



COMMONWEALTH of VIRGINIA

LEWIS R. McCABE, CPA, CGFM, CGMA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971
RICHMOND, VIRGINIA 23218-1971

June 15, 2023

MEMORANDUM

TO: James F. Parajon, City Manager
City of Alexandria

FROM: Amanda R. Simpson, Director, Compliance Oversight and Federal Reporting
Department of Accounts

SUBJECT: Subrecipient Monitoring Review Report

Department of Accounts (DOA) has performed a Subrecipient Monitoring Review (SMR) pursuant to the compliance monitoring and oversight requirements detailed in the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act), and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) 2 CFR § 200.332, for recipients of Coronavirus Relief Funds (CRF) (ALN 21.019).

Scope of Review

In order to substantiate City of Alexandria's compliance with the CARES Act requirements, the SMR process required certifications to the proper use of the CARES Act funds, return of any unused funds, maintenance of proper accounting records, and accurate reporting of expenditures to Department of Accounts of Coronavirus Relief Funds. These certifications were produced using DOA's Subrecipient Monitoring Secure Portal upon completion of a survey, that was then signed electronically by the Authorized Representative (City Manager) and a Fiscal Contact from City of Alexandria.

Conclusion

City of Alexandria certified affirmatively that all requirements of the CARES Act funding distributed by DOA have been met and that all obligations and expenditures of the funds have been reported accurately. DOA has no further questions at this time.

Closeout of the Subaward

Because City of Alexandria has certified all CRF funds as fully compliant with the Commonwealth's and U.S. Department of the Treasury's requirements, the subawards (Transfers 1 and 2 of CRF Funds; and, if applicable, Municipal Utility Relief funds of the CARES Act) to City of Alexandria are considered fully expended; completely and accurately reported; and therefore, closed. No further expenditures related to CRF will be considered. However,

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if you become aware of anything that impacts your locality certification status, City of Alexandria must contact DOA and report the modification immediately.

Summary and Remarks

Thank you for your and your staff's assistance through this Subrecipient Monitoring Review process. If any questions arise regarding the above, please contact me.

cc: Kendel Taylor, Director of Finance, City of Alexandria

Department of Accounts

Lewis R. McCabe, State Comptroller

Sharon H. Lawrence, Deputy State Comptroller

Linda Lee, Assistant Director, Compliance Oversight

Beth Fauerbach, Lead Quality Assurance Analyst, Compliance Oversight