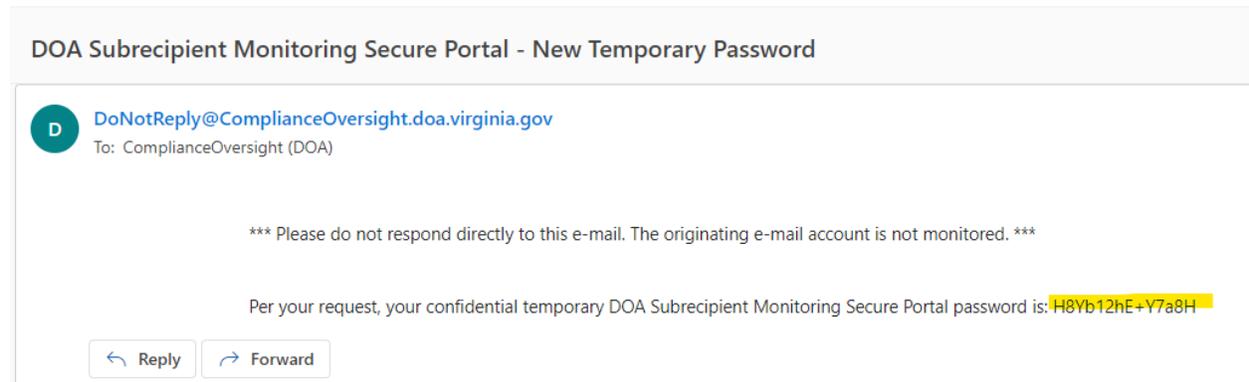
Please enter a personal pass phrase (any word or phrase of your choosing with 5 to 25 characters).

Pass Phrase:

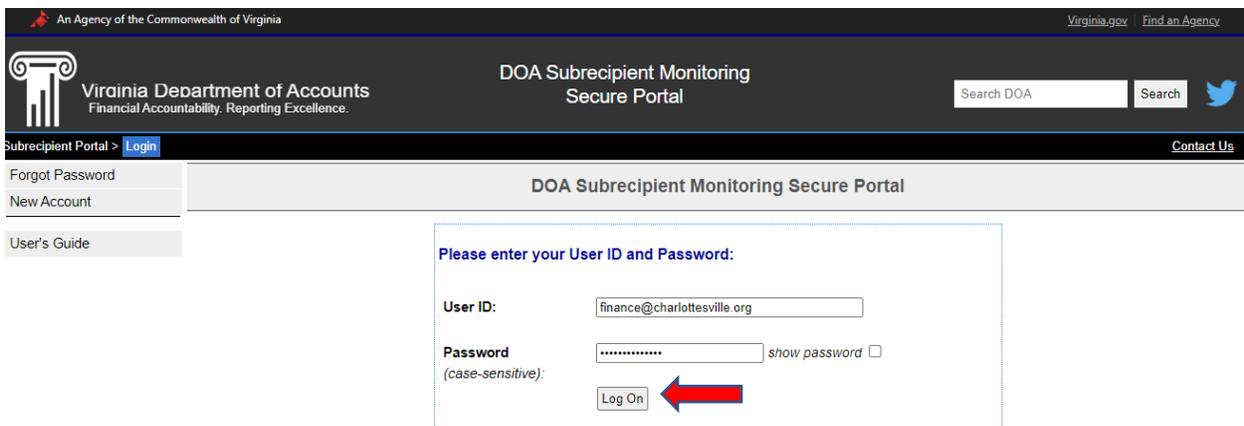
REMEMBER YOUR PASS PHRASE!

YOU WILL BE REQUIRED TO PROVIDE THIS PASS PHRASE WHEN USING YOUR TEMPORARY PASSWORD TO ACCESS THE DOA SUBRECIPIENT MONITORING SECURE PORTAL FOR THE FIRST TIME.

