

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 UEI or EIN _____
5. Recipient Point of Contact (POC) (Include name, title, email address, and phone number) _____

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

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

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

18. 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>