FAMS Data Field Definitions

Data Element	Definition	Comments
PRIME RECIPIENT INFORMATION		
Department	The expending agency that is authorized to expend federal funds appropriated in the budget bill or received Goveror's approval to expend for non-appropriated federal funds.	System provided. The Department value is prefilled based on a user's Datamart account.
Program ID	The unique identifer for the specific program responsible for carrying out the program consisting of the abbreviation for the organization followed by the organization no. for the program.	This is a required field. Select from the values listed in the Program ID dropdown menu.
DUNS Number	The DUNS number shown on the federal award notice. The nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award.	This is a required field. Enter a nine (9) digit DUNS number without dashes or spaces.
Name of State Program Manager	The name of the State's contact.	This is a required field.
Email Address of State Program Manager	The email address of the State's contact.	This is a required field.
Phone Number of State Program Manager	The phone number of the State's contact.	This is a required field.
FEDERAL AWARD INFORMATION		
CFDA Number	The number that is shown on the federal award notice which identifies the Federal program in the Catalog of Federal Domestic Assistance database. Please reference cfda.gov.	This is a required field. Enter using the ##.### format. Do not enter the alpha code at the end of the number, if any. If the federal award notice does not provide a CFDA number, enter a value of "00.000".
CFDA Program Title	The title of the program under which the Federal award was funded in the Catalog of Federal Domestic Assistance (cfda.gov).	System provided. When a CFDA number is entered that is in the CFDA index, the CFDA Program Title will auto-fill. If "00.000" is entered for the CFDA number, the CFDA Program Title value "No CFDA Program" will auto-fill.
Federal Awarding Agency	The Federal agency that provides a Federal award directly to a non-Federal entity.	This is a required field. When a CFDA number is entered that is in the CFDA index, the Federal Agency name will auto-fill. If "00.000" is entered for the CFDA number, the user must enter the Federal Agency name manually.
Federal Award Identification Number	The identifying number assigned to the award by the federal agency as shown on the federal award notice.	This is a required field. If the award notice does not show an award number, check with the federal agency. If the federal agency cannot provide an award number, select an identifying number from the award document. The number must be unique as FAMS will reject a number that already exists.
Award Program/Project Title	The name of the award as shown on the award notice.	This is a required field.
Award Notices:		Enter an amount for each award notice action.
● Award Date	The date when the Federal award notice was signed by the authorized official of the Federal awarding agency.	This is a required field.
● Award Amount	The amount of financial assistance awarded for this action.	This is a required field.
● Budget Period Start/End Date	The federal fiscal year that appropriated the amount shown on the award notice.	This is an optional field. Enter the information when provided on the award notice.
Project/Performance Period Start/End Date	The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must provide start and end dates of the period of performance on the Federal award notice.	These are optional fields. Enter the information if provided on the award notice or other document.
Liquidation Date	Date by which all funds must be expended. Normally 90 days after the ending date of the performance period.	This is a required field.
Close Out	The award record can be closed out after the performance period and liquidation date have concluded.	Check this box to close out the award in FAMS. This field displays only when an Award Record is revised.
Federal Contact Name	The name of the federal contact.	This is a required field.
Federal Contact Email Address	The email address of the federal contact.	This is a required field.
Federal Contact Phone Number	The phone number of the federal contact.	This is a required field.