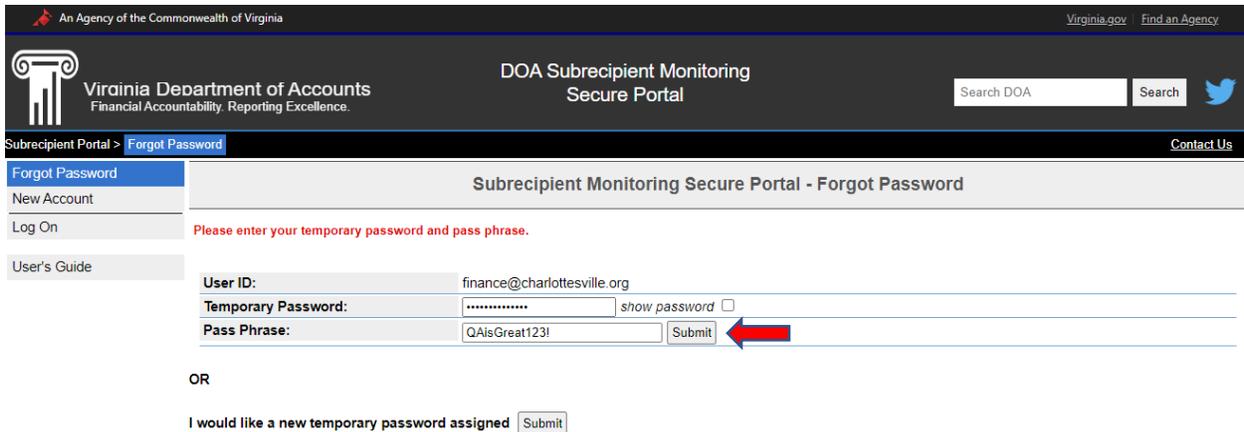
Your temporary password will be sent to your email address. You will receive an email:



When you receive this temporary password, return to the SMSP and click the Log On button on the lefthand side of the SMSP menu, enter your email address and temporary password, and click "Log On."



On the next screen, enter your Temporary Password (received via email), your Pass Phrase (that you created earlier) and click "Submit."



Creating a New Account for Other Users

The locality may decide that someone within the organization (other than Fiscal Contact or Authorized Representative) will be completing the survey for administrative purposes. If you are **NOT** the Authorized Representative or Fiscal Contact DOA has on record, then you must create a new account, which must be approved by DOA.

To create a new account, click on the New Account link in the upper lefthand corner of the page.

The screenshot shows the top navigation bar of the 'DOA Subrecipient Monitoring Secure Portal'. On the left, there is a logo for the Virginia Department of Accounts with the tagline 'Financial Accountability. Reporting Excellence.' To the right of the logo is the text 'DOA Subrecipient Monitoring Secure Portal'. Further right is a search bar labeled 'Search DOA' and a 'Search' button, along with a Twitter icon. Below the navigation bar, there is a secondary bar with 'Subrecipient Portal > Login' on the left and 'Contact Us' on the right. In the main content area, there are two links: 'Forgot Password' and 'New Account', with 'New Account' circled in red. The central part of the page is a login form with the heading 'Please enter your User ID and Password:'. It contains two input fields: 'User ID' and 'Password (case-sensitive)'. The password field has a 'show password' link and a checkbox. Below the password field is a 'Log On' button.

Once you click on the New Account link, you will provide the following information:

- Enter your official e-mail address
- Select your locality from the Locality drop down box
- Enter your First and Last Names
- Enter your “Personal Pass Phrase” (make note of this phrase, as it will be required later to set up your new account)
- Enter Comments, as needed

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Subrecipient Portal > **New Account Request** [Contact Us](#)

Forgot Password **New Account**

New Account

Log On

User's Guide

Please enter your Email Address and other requested information below.
 Once submitted, a Department of Accounts representative will review your information and approve or deny your request.

You will receive an email from the Department of Accounts with additional instructions once this has taken place.

All fields are required except for comments:

Email Address:

Locality:

Name: First: Last:

Personal Pass Phrase: (any word or phrase of your choosing with 5 to 25 characters)

Comments (optional):

REMEMBER YOUR PASS PHRASE!

**YOU WILL BE REQUIRED TO PROVIDE THIS PASS PHRASE
 TO ACCESS THE DOA SUBRECIPIENT MONITORING SECURE PORTAL FOR THE FIRST TIME.**

After the New Account request has been submitted you will receive an email stating that your new account is approved and will include your new temporary password. Follow the link provided in the email, or go directly to the SMSP, select "Forgot Password," then enter your email address, temporary password, and pass phrase.

Virginia Department of Accounts DOA Subrecipient Monitoring Secure Portal
 Financial Accountability. Reporting Search DOA Search

Subrecipient Portal > **Login Results** [Contact Us](#)

New Account **Subrecipient Monitoring Secure Portal - Forgot Password**

Log On

Please enter your temporary password and pass phrase.

User ID:

Temporary Password: show password

Pass Phrase:

OR

I would like a new temporary password assigned

Complete the New User set up by providing and submitting the following information:

- Verify Email Address
- Secondary email address (optional)
- Password
- Challenge Question 1
- Challenge Question 2
- Hint



- New Account
- Log On

Subrecipient Monitoring Secure Portal - Forgot Password

Please enter new personal information. Enter email addresses and new password twice for verification.

