

**AUDIT REPORT (SINGLE) SUBMISSION REQUIREMENTS (OMB UNIFORM GUIDANCE) FOR SUBRECIPIENTS FISCAL YEAR 2018**

**For Subrecipients that expended \$750,000 or more of total federal funds from all federal funding sources during its fiscal or calendar year that ended between July 1, 2017 and June 30, 2018.**

**ALL** Agencies must submit the following three (3) documents to the OHCD Audit Unit:

1. OMB Uniform Guidance Single Audit Report.
2. Data Collection Form (DCF).
3. Management Letter (if it has been done by Agency's auditor).

**DEADLINE (CITY)** for submission of the SINGLE Audit Report and the two (2) other above items is FOUR (4) MONTHS after your Agency's fiscal or calendar year ending date that fell between July 1, 2017 and June 30, 2018.

**NOTE A:** IF your Agency's SINGLE AUDIT REPORT WILL NOT BE SUBMITTED WITHIN FOUR (4) MONTHS (City Deadline) AFTER YOUR AGENCY'S FISCAL OR CALENDAR YEAR ENDING DATE that fell between July 1, 2017 and June 30, 2018, your Agency MUST SUBMIT AN EXTENSION REQUEST LETTER, which must be dated and submitted prior to the four (4) month City deadline, and which must include a brief explanation of why the City deadline cannot be met and provide the requested extension date, electronically to the DHCD Audit Unit at OHCD.Auditing@phila.gov.

**NOTE B:** Your Agency must submit the three (3) above documents as FOLLOWS:

1. **Submit TWO (2) HARD BOUND COPIES** of the SINGLE Audit Report, DCF and the Management Letter to DHCD Audit Unit Attn: Patricia Williams, 1234 Market Street, 17<sup>th</sup> Floor, Philadelphia, PA 19107 and **one (1) copy electronically** to OHCD.Auditing@phila.gov.  
**AND**
2. **Submit ONE (1) BOUND COPY** of the SINGLE Audit Report, DCF and the Management Letter to Shantae Thorpe, Accounting Supervisor, Grants Accounting & Administration Unit at the City's Finance Department, Municipal Services Building, Room 1380, 1401 JFK Boulevard, Philadelphia, PA 19102.

**DEADLINE (FEDERAL)** for submission of the SINGLE Audit Report and the two (2) other above items is NINE (9) MONTHS after your Agency's fiscal or calendar year ending date that fell between July 1, 2017 and June 30, 2018.

**NOTE:** Your Agency may be **SUSPENDED** by DHCD from receiving Reimbursements for expenditures or advances and contracts may be delayed should it not comply with the submission deadlines set forth above.