

# STATE OF ILLINOIS

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## GRANT ACCOUNTABILITY AND TRANSPARENCY ACT



### AUDIT PACKAGE SUBMISSION EXTENSION REQUEST STATE COGNIZANT AGENCY INSTRUCTIONS

January 2026

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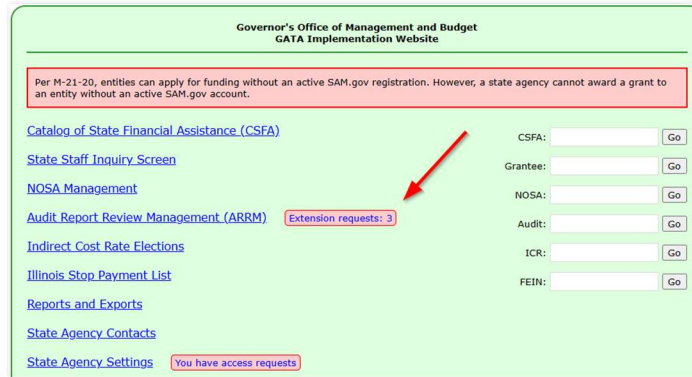
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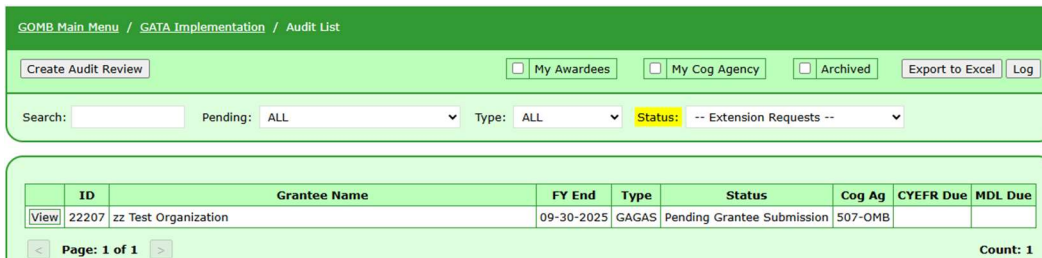
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# State Cognizant Agency Guide for Audit Package Submission Extension Requests

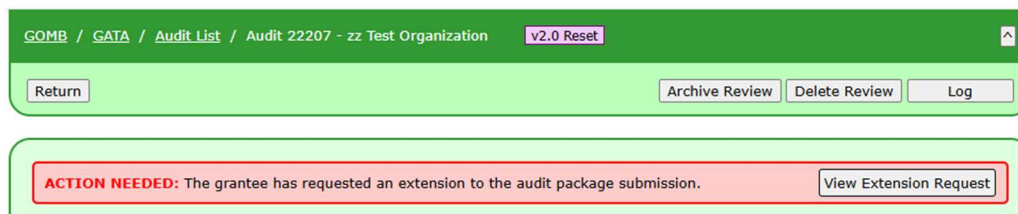
Once an audit package submission extension request has been submitted by the grantee in the GATA Grantee Portal, in the GATA Implementation Website, the State cognizant agency will immediately see the “Extension requests: X” alert button, in red, next to the Audit Report Review Management (ARRM) application:



1. The State cognizant agency must click on the “Extension requests: X” alert button to view the audit cases that are pending with the State cognizant agency for extension review.
  - a. After clicking the “Extension requests: X” alert button, the State cognizant agency will see all audit cases that are pending with the State cognizant agency for review.
  - b. The ARRMS status will be filtered to “--Extension Requests--”.
  - c. The State cognizant agency will click the View button next to the audit case to view the extension request.



2. Once the State cognizant agency has clicked the “View” button, they will see the following action item, highlighted in red, at the top of the audit case.
  - a. To view the extension request, the State cognizant agency will click the “View Extension Request” button.



