

Department of Accounting and General Services

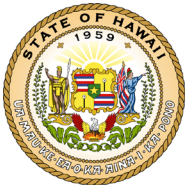
Information and Communication Services Division

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.





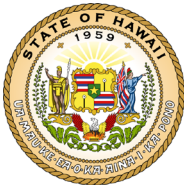
Federal Awards Management System User Manual (Editors)

REVISION
HISTORY

Revision History

Version	Date	Author	Description
4.4:740	6/2/2015	eWorldES (RDN)	FAMSP-80: In-Kind Sate Match – Clarify Use f Appropriation Account Symbol FAMSP-81: Sub Award Amount Field – Disallow Entry on the Primary Appropriation Account Symbol
4.3:715	6/2/2015	eWorldES (RDN)	FAMSP-41: Sub Award Amount Value Added to Appropriation Account Entries FAMSP-42: Changes to PDF Layout
4.2:683	1/14/2015	eWorldES (RDN)	FAMSP-5: Award Record Preview Format Improvements. FAMSP-13: Add Program ID as a search element on My Reports. FAMSP-16: Change title of Award Amounts table to Award Notices. FAMSP-17: Add “What’s New” to Homepage. FAMSP-32: Display Appropriation Account’s Title. FAMSP-34: Add a Comments section to the Award Record Form. FAMSP-35: Include “DRAFT” watermark on PDF Preview. FAMSP-36: Add Budget Period to table, allow entry of Notice Date when uploading Award Notices, and allow download/upload of Award Notices from this table. FAMSP-38: Revise Homepage text. FAMSP-40: Provide data extract to Excel of selected award records. FAMSP-48: Add Office of Federal Awards Management website URL to FAMS homepage.
4.0:652	7/31/2014	eWorldES (RDN)	Original.

* Note: Version is the Datamart release # that implements the revision.

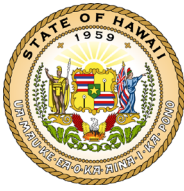


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INTRODUCTION

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.

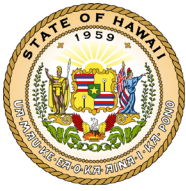
The manual provides basic procedures for Editors to use the application, such as how to create an award record, how to revise an award record and how to search for award records.

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.



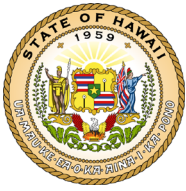
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INTRODUCTION

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*>.



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GETTING STARTED

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.

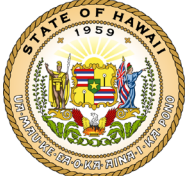
For example, a user assigned to the Dept User and FAMS Viewer groups may view all award records for their department; while a user assigned to the Div User and FAMS Editor groups may create, maintain and view award records for the division assigned to them by the system administrator.

2.2 Opening the FAMS Application

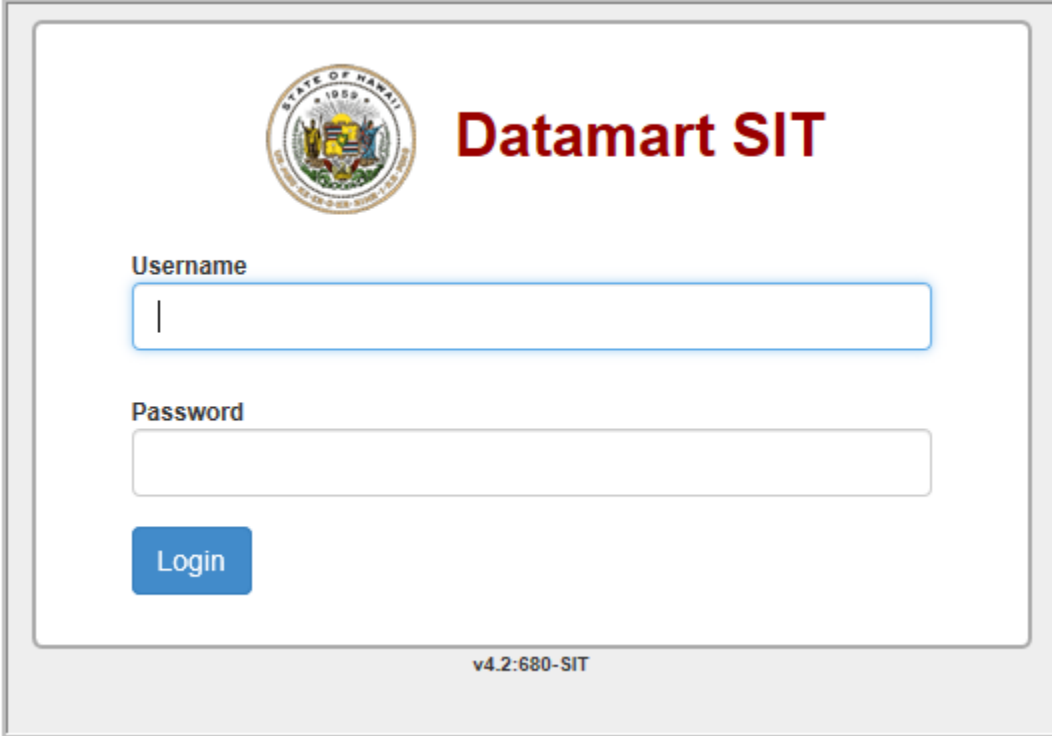
The FAMS application may only be accessed via the Datamart application; the Datamart application can be accessed via the following URL:

<http://famisdart.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).

