

## HOW TO SUBMIT PROOF OF COMPLIANCE WITH FEDERAL SINGLE AUDIT REQUIREMENTS

1. After visiting <https://facweb.census.gov/>, select “Find Audit Information” (the magnifying glass with the folder).

The screenshot shows the 'Important Announcements' section of the Federal Audit Clearinghouse website. It contains two bullet points regarding COVID-19 extensions and a corrected 2019 Compliance Supplement. To the right, there are two images: one of a hand pressing an 'Enter' key on a keyboard with the label 'Submit an Audit' above it, and another of a magnifying glass over a folder with the label 'Find Audit Information' above it. Both images have red arrows pointing to them. Below the keyboard image is the link 'Federal Audit Clearinghouse IDES' and below the magnifying glass image is the link 'Federal Audit Clearinghouse IMS'. At the bottom left of the screenshot is the text 'PDF Validator'.

2. Select the “Search for Single Audit” tab then click the link, as shown below.

The screenshot shows the 'Federal Audit Clearinghouse Image Management System' interface. At the top, there is a navigation bar with links for 'Instruction Manual', 'Federal Program Contacts', 'FAC Home Page', and 'FAQs'. Below this is a 'Main Menu' section with a description of the Image Management System (IMS). A red arrow points to the 'Search for Single Audits' tab, which is highlighted. Below the tabs, there are two links: 'Search for Single Audits' and 'Download the Complete Single Audit Database'. A red arrow also points to the 'Search for Single Audits' link.



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3. Select the "General Information" tab. To conduct a search, the Auditee should enter their "EIN", have "All Years" selected in the "Fiscal Year" column, and "New Jersey" selected in the "Auditee State" column. Then select "search". If the Auditee does not know their EIN, they can search by their name and select themselves from the list of generated auditees.

The screenshot shows a web form titled "GENERAL INFORMATION" with several input fields. Red arrows point to the "All Years" checkbox, the "Auditee EIN" field, and the "Auditee State" dropdown menu.

<b>Fiscal Year (Required)</b> ⓘ <input checked="" type="checkbox"/> All Years <input type="checkbox"/> 2018 <input type="checkbox"/> 2017 <input type="checkbox"/> 2016	<b>FAC Release Date (MM/DD/YYYY)</b> From: <input type="text"/> To: <input type="text"/>
<b>Fiscal Period End Date (MM/DD/YYYY)</b> From: <input type="text"/> To: <input type="text"/>	
<b>Auditee EIN</b> ⓘ <input type="text"/>	<b>EIN Relationship</b> Either ▼
<b>Auditee Name</b> ⓘ <input type="text"/>	<b>Auditee State</b> ⓘ ... ..



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4. After conducting a search using the Auditee's EIN number, the following page is generated:

YOUR SEARCH FOUND 7 RECORD(S) [Download Summary Report](#)

**SEARCH CRITERIA:**

- FISCAL YEAR : ALL YEARS
- FAC RELEASE DATE :
- FISCAL PERIOD END DATE :
- AUDITEE EIN : [REDACTED]
- EIN RELATIONSHIP : EITHER
- AUDITEE NAME : STATE OF NEW JERSEY
- AUDITEE STATE : NJ
- FINANCIAL STATEMENT OPINION :
- SPECIAL FRAMEWORK OPINION :
- FEDERAL AGENCIES WITH CURRENT OR PRIOR YEAR AUDIT FINDINGS ON DIRECT AWARDS :
- CFDA NUMBERS :
- ADDITIONAL AWARD IDENTIFICATION :
- CLUSTER NAME :
- LOAN/LOAN GUARANTEE :
- PASSTHROUGH :
- SUB RECIPIENT AWARD :
- DIRECT AWARD :
- MAJOR PROGRAM :
- TYPE OF AUDIT FOR MAJOR PROGRAMS :
- FEDERAL AWARD FINDINGS :
- COGNIZANT OR OVERSIGHT AGENCY (FAC CALCULATED) :
- NAME OF FEDERAL COGNIZANT/OVERSIGHT AGENCY :
- FEDERAL AWARD FINDINGS DETAILS (2013 AND BEYOND) :
- COMPLIANCE REQUIREMENT :
- REPEAT FINDING :
- QUESTIONED COSTS :

[Modify Search](#) [Return to IMS Home](#)

You have selected 2 items for download. If an electronic audit does not exist then no audit download link is available

[Selected Audit Reports](#) [Download Audits](#)

Auditee EIN	Auditee Name	City	State	Fiscal Year End Date	FAC Accepted Date	File Name	Form	Audit	Download
[REDACTED]	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2017	04/02/2018	18166720172	<a href="#">Form</a>	<a href="#">Audit</a>	<input checked="" type="checkbox"/>
[REDACTED]	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2016	03/30/2017	18166720161	<a href="#">Form</a>	<a href="#">Audit</a>	<input checked="" type="checkbox"/>
[REDACTED]	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2015	03/30/2016	18166720151	<a href="#">Form</a>		<input type="checkbox"/>

**This page should be printed out and submitted by the Subrecipient as proof of compliance with the federal single audit requirements.**