Email Address 1:	<input type="text" value="QUALITY.ASSURANCE@DOA.VIRGINIA.GOV"/>
Verify Email Address 1:	<input type="text" value="quality.assurance@doa.virginia.gov"/>
Email Address 2:	<input type="text" value="ComplianceOversight@doa.virginia.gov"/>
Verify Email Address:	<input type="text" value="ComplianceOversight@doa.virginia.gov"/>
Password:	<input type="password" value="....."/> <small>show password</small> <input type="checkbox"/> <i>Required Password is case-sensitive.</i>
Verify Password:	<input type="password" value="....."/> <small>show password</small> <input type="checkbox"/> <i>Required Password is case-sensitive.</i>
Challenge Question 1:	<input type="text" value="Name of your first pet"/> <input type="button" value="..."/> <small>show answer</small> <input type="checkbox"/> <i>Required</i>
Challenge Question 2:	<input type="text" value="City in which you were born"/> <input type="button" value="..."/> <small>show answer</small> <input type="checkbox"/> <i>Required</i>
Hint:	<input type="text" value="Use what works for you"/>

Getting Started

From the Main Page, enter your User ID and password (official email address and password you just created) and log on.



- Main Menu
- Forgot Password
- New Account
- Log Off

DOA Subrecipient Monitoring Secure Portal

Please enter your User ID and Password:

User ID:

Password (case-sensitive): show password

Certification Process

Once you have successfully logged into the SMSP, start the Certification Process by selecting the box in front of your locality's name. Click "Start Selected Certifications."

The screenshot shows the Virginia Department of Accounts Subrecipient Monitoring Secure Portal. The page title is "Certification for Close Out of Coronavirus Relief Fund Programs". The left sidebar contains navigation options: Personal Options, CRF Certification (selected), Log Off, and User's Guide. The main content area displays a table with columns: Locality Number, Locality Title, Status, Compliance, and Last Activity. A table row is shown for locality L007 - AMELIA with a status of "Not Started" and a checked box in the first column. Below the table is a "Start Selected Certifications" button. A note states: "Please Note: Certification information is FOIA (Freedom of Information Act) Exempt. Personally Identifiable Information (PII) must not be included in any uploaded documentation."

Coronavirus Relief Fund Programs

Complete the certification process by selecting one of the options under each of the presented questions. Select your option and click "Next" to advance to the next question.

The screenshot shows the certification question for the Coronavirus Relief Fund Programs. The question is: "1. The locality used the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act only to cover those costs that: a. were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and c. were incurred during the period that began on March 1, 2020, and ended on December 31, 2021." Below the question, it says "Please select one of the options:" and provides two radio button options. The first option, "Yes, our locality properly used the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act," is selected. The second option is "No, our locality did not properly use the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act." At the bottom of the question box, there are buttons for "Save and Quit", "Summary", and "Next". A red arrow points to the "Next" button, which is circled in red.

TIP: If you must exit the certification for any reason, you can “Save and Quit” to save your progress and complete the survey later.

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Certification for Close Out of Coronavirus Relief Fund Programs
Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

2. Any funds that were not expended on necessary expenditures on or before December 31, 2021, by the locality or its grantee(s), were returned to Commonwealth of Virginia no later than January 14, 2022, or prior to completing this certification, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth.

Please select one of the options:

- Yes, funds that were not expended on necessary expenditures on or before December 31, 2021, by the locality or its grantee(s), were returned to Commonwealth of Virginia no later than January 14, 2022, or prior to completing this certification.
- No, funds that were not expended on necessary expenditures on or before December 31, 2021, by the locality or its grantee(s), were not returned to Commonwealth of Virginia, who is entitled to invoke state aid intercept to recover any such unexpended funds.

Save and Quit Summary Previous Next

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Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

3. Funds received as direct payments from the Commonwealth of Virginia were expended in adherence with the official federal guidance issued regarding what constitutes a necessary expenditure.

Please select one of the options:

- Yes, funds received as direct payments from the Commonwealth of Virginia by our locality were expended in adherence with the official federal guidance issued regarding what constitutes a necessary expenditure.
- No, funds received as direct payments from the Commonwealth of Virginia were not expended in adherence with the official federal guidance issued regarding what constitutes a necessary expenditure.

Save and Quit Summary Previous Next



Personal Options

CRF Certification

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Certification for Close Out of Coronavirus Relief Fund Programs
Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

4. Any Coronavirus Relief Fund (CRF) funds expended by the locality or its grantee(s) in any manner not adhering to official federal guidance has been or shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

Please select one of the options:

- Yes, our locality understands that any Coronavirus Relief Fund (CRF) funds expended by the locality or its grantee(s) in any manner not adhering to official federal guidance has been or shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
- No, our locality does not understand that any Coronavirus Relief Fund (CRF) funds expended by the locality or its grantee(s) in any manner not adhering to official federal guidance has been or shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.



