NEIL ABERCROMBIE GOVERNOR



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## STATE OF HAWAII DEPARTMENT OF BUDGET AND FINANCE P.O. BOX 150

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ADMINISTRATIVE AND RESEARCH OFFICE BUDGET, PROGRAM PLANNING AND MANAGEMENT DIVISION FINANCIAL ADMINISTRATION DIVISION OFFICE OF FEDERAL AWARDS MANAGEMENT

EMPLOYEES' RETIREMENT SYSTEM HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND OFFICE OF THE PUBLIC DEFENDER PUBLIC UTILITIES COMMISSION

July 10, 2014

TO:

Heads of Departments and State Entities

FROM:

Kalbert K. Young, Finance Director

SUBJECT:

Access to Federal Award Management System (FAMS), a New Feature of

Datamart

The Federal Awards Management System (FAMS) will be a new feature of Datamart that provides an interim solution for grants management until the new Enterprise Resource Planning Program is developed. FAMS is scheduled to go live on August 1, 2014. In preparation for this, departments should determine which staff will be provided access to FAMS. FAMS access should be provided to program staff who are responsible for managing federal awards as well as budgeting and accounting personnel who need to have an understanding of how federal funds are being spent.

Please create a list of staff at your department that will require access to FAMS and provide the information to your Department Datamart Coordinator by July 25, 2014 so that they can establish access for staff by August 1. Please refer to the attached sample which shows the information that needs to be provided to your Department Datamart Coordinator in order to setup these accounts. Please also email a copy of your list to Mark Anderson at <a href="mailto:ma

Mr. Mark Anderson of the Office of Federal Awards Management is the lead for the FAMS project and may be contacted at <a href="mailto:management">manderson@dbedt.hawaii.gov</a> or 586-3035 should you have any questions.

Attachment

List of Department Personnnel Who Need to be Provided Access to the Federal Award Management System (FAMS)

Department:	12					
Completed by: Contact Information:						
Attention Department Datamart Coordinators: FAMS access can be assigned starting on July 30, 2014. Users assigned "Viewer" access will be able to view FAMS data only. Users assigned "Viewer and Editor" access will be able to view FAMS	Attention Department Datamart Coordinators: FAMS access can be assigned starting on July 30, 2014. Users assigned "Viewer" access will be able to view FAMS data only. Users assigned "Viewer and Editor" access will be able to view FAMS data as well as create & revise award records.	well as create & revise award records.				
First Name	Last Name	E-mail Address	Phone No.	Program ID	Current Datamart User? (Yes/No)	Type of FAMS Access to Assign ("Viewer" or "Viewer")
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