# FYE 1997-2000
# INSTRUCTIONS for FORM SF-SAC
# ELECTRONIC SUBMISSION

*INTERNET DATA ENTRY SYSTEM (IDES)*
*Data Collection Form SF-SAC for Reporting on*
*AUDITS OF STATES, LOCAL GOVERNMENTS AND NON-PROFIT ORGANIZATIONS*

*The Internet Data Entry System (IDES) is a data entry system for the Form SF-SAC. The user will enter Form SF-SAC information and check it for errors. When no errors are present, the user will then submit an electronic version of their data, print out a Final copy, sign and send it to the Federal Audit Clearinghouse with their audit reporting package(s). The timesaving error check function will help prevent most Form SF-SAC rejections before they occur.*

**QUICK REFERENCE: For more detailed explanation of these topics, refer to alternate sections of this document.**

**Creating a New Form**: From the IDES Introductory page, located at the following address: http://harvester.census.gov/sac/ddeindex.html.

1. Click the **Enter A New Form** button.
2. Enter the Fiscal year ending date, mm/dd/yyyy (i.e., 06/30/1999).
3. Enter a password of your choice.
4. Confirm the password by entering it again.
5. **Print** the Report ID and Password page. The Report ID and Password are necessary to re-enter the Form after exiting.
6. Click on the **Start** button**.**

**Entering Data**

1. Enter data in the form by typing and checking the appropriate boxes.
2. If needed, refer to the Form SF-SAC Instructions located at the following address: http://harvester.census.gov/sac/formoptions.html.

**Updating a Form**

1. Open the IDES introductory page located at the following address: http://harvester.census.gov/sac/ddeindex.html.
2. Click the **Update a Form** button.
3. Enter the Report ID and Password.
4. Click the **Continue** button.

**Printing Draft Copies**

1. Click **Check Data** button.
2. From the Error Listing screen, click the **Draft Page** button.
3. Choose **File** from the Browser's menu bar.
4. Select **Print** from the drop down menu.

**Printing Final Copies**

1. The final copy can ONLY be printed after the form passes all edits and the Submit button has been clicked.
2. Click the **Submit** button.
3. Click on each of the **FINAL Page** buttons to go to the FINAL copy.
4. When the print page window pops up, choose **File** from the Menu bar and select **Print**.
5. After printing, close the window.
6. Make sure all printed pages reflect the entirety of the data. Change margins and page orientation (portrait/landscape) as needed.
7. If your print is too large or too small, adjust the text size:
   - **a.** Select **View** from the Browser's Menu Bar.
   - **b.** Choose **Text Size**.
   - **c.** Select **Medium**.

**Submission**

1. Click the **Submit** button to send the data to the FAC. **Once the Submit button has been clicked you will no longer be able to change your data**. **If changes are necessary, please call the Federal Audit Clearinghouse.**
2. Print a FINAL copy of each page of the Form SF-SAC after you have clicked the **Submit** button.
   - **a.** Click on the **Print Page** button. When the print page window pops up, choose **File** from the Menu bar and select **Print**.
   - **b.** After printing, close the window.
3. Sign the Form.
   - **a.** Part I, Item 6g. A senior representative of the auditee (e.g., State Controller, Director of Finance, Chief Executive Officer, Chief Financial Officer) must sign the Certification Statement (Item 6g) to verify that the information on the form is accurate and complete as required by §__.320 of the Circular A-133.
   - **b.** Part I, Item 7g. Auditor Certification Statement: 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.
4. Mail the signed copy of Form SF-SAC with the appropriate number of audit reporting packages (see OMB Circular A-133 §__.320(d)) to the following address:

   **Federal Audit Clearinghouse**
   **1201 E. 10th Street**
   **Jeffersonville, IN 47132**

**Contact Information**

1. Telephone: 800-253-0696, 301-457-1551
2. Fax: 301-457-1540
3. E-mail: fac@census.gov

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## II. IMPORTANT NOTES

**A.** To review the legal requirements and criteria for submitting the Form SF-SAC, read OMB Circular A-133. http://www.whitehouse.gov/OMB/circulars/a133/a133.html OMB Instructions for filling out the Form SF-SAC are available in .pdf format. A .pdf reader is available for free through Adobe® Acrobat® Reader™ http://www.adobe.com/products/acrobat/readstep.html.

