



Attestation - Coordination and Timely Reporting

This certification acknowledges agreement among various departments within the applicant entity charged with a role in carrying out NYS Council on Developmental Disabilities (NYS CDD) grant deliverables, to coordinate efforts towards the timely submission of all quarterly reports and back up documentation, as required. Quarterly data must be gathered and submitted to the NYSCDD on time, which may involve robust coordination between decentralized program, fiscal, and administrative staff, to support the grant in a timely way that maintains their compliance with all reporting and contracting aspects.

The requirement is that the non-Federal entity must establish and maintain effective internal controls over Federal awards that provide reasonable assurance that awards are being managed in compliance with Federal statutes, regulation, and the Federal award terms and conditions, as well as those of the NYSCDD.

- [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#)

Non-Federal entities may also refer to these documents for best practices:

- (1) Standards for Internal Control in the Federal Government, The Green Book [Standards for Internal Control in the Federal Government | U.S. GAO](#)
- (2) Appendix XI, Compliance Supplement – Part 6 Internal Control [Compliance Supplement May 2024](#)

ASSURANCE OF COMPLIANCE for (entity) _____

The Applicant agrees that compliance with this assurance constitutes a material condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

1) Name & Title (program lead) Print _____

Signature _____ Date _____

2) Name & Title (fiscal lead) Print _____

Signature _____ Date _____

3) Name & Title (administrative lead) Print _____

Signature _____ Date _____