

## **AUDIT REPORT (SINGLE) SUBMISSION REQUIREMENTS (OMB UNIFORM GUIDANCE) FOR SUBRECIPIENTS FISCAL YEAR 2025**

**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, 2024 and June 30, 2025.**

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

1. OMB Uniform Guidance Single Audit Report.
2. Data Collection Form (DCF).
3. Management Letter (if applicable).

**DEADLINE (CITY)** for submission of the SINGLE Audit Report and the two (2) other items above is FOUR (4) MONTHS after your Agency's fiscal or calendar year ending date that fell between July 1, 2024 and June 30, 2025.

**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, 2024 and June 30, 2025, 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. Send electronically to the DHCD Audit Unit at [DHCD.Auditing@phila.gov](mailto:DHCD.Auditing@phila.gov).

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

1. **Submit TWO (2) HARD BOUND COPIES** of the SINGLE Audit Report, DCF and the Management Letter to DHCD Audit Unit Attn: Brent Carter, 1234 Market Street, 17<sup>th</sup> Floor, Philadelphia, PA 19107 and one (1) copy electronically to [DHCD.Auditing@phila.gov](mailto:DHCD.Auditing@phila.gov).

**AND**

2. **Submit ONE (1) BOUND COPY** of the SINGLE Audit Report, DCF and the Management Letter to the City of Philadelphia Grants Accounting Unit located in the 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 items above is NINE (9) MONTHS after your Agency's fiscal or calendar year ending date that fell between July 1, 2024 and June 30, 2025.

**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.