**B.** Read the Instructions. **Please read these instructions before beginning to fill out the Form SF-SAC.**

**C.** When entering a new form, **keep a record of your password and Report ID**. Both are needed to re-enter the form after exiting. Each user chooses a password, and the Report ID is assigned by the IDES. Federal Audit Clearinghouse (FAC) staff cannot retrieve lost passwords or Report IDs. If the password or Report ID is lost, a new form must be started.

**D.** If the form cannot be completed in one session, the form may be revised at another time by clicking the **Update Form** button on the introductory page and entering the Report ID and password.

**E.** Use the <Tab> key to advance forward to the next data entry box. DO NOT use the <Enter> key to move to the next data entry box. Clicking the <Enter> key will change the page.

**F.** Navigating. To navigate among pages use the buttons on each page. Do not use the Back button on the browser. The Back button on the browser window has been hidden in order to reduce confusion.

**G. Order of Steps:**

1. Create a New Form. Make a note of your chosen password and the assigned Report ID number (Section V).
2. Enter Form data. The auditee is responsible for the accurate and timely submission of this form. An auditor hired by the auditee is responsible

for certifying the accuracy of the information included in Parts II and III of this form (Section IX).

3. Make updates to the Form as necessary.
4. Check for errors. Use the **Check Data** button to check your data for errors or inconsistencies. Continue to check data and correct errors until all errors have been corrected.
5. Submit the data by clicking the **Submit** button, only after all errors are corrected.
6. Print a FINAL copy of each page.
7. Auditee and Auditor must sign the certification sections on PAGE 1.
8. Mail the signed Form SF-SAC to the Federal Audit Clearinghouse along with the appropriate number of reporting package(s).

   Federal Audit Clearinghouse
   1201 E. 10th Street
   Jeffersonville, IN 47132

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## III. CREATING A NEW FORM

**A.** From the IDES Introductory page, located at the following address: http://harvester.census.gov/sac/ddeindex.html. Click the **Enter A New Form** button.

**B.** After clicking on the **Enter a New Form** button, a window will pop up. Enter the Fiscal year ending date for the submission in the mm/dd/yyyy format, (i.e., 06/30/1999). The Fiscal Year Ending date is the last day of the fiscal period covered by the audit.

**C.** Enter a password of your choice in the Password Data Entry box. The password is case-sensitive.

**D.** Confirm the password by entering it again in the Confirm Password box.

**E.** Click on the **Start** button.

**F.** The system will assign a unique report identification number. The Report ID is needed to re-enter the form after exiting. RECORD THE REPORT ID AND PASSWORD or PRINT THE REPORT ID PAGE.

**G.** Click on the **Continue** button.

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## IV. UPDATING A FORM FROM A PREVIOUS SESSION

**A.** Open the IDES introductory page located at the following address: http://harvester.census.gov/sac/ddeindex.html.

**B.** Click the **Update a Form** button.

**C.** Enter the Report ID and Password.

**D.** Click the **Start** button.

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## V. ENTER DATA IN THE FORM

Refer to Form SF-SAC Instructions located at the following address: http://harvester.census.gov/sac/formoptions.html. The instructions are in PDF

version and can be viewed with Adobe® Acrobat® Reader™. If you do not have the Adobe® Acrobat® Reader™ you may download it for free.

**A.** Enter data in the appropriate boxes.

**B.** Save your data often by clicking the **Save Page** button.

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## VI. PRINTING DRAFT COPIES

Notice: These printing options are for printing DRAFT copies of the form. Special printing instructions for printing the FINAL submission are available in Section IX.