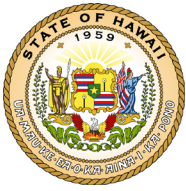
	Federal Awards Management System User Manual (Editors)	GETTING STARTED
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Upon successful connection through the URL, the Datamart Login page opens.



v4.2:680-SIT

Enter the **Username** and **Password** provided to you by an administrator and then press **<Enter>** or click the “**Login**” button.



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GETTING STARTED

Upon successful entry of the **Username** and **Password**, the Datamart Welcome page opens.

DATAMART SIT **FAMIS** **REPORTS** **FAMS** **HELP** Gordon Takaki ▾ **LOGOUT**

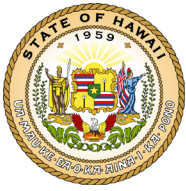
Welcome back to the Datamart, Gordon!

- 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: htakagk
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 v4.2:680-SIT



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GETTING STARTED

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.

Quick Links

- + Create an Award Record

What's New?

Welcome to the Federal Award Management System (FAMS)

The Federal Award Management System (FAMS) is a feature of Datamart that provides a secure application for State recipients of federal awards to create a record for each federal award received and attach supporting documents in PDF format to the record. The award records that are created will establish a master database of Federal Awards held by State entities.

A [User Guide](#) and [Frequently Asked Questions \(FAQs\)](#) describe the functionality of FAMS. The [FAMS Data Field Definitions](#) describes each field on the award record.

To Start:

Creating a Draft Record:

1. When you are ready to create a federal award record, click on the 'Create an Award' button to the left.
2. You may click on the 'Save Changes' button at any time to create a draft record. A 'FAMS ID' number will be system assigned to the record the first time the 'Save Change' button is clicked.
3. After all of the required fields noted with an asterisk (*) are entered and saved, you will have to attach a PDF copy of the Federal Award Notice to the record before the record can be submitted to B&F for review. In the 'Supporting Documents' section, you will see a field called 'Document Type.' Select 'Federal Award Notice' from the drop-down menu, click on the 'Browse' button to locate the PDF copy of the federal award notice on your computer then click on the 'Upload File' button.
4. After you have attached the Federal Award Notice, click on the 'Submit to B&F' button. B&F will review the FAMS record by comparing the data entered against the federal award notice. After B&F approves the record, you will receive an email notice that the record has been approved. Note, you will not be able to edit the record once it has been submitted to B&F for review.
5. You may view or download your award records from the 'My Records' tab.

Revising an Award Record:

1. To revise an award record that has been approved by B&F, go to the 'My Records' page and click on the View icon (👁) to view the record. After 30 days, the record will no longer display on the "My Records" page so go to the "Reports" page, search for the record and click on the View icon (👁) to view the record.
2. Click on the 'Revise This Award' button. The award record form will open.
3. After revisions have been made, click on the 'Submit to B&F' button.

Contact:

Please contact us if you need any assistance.

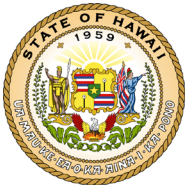
Office of Federal Awards Management
 State of Hawaii, Department of Budget and Finance
 250 S. Hotel Street, #509
 Honolulu, Hawaii 96813
 Mark Anderson
 Phone: (808)586-3035
 Email: manderson@dbedt.hawaii.gov
www.federalawards.hawaii.gov

DATA STATUS: Data is Balanced **FAMIS as of:** 08/15/2013 **v4.2.680-SIT**

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.




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GETTING STARTED

“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.

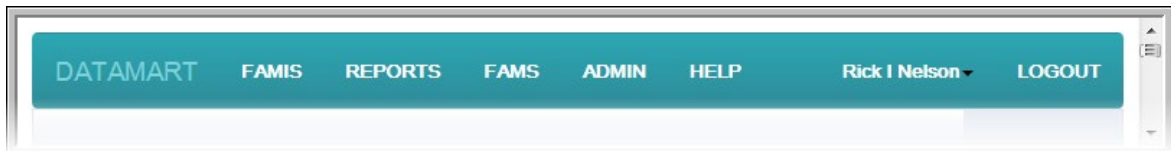
	Federal Awards Management System User Manual (Editors)	GENERAL FEATURES
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3.0 GENERAL FEATURES

Once you have successfully opened open 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

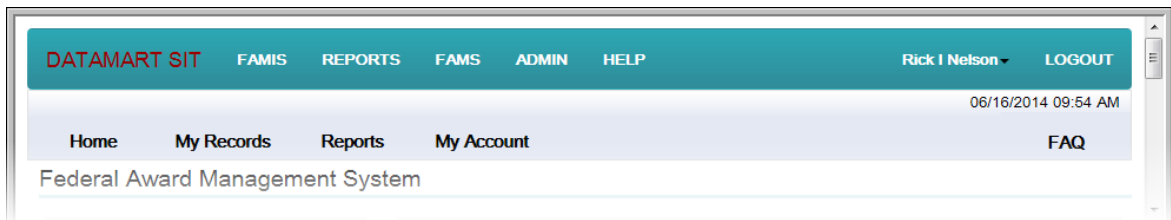
All pages have the same “header” displayed at the top of the page:



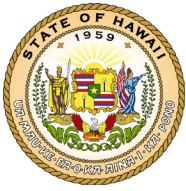
Refer to the Datamart User Manual for further instructions.

