

**TEXAS GENERAL LAND OFFICE**  
**AUDIT CERTIFICATION FORM (ACF)**

<b>Entity:</b>		<b>FYE:</b>	/ /	<b>Contract Number:</b>	
(mm) (dd) (yy)					

**Check the appropriate box:**

<input type="checkbox"/>	We <b>have exceeded</b> the \$750,000 federal/state expenditure threshold for the fiscal year referenced above. We will have our Single Audit or Program-Specific Audit completed and will submit the audit report within nine (9) months after the end of the audited fiscal year. If this category is checked, skip down to the signature section.
<input type="checkbox"/>	We <b>did not exceed</b> the \$750,000 federal/state expenditure threshold for the fiscal year referenced above. A Single Audit or a Program-Specific Audit is not required for this fiscal year. <b>(Fill out Federal and State Funds Schedules below)</b>

*(Must be filled out if Single Audit or Program Audit is **NOT** required)*

Federal Funds Schedule								
Federal Grantor		Pass-through Grantor		Program Name & CFDA Number		Contract Number		Expenditures
<b>Total Federal Expenditures for the Fiscal Year</b>								\$

State Funds Schedule								
State Grantor		Pass-through Grantor (if any)		Program Name		Contract Number		Expenditures
<b>Total State Expenditures for the Fiscal Year</b>								\$

(authorized signature) <i>(Executive Director, Mayor, County Judge)</i>		(printed name)		(title)
(mailing address)		(city, state)		(zip code)
(email address)		(telephone number)		(fax number)

**Failure to submit an ACF or similar financial information or failure to submit a complete ACF or single audit package as described in the audit requirements by the required due date could affect funding on all existing contracts, eligibility to apply under the GLO's programs, and freezing any newly awarded contracts.**

**WARNING:** The U. S. Code, Title 18. Part 1, Chapter 47, §1001 (a)(1)-(3) indicates that an Entity is guilty of falsification and fraud for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

Unless directed otherwise during the application process, submit this form within 60 days after the end of the fiscal year via one of the options listed below:

**Upload to TIGR:** (See Addendum 1 - Instructions to upload completed ACF form to TIGR)

**Email:** [cdr@recovery.texas.gov](mailto:cdr@recovery.texas.gov)

**US Mail:** Texas General Land Office – Community Development & Revitalization  
 ATTN: Monitoring and Quality Assurance  
 P. O. Box 12873, Austin, TX 78711-2873



### *Upload Audit Certification Form (ACF)*

Subrecipient are required as defined in 2 CFR 200 Subpart F, any non-Federal entity expending \$750,000 or more in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514. Any subrecipient expending less than \$750,000 are required to submit an ACF to the GLO. All subrecipients are required to submit an ACF within 60 days after the end of the fiscal year. In TIGR, select the [Upload New File](#) button at the bottom right of the **Document Uploads** page to begin the process.

Provide a **Document Title** and select [Save](#). Examples of document titles could include:

- Subrecipient ACF FY 20xx

This will return you to the **Document Uploads** page and you should see that the system has created a record for your document.