



Single Audit Unit FAQs for Grantees

What is a Single Audit and a Single Audit Report?

A Single Audit is an organization-wide audit of grant awards received by an entity classified by Texas Health Services (HHS) as a recipient or subrecipient that expends \$750,000 or more in federal funds or \$750,000 or more in state funds. It is intended to provide assurance that an entity has adequate internal controls in place and is generally in compliance with program requirements. To reduce the auditing burden, a Single Audit covers a grantee's federal or state grant awards from all programs combined instead of a separate audit being required for awards from each funding source.

The Single Audit Report is a report issued by an independent auditor hired by an entity after concluding the Single Audit of that entity. The report contains information such as the independent auditor's opinion on financial statements, internal controls and major program reports, and schedules of expenditures for federal and state awards. Audit findings are also presented in the report.

Single Audits are required under the terms and conditions of HHS grant contracts in compliance with requirements of [Texas Grant Management Standards \(TxGMS\)](#) for state funds and [2 CFR Part 200](#), Uniform Grant Guidance (UGG), for federal funds.

Submitting Reports and Accessing the Portal

1. How do I submit a Single Audit Report to HHSC's Single Audit Unit?

Reports should be submitted to the Single Audit Unit by accessing the [HHS Portal](#) at <https://hhsportal.hhs.state.tx.us/heartwebextr/hhscSau>.

Do not email or mail Single Audit Reports or financial statements; these documents must be submitted online using the HHS Portal.

2. How do I access the portal?

The HHS Portal can be accessed at [HHS Portal](#).

You will need to enter your entity's Taxpayer Identification Number (TIN) and select the fiscal year for the reporting period. If you don't know your entity's TIN, it can be obtained from notification emails and letters we have sent you. Please note that Microsoft Edge is the recommended browser to use for the HHS Portal.

3. I get an error message when I try to access the HHS Portal.

To ensure the best results, we recommend using Microsoft Edge as the browser to access the portal. Also, be sure to confirm that you have entered the correct TIN and fiscal year end in the appropriate fields. If you continue to receive an error message, please email us at Single_Audit_Report@hhs.texas.gov for assistance.

4. I forgot my password to the HHS portal; or the portal does not recognize my password.

A password is not required to access the HHS portal to complete the online determination or submit the Single Audit Report or financial statements.

Completing the Online Determination

1. Why must I complete the online determination? What is its purpose?

The online determination is an assessment that should be completed approximately six months prior to submission of the Single Audit Report to help HHS determine if an entity is required to submit a Single Audit Report. The online determination asks entities to confirm their status as a recipient or subrecipient grantee and their expenditures, fiscal year end, reporting deadline, and contact information. This assures that the notifications or delinquency letters are sent to the correct contact person.

2. My audit report is not due yet, why did I receive this notice?

The online determination is separate from the Single Audit Report. The online determination should be completed approximately six months prior to the deadline for submitting the Single Audit Report. Notifications requesting completion of the online determination are sent to grantees two months after the entity's fiscal year end.

If you believe that HHS has the wrong fiscal year end for your entity, please email Single_Audit_Report@hhs.texas.gov to update this information.

3. I received a delinquency notice to complete an online determination, but I did not receive the first notification.

This may be because HHS does not have current contact information for you. Please complete the online determination and update all contact information as necessary. Additionally, please email the updated contact information to us at Single_Audit_Report@hhs.texas.gov and to your assigned contract manager(s) to ensure the information is updated accurately.

4. I have already completed the online determination, what else needs to be done?

The online determination must be completed annually. If you have already completed the online determination for this fiscal year, your next step is to submit your Single Audit Report within 30 calendar days of receiving it from your audit firm or nine months after your fiscal year end, whichever date occurs first. If you are not required to submit a Single Audit Report, you must submit financial statements no later than nine months after your fiscal year end. Financial statements are submitted by accessing the [HHS Portal](#).

5. How do I submit the online determination?

Access the [HHS Portal](#) and then:

- Enter your TIN. (If you don't know your entity's TIN, it can be obtained from notification emails and letters that we have sent you.)
- Select the Single Audit Fiscal Year. This is the fiscal year you are submitting a report on.
- Select "Respond to the Single Audit Determination Letter".
- Update your contact information, if necessary.
- Enter estimated award expenditures, including both HHS and non-HHS funds, for services provided within the fiscal year you are reporting on in the following fields (enter whole dollar amounts only, no commas or decimals):
 - ▶ Total state fund expenditures
 - ▶ Total federal fund expenditures
- Submit the information by clicking the "Save" button.