## Financial Statement Audit Package Submission Extension Request

Once the State cognizant agency has clicked the “View Extension Request” button, they will be taken to the following Audit Extension screen, which will list the options available to the State cognizant agency, as well as the financial statement audit package submission extension request details provided by the grantee in the GATA Grantee Portal:

**Governor's Office of Management and Budget  
GATA Implementation Website - Audit Extension**

Approve Extension Request    **Approved Audit Package Submission Due Date:** 06/30/2026 6:59 PM

Return Extension Request to Grantee    **Return Reason:**

Deny Extension Request    **Deny Reason:**

**Optional Comment:**  
  
*Comment only visible here. Comment not sent to Grantee Portal.*

<b>Justification for audit package submission extension</b> <small>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</small>	Justification provided here.
<b>Proposed due date for audit package submission</b> <small>Maximum time = 3 months beyond the normal due date</small>	06/30/2026 6:59 PM
<b>Corrective Action Plan</b> <small>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</small>	Corrective Action Plan provided here.
<b>Audit Engagement Letter</b> <small>Please attach the audit engagement letter to your extension request.</small>	<a href="#">Test Upload File.pdf</a>
<small>Submitted by <b>Test Name, Test Title</b> on 12/9/2025 3:04:16 PM</small>	

**Log of actions associated with this request...**

Date	User	Old Value	New Value
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1. The State cognizant agency will review the grantee’s financial statement audit package submission extension request details and will have the following options:
  - a. Approve Extension Request
    - i. The approved audit package submission due date must be provided.
  - b. Return Extension Request to Grantee
    - i. A return reason must be provided.
  - c. Deny Extension Request
    - i. A deny reason must be provided.
  - d. Optional Comment
    - i. If the State cognizant agency would like to add additional comments regarding the extension request, they may provide those in the “Optional Comment” textbox.
    - ii. Please note that the “Optional Comment” is only visible to the State awarding agencies, in the Audit Extension screen, in the ARRMS. It is not visible by the grantee in the Grantee Portal.
2. There is a log of actions that is provided in the Audit Extension screen, which provides the State awarding agencies with what actions were taken by the grantee, as well as the State cognizant agency, in the extension request process.

## Approve Extension Request

If the State cognizant agency chooses to approve the grantee’s audit package submission extension request, they may click the “Approve Extension Request” option.

1. The grantee’s proposed audit package submission due date will automatically populate.
  - a. If the State cognizant agency agrees with the grantee’s proposed audit package submission due date, the date can be left as-is.
  - b. If the State cognizant agency does not agree with the grantee’s proposed audit package submission due date and determines a different due date, the State cognizant agency may edit the due date by clicking the calendar button and selecting the applicable date.

Governor's Office of Management and Budget  
GATA Implementation Website - Audit Extension

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**Approve Extension Request**

Return Extension Request to Grantee

Deny Extension Request

**Optional Comment:**

Comment only visible here. Comment not sent to Grantee Portal.

<b>Justification for audit package submission extension</b> <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
<b>Proposed due date for audit package submission</b> <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 6:59 PM
<b>Corrective Action Plan</b> <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
<b>Audit Engagement Letter</b> <i>Please attach the audit engagement letter to your extension request.</i>	<a href="#">Test Upload File.pdf</a>

Submitted by **Test Name, Test Title** on 12/9/2025 3:04:16 PM

**Approved Audit Package Submission Due Date:** 06/30/2026 6:59 PM

June 2026

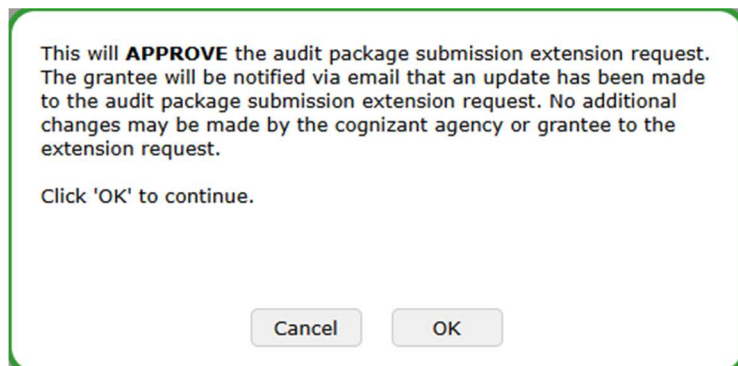
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Clear Today

