

Date:        /        /

Ralph Barra  
Accounting Specialist  
Office of Policy and Management  
450 Capitol Avenue - MS #52 ADM  
Hartford, CT 06106-1379

RE: Federal Single Audit Exemption/Grant Expenditure Notification

Dear Mr. Barra:

This is in response to MaryAnn Palmarozza's letter dated        /        /        which pertains to the Federal Single Audit Act filing requirements. During our fiscal year, which ended        , less than \$500,000 of Federal Financial Assistance was expended. Total expenditures of Federal Financial Assistance for all programs was \$        (see below for OPM related expenditures). Based on the guidelines of the Federal Single Audit Act, we are exempt from filing a Federal Single Audit for this period.

Regarding the completion of a financial audit, please be advised of the following:

- A financial audit was not performed for this period.
- A financial audit was performed for this period and is enclosed.

Please contact        by phone at (        )        -        or by e-mail at

if you have any questions.

Sincerely,

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Federal Employer ID # (FEIN)

Schedule of Office of Policy and Management Federal Financial Assistance

Expenditures From        /        /        to        /        /

Project Title	Grant Award Number	SID #	Total Expenditures


This form and the financial audit report (if applicable) can be submitted in hardcopy *or* by e-mail.

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Office of Policy and Management  
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