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STATE PROGRAM/PROJECT INFORMATION		
Project/Program Title	The title of the program, project or activity funded in whole or in part with award funds.	This is a required field.
Appropriation Type:		This is a required field. Select Appropriated or Non-Appropriated.
○ Appropriated	When the State Legislature authorizes the expenditure of federal funds in the budget bill.	If the award is listed on Form FF, it is appropriated.
○ Non-appropriated	When approval to expend federal funds in excess of levels authorized by the legislature was received through request to the Governor.	Form E-2 is used to obtain Governor's approval to expend non-appropriated federal funds.
Approval Date:	The date that the Governor signed Form E-2 (request to expend non-appropriated funds).	This is a required field when "non-appropriated" is selected as the Appropriation type and the Appropriation Account Symbol is entered.
Appropriation Accounts:		The Appropriation Account symbol is a required field when the "Appropriated" button is selected. If the "Non-appropriated" button is selected, enter the Appropriation Account Symbol if it is available. When there are multiple Appropriation Accounts set up for the award, enter each Appropriation Account that will receive funds from the award.
• Appropriation Account Symbol	Designates the authorization granted by the State Legislature to make expenditures and incur obligations.	This value must be entered in the format: S-FY-###-D. ("S" = Special Funds; "FY" = appropriation fiscal year; ###=the 3 digits assigned by DAGS; "D"= 1 alpha department code.
• Sub Award Amount	When the Appropriation Account represents a sub-award to another Program ID, enter the sub-award amount.	This is an optional field.
• Program ID	The unique identifer for the specific program responsible for carrying out the program consisting of the abbreviation for the organization followed by the organization number for the program.	This value will auto fill when the appropriation account is active in Famis.
• Account Title	A description of the individual appropriation account.	This value will auto fill when the appropriation account is active in Famis.
• Means of Financing	Defines the source from which funds are appropriated or authorized to be expended for the programs and projects specified in the appropriation bill.	This value will auto fill when the appropriation account is active in Famis.
• Lapse Date	The date when the remaining balance of an appropriation will terminate.	This value will auto fill when the appropriation account is active in Famis.
• Act No.	The Act No. for the appropriation bill which authorized the appropriation. If the account is non-appropriated, "Federal Funds" will display instead.	This value will auto fill when the appropriation account is active in Famis.

FAMS Data Field Definitions

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State Match/Cost Share:	Cost sharing or matching means the portion of project costs paid by non-federal funds.	
A. State Funds	The source of the match/cost share amount is State funds.	
● Amount	State funded amount of the cost share.	This is an optional field.
● Appropriation Account Symbol	Enter the Appropriation Account that is providing the State match amount.	This is an optional field. The value must be entered in the format: S-FY-###-D. ("S" = Special Funds; "FY" = appropriation fiscal year; ###=the 3 digits assigned; "D"= 1 letter department code.
● Program ID	The unique identifer for the specific program responsible for carrying out the program consisting of the abbreviation for the organization followed by the organization number for the program.	This value will auto fill when the Appropriation Account is active in Famis.
● Account Title	A description of the individual appropriation account.	This value will auto fill when the appropriation account is active in Famis.
● Means of Financing	Means the source from which funds are appropriated or authorized to be expended for the programs and projects specified in the appropriation bill.	This value will auto fill when the Appropriation Account is active in Famis.
● Lapse Date	The termination of the remaining balance of an appropriation after a certain period of time has lapsed.	This value will auto fill when the Appropriation Account is active in Famis.
● Act No.	Identifies the Act No. for the appropriation bill which authorized the appropriation.	This value will auto fill when the Appropriation Account is active in Famis.
B. In-Kind Match	In-Kind match are non-cash contributions provided by the non-Federal entity. These can be in the form of real property, equipment, supplies, services, and other expendable property.	
● Amount	The value of the non-state funded portion of the match amount.	This is an optional field.
● Appropriation Account Symbol	If applicable, enter the Appropriation Account where the match funds are sourced from.	This is an optional field. The value must be entered in the format: S-FY-###-D. ("S" = Special Funds; "FY" = appropriation fiscal year; ###=the 3 digits assigned; "D"= 1 letter department code.
● Program ID	The unique identifer for the specific program responsible for carrying out the program consisting of the abbreviation for the organization followed by the organization number for the program.	This value will auto fill when the Appropriation Account is active in Famis.
● Account Title	A description of the individual appropriation account.	This value will auto fill when the appropriation account is active in Famis.
● Means of Financing	Means the source from which funds are appropriated or authorized to be expended for the programs and projects specified in the appropriation bill.	This value will auto fill when the Appropriation Account is active in Famis.
● Lapse Date	The termination of the remaining balance of an appropriation after a certain period of time has lapsed.	This value will auto fill when the Appropriation Account is active in Famis.
● Act No.	Identifies the Act No. for the appropriation bill which authorized the appropriation.	This value will auto fill when the Appropriation Account is active in Famis.
● Description		This field is required when an amount is entered.
C. Total Match	The total amount of the non-federal match.	This is a required field. The sum of the amounts entered for State Fund and/ or In-Kind match will calculate. If no amount is entered for State Match and In-kind Match, then enter 0.00.
Will this award be used to fund Operating or CIP (Capital Improvement) projects? Check one or both.	Check one box or both.	This is a required field.

