Department of Accounting and General Services

Information and Communication Services Division

User Manual (Editors)
For The

Federal Awards Management System (FAMS)

Version Number : v4.4:740
Version Date : September 14, 2015
Prepared By : eWorld Enterprise Solutions Inc.
## Revision History

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1.0 INTRODUCTION

1.1 FAMS Overview

The Federal Award Management System (FAMS) provides a secured application for State recipients of federal awards to create a record for each federal award received and attach supporting documentation in PDF format to the record. The award records that are created will establish a master database of Federal Awards held by State entities with basic query and report features.

1.2 How to Use This Manual

This manual serves both as a training tool and reference guide for FAMS Editors. It is intended for users of all experience levels and assumes that users have a basic understanding of Microsoft Windows and web browsers.

The manual provides basic procedures for Editors to use the application, such as how to create an award record, how to revise an award record and how to search for award records.

The manual is structured to assist the reader to quickly refer to and comprehend information. It is also designed with a consistent layout, color-coding and notation conventions, detailed as follows.

Chapters and Pages

The User Manual is divided into chapters and sections with appropriate headings and numbering, guided by the following conventions:

- Chapter/section numbers, chapter/section headings, and their page numbers are listed in the Table of Contents at the beginning of the manual.
- In the Table of Contents, each chapter heading is **bold**.
- The chapter heading is always present on the top right corner of each page (e.g., INTRODUCTION).
- The version number and date identify the Datamart version the manual applies to and is always present in the bottom left corner of each page.
- The page number is always present in the bottom right corner of each page.
Font and Style Conventions

The following font and style conventions are used consistently throughout the manual:

- Arial 11 Normal
  Used for normal text.
  For example, this text.

- Arial 11 Bold
  Used for labels found on pages and dialogs.
  For example, DUNS Number.

- Arial 11 Bold Underlined
  Used for sub-headings not in the Table of Contents.
  For example, Font and Style Conventions.

- Arial 11 “Bold”
  Used for buttons found on pages and dialogs.
  For example, “Go Back”.

- Arial 11 Italic
  Used for document references.
  For example, refer to How to User This Manual.

- Arial 11 “Italic”
  Used for options available for a data element.
  For example, “Appropriated”.

- Arial 11 <Italic>
  Used for keys on the keyboard.
  For example, <Enter>. 
2.0 GETTING STARTED

2.1 Accessing the FAMS Application

You will need a Datamart user account to use FAMS. Please refer to the Datamart User Manual for the procedures for setting up a Datamart user ID. Your Datamart user ID will be assigned a user group that defines your role in Datamart; it will also be used to define your role in FAMS.

Once you have a Datamart user account setup, you will need to obtain access to the FAMS application from the Department’s Datamart Coordinator.

The user groups used by FAMS are as follows:

- Dept User – The user may create/maintain/view award records for their department.
- Div User – The user may create/maintain/view award records for the division assigned to them by the system administrator.
- Program User – The user may create/maintain/view award records for programs assigned to them by the system administrator.
- FAMS Viewer – The user may only view award records based on the above groups.
- FAMS Editor – The user may create/maintain/view award records based on the above groups.

For example, a user assigned to the Dept User and FAMS Viewer groups may view all award records for their department; while a user assigned to the Div User and FAMS Editor groups may create, maintain and view award records for the division assigned to them by the system administrator.

2.2 Opening the FAMS Application

The FAMS application may only be accessed via the Datamart application; the Datamart application can be accessed via the following URL:

http://famisdatamart.hawaii.gov

The application was developed to be compatible with Microsoft Internet Explorer v8 and older, and as an intranet application (i.e., it can only be accessed from within the State’s network).
Upon successful connection through the URL, the Datamart Login page opens.

Enter the **Username** and **Password** provided to you by an administrator and then press `<Enter>` or click the “Login” button.
Upon successful entry of the **Username** and **Password**, the Datamart Welcome page opens.

![Datamart Welcome Page Screenshot]

Welcome back to the Datamart, Gordon!

- To navigate through the Datamart Application use the menu at the top of the page.
- This menu will be available on every page enabling you to easily switch between sections.
- Hold the mouse over any of the menu topics. If available, a drop down list will appear displaying it’s sub-topics.
- Then proceed to select the sub-topic you wish to view, by clicking on it with the mouse.
- You can always return to the home page (this page) by clicking on the 'DATAMART' text in the upper left.
- To change your password hover over your name and select Change Password from the drop down list.
- To logout of Datamart click Logout in the upper right.

