



Matthew H. Mead  
Governor

# Wyoming Department of Transportation

"Providing a safe, high quality, and efficient transportation system"

5300 Bishop Boulevard  
Cheyenne, Wyoming 82009-3340



John F. Cox  
Director

Subrecipient Name: \_\_\_\_\_

RE: Single Audit Certification Letter - Audit Requirements of OMB Circular A-133

The Wyoming Department of Transportation (WYDOT) is subject to the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments and Nonprofit Organizations*. As such, Circular A-133 requires WYDOT to monitor our subrecipients of federal awards and determine whether they have met the audit requirements of the circular and whether they are in compliance with federal laws and regulations.

Per OMB Circular A-133, a subrecipient spending \$500,000 or more in total federal awards during the subrecipient's fiscal year must have a single audit performed and is required to submit their audit report to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report, or within 9 months after the end of the audit period.

Please ensure that this letter is returned to me by the required time period as noted below. If you are unable to do so, per OMB Circular A-133 §\_\_.225 WYDOT will impose one, or more, of the following sanctions:

- Withholding a percentage of Federal awards until the audit is completed satisfactorily;
- Withholding or disallowing overhead costs;
- Suspending Federal awards until the audit is conducted; or
- Terminating the Federal award.

Accordingly, we are requesting that you check one of the following, sign and date the letter and return this letter to me at soon as possible but no later than 9 months after the end of your audit period.

1. \_\_\_\_\_ We expended more than \$500,000 in total federal awards and have completed our Circular A-133 audit for fiscal year ended \_\_\_\_\_. (Please note that your audit does not need to be complete prior to submitting this certification).
2. \_\_\_\_\_ We are not subject to a Circular A-133 audit because:
  - \_\_\_\_\_ We are a For-Profit organization.
  - \_\_\_\_\_ We expended less than \$500,000 in total federal awards during our fiscal year ended \_\_\_\_\_.
  - \_\_\_\_\_ Other (please explain) \_\_\_\_\_

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Type or Print Name

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Title

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Signature

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Date

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Email Address

Please address all correspondence to:

Kristin Burkart  
Wyoming Department of Transportation  
Internal Review  
5300 Bishop Blvd.  
Cheyenne, WY 82009  
Kristin.Burkart@wyo.gov

Your prompt attention to this matter is greatly appreciated. If you have any questions, please contact me at 307-777-4797.

Sincerely,

Kristin Burkart  
Internal Review Program Manager