

NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

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 Federal Audit Clearinghouse website. On the left, under 'Important Announcements', there are two bullet points. The first bullet point, dated June 18, 2020, discusses the extension of the Single Audit filing date for recipients and subrecipients affected by the COVID-19 crisis. The second bullet point, dated August 2019, discusses 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 link for 'PDF Validator'.

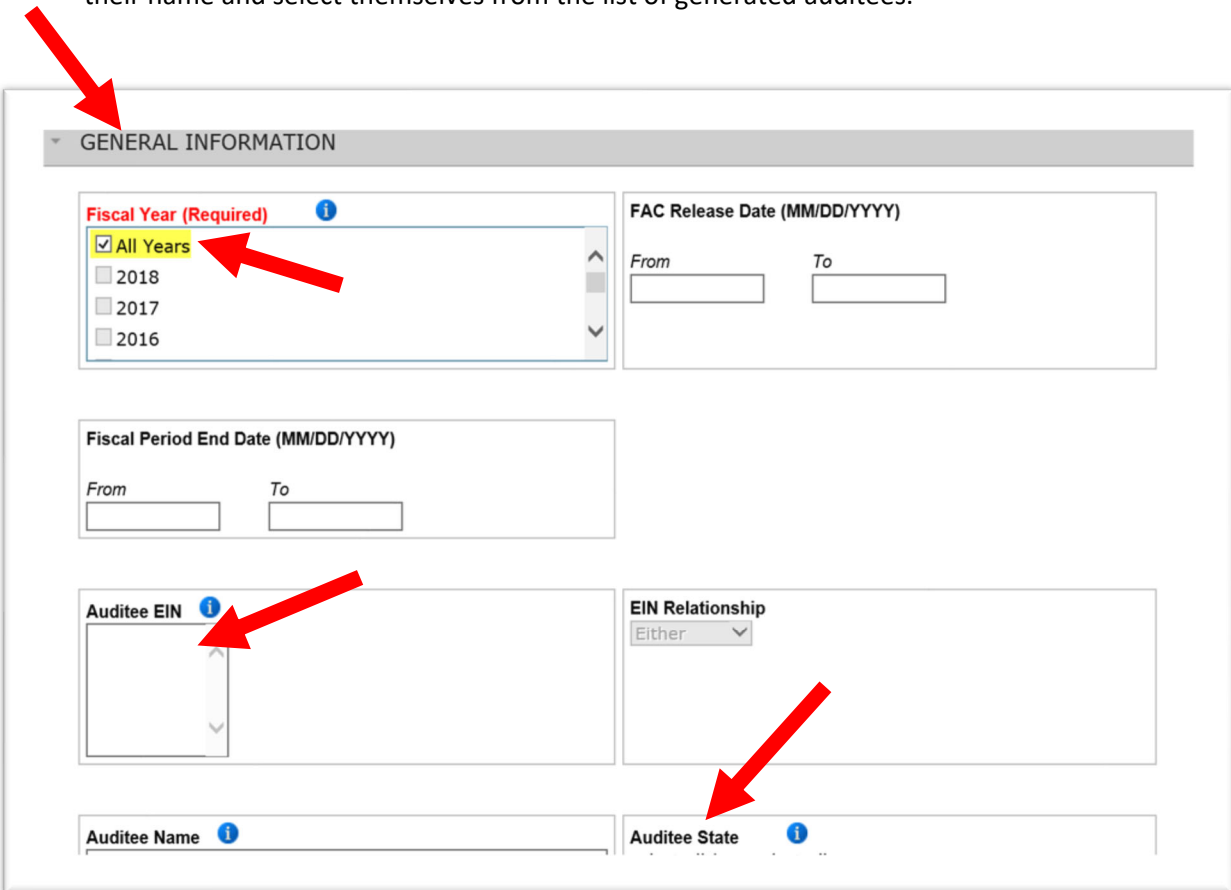
2. Select the “Search for Single Audit” tab then click the link, as shown below.

The screenshot shows the Federal Audit Clearinghouse Image Management System. At the top, there is a header with the system name and a navigation bar with links for 'Instruction Manual', 'Federal Program Contacts', 'FAC Home Page', and 'FAQs'. Below the header, there is a description of the system. A red arrow points to the 'Search for Single Audits' tab in the navigation bar. Below the tabs, there are two links: 'Search for Single Audits' and 'Download the Complete Single Audit Database'. A red arrow 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 the "GENERAL INFORMATION" tab of a web form. It contains several input fields and dropdown menus. Red arrows highlight specific areas: one points to the "All Years" checkbox in the "Fiscal Year (Required)" section; another points to the "Auditee EIN" text input field; and a third points to the "Auditee State" dropdown menu. The "Fiscal Year (Required)" section has a blue information icon and a list of years: "All Years" (checked), "2018", "2017", and "2016". The "FAC Release Date (MM/DD/YYYY)" section has "From" and "To" date pickers. The "Fiscal Period End Date (MM/DD/YYYY)" section also has "From" and "To" date pickers. The "EIN Relationship" dropdown is set to "Either". The "Auditee Name" and "Auditee State" fields are at the bottom, with a blue information icon next to the state dropdown.



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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	Form	Audit	☒
[REDACTED]	STATE OF NEW JERSEY	TRENTON	NJ	06/30/2016	03/30/2017	18166720161	Form	Audit	☒
[REDACTED]	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.