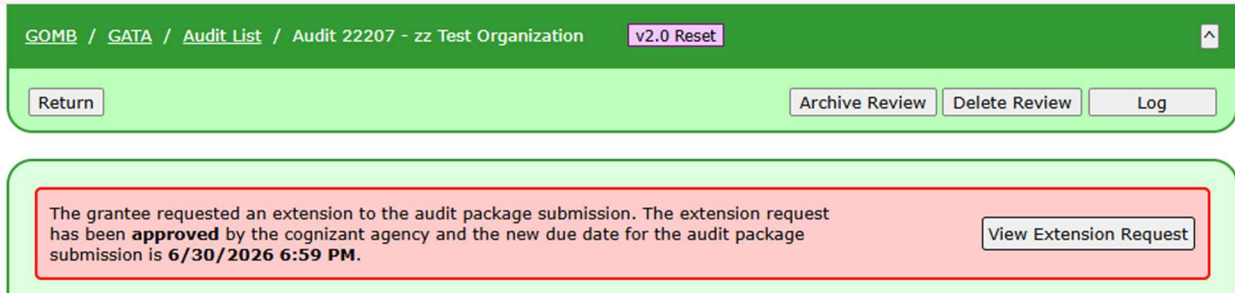
**Log of actions associated with this request...**

Date	User	Old Value	New Value

2. Once the State cognizant agency is ready to approve the audit package submission extension request, they will click the “Save” button and will receive the following message:



3. Once the State cognizant agency clicks “OK”, the following message will appear, highlighted in red, at the top of the grantee’s audit case in the ARRMS:



- a. The grantee will immediately see the approval in the GATA Grantee Portal.
  - b. The grantee will be notified via email, in the nightly system run, that an update was made to their audit package submission extension request.
  - c. No additional changes may be made by the State cognizant agency or the grantee to the extension request.
4. In the Grantee Requirements section in the ARRMS, the due dates for Steps 2-5 will be updated to reflect the new audit package submission due date.

## Return Extension Request to Grantee

If the State cognizant agency chooses to return the audit submission extension request to the grantee, they may click the “Return Extension Request to Grantee” option.

1. The State cognizant agency must enter the reason for return in the textbox provided.

Governor's Office of Management and Budget  
GATA Implementation Website - Audit Extension

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Approve Extension Request
 Approved Audit Package Submission Due Date: 06/30/2026 6:59 PM

**Return Extension Request to Grantee**
Return Reason: Return Reason listed here.

Deny Extension Request
 Deny Reason:  

Optional Comment:

Comment only visible here. Comment not sent to Grantee Portal.

<b>Justification for audit package submission extension</b> <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
<b>Proposed due date for audit package submission</b> <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 6:59 PM
<b>Corrective Action Plan</b> <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
<b>Audit Engagement Letter</b> <i>Please attach the audit engagement letter to your extension request.</i>	<a href="#">Test Upload File.pdf</a>

Submitted by Test Name, Test Title on 12/9/2025 3:26:49 PM

Log of actions associated with this request...

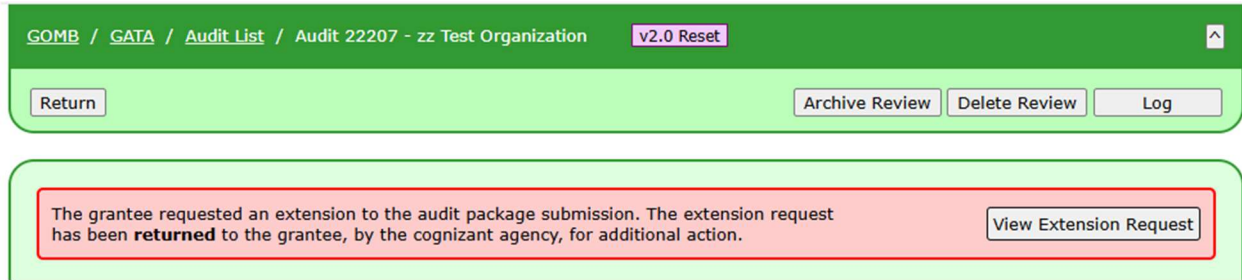
Date	User	Old Value	New Value

2. Once the State cognizant agency is ready to return the audit package submission extension request, they will click the “Save” button and will receive the following message.