Please note that Microsoft Edge is the recommended browser to use for the HHS portal.

6. Is there a paper version of the online determination?

There is not a paper version of the online determination; it must be submitted online using the HHS Portal.

7. What is the attachment, and is there anything I should do with it?

The attachment is an expenditure report, based on HHSC's financial records, of payments of federal and state grant awards made to your entity. The report was sent to you to assist with the completion of your Single Audit. If your records do not match HHSC's records, please contact the contract manager(s) assigned to you to resolve any discrepancy.

8. I cannot open the attachment to the email requesting that I complete the Online Determination.

You can request a copy of the expenditure report by sending an email to Single_Audit_Unit@hhs.texas.gov.

9. I received a spreadsheet attached to the email requesting I complete the online determination. Can the total amounts on the spreadsheet be used for reporting estimated federal and state amounts?

The attached spreadsheet is an expenditure report of distributions to your entity from HHSC *only*. It does not include distributions you may have received from DSHS, DFPS, or any other state agency. Those agencies will provide their expenditure reports separately. Your entity should report to us on the expenditures for all funds received from grant contracts classified as subrecipient and recipient from all awarding state agencies, not just HHSC. If you have further questions regarding the classification of your grant contract(s), please contact the contract manager(s) assigned to your entity.

10. The HHS Portal is informing me that Single Audit Report is not required, but I believe that my entity did meet the expenditure threshold for reporting.

To ensure the expenditure amounts entered are calculating correctly, make sure you have entered whole dollar amounts only for the "Total State Fund Expenditures" and "Total Federal Fund Expenditures" fields; do not include commas, decimals, or dollar signs. If the amounts have been entered correctly and

you still believe your entity meets the threshold for reporting, please contact your assigned contract manager(s) from each awarding agency to confirm total expenditure amounts for all awards.

11. What funds or grant contracts need to be reported?

Funds from all grant contracts awarded by a state agency and classified as “recipient” or “subrecipient” should be reported. The contract manager(s) assigned to your contracts should be able to provide information on the classification of your contracts.

12. How do I determine which funds are federal and which are state funds?

Federal funding is received directly from the federal government or passed through a state agency for distribution to grantees; state funds come directly from Texas funding sources. The expenditure report attached to the initial notification indicates whether funds are state or federal. (See Column D – Fund Type).

If you have additional questions regarding the funding type of your contract(s), please contact the contract manager(s) assigned to your entity.

13. Should the Single Audit Report be on funding received only from HHS or on funding received from all agencies/programs?

The Single Audit reporting requirement is one combined report for all grant funds received by an entity for a fiscal year. The report should cover all federal and state funds received from all grant contracts classified as “subrecipient” or “recipient”, not just on funds received only from HHS programs.

14. What is the reporting period – the fiscal year of HHSC or my entity’s fiscal year?

In accordance with state and federal single audit requirements, the reporting period is your entity’s fiscal year. If you believe that HHS has the wrong fiscal year end for your entity, please email Single_Audit_Report@hhs.texas.gov to update this information.

Single Audit Reporting Requirements

1. What is required to be in a Single Audit Report?

The Single Audit Report contains the independent auditor’s reports, financial statements, schedules of expenditures, a schedule of audit findings, and a corrective action plan, when applicable. If the independent auditor issues a management letter, it should also be included in the report.

2. Can I get an extension for submitting my Single Audit Report?

No. The reporting requirement and the deadline for submittal of the Single Audit Report are governed by [Texas Grant Management Standards](#) (TxGMS) for state funds and [2 CFR Part 200](#) (UGG) for federal funds. Therefore, HHS does not have the authority to grant extensions. Reports will be accepted after the deadline; however, the Single Audit Unit’s review will indicate that the report was late. In terms of compliance with state and federal requirements, it is advisable to submit a report late rather than to fail to submit a required report.