Personal Options

CRF Certification

Log Off

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Certification for Close Out of Coronavirus Relief Fund Programs
Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

5. Our locality has retained documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia and/or any auditors upon request.

Please select one of the options:

- Yes, our locality certifies that it has retained documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia and/or any auditors upon request.
- No, our locality certifies that it has not retained documentation of all uses of the funds, and documentation cannot be produced to the Commonwealth of Virginia and/or any auditors upon request.



- Personal Options
- CRF Certification**
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Certification for Close Out of Coronavirus Relief Fund Programs
Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

6. The locality certifies that proper accounting records to segregate these expenditures from those supported by other fund sources has been maintained and that all such records will be subject to audit.

Please select one of the options:

- Yes, our locality certifies that proper accounting records to segregate these expenditures from those supported by other fund sources have been maintained.
- No, our locality certifies that it has not retained documentation of all uses of the funds, and documentation cannot be produced to the Commonwealth of Virginia and/or any auditors upon request.



- Personal Options
- CRF Certification**
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Certification for Close Out of Coronavirus Relief Fund Programs
Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

7. The locality certifies that no CRF funds were used as a revenue replacement for lower-than-expected revenue collections from taxes, fees, or any other revenue source.

Please select one of the options:

- Yes, our locality certifies that CRF funds were not used as a revenue replacement for lower-than-expected revenue collections from taxes, fees, or any other revenue source.
- No, our locality certifies that CRF funds were used as a revenue replacement for lower-than-expected revenue collections from taxes, fees, or any other revenue source.


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 Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

8. The locality certifies that no CRF funds were used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor were CRF funds used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

Please select one of the options:

Yes, our locality certifies that CRF funds were not used for expenditures for which the locality has received funds from other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor were CRF funds used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

No, our locality certifies that CRF funds were used for expenditures for which the locality has received funds from other emergency COVID-19 supplemental funding.

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Question 9 is applicable to Counties ONLY. If your entity is considered a City, the system will automatically take you to Question 10 (unless your City did not receive CRF Municipal Utility Funds, in which case the system will take you directly to Question 13).


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 Locality L007 - AMELIA

CORONAVIRUS RELIEF FUND PROGRAMS

9. An equitable share of CRF funds received were shared with and granted to each town within its jurisdiction. Such grant(s) were used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that began on March 1, 2020, and ended on December 31, 2021. The county that issued the grant(s) is responsible for ensuring compliance with the documentation requirements required by this certification and shall ensure that the use(s) of the funds met all the requirements set forth in this certification.

Please select one of the options:

Yes, an equitable share of CRF funds received were shared with and granted to each town within our locality's jurisdiction. Such grant(s) were used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that began on March 1, 2020, and ended on December 31, 2021. The county understands that we are responsible for ensuring compliance with the documentation requirements required by this certification and have ensured that the uses of the funds met all the requirements set forth in this certification.

No, an equitable share of CRF funds received were not shared with and granted to each town within our locality's jurisdiction. Such grant(s) were not used for necessary expenditures incurred due to the public health emergency. The county has not ensured compliance with the documentation requirements required by this certification and has not ensure that the use of the funds met all the requirements set forth in this certification.

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Questions 10-12 are applicable to those localities that participated in the CRF Municipal Utility program. If your entity did not receive CRF Municipal Utility funding, the system will automatically take you to Question 13.

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Certification for Close Out of Coronavirus Relief Fund Programs
Locality L710 - NORFOLK

MUNICIPAL UTILITY FUNDING

10. Customer attestations of the COVID-19 economic hardship were obtained and saved by the utility relief program prior to forgiving arrearages.

Please select one of the options:

- Yes, customer attestations of the COVID-19 economic hardship were obtained and saved by the utility relief program prior to forgiving arrearages.
- No, customer attestations of the COVID-19 economic hardship were not obtained and saved by the utility relief program prior to forgiving arrearages.

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Locality L710 - NORFOLK

MUNICIPAL UTILITY FUNDING

11. Up to five percent (5%) of funds allocated to individual localities may have been used for direct administrative costs to support management of the utility relief programs.

Please select one of the options:

- Yes, up to five percent (5%) of funds allocated to individual localities have been used for direct administrative costs to support management of the utility relief programs.
- No, over five percent (5%) of funds allocated to individual localities have been used for direct administrative costs to support management of the utility relief programs.