This will **RETURN** the audit package submission extension request back to the grantee. The grantee will see the cognizant agency's 'Return Reason' comment in the Grantee Portal and will be notified via email that an update has been made to the audit package submission extension request. The grantee will be able to make updates and resubmit or delete the entire audit package submission extension request.

Click 'OK' to continue.

3. Once the State cognizant agency clicks “OK”, the following message will appear, highlighted in red, at the top of the grantee’s audit case in the ARRMS:



- a. The grantee will immediately see the return in the GATA Grantee Portal, with the State cognizant agency’s return comment.
- b. The grantee will be notified via email, in the nightly system run, that an update has been made to the audit package submission extension request.
- c. The grantee will be able to make updates and resubmit, or delete, the entire audit package submission extension request.
- d. No further changes can be made by the State cognizant agency to the extension request until it is resubmitted by the grantee in the GATA Grantee Portal.

## Deny Extension Request

If the State cognizant agency chooses to deny the audit package submission extension request, they may click the “Deny Extension Request” option.

1. The State cognizant agency must enter the reason for denial in the textbox provided.

**Governor's Office of Management and Budget  
GATA Implementation Website - Audit Extension**

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Approve Extension Request    **Approved Audit Package Submission Due Date:** 06/30/2026 6:59 PM

Return Extension Request to Grantee    **Return Reason:** Return Reason listed here.

**Deny Extension Request**    **Deny Reason:** Deny Reason listed here.

**Optional Comment:**  
 Optional Comment listed here.

*Comment only visible here. Comment not sent to Grantee Portal.*

<b>Justification for audit package submission extension</b> <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
<b>Proposed due date for audit package submission</b> <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 6:59 PM
<b>Corrective Action Plan</b> <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
<b>Audit Engagement Letter</b> <i>Please attach the audit engagement letter to your extension request.</i>	<a href="#">Test Upload File.pdf</a>

Submitted by **Test Name, Test Title** on 12/9/2025 3:32:24 PM

**Log of actions associated with this request...**

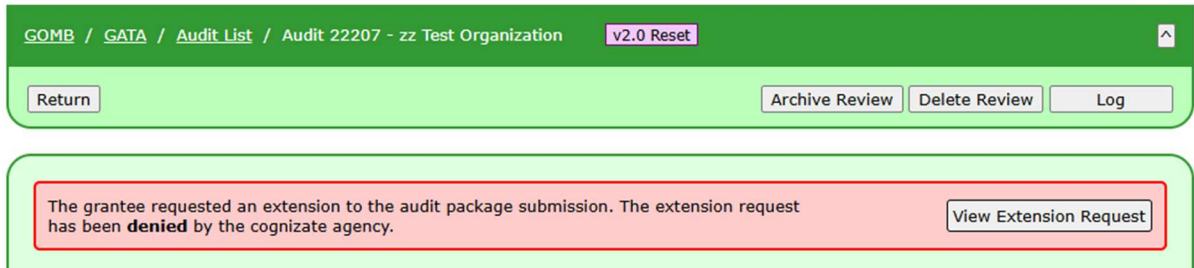
Date	User	Old Value	New Value

2. Once the State cognizant agency is ready to deny the audit package submission extension request, they will click the “Save” button and will receive the following message:

This will **DENY** the audit package submission extension request. The grantee will see the cognizant agency's 'Deny Reason' comment in the Grantee Portal and will be notified via email that an update has been made to the audit package submission extension request. No additional changes may be made by the cognizant agency or grantee to the extension request.

Click 'OK' to deny the request.

3. Once the State cognizant agency clicks the “OK” button, the following message will appear, highlighted in red, at the top of the grantee’s audit case in the ARRMS:



- a. The grantee will immediately see the denial in the GATA Grantee Portal, with the State cognizant agency’s Deny Reason comment.
- b. The grantee will be notified via email, in the nightly system run, that an update has been made to the audit package submission extension request.
- c. No further changes can be made by the grantee or the State cognizant agency to the extension request.

