INSTRUCTIONS FOR COMPLETION OF SF-SAC, REPORTING ON AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 0348-0057. The time required to complete this data collection form is estimated to average 30 hours for large auditees (i.e., auditees most likely to administer a large number of Federal awards) and 6 hours for all other auditees. These amounts reflect estimates of reporting burden on both auditees and auditors relating to the data collection form, including the time to review instructions, obtain the needed data, and complete and review the information collection.

Office of Management and Budget (OMB) Circular A-133 (the Circular), "Audits of States, Local Governments, and Non-Profit Organizations," requires non-Federal entities that expend \$300,000 or more in a year in Federal awards to have an audit conducted in accordance with the Circular.

The Circular (§_...320(b)) requires auditees to submit a completed Form SF-SAC (the form), along with other specified reports, to the Federal clearinghouse designated by OMB (currently the U.S. Bureau of the Census). Auditees are also required to send a copy of the reporting package (or written notification of no findings (§_...320(e)) to any pass-through entity from which they receive Federal funds. Submissions to a pass-through entity should not include the form.

SUBMISSION TO FEDERAL CLEARINGHOUSE

Only an approved version of the form will be accepted. This means: an original or photocopy of the form, or a document produced from the approved word processing templates available at the website below. The form must be signed and dated by both the auditee and auditor. Submission of anything other than a complete form and reporting package will not be accepted.

WHO TO CONTACT WITH QUESTIONS

For audit related questions, please contact the Federal awarding agency involved or the auditee's Federal cognizant or oversight agency. Appendix III of the Compliance Supplement contains Federal agency contact information for A-133 audits.

For questions concerning the submission process or the form, contact the Federal Audit Clearinghouse (1.888.222.9907). Information can also be found on the Internet (http://harvester.census.gov/sac).

DESCRIPTION OF FORM

PART I – GENERAL INFORMATION

The auditee shall complete this section (except ltems 4 and 7) and sign and date the certification statement provided in Item 6 (g).

Item 1 – Fiscal Year Ending Date For This Submission

Enter the last day of the fiscal period covered by the audit.

• Item 2 – Type of Circular A-133 Audit

Check the appropriate box. §_.200 of the Circular requires non-Federal entities that expend \$300,000 or more in a year in Federal awards to have a single audit conducted in accordance with §_.500, except when they elect to have a program-specific audit conducted in accordance with §_.235.

• Item 3 - Audit Period Covered

Check the appropriate box. Annual audits cover 12 months and Biennial audits cover 24 months. If the audit period covered is neither Annual nor Biennial, mark "Other" and provide the number of months (excluding 12 and 24) covered in the space provided.

Item 4 – Date Received by Federal Clearinghouse

Skip this item (Federal Government use only).

Item 5 – Employer Identification Number (EIN)

(a) Auditee EIN

Enter the auditee EIN, which is the 9-digit Taxpayer Identification Number assigned by the Internal Revenue Service (IRS). Also, using the spaces provided, enter the EIN on the top of each page.

(b) Multiple EINs Covered in the Report

Check the appropriate box to indicate whether the auditee (or components of an auditee covered by the audit) was assigned more than one EIN by the IRS. (Example: A Statewide audit covers many departments, each of which may have its own separate EIN.) If yes, indicate the principal EIN under 5 (a).

Item 6 – Auditee Information

(a-f) Enter auditee information.

(g) A senior representative of the auditee (e.g., State controller, director of finance, chief executive officer, chief financial officer) shall sign the statement that the information on the form is accurate and complete as required by §_.320 of the Circular. Provide the name and title of the signatory and date of signature.

FORMS WITHOUT ALL ITEMS COMPLETED WILL BE RETURNED TO THE AUDITEE

INSTRUCTIONS FOR COMPLETION OF SF-SAC, REPORTING ON AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS – Continued

Item 7 – Auditor Information

The auditor shall complete this item.

- (a-f) Enter the name of the auditor that conducted the audit in accordance with the Circular. The auditor name may represent a sole practitioner, certified public accounting firm, State auditor, etc. Where multiple auditors or audit organizations are used to conduct the audit work, the lead or coordinating auditor shall provide their information in item 7 (a-f) and attach a sheet to the form with the same information about other auditors.
- (g) The auditor listed in Part I, Item 7 (a) shall be the same auditor that signs the auditor statement. Additional auditors may sign the form, but only the first name listed will be entered into the database.

