

Nebraska Department of Economic Development
Housing and Community Development Division

NOTIFICATION OF AUDIT FORM (NAA)

No later than 60 days after the fiscal yearend, per Federal Register 2 CFR 200 Subpart F – Audit Requirements, recipients of federal grants (e.g., CDBG, HOME, HTF, CARES Act) from the Nebraska Department of Economic Development (DED) must complete this form. Form instructions are on the following page.

1. Grantee: _____

2. Identify the end date of the fiscal year:

3. List all Federal Expenditures in the above fiscal year.

Source/Grant#	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

4. Single Audit not required for total federal expenditures under \$750,000, **OR**
 Single Audit required for total federal expenditures \$750,000 or more
**If a single audit is required, the grantee must have it conducted in accordance with Generally Accepted Government Auditing Standards and 2 CFR 200 Subpart F. Please forward a copy of the audit report to the department within 180 days of the grantee's fiscal year end.*

5. Contact person for audit submittal:

Name	Title
Phone	Email

6. Certification – must be signed by the Chief Elected Official or the Chief Financial Officer

I certify that the amounts shown on this report accurately reflect the federal funds expended for the fiscal year indicated in Item 2 above.

Signature	Date
Printed Name	Title

Submit This Completed Form and Audit Report Via:

Email: ded.audit.naa@nebraska.gov, or

Mail: Nebraska Department of Economic Development, PO Box 94666, Lincoln, NE 68509-4666

NOTIFICATION OF ANNUAL AUDIT INSTRUCTIONS

Who must complete NAA Form: all governmental entities and organizations receiving Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), National Housing Trust Funds (HTF) and/or Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

The federal act and 2 CFR 200 Part F require entities that expend \$750,000 or more during the entity's fiscal year in federal funds (from all sources) conduct a single audit for that fiscal year by an independent public accountant and provide a copy to DED. For more information regarding audit requirements, refer to Chapter 15 of the CDBG Administration Manual.

When due: 60 days after fiscal yearend to DED.

Where to submit: ded.audit.naa@nebraska.gov or Nebraska Department of Economic Development, PO Box 94666, Lincoln NE 68509-4666.

NAA FORM COMPLETION TIPS

Item 1: Identify the governmental entity or organization name.

Item 2: Indicate the entity or organization fiscal yearend date.

Item 3: Tabulate the expenditures within the last fiscal year of all federal sources of funds, including any local program funds considered federal funds (e.g., program income, revolving loan funds, etc.).

EXAMPLE: CDBG 15-DTR-106 \$180,000, FEMA/Disaster 4325 \$200,000, Highway Safety \$50,000, USDA \$500,000, SBA \$50,000, US Department of Transportation \$1,000,000, and/or other.

Item 4: Based upon the total federal expenditures indicated in Item 3 above, mark one box in this section to inform DED of the level of all federal expenditures. If federal expenditures exceed \$750,000, an audit report will be required to be submitted to DED within **180 days** after fiscal yearend.

Item 5: Indicate the person responsible for audit submittal.

Item 6: This signature must be the entity/organization Chief Elected Official or Chief Financial Officer.