**A.** You may print a DRAFT copy of each page at any time using the **Print Page** buttons in the DRAFT page window.

1. Click the **Check Data**
2. Then, click the button of the DRAFT page to be printed.
3. Use the print function in the browser's File menu to print the DRAFT page(s).
   - **a.** Click on **File** at the menu bar.
   - **b.** A drop down menu will appear. Click on **Print**.
   - **c.** Then click the **OK** button.

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## VII. HOW TO UPLOAD PAGE 3 (OPTIONAL)

Respondents with **ANY** number of program lines can choose to enter their data in the Internet Data Entry System (IDES) using this upload procedure.

The following instructions for Form SF-SAC will help you create a Comma Delimited File (.csv), which will include the information normally reported in Part III, Items 6 and 7. When finished this file can be uploaded to the FAC Internet Data Entry System (IDES).

**IMPORTANT NOTE:** For the purposes of these instructions we have used Microsoft Excel examples. However, you may create your spreadsheet using other electronic spreadsheet software capable of saving files in .csv format (e.g. Lotus 1-2-3, Quattro Pro) and similar methods as described below. The most common spreadsheet software that will allow comma delimited formatting are current versions of: Microsoft Excel, Lotus 1-2-3 and Quattro Pro. If you do not have spreadsheet software version that will allow you to save using the comma delimited (.csv) format, you may contact the FAC for additional help.

**A. Step 1. Create a new spreadsheet.**

1. Open a new spreadsheet using Excel or another spreadsheet application. You will create data in 11 columns. Those eleven columns are listed in the COLUMN REFERENCE TABLE below.

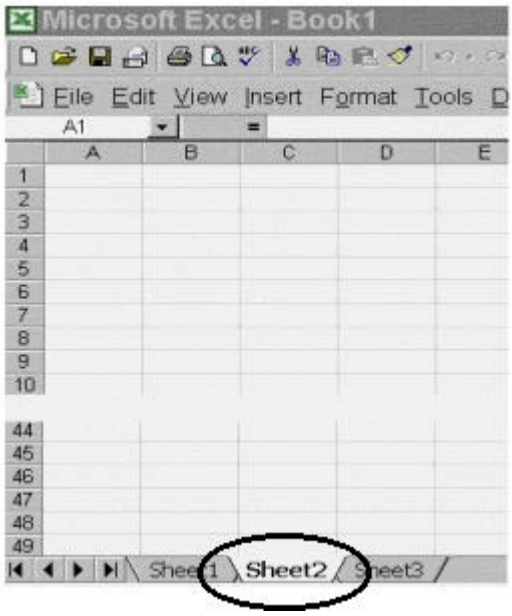
**COLUMN REFERENCE TABLE**

| Column | Part III Item | Item Name | Allowable Characters | Maximum Characters |
|---|---|---|---|---|
| A | | Audit Year | Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces). | 4 |
| B | | EIN | Number ONLY (No Commas, Decimal Points, Dashes or Spaces). | 9 |
| C | | Row Number | Number your rows sequentially (i.e., 1, 2, 3 ,4…)<br><br>Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces). | 4 |
| D | 6a | CFDA Number | The standard format is: xx.xxx | 50 |
| E | 6b | Name of Federal Program | All Alphanumeric characters are acceptable. | 74 |
| F | 6c | Amount Expended | Numbers ONLY (No Dollar Signs, Commas, Decimal Points, Dashes, or Spaces). Denote negative numbers with a negative sign or parenthesis. [– Or ()] | 12 |
| G | 7a | Major Program | 'Y' for Yes or 'N' for No are the ONLY acceptable entries. | 1 |
| H | 7b | Type of Compliance Requirement | Any combination of the letters 'A through N' or 'O' ONLY. (No Commas, Dashes or Spaces). | 14 |
| I | 7c | Amount of Questioned Costs | Number or 'N/A' ONLY (No Commas, Decimal Points, Dashes, Spaces or Dollar Signs). Denote negative amounts with a negative sign or parenthesis. [- Or ()] | 12 |
| J | 7d | Internal Control Findings | 'A',' 'B', 'AB' or 'C' are the ONLY acceptable entries. | 2 |
| K | 7e | Audit Findings Reference Numbers | All alphanumeric characters are acceptable. | 100 |