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:



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



Federal Awards Management System User Manual (Editors)

GENERAL
FEATURES

3.3 Date Picker

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

A screenshot of a date picker calendar for June 2014. The calendar is displayed in a grid format with days of the week (M, T, W, T, F, S, S) and dates (1-30). The date 2 is highlighted in blue.

2014 Jun							
«	M	T	W	T	F	S	»
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6

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.

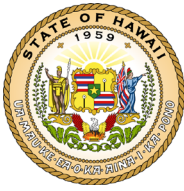
If you choose to enter the date, it must be in the format MM/DD/YYYY; for example, all of the following formats are valid:

06/02/2014

6/2/2014

06/2/2014

6/02/2014



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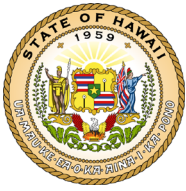
CREATING AN AWARD RECORD

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 screenshot shows the FAMS Home page interface. At the top, there is a teal navigation bar with links for DATAMART SIT, FAMIS, REPORTS, FAMS, and HELP. On the right side of this bar, the user's name 'Gordon Takaki' and a 'LOGOUT' link are visible. Below the navigation bar, a secondary bar contains 'Home', 'My Records', 'Reports', 'My Account', and 'FAQ'. The main content area is titled 'Federal Award Management System' and features a 'Quick Links' section with a prominent green '+ Create an Award Record' button. To the right of this button is a 'Welcome to the Federal Award Management System (FAMS)' section. This section includes a brief overview of FAMS, a link to a 'User Guide' and 'Frequently Asked Questions (FAQs)', and a 'To Start' section with a numbered list of five steps for creating a draft record. Below this is a 'Revising an Award Record' section with another numbered list of three steps. At the bottom of the main content area is a 'Contact' section with the office's name, address, phone number, and email address. The footer of the page contains 'DATA STATUS: Data is Balanced', 'FAMIS as of: 08/15/2013', and 'v4.2-680-SIT'.



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CREATING AN AWARD RECORD

The “**Create an Award Record**” button is also available on the My Records page:

DATAMART PROD FAMS REPORTS FAMS HELP roger hirata LOGOUT

09/15/2015 09:58 AM

Home My Records Reports My Account FAQ

FAMS - My Records

[* Display Status Legend](#)

My Draft Award Records - These are award records you have saved as drafts or have been returned to you for rework.

[+ Create an Award Record](#) 1-4 of 4 Refresh Table

FAMS ID	Dept.	Program ID	Federal Award Identification No.	Award Program / Project Title	CFDA Number	Award Amount	Status	Date Saved or Returned
21	HTH	HTH720	1A1CMS331099-01-01	Upgrading Hawaii's Criminal Background Check System	93.506	\$797,000.00	RDF	03/18/2015
98	HTH	HTH131	U90TP000513	TP12-1201 HPP and PHEP Cooperative Agreements	93.074	\$6,104,892.00	DFT	03/18/2015
671	HTH	HTH131	3U90TP000513-03S1	PHEP Supplemental for Ebola Virus Disease Active Monitoring and Direct Active Monitoring Activities	93.074	\$50,000.00	DFT	03/18/2015
675	HTH	HTH131	1UGREP150521-01-00	Hospital Preparedness Program (HPP) Ebola Preparedness and Response	93.817	\$831,511.00	DFT	07/30/2015

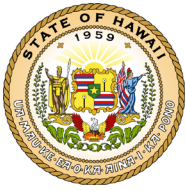
Submitted Award Records - These are award records that you have submitted for review and records that are not in draft status for Program IDs that you have access to based on your Datamart User ID, that were submitted within the past 30 days.

1-1 of 0 Refresh Table

FAMS ID	Dept.	Program ID	Federal Award Identification No.	Award Program / Project Title	CFDA Number	Award Amount	Status	Date Submitted or Recorded
---------	-------	------------	----------------------------------	-------------------------------	-------------	--------------	--------	----------------------------

DATA STATUS: Data is Balanced FAMS as of: 03/19/2015 v4.4740-PROD

This display is described in the Managing My Award Records.



