

# **Financial Assistance Award Data Collection (FAADC) Help Guide**

# Table of Contents

|                                                                                                                                                                   |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>General Functions</b>                                                                                                                                          | <b>4</b>  |
| FAIN Search - GO                                                                                                                                                  | 4         |
| Advanced Search                                                                                                                                                   | 5         |
| <b>Assistance Award</b>                                                                                                                                           | <b>9</b>  |
| Create an Assistance Award                                                                                                                                        | 9         |
| Recipient Registered in SAM                                                                                                                                       | 12        |
| Validate an Assistance Award                                                                                                                                      | 14        |
| Approve an Assistance Award                                                                                                                                       | 15        |
| Amendments                                                                                                                                                        | 16        |
| Correct an Assistance Transaction                                                                                                                                 | 17        |
| Delete an Assistance Award                                                                                                                                        | 18        |
| <b>Assistance Inbox</b>                                                                                                                                           | <b>19</b> |
| Draft Assistance Inbox Awards                                                                                                                                     | 19        |
| Final Assistance Inbox Awards                                                                                                                                     | 20        |
| <b>System Administration</b>                                                                                                                                      | <b>21</b> |
| Create a User                                                                                                                                                     | 21        |
| Create a DoD User                                                                                                                                                 | 23        |
| Disable a User                                                                                                                                                    | 28        |
| Enable a User                                                                                                                                                     | 29        |
| Find a User                                                                                                                                                       | 30        |
| User Privileges                                                                                                                                                   | 31        |
| <b>Navigational Pages</b>                                                                                                                                         | <b>33</b> |
| Login page utilizing the FAADC Specific URL ( <a href="https://www.fpds.gov/common/jsp/altFAADCLogin.jsp">https://www.fpds.gov/common/jsp/altFAADCLogin.jsp</a> ) | 33        |
| Login page utilizing the regular FPDS URL ( <a href="https://www.fpds.gov">https://www.fpds.gov</a> )                                                             | 33        |
| Landing Page                                                                                                                                                      | 35        |
| Landing Page with Search Results                                                                                                                                  | 37        |
| Aggregate Menu from Landing Page                                                                                                                                  | 39        |
| Non-Aggregate Menu from Landing Page                                                                                                                              | 40        |
| Non-Aggregate Individual Menu from Landing Page                                                                                                                   | 41        |
| Advanced Search                                                                                                                                                   | 42        |
| Search Results                                                                                                                                                    | 44        |

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Draft Assistance Inbox .....                                                             | 45 |
| Final Assistance Inbox .....                                                             | 46 |
| Bottom of Final Assistance Inbox .....                                                   | 47 |
| <i>User Support</i> .....                                                                | 48 |
| <i>Limitation on Permissible Use of Dun &amp; Bradstreet, Inc. (D&amp;B) Data:</i> ..... | 49 |

# General Functions

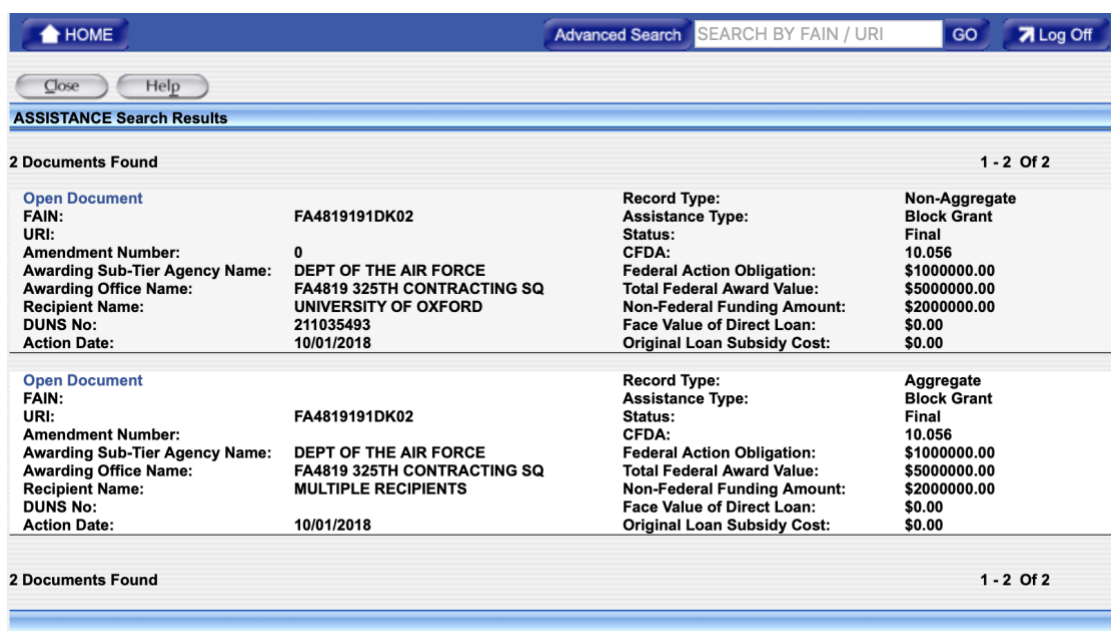
## FAIN Search - GO

### Introduction:

The Search feature allows you to search for an assistance award by using the FAIN number or partial FAIN.

### Steps:

1. Enter the FAIN number or part of the FAIN number in the Search field. Use the % as a wildcard.
2. Click . A list of documents display.



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', a search input field containing 'SEARCH BY FAIN / URI', a 'GO' button, and a 'Log Off' link. Below the navigation bar are 'Close' and 'Help' buttons. The main content area is titled 'ASSISTANCE Search Results' and shows '2 Documents Found' with a pagination indicator '1 - 2 Of 2'. Each document entry includes an 'Open Document' link, a table of metadata, and a table of financial details.

| Document 1                     |                             | Document 2                     |                             |
|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| <a href="#">Open Document</a>  | FAIN: FA4819191DK02         | <a href="#">Open Document</a>  | FAIN: FA4819191DK02         |
| URI:                           |                             | URI:                           |                             |
| Amendment Number:              | 0                           | Amendment Number:              |                             |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       | Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ | Awarding Office Name:          | FA4819 325TH CONTRACTING SQ |
| Recipient Name:                | UNIVERSITY OF OXFORD        | Recipient Name:                | MULTIPLE RECIPIENTS         |
| DUNS No:                       | 211035493                   | DUNS No:                       |                             |
| Action Date:                   | 10/01/2018                  | Action Date:                   | 10/01/2018                  |
| Record Type:                   | Non-Aggregate               | Record Type:                   | Aggregate                   |
| Assistance Type:               | Block Grant                 | Assistance Type:               | Block Grant                 |
| Status:                        | Final                       | Status:                        | Final                       |
| CFDA:                          | 10.056                      | CFDA:                          | 10.056                      |
| Federal Action Obligation:     | \$1000000.00                | Federal Action Obligation:     | \$1000000.00                |
| Total Federal Award Value:     | \$5000000.00                | Total Federal Award Value:     | \$5000000.00                |
| Non-Federal Funding Amount:    | \$2000000.00                | Non-Federal Funding Amount:    | \$2000000.00                |
| Face Value of Direct Loan:     | \$0.00                      | Face Value of Direct Loan:     | \$0.00                      |
| Original Loan Subsidy Cost:    | \$0.00                      | Original Loan Subsidy Cost:    | \$0.00                      |

3. Click the **Open Document** link of the document you want to open.

# Advanced Search

## Introduction:

The Advanced Search feature allows you to do complex searches for an assistance award by using one or several search criteria.

## Steps:

1. Click the **Advanced Search** on the top of the screen. The Advanced Search screen will be displayed.

The screenshot shows a web form titled "Document Search Criteria". It contains various input fields for searching assistance awards. The fields are organized into two main columns. The left column includes: Assistance ID (with a value of 9700 and a dropdown arrow), URI, Created By (User ID), Last Modified By (User ID), Awarding Sub-Tier Agency ID, Awarding Office ID, Recipient DUNS, Recipient Name, CFDA Number, Funding Sub-Tier Agency ID, Funding Office ID, Status (with a dropdown arrow set to "Final"), Record Type (with a dropdown arrow set to "SELECT RECORD TYPE"), Assistance Type (with a dropdown arrow set to "SELECT ASSISTANCE TYPE"), and Type of R&D Funds (with a dropdown arrow set to "SELECT TYPE OF R&D FUNDS"). The right column includes: Agency (with a value of 9700 and a dropdown arrow), FAIN, and Amendment No. Below these fields are several range selection fields, each with "From:" and "To:" sub-labels: Federal Action Obligation Range, Total Federal Award Value Range, Non-Federal Funding Amount Range, Face Value of Direct Loan Range, Original Loan Subsidy Cost Range, Action Date Range (mm/dd/yyyy), and Last Modified Date Range (mm/dd/yyyy). At the bottom of the form are five buttons: Search, Extract, Clear, Close, and Help. Below the buttons is a note: "NOTE: The search may take about 5 to 10 minutes to return the results."

2.To use Advanced Search, you enter information in at least one or more of the following fields according to the search rules defined below.

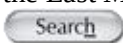
3.Agency - The maximum length of this field is 4 characters. You may use the  to see a pick list.

4.FAIN - The maximum length of this field is 30 characters.

5.Amendment Number – The maximum length of this field is 25 characters.

6.URI – The maximum length of this field is 70 characters.

7.Created By: (User ID) - There is no minimum constraint on this field. The maximum length of this field is 50 characters.

8. Last Modified By (User ID) - There is no minimum constraint on this field. The maximum length of this field is 50 characters.
9. Awarding Sub-Tier Agency Code - You must enter at least 4 characters in this field. The maximum length of this field is 4 characters. You may use the  to see a pick list.
10. Awarding Office ID - Enter the Awarding Office ID. You may use the  to see a pick list.
11. Recipient DUNS – Enter the 9-digit Recipient DUNS.
12. Recipient Name - You must enter at least 3 characters in this field. The maximum length of this field is 120 characters. You may use the  to see a pick list.
13. CFDA Number – You must enter the CFDA in the format of dd.ddd (d-digit). The maximum length of this field is 6 characters. You may use the  to see a pick list.
14. Funding Sub-Tier Agency Code - You must enter at least 4 characters in this field. The maximum length of this field is 4 characters. You may use the  to see a pick list.
15. Funding Office ID - Enter the Funding Office ID. You may use the  to see a pick list.
16. Select **Draft** or **Final** for the Status.
17. Assistance Type – Select one of the 10 choices available in the pull-down list.
18. Type of R&D Funds
19. Enter the Federal Action Obligation Range in dollars and cents.
20. Enter the Total Federal Award Value Range in dollars and cents.
21. Enter the Non-Federal Funding Amount Range in dollars and cents.
22. Enter the Face Value of Direct Loan Range in dollars and cents.
23. Enter the Original Loan Subsidy Cost Range in dollars and cents.
24. Enter the Action Date Range in the mm/dd/yyyy format.
25. Enter the Last Modified Date Range in the mm/dd/yyyy format.
26. Click . A list of documents will display.