Item 8 – Federal Cognizant or Oversight Agency for Audit

Check the appropriate box. Auditees expending more than \$25 million a year have a Federal cognizant agency. Auditees expending less than \$25 million a year have a Federal oversight agency.

Item 9 – Name of Federal Cognizant or Oversight Agency for Audit

Check the appropriate box to indicate the name of the Federal cognizant or oversight agency for audit determined in accordance with §__.400(a) or (b) of the Circular. This will most often be the one Federal awarding agency that provides the predominant amount of direct funding. State and/or other pass-through entities should not be listed. Cognizant assignments are established every 5 years.

PART II – FINANCIAL STATEMENTS

The auditor shall complete this section of the form. All information for this section should be obtained from the audit reporting on the financial statements only.

PART III – FEDERAL PROGRAMS

The auditor shall complete this section of the form.

Item 1 – Type of Audit Report on Major Program Compliance

If the audit report on all major program compliance is unqualified, check box 1. If the audit report for one or more major programs is other than unqualified, check boxes 2, 3, or 4, as applicable.

For example, if the audit report on major program compliance for an auditee with three major programs includes an unqualified opinion for one program, a qualified opinion for the second program, and a disclaimer of opinion for the third program, then check boxes 2 and 4, but not 1 and 3.

Item 2 – Dollar Threshold to Distinguish Type A and Type B Programs

Enter the dollar threshold used to distinguish between Type A and Type B programs as defined in $\S_.520(b)$ of the Circular. The dollar threshold must be \$300,000 or higher. Please round to the nearest dollar.

• Item 3 – Low-Risk Auditee

Indicate whether or not the auditee qualifies as a low-risk auditee under §__.530 of the Circular.

• Item 4 – Audit Findings

Indicate whether or not the audit disclosed any audit findings which the auditor is required to report under §_.510(a) of the Circular A-133. If marked Yes, the answers for Part III, Item 7 must reflect the findings. If marked No, the answer for Part III, Item 7 must not show any findings.

Item 5 – Federal Agencies Required to Receive the Reporting Package

Check the appropriate box to indicate each Federal awarding agency required to receive a copy of the reporting package pursuant to §__.320(d) of the Circular. A Federal agency should be marked only if the schedule of findings and questioned costs disclosed audit findings relating to Federal awards that the Federal awarding agency provided directly OR the summary schedule of prior audit findings reported the status of any audit findings relating to Federal awards that Federal awarding agency provided directly. If no Federal awarding agency is required to receive a copy of the reporting package, mark "None." Note that the auditee must send the Clearinghouse one reporting package for each Federal agency selected in this question, plus one archival reporting package.

• Item 6 – Federal Awards Expended

The information to complete columns (a), (b), and (c) shall be obtained from the Schedule of Expenditures of Federal Awards. It is important to note that Item 6 shall include the required information for each Federal program presented in the Schedule of Expenditures of Federal Awards (and notes thereto), regardless of whether audit findings were reported. If additional space is required, photocopy page 3 and attach the additional page(s) to the form, and enter the total for all pages in the "Total Federal Awards Expended" block on the last page.

FORMS WITHOUT ALL ITEMS ANSWERED WILL BE RETURNED TO THE AUDITEE

INSTRUCTIONS FOR COMPLETION OF SF-SAC, REPORTING ON AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS – Continued

Column (a) – CFDA Number

Enter the number assigned to the Federal program in the Catalog of Federal Domestic Assistance (CFDA). Consult the Federal awarding agency or pass-through entity to obtain this number.

For research and development programs that do not have a CFDA number, enter the Federal agency's two-digit prefix (as listed in Appendix 1) followed by a period and the letters "RD". For example, an HHS research program would be entered as "93.RD".

For other programs that do not have a CFDA number, enter only the Federal agency's two-digit prefix (as listed in Appendix 1). For programs with contract numbers, you may follow the two-digit prefix with a period and the contract number. For example, an HHS program with a contract number would be entered as "93.999999999".

Column (b) - Name of Federal Program

Enter the name of the Federal program.

Column (c) – Amount of Federal Expenditures

Enter the amount of expenditures included in the Schedule of Expenditures of Federal Awards (Schedule) for each Federal program. It is important to note that amounts shall be provided for the value of Federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end, regardless of whether such amounts were presented in the Schedule or in a note to the Schedule. Please round to the nearest dollar.