**B. Step 2. Formatting the spreadsheet.**

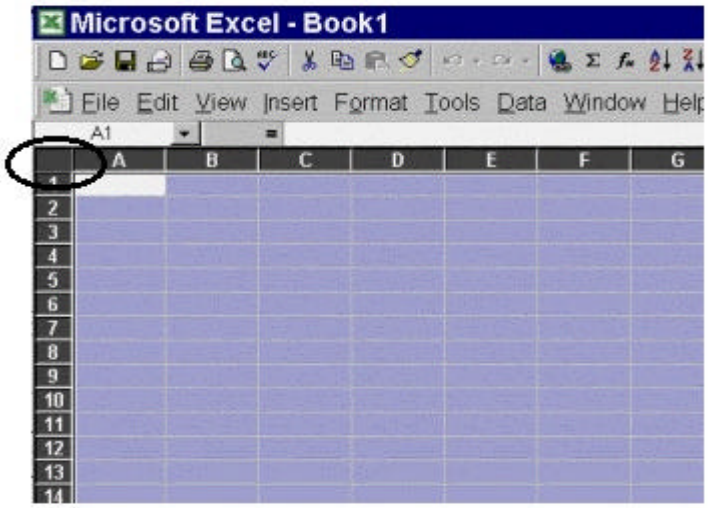
Only one worksheet is allowed. Delete extra worksheets from your spreadsheet.

1. For each extra sheet, *Right click* on the worksheet tab and select **Delete**, click **OK** to permanently delete the sheet.
2. Repeat for all additional worksheets.