HOME

Advanced Search

SEARCH BY FAIN / URI

GO

Log Off

Close

Help

ASSISTANCE Search Results

2 Documents Found

1 - 2 Of 2

Open Document

FAIN:FA4819191DK02

URI:

Amendment Number:0

Awarding Sub-Tier Agency Name:DEPT OF THE AIR FORCE

Awarding Office Name:FA4819 325TH CONTRACTING SQ

Recipient Name:UNIVERSITY OF OXFORD

DUNS No:211035493

Action Date:10/01/2018

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate Block Grant

Final

10.056

\$1000000.00

\$5000000.00

\$2000000.00

\$0.00

\$0.00

Open Document

FAIN:FA4819191DK02

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:DEPT OF THE AIR FORCE

Awarding Office Name:FA4819 325TH CONTRACTING SQ

Recipient Name:MULTIPLE RECIPIENTS

DUNS No:

Action Date:10/01/2018

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Aggregate Block Grant

Final

10.056

\$1000000.00

\$5000000.00

\$2000000.00

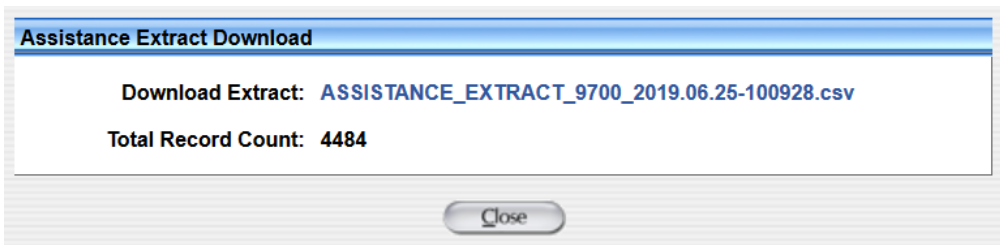
\$0.00

\$0.00

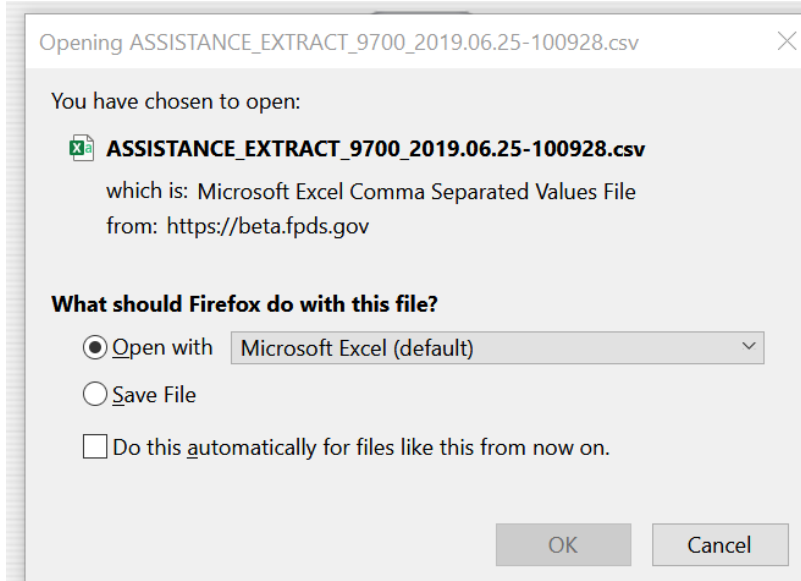
2 Documents Found

1 - 2 Of 2

27. Click the **Open Document** link for document you want to display.
28. In addition to the Search function you also have the ability to download records with the search criteria in a CSV extract. The extract contains all data elements entered in the assistance action.
29. Select the data you wish to display as you did for the Search Function.
30. Once you have entered the data select Extract.
31. The follow message will be displayed.

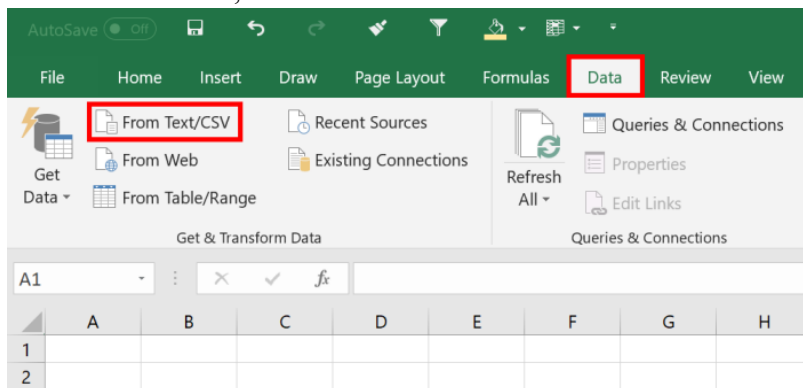


32. Click the download extract and the following screen will be shown.



33. Simply clicking 'Open with' will open the extract file within excel. Clicking 'Save File' will download the csv file to your computer. If the file is opened directly into excel, some of the columns may be formatted automatically by excel. In order to avoid this, you can import the file directly into excel be following these steps:

1. Click 'Save File' to download the extract onto your computer
2. Open excel on your computer
3. In a new workbook, click on the 'Data' tab and select 'From Text/CSV' on the left side of the menu



4. In the file menu that comes up, select the extract file that you have downloaded within step 1
5. Once excel analyzes the file a window as shown below will come up showing a preview of the data within the extract file. Once this is open, click the 'Load' button to display the loaded CSV in the proper formatting

ASSISTANCE\_EXTRACT\_9700\_2019.06.20-115352.csv

File Origin: 1252: Western European (Windows) | Delimiter: Comma | Data Type Detection: Based on first 200 rows

| AGENCY_CODE | AGENCY_NAME     | FINANCIAL_ASSISTANCE_IDENTIFICATION_NUMBER_(FA | AMENDMENT_NUMBER | UNIQUE_RECORD_IDENTIFIER | F |
|-------------|-----------------|------------------------------------------------|------------------|--------------------------|---|
| 9700        | DEPT OF DEFENSE | W9124A1934444                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | W9124A1923333                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | W9124A1911212                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | W9124A1911233                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | HR00111920200                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | FA86501122138                                  | 0                | 2011FA8650110269         |   |
| 9700        | DEPT OF DEFENSE | FA87501910090                                  | P00001           |                          |   |
| 9700        | DEPT OF DEFENSE | FA87501910090                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | W911YN1921099                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | W911YN1921009                                  | P00002           |                          |   |
| 9700        | DEPT OF DEFENSE | W911YN1921009                                  | P00003           |                          |   |
| 9700        | DEPT OF DEFENSE | W911YN1921009                                  | P0001A           |                          |   |
| 9700        | DEPT OF DEFENSE | W911YN1921009                                  | 0                |                          |   |
| 9700        | DEPT OF DEFENSE | FA87501920070                                  | P00001           |                          |   |
| 9700        | DEPT OF DEFENSE | FA87501910026                                  | 0                |                          |   |

Load Edit Cancel

34. There is a limit of five year for the records in the Extract. If your selection is for more than five years, the following message will display.

**Assistance Extract Download**

**WARNING:** The current assistance extract search criteria exceeds the date range of 5 years. Assistance extracts are limited to 5 years range. The end date has been modified to 5 years from from Date to generate extract. Please refine the search criteria to avoid this error.

Download Extract: [ASSISTANCE\\_EXTRACT\\_9700\\_2019.06.25-101800.csv](#)

Total Record Count: 116

Close

35. There is also a record count limit of 100,000. If your query exceeds the record limit, the following will be displayed.

**Assistance Extract Download**

**WARNING:** The current assistance extract search criteria exceeds the row limitations of the Assistance Extract. Assistance extracts are limited to 100 records. The extract file below has been truncated to 100 records. Please refine the search criteria to avoid this error.

Download Extract: [ASSISTANCE\\_EXTRACT\\_9700\\_2019.06.25-104819.csv](#)

Total Record Count: 100

Close



NOTE: Current there are not enough records in the system to display the 100,000 count. This is used as an example only. When the record reach 100,000 in your query the message will have 100,000 instead of 100.

# Assistance Award

## Create an Assistance Award

### Introduction

An Assistance Award grants, loans and cooperative agreements covered by 31 U.S.C. 6301, et seq.

### Instructions on Reporting an Assistance Award

#### Steps:

1. From the FAADC Navigation screen, mouse over one of the 3 Record Types below:
  - a.  Aggregate – monthly consolidation of multiple report of same Assistance Type
  - b.  Non-Aggregate – single Assistance report not to an Individual
  - c.  Non-Aggregate Individual - Single Assistance report to an Individual
2. Select one of the 10 Assistance Types under one of the above three Record Types.



2. Enter data in the **Award Identification Information** section.
  - a. **Record Type:** Defaults to one of the three Record Type selected in step 1.
  - b. **Award Status:** Defaults to New
  - c. **Assistance Type:** Defaults to one of the ten Assistance Type selected in step 2.
  - d. **Award ID** - Mandatory Fields
    - **Agency** - Enter the appropriate four (4) digit agency identification code.

- **FAIN** - Enter the unique identifier for the award. FAIN is not used in Aggregate Action Types. Format must be upper case alpha and numeric only with no embedded spaces or special characters. FAADC converts lower case letters to upper case, removes leading or trailing blank spaces, and removes any non-alphanumeric characters prior to validation.
  - **Amendment No** - Defaults to '0' on a base assistance award. Enter a unique value when reporting an amendment to a basic assistance award.
  - **URI** - Is optionally supplied for both Non-Aggregate Record Types. Is a mandatory field for Aggregate Record type.
- e. **Action Type** – Select a value of NEW for a basic award. Select the value that applies when reporting an amendment to a basic assistance award.
- f. **CFDA Number** – Catalog of Federal Domestic Assistance registered programs. It is a code comprised of 2-digit agency code, a period, and three-digit program number that indicates the program under which the assistance was funded.
- g. **Funding Opportunity Number** - Enter the Funding Opportunity Number. Field format must be upper case alpha and numeric only with no embedded spaces or special characters. FAADC converts lower case letters to upper case, removes leading or trailing blank spaces, and removes any non-alphanumeric characters prior to validation.
- h. **Business Fund Indicator** - The data element "Treasury Account System Initiative" has a drop down with 'Funded by Recovery Act' or 'Funded by Other Sources' can be selected. If this action is not 'American Recovery and Reinvestment Act' select the value 'Funded by Other Sources'.
- i. **State Application ID (SAI) Number** - Enter the SAI number if provided by the State recipient. It is a number assigned by state (as opposed to federal) review agencies to the award during the grant application process.
3. Enter data in the **Dates** section.
- a. **Action Date** - Enter the date that the transaction was signed. For a bilateral transaction, this is the later of the date signed by the Contractor or the Contracting Officer. For a unilateral transaction, this is the date signed by the Contracting Officer.
- b. **Period of Performance Start Date** - Enter the date that the parties agree to initiate the assistance instruments period of performance. The Start Date cannot be earlier than the Action Date on the base document.
- c. **Period of Performance End Date** - Enter The date that the parties agree to end the assistance instruments period of performance.
4. Enter data in the **Amounts** section.
- a. **Federal Action Obligation** - Enter the net amount of federal funds (in dollars and cents) obligated or de-obligated by this transaction. If the net amount is zero, enter zero. If the net amount is a de-obligation, enter a minus sign in addition to the net amount. It is not supplied for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.
- b. **Total Federal Award Value (Including Base and All Options if applicable)**- For a new award: 'Enter the mutually agreed upon total estimated assistance value (in dollars and cents) including the base assistance award and all amendments (if any).' For amendments: 'Enter the CHANGE (positive or negative, if any) in the mutually agreed upon total assistance value (in dollars and cents).' If no change in the base assistance and all options value, then enter zero on the amendment. It is not supplied for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.
- c. **Non-Federal Funding Amount** - Enter the net amount of non-federal funds (in dollars and cents) obligated or de-obligated by this transaction. If the net amount is zero, enter zero. If the net amount is a de-obligation, enter a minus sign in addition to the net amount. It is not supplied for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.
- d. **Face Value of Direct Loan or Loan Guarantee** - Enter the net amount (in dollars and cents) of the face Value of Direct Loan or Loan guarantee. It is supplied only for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.
- e. **Original Loan Subsidy Cost** – Enter the net amount (in dollars and cents) of the Original Loan Subsidy Cost. It is supplied only for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.