Federal Awards Management System User Manual (Editors)

CREATING AN AWARD RECORD

The Award Record Form will open:

A screenshot of the FAMS - Award Record Form interface. The page has a teal header with navigation links: DATAMART SIT, FAMS, REPORTS, FAMS, ADMIN, HELP. The user is logged in as rick nelson, and the date is 07/29/2014 01:58 PM. Below the header is a navigation bar with links: Home, My Records, Reports, My Account, and FAQ. The main content area is titled "FAMS - Award Record Form" and contains the following text: "This form is used to record data from a Federal Award Notice or equivalent into FAMS. Fields indicated by a (*) are required for submission." Below this is an "Actions" section with three buttons: "Go Back" (orange), "Save Changes" (green), and "Submit to B&F" (red). Below the actions section, it says "FAMS ID: Not Saved" and "Prime Recipient Information" (collapsed). At the bottom, there are two fields: "Department: * BUF" and "DUNS Number: *" (with an empty input box).

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:



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CREATING AN AWARD RECORD

Submit Award



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.

OK

DATAMART SIT FAMS REPORTS FAMS ADMIN HELP rick nelson LOGOUT

07/29/2014 01:58 PM

[Home](#) [My Records](#) [Reports](#) [My Account](#) [FAQ](#)

FAMS - Award Record Form

This form is used to record data from a Federal Award Notice or equivalent into FAMS.
Fields indicated by a (*) are required for submission.

Actions

[Go Back](#) [Save Changes](#) [Submit to B&F](#)

FAMS ID: 12

Prime Recipient Information

Department: * BUF DUNS Number: *

Program ID: *

State Program Manager:

Name: * Phone Number: *

Email Address: *

Federal Award Information

CFDA Number: * CFDA Program Title: *



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CREATING AN AWARD RECORD

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:

DATAMART SIT FAMIS REPORTS FAMS ADMIN HELP rick nelson LOGOUT

07/29/2014 01:58 PM

Home My Records Reports My Account FAQ

FAMS - Award Record Form

This form is used to record data from a Federal Award Notice or equivalent into FAMS.

Fields indicated by a (*) are required for submission.

Actions

Go Back Save Changes Submit to B&F

FAMS ID: 12

Prime Recipient Information

Department: * BUF DUNS Number: * 0 The DUNS must be a positive 9 digit number.

Program ID: * --- Select One ---

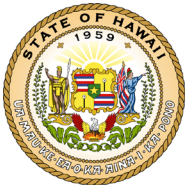
State Program Manager:

Name: * Phone Number: *

Email Address: *

Federal Award Information

CFDA Number: * CFDA Program Title: *



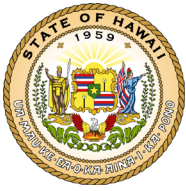
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CREATING AN AWARD RECORD

Tooltips are provided for every data field. Simply hover your mouse pointer over the data field to see the tip; for example:

The screenshot shows the 'FAMS - Award Record Form' interface. At the top, there is a navigation bar with 'DATAMART SIT', 'FAMIS', 'REPORTS', 'FAMS', 'ADMIN', and 'HELP'. The user 'rick nelson' is logged in, and the date is '07/29/2014 01:58 PM'. Below the navigation bar are links for 'Home', 'My Records', 'Reports', 'My Account', and 'FAQ'. The main heading is 'FAMS - Award Record Form'. A description states: 'This form is used to record data from a Federal Award Notice or equivalent into FAMS. Fields indicated by a (*) are required for submission.' An 'Actions' bar contains 'Go Back', 'Save Changes', and 'Submit to B&F' buttons. The form is titled 'FAMS ID: 12' and has a section for 'Prime Recipient Information'. Fields include 'Department: * BUF', 'Program ID: * --- Select One ---', 'DUNS Number: * 0', 'State Program Manager:' (with sub-fields for Name, Phone Number, and Email Address), and 'Federal Award Information' (with sub-fields for CFDA Number and CFDA Program Title). A tooltip for the DUNS Number field reads: 'The DUNS must be a positive 9 digit number. The nine-digit Data Universal Numbering System (DUNS) number of the recipient as shown on the federal award notice.'

Now, lets take a look at each section on the form.



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CREATING AN
AWARD RECORD

4.1 Prime Recipient Information

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

▼ Prime Recipient Information

Department: * HMS

DUNS Number: *

Program ID: *

State Program Manager:

Name: *

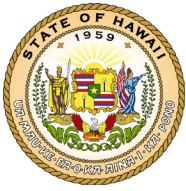
Phone Number: *

Email Address: *

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.



Federal Awards Management System User Manual (Editors)

CREATING AN AWARD RECORD

4.2 Federal Award Information

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

▼ Federal Award Information

CFDA Number: * CFDA Program Title: *

Federal Awarding Agency: *

Federal Award Identification No.: * Award Program / Project Title: *

Award Notices: * [+ Add Award Notice](#) 1-1 of 0

▲ Award Date	Award Amount	Budget Period Start Date	Budget Period End Date
Cumulative Amount: \$0			

Project / Performance Period Start: Project / Performance Period End:

Liquidation Date: *

Federal Contact:

Name: * Phone Number: *

Email Address: *

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:

▼ Federal Award Information

CFDA Number: * CFDA Program Title: *

Federal Awarding Agency: *

Federal Award Identification No.: * Award Program / Project Title: *



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CREATING AN
AWARD RECORD

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

Award Date: *

Award Amount: * \$

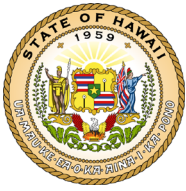
Budget Period Start Date:

Budget Period End Date:

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?