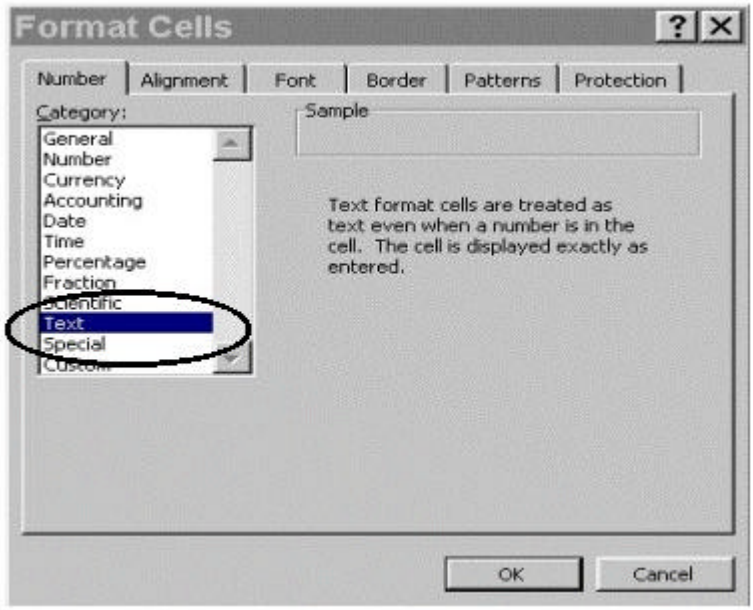

**C. Step 3. Format all cells as text.**

1. Select all cells by highlighting the cell to the left of Column A and above Row 1.




2. While all cells are highlighted, select **Format** from the Menu bar and choose **Cells**.

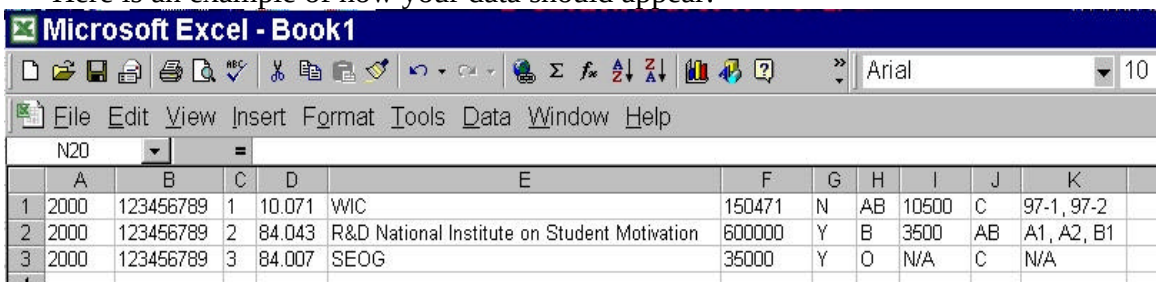
3. From the *Format Cells* Window, Highlight **Text** and click the **OK** button.




**D. Step 4. Enter your data in the spreadsheet.**

Please refer to the COLUMN REFERENCE TABLE in Step 1 for the allowable characters and field length for each column. **Any deviation from the prescribed format will result in the rejection of your file upload.**

Here is an example of how your data should appear:




| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2000 | 123456789 | 1 | 10.071 | WIC | 150471 | N | AB | 10500 | C | 97-1, 97-2 |
| 2 | 2000 | 123456789 | 2 | 84.043 | R&D National Institute on Student Motivation | 600000 | Y | B | 3500 | AB | A1, A2, B1 |
| 3 | 2000 | 123456789 | 3 | 84.007 | SEOG | 35000 | Y | O | N/A | C | N/A |

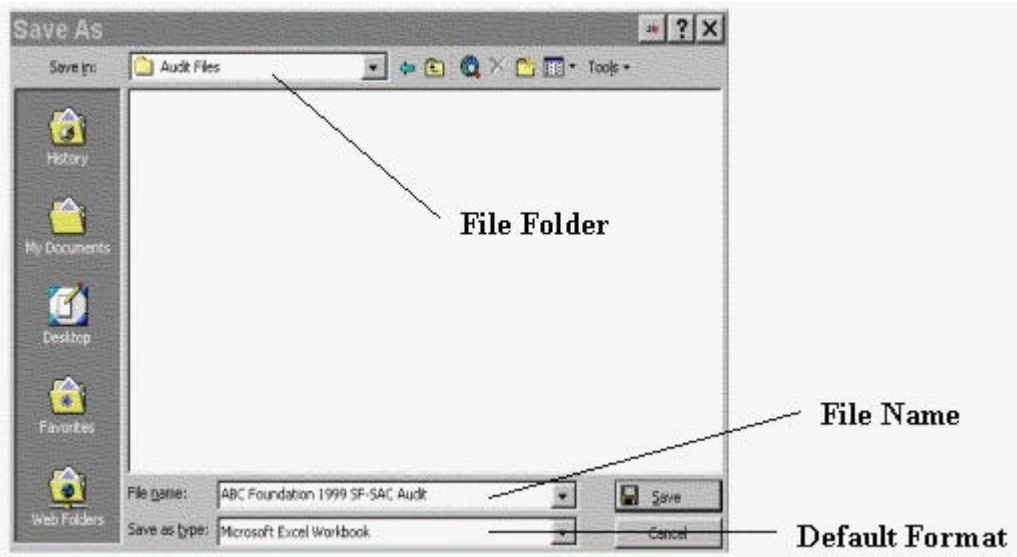
**E. Step 5. Saving your file.**

Note: You will need to save your work as two files in two different formats. One file will be saved in your spreadsheet software default format, e.g., Excel (.xls), Quattro Pro (.qpw) or Lotus 1-2-3 (.wks). The other file will be saved in the Comma Delimited (.csv) format. If any updates to your data must be made, please make the changes in the default format and save your updates in both the default and (.csv) formats. The reason for this is to preserve your data as you typed it. For instance, leading and trailing zeros will be lost in the EIN and/or the CFDA number if you reopen the .csv file to make your changes.