## Single Audit Package Submission Extension Request

Once the State cognizant agency has clicked the “View Extension Request” button, they will be taken to the following Audit Extension screen, which will list the options available to the State cognizant agency, as well as the single audit package submission extension request details provided by the grantee in the GATA Grantee Portal.

Governor's Office of Management and Budget  
GATA Implementation Website - Audit Extension

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Approve Extension Request
 Approved Audit Package Submission Due Date: 09/30/2026 6:59 PM

Return Extension Request to Grantee
 Return Reason:

Deny Extension Request
 Deny Reason:

**Optional Comment:**

Comment only visible here. Comment not sent to Grantee Portal.

<b>Justification for audit package submission extension</b> <small>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</small>	Justification provided here.
<b>Proposed due date for audit package submission</b> <small>Maximum time = 3 months beyond the normal due date</small>	09/30/2026 6:59 PM
<b>Corrective Action Plan</b> <small>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</small>	Corrective Action Plan provided here.
<b>Audit Engagement Letter</b> <small>Please attach the audit engagement letter to your extension request.</small>	<a href="#">Test Upload File.pdf</a>
<b>Federal Agency Approval / Denial</b> <small>Please upload the authorization received from your federal cognizant agency for audit or federal oversight agency for audit that supports the single audit submission extension for your organization.  <b>State Cognizant Agency Only:</b> If applicable, please upload the denial support received from the federal cognizant agency.</small>	<input type="button" value="Choose file"/>

Submitted by Test Name, Test Title on 1/5/2026 1:13:02 PM

**Log of actions associated with this request...**

Date	User	Old Value	New Value

1. The State cognizant agency will review the grantee’s single audit package submission extension request details and will have the following options:
  - a. Approve Extension Request
    - i. The approved audit package submission due date must be provided.
    - ii. In the “Federal Agency Approval/Denial” section, a file must be provided.
  - b. Return Extension Request to Grantee
    - i. A return reason must be provided.
  - c. Deny Extension Request
    - i. A deny reason must be provided.
    - ii. In the “Federal Agency Approval/Denial” section, a file must be provided.
  - d. Optional Comment
    - i. If the State cognizant agency would like to add additional comments regarding the extension request, they may provide those in the “Optional Comment” textbox.
    - ii. Please note that the “Optional Comment” is only visible to the State awarding agencies, in the Audit Extension screen, in the AR RMS. It is not visible by the grantee in the GATA Grantee Portal.

2. There is a log of actions that is provided in the Audit Extension screen, which provides the State awarding agencies with what actions were taken by the grantee, as well as the State cognizant agency, in the extension request process.
3. For Single Audit extension requests, only the *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.
  - a. If a grantee is required to have a single audit conducted and has a *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit), the grantee must obtain authorization, for a single audit reporting package submission extension, from its applicable *federal* agency.
  - b. If a grantee is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by the grantee to its State cognizant agency, who will then submit the single audit extension request to its *federal* cognizant agency.

## Approve Extension Request – Single Audit

If a grantee has a *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit), the grantee must submit the authorization, for the single audit reporting package submission extension, from its applicable *federal* agency, in the “Federal Agency Approval/Denial” section.

1. The State cognizant agency must review the file provided by the grantee and determine if *federal* agency approval was given for the single audit extension.
  - a. If *federal* agency approval was given for the single audit extension, the State cognizant agency must approve the single audit extension request.
  - b. The grantee’s proposed audit package submission due date will automatically populate.
    - i. The State cognizant agency must review the audit package submission due date to ensure that it aligns with the date approved by the *federal* agency.
      1. If changes are needed, the State cognizant agency may edit the due date by clicking the calendar button and selecting the applicable date.
2. An illustration of “Approve Extension Request” for a single audit extension request has been provided below:

Governor's Office of Management and Budget  
 GATA Implementation Website - Audit Extension

Approve Extension Request
Approved Audit Package Submission Due Date: 09/30/2026 6:59 PM

Return Extension Request to Grantee
Return Reason:

Deny Extension Request
Deny Reason:

Optional Comment:   
Comment only visible here. Comment not sent to Grantee Portal.

