**Instructions:**

The following certification must be completed and signed by the state agency’s financial manager. Once completed, this certification form is to be returned to the State Controller’s Office along with the agency’s *Agency SEFA Workbook*, if required.

This certification statement, along with the *Agency SEFA Workbook* (if required), should be returned to the State Controller’s Office at the following shared e-mail address: DOADEBFAuditServices@wisconsin.gov.

**Certification Statement:**

[ ]  **The agency named below did NOT expend any federal funds in the state fiscal year ended June 30, 2021**. As a result, we are not submitting an *Agency SEFA Workbook* and the representations outlined below (numbers 1 through 13) are not applicable to our agency.

[ ]  **The agency named below did expend federal funds in the state fiscal year ended June 30, 2021**. As a result, we are submitting an *Agency SEFA Workbook* for the state fiscal year ended June 30, 2021, which we certify is accurate and complete to the best of our knowledge and that documentation has been maintained that would allow reconciliations to the state agency’s records. In addition, we confirm that the representations below (numbers 1 through 13) are correct.

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Agency Name Agency Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Agency Financial Manager Date

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E-mail Address Phone

We, the management of the above identified agency, confirm the following representations made to the State Controller’s Office:

*Federal Program Administration*:

1. We are responsible for understanding and complying with and have complied with the requirements of Uniform Guidance (2 CFR Part 200).
2. We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards.
3. We are responsible for establishing and maintaining effective internal control over compliance for federal programs that provides reasonable assurance that management of federal awards is in compliance with federal statutes, regulations, and the terms and conditions of federal awards.
4. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

*Schedule of Expenditures of Federal Awards*:

1. We are responsible for the preparation of the *Agency SEFA Workbook* for our agency in accordance with the Uniform Guidance (2 CFR Part 200).
2. We have identified and separately reported COVID-19 related expenditures.
3. We have identified and disclosed all of our programs and related activities subject to Uniform Guidance (2 CFR Part 200).
4. We have complied, in all material respects, with the compliance requirements, including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and have identified and disclosed all amounts questioned and any known noncompliance with the requirements of federal awards, including those resulting from other audits or program reviews.
5. We have charged costs to federal awards in accordance with applicable cost principles.

*Information and Disclosures Provided:*

1. We have identified and disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received subsequent to June 30, 2021.
2. We have identified and disclosed any material actual or potential federal sanctions and disallowances.
3. In accordance with 2 CFR 200.510(b)(5), we have identified and disclosed any federal loan or loan guarantee programs as described in 2 CFR 200.502, including the balance outstanding at the end of the state fiscal year.
4. We have no knowledge of any fraud or suspected fraud affecting our agency involving:
	1. Management;
	2. Employees who have a significant role in internal controls; or
	3. Others where the fraud could have a material effect on the State of Wisconsin’s Schedule of Expenditures of Federal Awards.