FAMS Data Field Definitions

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SUBRECIPIENT INFORMATION		
Sub Award Number	The award number assigned by the pass-through entity (Prime Recipient) in a written agreement to the sub recipient.	This is a required field.
Sub Recipient Duns Number	DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award.	This is a required field.
Sub Award Amount	The amount of funds awarded by the pass-through entity (Prime Recipient).	This is a required field.
Sub Recipient Program Manager Name	The name of the subrecipient's Program Manager.	This is a required field.
Sub Recipient Program Manager Email Address	The address of the subrecipient.	This is a required field.
Sub Recipient Program Manager Phone Number	The phone number of the subrecipient.	This is a required field.
If the "State Agency" box is checked, these additional fields display:		
Department (Sub awardee)	The expending agency that is authorized to expend federal funds appropriated in the budget bill or received approval to expend from the Governor for non-appropriated federal	This is a required field.
Program ID (Sub awardee)	The unique identifer for the specific program responsible for carrying out the program consisting of the abbreviation for the organization followed by the organization number for the program.	This is a required field.
Appropriation Accounts:		
● Appropriation Account Symbol	Designates the authorization granted by the State Legislature to make expenditures and incur obligations.	This value must be entered in the format: S-FY-###-D. ("S" = Special Funds; "FY" = appropriation fiscal year; ###=the 3 digits assigned by DAGS; "D"= 1 alpha department code.
● Program ID	The unique identifer for the specific program responsible for carrying out the program consisting of the abbreviation for the organization followed by the organization number for the program.	This value will auto fill when the account is active in Famis.
● Account Title	A description of the individual appropriation account.	This value will auto fill when the appropriation account is active in Famis.
● Means of Financing	The source from which funds are appropriated or authorized to be expended for the programs and projects specified in the appropriation bill.	This value will auto fill when the account is active in Famis.
● Lapse Date	The termination of the remaining balance of an appropriation after a certain period of time has lapsed.	This value will auto fill when the account is active in Famis.
● Act No.	Identifies the Act No. for the appropriation bill which authorized the appropriation.	This value will auto fill when the account is active in Famis.
If the "State Agency" box is not checked, these additional fields appear:		
SubRecipient Legal Name	The legal name of the subrecipient.	This is a required field.
SubRecipient Address	The physical location of the subrecipient.	This is a required field.
SubRecipient Address City	The city of the subrecipient.	This is a required field.
SubRecipient Address State	The state of the subrecipient.	This is a required field.
SubRecipient Address Zipcode	The zipcode of the subrecipient.	This is a required field.

FAMS Data Field Definitions

Data Element	Definition	Comments
SUPPORTING DOCUMENTS		
Document Type:	The federal award notice must be uploaded before the award record can be submitted to B&F for review.	This is a required field. Select the type of document to be uploaded from the values listed in the dropdown menu.
STATUS CODES (My Records)		
DFT	Draft	When a record is in DFT status, only the Editor that created the record can make changes to the record.
SFR	Submitted for Review	When a record is in SFR status, changes cannot be make to the record until it has been approved or returned to the Editor.
REC	Recorded	The record has been reviewed and approved by B&F.
RET	Returned	The record has been reviewed by B&F and returned to the Editor for further action.
RDF	Revision Draft	The Editor has created a revised record that is in draft status and not yet submitted for approval.
RSR	Revision Draft Submitted for Review	The Editor has created a revised record that is in review status and not yet submitted for approval.
RRD	Returned for Correction	The revised record that was submitted for approval has been returned to the Editor for further action.
CLO	Closed	The Editor has closed the record as the award is completed.