Your User Account:
- User Name: htakagi
- Department: H
- Security Level: Department User
- UserGroup(s): Famis User, PDF Famis, FAMS User, FAMS Intake

**DATA STATUS:** Data is Balanced

**FAMIS as of:** 08/15/2013
Click the “FAMS” menu item in the Datamart Header; this will open the FAMS Welcome page. If you do not see the “FAMS” menu items then you have not been given the necessary permissions to use FAMS and you should contact your department’s Datamart Coordinator.

The FAMS Menu Bar and Quick Links buttons will be described in other sections of this manual.

The following hyperlinks are available:

“User Guide” may be clicked to open this User Manual in PDF for viewing.
“Frequently Asked Questions (FAQS)” may be clicked to open the FAQ page.

“FAMS Data Field Definitions” may be clicked to open the FAMS Data Field Definitions PDF for viewing.
3.0 GENERAL FEATURES

Once you have successfully opened the FAMS application a number of common features are available for your use on most, if not all of the pages.

3.1 Page Header

All pages have the same “header” displayed at the top of the page:

![Page Header](image)

Refer to the Datamart User Manual for further instructions.

3.2 FAMS Menu Bar

The FAMS Menu Bar is displayed immediately below the page header to enable you to navigate between the FAMS functions you are authorized to use:

![FAMS Menu Bar](image)

Clicking on an item in the Menu Bar will take you to the page that supports that function.
3.3 Date Picker

Enterable date fields have a special widget, the Date Picker, associated with them:

![Date Picker](image)

When you click or tab to a date input field, a pop-up calendar is displayed. You then have the choice to enter the date via the keyboard or navigating to and clicking on a date within the calendar.

If you choose to enter the date, it must be in the format MM/DD/YYYY; for example, all of the following formats are valid:

- 06/02/2014
- 6/2/2014
- 06/2/2014
- 6/02/2014
4.0 CREATING AN AWARD RECORD

A FAMS award record contains information pertaining to a specific federal award.

The creation of a new award record is initiated by pressing the “Create an Award Record” button on the FAMS Home page:
The “Create an Award Record” button is also available on the My Records page:

This display is described in the Managing My Award Records.
The Award Record Form will open:

The following buttons are displayed in the Actions section at the top and bottom of the page; a button may be pressed at any time:

“**Go Back**” may be pressed to return to the previously displayed page.

“**Save Changes**” may be pressed to save a draft of the award record to the database. The first time you press “Save Changes, a FAMS ID is assigned to the award record and if you choose to leave the form, you may later open the saved draft from the My Records page to resume entry of the award record (refer to the Managing My Award Records chapter for details).

“**Submit to B&F**” may be pressed to submit the award record to Budget & Finance for review.

The fields that are marked with an asterisk (*) are required for submission. If you press the “**Submit to B&F**” button and one or more of these required fields do not have a value entered, an error message will be displayed and the missing fields will be high-lighted. For example:
The award could not be submitted.

Some fields are missing or invalid.
Please properly fill in the required fields highlighted with a red border and submit again.
Syntactical edits (e.g., date fields must contain dates and amount fields must contain amounts) are performed when you tab off a field and when you press the “Save Changes” and “Submit to B&F” buttons. A message describing the syntax error is displayed above the field. For example:
Tooltips are provided for every data field. Simply hover your mouse pointer over the data field to see the tip; for example:

Now, let's take a look at each section on the form.
4.1 Prime Recipient Information

The **Prime Recipient Information** section is used to record data about the prime recipient of a federal award.

The **Department** value is prefilled based on your Datamart user account.

The values listed in the **Program ID** dropdown are also based on your Datamart user account.

If you feel that these values are incorrect, contact your Department Datamart Coordinator.
4.2 Federal Award Information

The **Federal Award Information** section is used to enter information provided on the federal award notice.

When you enter a **CFDA Number** that is recognized by the CFDA website, the **CFDA Program Title** and **Federal Agency** values will auto-fill. For example:
When the **CFDA Number** is not recognized, the **CFDA Program Title** and **Federal Agency** values must be entered. This happens when the CFDA website’s current values have not yet been downloaded into FAMS or if the CFDA Number entered is nonexistent.

