

Single Audit Certification Form

Audits of States, Local Governments, Indian Tribes, and Non-Profit Organizations

Contact Information	
Subrecipient Name (Agency, Local Government, or Organization):	
Address:	
Authorized Official:	
Email:	Phone #:
Authorized Chief Financial Officer (Central Accounting Office):	
Email:	Phone #:

Purpose: As a pass-through entity of federal grant funds, the Hawaii Emergency Management Agency (HIEMA) is required by 2 CFR Part 200 Subpart F to monitor subrecipient activities to ensure federal awards are used for authorized purposes and verify that subrecipients expending \$1,000,000 or more in federal awards during their fiscal year have met the 2 CFR Part 200 Subpart F Audit Requirements.

Directions: As required by 2 CFR Part 200 Subpart F, non-federal entities that expend \$1,000,000 in federal awards in a fiscal year shall have a single or program-specific audit conducted for that year. If your entity ***is not*** subject to these requirements, you must complete Section A of this Form. If your entity ***is*** subject to these requirements, you must complete Section B of this form. When completed, you must sign, date, and return this form with your grant agreement and every fiscal year thereafter until the grant agreement is closed. Failure to return this completed Audit Certification Form may result in delay of grant agreement processing, withholding of federal awards or disallowance of costs, and suspension or termination of federal awards.

SECTION A: Entities NOT subject to the audit requirements of 2 CFR Part 200 Subpart F
Our entity is not subject to the requirements of 2 CFR Part 200 Subpart F because (check all that apply): <input type="checkbox"/> We did not expend \$1,000,000 or more of <i>total</i> federal awards during the fiscal year. <input type="checkbox"/> We are a for-profit agency. <input type="checkbox"/> We are exempt for other reasons (describe): However, by signing below, I certify that we are still subject to the audit requirements, laws and regulations governing the program(s) in which we participate, that we are required to maintain records of federal funding and to provide access to such records by federal and state agencies and their designees, and that HI-EMA may request and be provided access to additional information and/or documentation to ensure proper stewardship of federal funds.
SECTION B: Entities that ARE subject to the audit requirements of 2 CFR Part 200 Subpart F
(Complete the information below and check the appropriate box; Return completed form with most recent single audit report)
<input type="checkbox"/> We completed our last 2 CFR Part 200 Subpart F Audit on _____ [enter date] for Fiscal Year ending on _____ [enter date]. There were no findings related to federal awards.
<input type="checkbox"/> We completed our last 2 CFR Part 200 Subpart F Audit on _____ [enter date] for Fiscal Year ending on _____ [enter date]. There were findings related to federal awards.
<input type="checkbox"/> Our completed 2 CFR Part 200 Subpart F Audit will be available on _____ [enter date] for Fiscal Year ending on _____ [enter date]. We will provide a electronic copy of the audit report to the designated HIEMA Point of Contact upon completion.

I hereby certify that I am an individual authorized by the above-identified entity to complete this form. Further, I certify that the above information is true and correct, and all relevant material findings contained in audit report/statement have been disclosed. Additionally, I understand this form is to be submitted every fiscal year for which this entity is a subrecipient of federal award funds from HIEMA until the grant agreement is closed.

Signature of Authorized Official: _____ Date: _____

Print Name & Title: _____