Item 7 – Audit Findings and Questioned Costs

The rows of Item 7 directly correspond to matching rows in Item 6. The information to complete columns (a), (b), (c), (d) and (e) shall be obtained from the Schedule of Findings and Questioned Costs prepared by the auditor. If the Schedule of Findings and Questioned Costs does not provide information for a specific row and if there are no audit findings, questioned costs, or internal control findings, the auditor should mark O, N/A, C, and N/A for items (b),(c),(d), and (e), respectively.

Please note that Part III, Item 4 and Part III, Item 7 are directly related. If Item 4 indicates findings, then Item 7 must indicate findings. If Item 4 indicates no findings, then all items in Item 7 must indicate no findings.

Column (a) - Major Program

Indicate whether or not the Federal program is a major program, as defined in §_.520 of the Circular.

Column (b) – Type of Compliance Requirement

Using the list provided on the form in footnote 2 on page 3, enter the letters that correspond to the type(s) of compliance requirements applicable to the audit findings and questioned costs reported for each Federal program. Do not list all compliance requirements that were tested. If there were no audit findings or questioned costs, enter O for "None".

Column (c) – Questioned Costs

Enter the amount of questioned costs by Federal program. If no questioned costs were reported, enter N/A for "Not Applicable." Please round to the nearest dollar.

Column (d) – Internal Control Findings

Check the appropriate box, using the list provided on the form in footnote 3 on page 3, that corresponds to the internal control findings that apply to the Federal program. If all findings for the program are Material Weaknesses, enter A. If findings for the program include some Reportable Conditions that are Material Weaknesses and some Reportable Conditions that are not, enter A and B. If findings for the program include only Reportable Conditions that are not Material Weaknesses, enter B. If there are no findings for the program, enter C for "None Reported."

Column (e) – Audit Finding Reference Number(s)

Enter the audit finding reference number(s) for audit findings included in the Schedule of Findings and Questioned Costs. If no audit findings were reported, enter N/A for "Not Applicable."

APPENDIX 1 Federal AgencyTwo-Digit Prefix List

- 01 African Development Foundation
- **02** Agency for International Development
- **10** Department of Agriculture
- 23 Appalachian Regional Commission
- **88** Architectural & Transportation Barriers Compliance Board
- 13 Central Intelligence Agency
- **11** Department of Commerce
- 29 Commission on Civil Rights
- 78 Commodity Futures Trading Commission
- 87 Consumer Product Safety Commission
- 94 Corporation for National & Community Service
- 12 Department of Defense
- 84 Department of Education
- 81 Department of Energy
- 66 Environmental Protection Agency
- **30** Equal Employment Opportunity Commission
- **32** Federal Communications Commission
- 83 Federal Emergency Management Agency
- 33 Federal Maritime Commission
- 34 Federal Mediation and Conciliation Service
- 18 Federal Reserve System
- 36 Federal Trade Commission
- 39 General Services Administration
- 40 Government Printing Office
- 93 Department of Health and Human Services
- 14 Department of Housing and Urban Development
- 03 Institute for Museum Services
- 04 Inter-American Foundation
- **15** Department of Interior
- **61** International Trade Commission
- 41 Interstate Commerce Commission
- 16 Department of Justice
- 17 Department of Labor

- 09 Legal Services Corporation
- 42 Library of Congress
- 91 Miscellaneous Foundations & Commissions
- 99 Miscellaneous
- 43 National Aeronautics & Space Administration
- 89 National Archives & Records Administration
- 92 National Council on Disability
- 44 National Credit Union Administration
- 05 National Endowment for the Arts
- 06 National Endowment for the Humanities
- 68 National Gallery of Art
- 46 National Labor Relations Board
- 47 National Science Foundation
- 77 Nuclear Regulatory Commission
- **07** Office of National Drug Control Policy
- 27 Office of Personnel Management
- 70 Overseas Private Investment Corporation
- 08 Peace Corps
- 86 Pension Benefit Guaranty Corporation
- 22 Postal Service
- **53** President's Committee on Employment of the Handicapped
- **57** Railroad Retirement Board
- 85 Scholarship Foundations
- 58 Securities and Exchange Commission
- 59 Small Business Administration
- 60 Smithsonian Institution
- 96 Social Security Administration
- 19 Department of State
- 62 Tennessee Valley Authority
- 20 Department of Transportation
- 21 Department of Treasury
- 82 United States Information Agency
- 64 Department of Veterans Affairs

