

FEDERAL ASSISTANCE EXPENDITURE FORM INSTRUCTIONS

NYS CDBG and NYS HOME Program funds are subject to the requirement of the Single Audit Act Amendments of 1996 and OMB Circular A-133, as amended, which requires all Recipients that expend \$500,000 or more to have a single or program-specific audit conducted for the year in which expenditures of federal assistance exceed the threshold.

Each recipient must submit a Federal Assistance Expenditure Form, (FAE) to the Office of Community Renewal Finance Unit within 60 days of its fiscal year end date. A form must be submitted annually until the grant is closed out with the Office of Community Renewal.

Recipient Name: Enter complete name of the Recipient.

Recipient's Fiscal End Date: Enter the fiscal end date (month & day).

List of Office of Community Renewal Project Number for All Open Projects: List all NYS CDBG funded projects and NYS HOME Program funded awards that have not been formally closed out by the Office of Community Renewal (conditional certificate of completion of certificate of completion issued).

For the Fiscal Year: Enter the fiscal year being reported and the name of the recipient.

Check the appropriate box and provide the date the audit will take place, if an audit is required.

If the total Federal Funds expended is \$500,000 or greater, the single audit act is applicable and an audit must be submitted within **9 months of the fiscal end date.**

Certification:

The signature, title and telephone numbers of the Chief Fiscal Officer and the Chief Elected Official or Agency Administrator.