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Locality L710 - NORFOLK

MUNICIPAL UTILITY FUNDING

12. Funds were not used for government revenue replacement, including the replacement of unpaid municipal utility fees.

Please select one of the options:

- Yes, funds were not used for government revenue replacement, including the replacement of unpaid municipal utility fees.
- No, funds were used for government revenue replacement, including the replacement of unpaid municipal utility fees.

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Single Audit Requirements

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Locality L007 - AMELIA

SINGLE AUDIT REQUIREMENTS

**13. 2 CFR § 200.501 states, in part: "(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part."
The locality certifies that a single or program-specific audit has been conducted for each year \$750,000 or more CRF dollars were expended.**

Please select one of the options:

- Yes, our locality certifies that a single or program-specific audit has been conducted for each year \$750,000 or more CRF dollars were expended.
- No, the locality certifies that a single or program-specific audit has not been conducted for each year \$750,000 or more CRF dollars were expended.

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Insert the 4-digit fiscal year for which a single or program-specific audit was last completed (i.e. 2019, 2020, or 2021).

The screenshot shows the top navigation bar with the Virginia Department of Accounts logo and the text "Virginia Department of Accounts Financial Accountability. Reporting Excellence." and "DOA Subrecipient Monitoring Secure Portal". A search bar is present with the text "Search DOA" and a "Search" button. Below the navigation bar, the breadcrumb trail reads "Subrecipient Portal > CRF Certification > Certification for Close Out of Coronavirus Relief Fund Programs". The main content area is titled "Certification for Close Out of Coronavirus Relief Fund Programs" and "Locality L007 - AMELIA". On the left, there is a sidebar with "Personal Options", "CRF Certification" (highlighted), "Log Off", and "User's Guide". The main content area contains a section titled "SINGLE AUDIT REQUIREMENTS" with the question "13a. Please enter 4-digit Fiscal Year for which a single or program-specific audit was completed" followed by a text input field. At the bottom of the section, there are buttons for "Save and Quit", "Summary", "Previous", and "Next".

The screenshot shows the same top navigation bar and breadcrumb trail as the previous screenshot. The main content area is titled "Certification for Close Out of Coronavirus Relief Fund Programs" and "Locality L007 - AMELIA". The sidebar is the same. The main content area contains a section titled "SINGLE AUDIT REQUIREMENTS" with the question "13b. If a single or program-specific audit was completed, has the audit been uploaded into the Federal Audit Clearinghouse, as required by § 200.512, Report submission (d)?" followed by the instruction "Please select one of the options:". There are two radio button options: "Yes, our locality has uploaded our single or program-specific audit to the Federal Audit Clearinghouse." (which is selected) and "No, our locality has not uploaded our single or program-specific audit to the Federal Audit Clearinghouse.". At the bottom of the section, there are buttons for "Save and Quit", "Summary", "Previous", and "Next".

Validation of Expended Amounts Reported

Before answering question 14, please review the expenditure (Excel) file provided via email from DOA.

If you select 14 b., c., d., or e., please email your DOA contact or complianceoversight@doa.virginia.gov to obtain a correction template (Excel) to be able to upload corrected information in this portal. When you request the correction template, please indicate which program (general tranches and/or Municipal Utility Program).

The screenshot shows the 'Validation of Expended Amounts Reported' section of the portal. The page title is 'Certification for Close Out of Coronavirus Relief Fund Programs' for 'Locality L007 - AMELIA'. The left sidebar contains 'Personal Options', 'CRF Certification', 'Log Off', and 'User's Guide'. The main content area contains the following text:

VALIDATION OF EXPENDED AMOUNTS REPORTED

14. The locality certifies for the information documented on the Cumulative Categorized CRF Amounts that:

Please select one of the options:

- a. All listed amounts and categories are complete and accurate
- b. Amounts listed are complete, but the categories are not accurate.
(NOTE: Requires upload of Corrected amounts by category).
- c. The information provided is not accurate. The reported information is overstated. Unspent funds will be returned to the state via EDI.
(NOTE: Requires upload of Corrected expenditure information for overstated amounts. Unspent funds will be returned to the state via EDI).
- d. The information provided is not accurate. The reported information is overstated. Unspent funds will be returned to the state via State Intercept of future distribution.
(NOTE: Requires upload of Corrected expenditure information for overstated amounts. Unspent funds will be returned to the state via State Intercept of future distribution).
- e. The information provided is not accurate. The reported information is understated and locality records will be corrected accordingly.
(NOTE: Requires upload of Corrected information for understated information).