5. Enter data in the **Research and Development Funds** section.

- a. **Research and Development Funds Indicator** – Select one of the values **R&D Funds** or **No R&D Funds** to determine whether the Total Federal Action Obligation contains Research and Development Dollars.
- b. **Type of R&D Funds** – When **Research and Development Funds Indicator** has the value **No R&D Funds**, select the value **Not Applicable**. When **Research and Development Funds Indicator** has the value **R&D Funds** select one of the values to indicate the budget category of the research and development funds being obligated or deobligated on the reported action.
- c. When **Research and Development Funds Indicator** has the value **R&D Funds**, enter the net amount of research and development funds (in dollars and cents) in each of the seven Research and Development Dollar fields that open when **Research and Development Funds Indicator** has the value **R&D Funds**. The seven dollar fields are shown below.

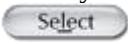
| Research and Development Funds              |        |                                                                         |                          |
|---------------------------------------------|--------|-------------------------------------------------------------------------|--------------------------|
| Research and Development Funds Indicator: * |        | R&D Funds                                                               | Type of R&D Funds: *     |
|                                             |        |                                                                         | Basic Research (BA"6.1") |
| Research and Development Amount:            | \$0.00 | Facilities & Equipment for Instruction in Science & Engineering Amount: | \$0.00                   |
| Fellowships and Traineeships Amount:        | \$0.00 | General Support for Science & Engineering Amount:                       | \$0.00                   |
| R&D Plant Amount:                           | \$0.00 | Other Activities Related to Science & Engineering Amount:               | \$0.00                   |
|                                             |        | All Other Activities Not Related to Science & Engineering Amount:       | \$0.00                   |

6. Enter data in the **Government Information** section.

- a. **Awarding Sub-tier Agency Code** - This corresponds to the agency that sets up the assistance award. This is defaulted to the agency that the awarding office belongs to.
- b. **Awarding Office Code** - Awarding Office Code must be a valid Assistance awarding office code in the FPDS Assistance Awarding Office/Funding Office Lookup Table for the agency. If the default code is not appropriate, enter the code for the awarding office that executed or is otherwise responsible for the transaction.
- c. **Funding Sub-tier Agency Code** - Enter the assistance agency that funded the transaction. This code must be in the FPDS Agencies/Sub-tier agency look-up table.
- d. **Funding Office Code** - Enter the office that is funding the assistance action. –This code must be a valid funding office code in the FPDS Assistance Awarding Office/Funding table.

7. Enter the **Recipient Information** data

Limited Recipient data is entered for Record Type **Non-Aggregate Individual**.

- Enter **Country Code** by searching for the country code.
  - a) Click .
  - b) Type Country Name and click .
  - c) Click  to return the GENC ISO3 country code.
- Enter **ZIP+4** when **Country Code** is USA.

Limited recipient data is entered for Record Type **Aggregate**

- Enter **Country Code** by searching for the country code.

- d) Click .
- e) Type Country Name and click .
- f) Click  to return the GENC ISO3 country code.

When Record Type is **Non-Aggregate**:

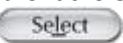
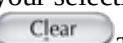
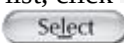
### Recipient Registered in SAM

- a. Choose the **SAM Exception** value from the pulldown. Choose **NONE** for all recipients (domestic or foreign) registered in SAM. **Foreign** exception is only used for a non-domestic recipient, who is not registered in SAM. They must have a valid DUNS number from Dun & Bradstreet.
- b. Enter the **DUNS** number. Move the mouse to the next open field and the vendor address, CAGE Code, and socio economic status will auto populate from the SAM registration data.

### Search for SAM registered Recipient

- f. In the **Recipient Information** section, next to the **Recipient Name** field, click . This uses the look up screen to locate a Recipient by entering any of following information in any combination to narrow the search:

- **Recipient Name**
- Or **Doing Business As Name**
- Or address **City**
- Or address **State**
- Or address **ZIP Code**
- Or address **Country Code**
- Or use the **DUNS Number**

- g. After entering the recipient search criteria click .
- h. Select the radio button ☐ beside your choice for recipient.
- i. Click  on the right to load your selection.
- j. If the vendor does not display, click  and use different search criteria than used the first time.
- k. Click .
- l. From the pick list, click ☐ on the left to make your selection.
- m. Click  on the right to choose your recipient selection.
- n. Click  if no satisfactory choice is found to return to the main data entry screen without recipient data.

### 8. Enter data in the **Principal Place of Performance** section.

- a. **Principal Place of Performance Code** – Select from the pulldown the designation of the principal place of performance.
- b. **Principal Place of Performance State Code** – Enter the 2-character state code when **Principal Place of Performance Type** chosen value is **State-Wide**.
- c. **Principal Place of Performance Location Code** – Ignore, not used. Left over in FPDS from FIPS55 city codes.
- d. **Principal Place of Performance Country Code** – Always enter the ISO3 country code or click the search button  to search for code by country name.
- e. **Principal Place of Performance County Name** – Propagates from other data entered.
- f. **Principal Place of Performance City Name** - Propagates from other data entered.
- g. **Principal Place of Performance Country Name** – Propagates from other data entered.
- h. **Congressional District Place of Performance** – Propagates from other data entered.

- i. **Place Of Performance Zip Code (+4)** - Enter or select the appropriate U.S. Zip+4 Code to auto populate the City, the State, the County, and the Congressional District. If the Place of Performance is a country other than USA, then no postal code is needed.

9. Enter data in the **Assistance Information** section.

a. **Competed Opportunity** - Click the dropdown and make a selection.

b. **Number of Proposals/Applications** - Enter the number of proposals/applications.

c. **Assistance Description** - Enter a clear, plain English description of the assistance award. Maximum 4,000 characters.

10. Click  .

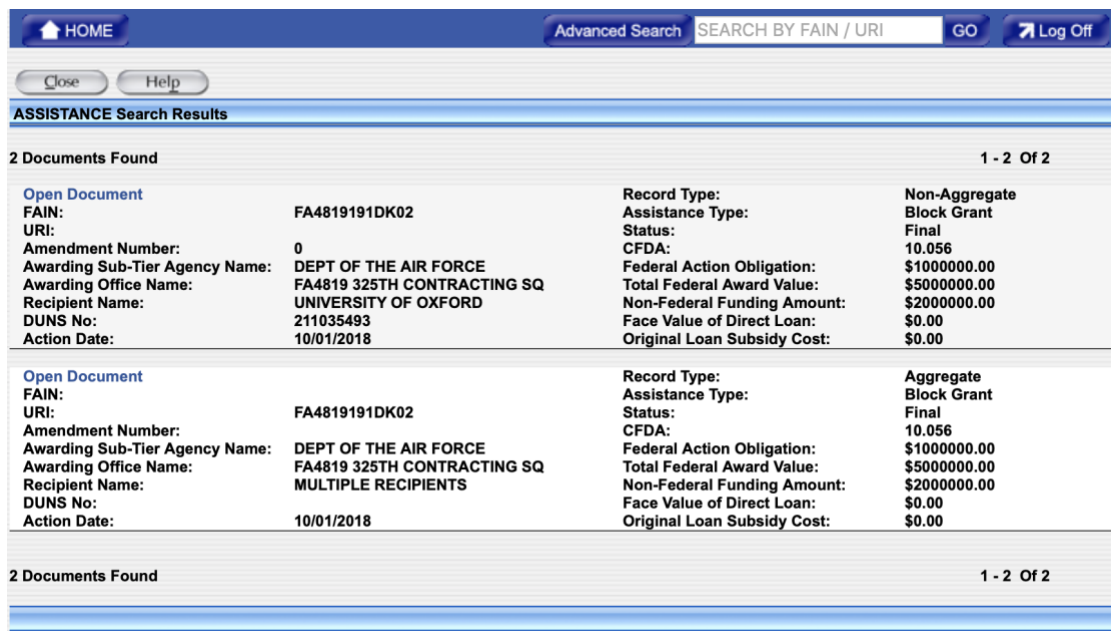
# Validate an Assistance Award

## Introduction

The Assistance Validation process reviews all fields in a form and verifies that they are completed in accordance with policy. The complete validation process occurs after all the required fields on the assistance form are populated.

### Steps:

1. Enter the FAIN in the 'FAIN Search' field.
2. Click . A list of documents display.



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', a search input field containing 'SEARCH BY FAIN / URI', a 'GO' button, and a 'Log Off' link. Below the navigation bar are 'Close' and 'Help' buttons. The main content area is titled 'ASSISTANCE Search Results' and shows '2 Documents Found' with a pagination indicator '1 - 2 Of 2'. Each document entry includes an 'Open Document' link and a table of details. The first document is for FAIN FA4819191DK02, with details including Amendment Number 0, Awarding Sub-Tier Agency Name DEPT OF THE AIR FORCE, Awarding Office Name FA4819 325TH CONTRACTING SQ, Recipient Name UNIVERSITY OF OXFORD, DUNS No 211035493, and Action Date 10/01/2018. The second document is for the same FAIN, with details including Amendment Number 0, Awarding Sub-Tier Agency Name DEPT OF THE AIR FORCE, Awarding Office Name FA4819 325TH CONTRACTING SQ, Recipient Name MULTIPLE RECIPIENTS, DUNS No 211035493, and Action Date 10/01/2018. Both documents show a Record Type of Non-Aggregate Block Grant, Status of Final, CFDA of 10.056, Federal Action Obligation of \$1000000.00, Total Federal Award Value of \$5000000.00, Non-Federal Funding Amount of \$2000000.00, Face Value of Direct Loan of \$0.00, and Original Loan Subsidy Cost of \$0.00.

| Document 1                     |                             | Document 2                     |                             |
|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| <a href="#">Open Document</a>  | FAIN: FA4819191DK02         | <a href="#">Open Document</a>  | FAIN: FA4819191DK02         |
| URI:                           |                             | URI:                           |                             |
| Amendment Number:              | 0                           | Amendment Number:              | 0                           |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       | Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ | Awarding Office Name:          | FA4819 325TH CONTRACTING SQ |
| Recipient Name:                | UNIVERSITY OF OXFORD        | Recipient Name:                | MULTIPLE RECIPIENTS         |
| DUNS No:                       | 211035493                   | DUNS No:                       | 211035493                   |
| Action Date:                   | 10/01/2018                  | Action Date:                   | 10/01/2018                  |
| Record Type:                   | Non-Aggregate Block Grant   | Record Type:                   | Aggregate Block Grant       |
| Assistance Type:               | Final                       | Assistance Type:               | Final                       |
| Status:                        | 10.056                      | Status:                        | 10.056                      |
| CFDA:                          | \$1000000.00                | CFDA:                          | \$1000000.00                |
| Federal Action Obligation:     | \$5000000.00                | Federal Action Obligation:     | \$5000000.00                |
| Total Federal Award Value:     | \$2000000.00                | Total Federal Award Value:     | \$2000000.00                |
| Non-Federal Funding Amount:    | \$0.00                      | Non-Federal Funding Amount:    | \$0.00                      |
| Face Value of Direct Loan:     | \$0.00                      | Face Value of Direct Loan:     | \$0.00                      |
| Original Loan Subsidy Cost:    | \$0.00                      | Original Loan Subsidy Cost:    | \$0.00                      |

3. Click the **Open Document** link to open the assistance award screen for the selected record.
4. Click  to check business rules validations for all fields.
  - The validation procedure compares data in the form against the business validation rules.
  - The field names which do not meet the business rules criteria are highlighted in red.
  - Before you proceed, you must correct all field validations, click  and then .
  - If the validation is successful, an '**Award successfully validated**' notification appears at the top of the form.
5. If you have the Approve authority, click . If not, notify the approving official that the form is ready for approval.

