

# PPC Smart Single Audit

## A Comprehensive Guide

The term **PPC Smart Single Audit** refers to a specialized set of tools and resources designed to assist auditors in conducting a Single Audit. A Single Audit, also known as the OMB Uniform Guidance Audit, is an organization-wide audit or examination of an entity that expends \$750,000 or more of federal assistance (federal awards) within a year. For fiscal years beginning on or after October 1, 2024, this threshold is increased to \$1,000,000. This guide provides a closer look at what PPC Smart Single Audit encompasses and shows a breakdown of its general purpose and features.



# Overview of PPC Smart Practice Aids

## Guidance on Compliance:

1. Provides detailed instructions and guidance for understanding and applying the Uniform Guidance requirements.
2. Helps auditors ensure that entities comply with federal program regulations.

## Risk Assessment and Planning:

1. Includes tools for assessing risk and planning the audit in accordance with the specific requirements of a Single Audit.
2. Facilitates the identification of major programs based on federal expenditure and risk criteria.

## Standardized Checklists and Workpapers:

1. Offers a comprehensive library of checklists and workpapers tailored to Single Audit requirements.
2. Ensures thorough documentation and compliance with auditing standards.

# Overview of PPC Smart Practice Aids , Continued

## **Audit Program Development:**

- 1.Assists in developing customized audit programs based on the specific needs and risks of the auditee.
- 2.Ensures that audit procedures are relevant and effective.

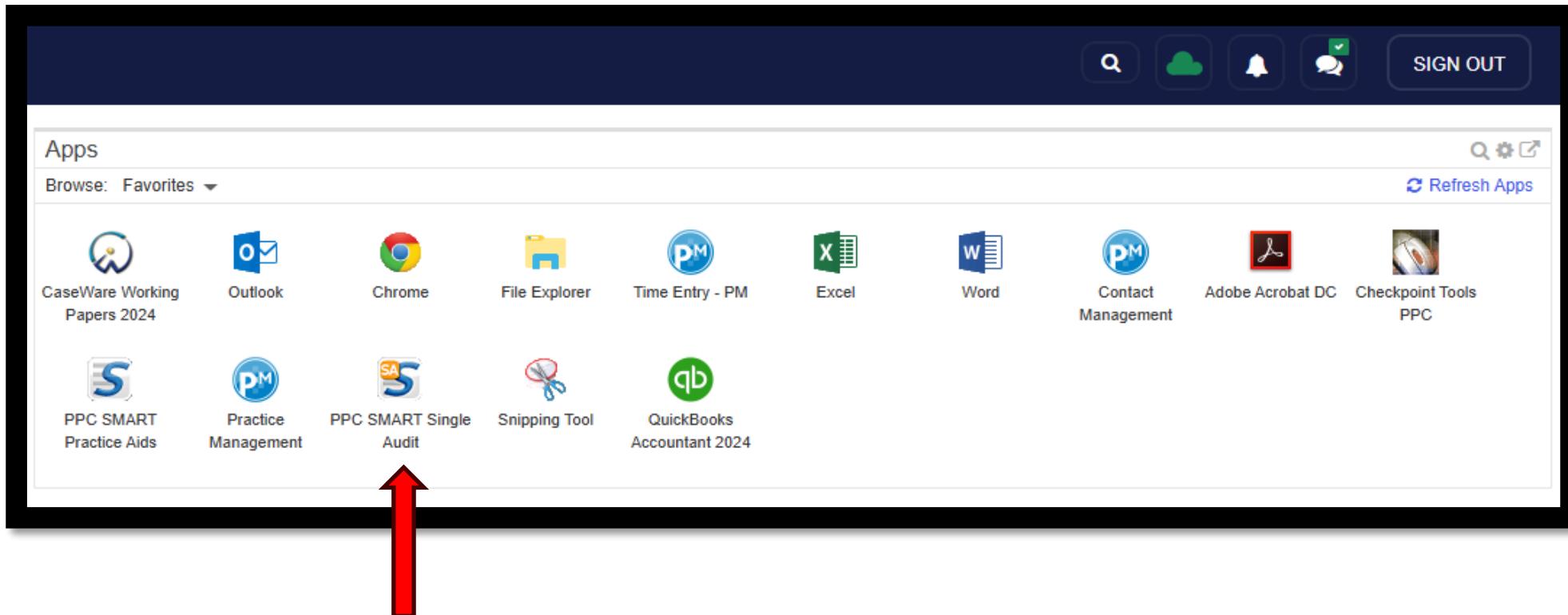
## **Integration with Federal Regulations:**

- 1.Regularly updated to reflect changes in federal auditing standards and Uniform Guidance.
- 2.Provides auditors with the latest compliance information and requirements.

## **Reporting and Documentation:**

- 1.Supports the preparation of accurate and compliant audit reports.
- 2.Facilitates the documentation of findings and recommendations in accordance with regulatory requirements.

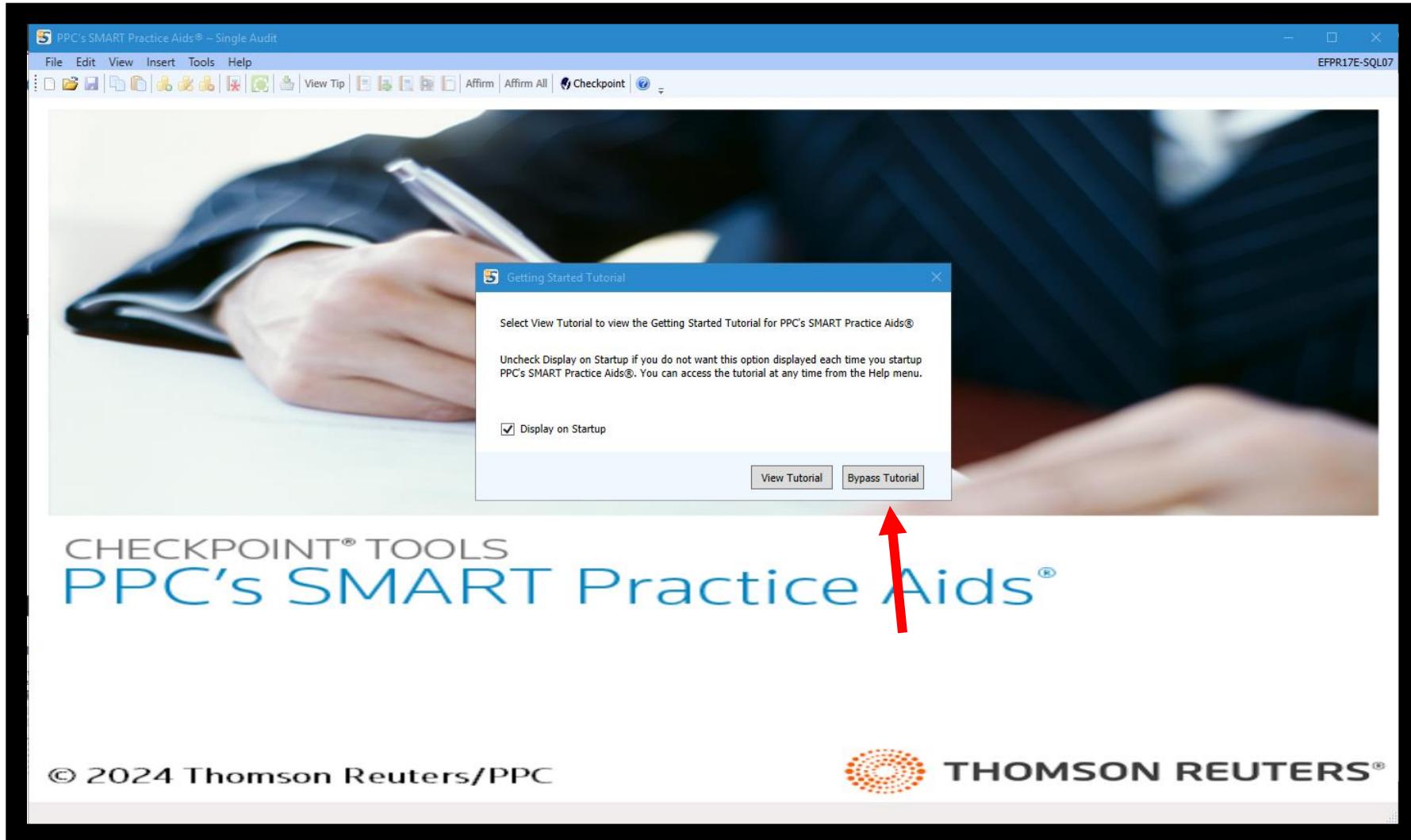
# Getting Started



From the Cloud home screen, click on the “PPC Smart Single Audit” App.

