



OMB CIRCULAR A-133 SINGLE AUDIT REQUIREMENT FORM

Grantees should submit this form as well as a copy of their Single Audit Report (if applicable) after the completion of every fiscal year that falls within their New York State Division of Homeland Security and Emergency Services (DHSES) contract period.

Grantee Name: _____

Grantee Fiscal Year/Period*: _____ / _____ / _____ to _____ / _____ / _____

*A **fiscal year** (or financial year, or sometimes budget year) is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. The fiscal year is **not** your DHSES contract period.

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

In accordance with federal requirements, a Grantee that expends during its fiscal year \$500,000 or more of federal funds from all sources, including DHSES contracts, must agree to have an independent audit of such federal funds conducted in accordance with the federal Office of Management and Budget (OMB) Circular A-133. OMB Circular A-133 further requires that the final report for such audit be completed within nine months of the end of the Grantee's fiscal year. **Grantees must provide one copy of such audit report to DHSES within nine (9) months of the end of its fiscal year.**

Please (1) check the appropriate box (2) sign below, and (3) return this certification to the address below with the Single Audit Report, as applicable.

- Exempt -Our Municipality/Organization is not subject to an OMB Circular A-133 Audit because we expended less than \$500,000 in Federal Awards from all sources during the fiscal year ending: _____
- We have attached our most recently completed A-133 Single Audit Report.
- We only recently received funding from DHSES during our current fiscal period, **which has been entered above**. Once the current fiscal period has concluded, we will comply as requested and within the time frame required.

Print Name and Title _____

Signature _____ Date _____

Phone: (_____) _____ - _____ e-Mail: _____

Please Return to: New York State
Division of Homeland Security and Emergency Services
Fiscal Monitoring Unit
State Campus, Building 7A
1220 Washington Avenue
Albany, NY 12242

OR email: FMU@dhses.ny.gov

Questions: Phone: (518) 457-3967 or Email: FMU@dhses.ny.gov