STATE OF HAWAII
Federal Awards Management System (FAMS)
Frequently Asked Questions

WHAT IS THE FEDERAL AWARDS MANAGEMENT SYSTEM (FAMS)?

A: The Federal Award Management System (FAMS) is a feature of DataMart that provides a secure application for State recipients of federal awards to:

1. Create a record for each federal award within 14 days of receipt of the award notice and attach supporting documents to the record. The award records that are created establish a master database of Federal Awards held by State entities.

2. Display and process Form FF, a document that is submitted by each Program ID that receives federal awards to request appropriation and establish appropriation accounts for federal funds, as part of the Executive budget request and budget execution process.

ACCOUNT SETUP AND PASSWORDS AND PRIVILEGES

Q: **Do I need a DataMart account to access FAMS?**

A: Yes. FAMS is a feature of DataMart that is accessed via the DataMart application. Contact your department DataMart Coordinator to get access to DataMart/FAMS. Please contact us if you require further assistance.

Q: **What are the User Groups used by DataMart/FAMS?**

A: Your DataMart User ID will be assigned to a User Group that defines your privileges in DataMart; it will also be used to define your role in FAMS.

The User groups assigned in DataMart are:
Dept User: The User has access to and can view FAMIS data for their department.
Div User: The User has access to and can view FAMIS data for the division assigned by the System Administrator.
Program User:The User has access to and can view FAMIS data for the Program IDs assigned by the System Administrator.

The User groups assigned for FAMS are:
FAMS Viewer: The User may only view award records for the group assigned above.
FAMS Editor: The User may create/maintain/view award records for the group assigned above.
Form FF Department Reviewer: The User receives Form FF templates from B&F for all Program IDs, forwards the template to each Program ID, receives completed forms back from each Program ID, and reviews/submits the entire department's Form FF to B&F.

Form FF Program Editor: The User receives Form FF template for their program from the Department Reviewer, completes and then returns the Form FF to the Department Reviewer.

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NOTIFICATION REQUIREMENT

Q: **What is the notification requirement for federal awards?**

A: State Executive Departments and Agencies, excluding UH, must notify Budget and Finance within fourteen (14) calendar days of receipt of a federal award notice.

Q: **How do State Agencies notify B&F?**

A: State Agencies must use the Federal Awards Management System (FAMS) to notify B&F of the receipt of a federal award.

Q: **When is the notification requirement met?**

A: The notification requirement is met when an award record is created and submitted via FAMS to B&F for review and approval.

Q: **What is a Federal Award?**

A: Federal Award" means financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the Federal Government to an eligible recipient. The term does not include: technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts which are required to be entered into and administered under procurement laws and regulations.

CREATING AN AWARD RECORD IN FAMS

Q: **Who should create the award record in FAMS?**

A: Each department should identify the person that will be responsible at each Program ID for entering and maintaining information for each unique federal award in FAMS.

Q: **What is the unique identifier for each award record created in FAMS?**

A: The Federal Award ID assigned to a federal award is the unique identifier for an award. If the awarding federal agency has not assigned a Federal Award ID on the award document, use any identifying number assigned by Federal Agency.

Only one award record can be created in FAMS per Federal Award ID.

In addition, after an award record is created in FAMS, the system will automatically assign a unique FAMS ID # to the record.

Q: **Should CIP federal awards be entered into FAMS?**

A: Yes, in addition to operating federal awards, awards for CIP projects should be recorded in FAMS. There is a checkbox on the record to designate whether an award is Operating or CIP.

> * Will this award be used to fund Operating or CIP (Capital Improvement) projects? You must check one or both.
>
> Operating? ☐
>
> CIP? ☐

Q: **How should subawards made to another Program ID within the Executive branch be entered into FAMS?**

A: When a Program ID that is the prime recipient makes a subaward to another Program ID in the Executive Branch (except UH), enter the Appropriation Account that will receive the subward by clicking on the "+ Add Account" button next to the "Appropriation Account" field.

> Appropriation Accounts: **+ Add Account**

REVISING AN AWARD RECORD

Q: **How do I revise an award record in FAMS after it has been approved and is in Recorded (REC) status?**

A: If you need to revise an award record, click on the "View" icon (📄) and then click on the "Revise this Award Record" button.

> ✏ Revise this Award Record

Q: **When a federal award receives multiple notifications of award amounts, do I need to revise the award amount each time an award notice is received?**

A: Yes. To add an Award Amount to the record, click the "+ Add Amount" button; this will open a dialog to enter the date and amount for each individual funding notice. A cumulative amount of all the award amounts entered will display on the last row of the dialog box. $0.00 and minus amounts (i.e. -$50.00) may be entered for award notices that deobligate award funds or only change the award terms.

> Award Amounts: * **+ Add Amount**

DELETING A AWARD RECORD

Q: **How do I delete an award record in FAMS that is still in Draft (DFT) status?**

A: Click on the cancel icon (❌) to delete the draft record.

Q: **How do I delete an award record in FAMS after it has been approved and recorded?**

A: Contact the Office of Federal Awards Management to delete the record.

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CLOSING A AWARD RECORD

Q: **When do I close out an award record in FAMS?**

A: A award record should be closed out in FAMS after all applicable administrative actions and required work of the grant have been completed as specified in the terms and conditions of the specific federal award. Federal close-out definitions are detailed in "2 CFR §200.343 Closeout." In general, the following conditions should be met for a close-out:

1. The non-Federal entity has submitted, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. The Federal awarding agency or pass-through entity may approve extensions when requested by the non-Federal entity.

2. The non-Federal entity has liquidated all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award, unless the Federal awarding agency or pass-through entity authorizes an extension.

3. Recipient has received notification from the federal sponsor that the award has met all financial reporting and programmatic requirements and is considered officially closed.