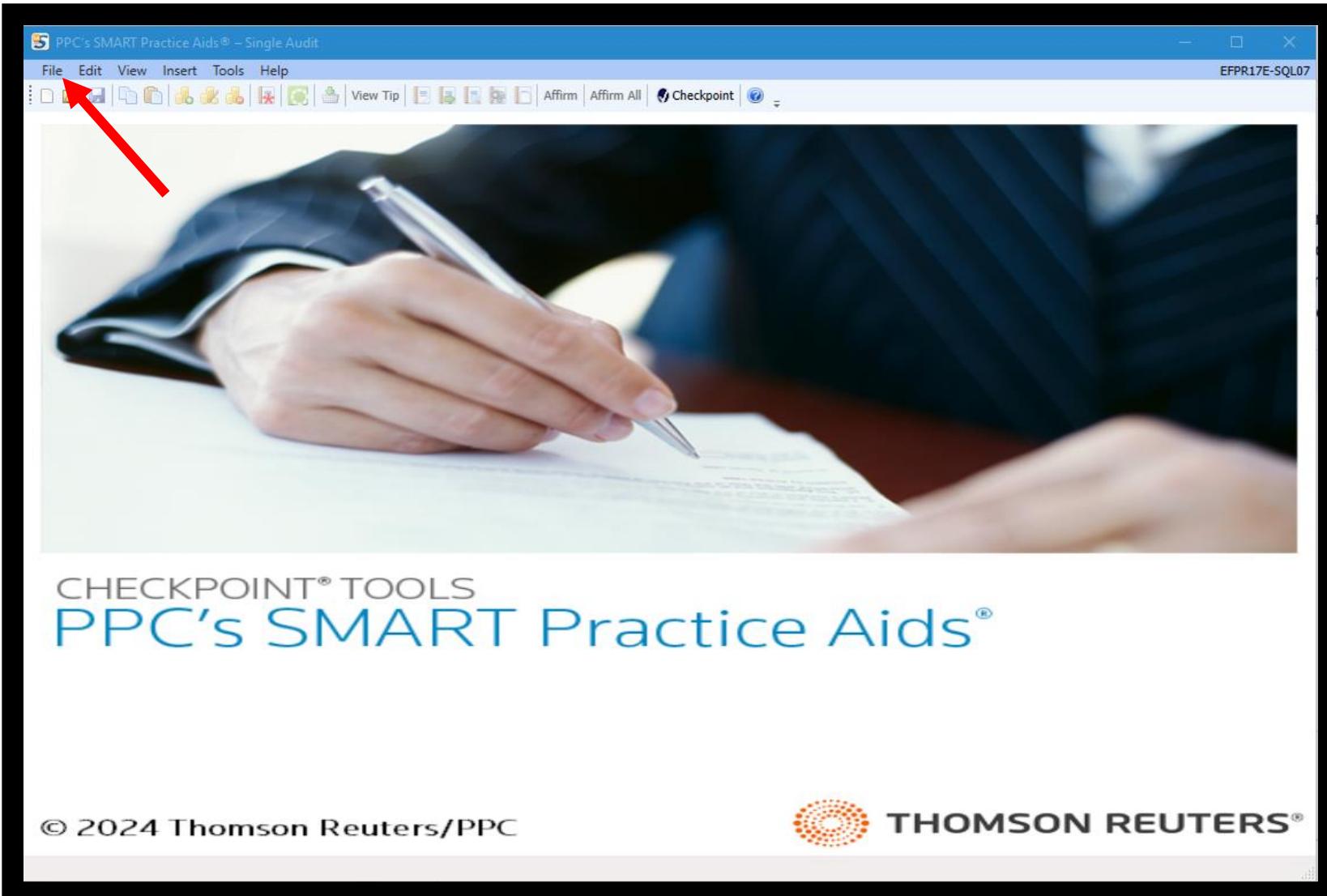
# Getting Started, Continued

- Click “Bypass Tutorial”



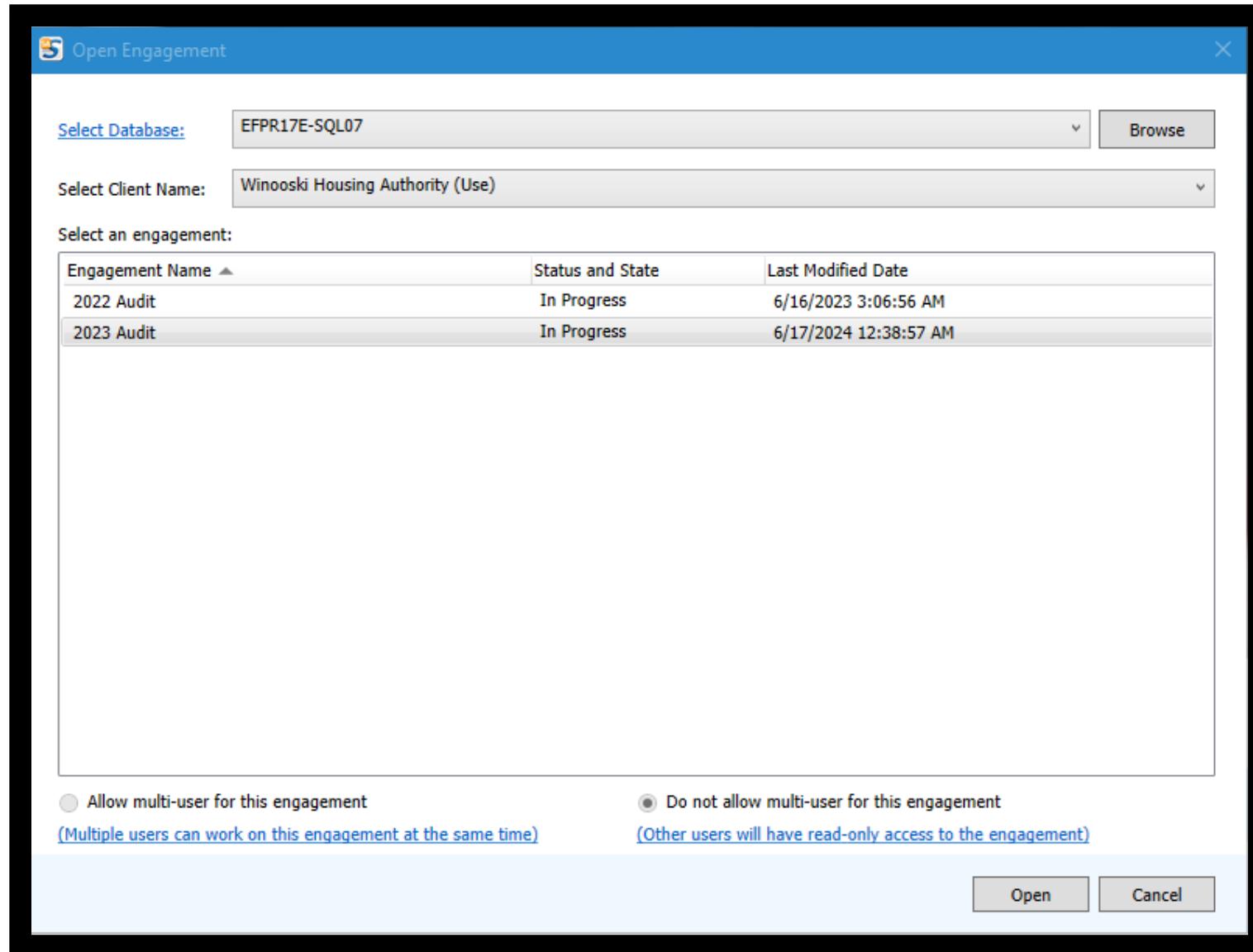
# Getting Started

- Click “File”
- Then Click “Open”



# Selecting the Client File

- Find the client in the “Select Client Name” dropdown window and then select the most recent client engagement listed below
- Click “Open”



# Rolling the File Forward

- Click “File”
- Click “Rollforward”

EFPR17E-SQL0

**Federal Awards Summary - Default View**

CFDA or Other No.	Agency or Department	Name of Program	Name of Grant	Award Amount (\$)	Total Award Expended (\$)	Last Year Audited as a Major Program
14.856	HUD	Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation		\$0	\$189,483	
14.871	HUD	Section 8 Housing Choice Vouchers	HCV CARES	\$0	\$4,281,612	3/31/2023
			Housing Choice Vouchers	\$0	\$4,281,612	
				\$0	\$4,471,095	

Navigation

- Major Program Determination
- 1. Enter Federal Awards
  - Federal Awards Summary
  - Conclusion
- 2. Determine Low-risk Auditee
- 3. Identify Major Programs
  - Assess Risk
  - Assess Major Program Coverage
- 4. Review and Modify Compliance Programs
  - Compliance Audit Program - 14.871
  - Section 8 Housing Choice Vouchers

Previous | Next

# Rolling the File Forward

1. Enter name for engagement. This should be consistent with engagement name at the top. In this case, engagement name will be "2024 Audit"
2. Fiscal year end should reflect year of audit
3. Compliance supplement should be most recent supplement available (check with in-charge for verification)+
4. Select most recent practice aid that is relevant to your Single Audit (NFP, Government, HUD)

**Rollforward Engagement Information**

You have chosen to rollforward:

Engagement Name: 2023 Audit **1**

Client Details

Client Name: Winooski Housing Authority (Use)

Type of entity: Nonprofit Organization

Does the client qualify as an institution of higher education?  Yes  No

Enter a name for the new engagement: **1** 2024 Audit

Enter the fiscal year end for the period under audit (mm/dd/yyyy): 3/31/2024 **2**

Select the Compliance Supplement you wish to use with this engagement: **3** May 2024 Compliance Supplement – fiscal years beginning after 6/30/2023 Version 1

Select the SMART Practice Aids modules you wish to include in the engagement:

Modules cannot be disabled once the engagement has been created.

