**Single Audit Act Amendments of 1996**

In accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements, found in §200.501(a), audit requirements for Federal awards, non-federal entities that expend $750,000 or more in federal awards from all federal funding sources during their fiscal year, must agree to have a Single Audit conducted in accordance with §200.514 Scope of Audit. Further, §200.512 requires that the final report for such audit be completed within nine (9) months of the entity’s fiscal year end.

**Please refer to the directions on page 2 of this document.**

|  |  |  |
| --- | --- | --- |
| Sub-recipient (community/agency): | |  |
| Fiscal Year : (Mo/Yr – Mo/Yr) |  | |

|  |  |
| --- | --- |
| **Section A – Check the appropriate box:** | |
|  | We did **NOT** exceed the federal expenditure threshold of $750,000 for the fiscal year referenced above. A Single Audit is not required for this fiscal year. **If checked, skip Section B.** |
|  | We **DID** meet or exceed the federal expenditure threshold of $750,000 for the fiscal year referenced above. **If checked, complete Section B.** |
|  | We are exempt from the Single Audit Requirement – explain below. **If checked, skip Section B.** |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section B – Complete if a Single Audit is required. Check the appropriate box:** | | | | |
|  |  | | | |
|  | We completed our Single Audit for the above fiscal year and our report is attached. | | | |
|  | Our Single Audit for our fiscal year referenced above will be completed on: | | |  |
|  | and will be submitted to HSEM by: |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *I certify that I am an individual authorized to complete this form. I further certify that the above information is accurate and, if required, the audit report will be submitted* ***no later than nine (9) months*** *after the fiscal year ending noted above.* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Name:** |  | | | | **Title:** | |  | | | | |
|  | Authorized Chief Financial Officer | | | |  | |  | | | | |
| **Signature:** |  | | | | **Date:** | |  | | | | |
| **Phone:** |  | | | | **Email:** | |  | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **NH HSEM USE ONLY:** | | | | | | | | | | |
| Date Received: | |  | SFY: |  | | FFY: | |  | Exp. Date: |  |

**DIRECTIONS:** Your entity’s Chief Financial Officer, or other official authorized to certify financial documents, must certify whether or not your organization is subject to the Single Audit requirement according to the above citations by completing the information below, checking the appropriate boxes in Sections A and B, and signing and dating the form.

The completed and signed form must be returned to HSEM **no later than 60 days after the fiscal year end date** noted on Page 1 of this form to [HMEP@dos.nh.gov](mailto:HMEP@dos.nh.gov) or mail to NHDOS/HSEM Attn: HMEP Program Manager, 33 Hazen Drive, Concord, NH 03305.

Submission of this form prior to the fiscal year end is permitted; however, if unanticipated Federal funding is received by your entity, bringing the expended amount of federal funding above $750,000.00, you must submit a revised Audit Certification Form and include the Single Audit report.

Failure to return a completed form may affect your ability to participate in future federally funded programs from the Department of Safety – Division of Homeland Security and Emergency Management.