					OMB No. 0348-0057
	DRM SF-SAC		U.S. DEPAR	TMENT OF COMMERCE - B ACTING	UREAU OF THE CENSUS
	Data Collection For	m fo	or Reporting		AGEMENT AND BUDGET
	AUDITS OF STATES, LOCAL GOVERNME	NTS	, AND NON	PROFIT ORGAN	IZATIONS
	Complete this form, as required by OMB Circular A-133, "Auc of States, Local Governments, and Non-Profit Organizations."	lits	RETURN	O Single Audit C 1201 E. 10th S Jeffersonville,	Street
	PART I GENERAL INFORMATION (To be con	nplei	ted by auditee	, except for Item 7)	
1.	Fiscal year ending date for this submission	2.	Type of Circul	ar A-133 audit	
	Month Day Year		1 🗌 Single aud	lit 2 🗌 Program-sp	pecific audit
	Audit period covered 1	GO	DERAL VERNMENT E ONLY	 Date received clearinghouse 	by Federal
5.	Employer Identification Number (EIN) a. Auditee EIN	ltiple	EINs covered	in this report? 1	Yes 2 No
6.	AUDITEE INFORMATION	7.	AUDITOR INFO	DRMATION (To be c	completed by auditor)
	a. Auditee name		a. Auditor na	me	
	b. Auditee address (Number and street)		b. Auditor add	dress (Number and st	reet)
	City		City		
	State ZIP Code		State		ZIP Code
	c. Auditee contact Name		c. Auditor con Name	ntact	
	Title		Title		
	 d. Auditee contact telephone () – 		()	ntact telephone —	
	e. Auditee contact FAX (Optional)		e. Auditor cor	ntact FAX <i>(Optional</i>)
	f. Auditee contact E-mail (Optional)		f. Auditor cor	ntact E-mail <i>(Optior</i>	nal)
	g. AUDITEE CERTIFICATION STATEMENT – This is to certify that, to the best of my knowledge and belief, the auditee has: (1) Engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, Items 1 and 3; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and, (3) the information included in Parts I, II, and III of this data collection form is accurate and complete. I declare that the foregoing is true and correct. Signature of certifying official Date Month Day Year		information prescribed b included in I III, Items 5 a report(s) for and 3, and is auditor has since the da reporting pa which includ available in address pro OMB Circula III of this for based on inf package. Th	STATEMENT – The d included in this form by OMB Circular A-13: Parts II and III of the ford nd 6, was transferred the period described s not a substitute for not performed any au- te of the auditor's rep ckage required by OM les the complete audi its entirety from the a vided in Part I of this for A-133, the informat rm was entered in this formation included in e auditor has not perfuditing procedures in of this form.	are limited to those 3. The information from the auditor's in Part I, Items 1 or such reports. The iditing procedures ort(s). A copy of the AB Circular A-133, tor's report(s), is juditee at the form. As required by ion in Parts II and s form by the auditor the reporting formed any
	Name/Title of certifying official		Signature of a	auditor	Date Month Day Year / / /