Single Audit  Field Work

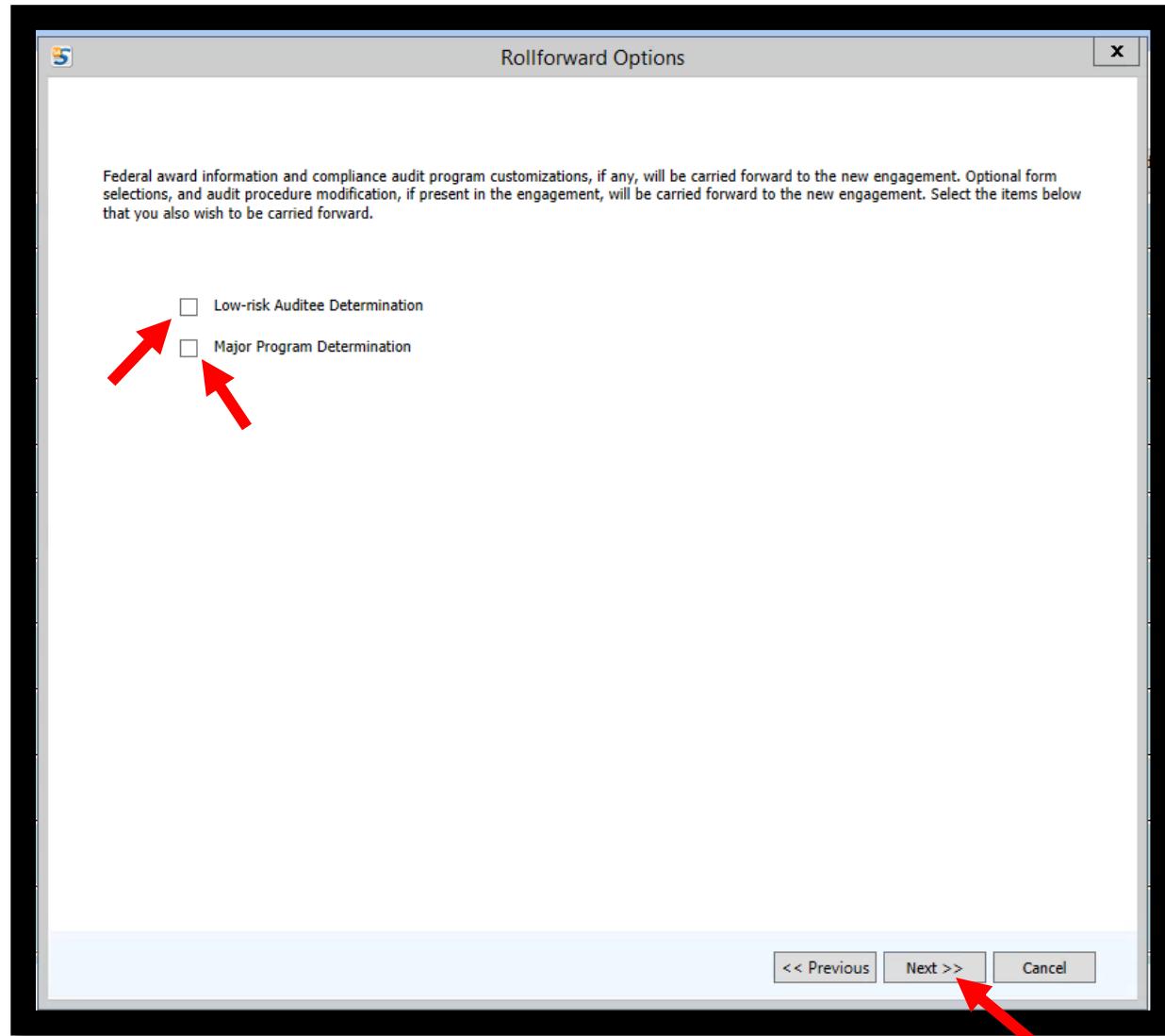
Select the Practice Aid title you wish to use to create this engagement: **4** HUD Audits (9/23)

Note: A more recent edition of HUD Audits (9/23) could not be found.

**Next >>** **Cancel**

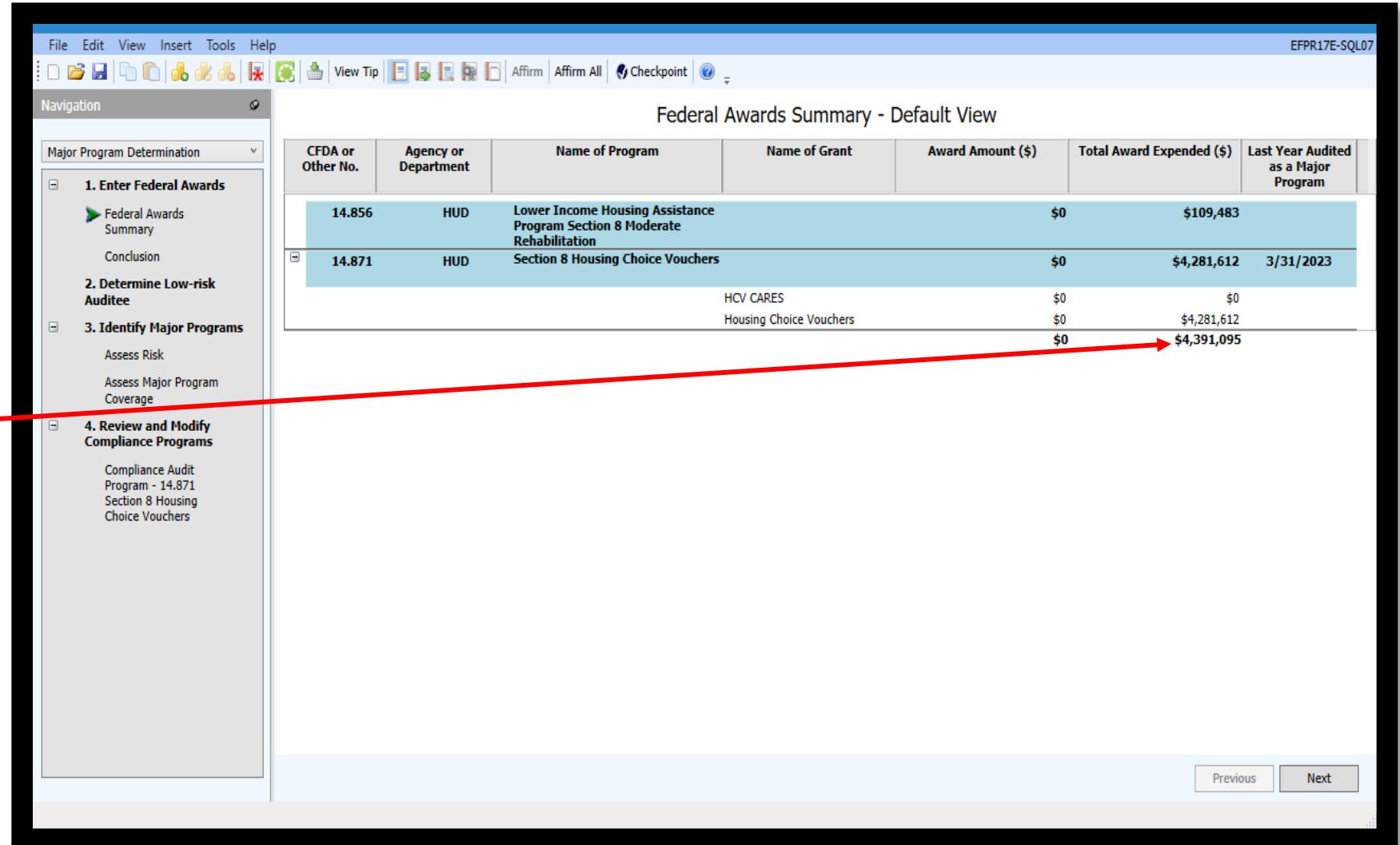
# Rolling the File Forward

- Check “Low-risk Auditee Determination”
- Check “Major Program Determination”
- Click “Next”
- Click “Rollforward”
- Click “Finish”



# Federal Awards

- Obtain clients Schedule of Expenditures of Federal Awards (SEFA)
- Double click the federal award you wish to edit
- Typically, all existing programs should be edited for current year Federal awards expended
- Add new awards listed on the SEFA not included in the prior year
- Remove awards no longer in existence



The screenshot shows a software application window titled "Federal Awards Summary - Default View". The window has a navigation pane on the left and a main data grid on the right.

