

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 displays the Federal Audit Clearinghouse (FAC) website. On the left, under 'Important Announcements', there are two bullet points: one dated June 18, 2020, regarding the extension of the Single Audit filing date due to the COVID-19 crisis, and another dated August 2019 regarding a corrected 2019 Compliance Supplement. On the right, there are two images: the top one shows a hand pressing the 'Enter' key on a keyboard, labeled 'Submit an Audit'; the bottom one shows a magnifying glass over a folder, labeled 'Find Audit Information'. Below the images are links for 'Federal Audit Clearinghouse IDS' and 'Federal Audit Clearinghouse IMS'. At the bottom left is a 'PDF Validator' link.

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 (IMS) interface. At the top, there is a header with the FAC logo and an American flag. Below the header is a navigation bar with links: 'Instruction Manual', 'Federal Program Contacts', 'FAC Home Page', and 'FAQs'. The main content area has a 'Main Menu' section with a description of the IMS. Below this is a tabbed interface with three tabs: 'Important Notices', 'Search for Single Audits', and 'Specialized Reports'. The 'Search for Single Audits' tab is selected, and a red arrow points to it. Under this tab, there are two links: 'Search for Single Audits' and 'Download the Complete Single Audit Database'.



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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 the "GENERAL INFORMATION" tab. It contains several input fields and dropdown menus. Red arrows highlight specific elements: one points to the "All Years" selection in the "Fiscal Year (Required)" dropdown, another points to the "Auditee EIN" text input field, and a third points to the "Auditee State" dropdown menu.

GENERAL INFORMATION

Fiscal Year (Required) ⓘ

☒ All Years ☐ 2018 ☐ 2017 ☐ 2016

FAC Release Date (MM/DD/YYYY)

From To

Fiscal Period End Date (MM/DD/YYYY)

From To

Auditee EIN ⓘ

EIN Relationship

Either ▾

Auditee Name ⓘ

Auditee State ⓘ

.. ▾



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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)

SEARCH CRITERIA:

- FISCAL YEAR : **ALL YEARS**
- FAC RELEASE DATE :
- FISCAL PERIOD END DATE :
- AUDITEE EIN :
- 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 :

[Download Summary Report](#)

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
	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2017	04/02/2018	18166720172	Form	Audit	☒
	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2016	03/30/2017	18166720161	Form	Audit	☒
	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2015	03/30/2016	18166720151	Form		☐

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