		EIN:	
PARTI GENERAL	INFORMATION – Continued	1	
		ant or oversight agency for au	dit. (Mark (X) one box)
1 Cognizant agency	2 Oversight agency		
9. Name of Federal cognizant	or oversight agency for audit 83	(Mark (X) one box) 16 Ustice	
Foundation 61 Agency for International Development 10 Agriculture 11 Commerce 94 Corporation for National and Community Service 12 Defense 84 Education 81 Energy 66 Environmental Protection Agency	 Management Agency Federal Mediation and Conciliation Service General Services Administration Health and Human Services Housing and Urban Development Institute for Museum Services Inter-American Foundation Interior 	 17 Labor 17 Labor 43 National Aeronautics and Space Administration 89 National Archives and Records Administraton 05 National Endowment for the Arts 06 National Endowment for the Humanities 47 National Science Foundation 07 Office of National Drug Control Policy 	 08 Peace Corps 59 Small Business Administration 96 Social Security Administration 19 State 20 Transportation 21 Treasury 82 United States Information Agency 64 Veterans Affairs Other - Specify:
PART II FINANCIA	L STATEMENTS (To be com	pleted by auditor)	
 Type of audit report (Mar 1 □ Unqualified opinion 		Adverse opinion 4 🗆 Disc	laimer of opinion
2. Is a "going concern" explar paragraph included in the a	natory audit report? 1 🗌 Yes 2 🗌] No	
3. Is a reportable condition di	sclosed? 1 🗌 Yes 2 🗌] No – SKIP to Item 5	
4. Is any reportable condition as a material weakness?] No	
5. Is a material noncompliance	e disclosed? 1 🗌 Yes 2] No	
PART III FEDERAL F	PROGRAMS (To be complete	ed by auditor)	
1. Type of audit report on ma	jor program compliance		
1 🗌 Unqualified opinion	-		imer of opinion
2. What is the dollar threshold	d to distinguish Type A and Ty	ype B programs §520(b)?	
\$			
3. Did the auditee qualify as a 1 Ves 2 No	a low-risk auditee (§530)?		
4. Are there any audit finding 1 Yes 2 No	s required to be reported und	er §510(a)?	
5. Which Federal Agencies are	e required to receive the repo	rting package? (Mark (X) all t	hat apply)
 o1 African Development Foundation o2 Agency for International Development 10 Agriculture 11 Commerce 94 Corporation for National and Community Service 12 Defense 84 Education 81 Energy 	 83 Federal Emergency Management Agency 34 Federal Mediation and Conciliation Service 39 General Services Administration 93 Health and Human Services 14 Housing and Urban Development 03 Institute for Museum Services 04 Inter-American 	 16 Justice 17 Labor 43 National Aeronautics and Space Administration 89 National Archives and Records Administraton 05 National Endowment for the Arts 06 National Endowment for the Humanities 47 National Science Foundation 	 08 Peace Corps 59 Small Business Administration 96 Social Security Administration 19 State 20 Transportation 21 Treasury 82 United States Information Agency 64 Veterans Affairs 00 None Other - Specify:
66 Environmental Protection Agency	Foundation 15 🗌 Interior	07 Office of National Drug Control Policy	

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PART III	FEDERAL PROGRAMS – Continued				EIN:		Page :
6. FEDERAL A	FEDERAL AWARDS EXPENDED DURING FISCAL YEAR		7. AUDIT	FINDINGS AND	QUESTIONED COSTS	STS	
CFDA number 1 (a)	Name of Federal program (b)	Amount expended (c)	Major program (a)	Type of compliance requirement ² (b)	Amount of questioned costs (c)	Internal control findings ³ (d)	Audit finding reference number(s) (e)
		\$	1 □ Yes 2 □ No		w	1□A 3□C 2□B	
		\$	1 □ Yes 2 □ No		÷	1□A 3□C 2□B	
		\$	1 □ Yes 2 □ No		÷	1□A 3□C 2□B	
		÷	₁ □ Yes ₂ □ No		÷	1□A 3□C 2□B	
		\$	1 □ Yes 2 □ No		\$	1□A 3□C 2□B	
		\$	₁ □ Yes ₂ □ No		÷	1□A 3□C 2□B	
		÷	₁ □ Yes ₂ □ No		÷	1□A 3□C 2□B	
		÷	₁ □ Yes ₂ □ No		÷	1□A 3□C 2□B	
		÷	₁ □ Yes ₂ □ No		÷	1□A 3□C 2□B	
		\$	₁ □ Yes 2 □ No		÷	1□A 3□C 2□B	
τοται	TOTAL FEDERAL AWARDS EXPENDED 🔸	\$	IF ADDIT ATTACH	IF ADDITIONAL LINES ARE NEEDED, PLEASE PHOTOCOPY THIS PAGE, ATTACH ADDITIONAL PAGES TO THE FORM, AND SEE INSTRUCTIONS	NEEDED, PLEASE ES TO THE FORM,	PHOTOCOPY AND SEE INS	THIS PAGE, TRUCTIONS
¹ Or other id ² Type of co B. D.	entifying number when the Catalog of Federal Dor mpliance requirement <i>(Enter the letter(s) of all that</i> Activities allowed or unallowed Allowable costs/cost principles Cash management Davis - Bacon Act Eligibility Equipment and real property management	nestic Assistance (CFDA) number is not apply to audit findings and questioned G. Matching, level of effort, earmarking H. Period of availability of funds I. Procurement J. Program income K. Real property acquisition and relocation assistance	number is n <i>ind questione</i> ort, earmarkii of funds tion and	ot available. <i>ed costs reported for e</i> , ng L. Reporting M. Subrecipié N. Special te O. None	orted for each Federal progra Reporting Subrecipient monitoring Special tests and provisions None	ram.) Is	
³ Type of int A.	³ Type of internal control findings <i>(Mark (X) all that apply)</i> A. Material weaknesses B. Reportable conditions	C. None reported	orted				