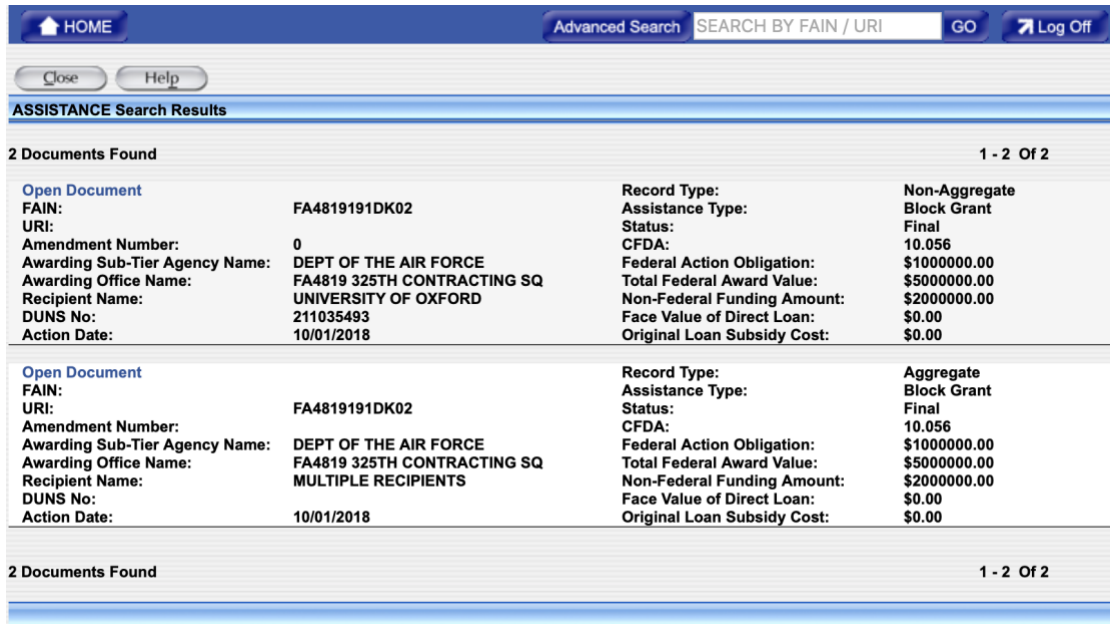
# Approve an Assistance Award

## Introduction

This section gives you instructions on how to Approve an assistance award.

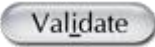
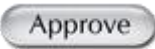
### Steps:

1. Enter the FAIN in the 'Search FAIN' field.
2. Click . A list of documents display.



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', a search input field containing 'SEARCH BY FAIN / URI', a 'GO' button, and a 'Log Off' link. Below the navigation bar are 'Close' and 'Help' buttons. The main content area is titled 'ASSISTANCE Search Results' and shows '2 Documents Found' with a pagination indicator '1 - 2 Of 2'. Each document entry includes an 'Open Document' link and a table of details. The first document has a 'Non-Aggregate Block Grant' status, while the second has an 'Aggregate Block Grant' status. Both documents are for the same FAIN (FA4819191DK02) and were awarded on 10/01/2018.

| Document 1                     |                             | Document 2                     |                             |
|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| Open Document                  |                             | Open Document                  |                             |
| FAIN:                          | FA4819191DK02               | FAIN:                          | FA4819191DK02               |
| URI:                           |                             | URI:                           |                             |
| Amendment Number:              | 0                           | Amendment Number:              |                             |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       | Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ | Awarding Office Name:          | FA4819 325TH CONTRACTING SQ |
| Recipient Name:                | UNIVERSITY OF OXFORD        | Recipient Name:                | MULTIPLE RECIPIENTS         |
| DUNS No:                       | 211035493                   | DUNS No:                       |                             |
| Action Date:                   | 10/01/2018                  | Action Date:                   | 10/01/2018                  |
| Record Type:                   | Non-Aggregate Block Grant   | Record Type:                   | Aggregate Block Grant       |
| Assistance Type:               | Final                       | Assistance Type:               | Final                       |
| Status:                        | 10.056                      | Status:                        | 10.056                      |
| CFDA:                          | \$1000000.00                | CFDA:                          | \$1000000.00                |
| Federal Action Obligation:     | \$5000000.00                | Federal Action Obligation:     | \$5000000.00                |
| Total Federal Award Value:     | \$2000000.00                | Total Federal Award Value:     | \$5000000.00                |
| Non-Federal Funding Amount:    | \$0.00                      | Non-Federal Funding Amount:    | \$2000000.00                |
| Face Value of Direct Loan:     | \$0.00                      | Face Value of Direct Loan:     | \$0.00                      |
| Original Loan Subsidy Cost:    | \$0.00                      | Original Loan Subsidy Cost:    | \$0.00                      |

3. Click the **Open Document** link to open the assistance award screen for the selected record.
4. Click  to check business rules validations.
5. Make any validation corrections as needed. If changes are made, click  and .
6. When the validation is successful, a notification 'Award successfully validated' appears at the top of the assistance award screen.
7. Click .
8. When the APPROVE is successful, an **Assistance successfully approved** notification appears at the top of the form.
9. Assistance Award Status displays as FINAL.

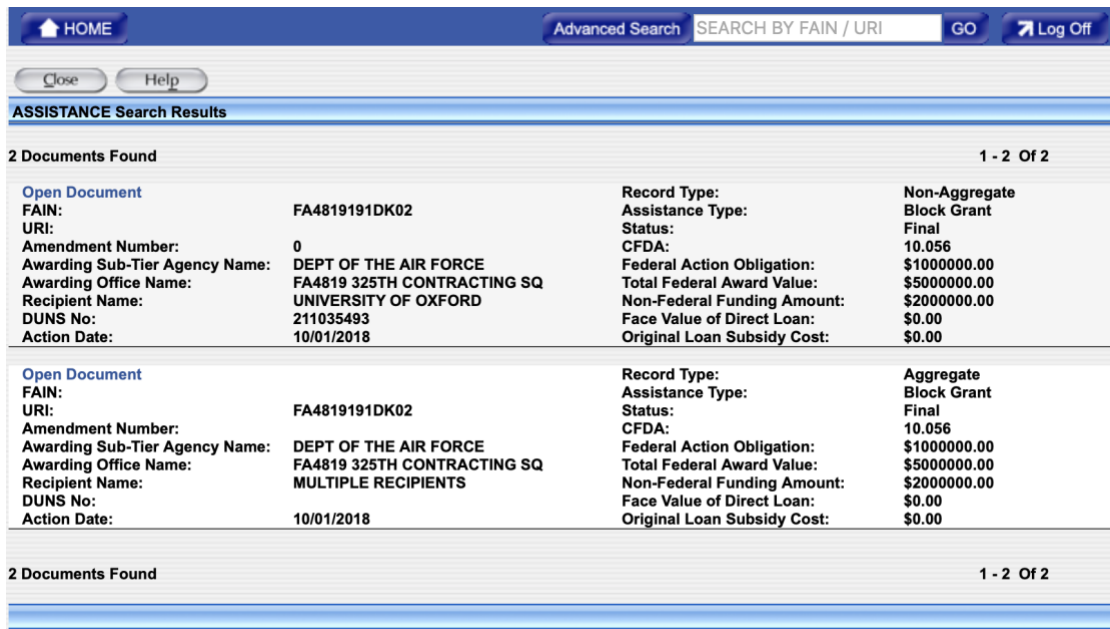
# Amendments

## Introduction

The AMEND function allows you to report an amendment for an Assistance Award. The Assistance Award must already exist in FINAL status in FAADC.

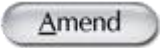
### Steps:

1. Enter the FAIN in the 'Search FAIN' field.
2. Click . A list of documents display.



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', a search input field containing 'SEARCH BY FAIN / URI', a 'GO' button, and a 'Log Off' link. Below the navigation bar are 'Close' and 'Help' buttons. The main content area is titled 'ASSISTANCE Search Results' and shows '2 Documents Found' with a pagination indicator '1 - 2 Of 2'. Each document entry includes an 'Open Document' link, a table of metadata, and a table of financial details.

| Document 1                     |                             | Document 2                     |                             |
|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| <a href="#">Open Document</a>  | FAIN: FA4819191DK02         | <a href="#">Open Document</a>  | FAIN: FA4819191DK02         |
| URI:                           |                             | URI:                           |                             |
| Amendment Number:              | 0                           | Amendment Number:              |                             |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       | Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ | Awarding Office Name:          | FA4819 325TH CONTRACTING SQ |
| Recipient Name:                | UNIVERSITY OF OXFORD        | Recipient Name:                | MULTIPLE RECIPIENTS         |
| DUNS No:                       | 211035493                   | DUNS No:                       |                             |
| Action Date:                   | 10/01/2018                  | Action Date:                   | 10/01/2018                  |
| Record Type:                   | Non-Aggregate               | Record Type:                   | Aggregate                   |
| Assistance Type:               | Block Grant                 | Assistance Type:               | Block Grant                 |
| Status:                        | Final                       | Status:                        | Final                       |
| CFDA:                          | 10.056                      | CFDA:                          | 10.056                      |
| Federal Action Obligation:     | \$1000000.00                | Federal Action Obligation:     | \$1000000.00                |
| Total Federal Award Value:     | \$5000000.00                | Total Federal Award Value:     | \$5000000.00                |
| Non-Federal Funding Amount:    | \$2000000.00                | Non-Federal Funding Amount:    | \$2000000.00                |
| Face Value of Direct Loan:     | \$0.00                      | Face Value of Direct Loan:     | \$0.00                      |
| Original Loan Subsidy Cost:    | \$0.00                      | Original Loan Subsidy Cost:    | \$0.00                      |

3. Click the **Open Document** link to open the assistance award screen for the selected record.
4. If the Assistance award opened has an Award Status value of FINAL, Click .
5. A new Assistance Award screen opens with propagating data from the Base Award shown.
6. Enter a new Amendment number.
7. Make any other changes as needed.
8. Click .
9. Follow the steps to Approve Assistance Award.