1. To save your file in the **DEFAULT** (e.g., .xls, .qpw, .wks) formats.

**a.** Select **File** from the Menu bar and choose **Save As**.

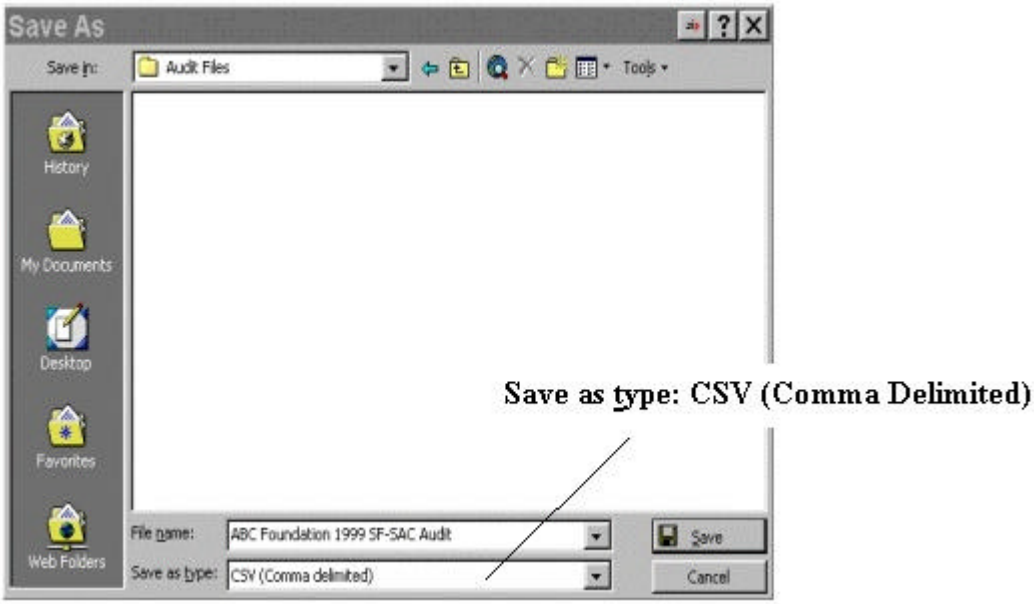
**b.** In the *Save As* Window choose the appropriate folder that you want to store your file in, **name your file** and click the **Save** button. The file will default to the spreadsheet format, in this case Microsoft Excel Workbook.




**2.** To save your file in a **COMMA DELIMITED/COMMA SEPARATED VERSION** (.csv) format:

**a.** Select **File** from the Menu bar and choose **Save As**.

**b.** In the *Save As* Window choose **CSV (Comma delimited)** from the **Save as type:** drop down menu. The file location should be the same as the default file.

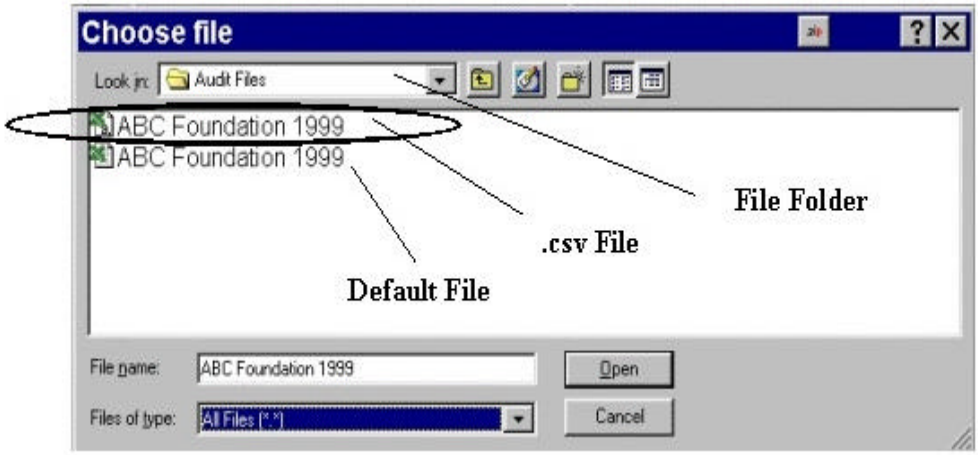


**F. Step 7 (Upload Procedure).** You are now ready to upload your data to the IDES. You may locate the IDES web page at the following URL: http://harvester.census.gov/sac/ddeindex.html. Open your IDES From.