**Navigation pane (Left):**

- Major Program Determination
- 1. Enter Federal Awards
  - Federal Awards Summary
  - Conclusion
- 2. Determine Low-risk Auditee
- 3. Identify Major Programs
  - Assess Risk
  - Assess Major Program Coverage
- 4. Review and Modify Compliance Programs
  - Compliance Audit Program - 14,871
  - Section 8 Housing Choice Vouchers

**Main Data Grid (Right):**

CFDA or Other No.	Agency or Department	Name of Program	Name of Grant	Award Amount (\$)	Total Award Expended (\$)	Last Year Audited as a Major Program
14.856	HUD	Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation		\$0	\$109,483	
14.871	HUD	Section 8 Housing Choice Vouchers		\$0	\$4,281,612	3/31/2023
			HCV CARES	\$0	\$0	
			Housing Choice Vouchers	\$0	\$4,281,612	
				\$0	\$4,391,095	

# Federal Awards

- Update “Non-ARRA Awards Expended” with amounts listed on the client’s SEFA
- Enter each award individually by Assistance Listing Number (formerly CFDA Number) and continue until complete
- Click “Finish”
- Click “Next”

**Add or Modify Federal Award**

Enter the [federal awards expended](#). Award information may be entered by [program](#) or by Individual Grants within a program. Also, indicate if the federal award is received directly from a federal agency or indirectly from a pass-through entity. Use the Add Row button to enter awards from multiple pass-through entities.

CFDA or Other Number:	14.871	Agency or Department:	HUD	Name of Program:	Section 8 Housing Choice Vouchers
<b>Award Information</b>					
Enter award amounts by: <input type="radio"/> Program <input checked="" type="radio"/> <a href="#">Individual grants</a> within this program					
<a href="#">Add Row</a> <a href="#">Clear Row</a>					
Name of Grant	Grant ID No	Direct or Indirect?	Award Amount	Non-ARRA Awards Expended	ARRA Awards Expended
Housing Choice Vou	Direct		\$0	\$4,534,899	\$0
Total Awards Expended (\$)					
\$4,534,899					

**Total Federal Awards Expended Details (Back to General Information)**

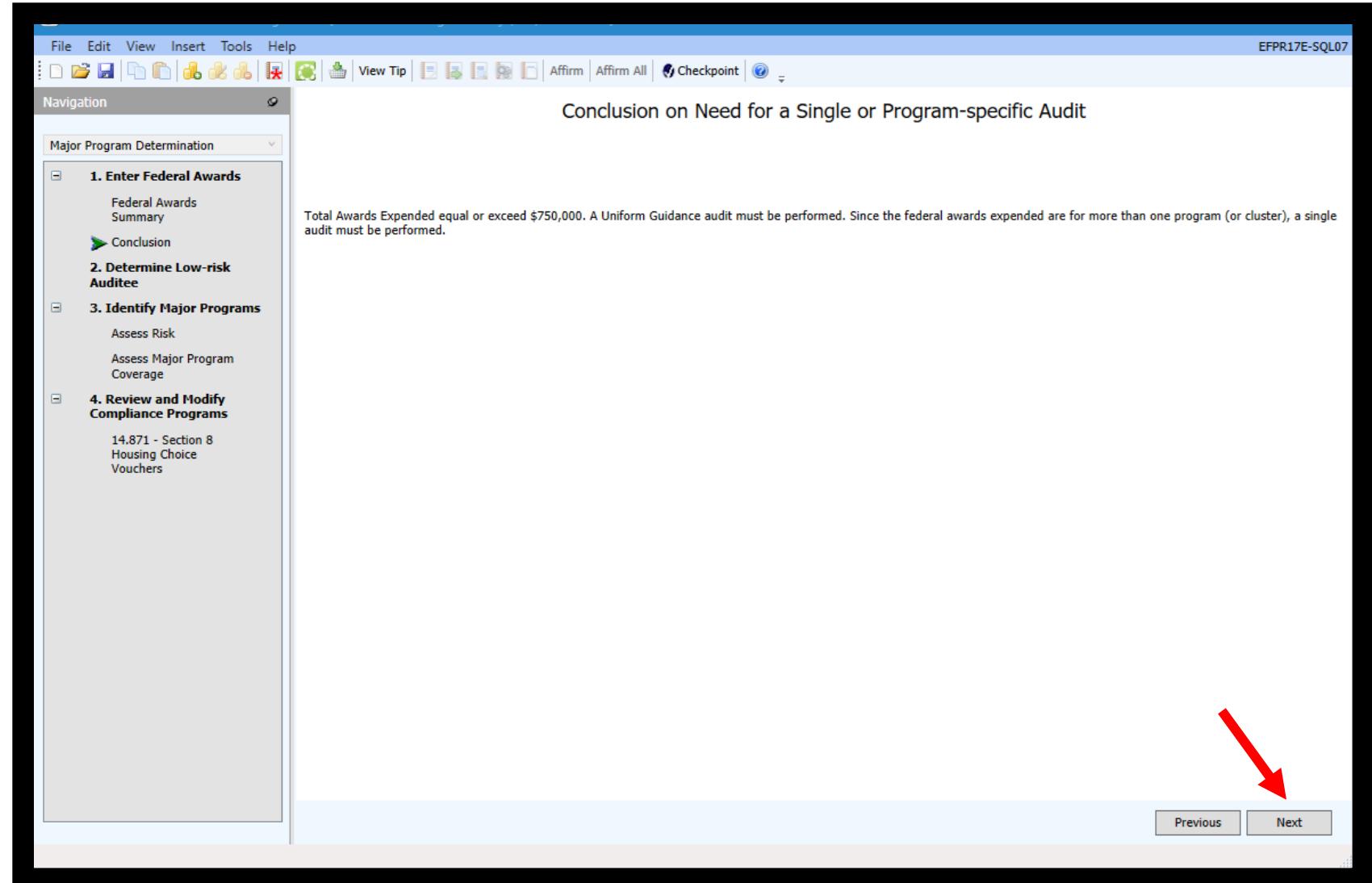
CFDA#	Name of Federal program	Details
<b>14.850</b>	<b>Low Rent Public Housing</b>	\$0 ---
*G4100-030	Amount Expended	\$0 ---
<b>6.2</b>	<b>Component Unit - Blended</b>	\$0 ---
*G4100-030	Amount Expended	\$0 ---
<b>2</b>	<b>State/Local</b>	\$0 ---
*G4100-030	Amount Expended	\$0 ---
<b>14.871</b>	<b>Housing Choice Vouchers</b>	\$4,534,899 ---
*G4100-030	Amount Expended	\$0 ---
<b>14.856</b>	<b>Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitation</b>	\$100,852 ---
*G4100-030	Amount Expended	\$0 ---

\*mandatory field

Client prepared SEFA

# Federal Awards

- If conclusion states total awards expended equals or exceeds \$750,000, a single audit must be performed
- For fiscal years beginning on or after October 1, 2024, this threshold is increased to \$1,000,000.
- Click “Next”



# Determine Low-Risk Auditee - DCF

- Complete the Data Collection Form (DCF) workpaper
  - Enter the date financial statements were issued in the previous two years
  - Enter the date the DCF was submitted to the Federal Audit Clearinghouse (FAC) in the previous two years (see next slide)
  - In this example, a 3/31/2024 year end, we would need information from 3/31/2023 and 2022