# Correct an Assistance Transaction

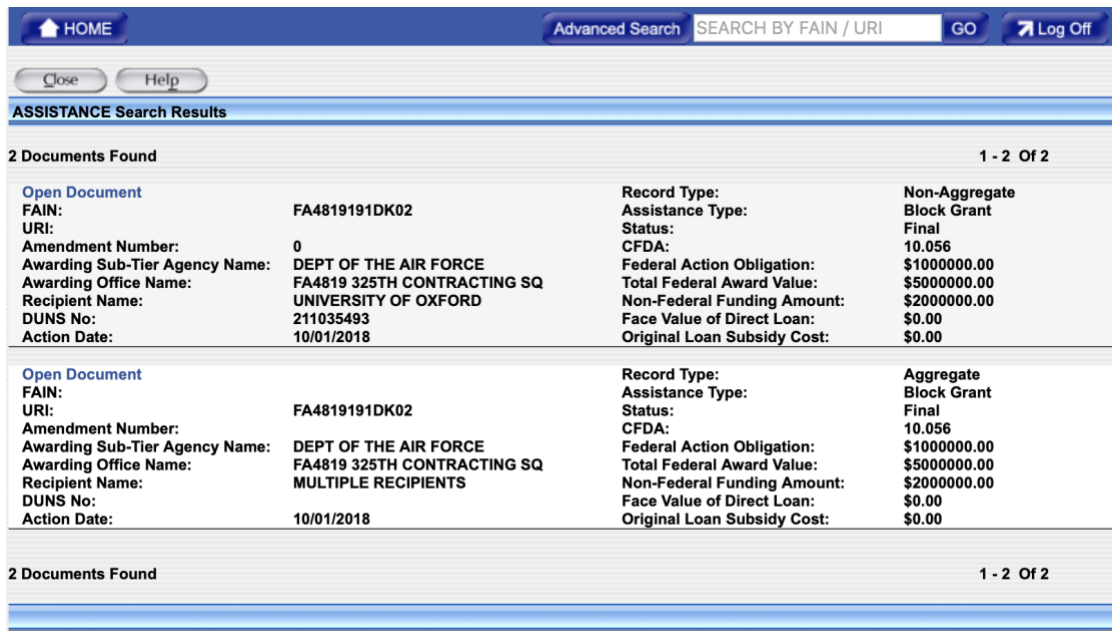
## Introduction

The Correct function is not used when the Record Status is DRAFT. Correct allows you to change data on an Assistance Award or Amendment when the Record Status is FINAL.

### Steps:

4. Enter the FAIN in the 'Search FAIN' field.

5. Click . A list of documents display.



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', 'SEARCH BY FAIN / URI', 'GO', and 'Log Off'. Below this are 'Close' and 'Help' buttons. The main section is titled 'ASSISTANCE Search Results' and shows '2 Documents Found' with a pagination indicator '1 - 2 Of 2'. Each document entry includes an 'Open Document' link and a table of details. The first document has a 'Non-Aggregate Block Grant' status, while the second has an 'Aggregate Block Grant' status. Both documents are awarded by the 'DEPT OF THE AIR FORCE' to either 'FA4819 325TH CONTRACTING SQ' or 'MULTIPLE RECIPIENTS'.

| Document 1                     |                               | Document 2                     |                             |
|--------------------------------|-------------------------------|--------------------------------|-----------------------------|
| <a href="#">Open Document</a>  | <a href="#">Open Document</a> |                                |                             |
| FAIN:                          | FA4819191DK02                 | FAIN:                          | FA4819191DK02               |
| URI:                           |                               | URI:                           |                             |
| Amendment Number:              | 0                             | Amendment Number:              |                             |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE         | Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ   | Awarding Office Name:          | FA4819 325TH CONTRACTING SQ |
| Recipient Name:                | UNIVERSITY OF OXFORD          | Recipient Name:                | MULTIPLE RECIPIENTS         |
| DUNS No:                       | 211035493                     | DUNS No:                       |                             |
| Action Date:                   | 10/01/2018                    | Action Date:                   | 10/01/2018                  |
| Record Type:                   | Non-Aggregate                 | Record Type:                   | Aggregate                   |
| Assistance Type:               | Block Grant                   | Assistance Type:               | Block Grant                 |
| Status:                        | Final                         | Status:                        | Final                       |
| CFDA:                          | 10.056                        | CFDA:                          | 10.056                      |
| Federal Action Obligation:     | \$1000000.00                  | Federal Action Obligation:     | \$1000000.00                |
| Total Federal Award Value:     | \$5000000.00                  | Total Federal Award Value:     | \$5000000.00                |
| Non-Federal Funding Amount:    | \$2000000.00                  | Non-Federal Funding Amount:    | \$2000000.00                |
| Face Value of Direct Loan:     | \$0.00                        | Face Value of Direct Loan:     | \$0.00                      |
| Original Loan Subsidy Cost:    | \$0.00                        | Original Loan Subsidy Cost:    | \$0.00                      |

6. Click the **Open Document** link to open the assistance award screen for the selected record.

7. When the Assistance Award has an Award Status value of FINAL, Click .

8. Make the changes to data on the form.

9. Click .

10. All business rules validations must be reconciled for any changes to occur.

11. If business rule validations are not reconciled, no field values are saved and the FINAL document remains unchanged.

12. When the correction is successful, an '**Assistance successfully corrected**' notification appears at the top of the form.

# Delete an Assistance Award

## Introduction

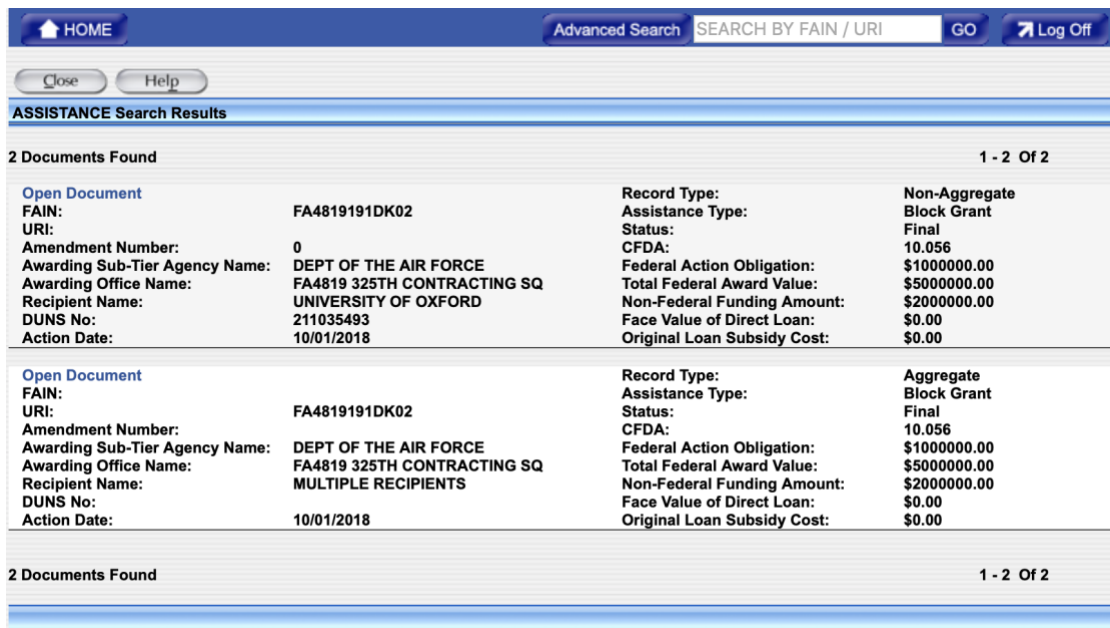
This section gives you instructions on how to delete an assistance award.

### Note the following:

- The Delete function deletes the award; however, its associated FAIN may be used again.
- Draft awards may only be deleted by users who belong to the same awarding office and have the Delete Draft privilege.
- Final awards are deleted by the all users in the same awarding office and have the Delete Final privilege.

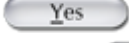
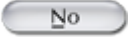
### Steps:

1. Enter the FAIN in the 'Search FAIN' field.
2. Click . A list of documents display.



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', a search input field containing 'SEARCH BY FAIN / URI', a 'GO' button, and a 'Log Off' link. Below the navigation bar are 'Close' and 'Help' buttons. The main content area is titled 'ASSISTANCE Search Results' and shows '2 Documents Found' with a pagination indicator '1 - 2 Of 2'. Each document entry includes an 'Open Document' link and a table of details. The first document has a FAIN of FA4819191DK02, is a Non-Aggregate Block Grant, and is in Final status. The second document has the same FAIN, is an Aggregate Block Grant, and is also in Final status. Both documents are awarded by the DEPT OF THE AIR FORCE, FA4819 325TH CONTRACTING SQ, and have an action date of 10/01/2018.

| Document 1                     |                             | Document 2                     |                             |
|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| <a href="#">Open Document</a>  | FA4819191DK02               | <a href="#">Open Document</a>  | FA4819191DK02               |
| FAIN:                          | FA4819191DK02               | FAIN:                          | FA4819191DK02               |
| URI:                           |                             | URI:                           |                             |
| Amendment Number:              | 0                           | Amendment Number:              |                             |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       | Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ | Awarding Office Name:          | FA4819 325TH CONTRACTING SQ |
| Recipient Name:                | UNIVERSITY OF OXFORD        | Recipient Name:                | MULTIPLE RECIPIENTS         |
| DUNS No:                       | 211035493                   | DUNS No:                       |                             |
| Action Date:                   | 10/01/2018                  | Action Date:                   | 10/01/2018                  |
| Record Type:                   | Non-Aggregate Block Grant   | Record Type:                   | Aggregate Block Grant       |
| Assistance Type:               | Final                       | Assistance Type:               | Final                       |
| Status:                        | 10.056                      | Status:                        | 10.056                      |
| CFDA:                          | \$1000000.00                | CFDA:                          | \$1000000.00                |
| Federal Action Obligation:     | \$5000000.00                | Federal Action Obligation:     | \$5000000.00                |
| Total Federal Award Value:     | \$2000000.00                | Total Federal Award Value:     | \$2000000.00                |
| Non-Federal Funding Amount:    | \$0.00                      | Non-Federal Funding Amount:    | \$0.00                      |
| Face Value of Direct Loan:     | \$0.00                      | Face Value of Direct Loan:     | \$0.00                      |
| Original Loan Subsidy Cost:    | \$0.00                      | Original Loan Subsidy Cost:    | \$0.00                      |

3. Click the **Open Document** link to open the assistance award screen for the selected record.
4. The record can have an Award Status of DRAFT or FINAL, Click .
5. A dialogue box opens asking **Are You Sure You Want to Delete the Document?**
6. To complete the delete, click .
7. To cancel and retain the record, click .

# Assistance Inbox

## Draft Assistance Inbox Awards

### Introduction

Draft Assistance Inbox Awards are records which are created in FAADC by you, but are missing required values or failed a business rule validation. These assistance awards are saved for future completion in an 'as-is' state but are not subject to the reporting process.

### Steps:

1. Under the **Financial Assistance Inbox**, click the **Draft Assistance** link.
2. A list of documents with a *Draft* status created by you are displayed.

HOME

Advanced Search

SEARCH BY FAIN / URI

GO

Log Off

Close

Help

ASSISTANCE Search Results

109 Documents Found

1 - 10 Of 109

Next

Open Document

FAIN: HHM4021911110

URI:

Amendment Number: 1

Awarding Sub-Tier Agency Name: DEPT OF DEFENSE

Awarding Office Name: ATTN: MS S84 - OCS

Recipient Name: TWIN CITIES MINOR TACKLE FOOTBALL ASSOCIATION

DUNS No: 244269689

Action Date:

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Draft

10.030

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Open Document

FAIN: FA2521183BLD1

URI:

Amendment Number: 99

Awarding Sub-Tier Agency Name: DEPT OF DEFENSE

Awarding Office Name: ATTN: MS S84 - OCS

Recipient Name: UNITED TECHNOLOGIES CORPORATION

DUNS No: 001447952

Action Date:

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Other financial assistance

Draft

10.025

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

3. Click the **Open Document** link to open the assistance award screen for the selected record.

# Final Assistance Inbox Awards

## Introduction

Final Assistance Inbox awards are records which are created in FAADC by you.