Buttons: Save and Quit, Summary, Previous, Next

Claw Back Criteria

The screenshot shows the 'Claw Back Criteria' section of the portal. The page title is 'Certification for Close Out of Coronavirus Relief Fund Programs' for 'Locality L007 - AMELIA'. The left sidebar contains 'Personal Options', 'CRF Certification', 'Log Off', and 'User's Guide'. The main content area contains the following text:

CLAW BACK CRITERIA

15. The locality certifies that it is aware that CRF dollars must be returned if failure to meet the following criteria is determined.

- a. A single or program specific audit is not conducted as required by 2 CFR § 200.501.
- b. All required criteria under the CARES Act, Coronavirus Relief Fund, ALN #21.019, are not met.

Please select one of the options:

- Yes, the locality certifies that it is aware that CRF dollars must be returned if the single audit requirement and all required criteria under the CARES Act, Coronavirus Relief Fund (ALN 21.019) are not met.
- No, the locality certifies that it is not aware that CRF dollars must be returned if the single audit requirement and all required criteria under the CARES Act, Coronavirus Relief Fund (ALN 21.019) are not met.

Buttons: Save and Quit, Summary, Previous, Next

Specific Entity Verification

If your entity has been chosen for further verification of expenditures of CRF funds, then your entity is required to answer question 16 and upload a portion of your general ledger or account register supporting the amount of CRF funds received and expended.

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Locality L670 - HOPEWELL

SPECIFIC ENTITY VERIFICATION

16. Our locality understands that it has been chosen for further verification of recordation of CRF activity. We are uploading the portion of our general ledger (or account register), documenting that all CRF dollars were recorded as received and expended. We understand that further collaboration with Department of Accounts is required and we will not hinder forward progress.

Please select one of the options:

Yes - Our locality understands that it has been chosen for further verification of recordation of CRF activity. We are uploading the portion of our general ledger (or account register), documenting that all CRF dollars were recorded as received and expended.

(NOTE: Requires upload of Portion of general ledger (or account register) documenting that all CRF dollars were recorded as received and expended. If you are unable to provide this information, please email an explanation to complianceoversight@doa.virginia.gov and Save and Quit this survey)

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REQUIRED ATTACHMENTS

Please upload "Portion of general ledger (or account register) documenting that all CRF dollars were recorded as received and expended":

File to Upload:

No file chosen (Limit 30MB per file)

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Next, the Authorized Representative and Fiscal Officer must electronically sign the certification. Here, you may choose to have the system send an email to the Authorized Representative (choose the "Yes" option) or you may choose to verbally alert your Authorized Representative (choose "No" option).

Reminder: At any time, you may Save and Quit and complete the survey at a later time.

TIP: You may review a summary of the survey by clicking the “Summary” button at the bottom.

WARNING: Once you answer this question and click “Next”, the survey will be locked and no further changes can be made to the survey. Ensure you have answered all questions and uploaded documents accordingly.

The screenshot shows the 'AUTHORIZED REPRESENTATIVE CONFIRMATION' step of the CRF Certification process. The page title is 'Certification for Close Out of Coronavirus Relief Fund Programs' for 'Locality L007 - AMELIA'. The main question is 'Would you like to send an Email to the Authorized Representative for signoff?'. Below the question, it asks to 'Please select one of the options:'. There are two radio button options: 'Yes - Send an email to the Authorized Representative for signoff.' and 'No - Do not send an email to the Authorized Representative for signoff. I will alert the Authorized Representative that the Certification has been completed and electronically signed by the Fiscal Contact.' A red note states: 'NOTE: once you provide an answer to this question, the certification will be locked and you will NOT be able to modify answers within the certification.' At the bottom of the form, there are buttons for 'Save and Quit', 'Summary', 'Previous', and 'Next'.

If you choose to send an email to the Authorized Representative on record, you will see a message at the top of the CRF Certification screen, as shown below.

Once you have completed the questionnaire, you will be able to view/print your responses by clicking the box next to your locality name and then clicking “View/Print Selected Certification.”

The screenshot shows the confirmation message and the certification table. The message states: 'Email was successfully sent to the Authorized Representative for Locality L007: [redacted]@va.com. Status changed to Awaiting Authorized Representative Signoff for Locality L007'. Below the message, there is a section titled 'Please Select a Certification:' with a table showing the certification status. The table has columns for 'Locality Number', 'Locality Title', 'Status', 'Compliance', and 'Last Activity'. The table contains one row for Locality L007 - AMELIA, with a status of 'Awaiting Authorized Representative Signoff' and a last activity date of '02/08/2023 14:35 PM'. A button 'View/Print Selected Certifications' is located below the table. A note at the bottom states: 'Please Note: Certification information is FOIA (Freedom of Information Act) Exempt. Personally Identifiable Information (PII) must not be included in any uploaded documentation.'

