

Single/Compliance Audit Report Request for Extension

Request for an extension when the nine-month timeframe for submitting Single/Compliance Audit Reports would place an undue burden on the auditee. (2 CFR 200.512)

Please complete the form below and submit to the single audit mailbox at singleauditmailbox@hq.doe.gov. Once received your request will be assessed for adequacy and completeness. You should receive a response within five to ten business days of submitting your Request for Extension.

1. Date of Request for Extension _____
2. Name of Recipient _____
3. Address of Recipient: _____
4. Recipient Point of Contact (POC) (Include name, title, email address, and phone number)

5. Cognizant agency for audit or oversight agency for audit (in the absence of a cognizant agency for audit) _____
6. Cognizant DOE Program Office _____
7. Audit Period for which an extension is requested _____
8. Audit Period (Recipient Fiscal Year) end date _____
9. Original Single/Compliance Audit Submission Due Date (9 months after end of audit period)

10. Total Direct Federal Funding for Audit Period _____
11. DOE Direct Funding for Audit Period _____
12. Summary of Undue Burden Causing Request for Extension
(Include justification for how the nine-month requirement constitutes a substantial and unjust obstacle to timely submission of the report. This should include how the obstacle: (i) could not be avoided or overcome by through planning and reasonable diligence; and (ii) its affect on other project delivery and performance activities under the award.) _____

13. Has an Extension been Previously Granted for this Audit Period?
Yes No
14. Date of Last Extension for this Audit Period _____
15. Reason for Last Extension for this Audit Period _____

16. Has an extension been granted for any of the previous five Audit Periods?
Yes No

17. List previous audit periods for which an extension was requested and indicated if the extension was granted

<u>Period</u>	<u>Date Extension Grated</u>	<u>Extended to</u>	<u>Reason for Extension</u>