## Steps:

1. Under the **Financial Assistance Inbox**, click the **Final Assistance** link.
2. A list of documents with a *Final* status created by you are displayed.

HOME

Advanced Search

SEARCH BY FAIN / URI

GO

Log Off

Close

Help

ASSISTANCE Search Results

2 Documents Found

1 - 2 Of 2

Open Document

|                                |                             |                             |               |
|--------------------------------|-----------------------------|-----------------------------|---------------|
| FAIN:                          | FA4819191DK02               | Record Type:                | Non-Aggregate |
| URI:                           |                             | Assistance Type:            | Block Grant   |
| Amendment Number:              | 0                           | Status:                     | Final         |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       | CFDA:                       | 10.056        |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ | Federal Action Obligation:  | \$1000000.00  |
| Recipient Name:                | UNIVERSITY OF OXFORD        | Total Federal Award Value:  | \$5000000.00  |
| DUNS No:                       | 211035493                   | Non-Federal Funding Amount: | \$2000000.00  |
| Action Date:                   | 10/01/2018                  | Face Value of Direct Loan:  | \$0.00        |
|                                |                             | Original Loan Subsidy Cost: | \$0.00        |

Open Document

|                                |                             |                             |              |
|--------------------------------|-----------------------------|-----------------------------|--------------|
| FAIN:                          | FA4819191DK02               | Record Type:                | Aggregate    |
| URI:                           |                             | Assistance Type:            | Block Grant  |
| Amendment Number:              |                             | Status:                     | Final        |
| Awarding Sub-Tier Agency Name: | DEPT OF THE AIR FORCE       | CFDA:                       | 10.056       |
| Awarding Office Name:          | FA4819 325TH CONTRACTING SQ | Federal Action Obligation:  | \$1000000.00 |
| Recipient Name:                | MULTIPLE RECIPIENTS         | Total Federal Award Value:  | \$5000000.00 |
| DUNS No:                       |                             | Non-Federal Funding Amount: | \$2000000.00 |
| Action Date:                   | 10/01/2018                  | Face Value of Direct Loan:  | \$0.00       |
|                                |                             | Original Loan Subsidy Cost: | \$0.00       |

2 Documents Found

1 - 2 Of 2

3. Click the **Open Document** link to open the assistance award screen for the selected record.

# System Administration

## Create a User

### Introduction:

The User Management screen allows the Agency System Administrator to create, update and enable/disable Agency Users. Agency System Administrators have the ability to read/write to their respective Agency User's Profiles and assign User Privileges.

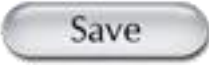
The Agency System Administrator controls and monitors Government Users for their respective Agency's end-users. The System User is implemented, maintained, and controlled by the FAADC System Administrator.

- **System User** - Establishes a link between an Agency's contract writing system and FAADC. System to System interfacing.
- **Government User** - Agency personnel. The government user is able to access, maintain, track, and report contract awards in FAADC. The privileges assigned to a government user by their system administrator will determine what features that user can access in FAADC.

### Steps:

1. From the Navigation screen, under  System Administration, click .
2. FAADC will display a User Information screen that coincides with the user type you select. Click the appropriate user type:
  -  for Government User,
  -  for System to system interface.
3. Enter data in the User Information section.
  - User ID
  - Password
  - Confirm Password
  - Start Date
  - End Date
  - Is Logon User
4. Determine whether the user has the right to login to the web interface by placing a check in the Is Logon User checkbox. If the Is Logon User box is not checked, the user will not be able to login to the web interface. The user ID will only be accepted for batch transactions.
5. Enter data in the Personal Information section.
  - First Name/Initial
  - Middle Name/Initial
  - Family/Last Name
  - Phone No.
  - Phone Ext.
  - Fax
  - Email Address
  - Receive Email Notification
  - Title
6. Determine whether the user should receive email notifications by placing a check in the Email Notification checkbox.

7. Enter the rest of the information.

8. Click  .

9. Click  .

10. Click the Privileges on the left that you want the new user to have. If you select the Role, all the sub-privileges will automatically be copied.

**Note:** If the user will be approving documents, you must add the IsComplete privilege to the user account or they will not be able to do so.

11. Click  to copy the selection from the Privileges Available to the Current Privileges side.

12. Click  .

# Create a DoD User

## Introduction:

The User Management screen allows the Agency System Administrator to create, update and enable/disable Agency Users. Agency System Administrators have the ability to read/write to their respective Agency User's Profiles and assign User Privileges.

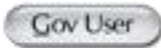
The Agency System Administrator controls and monitors Government Users for their respective Agency's end-users. The System User is implemented, maintained, and controlled by the FAADC System Administrator. The Public User is created in FAADC upon registration.

- **System User** - Establishes a link between an Agency's contract writing system and FAADC. System to System interfacing.
- **Government User** - Agency personnel. The government user is able to access, maintain, track, and report contract awards in FAADC. The privileges assigned to a government user by their system administrator will determine what features that user can access in FAADC.

## Steps:

**Orange on the screen indicates mandatory information.**

1. From the Navigation screen, under  System Administration, click  Users.
2. FAADC will display a User Information screen that coincides with the user type you select. **Select the appropriate user type before entering any other data.**

-  for Government User,
-  for System to system interface.

3. Enter data in the User Information section.

- User ID (Maximum of 50 characters)
- Password (Minimum of 6 characters, special characters can be used)
- Confirm Password
- Start Date
- End Date

4. Indicate whether the user has the right to login to the web interface by placing a check in the Web Portal Access checkbox. If the Web Portal Access box is not checked, the user will not be able to login to the web interface.

5. Enter data in the Personal Information section.

(First Name, Last Name, Email address are mandatory fields)

- Middle Name/Initial
- Family/Last Name
- Phone No.
- Phone Ext.
- Fax

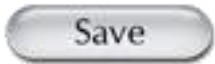
- Email Address
- Receive Email Notification
- Title

6. Indicate whether the user should receive email notifications by placing a check in the Email Notification checkbox.

7. If the user is a Government User, complete the Government User fields. (See below.)

- **Agency ID**
  - Use Lookup button  to find agency
- **Organization ID**
  - Use Lookup button  to find Organization and input an Organization ID.
- Contracting Office ID
  - Use Lookup button  to find Contracting Office
- Rank ID
- Routing Symbol
- Room No.
- Supervisor ID
  - Use Lookup button  to find Supervisor ID

8. Click



.

9. Click



.

10. Click the Privileges on the left that you want the new user to have.

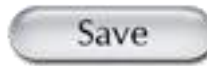
- If you select the Role , all of the sub-privileges will automatically be copied. All privileges are assigned at the role level.

11. Click



to copy the selection from the Privileges Available to the Current Privileges side.

12. Click



.

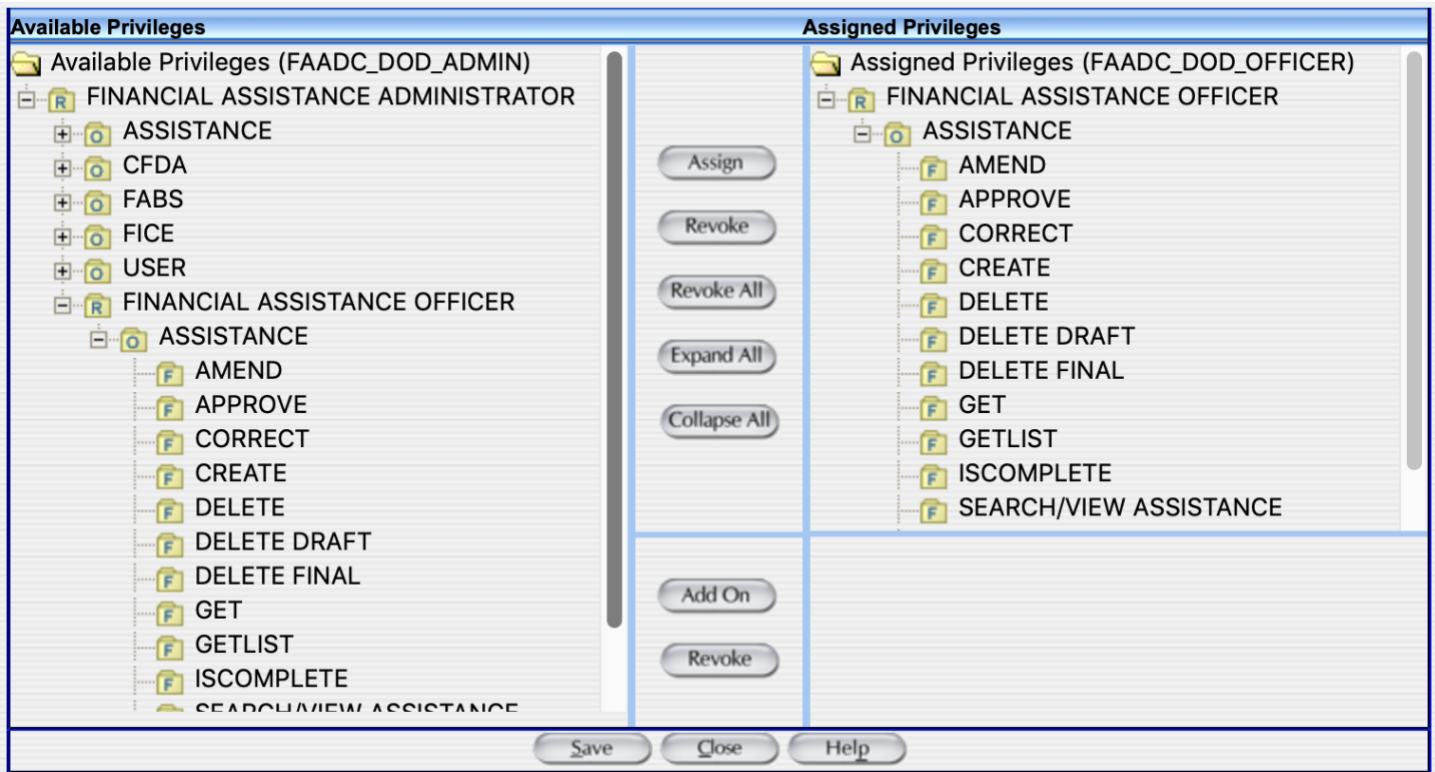
## Removing Privileges

1. Select the Privilege to be removed from the Assigned Privileges (right-hand) column and click the lower of the two buttons.

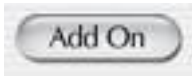


using





## Adding-on Privileges

If you wish to add a privilege from above the user's top-most privilege, you may do so using . This function is usable only one-level above.

- If you select the Role , all of the sub-privileges will automatically be copied. All privileges are assigned at the role level.
- If you select the Object , all of these sub-privileges will be copied.
- If you select the Function , only that privilege/ function is passed on.

## Removing Added-on Privileges

If you wish to remove an added-on privilege, select the privilege to be removed and click the top  button.

Using the Government Users lookup buttons .

- **Agency ID** - Select the lookup button and the following Agency Selection window opens:

Agency Selection

| Select                           | Agency ID | Agency Name           | Department ID | Agency Short Name | Parent Agency ID |
|----------------------------------|-----------|-----------------------|---------------|-------------------|------------------|
| <input checked="" type="radio"/> | 5700      | DEPT OF THE AIR FORCE | 9700          |                   | 9700             |

1 out of 1 items found.