3. What are the reporting requirements?

Details of reporting requirements can be found in the section titled “Report Submission to State Awarding Agency” of the [Texas Grant Management Standards](#) (TxGMS) and in [Section 200.512](#) of the federal Uniform Grant Guidance, [2 CFR Part 200](#).

4. Do I need to submit a separate report for each program?

No. The purpose of the Single Audit is to have one combined report that covers all programs.

5. Our Single Audit Report was revised after we submitted it to HHSC. What should we do?

Resubmit your revised report to the HHS Portal for the Single Audit Unit’s review. If SAU has already issued a letter regarding the results of the desk review, the letter may be reissued based on the revised report. However, depending on the changes to the report, a revised letter may not be necessary.

6. Why are we required to submit financial statements?

Grantees whose expenditures of federal funds for the fiscal year are below \$750,000 **and** whose expenditures of state funds for the fiscal year are below \$750,000 **are not** required to submit a Single Audit Report. However, they are **required** to submit financial statements. The Single Audit Unit will review the financial statements to confirm that a Single Audit Report was not required.

7. Why are grantees required to submit a Single Audit Report to both HHSC and the Federal Audit Clearinghouse (FAC)?

HHS grant contracts, TxGMS, and 2 CFR 200 all require Single Audit Reports to be submitted to both the state and federal governments. The reports must be submitted separately to HHSC and the FAC since the state and federal governments are separate entities.

8. We are required to submit quarterly funding agency reports. Are we also required to submit a Single Audit Report or financial statements?

Quarterly reports required to be submitted to the funding program by a grantee are separate and distinct from the Single Audit Report, which must be conducted by a grantee's independent auditing firm and submitted annually to HHSC.

Other Questions

1. I received a delinquency notice, what do I need to do?

If you received a delinquency notice for failure to complete the online determination, access the [HHS Portal](#) to complete the online determination within 30 days from the date of the notification.

If you received a delinquency notice for failure to submit a Single Audit Report or financial statements, access the [HHS Portal](#) to submit your Single Audit Report or financial statements within 15 days from the date of the notification.

2. Our audit report is not due as indicated/or the Fiscal Year End indicated by HHS is not correct.

Notifications are based on the grantee's fiscal year end as shown in HHSC's records. If you believe that HHS has the wrong fiscal year end for your entity, please email Single_Audit_Report@hhs.texas.gov to update this information.

3. Our fiscal year end has changed. Can the notification to complete the online determination be resent?

Yes. Please email the updated fiscal year end information and your request for a corrected online determination notification to Single_Audit_Report@hhs.texas.gov.

4. The contact person is no longer with the entity We would like to update our contact information.

Please email the changes to [Single Audit Report@hhs.texas.gov](mailto:Single_Audit_Report@hhs.texas.gov) and to your assigned contract manager(s) to ensure the information is updated accurately.

5. How can I confirm payments we have received?

Contact the contract manager(s) assigned to your grant contract to request assistance with confirmation of payments.

6. Can we get a copy of our expenditure report prior to our audit?

The expenditure reports are included in the Initial Notification emailed by the Single Audit Unit to grantees approximately 60 days after their fiscal year end. If you did not receive this report, HHSC may have out-of-date contact information for your entity. You can email SAU at [Single Audit Unit@hhs.texas.gov](mailto:Single_Audit_Unit@hhs.texas.gov) to request a report and provide updated contact information for future communications.

7. Can we receive quarterly copies of the expenditure worksheet?

The Single Audit Unit does not have the ability to provide quarterly reports. Please contact the contract manager(s) assigned to your entity to request this information.

8. How can we confirm receipt of an audit/financial reports?

When you submit your report to the HHS Portal, you should receive an email confirming submission of the documents. If you did not receive an email confirmation, please email the Single Audit Unit at [Single Audit Report@hhs.texas.gov](mailto:Single_Audit_Report@hhs.texas.gov) regarding this matter.

9. The Single Audit Unit indicated as an issue that we reported an amount less than the total expenditures shown in the HHS financial system. What does this mean?

A "less" issue is indicated when the total expenditures reported on the Schedule of Expenditures of Federal Awards (SEFA) or Schedule of Expenditures of State Awards (SESA) are less than the amount shown in the HHS financial system. This may happen because your entity expended less than was distributed. If your entity refunded any unspent funds to HHSC, this will not be reflected in the HHS financial system used by the Single Audit Unit.