



Serve Washington

Single Audit/Financial Statement Certification Form

Subgrantee Information

Legal Applicant:			
Contact Person:		Title:	
Address:			
Email:		Phone:	

Purpose: As a pass-through agency of federal grant funds, the Washington State Office of Financial Management/Serve Washington (OFM/Serve WA) is required by 2 CFR 200 Subpart F to monitor activities of subgrantees to ensure federal awards are used for authorized purposes and ensure that subgrantees expending \$750,000 or more in federal awards during their fiscal year have met the 2 CFR 200 Subpart F Audit Requirements. Your entity is a subgrantee subject to such monitoring by OFM/Serve WA because it is a non-federal entity that expends federal grant funds received from OFM/Serve WA as a pass-through entity to carry out a federal program. 2 CFR 200 can be found at <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf> and should be consulted when completing this form.

Directions: As required by 2 CFR 200 Subpart F, non-federal entities that expend \$750,000 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 the audit requirements, you must complete Section A of this form regarding financial statements. If your entity **is** required to complete an Audit, you must complete Section B of this form. When completed, you must sign, date, and return this form with your grant agreement contract and every fiscal year thereafter until the grant agreement contract is closed. Failure to return this completed 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 2 CFR 200 Subpart F (Single Audit)

Our entity **is not** subject to the Single Audit requirements because:

We did not expend \$750,000 or more in *total* federal awards during the fiscal review

OR

We are exempt for other reasons (describe):

AND

A complete copy of the entity's most recent financial statements, which includes exceptions, corrective action plan and management response, is attached or has been provided electronically to servewa@ofm.wa.gov.

By signing below, I agree 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 OFM/Serve WA 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 2 CFR 200 Subpart F (Single Audit)

Our entity **is** subject to the Single Audit requirements and:

We completed our last Audit Report, *which had no findings*, on (enter date):

OR

We completed our last Audit Report, *which had findings related to federal awards*, on (enter date):

AND

A complete copy of the entity's most recent audit report, which includes exceptions, corrective action plan and management response, is attached or has been provided electronically to servewa@ofm.wa.gov.

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/financial statement have been disclosed. Additionally, I understand this form is to be submitted every fiscal year for which this entity is a subgrantee of federal grant funds from Serve Washington until the grant agreement contract is closed.

Signature of Authorized Contact Person: _____ Date: _____

Print Name & Title: _____