1. For the Grantee's most recently concluded fiscal year, is the Grantee required to have a federal single audit under the federal Single Audit Act of 1984, as amended, and Office of Management and Budget Circular No. A-133?

   - **If yes**, proceed to Question # 2.
   - **If no**,** (i)** STOP; **(ii)** consult with the Grantee on a substitute process to assess whether the Grantee has adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds; and **(iii)** request from the Secretary of Finance and Administration a deviation from FIN 9.2 authorizing agency to use substitute process.

2. For the Grantee’s most recently concluded fiscal year, if the due date for the federal single audit report under federal law has passed, did the Grantee timely submit to the federal government all forms and federal single audit documentation required under the federal Single Audit Act of 1984, as amended, and Office of Management and Budget Circular No. A-133? (A federal single audit report is timely submitted for purposes of this question if submitted by any extended due date granted by the grantee’s federal cognizant agency.)

   - **If yes**, proceed to Question # 3.
   - **If no,** STOP. Grantee is not eligible for a grant.

3. Does the federal Form SF-SAC (or its successor form) for the Grantee’s most recently concluded fiscal year for which an audit report is due under federal law reflect an unqualified opinion and no significant deficiencies, material weaknesses, instances of material noncompliance, or questioned costs?

   - **If yes**, STOP. Grantee is eligible for a grant. Obtain necessary Agency signatures on this questionnaire and submit to Department of Finance and Administration Capital Outlay Bureau for approval.
   - **If no**, obtain from the Grantee relevant sections of the single audit report, analyze, and proceed to Question # 4.

4. Does the Grantee’s most recent federal single audit raise concerns about the grantee’s ability to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired with grant funds?

   - **If yes**, proceed to Question #4(a).
   - **If no**, STOP. Grantee is eligible for a grant. Obtain necessary Agency signatures on this questionnaire and submit to Department of Finance and Administration Capital Outlay Bureau for approval.

   a. Has the grantee remedied the inadequacies in its accounting methods and procedures to the satisfaction of the State agency making the grant?

      - **If yes**, STOP. Grantee is eligible for a grant. Obtain necessary Agency signatures on this questionnaire and submit to Department of Finance and Administration Capital Outlay Bureau for approval.
      - **If no,** proceed to Question #4(b).

   b. Has the State agency making the grant determined that it can impose and has the resources to implement special grant conditions that adequately address the inadequacies in the grantee’s accounting methods and procedures?

      - **If yes**, STOP. Grantee is eligible for a grant. Obtain necessary Agency signatures on this questionnaire and submit to Department of Finance and Administration Capital Outlay Bureau for approval.
      - **If no,** proceed to Question #4(c).

   c. Has the State agency making the grant determined that another appropriate entity is able and willing to act as fiscal agent for the grant?

      - **If yes,** (i) identify the other entity; **(ii)** obtain necessary Agency signatures on this questionnaire; **(iii)** attach a completed Funding Criteria Eligibility Questionnaire for that entity; **(iv)** obtain necessary Agency signatures on that questionnaire; and **(v)** submit both questionnaires to Department of Finance and Administration Capital Outlay Bureau for approval.
      - **If no,** STOP. Grantee is not eligible for a grant.

5. Please print, sign and process form with Department CFO and DFA Capital Outlay Bureau for approval.

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| Local Entity Name |

Print Name  
Completed By  
Approved by Agency CFO:  
Approved & Accepted by: