

**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 until the award/grant is closed out with the Office of Community Renewal.

Recipient Name: Enter complete name of the Recipient.

Recipient's Fiscal End Date: Enter the fiscal end date of your municipality or entity (month & day).

List of Office of Community Renewal Project Number(s) for All Open Projects: List all CDBG, HOME, and NSP funded awards/grants that have not been formally closed out by the Office of Community Renewal (conditional certificate of completion or certificate of completion issued) during the fiscal period covered by the FAE form being completed.

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 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.

Please submit the completed form to the Office of Community Renewal's Audit Staff at ocraudit@hcr.ny.gov.

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