

HOW TO SUBMIT PROOF OF COMPLIANCE WITH FEDERAL SINGLE AUDIT REQUIREMENTS

If your organization or jurisdiction was subject to the federal single or program-specific audit requirements for any fiscal year starting after January 1, 2015, you must submit proof of compliance from the FAC website. Proof of compliance can be obtained by following these instructions.

1. After visiting <https://facweb.census.gov/>, under “I Want To...”, select “Find Audit Information” (the magnifying glass with the folders to the right of the page).

The screenshot shows the Federal Audit Clearinghouse website interface. At the top, there is a navigation bar with links: Home, Submit an Audit, Find Audit Information, FAQs, Resources, and Ask a Question. Below the navigation bar is a header with the FAC logo and the text "Federal Audit Clearinghouse". To the right of the header, it says "Today is Monday, January 11, 2021".

The main content area is divided into several sections:

- Overview:** Describes the FAC's role and lists its primary purposes: distribute single audit reporting packages, support OMB oversight, maintain a public database, and help minimize reporting burden.
- Quick Links:** Includes links for FAQs, Resources, FAC Information, Privacy Policy, and Instructions & Documents.
- I want to...:** A section with three main options:
 - Submit an Audit:** Accompanied by an image of a hand pressing the Enter key on a keyboard.
 - Find Audit Information:** Accompanied by an image of a magnifying glass over a folder. A yellow arrow points to this link.
 - Ask a Question:** Accompanied by an image of a question mark on a keyboard.
- Important Announcements:** Contains two bullet points regarding COVID-19 extensions and a corrected 2019 Compliance Supplement.
- PDF Validator:** A section with a form to check if an audit report will pass the new January 2, 2015 upload requirements. The form includes fields for "Audit Year" and "Audit Report" (with a "Browse..." button), and a "Validate" button. A "PDF Document" icon is shown next to the form.

At the bottom of the page, there is contact information for the Federal Audit Clearinghouse, including the phone number 866-309-8779 and the email gov.fac.ides@census.gov.



2. Select the “Search for Single Audits” tab.



The screenshot shows the main menu of the Federal Audit Clearinghouse Image Management System. At the top, there is a header with the logo and the text "Federal Audit Clearinghouse Image Management System" set against a background of the American flag. Below the header is a navigation bar with links for "Instruction Manual", "Federal Program Contacts", "FAC Home Page", and "FAQs". The main content area is titled "Main Menu" and contains a description of the system: "The Image Management System (IMS) is a web-based query system for users to query and download single audit reports." Below this description is a tabbed interface with three tabs: "Important Notices", "Search for Single Audits", and "Specialized Reports". A large yellow arrow points from the top of the page down to the "Search for Single Audits" tab. The content of the "Search for Single Audits" tab includes several paragraphs of text providing updates and information about the system's functionality and reporting requirements.

Important Notices Search for Single Audits Specialized Reports

The downloadable files available on the "Download the Complete Single Audit Database" search page have been updated so that the delimiter between data fields is now the pipe, "|", character. When importing the downloaded files into Excel, users should now select the "Other" delimiter option and manually enter the pipe character when prompted in the Text Import Wizard. The "instructions.txt" file available on the search page has been updated to reflect this change.

Form SF-SAC for submissions with fiscal periods ending in 2020 is now available.

The FAC has updated the labeling for what was previously known as the "FAC Accepted Date" on the Search Results page. "FAC Accepted Date" has been changed to "Date Received", however, the database name in the Summary Reports or Complete Database Downloads will remain FACACCEPTEDDATE. This is the date that auditees, auditors, and others should use to determine whether an audit report was submitted on time. A second field has been added with the label "MDL Start Date", which will appear in the Summary Reports or Complete Database Downloads as DATEFIREWALL. This is the date that the most recent version of an accepted audit report was made publicly available on the IMS website. Federal awarding agencies and pass-through entities, when issuing management decisions, should use "MDL Start Date" as the date "of acceptance of the audit report by the FAC" (2 CFR 200.521(d)).

All Single Audit reporting packages, with the possible exception of Indian Tribes and Tribal Organizations, submitted under Uniform Guidance are available to the public on the Federal Audit Clearinghouse's Image Management System (IMS) per 2 CFR 200.512(b)(1). Indian Tribes and Tribal Organizations may opt not to authorize the Federal Audit Clearinghouse to make the reporting package publicly available on IMS per 2 CFR 200.512(b)(2). For these exempted auditees, the text entered in Part II, Item 2, Part III, Item 5, and Part IV, Item 2 will not be publicly displayed on the Form SF-SAC for fiscal periods ending in 2019 or later.

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 866-306-8779.
Version: 1.0.0.0



3. Select “Search for Single Audits.”

Federal Audit Clearinghouse
Image Management System

Instruction Manual Federal Program Contacts FAC Home Page

Main Menu

The Image Management System (IMS) is a web-based query system for users to query and download single audit reports.

Important Notices Search for Single Audits Specialized Reports

Search for Single Audits
Download the Complete Single Audit Database



- To conduct a search, under the “General Information” tab, the Auditee should enter their “EIN” in the “Auditee EIN” column, have “All Years” selected in the “Fiscal Year (required)” 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 generated list.



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

Search Results for Single x

https://harvester.census.gov/facdissem/SearchResults.aspx

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

SEARCH CRITERIA:

- FISCAL YEAR : ALL YEARS
- FAC RELEASE DATE :
- AUDITEE EIN : 216000928
- EIN RELATIONSHIP : EITHER
- AUDITEE NAME :
- AUDITEE STATE : NJ
- FEDERAL AGENCIES WITH CURRENT OR PRIOR YEAR AUDIT FINDINGS ON DIRECT AWARDS :
- CFDA NUMBERS :
- PASSTHROUGH :
- 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) :

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

The Uniform Guidance (2 CFR 200.512) requires the FAC to make the reporting packages publicly available on a Web site. A senior level representative of the auditee (e.g., state controller, director of finance, chief executive officer, or chief financial officer) has signed a statement that the Form SF-SAC and reporting package does not include protected personally identifiable information (protected PII) or business identifiable information (BII), or if it does, the FAC is authorized to publicly post all information contained in the Form SF-SAC and the reporting package (audit report).

The Uniform Guidance (2 CFR 200.512 (b)(2)) allows auditees who qualify as an Indian Tribe or Tribal Organization (as defined in the Indian Self-Determination, Education and Assistance Act (ISDEAA), 25 U.S.C 450b(1)) to opt out of making their reporting packages publicly available on this site. If this option is exercised, the auditee becomes responsible for submitting the reporting package directly to any pass-through entities through which it has received a Federal award. The auditee would also be responsible for submitting the reporting package directly to any pass-through entities for which the summary schedule of prior audit findings reported the status of any findings related to Federal awards that the pass-through entity provided. Unless restricted by Federal statute or regulation, if the auditee opts not to authorize publication, it must make copies of the reporting package available for public inspection.

Auditee EIN	Auditee Name	City	State	Fiscal Year End Date	FAC Accepted Date	File Name	Form	Audit	Download
216000928	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2015	03/30/2016	18166720151	Form		<input type="checkbox"/>
216000928	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2014	04/08/2015	18166720142	Form		<input type="checkbox"/>
216000928	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2013	03/28/2014	18166720131	Form		<input type="checkbox"/>

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