Find items that match the following criteria:

Department ID:  Parent Agency ID:

Agency ID:  Agency Name:

Select  
Cancel  
Search  
Clear  
Help

If you know the Department ID, enter it in the Department ID field and click the  button. The system will return in the top window all of the agencies that belong to that department. If you do not know the department, you may click the search button and it will return both department and agencies in the top window.

- **Organization ID** - Select the lookup button and the Organization Selection window opens.

If you know the Parent Organization code, enter it in the field and click the  button. The system will return in the top window all of the organizations that belong to that Parent Organization.

HOME Advanced Search  GO Log Off

Organization Selection

| Select                           | Organization Code | Organization Name              | Co  |
|----------------------------------|-------------------|--------------------------------|-----|
| <input checked="" type="radio"/> | 11COHS            |                                | MA. |
| <input type="radio"/>            | 572M              | AIR FORCE REVIEW BOARDS OFFICE | AGE |
| <input type="radio"/>            | ACC               |                                | MA. |
| <input type="radio"/>            | AETC              |                                | MA. |
| <input type="radio"/>            | AFMC              |                                | MA. |
| <input type="radio"/>            | AFOTEC            |                                | MA. |
| <input type="radio"/>            | AFRC              |                                | MA. |

13 out of 13 items found

Find items that match the following criteria:

Organization Code:  Organization Name:

Parent Organization Code:  Parent Organization Name:

Select  
Cancel  
Search  
Clear  
Help

- **Contracting Office ID** - Complete as many of the fields as possible to refine your search. The fewer fields you fill in, the larger and more unwieldy will be the results returned.

| Find items that match the following criteria: |                      |              |                      |
|-----------------------------------------------|----------------------|--------------|----------------------|
| Office ID:                                    | <input type="text"/> | Office Name: | <input type="text"/> |
| Agency ID:                                    | <input type="text"/> | Agency Name: | <input type="text"/> |
| City:                                         | <input type="text"/> | State:       | <input type="text"/> |
| Region Code:                                  | <input type="text"/> | Zip Code:    | <input type="text"/> |

## Searching for an Existing User

1. Click on 

2. Clear screen using 

| Select | User ID | User Type | User Name | User Title |
|--------|---------|-----------|-----------|------------|
|        |         |           |           |            |

0 out of 0 items found

| Find items that match the following criteria: |                                             |                 |                      |
|-----------------------------------------------|---------------------------------------------|-----------------|----------------------|
| User ID:                                      | <input type="text"/>                        | First Name:     | <input type="text"/> |
| User Type:                                    | GOVERNMENT <input type="button" value="v"/> | Last Name:      | <input type="text"/> |
| Agency ID:                                    | <input type="text"/>                        | Routing Symbol: | <input type="text"/> |
| MACOM/SUBCOM ID:                              | <input type="text"/>                        | Rank ID:        | <input type="text"/> |
| Contracting OfficeID:                         | <input type="text"/>                        | Start Date:     | <input type="text"/> |
| Organization Name:                            | <input type="text"/>                        | End Date:       | <input type="text"/> |
| Supervisor User ID:                           | <input type="text"/>                        |                 |                      |

3. Enter as much data in the fields as possible to narrow search.

4. Clear screen using .

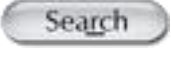
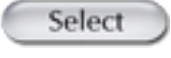
5. When results are returned, select user and click .

# Disable a User

## Introduction

This section gives you instructions on how to disable a user.

### Steps:

1. From the Navigation screen, under  System Administration, click .
2. Enter the User ID and any other criteria to narrow the search. Always enter search criteria to narrow the selection when possible. To search without using a criteria selection, leave all the fields blank and click . When the criteria fields are empty, the list displays a larger selection. Due to the amount of data in FAADC, the larger list is limited to a portion of the data available.
3. Click  to start the search.
4. To select the user from the list, click  located in the Select field.
5. Click .
6. Click .
7. Click .

# Enable a User

## Introduction

This section gives you instructions on how to enable a user.

### Steps:

1. From the Navigation screen, under  System Administration, click .
2. Enter the User ID and any other criteria to narrow the search. When less criteria fields are used, the list displays a larger selection. Due to the amount of data in FAADC, the larger list is limited to a portion of the data available.
3. Select  to start the search.
4. To select the user from the list, click  radio button located in the Select field.
5. Click .
6. Click .
7. Click .

# Find a User

## Introduction

This section gives you instructions on how to find a user.

### Steps:

1. From the Navigation screen, under  System Administration, click the .
2. Click  to clear the parameters.
3. Enter the User ID and any other criteria to narrow the search. Always enter a search criteria to narrow the selection when possible. When the criteria fields are empty, the list displays a larger selection. Due to the amount of data in FAADC, the larger list is limited to a portion of the data available.
4. Select  to start the search.
5. To select the user from the list, click  located in the Select field.
6. Click .

# User Privileges

User Privileges are located in the User Management screen. Available Privileges are defined as rights the System Administrator can give the user. Current Privileges are defined as rights the user has currently.

**To add an Available Privilege** to the selected user's Current Privileges:

1. Select the privilege from the *Available* Privileges list.
2. Click  to copy the selection from the Privileges Available to the Current Privileges side.
3. Select .

**To delete a Privilege** from the user's Current Privileges:

1. Select the privilege from the *Current* Privileges list.
2. Click  to remove the selection from the Current Privileges side.
3. Select .

## System Administration User Privileges

This section defines the system administration user privileges provided in the FAADC system. The privileges are listed in the order they are viewed under the User function in the System Administration module. See the following list of privileges and their definitions.

- **Ad Hoc Reports** – This privilege provides the ability to create and customize reports for specific purposes using queries.
- **Administrative Reports** – Reports provided to the managerial service for government use.
- **Approve** - A function that compares the document against all of the business and validation rules and places it in Final status.
- **Assign** – The ability to assign privileges to other users.
- **Award** - A one-time request for products or services.
- **Contracting Office** - The contracting office that executes or is otherwise responsible for the transaction involved with a document.
- **Correct** – Make corrections to a final document without changing the legal intent of the document.
- **Create** – The ability to create documents.
- **Data Collection** – This privilege allows the input of data through the web portal.
- **Delete** – Allows the deletion of documents and the ability to reuse the FAIN number.
- **Disable** – The ability to deactivate a user or office.
- **Draft** - The status of a document when it has not been approved and changes can still be made on the document without performing a modification or a correction.
- **Enable** – The ability to activate a user or office.
- **Get/GetList** – The ability to retrieve data such as Financial Assistance documents.
- **GetList** – The ability to find documents in FAADC using search criteria in the search screens.

- **Government Office** – Used to track contract awards for those offices that are not established as contracting offices.
- **Indefinite Delivery Vehicle (IDV)** – Ongoing agreements for acquiring products or services.
- **IsComplete** – Determines that all of the required fields on a document are completed. Is Complete must be given as a privilege in conjunction with the Validate privilege for the user to be able to validate a Financial Assistance document.
- **Modify** – Make adjustments that change the legal intent of the document.
- **Reference Data Maintenance** – The ability to maintain referenced data on documentation, such as Contracting and Government offices.
- **Reports** – The ability to generate standard available reports.
- **Schedule** – The ability to schedule standard large reports for execution and production by a specified date.
- **Send** – The ability to send a report via email.
- **Search/View Contracts** – The ability to search and view contractual documentation.
- **Update** – The ability to view screens and update information that does not require the use of a function, such as delete or correct.
- **Validate** – The process of verifying all rules according to the FAR are correct before finalizing the document.
- **View** – Allows the user to view documentation.
- **User Maintenance** – This privilege provides the ability to maintain the User ID information.
- **Webportal** – The FAADC module can be accessed from either the regular FPDS login page (<https://www.fpds.gov>) or via the FAADC login page (<https://www.fpds.gov/common/jsp/altFAADCLogin.jsp>). Users who log in through the FPDS login page can access the FAADC module by clicking the ‘Assistance’ tab on the top left of the screen. Note that if the user does not have roles to access the FAADC module, the link within the tab will be greyed out. Similarly, if the user has roles to report Assistance awards within the FAADC module, but does not have roles with FPDS.gov, it is recommended that the user logs into the FAADC module directly utilizing the FAADC specific url (<https://www.fpds.gov/common/jsp/altFAADCLogin.jsp>).

## Roles and User Privileges

The User privileges located in the system administration section of FAADC provides three levels of privileges. These privileges are defined by roles that are assigned to the User ID. See the following table for the roles in the order of the level of privileges.



# Navigational Pages

Login page utilizing the FAADC Specific URL

(<https://www.fpds.gov/common/jsp/altFAADCLogin.jsp>)

The screenshot shows the login page for the Financial Assistance Award Data Collection (FAADC). The page has a dark blue background with a light gray login box in the center. The title "Financial Assistance Award Data Collection (FAADC)" is at the top. Inside the login box, the word "Login" is centered. Below it are two input fields: "Username" and "Password". A blue "Log in" button is positioned below the password field. To the right of the button is a link "Forgot your password?". At the bottom of the login box are two links: "New User Registration" and "Help".

Login page utilizing the regular FPDS URL (<https://www.fpds.gov>)

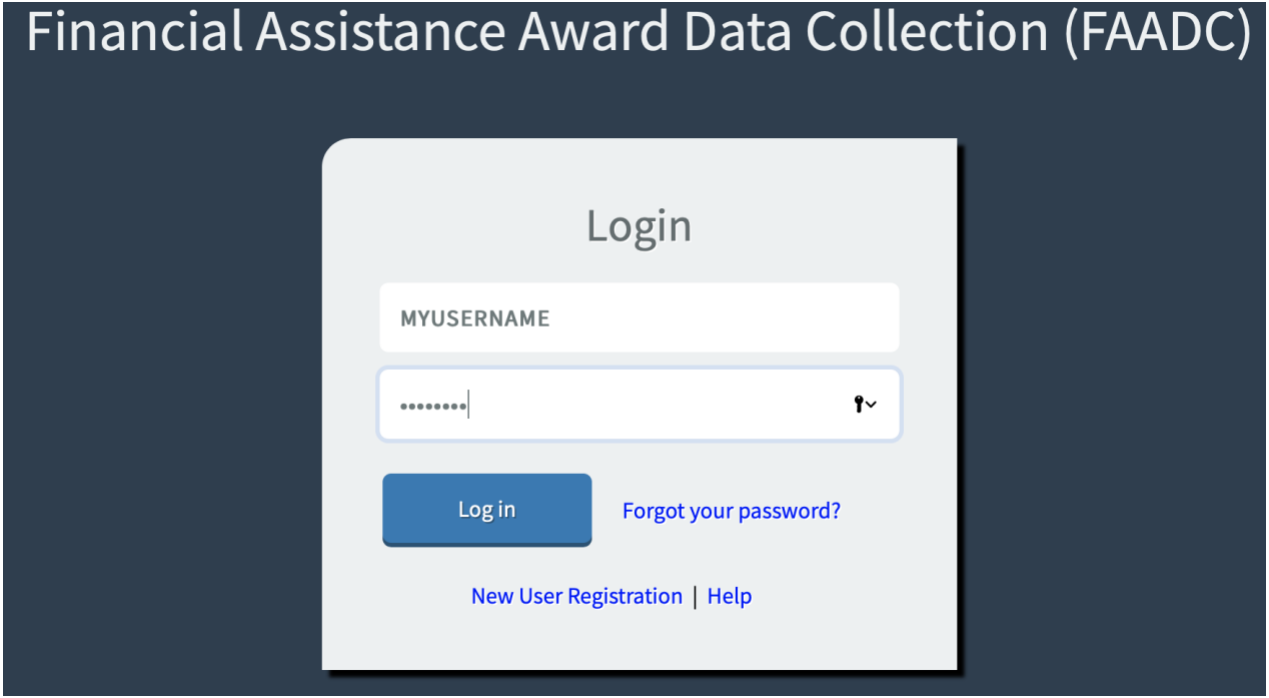
The screenshot shows the login page for the Federal Procurement Data System - Next Generation. The page has a light gray header with the title "Federal Procurement Data System - Next Generation" and a logo. Below the header is a navigation bar with links: Home, Newsroom, Reports, Status, Worksite, Archives, Training, and Help. The main content area is divided into three columns. The left column contains a "Login" section with "Log-In:" and "Password:" input fields, a "Log In" button, and links for "Forgot Your Password?", "Security and Privacy", "Contact Help Desk", and "You must click here for very Important D&B Information". Below the login section is a "Registration" section with links for "Register" and "Who Should Register?". The middle column contains an "ezSearch" section with a search bar and a "NOTICE: FPDS Downtime Notification" section. The right column contains a "Top Requests" section with a list of links and a "Latest News" section with a link for "FY 2018 Small Business".