Example Client Low-Risk Auditee Determination 3/31/2024																				
	Purpose:	To determine if the Data Collection Form (DCF) was filed timely for purposes of determining if the Auditee can be a Low-Risk Auditee.																		
	Note:	Cells highlighted in gray are formulas and should <b>NOT</b> be edited. Cells highlighted in yellow are manual entries and <b>MUST BE</b> edited. Conclusion is automatically formulated and should <b>NOT</b> be edited.																		
	Procedures:	Calculate the dates in which the DCF is due by (the earlier of 9 months following the fiscal year end, or 30 days after issuance of financial statements). Obtain/enter in the date received of the DCF from the Federal Audit Clearing House website (FAC). Determination cells formatted to calculate whether or not the DCF was filed timely. (Note: All four determination cells must be "LOW-RISK" in order for the Auditee to be considered a Low-Risk Auditee).																		
	FAC Link:	<a href="#">Search for Single Audits (census.gov)</a>																		
	Conclusion:	Auditee is a low-risk auditee																		
<table><thead><tr><th colspan="2"></th><th colspan="3">DCF Due Date Earlier of <u>9 Months</u>   <u>30 Days</u></th><th colspan="2" rowspan="2">Determinations Based On <u>9 Months</u>   <u>30 Days</u></th></tr></thead><tbody><tr><th colspan="2">Year End</th><th>Date FS Issued</th><th>Date DCF Received per FAC</th><th colspan="3">Comments</th></tr></tbody></table>									DCF Due Date Earlier of <u>9 Months</u> <u>30 Days</u>			Determinations Based On <u>9 Months</u> <u>30 Days</u>		Year End		Date FS Issued	Date DCF Received per FAC	Comments		
		DCF Due Date Earlier of <u>9 Months</u> <u>30 Days</u>			Determinations Based On <u>9 Months</u> <u>30 Days</u>															
Year End		Date FS Issued	Date DCF Received per FAC	Comments																
1st Prior Year		3/31/2023	12/4/2023	12/31/2023	1/3/2024	12/20/2023	LOW-RISK   LOW-RISK													
2nd Prior Year		3/31/2022	12/20/2022	12/31/2022	1/19/2023	12/28/2022	LOW-RISK   LOW-RISK													

Report dates on PY financial statements

Dates financial statements were submitted to FAC

# Determine Low-Risk Auditee - FAC

- Google “Federal Audit Clearinghouse”
- Click “Search for Audits”
- Enter in client information including name and audit years
- Click “Search”
- Print to PDF this screen showing dates submitted
- Drag into Caseware

**i Searching the FAC database**

Learn more about how our search filters work on [our resources page](#).

**Summary reports**

For search results of 1,000 submissions or less, you can download a combined spreadsheet of all data. If you need to download more than 1,000 submissions, try limiting your search parameters to download in batches.

**Advanced search**

Audit resolution officials may want to use the [advanced search](#) for additional filters.

1-2 of 2 results in 0.5 seconds. [Download all](#)

Name	UEI or EIN	Acc Date	AY	Cog or Over	View	P
EXAMPLE CLIENT	S3Z9JRWTLJR7	Dec. 20, 2023	2023	OVER-14		
EXAMPLE CLIENT	S3Z9JRWTLJR7	Dec. 28, 2022	2022	OVER-14		

# Determine Low-Risk Auditee

- Once dates are entered into the workpaper, the “Determination Based On” results are automatically generated using an Excel formula
- If all due dates were properly met, the determination will say “LOW-RISK”.
- If all due dates were NOT properly met, the client is not considered low-risk
- Occasionally, the FAC will issue waivers for due dates. If determined “NOT-LOW”, check with the in-charge for final determination
- If either date falls on a non-working day (holiday, weekend), the due date is the following business day

Example Client Low-Risk Auditee Determination 3/31/2024									
			DCF Due Date						
			Year End	Date FS Issued	Earlier of 9 Months	30 Days	Date DCF Received per FAC	Determinations Based On 9 Months 30 Days	Comments
1st Prior Year	3/31/2023	12/4/2023	12/31/2023	1/3/2024	12/20/2023	LOW-RISK	LOW-RISK		
2nd Prior Year	3/31/2022	12/20/2022	12/31/2022	1/19/2023	12/28/2022	LOW-RISK	LOW-RISK		

# Determine Low-Risk Auditee

- Answer questions regarding two prior year audits.
- In the example of a 2024 audit, questions are based on results from the 2023 and 2022 audits.
  - Responses to these questions should be obtained from those years' "Schedule of Findings and Questioned Costs" in the audited financial statements (see next slide)
- If all answers are "Yes", auditee is determined low-risk
- Click "Next"

## Determine Whether the Entity is a Low-risk Auditee

This determination is necessary to assess whether the entity qualifies as a "low-risk auditee" and is eligible for a [reduced threshold for testing of major programs](#). Also, the determination is necessary when preparing the summary of auditor's results and completing the data collection form.  
Answer the following questions for each of the previous two audit periods.

Single audits were performed on an annual basis in accordance with the [provisions of 2 CFR part 200, subpart F](#), including submitting the data collection form and the reporting package to the FAC by the [due date](#). (An entity that has biennial audits does not qualify as a low-risk auditee.) [2 CFR section 200.520(a); Compliance Supplement, Appendix VII]

The auditor's [opinion on whether the financial statements](#) were prepared in accordance with GAAP, or a basis of accounting required by state law, and the auditor's in-relation-to opinion on the schedule of expenditures of federal awards were unmodified. [2 CFR section 200.520(b)]

The auditor's Yellow Book report on internal control did not identify any deficiencies in internal control over financial reporting as material weaknesses. [2 CFR section 200.520(c)]

The auditor did not report a substantial doubt about the entity's ability to continue as a going concern. [2 CFR section 200.520(d)]

None of the federal programs had audit findings from any of the following in either of the preceding two audit periods in which they were classified as [Type A programs](#): [2 CFR section 200.520(e)] (If there were no [Type A programs](#) in either year, these questions are Yes/NA and do not need to be answered for Type B programs.)

- Internal control deficiencies that were identified as material weaknesses in the auditor's report on internal control for major programs. (Yes/NA means there were none.)
- A modified opinion on a major program in the auditor's report on major programs. (Yes/NA means there were none.)
- Known or likely questioned costs that exceeded 5% of the total federal awards expended for a [Type A program](#) during the audit period. (Yes/NA means there were none.)

Prior Audit Period	Two Audit Periods Ago
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 

The entity is a low-risk auditee.

# Determine Low-Risk Auditee

➤ Select **YES** or **NO** based on “LOW-RISK” or “NOT LOW-RISK” as previously determined

Prior Audit Period

Single audits were performed on an annual basis in accordance with the [provisions of 2 CFR part 200, subpart F](#), including submitting the data collection form and the reporting package to the FAC by the [due date](#). (An entity that has biennial audits does not qualify as a low-risk auditee.) [2 CFR section 200.520(a); Compliance Supplement, Appendix VII]

The auditor's [opinion on whether the financial statements](#) were prepared in accordance with GAAP, or a basis of accounting required by state law, and the auditor's in-relation-to opinion on the schedule of expenditures of federal awards were unmodified. [2 CFR section 200.520(b)]

The auditor's Yellow Book report on internal control did not identify any deficiencies in internal control over financial reporting as material weaknesses. [2 CFR section 200.520(c)]

The auditor did not report a substantial doubt about the entity's ability to continue as a going concern. [2 CFR section 200.520(d)]

None of the federal programs had audit findings from any of the following in either of the preceding two audit periods in which they were classified as [Type A programs](#): [2 CFR section 200.520(e)] (If there were no [Type A programs](#) in either year, these questions are Yes/NA and do not need to be answered for Type B programs.)

- Internal control deficiencies that were identified as material weaknesses in the auditor's report on internal control for major programs. (Yes/NA means there were none.)
- A modified opinion on a major program in the auditor's report on major programs. (Yes/NA means there were none.)
- Known or likely questioned costs that exceeded 5% of the total federal awards expended for a [Type A program](#) during the audit period. (Yes/NA means there were none.)

The entity is a low-risk auditee.

EXAMPLE CLIENT  
Buffalo, New York  
Schedule of Findings and Questioned Costs Year ended March 31, 2023

Part I - SUMMARY OF AUDITORS' RESULTS

1. Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

2. Internal control over financial reporting:

- Material weakness(es) identified? Yes  No
- Significant deficiency(ies) identified? Yes  None reported
- Noncompliance material to financial statements noted? Yes  No

3. Federal Awards:

- Internal control over major programs:
  - Material weakness(es) identified? Yes  No
  - Significant deficiency(ies) identified? Yes  None reported
- Type of auditors' report issued on compliance for major programs: Unmodified
- Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a) (Uniform Guidance)? Yes  No
- The Authority's major program audited was:

Name of Federal Program	Assistance Listing Number
Section 8 Housing Choice Vouchers	14.871
- Dollar threshold used to distinguish between Type A and Type B programs? \$750,000
- Auditee qualified as low-risk auditee? Yes  No

Part II - FINANCIAL STATEMENT FINDINGS SECTION

No reportable findings.

