



TEXAS DEPARTMENT OF PUBLIC SAFETY

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Subrecipient:

Date:

COMPLIANCE IS MANDATORY CURRENT AND FUTURE AWARDS MAY BE IN JEOPARDY SINGLE AUDIT ACT COMPLIANCE REPORT IS DUE UPON RECEIPT

Uniform Guidance 2 CFR 200 Subpart F: §_200.512(a) states Federal grant subrecipients are required to submit a Single Audit report prepared by an independent auditor if, in the fiscal year 2016, \$750,000 or more was spent in Federal Grant Awards (all sources combined). In addition, Uniform Grant Management Standards (UGMS) of the State of Texas (Part B, §_200), require the submission of a Single Audit report if \$750,000 or more was spent in State awards (all sources combined). You are receiving this letter because our records indicate that the Texas Division of Emergency Management (TDEM) and/or the Texas Homeland Security State Administrative Agency (THSSAA) passed through federal grant funds and/or state grant funds to your local government, state agency or nonprofit organization from one or more federal or state programs. As a reminder, if required, your agency must provide the Single Audit report, the data collection form (SF-SAC) and the reporting package described below to the designated Federal Clearing House at <https://harvester.census.gov/facides> and to TDEM/THSSAA within 30 days of the completion of the Single Audit Report by the independent auditor. *(Note: For grants awarded prior to December 26, 2014 OMB Circular A133 requirements may apply instead of 2 CFR 200)*

The Uniform Guidance 2 CFR 200 Subpart F requires TDEM and THSSAA, as pass through agencies, to monitor our subrecipients' compliance with federal and state laws and regulations including the audit requirements in §_200.501. §_200.501 requires those non-federal entities that expend \$750,000 or more in federal awards in a fiscal year, whether awarded by TDEM/THSSAA or not, to prepare and submit either a single audit or a program-specific audit. In addition, Uniform Guidance 2 CFR 200 Subpart F and the Uniform Grant Management Standards (UGMS) for the State of Texas require the submission of these audit report(s) to us within the earlier of (a) 30 days after you receive the independent report on the CAFR and Single Audit from your auditor or (b) nine months after your fiscal year end. Uniform Guidance 2 CFR 200 Subpart F states your reporting package should include:

- Financial statements (audited CAFR) and schedule of expenditures of Federal awards (SEFA) discussed in §_200.510 (a) and §_200.510 (b), respectively.
- Summary schedule of prior audit findings discussed in §_200.511(a) and §_200.511(b).
- Corrective action plan discussed in §_200.511 (c) for each audit finding in the current year audit reports.
- Auditor's report(s) discussed in §_200.515.
- A copy of any management letter issued by the auditor in conjunction with the audit (§_200.512 (e))
- Schedule of expenditures for State Awards (UGMS)
- Provide EIN on the Single Audit Act Compliance Report

Please submit the above reports for your fiscal year 2016, together with a completed Single Audit Act Compliance Report form (attached). **If your audit reports are not completed, or if you believe you are not subject to the above audit requirements, immediately complete the Single Audit Act Compliance Report and return it via [e-mail](mailto:) or regular mail (see bottom of Report for address).**

Failure to respond to this letter may result in loss of existing grant funding and denial of future grants to your organization. If you have already submitted your Single Audit Act Compliance Report and Single Audit package for fiscal year **2016**, we thank you, and ask that you disregard this letter. For any questions please contact Pete Lara, Assistant Standards Officer at 512-377-0025

Subrecipient
EIN:

Subrecipient:

SINGLE AUDIT ACT COMPLIANCE REPORT

Date your fiscal year ended:

Please check the most appropriate statement below regarding your organization's compliance with Uniform Guidance 2 CFR 200 Subpart F, Single Audit requirements. Also, please **complete all contact information** requested. Return this form and related audit reports to the Texas Division of Emergency Management (TDEM), via e-mail at SingleAuditReview@dps.texas.gov.

Please check one of the following boxes, indicating whether you are subject to a Single Audit:

Our required Uniform Guidance 2 CFR 200 Subpart F Single Audit for fiscal year ended 2016 is attached. Included is the a) audited Annual Financial Report, b) the Single Audit report including the Schedule of expenditures for Federal and State expended funds and the c) Single Audit Act Compliance Report for 2016 (this form). Also, a copy of any management report issued in conjunction with the 2016 audit.

Our required Uniform Guidance 2 CFR 200 Subpart F Single Audit for fiscal year ended 2016 is not attached, but will be completed by _____ and submitted to the Texas Division of Emergency Management by _____. The audit report will include the audited Annual Financial Report, the Single Audit report including the Schedule of Expenditures for Federal and State expended funds, and any management report issued in conjunction with the 2016 audit.

We are not subject to a Uniform Guidance 2 CFR 200 Subpart F Single Audit because we expended **less than \$750,000** in Federal Awards, **from all federal sources**, and we expended less than \$750,000 in State awards **from all state sources**, in our **Fiscal Year 2016**.

We have elected a Program-specific audit for our Uniform Guidance 2 CFR 200 Subpart F reporting. Our Annual Financial Report will be completed and will be submitted to the Federal Clearinghouse as designated by 2 CFR 200.

We are a State Agency or University audited by the **State Auditor's Office** or other state recognized accounting agency. We DID/Did Not expend Federal or State awards that passed through DPS/TDEM/SAA in our FY 2016.

All of our grants from TDEM/SAA have been closed and we are no longer required to file a Single Audit with TDEM/SAA. **(Attach Close-Out Documentation)**.

Financial/Audit Point of Contact – The person within your organization that we are to contact for questions related to Single Audit.

Name/Title:

Phone Number:

Mailing Address:

City:

Zip:

E-mail address:

Highest Elected Official, Executive, Director, etc. in your jurisdiction, non-profit, or agency.

Name/Title:

Phone Number:

Email address:

Please return this form to TDEM in one of the following ways:

Via regular mail:

Texas Division of Emergency Management
Support Services Section
MSC 0226
P.O. Box 4087

Austin, TX. 78773-0226

Via E-mail: SingleAuditReview@dps.texas.gov

Note: If you send information via email, please include your organization name in the subject line.