An award notice with this date hasn't been uploaded. Would you like to upload the notice now?



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CREATING AN
AWARD RECORD

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:

▼ Supporting Documents

Federal Award * Uploaded!
Notice:

Document Type: Federal Award Notice-Revised/Supp

Award Notice *
Date: 12/19/2014

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:

Award Notices: * Please attach a federal award notice document with a corresponding date for each of the following award notices.

1-2 of 2

	Award Date	Award Amount	Budget Period Start Date	Budget Period End Date
<input type="button" value="Attach"/>	09/04/2012	\$87,234.00		
<input type="button" value="Download"/>	04/30/2013	\$212,766.00	10/01/2012	09/30/2013

Cumulative Amount: \$300,000.00

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.



Federal Awards Management System User Manual (Editors)

CREATING AN AWARD RECORD

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:

Appropriation Accounts:

+ Add Account [Appropriation Account Quick View](#) 1-1 of 0

Sub Award Amount	Appropriation Account Symbol	Pgm ID	Account Title	MOF	Lapse Date	Act No.
Sub-Awards Amount: \$0.00						

State Match / Cost Share

State Funds Match (Cash contributions from State funds):

+ Add Amount 1-1 of 0

Amount	Appropriation Account Symbol	Pgm ID	Account Title	MOF	Lapse Date	Act No.
State Funds Subtotal: \$0.00						

In-Kind State Match (Value of non-cash contributions in the form of real property, equipment, supplies, services, and other expendable property):

+ Add Amount 1-1 of 0

Amount	Appropriation Account Symbol	Pgm ID	Account Title	MOF	Lapse Date	Act No.
In-Kind Subtotal: \$0.00						

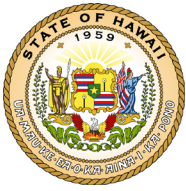
* To see an In-Kind Match's description, please click the match's pencil icon.

Total Match: *

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

Operating?

CIP?



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CREATING AN
AWARD RECORD

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**:

Add/Modify Appropriation Account

Check here if this is a sub-award:

Appropriation Account * Symbol:

Program ID:

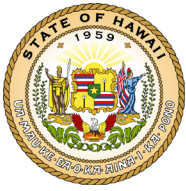
Account Title:

Means of Financing:

Lapse Date:

Act Number:

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:



Federal Awards Management System User Manual (Editors)

CREATING AN
AWARD RECORD

Add/Modify Appropriation Account

Check here if this is a sub-award:

Sub-Award Amount: * \$ 0

Appropriation Account * Symbol:

Program ID:

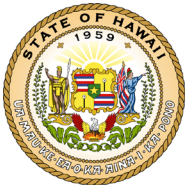
Account Title:

Means of Financing:

Lapse Date:

Act Number:

Save Close



Federal Awards Management System User Manual (Editors)

CREATING AN
AWARD RECORD

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 Symbol: * S-14-225-K

Program ID: HMS305

Account Title: CHILD CARE DEV FUND-CHILD CARE PAYMENTS

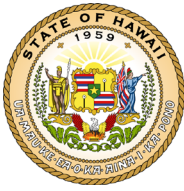
Means of Financing: N - FEDERAL FUNDS

Lapse Date: 06/30/2016

Act Number: A134/SL 13

Save Close

If the values do not auto-fill, they will be auto-filled when the Appropriation Account is activated in Datamart.



Federal Awards Management System User Manual (Editors)

CREATING AN AWARD RECORD

When you press the “**Save**” button, the entered values will be stored on the award record:

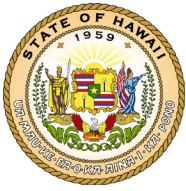
Appropriation Accounts:

[+ Add Account](#) 1-1 of 1

Sub Award Amount	Appropriation Account Symbol	Pgm ID	Account Title	MOF	Lapse Date	Act No.
\$250,000.00	S-14-225-K	HMS305	CHILD CARE DEV FUND- CHILD CARE PAYMENTS	N	06/30/2016	A134/SL 13

Sub-Awards Amount: \$250,000.00

You may then use the pencil icon () to open the **Add/Modify Appropriation Account** dialog for that entry to make corrections or use the remove icon () to remove the entry from the award record altogether.



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CREATING AN
AWARD RECORD

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

State Match Amount: *

Appropriation Account Symbol:

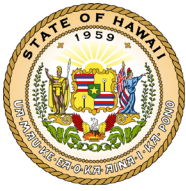
Program ID:

Account Title:

Means of Financing:

Lapse Date:

Act Number:



Federal Awards Management System User Manual (Editors)

CREATING AN
AWARD RECORD

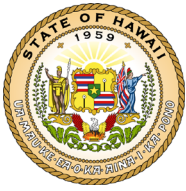
The **Program ID**, **Account Title**, **Means of Financing**, **Lapse Date** and **Act Number** values will auto-fill from Datamart if the symbol has been activated; for example:

Add/Modify State Funds Match

State Match Amount: *	\$ 224729
Appropriation Account Symbol:	B-13-570-E
Program ID:	EDN100
Account Title:	WAIMEA MIDDLE SCHOOL, HI - CON
Means of Financing:	C - GENERAL OBLIGATION BOND FUND
Lapse Date:	06/30/2016
Act Number:	A134/SL 13

Save Close

If the values do not auto-fill, they will be auto-filled when the Appropriation Account is activated in Datamart.



