

DATE: July 1, 2024

TO: Agency Addressed (No.1, 2024-2025)

FROM: Renée Hermeling, Director
Division of Accounting and Auditing Department of Financial Services

SUBJECT: FLORIDA SINGLE AUDIT ACT (FSAA) ANNUAL CERTIFICATION
AGENCY CERTIFICATION FOR FISCAL YEAR ENDING JUNE 30, 2025

Department of Financial Services (DFS) Rule 69I-5.005(4), Florida Administrative Code, requires state agencies to annually certify the accuracy and completeness of their state projects included in the Catalog of State Financial Assistance (CSFA). For the 2024-2025 fiscal year, agencies must complete the CSFA Agency Certification (Form DFS-A2-AC) and identify any applicable additions, deletions, or changes. The completed Form and supporting documentation for additions/deletions/changes must be submitted to the Bureau of Auditing by October 1, 2024. For each state program determined to be subject to the FSAA, a new CSFA project number is required. To add a new state project to the CSFA, agencies should complete and submit the following three (3) forms:

1. Florida Single Audit Act (FSAA) State Project Determination Checklist (Form DFS-A2-PD);
2. Agency Request Form for New CSFA Project Number (Form DFS-A2-AR); and
3. Agency Reporting Form for the State Projects Compliance Supplement (Form DFS-A2-CS).

All FSAA forms are available from the [FSAA Home Page](#) under the [Links/Forms](#) tab. Please ensure all required signatures are included on each form prior to submission.

For CSFA project deletions, verify there will be no continued funding or expenditures for the new fiscal year, especially for Fixed Capital Outlay projects. Submit project deletions by printing the current CSFA Project Detail, writing “Delete Project” at the top, and clearly stating the reason for project deletion. Use the FSAA Website’s search pages to print the CSFA Project Detail (<https://apps.fldfs.com/fsaa/searchCatalog.aspx>). Please include all pertinent documentation to support the agency request. Project deletions must be signed and dated by the division-level agency management responsible for the project.

For other agency CSFA projects, agencies should submit changes to the project detail and/or compliance requirements as necessary for the new fiscal year’s program authorization, funding, operations, etc. Examples may include changes to funding source or amount, GAA line-item reference, award procedures, project-specific compliance requirements, contact information, etc. Project changes must be signed and dated by the division-level agency management responsible for the project.

For identified changes, submit the project's CSFA Project Detail and CSFA Compliance Supplement Detail with the changes being clearly identified. Use the FSAA Website's search pages to print the CSFA Project Detail (<https://apps.fldfs.com/fsaa/searchCatalog.aspx>) and CSFA Compliance Supplement Detail (https://apps.fldfs.com/fsaa/state_project_compliance.aspx). Strike through information that is to be deleted and legibly write the new information in the margin. Please include all pertinent documentation to support the proposed changes.

Please submit substantive changes in Word/PDF documents with retrievable text. For significant changes to compliance requirements, complete and submit an updated Agency Reporting Form for the State Projects Compliance Supplement (Form DFS-A2-CS).

Electronic submissions and documentation can be emailed to FSAA@MyFloridaCFO.com or all originals can be mailed to:

FSAA Coordinator
Department of Financial Services
Bureau of Auditing
200 East Gaines Street
Tallahassee, Florida 32399-0355

When submitting the CSFA annual certification, please also provide agency contact information necessary to update the FSAA Designated Organizational Units contact list maintained at <https://apps.fldfs.com/fsaa/documents/DesignatedOrganizationalUnits.pdf>. This contact information assists state agencies in coordinating agency responsibilities identified in sections 215.97(5)(f) and 215.97(6), Florida Statutes (F.S.). Pursuant to section (s.) 215.97(5)(f), F.S., each state awarding agency is required to designate an organizational unit that will be responsible for reviewing financial reporting packages pursuant to s. 215.97(5)(e), F.S.

Please contact the Bureau of Auditing at (850) 413-3060 if you have any questions.