

[Date]

[Subrecipient Contact Name]

[Subrecipient Organization Name]

[Address]

[City, State, Zip Code]

RE: Notice of Single Audit Compliance and Monitoring

Dear [Contact Name],

As a pass-through entity of federal funds, [Your Organization Name] is required by the Office of Management and Budget (OMB) Uniform Guidance (2 CFR § 200.332) to monitor the federal awards made to subrecipients. This ensures that subawards are used for authorized purposes and in compliance with federal statutes and regulations.

To comply with these requirements, please provide the following information for your fiscal year ending [Date]:

- A copy of your organization's Single Audit Report (or the link to the Federal Audit Clearinghouse).
- A management representation letter confirming if any findings were noted that impact the federal programs passed through by our organization.
- A Corrective Action Plan (if applicable) for any audit findings related to our specific subawards.

If your organization did not meet the \$750,000 threshold for federal expenditures during the last fiscal year and was not required to have a Single Audit, please complete and sign the enclosed "Audit Certification Form."

Please submit the requested documentation to [Email Address/Portal Link] no later than [Due Date].

Failure to provide this documentation may result in a delay of future payments or impact eligibility for subsequent funding cycles.

Thank you for your cooperation and for your continued commitment to program integrity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]