1. Click the **SUBMIT PAGE 3** button from the Main Menu OR the top of Page 3.
2. Click on the **Browse…** button from the Single Audit File Upload page.
3. Locate the file in the appropriate **file folder** on your computer.

4. Select **All Files (*.*)** from the **Files of type:** drop down menu (if not already selected) and highlight the appropriate .csv file by clicking it.

   A .csv file has an icon that looks like this: . Click the **Open** button.




5. Click the **Upload File** button from the Single Audit File Upload Window to upload your data.

If your file was successfully uploaded, proceed with the **Check Data** button to check your answers. If your file was not successfully uploaded check the data in your upload file to make sure it follows the correct format as described in the COLUMN REFERENCE TABLE in Step 1.

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## VIII. HOW TO CORRECT ERRORS

**A.** **Corrections**: At any time you may check your data for errors by clicking the **Check Data** button at the Main Menu or from any page of the form.

**B.** This system will automatically check the form for errors and display a list of the errors found. This error listing may be printed from the Internet browser's file menu. Use the scroll bar on the right side of the window to scroll down and see all of the errors.

**C.** Review the SF-SAC instructions, if needed, to determine solutions to errors.

**D.** Select the **Correct Page** button for the corresponding page of the correction you wish to make. Do not use the Internet browser's Back button to navigate between pages after making changes or data may be lost. This feature limits navigation, but improves security for your form.

**E.** At each correction page, make any required changes. After making required changes, repeat steps A-D again to re-check the form.

**F.** When all the errors are corrected, you will see the following message listing:
**"The form has passed all of the edits. Follow these procedures to submit your Form SF-SAC…"**

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## IX. SUBMITTING DATA AND PRINTING FINAL COPIES

**A.** **Review** the DRAFT copy to ensure all your data are accurate.

**B.** Make any required updates to the form as necessary.

**C.** **To submit data to the FAC:** The electronic submission will not be processed until a signed FINAL copy of the SF-SAC Form is received by the FAC. **(The final copy will not have DRAFT printed across it.)** After verifying your answers and no errors are present:

1. Click the **Submit** button to send the data to the FAC. **Once the Submit button has been clicked you will no longer be able to change your data**. If changes must be made to your data after you have clicked the submit button please contact the FAC.
2. Print a FINAL copy of each page of the Form SF-SAC after you have clicked the **Submit** button.
   - **a.** Click on the **Print Page** button
   - **b.** When the print page window pops up, choose **File** from the Menu bar and select **Print**.
   - **c.** After printing, close the page window.
   - **d.** If your print is too large or too small, adjust the text size:
     - **i.** Select **View** from the Browser's Menu Bar.

ii. Choose **Text Size**.
iii. Select **Medium**.

3. **Part I, Item 6g.** A senior representative of the auditee (e.g., State Controller, Director of Finance, Chief Executive Officer, Chief Financial Officer) must sign the Certification Statement (Item 6g) to verify that the information on the form is accurate and complete as required by §__.320 of the Circular A-133. Provide the name and title of the signatory and date of signature.
4. **Part I, Item 7g.** Auditor Certification Statement: 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.
5. **Mail** the **signed** copy of Form SF-SAC with the appropriate number of audit reporting packages (see OMB Circular A-133 §__.320(d)) to the following address:

   **Federal Audit Clearinghouse**
   **1201 E. 10th Street**
   **Jeffersonville, IN 47132**

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## X. ASSISTANCE

If something is not working properly, please follow the next steps in order.

**A.** Check to verify that the system requirements have been fulfilled.
**B.** Close the web browser and then start over.
**C.** Please contact the Federal Audit Clearinghouse Staff with any questions about the IDES Form SF-SAC submission option or send an e-mail message:
(800) 253-0696
fac@census.gov.

