«Today’s Date»

«Vendor»
«Street_Line_1»
«Street_Line_2»
«Street_Line_3»
«City», «State» «ZIP»

Subject: Subrecipient Monitoring for «FY» for Award(s) «PO»

Dear «Vendor»,

Our records indicate that your institution was a recipient of federal funds awarded to New Mexico Institute of Mining and Technology (NMIMT) as the prime contractor during the fiscal year ending June 30, 2025. As part of our subrecipient monitoring responsibilities, we request the following information from all subrecipients. Subrecipients expending $1,000,000 or more in federal awards during the non-Federal entity’s fiscal year must also provide their Single Audit report in accordance with 2 CFR 200.501.

- ☐ Our Single Audit is not yet complete for «FY». We expect the audit(s) to be completed on ___________. Upon completion we will advise you of the results. If material findings are reported, we will send a copy of the audit report and corrective action plan
- ☐ Our Single Audit for «FY» has been completed. There were no material weaknesses, material instances of non-compliance, or findings related to any subawards from NMIMT, therefore we are not enclosing a copy of the report.
- ☐ Our Single Audit for «FY» has been completed. Material weaknesses, material instances of non-compliance, or findings related to NMIMT’s subaward(s) to us were noted. Enclosed is a copy of the audit report, with relevant findings on page(s) _____ and our responses.

Organizations **not** subject to Single Audits must still comply with Federal, State, or Local laws and regulations and certify that no audit findings or questioned costs were discovered in its «FY» audit that would impact awards made by NMIMT.

- ☐ We are not subject to the provisions of 2 CFR 200.501 because:
    - ☐ Our organization is for profit
    - ☐ Our organization expended less than $1,000,000 in Federal funds in «FY»
    - ☐ Our organization is a non-U.S. foreign entity
- ☐ In lieu of a Single Audit, we have enclosed our audited financial statements (or independent auditor’s report for «FY»)

801 Leroy Place • Socorro • New Mexico • 87801 • email: *spa@nmt.edu*
Telephone: 575.835.5800

In addition to the above Single Audit information, please provide the following:

1. Did your institution use any of the federal funds discussed above for Contractor Acquired Property (CAP) or was any Government Furnished Property (GFP) received to perform the contract?
   ☐ Yes ☐ No
2. Does your institution have a Property Management System that is compliant with the requirements of 2 CFR 200.313 or FAR Part 45-Government Property (as applicable)?
   ☐ Yes ☐ No

3. What is the dollar amount of federal funds from all sources (including pass-through) expended by your agency during your <u>last</u> completed fiscal year?
   Amount: $_________________

4. What are the dates of your fiscal year (e.g. NMIMT's fiscal year runs July 1 through June 30)?
   Dates: ____

We certify compliance with all applicable Federal, State, or Local laws and regulations and that all expenditures reported (or payments requested) were allowable, allocable, and reasonable and in accordance with the award provisions. No audit findings or questioned costs were identified in awards issued by New Mexico Institute of Mining and Technology in «FY».

Signature: ____ Date: ______________________

Printed Name and Title: ____

If you have any questions, please contact NMIMT Sponsored Projects Administration at (575) 835-5800 or spa@nmt.edu. Please return the completed form via email by **May 15, 2026**.