Locality Number	Locality Title	Status	Compliance	Last Activity
L007	AMELIA	Awaiting Authorized Representative Signoff	Compliant	02/08/2023 14:35 PM

Authorized Representative and Fiscal Officer Confirmation

The Authorized Representative and Fiscal Officer must log in to the SMSP using their credentials. See the [CREATE A NEW ACCOUNT](#) section at the beginning of this Guide for further instruction.

The workflow requires a signoff by the Authorized Representative and then a signoff by the Fiscal Contact.

Authorized Representative

Once in the system, the Authorized Representative will click the box next to the locality name and then click “Signoff Selected Certification.”

The screenshot shows the 'Certification for Close Out of Coronavirus Relief Fund Programs' page. A table lists a certification for locality L710 (NORFOLK) with a status of 'Awaiting Authorized Representative Signoff'. A red arrow points to the checkbox in the first column of the table row.

	Locality Number	Locality Title	Status	Compliance	Last Activity
<input type="checkbox"/>	L710	NORFOLK	Awaiting Authorized Representative Signoff	Compliant	02/10/2023 09:40 AM

[Signoff Selected Certifications](#)

Please Note: Certification information is FOIA (Freedom of Information Act) Exempt. Personally Identifiable Information (PII) must not be included in any uploaded documentation.

The Authorized Representative will be taken to a screen where the certification can be reviewed in detail. The scanning bar on the right should be used to read the entire certification prior to signing.

Certification for Close Out of Coronavirus Relief Fund Programs
Locality L710 - NORFOLK

AUTHORIZED REPRESENTATIVE CONFIRMATION

CERTIFICATION FOR CLOSE OUT OF CORONAVIRUS RELIEF FUND PROGRAMS

Locality Number: L710
Locality Name: NORFOLK

Our Locality certifies:

- Our locality properly used the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act.
- Funds that were not expended on necessary expenditures on or before December 31, 2021, by the locality or its grantee(s), were returned to Commonwealth of Virginia no later than January 14, 2022, or prior to completing this certification.
- Funds received as direct payments from the Commonwealth of Virginia by our locality were expended in adherence with the official federal guidance issued regarding what constitutes a necessary expenditure.
- Our locality understands that any Coronavirus Relief Fund (CRF) funds expended by the locality or its grantee(s) in any manner not adhering to official federal guidance has been or shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all

At the bottom of this screen, you will see the Terms of Assurance and Certification.

You will be required to type your full name and check the box indicating that you agree that you understand the certification. To submit your signoff, click the red button on the bottom righthand side.

TERMS OF ASSURANCE AND CERTIFICATION	TERMS OF ASSURANCE AND CERTIFICATION
<p>I hereby certify and provide reasonable assurance to the truthfulness and accuracy of the information provided in this Certification.</p> <p>* Please type your First and Last Name</p> <p>Amanda Simpson</p> <p><input checked="" type="checkbox"/> Acceptance Checkbox: I understand that by checking this box I acknowledge and agree to the above Certification and the reported status of our Locality's certification. I further understand that my Locality's certification status is subject to review by DOA and final certification status may change at DOA's discretion.</p>	<p>I hereby certify and provide reasonable assurance to the truthfulness and accuracy of the information provided in this Certification.</p> <p>* Please type your First and Last Name</p> <p><input type="checkbox"/> Acceptance Checkbox: I understand that by checking this box I acknowledge and agree to the above Certification and the reported status of our Locality's certification. I further understand that my Locality's certification status is subject to review by DOA and final certification status may change at DOA's discretion.</p>
<p>Save and Quit Summary</p>	<p>Submit Authorized Representative Signoff</p>

On the next screen, the Authorized Representative must decide whether to send an automated email to the Fiscal Contact on record, or to manually/verbally alert the Fiscal Contact that the certification is ready for their signoff.

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Locality L710 - NORFOLK

FISCAL CONTACT CONFIRMATION

Would you like to send an Email to the Fiscal Contact for signoff?

Please select one of the options:

Yes - Send an email to the Fiscal Contact for signoff.

No - Do not send an email to the Fiscal Contact for signoff. I will alert the Fiscal Contact that the Certification has been completed.

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[Save and Quit](#) [Summary](#)

Fiscal Contact

Once in the system, the Fiscal Contact will click the box next to the locality name and then click "Signoff Selected Certification."

