

Sept 4, 2018

Sub-recipient Organizations:

- County Administrators
- City and Town Managers
- Planning District Commissions
- Metropolitan Planning Organizations
- School Systems
- Non-profit Organizations

Dear Ladies and Gentlemen:

Thank you for another productive year and for our continued collaboration in improving the highways of the Commonwealth of Virginia. As we bring Fiscal Year 2018 to a close and begin preparing our financial statements, we must also ensure that our federal reporting requirements are met. These federal requirements include ensuring that sub-recipients of federal funds passed through the Virginia Department of Transportation (VDOT) have met the Code of Federal Regulations *Title 2 Subtitle A Chapter II Part 200 Subpart F Audit Requirements*.

You have received this letter because according to our disbursement records for Fiscal Year 2018, VDOT has passed through federal dollars of greater than \$100,000 to your entity as a sub-recipient. As a sub-recipient, certain federal requirements may apply, depending on the amount of federal dollars that were expended from all sources, not just federal funding passed-through VDOT. To assist you in determining the amount of federal pass-through dollars that have been disbursed to your entity from VDOT, we're making available a report of the amounts disbursed to sub-recipients for Fiscal Year 2018.

VDOT requests that you review the sub-recipient federal expenditure report located on VDOT's website (link provided via email; follow the menu path Business Center/Local Assistance Division/Locally Administered Projects to get to the section Federal Sub-Recipient Reporting), reconcile it to your entity's accounting records and let us know on the enclosed Response Form whether or not the federal reimbursements listed agree with your accounting records. Please note that you should use the expenditure report listed on VDOT's website and not the Cardinal report on the APA website for this reconciliation. The Cardinal report on the APA's website does not include the federal portion of each payment from VDOT, and therefore should not be used.

If there are any federal reimbursements received from VDOT not listed or federal reimbursements listed that should not be, please include the discrepancies on the Response Form and note on the sub-recipient federal expenditure report as needed. Additionally, VDOT requests the total federal funding expended from all entities including VDOT and whether a Single Audit is planned for Fiscal Year 2017. Regardless of whether there are discrepancies, the form should be completed and emailed to VDOT.

In addition to submitting your completed Response Form, please also submit your Comprehensive Annual Financial Report (CAFR) or annual financial audit, and your Single

Audit Report to VDOT (if separate from the CAFR) at the same time that you submit this information to the federal clearinghouse, but no later than April 30, 2019, If your entity is not required to obtain a CAFR, please submit your completed Response Form, including the reconciliation to VDOT no later than April 30, 2019. All documents should be submitted by email to VDOT at [CAFR@VDOT.Virginia.gov](mailto:CAFR@VDOT.Virginia.gov)

Thank you very much for your partnership with VDOT and for your cooperation in ensuring that all federal subrecipient reporting requirements are met. If you have any questions, please contact me at [Janice.long@vdot.virginia.gov](mailto:Janice.long@vdot.virginia.gov) or (804) 786-6373.

Sincerely,

Janice S. Long  
Controller