

MEMORANDUM

TO: Cities, Counties, Towns and Tribes

FROM: ADOT LPA Section

CC: Jodi Rooney, ADOT Local Public Agency Manager, Charla Glendening, Planning and Programming Assistant Manager, Gregory Hill, ADOT Audit and Analysis, Chief Auditor, Christine Payne, External Audit Manager, ADOT Audit and Analysis, Jill Dusenberry, Transit Manager, Transit Program and Grants, Sara Allred, Program Manager, Transit Program and Grants, Annette Riley, Group Manager, Project Management Services, Korina Lopez, Section Manager, Joint Project Agreement Section, Mark Darmer, Deputy Controller, Financial Management Services, Anita Kleinman, Deputy Controller, Financial Management Services, Tina Munoz, Financial Compliance Coordinator, Financial Management Services, Charlene Neish, Field Reports Manager, ADOT Construction Administration and Materials Group

DATE: November 3, 2017

RE: Notification of ADOT Single Audit Monitoring Activities to Local Public Agencies

This memorandum serves as a reminder that Arizona Department of Transportation is currently undergoing efforts of monitoring timely submittals of Single Audit reports by subrecipients of federal-aid funds as well as documenting single audit process and single audit related oversight and monitoring related activities. As a result of these activities, you may be receiving various Single Audit related correspondences from Arizona Department of Transportation. Please forward this Memorandum to other appropriate personnel who have stake in this process.

As you are aware, each Local Public Agency, expending \$750,000 or more in federal-aid funds in a given fiscal year, is required by 2 CFR 200 (Code of Federal Regulation) to submit the Single Audit report annually, within 9 months, following the Local Public Agency's fiscal year end. Please submit Single Audit reports to SingleAudit@azdot.gov inbox. Arizona Department of Transportation Audit and Analysis department then reviews each Local Public Agency's single audit report of federal funds passed through Arizona Department of Transportation to Local Public Agencies in Arizona and transmits it, notifying Arizona Department of Transportation Local Public Agency Section of any findings, denoted by Catalog of Federal Domestic Assistance (CFDA) 20.205 (Highway Planning and Construction Program), highlighting any concerns and recommendations.

Arizona Department of Transportation Local Public Agency Section currently oversees that the correction actions documented in the single audit reports are implemented by the Local Public Agencies and will be followed up by Arizona Department of Transportation.

If you have any questions, please email SingleAudit@azdot.gov.

Thank you