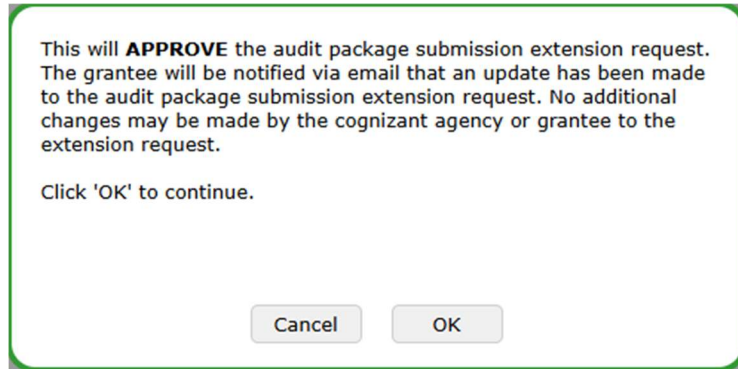
<b>Justification for audit package submission extension</b> <small>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</small>	Justification provided here.
<b>Proposed due date for audit package submission</b> <small>Maximum time = 3 months beyond the normal due date</small>	09/30/2026 6:59 PM
<b>Corrective Action Plan</b> <small>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</small>	Corrective Action Plan provided here.
<b>Audit Engagement Letter</b> <small>Please attach the audit engagement letter to your extension request.</small>	<a href="#">Test Upload File.pdf</a>
<b>Federal Agency Approval / Denial</b> <small>Please upload the authorization received from your federal cognizant agency for audit or federal oversight agency for audit that supports the single audit submission extension for your organization.                      State Cognizant Agency Only: if applicable, please upload the denial support received from the federal cognizant agency.</small>	<input type="button" value="Clear file"/> Test Upload File.pdf

Submitted by Test Name, Test Title on 1/5/2026 1:13:02 PM

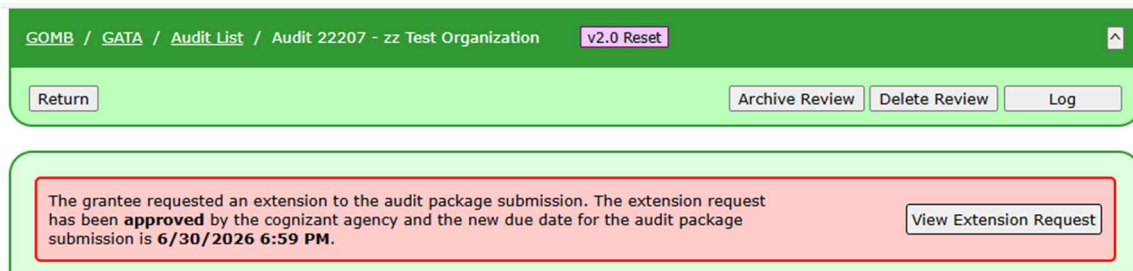
**Log of actions associated with this request...**

Date	User	Old Value	New Value
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- Once the State cognizant agency is ready to approve the single audit package submission extension request, they will click the “Save” button and will receive the following message:



- Once the State cognizant agency clicks “OK”, the following message will appear, highlighted in red, at the top of the grantee’s audit case in the ARRMS:



- The grantee will immediately see the approval in the GATA Grantee Portal.
  - The grantee will be notified via email, in the nightly system run, that an update was made to their audit package submission extension request.
  - No additional changes made be made by the State cognizant agency or the grantee to the extension request.
- In the Grantee Requirements section in the ARRMS, the due dates for Steps 2-5 will be updated to reflect the new audit package submission due date.

If a grantee only received pass-through funding from a State awarding agency and did not receive direct federal funding, the grantee will not submit a file in the “Federal Agency Approval/Denial” section in the GATA Grantee Portal.