Federal Awards Management System User Manual (Editors)

CREATING AN AWARD RECORD

When you press the “**Save**” button the entered values will be stored on the award record:

State Match / Cost Share

State Funds Match:

[+ Add Amount](#)

1-1 of 1

Amount	Appropriation Account Symbol	Pgm ID	Account Title	MOF	Lapse Date	Act No.
\$224,729.00	B-13-570-E	EDN100	WAIMEA MIDDLE SCHOOL, HI - CON	C	06/30/2016	A134/SL 13

State Funds Subtotal: \$224,729.00

In-Kind State Match:

[+ Add Amount](#)

1-1 of 0

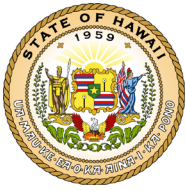
Amount	Appropriation Account Symbol	Pgm ID	Account Title	MOF	Lapse Date	Act No.
--------	------------------------------	--------	---------------	-----	------------	---------

* To see an In-Kind Match's description, please click the match's pencil icon.

In-Kind Subtotal: \$0.00

Total Match: *

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.



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CREATING AN
AWARD RECORD

When you add an **In-Kind Match Amount**, you will also have to enter a description of the non-cash cost share:

Add/Modify In-Kind State Match

In Kind Match Amount: * \$

Appropriation Account Symbol:

Program ID:

Account Title:

Means of Financing:

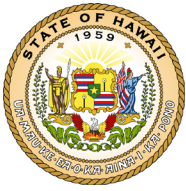
Lapse Date:

Act Number:

Description: *

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.



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CREATING AN
AWARD RECORD

4.4 Sub Recipient Information

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

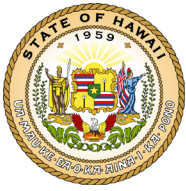
▼ Sub Recipient Information

+ Add Subrecipient

1-1 of 0

Sub-Award No.	DUNS No.	Organization	Program ID	Appropriation Account Symbol	Amount of Sub-Award	Project Manager
---------------	----------	--------------	------------	------------------------------	---------------------	-----------------

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.



Federal Awards Management System User Manual (Editors)

CREATING AN AWARD RECORD

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.

Add/Modify Sub Recipient

Sub Award Number: *

State Agency?

Sub Recipient DUNS *
Number:

Sub Award Amount: * \$

Department: * --- Select One ---

Sub Program ID: * ---N/A---

Appropriation Accounts:

[+ Add Account](#) 1-1 of 0

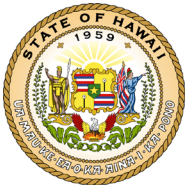
Appropriation Account Symbol	Pgm ID	Account Title	MOF	Lapse Date	Act No.

Sub Recipient Program Manager:

Name: *

Phone: *

Email: *



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CREATING AN
AWARD RECORD

If the Sub Recipient is not a State Agency, the **State Agency?** checkbox should be unchecked. The following information must be provided:

Add/Modify Sub Recipient

Sub Award Number: *

Sub Recipient DUNS *
Number:

Sub Award Amount: * \$

Sub Recipient Legal *
Name:

Address 1: *

Address 2:

City: *

State: * --- Select One ---

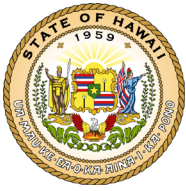
Zip Code: *

Sub Recipient Program Manager:

Name: *

Phone: *

Email: *



Federal Awards Management System User Manual (Editors)

CREATING AN
AWARD RECORD

4.5 Supporting Documents

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

▼ Supporting Documents

You must save this award record before you are allowed to upload 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.

FAMS ID: 13

▼ Prime Recipient Information

Department: * HMS DUNS Number: *

Program ID: *

State Program Manager:

Name: * Phone Number: *

Email Address: *

The **Supporting Documents** section will now look like:

▼ Supporting Documents

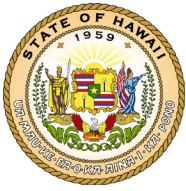
Federal Award * Please upload this document before submitting the record for approval.
Notice:

Document Type:

Documents: ⏪ ⏩ 1-1 of 0

Type	Filename	Award Notice Date
------	----------	-------------------

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



Federal Awards Management System User Manual (Editors)

CREATING AN AWARD RECORD

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.