Part III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS SECTION

No reportable findings or questioned costs.

# Determine Low-Risk Auditee

➤ Once questions are answered for both prior years, click “Next”

## Determine Whether the Entity is a Low-risk Auditee

This determination is necessary to assess whether the entity qualifies as a "low-risk auditee" and is eligible for a [reduced threshold for testing of major programs](#). Also, the determination is necessary when preparing the summary of auditor's results and completing the data collection form. Answer the following questions for each of the previous two audit periods.

	Prior Audit Period	Two Audit Periods Ago
Single audits were performed on an annual basis in accordance with the <a href="#">provisions of 2 CFR part 200, subpart F</a> , including submitting the data collection form and the reporting package to the FAC by the <a href="#">due date</a> . (An entity that has biennial audits does not qualify as a low-risk auditee.) [2 CFR section 200.520(a); Compliance Supplement, Appendix VII]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
The auditor's <a href="#">opinion on whether the financial statements</a> were prepared in accordance with GAAP, or a basis of accounting required by state law, and the auditor's in-relation-to opinion on the schedule of expenditures of federal awards were unmodified. [2 CFR section 200.520(b)]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
The auditor's Yellow Book report on internal control did not identify any deficiencies in internal control over financial reporting as material weaknesses. [2 CFR section 200.520(c)]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
The auditor did not report a substantial doubt about the entity's ability to continue as a going concern. [2 CFR section 200.520(d)]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
None of the federal programs had audit findings from any of the following in either of the preceding two audit periods in which they were classified as <a href="#">Type A programs</a> : [2 CFR section 200.520(e)] (If there were no <a href="#">Type A programs</a> in either year, these questions are Yes/NA and do not need to be answered for Type B programs.)		
• Internal control deficiencies that were identified as material weaknesses in the auditor's report on internal control for major programs. (Yes/NA means there were none.)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
• A modified opinion on a major program in the auditor's report on major programs. (Yes/NA means there were none.)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 
• Known or likely questioned costs that exceeded 5% of the total federal awards expended for a <a href="#">Type A program</a> during the audit period. (Yes/NA means there were none.)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No 

The entity is a low-risk auditee.

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Next



# Assessing Risk – Type A and B

- Type A Program threshold
  - Greater than or equal to \$750,000
  - Greater than \$1M after 10/1/24
- Type B Program threshold
  - Typically, \$187,500
  - 3% of total awards If Federal Expenditures are \$25M - \$100M
- Click “Assess” next to each Type A Program
- Click “Next”

**Assess Risk**

Programs for which you have entered awards have been classified as either Type A or Type B, with Type A programs being those that exceed the [Type A threshold](#) and Type B programs being those that do not. Perform risk assessment for each Type A program, then assess risk for the required number of Type B programs as instructed below.

Agency or Department	CFDA or Other Number	Name of Program or Cluster	Total Awards Expended (\$)	Risk Level	ARRA Funded
<b>Type A Programs</b> (\$750,000 Threshold <a href="#">View Calculation</a> ) Type A programs not assessed as low risk are considered major programs. Use the Assess buttons to perform risk assessments for each Type A program.					
HUD	14.871	Section 8 Housing Choice Vouchers	\$4,281,612	Low	<a href="#">Assess</a>
<b>Type B Programs</b> Use the Assess buttons to perform risk assessment for <a href="#">each Type B program</a> below until the counter below indicates zero or until all Type B programs have been assessed. If no Type A programs have been assessed as low risk, no Type B programs need be assessed. In any event, risk need not be assessed for Type B programs at or below the <a href="#">small program floor threshold</a> . Type B Programs assessed as high risk are considered major programs.					
<a href="#">Minimum number</a> of high-risk Type B programs to be identified: 1					
HUD	14.856	Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation	\$189,483	<a href="#">Assess</a>	No
<b>Total Awards Expended</b>				<b>\$4,471,095</b>	
<a href="#">Previous</a> <a href="#">Next</a>					

# Assessing Risk – Type A

If program **HAS BEEN** audited in either of previous two years, answer “YES”. If not audited in previous two years, answer “NO”

If material weakness reported in the most recent audit per the ‘Schedule of Findings and Questioned Costs’, answer “YES”. If no such findings were noted, answer “NO”

Answer “LOW” for all unless program has been deemed high risk in the Compliance Supplement or any of the mentioned risk factors have been brought to your attention

If no findings were noted and the program has been audited in the previous two years, the risk level is “LOW”. Click “OK” when complete.

**Type A Program Low-risk Determination**

Determine whether the indicated Type A Program is low risk by answering the questions below.

**CFDA or Other Number:** 14.871    **Agency or Department:** HUD    **Name of Program or Cluster:** Section 8 Housing Choice Vouchers

Has a federal agency [notified](#) the auditee (or the auditor) that the Type A program may not be considered a low-risk program? [2 CFR section 200.518(c)(2)]  Yes  No 

Has the program been [audited as a major program](#) in at least one of the two most recent audit periods (in the most recent audit period in the case of a biennial audit)? (Note: This is often referred to as the 2-year lookback rule or criterion.) [2 CFR section 200.518(c)(1)]  Yes  No 

Last year audited as a major program:  
Program 1: Program 2: Program 3: Program 4: 03/31/2023

Did the program being assessed have any of the following in **the most recent audit period** ? [2 CFR section 200.518(c)(1)]  Yes  No 

a. Material weaknesses in internal control in the auditor's report on internal control for major programs?

b. A modified opinion on the program in the auditor's report on major programs?

c. Known or likely questioned costs that exceed 5% of the total federal awards expended for the program?

To document the risk assessment, consider only the [risk factors](#) listed below. Select “Low” next to each factor that indicates a low risk. Select “High” next to each factor that indicates a high risk or might negate a low risk factor. You may use the comment icon to explain answers when considered necessary. [2 CFR 200.518(c)(1)]

**Oversight by Federal Agencies and Pass-through Entities.** Oversight exercised by federal agencies or pass-through entities may indicate risk. For example, recent monitoring or other reviews that disclosed no significant problems would indicate lower risk. Significant problems would indicate higher risk. [2 CFR section 200.519(c)(1)]  Low  High 

**Audit Follow-up.** The results of [audit follow-up](#) on prior audit finding(s). [2 CFR section 200.518(c)(1)]  Low  High 

**Personnel and Systems.** Changes in personnel and/or systems affecting the program may increase risk. [2 CFR section 200.518(c)(1)]  Low  High 

**Identified as Higher Risk.** The program has been identified as having a [higher risk](#) in the Compliance Supplement. [2 CFR section 200.519(c)(2)]  Low  High 

Based on the consideration of the above risk factors, is the program [low risk](#)?  Yes  No 

**OK** **Cancel** **Reset**

# Assessing Risk- Type B

If material weakness reported or prior audit compliance findings noted per the 'Schedule of Findings and Questioned Costs', answer "High". If no such findings were noted, answer "Low"

If the program was not audited in previous two years, mark as "High"

Although one item is marked "High", the Program can still be assessed as low based on the fact all other items are low. However, the reasoning must be documented in the note

CFDA or Other Number: 14.856      Agency or Department: HUD      Name of Program or Cluster: Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation

**Weaknesses in Internal Control over Federal Programs.** Weaknesses in [internal control](#) over compliance for federal programs would indicate higher risk. [2 CFR section 200.519(b)(1)]  High  Low [\[P\]](#)

**Multiple Internal Control Structures.** Programs administered by multiple internal control structures, for example, when multiple locations or branches are involved, may have a higher risk. [2 CFR section 200.519(b)(1)(i)]  High  Low [\[P\]](#)

**Use of Subrecipients.** When significant parts of a federal program are passed through to subrecipients, a weak system for monitoring subrecipients would indicate higher risk. [2 CFR section 200.519(b)(1)(ii)]  High  Low [\[P\]](#)

**Prior Audit Findings.** [Prior audit findings](#) relative to the program may indicate a higher risk, particularly when the situations identified in the audit findings could have a significant impact on the program or have not been corrected. [2 CFR section 200.519(b)(2)]  High  Low [\[P\]](#)

**Recent Audits.** Programs not audited as a major program [recently](#) may indicate a higher risk than federal programs [recently](#) audited as major programs without audit findings. [2 CFR section 200.519(b)(3)]  High  Low [\[P\]](#)