1. Once the single audit extension request is received, the State cognizant agency must submit the single audit reporting package submission extension request to its *federal* cognizant agency for authorization.
  - a. If *federal* agency approval is received for the single audit extension request, the State cognizant agency will upload the supporting documentation, from its *federal* cognizant agency, to the “Federal Agency Approval/Denial” section in the ARMS.
    - i. The State cognizant agency will click the “Choose file” button and upload the *federal* approval supporting file.
    - ii. An illustration of “Choose file” has been provided below:

**Governor's Office of Management and Budget  
GATA Implementation Website - Audit Extension**

Return Save

Approve Extension Request **Approved Audit Package Submission Due Date:** 09/30/2026 6:59 PM

Return Extension Request to Grantee **Return Reason:** [Redacted]

Deny Extension Request **Deny Reason:** [Redacted]

**Optional Comment:** [Text Area]

Comment only visible here. Comment not sent to Grantee Portal.

<b>Justification for audit package submission extension</b> <small>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</small>	Justification provided here.
<b>Proposed due date for audit package submission</b> <small>Maximum time = 3 months beyond the normal due date.</small>	09/30/2026 6:59 PM
<b>Corrective Action Plan</b> <small>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</small>	Corrective Action Plan provided here.
<b>Audit Engagement Letter</b> <small>Please attach the audit engagement letter to your extension request.</small>	<a href="#">Test Upload File.pdf</a>
<b>Federal Agency Approval / Denial</b> <small>Please upload the authorization received from your <i>federal</i> cognizant agency for audit or <i>federal</i> oversight agency for audit that supports the single audit submission extension for your organization. <b>State Cognizant Agency Only:</b> If applicable, please upload the denial support received from the federal cognizant agency.</small>	<input type="button" value="Choose file"/>

Submitted by Test Name, Test Title on 1/5/2026 1:13:02 PM

**Log of actions associated with this request...**

Date	User	Old Value	New Value
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- b. The State cognizant agency will then follow the steps provided in the “Approve Extension Request – Single Audit” section above.

## Return Extension Request to Grantee – Single Audit

If additional support is needed by the State cognizant agency, the State cognizant agency can return the single audit extension request, to the grantee, by following the steps provided in the “Return Extension Request to Grantee” section above.

## Deny Extension Request – Single Audit

When the State Cognizant Agency has Received Denial from its Federal Cognizant Agency

If *federal* agency approval is not given for the single audit extension request, the State cognizant agency must deny the single audit extension request in the ARRMS.

If the State cognizant agency is responsible for submitting the single audit reporting package submission extension request to its *federal* cognizant agency for authorization and *federal* agency approval has not been given:

1. The State cognizant agency must enter the reason for denial in the textbox provided.
2. An illustration of “Deny Extension Request” for a single audit has been provided below:

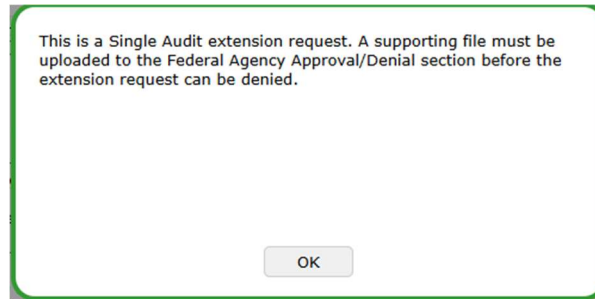
The screenshot shows a web form titled "Governor's Office of Management and Budget GATA Implementation Website - Audit Extension". At the top, there are "Return" and "Save" buttons. Below this, there are three radio button options: "Approve Extension Request", "Return Extension Request to Grantee", and "Deny Extension Request". The "Deny Extension Request" option is selected and highlighted in yellow. To the right of these options, there is a field for "Approved Audit Package Submission Due Date" showing "09/30/2026 6:59 PM" and a "Return Reason:" dropdown menu. Below the "Deny Extension Request" option, there is a "Deny Reason:" text input field with the placeholder text "Deny reason listed here.". Underneath is an "Optional Comment:" text area with a note: "Comment only visible here. Comment not sent to Grantee Portal.". The form is divided into several sections for providing justification and details:
 

- Justification for audit package submission extension:** A text area with the instruction "Please explain how external events significantly hinder your ability to meet the audit package submission due date." and a "Justification provided here." label.
- Proposed due date for audit package submission:** A text area with the instruction "Maximum time = 3 months beyond the normal due date" and a value of "09/30/2026 6:59 PM".
- Corrective Action Plan:** A text area with the instruction "Please provide a corrective action plan to ensure that future audit packages will be submitted timely." and a "Corrective Action Plan provided here." label.
- Audit Engagement Letter:** A text area with the instruction "Please attach the audit engagement letter to your extension request." and a "Test Upload File.pdf" button.
- Federal Agency Approval / Denial:** A text area with the instruction "Please upload the authorization received from your federal cognizant agency for audit or federal oversight agency for audit that supports the single audit submission extension for your organization." and a "Test Upload File.pdf" button. A sub-note states: "State Cognizant Agency Only: If applicable, please upload the denial support received from the federal cognizant agency." Below this is a "Clear file" button.