▼ Supporting Documents

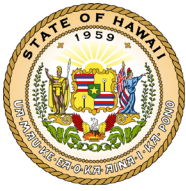
Federal Award * Uploaded!
Notice:

Document Type:

Documents: 1-1 of 1

Type	Filename	Award Notice Date
   Federal Award Notice	DVR Fed Grant Award CFDA 84.187A.pdf	04/30/2013

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



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CREATING AN
AWARD RECORD

4.6 Award Notes

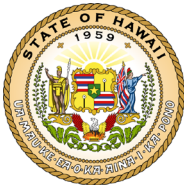
The **Award Notes** section is used to provide comments about the award record.

▼ Award Notes

Award Notes + Add Note Download (PDF)

Rick IV Nelson - 11/23/2014 05:52PM - *last modified by rick4 on 12/19/2014 08:55AM* Edit Delete

Added a note. Changed the note.



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CREATING AN AWARD RECORD

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

The screenshot shows a dialog box titled "Add/Modify Award Notes". It contains a large, empty rectangular text area for entering a note. At the bottom right of the dialog, there are two buttons: "Save" and "Close".

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.



Federal Awards Management System User Manual (Editors)

REVISING AN AWARD RECORD

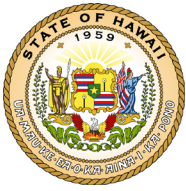
5.0 REVISING AN AWARD RECORD

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.



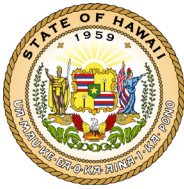
Federal Awards Management System User Manual (Editors)

REVISING AN AWARD RECORD

- 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.

The screenshot shows the 'FAMS - Award Record Review' page. At the top, there is a navigation bar with 'DATAMART FAMT', 'FAMIS', 'REPORTS', 'FAMS', and 'HELP'. The user is logged in as 'Dolores M. Cook' and the date is '05/14/2015 01:56 PM'. Below the navigation bar, there are tabs for 'Home', 'My Records', 'Reports', 'My Account', and 'FAQ'. The main content area is titled 'FAMS - Award Record Review' and contains two main sections: 'Navigation' with a 'Go back' button, and 'Revision Actions' with a 'Revise this Award Record' button. Below these is a 'PDF Preview' section with tabs for 'Supporting Documents' and 'Award Notes'. The 'Award Recipient Information' section includes details for Department (DEF), Program ID (DEF110), DUNS Number (090161246), and Project Manager (Vem Miyagi). The 'Federal Award Information' section includes CFDA Number (97.036), CFDA Program Title (Disaster Grants - Public Assistance), Federal Awarding Agency (Department Of Homeland Security), Federal Award Identification No. (4194DRHIP00000001), Award Project/Program Title (FEMA 4194-DR TS Iselle), Federal Project / Performance Period (09/12/2014 - 02/28/2017), Liquidation Date (05/31/2017), and Closed Out? (No). The 'Award Notices' section shows a table with columns for Award Date, Award Amount, and Federal Budget Period. The bottom of the page displays 'DATA STATUS: Data is Balanced', 'FAMIS as of: 03/19/2015', and 'v4.3.709-FAMT'.

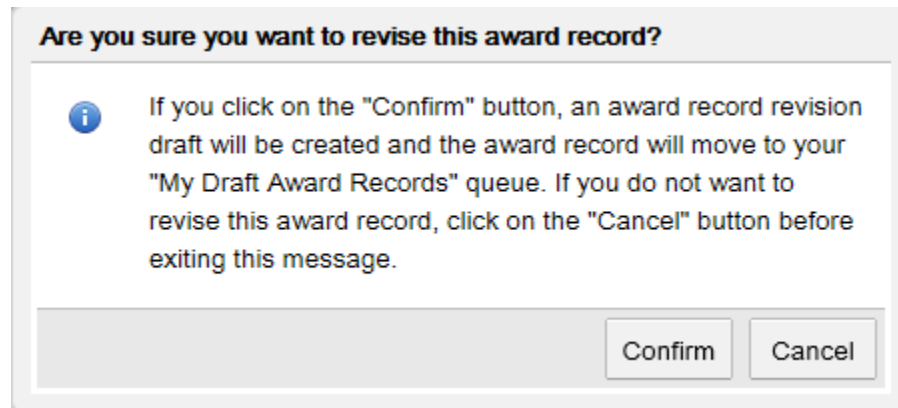
- Press the “Revise this Award Record” button.



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REVISING AN
AWARD RECORD

- 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.



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REVISING AN 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: * 93.506 CFDA 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.: * 1A1CMS331099-01-01 Award Program / Project Title: * Upgrading Hawaii's Criminal Backgrou

Award Notices: * + Add Award Notice 1-1 of 1

Please attach a federal award notice document with a corresponding date for each of the following award notices.

	▲ Award Date	Award Amount	Budget Period Start Date	Budget Period End Date
Attach ✎ ✖	12/19/2012	\$797,000.00		

Cumulative Amount: \$797,000.00

Project / Performance Period Start: 12/17/2012 Project / Performance Period End: 12/16/2015

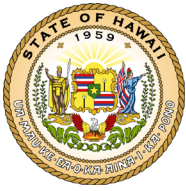
Liquidation Date: * 12/17/2015

Close Out:

Federal Contact:

Name: * Karen A. Johnson Phone Number: * (410) 786-2208

Email Address: * Karen.Johnson1@cms.hhs.gov



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MANAGING MY AWARD RECORDS

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.