If the federal award notice does not provide a **CFDA Number** you may enter a value of “00.000”. The **CFDA Program Title** value will be auto-filled for you and you will have to enter the **Federal Agency** value.

To add an **Award Notice** to the record, press the “Add Notice” button; this will open a dialog for you to enter the date and amount:

![Add/Modify Award Notice](image)

When you press the “Save” button the entered values will be stored on the award record and, if there is not already an award notice uploaded with the provided **Award Date** value, the following dialog will open:

![Would you like to upload the award notice now?](image)
When you press the “Upload Now” button you will be taken to the Supporting Documents section where the Document Type and Award Notice Date values will be pre-filled for you; you then provide the location and name of the notice PDF:

If you prefer, you may press the “No, thanks” button and upload the award notice by going to the Supporting Documents section later.

Once you have added one or more award notices to the table, it will look like:

Every award notice in the table must have a corresponding federal award notice document uploaded to the award record; if not then the award record may not be submitted to B&F for approval. You may press the “Attach” button to go to the Supporting Documents section where the Document Type and Award Notice Date values will be pre-filled for you; you then provide the location and name of the notice PDF.

You may press the “Download” button to open or save a copy of the award notice document.

You may use the pencil icon (📝) to open the Add/Modify Award Notice dialog for that entry to make corrections or use the remove icon (❌) to remove the award notice from the award record altogether.
4.3 State Project/Program Information

The State Project/Program Information section is used to enter information regarding the State’s management of the award.

- **State Project/Program Information**
  - **Project / Program Title:**
  - **Appropriation Type:**
    - Appropriated
    - Non- Appropriated
  - **Approval Date:**
  - **Sub-Award Amount**
  - **State Match / Cost Share**
    - **State Funds Match (Cash contributions from State funds):**
    - **In-Kind State Match (Value of non-cash contributions in the form of real property, equipment, supplies, services, and other expendable property):**
  - **In-Kind Subtotal:**
  - **Total Match:**
  - **Will this award be used to fund Operating or CIP (Capital Improvement) projects? You must check one or both:**
    - Operating?
    - CIP?
To enter an Appropriation Account for the federal award, press the “Add Account” button; this will open a dialog for you to enter the Appropriation Account Symbol:

If the Appropriation Account Symbol you are entering is for a sub-award then check the “sub-award” box to open the Sub-Award Amount field:
Add/Modify Appropriation Account

Check here if this is a sub-award:

Sub-Award Amount: $0

Appropriation Account Symbol:

Program ID:

Account Title:

Means of Financing:

Lapse Date:

Act Number:

Save  Close
The Program ID, Account Title, Means of Financing, Lapse Date and Act Number values will auto-fill from Datamart if the symbol has been activated; for example:

```
Add/Modify Appropriation Account

Sub-Award Amount:  *  $ 250000

Appropriation Account  *  S-14-225-K
  Symbol:

  Program ID:  HMS305
  Account Title:  CHILD CARE DEV FUND-CHILD CARE PAYMENTS
  Means of Financing:  N - FEDERAL FUNDS
  Lapse Date:  06/30/2016
  Act Number:  A134/SL 13
```

If the values do not auto-fill, they will be auto-filled when the Appropriation Account is activated in Datamart.
When you press the “Save” button, the entered values will be stored on the award record:

![Table of Appropriation Accounts]

You may then use the pencil icon (-pencil) to open the Add/Modify Appropriation Account dialog for that entry to make corrections or use the remove icon ( -remove) to remove the entry from the award record altogether.
To enter a **State Match / Cost Share** amount for the federal award, press one of the “**Add Amount**” buttons; this will open a dialog for you to enter the **Amount** and ** Appropriation Account Symbol**: 

![Add/Modify State Funds Match](image)

- **State Match Amount**: *
- **Appropriation Account Symbol**
- **Program ID**
- **Account Title**
- **Means of Financing**
- **Lapse Date**
- **Act Number**

[Save] [Close]
The **Program ID**, **Account Title**, **Means of Financing**, **Lapse Date** and **Act Number** values will auto-fill from Datamart if the symbol has been activated; for example:

If the values do not auto-fill, they will be auto-filled when the Appropriation Account is activated in Datamart.
When you press the “Save” button the entered values will be stored on the award record:

The **Total Match** amount will auto-fill with the sum of the **State Funds Subtotal** and **In-Kind Subtotal** amounts you added to the form. If you do not add any amounts then you are required to enter a value of zero.
When you add an **In-Kind Match Amount**, you will also have to enter a description of the non-cash cost share:

![Image of Add/Modify In-Kind State Match form]

The **Appropriation Account Symbol** is an optional field if the in-kind match amount is from a non-state source.