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## XI. OTHER FORM SUBMISSION OPTIONS

**A. Paper copy ONLY:** All lines must be typed or hand-printed on the Form SF-SAC and mailed to the FAC.
**B. Electronic Diskette - Page 3:** Respondents with any number of Federal Program lines can submit a file containing the data reported in Part III, Items 6 and 7 in spreadsheet format on 3½ diskette, along with a paper copy of pages 1 and 2. Contact FAC for instructions at: fac@census.gov.

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## XII. FEDERAL AGENCY TWO 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 and 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 of Museum Services |
| 91 | Institute for Peace |
| 04 | Inter-American Foundation |
| 15 | Department of the 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 |
| 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 People with Disabilities |
| 57 | Railroad Retirement Board |
| 85 | Scholarship and Fellowship Foundations |
| 58 | Securities and Exchange Commission |
| 59 | Small Business Administration |
| 60 | Smithsonian Institution |
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| 21 | Department of Treasury |
| 82 | United States Information Agency |
| 64 | Department of Veterans Affairs |

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## XIII. SYSTEM REQUIREMENTS

**A.** A computer with at least 16 MB RAM is required to use this Internet Data Entry System. Recent versions of Netscape Communicator or Microsoft Internet Explorer Internet browsers are necessary to communicate effectively with the Internet. Free upgrades for those browsers are available at the **Netscape** or **Microsoft** websites.

**B.** Cookies must be turned on. Cookies allow proper data transfers between the user's computer and the web site. To turn cookies on:

1. **In Microsoft Internet Explorer**.
   - **a.** At the **Tools** menu, click **Internet Options**.
   - **b.** At the *Internet Options* window, click the **Security** tab.
   - **c.** There, click the **Custom Level** button then scroll down to **Cookies**.
   - **d.** At **Allow cookies that are stored on your computer**, click **Enable** or **Prompt**.
   - **e.** Click **OK**.
2. **In Netscape Communicator**.
   - **a.** At the **Edit** menu, click **Preferences**.
   - **e.** In the *Preferences* window, double click on the **Advanced** category.
   - **f.** There, in the Cookies section, choose either **Accept all cookies**, **Accept only cookies that get sent back to originating server**, or **Warn me before accepting cookies**.
   - **g.** Click **OK**.
3. Cookie settings can be returned to normal by reversing the steps above.

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## XIV. GLOSSARY

***Button:*** The three-dimensional area that activates functions when clicked.
***.csv:*** Comma Separated Version/Comma Delimited Version. .csv files are used in the Page 3 upload procedure.
***Click*** or ***Clicking:*** refers to using the mouse to move the cursor onto a section of the screen and then pressing the mouse button to perform the action.
<***> ***Key:*** refers to one of the keys on the computer's keyboard.
***FAC:*** Federal Audit Clearinghouse
***Form SF-SAC:*** The data collection form described in OMB Circular A-133 §__.320 (b).
***IDES:*** The Internet Data Entry System for reporting Form SF-SAC electronically over the Internet.
***OMB:*** The White House Office of Management and Budget
***OMB Circular A-133:*** The document that establishes uniform audit requirements for non-Federal entities that administer Federal awards and implements the Single Audit Act Amendments of 1996, which were signed into law on July 5, 1996 (Public Law 104-156). OMB Instructions for filling

out the Form SF-SAC are available in .pdf format (see definition in Glossary below).

***.pdf:*** Portable Document Format (This cross-platform document ensures that users will be able to obtain the publication in its original format regardless of what platform, software, or configurations they use to access the Internet. In order to view PDF documents, however, users must first download the free Acrobat Reader software, which allows viewing, navigation, and printing of PDF documents. Detailed instructions for downloading and installing the Adobe® Acrobat® Reader™ are available from Adobe.

***Reporting Package:*** The reporting package is the information that must be submitted to the FAC. The required components of a reporting package are listed in OMB Circular A-133 §__.320.

***Text files:*** A file containing a ".txt" (text) extension in its name.

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