**Oversight by Federal Agencies and Pass-through Entities.** Oversight exercised by federal agencies or pass-through entities could be used to assess risk. For example, recent monitoring or other reviews that disclosed no significant problems would indicate lower risk. Significant problems would indicate higher risk. [2 CFR section 200.519(c)(1)]  High  Low [\[P\]](#)

**Identified as Higher Risk.** The program has been identified as having a [higher risk](#) in the Compliance Supplement. [2 CFR section 200.519(c)(2)]  High  Low [\[P\]](#)

**Complexity.** The more complex the program (eligibility, calculations, etc.), the higher the [risk](#). [2 CFR section 200.519(d)(1)]  High  Low [\[P\]](#)

**Extent of Contracting.** The greater the amount of program contracting for goods and services, the higher the risk. [2 CFR section 200.519(d)(1)]  High  Low [\[P\]](#)

**Program Maturity at the Federal Agency.** The newer the program, the higher the risk. Also, significant changes in federal programs, statutes, regulations, or the terms and conditions of federal awards may increase risk. [2 CFR section 200.519(d)(2)]  High  Low [\[P\]](#)

**Program Maturity at the Auditee.** The risk may be higher in the first and last year of a program due to the peculiarities related to start-up or close-out of program activities and staff. [2 CFR section 200.519(d)(3)]  High  Low [\[P\]](#)

**Size of Program.** The greater the amount of the award expended, the higher the risk. [2 CFR section 200.519(d)(4)]  High  Low [\[P\]](#)

**Other Factors.** Use the comment icon provided to describe [other factors](#) that may indicate high or low risk.  High  Low [\[P\]](#)

Based on consideration of the above risk factors, is the program considered [high risk](#)?  Yes  No [\[P\]](#)

# Assessing Risk

- Once all necessary program have been assessed, click "Next"

**Assess Risk**

Programs for which you have entered awards have been classified as either Type A or Type B, with Type A programs being those that exceed the [Type A threshold](#) and Type B programs being those that do not. Perform risk assessment for each Type A program, then assess risk for the required number of Type B programs as instructed below.

Agency or Department	CFDA or Other Number	Name of Program or Cluster	Total Awards Expended (\$)	Risk Level	ARRA Funded
<b>Type A Programs</b> (\$750,000 Threshold <a href="#">View Calculation</a> )					
Type A programs not assessed as low risk are considered major programs. Use the Assess buttons to perform risk assessments for each Type A program.					
HUD	14.871	Section 8 Housing Choice Vouchers	\$4,281,612	Low <input type="button" value="Assess"/>	No
<b>Type B Programs</b>					
Use the Assess buttons to perform risk assessment for <a href="#">each Type B program</a> below until the counter below indicates zero or until all Type B programs have been assessed. If no Type A programs have been assessed as low risk, no Type B programs need be assessed. In any event, risk need not be assessed for Type B programs at or below the <a href="#">small program floor threshold</a> . Type B Programs assessed as high risk are considered major programs.					
<u>Minimum number</u> of high-risk Type B programs to be identified: 1					
HUD	14.856	Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation	\$189,483	Not High <input type="button" value="Assess"/>	No
<b>Total Awards Expended</b>				<b>\$4,471,095</b>	
<input type="button" value="Previous"/> <input type="button" value="Next"/> 					

# Assessing Coverage

- If NO findings in either of the previous two years, Major Programs selected must be at least 20% coverage of Total Awards
- If findings in either of the previous two years, Major Programs selected must be at least 40% coverage of Total Awards
- All programs deemed High from previous steps will automatically be checked as Major Program

## Assess Major Program Coverage

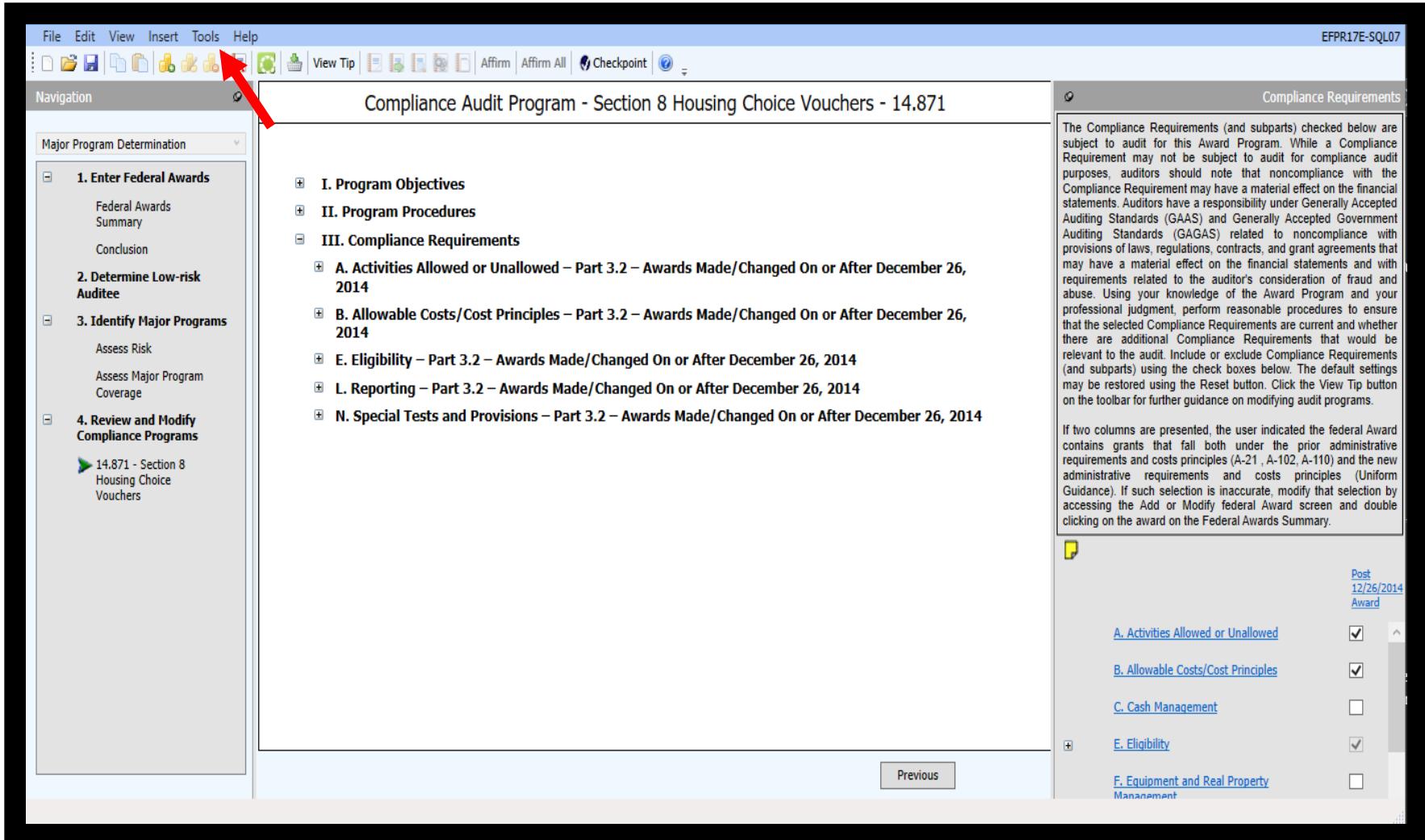
If a federal agency has requested a particular program to be audited as a major program and the program has not already been identified as a major program, designate it as a major program by checking the appropriate box below. In addition, because the entity has not been determined to be a low risk auditee, programs totalling at least 40% of awards expenditures must be identified as major programs.

The coverage requirement has been met. No additional programs need be selected as major programs.

Agency or Department	CFDA or Other Number	Name of Program or Cluster	Total Awards Expended (\$)	Awards Selected for Audit (\$)	Calculated Materiality	Risk Level	Program Type	Last Year Audited as a Major Program	Major Program	ARRA Funded
<b>Type A Programs</b>										
HUD	14.871	Section 8 Housing Choice Vouchers	\$4,281,612	\$4,281,612	\$214,081	Low	A	3/31/2023	<input checked="" type="checkbox"/>	No
<b>Type B Programs</b>										
HUD	14.856	Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation	\$189,483		Not High	B			<input type="checkbox"/>	No
<b>Total Awards</b>			<b>\$4,471,095</b>	<b>\$4,281,612</b>						

# Document Generation

- Click “Tools”
- Click “Create Documents”



The screenshot shows the 'Compliance Audit Program - Section 8 Housing Choice Vouchers - 14.871' window. The 'Tools' menu is open, and the 'Create Documents' option is highlighted with a red arrow. The main pane displays a table of contents for the audit program, and the right pane shows a detailed view of 'Compliance Requirements' with a list of subparts and checkboxes for selection.