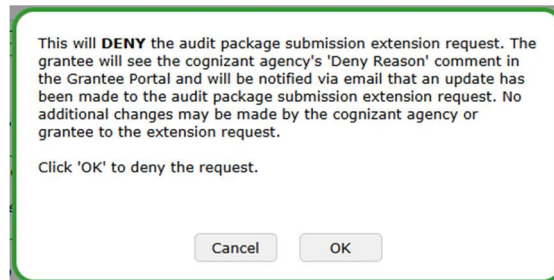
 At the bottom of the form, it says "Submitted by Test Name, Test Title on 1/5/2026 1:13:02 PM". Below the form is a "Log of actions associated with this request..." table with columns for Date, User, Old Value, and New Value.

3. The State cognizant agency must upload the denial support received from its *federal* cognizant agency to the single audit extension request in the “Federal Agency Approval/Denial” section.
  - a. The denial support will be available for grantees to review in the GATA Grantee Portal.

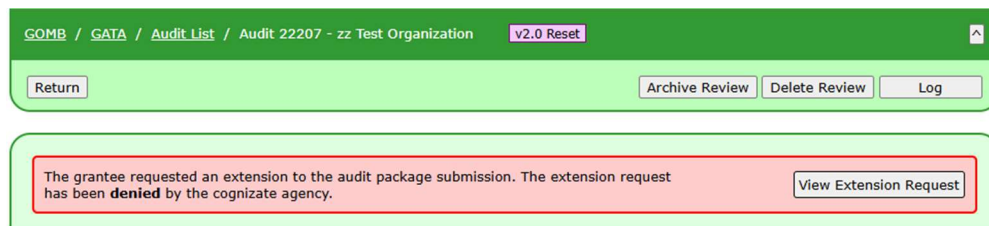
- b. If a file has not been uploaded to the “Federal Agency/Approval Denial” section, the following warning message will appear:



4. Please note that it is the State cognizant agency’s responsibility to follow up with its *federal* cognizant agency for additional clarification on whether or not a single audit extension request is approved or denied.
5. Once the State cognizant agency is ready to deny the audit package submission extension request, they will click the “Save” button and will receive the following message:



6. Once the State cognizant agency clicks the “OK” button, the following message will appear, highlighted in red, at the top of the grantee’s audit case in the ARRMS:



- a. The grantee will immediately see the denial in the GATA Grantee Portal, with the State cognizant agency’s Deny Reason comment.
- b. The grantee will be notified via email, in the nightly system run, that an update has been made to the audit package submission extension request.
- c. No further changes can be made by the grantee or the State cognizant agency to the extension request.

### When the Grantee has Received Denial from its Federal Cognizant Agency for Audit or Federal Oversight Agency for Audit

If a grantee has a *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit) and still chooses to submit an extension request with *federal* denial support in the “Federal Agency Approval/Denial” section:

1. The State cognizant agency must review the *federal* denial support and enter the reason for denial in the textbox provided.
2. Once the State cognizant agency is ready to deny the audit package submission extension request, the State cognizant agency will proceed with the steps in the section above.

### Federal Audit Clearinghouse (FAC) Acceptance of Single Audit Reporting Package

Once a grantee’s single audit is accepted by the FAC, the grantee must submit Steps 2-5, in the GATA Grantee Portal, within 30 calendar days of FAC acceptance. The extended single audit due date will no longer be applicable for the single audit reporting package submission in the GATA Grantee Portal.

Once a grantee’s single audit is accepted by the FAC, the grantee will not be allowed to submit a single audit extension request in the GATA Grantee Portal.