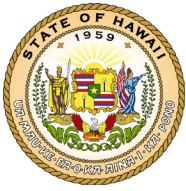
The screenshot shows the 'FAMS - My Records' page. It has a navigation bar with 'Home', 'My Records', 'Reports', and 'My Account'. Below the navigation, there are two sections: 'My Draft Award Records' and 'Submitted Award Records'. Each section contains a table of records with columns for FAMS ID, Dept., Program ID, Federal Award Identification No., Award Program / Project Title, CFDA Number, Award Amount, Status, and Date Saved or Returned. The 'My Draft Award Records' section shows three records with status 'DFT'. The 'Submitted Award Records' section shows one record with status 'REC'.

FAMS ID	Dept.	Program ID	Federal Award Identification No.	Award Program / Project Title	CFDA Number	Award Amount	Status	Date Saved or Returned
98	HTH	HTH131	U90TP000513	TP12-1201 HPP and PHEP Cooperative Agreements	93.074	\$6,104,892.00	DFT	03/18/2015
671	HTH	HTH131	3U90TP000513-03S1	PHEP Supplemental for Ebola Virus Disease Active Monitoring and Direct Active Monitoring Activities	93.074	\$50,000.00	DFT	03/18/2015
675	HTH	HTH131	1USREP150621-01-00	Hospital Preparedness Program (HPP) Ebola Preparedness and Response	93.817	\$831,511.00	DFT	07/30/2015

FAMS ID	Dept.	Program ID	Federal Award Identification No.	Award Program / Project Title	CFDA Number	Award Amount	Status	Date Submitted or Recorded
21	HTH	HTH720	1A1CMS301099-01-01	Upgrading Hawaii's Criminal Background Check System	93.506	\$797,000.00	REC	09/15/2015

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.



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MANAGING MY
AWARD RECORDS

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.

The screenshot shows the 'FAMS - Award Query' search criteria form. At the top, there is a navigation bar with 'DATAMART SIT', 'FAMIS', 'REPORTS', 'FAMS', and 'HELP'. The user 'mark anderson' is logged in, and the date is '11/16/2014 11:08 AM'. Below the navigation bar are tabs for 'Home', 'My Records', 'Reports', 'My Account', 'Admin', and 'FAQ'. The main content area is titled 'FAMS - Award Query' and contains a 'Search Criteria' section. The search criteria include: 'Federal Award Identification No.' (text input), 'FAMS ID:' (text input), 'Department:' (dropdown menu with options: '--- Include All ---', 'AGR - AGRICULTURE', 'AGS - ACCOUNTING AND GENERAL SERVICES', 'ATG - ATTORNEY GENERAL', 'BED - BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM'), 'Program ID:' (dropdown menu with options: '--- Include All ---', 'AGR101', 'AGR122', 'AGR131', 'AGR132'), 'Status:' (dropdown menu with option: '--- Include All ---'), 'Recorded Date Range' (two text input fields), and 'CFDA No.:' (text input). A green 'Search' button is located at the bottom of the form. A note states: 'You may search for federal award records using the following criteria. Leave a field blank to search through all of its values. Note: Only the first 500 results are displayed.' Another note states: 'Entering a date will return only Recorded awards.'

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.



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When you enter multiple criteria fields they form an “and” condition, for example:

Status = “REC” AND CFDA No. = “00.000”

Select	FAMS ID	Dept.	Program ID	Federal Award Identification No.	Award Program / Project Title	CFDA No.	Award Date	Cumulative Award Amount	Appropriation Account Symbols	Status
<input checked="" type="checkbox"/>	1	HMS	HMS238	04-1304HIDI00	SSA Disability Programs	00.000	04/23/2013	\$4,891,976.00	S-13-238-K	RDF
<input checked="" type="checkbox"/>	3	BED	BED143	70NANB8H8109	High Technology Development Center	11.611	08/16/2012	\$5,469,653.00	S-14-601-B	RDF

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:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	Downloaded by OANDERSONM on 01/14/2015 08:40 AM with FAMS v4.2.683																								
2	FAMS ID	Status	Federal Awar	Nur Departme	Program I	Project M	Project M	Federal A	CFDA	Nur	CFDA	Proj	Award No	Federal P	Federal P	Liquidatio	Closed Ou	Federal C	Federal C	Federal C	Award No	Award No	Award No	Award No	Project/In
3	1	RDF	04-1304H	00000000C	K	HMS238	Patricia Mc	587-7763	patriciamc	Center for	00.000	NO	CFDA	SSA Disab	10/01/201	06/30/201	09/30/201	No	Xia Horou	(510) 970	xiahorow	04/23/201	4891976.00	SSA Disab	Yes
4	3	RDF	70NANB8	00000000C	B	BED143	Yuka Nagai	587-7763	yukanagai	National I	11.611	Manufactu	High Tech	07/01/201	06/30/201	09/30/201	No	Scott McN	(808) 587	scottmcni	08/16/201	5469653.00	High Tech	No	

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.