You may enter up to 1,000 characters in the **Description** field.
4.4 Sub Recipient Information

The Sub Recipient Information section is used to record data about sub recipients of the award, if applicable.

To add a Sub Recipient to the record, press the “Add Subrecipient” button; this will open a dialog for you to enter information about the sub recipient.
The **State Agency?** checkbox should be checked if the Sub Recipient is a State agency. The **Department** that receives the sub-award and **Sub Program ID** and **Appropriation Accounts** expending the sub-award amount are to be entered.
If the Sub Recipient is not a State Agency, the **State Agency?** checkbox should be unchecked. The following information must be provided:
4.5 Supporting Documents

The Supporting Documents section is used to upload copies of the Federal Award Notice and other federal and state documents.

Before a document can be uploaded to the award record, the award record must be saved at least once; simply press the “Save Changes” button at the top or the bottom of the form. This will assign a FAMS ID to the award record which will display directly above the Prime Recipient Information section.

The Supporting Documents section will now look like:

The first thing you will see in this section is a list of document types that MUST be uploaded before the award record may be submitted to B&F. The Federal Award Notice is always
required and other documents may be required depending on the information entered on the form.

To upload a document:

1. Select a type from the **Document Type** dropdown list.

2. Press the **“Browse…”** button. This will open the Windows “Choose File to Upload” dialog where you may enter a file name or select a file.

3. If a document type of “Federal Award Notice” or “Federal Award Notice-Revised/Supplemental” has been selected then the **Award Notice Date** field will be displayed on the form. You must enter the date when the Federal award notice was signed by the authorized official of the Federal awarding agency, as noted on the Award Notice, before you can upload the document.

4. Press the **“Upload File”** button to save a copy of the file on the award record. Once uploaded, the file will appear in the **Documents** table.

You may then use the pencil icon ( ![pencil icon](image) ) to edit the Award Notice Date, download icon ( ![download icon](image) ) to open or save a copy of the document or, use the remove icon ( ![remove icon](image) ) to remove the document from the award record altogether.
4.6 Award Notes

The Award Notes section is used to provide comments about the award record.

<table>
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<tr>
<th>Award Notes</th>
</tr>
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<tbody>
<tr>
<td><strong>Rick IV Nelson</strong> - 11/23/2014 06:52PM - last modified by Rick4 on 12/19/2014 08:55AM</td>
</tr>
<tr>
<td>Added a note. Changed the note.</td>
</tr>
</tbody>
</table>
To add an Award Note to the record, press the “Add Note” button; this will open a dialog for you to enter the note:

You may enter up to 6,000 characters.

You may “Edit” and “Delete” notes already added to the award record ONLY when the record is in “DFT” status. Once the award record is recorded (REC), the note cannot be edited or deleted.

To add a Note after the award record is in “REC” status, find the record you wish to revise by viewing your Submitted Award Records queue on your My Records page (refer to 6.1) or by searching for the award record on the Reports page (refer to 6.2). Once you have found the award record, click the View icon ( ) to open the award record in a PDF report format and then click on the “Award Notes” tab.

A Note may be entered on the record by a Department User, Program User or Super User with Editor permission once the award record is in “REC” status.

Notes will display in chronological order (last entry first) and tagged with the editor’s name, date and time.

The Notes page is printable in PDF format.
5.0 REVISING AN AWARD RECORD

After an award record has been recorded in the FAMS there will be times when you may need to revise data entered for the federal award notice.

The revision of a recorded award record is initiated by following these steps:

1. Finding the award record you wish to revise; you may do this by:
   - Viewing your Submitted Award Records queue on your My Records page (refer to 6.1).
   - Search for the award record on the Reports page (refer to 6.2).