File Edit View Insert Tools Help

Navigation

Major Program Determination

- 1. Enter Federal Awards
  - Federal Awards Summary
  - Conclusion
- 2. Determine Low-risk Auditee
- 3. Identify Major Programs
  - Assess Risk
  - Assess Major Program Coverage
- 4. Review and Modify Compliance Programs
  - 14.871 - Section 8 Housing Choice Vouchers

Compliance Audit Program - Section 8 Housing Choice Vouchers - 14.871

I. Program Objectives

II. Program Procedures

III. Compliance Requirements

- A. Activities Allowed or Unallowed – Part 3.2 – Awards Made/Changed On or After December 26, 2014
- B. Allowable Costs/Cost Principles – Part 3.2 – Awards Made/Changed On or After December 26, 2014
- E. Eligibility – Part 3.2 – Awards Made/Changed On or After December 26, 2014
- L. Reporting – Part 3.2 – Awards Made/Changed On or After December 26, 2014
- N. Special Tests and Provisions – Part 3.2 – Awards Made/Changed On or After December 26, 2014

Compliance Requirements

The Compliance Requirements (and subparts) checked below are subject to audit for this Award Program. While a Compliance Requirement may not be subject to audit for compliance audit purposes, auditors should note that noncompliance with the Compliance Requirement may have a material effect on the financial statements. Auditors have a responsibility under Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS) related to noncompliance with provisions of laws, regulations, contracts, and grant agreements that may have a material effect on the financial statements and with requirements related to the auditor's consideration of fraud and abuse. Using your knowledge of the Award Program and your professional judgment, perform reasonable procedures to ensure that the selected Compliance Requirements are current and whether there are additional Compliance Requirements that would be relevant to the audit. Include or exclude Compliance Requirements (and subparts) using the check boxes below. The default settings may be restored using the Reset button. Click the View Tip button on the toolbar for further guidance on modifying audit programs.

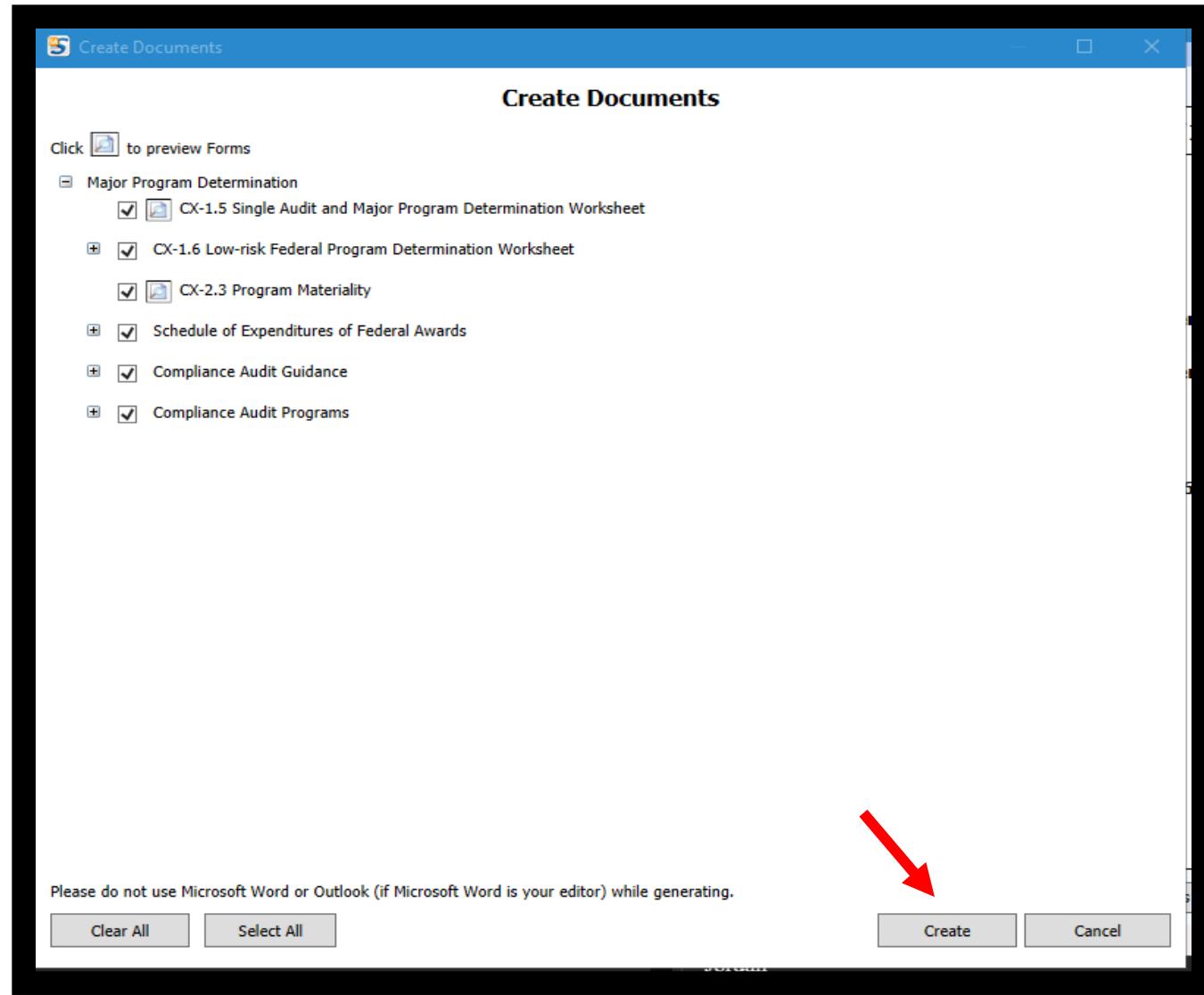
If two columns are presented, the user indicated the federal Award contains grants that fall both under the prior administrative requirements and costs principles (A-21, A-102, A-110) and the new administrative requirements and costs principles (Uniform Guidance). If such selection is inaccurate, modify that selection by accessing the Add or Modify federal Award screen and double clicking on the award on the Federal Awards Summary.

Post  
12/26/2014  
Award

Requirement	Selected
A. Activities Allowed or Unallowed	<input checked="" type="checkbox"/>
B. Allowable Costs/Cost Principles	<input checked="" type="checkbox"/>
C. Cash Management	<input type="checkbox"/>
E. Eligibility	<input checked="" type="checkbox"/>
F. Equipment and Real Property Management	<input type="checkbox"/>

# Document Generation, Continued

- Check all documents under “Major Program Determination”
- Click “Create”
- Browse desktop for folder to place generated documents
- Click “OK”



# Document Generation

- Replace documents in CaseWare with documents generated from PPC
- Signoff on ALL PPC Smart Single Audit generated documents dropped into the file EXCEPT the program specific Audit Program.
- The Program specific Audit Program will be completed after all compliance testwork

SINGLE AUDIT PLANNING FOLDER (SAP)		
SAP. 0	SEFA accounting controls memo	JH1210 07/08/2024
SAP. 1	SEFA Testing	JH1210 07/08/2024
SAP. 1. 1	SEFA submitted by Client	SJ 06/17/2024
SAP. 2	DCF	SJ 06/17/2024
SAP. 2. 0	FAC Submission	SJ 06/17/2024
SAP. 2. 1	FAC Submission Waivers	JH1210 07/09/2024
SAP. 2. 2	2022 Single Audit Report	SJ 06/17/2024
SAP. 2. 3	2023 Single Audit Report	SJ 06/17/2024
SAP. 3	Single Audit and Maj Prog Determ Wsht	JH1210 06/17/2024
SAP. 4	Low-risk Fed Prog Determ Wsht	JH1210 06/17/2024
SINGLE AUDIT GENERAL FILE (SAG)		
SAG. 1	Single Audit Report Checklist	JH1210 07/08/2024
SAG. 2	Planning Materiality-Federal Award Program	JH1210 06/17/2024
SAG. 3	Audit FAP General Procedures NPO and ALG	JH1210 07/08/2024
SAG. 4	Audit FAP Schedule of Expenditures	JH1210 07/08/2024
(SA1) MAJOR PROGRAM #1 - HCV 14.871		
SECTION 8 HCV - 14.871 - GENERAL FILE (SA1.GF)		
SA1.GF. 1	Compliance Supplement - 14.871	JH1210 07/08/2024
SA1.GF. 2	Audit Prog - HCV	JH1210 07/08/2024
SA1.GF. 3	Audit Guidance - HCV	JH1210 06/17/2024
SA1.GF. 4	Right of Non-Compliance - Audit	JH1210 07/08/2024