

**NYS Homes & Community Renewal
Office of Community Renewal**

FEDERAL ASSISTANCE EXPENDITURE FORM 9-1 INSTRUCTIONS

The Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), and the Neighborhood Stabilization Program (NSP), passed through NYS Homes and Community Renewal, Office of Community Renewal, are federally sourced funds and as such are subject to Part 200.501 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which requires all Recipients that expend \$750,000 or more to have a single or program-specific audit conducted for the year in which expenditures of federal assistance exceed the threshold amount.

Each recipient must submit a Federal Assistance Expenditure Form, (FAE) to the Office of Community Renewal within 60 days after its fiscal year end date. A form must be submitted annually for as long as funds remain available for expenditure with the Office of Community Renewal. The FAE is based on expenditures from **all** Federal sources, not just those from OCR.

Recipient Name: Enter complete name of the Recipient.

Expenditures and Disbursements Chart: The purpose of the expenditures and disbursements chart is to breakout the total amount the recipient expended for each OCR program during the reported fiscal period as well as what The Office of Community Renewal has disbursed for each program during the reported fiscal period.

- Total Expended during FYE: Enter the total dollar amount the recipient has expended during the reported fiscal ending period for each program applicable.
- Total Disbursed from OCR: Enter the total dollar amount the recipient has expended during the reported fiscal ending period for each program applicable.

For the Fiscal Year/Recipient Name: Enter the start and end date of the fiscal year being reported and the name of the recipient.

\$750,000 Threshold Status: Check the appropriate box and provide the date the audit will be submitted to the Office of Community Renewal, if an audit is required.

If you are attesting that the total Federal funds expended from ALL sources is \$750,000 or greater, then Part 200.501 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements is applicable and an audit report must be submitted to the Office of Community Renewal within **9 months after the Recipient's fiscal year end date**. On the form, you also must enter the anticipated date that the completed single or program specific audit will be submitted to the Office of Community Renewal. Enter this date in the field titled "**Anticipated Submission Date of the Audit**".

Certification: The signature, title and telephone numbers of the Chief Fiscal Officer and the Chief Elected Official or the Chief Executive Officer are required for form submission. If the Chief Fiscal Officer and the Chief Elected Official are the same person, please sign and date both lines.

If you have any questions regarding the FAE process, please do not hesitate to contact the Office of Community Renewal at (518) 474-2057.

Office of Community Renewal (02/2017)