You will have to use the Reports page to find the award record if more than 30 days have passed since the award record was recorded or if the award record was recorded by someone else. If you cannot find the award record on the Reports page then the award record was entered for a department or program ID that you do not currently have Data Mart privileges to view.
2. Once you have found the award record you wish to revise, click the View icon (✓) to preview the award record in a PDF report format.

3. Press the “Revise this Award Record” button.
4. The following alert will display which gives you the option to exit without creating a revision draft record. If you press the “Confirm” button, an award revision draft record will be created and the award record will move to your “My Draft Award Records” queue. If you do not want to revise the award record, press the “Cancel” button before exiting the alert. Note that if you go to another display without pressing the “Cancel” button first, a revision draft record will be automatically created.

Once the award record’s revision draft has been created, you may save, edit and submit your draft to B&F for review the same as if you were creating a new record (ref. 4.0).

To discontinue the revision of the award record, find the record by viewing your Submitted Award Records queue on your My Records page or by searching for the award record on the Reports page. Pressing the Cancel icon (❌) will back out revisions made to a recorded award record and revert it back to the original award record.
The only difference between a Draft Record and Revision Draft Record is that a **Close Out** checkbox is available in the Federal Award Information section for the Revision Draft Record. The **Close Out** box can be checked when the performance period and liquidation date for the award have concluded. Once approved, the award record’s status will be updated to “Closed”.

**Federal Award Information**

- **CFDA Number:** 93.505
- **Program Title:** ACA Nationwide Program for National :
- **Federal Awarding Agency:** Centers For Medicare And Medicaid Services, Department Of Health And Human Services
- **Federal Award Identification No.:** A1CMS331099-01-01
- **Award Program / Project Title:** Upgrading Hawaii's Criminal Backgrou
- **Award Amount:** $797,000.00
- **Start Date:** 12/19/2012
- **End Date:** 12/18/2015
- **Cumulative Amount:** $797,000.00
- **Project / Performance Period Start:** 12/17/2012
- **Liquidation Date:** 12/17/2015
- **Close Out:** 
- **Federal Contact:** Karen A. Johnson
  - **Phone Number:** (410) 768-2208
  - **Email Address:** Karen.Johnson1@cms.hhs.gov

Please attach a federal award notice document with a corresponding date for each of the following award notices.
6.0 MANAGING MY AWARD RECORDS

The My Records and Reports tabs in the FAMS menu are used to assist you in managing your FAMS award records.

6.1 My Records

The My Records page provides you with a snapshot of the award records you are in the process of creating (saved drafts) and the award records you have submitted to B&F for review or have been approved within the past 30 days.

My Records will also display a FAMS record created by another Program ID when your Program ID was entered on that record under “Appropriation Accounts” or as a Sub Recipient.

The following actions may be done from the award records display:

- Edit icon (📝) to continue the creation of the award record. This will open the Award Record Form (refer to the Creating an Award Record chapter).

- Cancel icon (❌) to discontinue the creation or revision of the award record. This will remove an award record draft from the application or back out revisions made to a recorded award record.

- View icon (🗹) to preview the award record in a PDF report format. Refer to the Reports section for details.
6.2 Reports

The Reports page allows you to query for award records that you are authorized to view, based on your Datamart privileges. Your search results will also display a FAMS record created by another Program ID when your Program ID was entered on that record under “Appropriation Accounts” or as a Sub Recipient.

Fill in none, or one or more of the Search Criteria fields, press the “Search” button, and the award records satisfying your criteria will display in the table.
When you enter multiple criteria fields they form an “and” condition, for example:

\[ \text{Status} = \text{“REC” AND CFDA No. = “00.000”} \]

When your search results are displayed, you may:

- Press the “Download (PDF)” button to download the table to PDF.
- Press the “Download (Excel)” button to download the table to an Excel spreadsheet.
- Press the “Download Data Extract for Selected Records (Excel)” button to download the award records selected in the table to an Excel spreadsheet. The data extract will include all data fields for the records selected.

The downloaded Excel workbook will look like:

The **Awards** worksheet contains the data fields applicable to an award record and the **Subrecipients** worksheet contains the data fields applicable to sub recipients associated to the award records.

The columns in the worksheets appear in the same order and are labeled as the data fields are in the PDF Preview.

- Click the display icon ( ) to view a report of the award record.