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Please Select a Certification:

	Locality Number	Locality Title	Status	Compliance	Last Activity
<input type="checkbox"/>	L710	NORFOLK	Awaiting Fiscal Contact Signoff	Compliant	02/10/2023 10:40 AM

[Signoff Selected Certifications](#)

Please Note: Certification information is FOIA (Freedom of Information Act) Exempt. Personally Identifiable Information (PII) must not be included in any uploaded documentation.

The Fiscal Contact will be taken to a screen where the certification can be reviewed in detail. The scanning bar on the right should be used to read the entire certification prior to signing.

Certification for Close Out of Coronavirus Relief Fund Programs
Locality L710 - NORFOLK

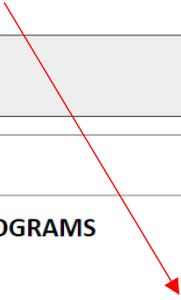
AUTHORIZED REPRESENTATIVE CONFIRMATION

CERTIFICATION FOR CLOSE OUT OF CORONAVIRUS RELIEF FUND PROGRAMS

Locality Number: L710
Locality Name: NORFOLK

Our Locality certifies:

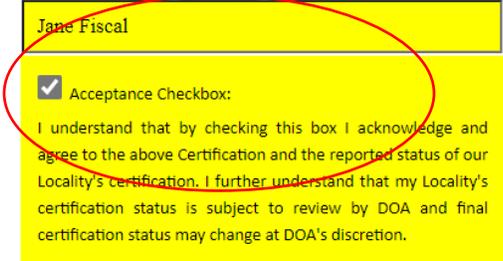
- Our locality properly used the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act.
- Funds that were not expended on necessary expenditures on or before December 31, 2021, by the locality or its grantee(s), were returned to Commonwealth of Virginia no later than January 14, 2022, or prior to completing this certification.
- Funds received as direct payments from the Commonwealth of Virginia by our locality were expended in adherence with the official federal guidance issued regarding what constitutes a necessary expenditure.
- Our locality understands that any Coronavirus Relief Fund (CRF) funds expended by the locality or its grantee(s) in any manner not adhering to official federal guidance has been or shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all



At the bottom of this screen, you will see the Terms of Assurance and Certification.

You will be required to type your full name and check the box indicating that you agree that you understand the certification. To submit your signoff and submit the signed certification to DOA, click the red button on the bottom righthand side.

<p>TERMS OF ASSURANCE AND CERTIFICATION</p> <p>I hereby certify and provide reasonable assurance to the truthfulness and accuracy of the information provided in this Certification.</p> <p>* Please type your First and Last Name</p> <p>Amanda Simpson</p> <p><input checked="" type="checkbox"/> Acceptance Checkbox:</p> <p>I understand that by checking this box I acknowledge and agree to the above Certification and the reported status of our Locality's certification. I further understand that my Locality's certification status is subject to review by DOA and final certification status may change at DOA's discretion.</p> <p><input type="button" value="Save and Quit"/> <input type="button" value="Summary"/></p>	<p>TERMS OF ASSURANCE AND CERTIFICATION</p> <p>I hereby certify and provide reasonable assurance to the truthfulness and accuracy of the information provided in this Certification.</p> <p>* Please type your First and Last Name</p> <p>Jane Fiscal</p> <p><input checked="" type="checkbox"/> Acceptance Checkbox:</p> <p>I understand that by checking this box I acknowledge and agree to the above Certification and the reported status of our Locality's certification. I further understand that my Locality's certification status is subject to review by DOA and final certification status may change at DOA's discretion.</p> <p><input type="button" value="Submit to DOA"/></p>
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This will take you to a screen with a message stating your certification was successfully submitted to DOA. To download a copy of your certification, click the PDF button on the righthand side.

The screenshot shows the Virginia Department of Accounts Subrecipient Monitoring Secure Portal. The header includes the Virginia Department of Accounts logo and name, the portal title "DOA Subrecipient Monitoring Secure Portal", and a search bar. The breadcrumb trail indicates the user is in the "Certification for Close Out of Coronavirus Relief Fund Programs" section for "Locality L710 - NORFOLK". A yellow message box states "Thank you!! Certification was successfully submitted to the Department of Accounts". Below this is a "SUMMARY" section with a "PDF" button and a table of certification status.

Certification for Close Out of Coronavirus Relief Fund Programs
Locality L710 - NORFOLK

Thank you!! Certification was successfully submitted to the Department of Accounts

SUMMARY PDF

CERTIFICATION STATUS - Locality L710 - NORFOLK

Status Type	Status
Completion Status	Complete
Compliance Status	No Exceptions