4. Cash balances in the State Appropriation Account have been returned to the appropriate authority or used to reimburse the appropriate fund per Comptroller's Memorandum No. 2013-09.

Q: **How do I close out an award record in FAMS?**

A: Click on the "View" icon (📄) and then click on the "Revise this Award Record" button.

- From the Supporting Documents section, select document type "Close Out Document" then upload the supporting document from the federal sponsor that the award has met all financial reporting and programmatic requirements and is considered officially closed.

- Check the "Close out" box under the Federal Award Information section.

- Submit to B&F for approval.

VIEWING AWARD RECORDS

Q: **Since "My Records" displays the records that I created for only thirty days, how can I find my records after thirty days?**

A: You can query for award records from the "Reports" page. The search results will be based on your assigned DataMart privileges, i.e. Department or Program user. The search results will also display records created by another Program ID when your Program ID was entered on that record under "Appropriation Accounts" or as a Sub Recipient.

PRINTING THE PDF AWARD RECORD

Q: **When I print the pdf copy of an award record, the first line on the top that shows the Award ID is truncated. How can I fix this?**

A: When the printer icon ("Print File") pops up on the award record, please select the "Shrink Oversized Pages" option and then print. This option will be saved for future printing once you set it.
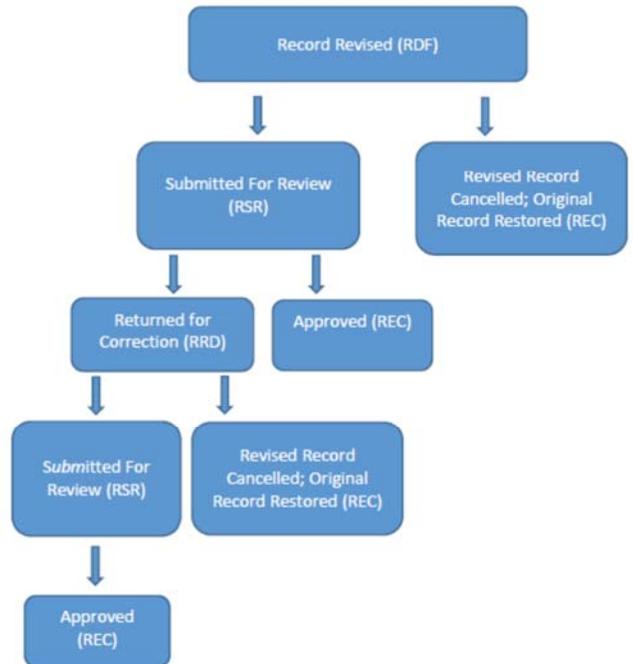
WHAT DO THE STATUS CODES ON AN AWARD RECORD MEAN?

A: See below.
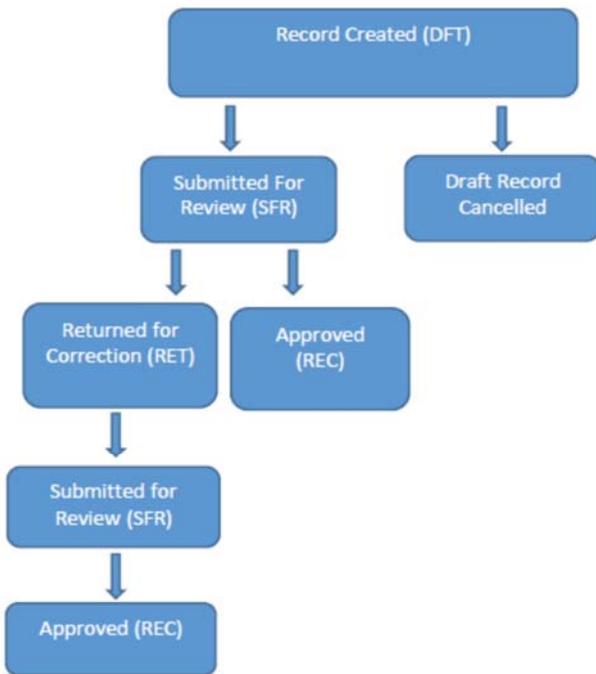
WHAT IS FORM FF?

A: Form FF is a list of anticipated federal awards submitted each State fiscal year by every Program ID that receives federal awards to request appropriation ceilings and establish appropriation accounts for federal funds, as part of the Executive Budget Request and Budget Execution process.

FORM FF EXECUTIVE BUDGET REQUEST WORKFLOW

Q: **What is the Form FF Executive Budget Request workflow used for?**

A: When the Executive Budget Request preparation for a fiscal biennium commences, federal fund and other federal fund ceiling amounts must be appropriately allocated by Program ID. The Form FF Executive Budget Request workflow is the on-line process used to generate a Program ID's Form FF to link award amount totals to the federal funds ceilings and then submit it to B&F.

Q: **Who has access to the Form FF Executive Budget Request?**

This feature is only accessible to a DataMart User that has been assigned as a "Form FF Department Reviewer" or a "Form FF Program Editor". If the permission is assigned, a blue 'Form FF Budget Request' button will appear on the FAMS homepage to access this feature.

FORM FF WORKBOOK CONVERSION TO ON-LINE DATA BASE

Q: **Which Form FF are available on-line?**

A: Form FFs that departments submitted by hardcopy for FB2013-15 and FB2015-17 were converted to the on-line database and are accessible by clicking on the "Display Form FF" button at the FAMS homepage. The "DONE" queue includes the Form FFs that were submitted for FB2013-15 and FB2015-17.

Q: **Who has access to these Form FFs?**

This feature is accessible to a DataMart User that has been assigned FAMS User privileges. The Program ID(s) that a User can access is determined by the User's DataMart User ID assignment such as Dept. User, Div. User or Program User.