## Introduction:

The FAADC log in page has username and password fields, a log in button, a forgot your password link to recover forgotten passwords, a new User Registration links to register for a user account, and a help link to direct the user to the help page. Users may also log in at the regular FPDS homepage. If the user only has roles to report assistance actions, and logs in at the regular FPDS home page, they will be directed to the FAADC module automatically.

## Steps:

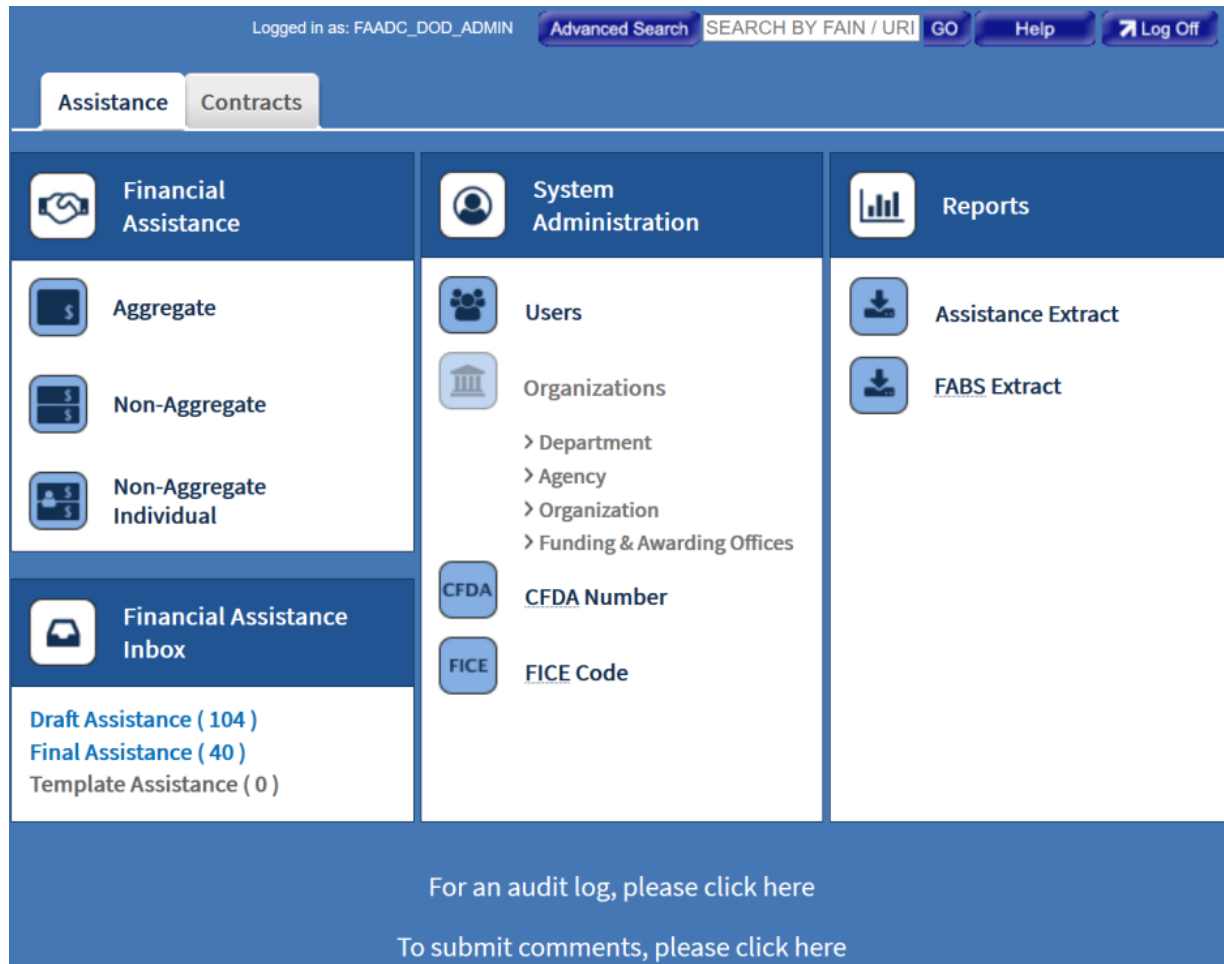
1. Enter a Username
2. Enter a Password
3. Click the login button



The screenshot displays the login interface for the Financial Assistance Award Data Collection (FAADC). The page has a dark blue background. At the top, the title "Financial Assistance Award Data Collection (FAADC)" is written in white. Below the title is a light gray rounded rectangle containing the login form. The form is titled "Login" in a large, dark gray font. It features two input fields: the first is for the username, with the placeholder text "MYUSERNAME"; the second is for the password, shown as a series of dots with a small eye icon to its right for toggling visibility. Below the password field is a blue "Log in" button. To the right of the button is a blue link that says "Forgot your password?". At the bottom of the form, there are two blue links: "New User Registration" and "Help", separated by a vertical bar.

Note: The screenshot above is displayed to the user when accessing the FAADC specific login page (<https://www.fpbs.gov/common/jsp/altFAADCLogin.jsp>)

# Landing Page



## Introduction:

The FAADC Landing page will be the page presented to the user upon providing valid log-in credentials. There are two tabs on the top left. This is the "Assistance" tab view. To switch over to contract view the user must click on the "Contracts" tab. The "Contracts" tab will only be available for FPDS users. Each box with a header has button links. The user can use these headers to navigate to forms, inbox, system administrative functions, and reports pages. The user may also use the search bar at the top to search for records. The user may log off from this page using the "log off" link located at the top right.

## Open New Financial Assistance

Steps:

1. Hover mouse over "Aggregate", "Non-Aggregate", or "Non-Aggregate Individual"
2. Click on record type from pop-up menu

### **Open Draft Assistance Records**

Steps:

1. Click on “Draft Assistance” located under Financial Assistance Inbox header

### **Open Final Assistance Records**

Steps:

1. Click on “Final Assistance” located under Financial Assistance Inbox header

### **Open User Menu**

Steps:

1. Click on “User” under “System Administration” header

### **Open CFDA Number Menu**

Steps:

1. Click on “CFDA Number” under “System Administration” header

### **Open FICE Code Menu**

Steps:

1. Click on “FICE Code” under “System Administration” header

### **Open FABS Extract Menu**

Steps:

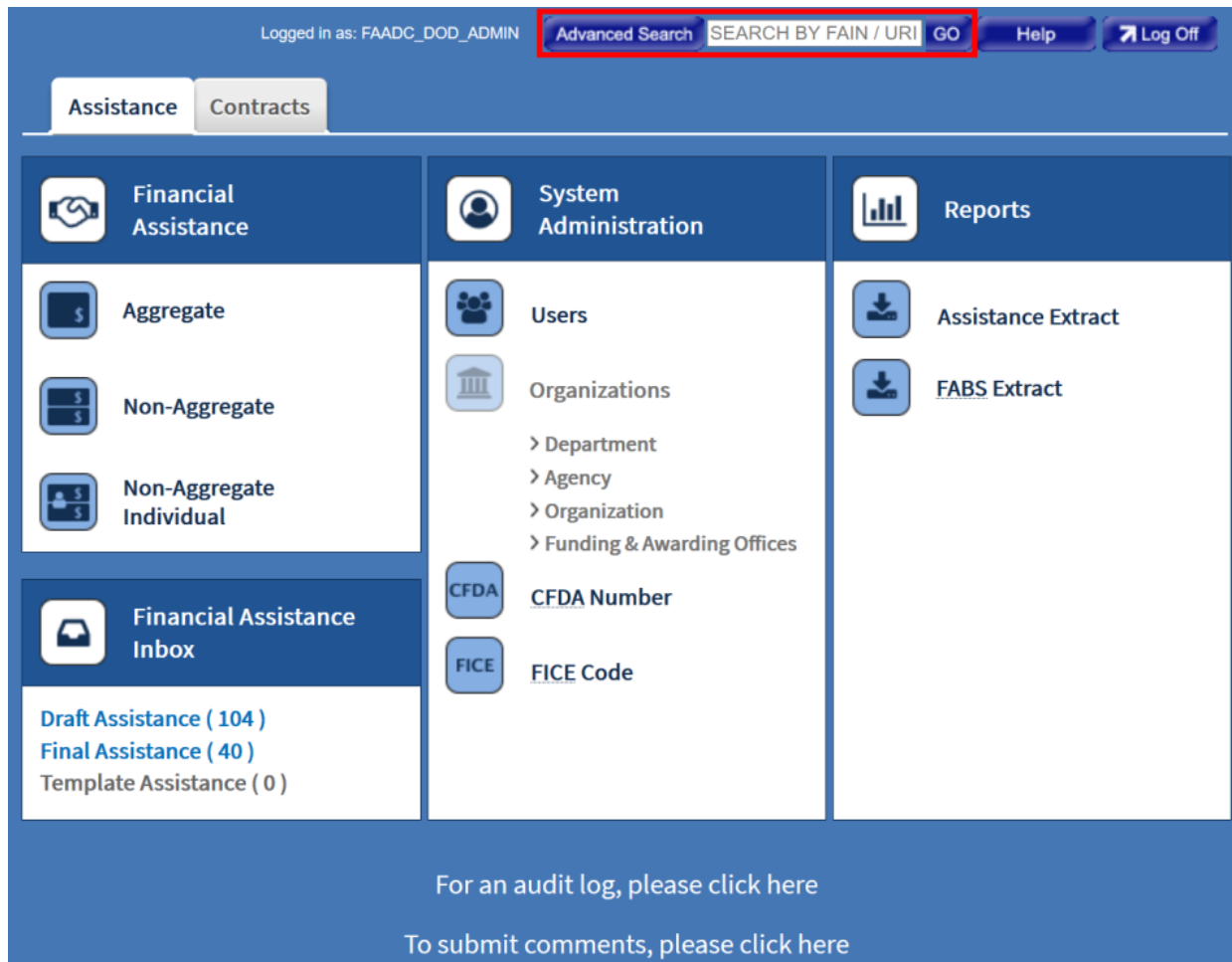
1. Click on “FABS Extract” under “Reports” header

### **Log off**

Steps:

1. Click the “log off” link located on the top right corner of the screen

## Landing Page with Search Results



### Introduction:

The FAADC search bar is found on the top of the FAADC landing page. The user may use this search bar to search for records using the unique identifier FAIN or URI.

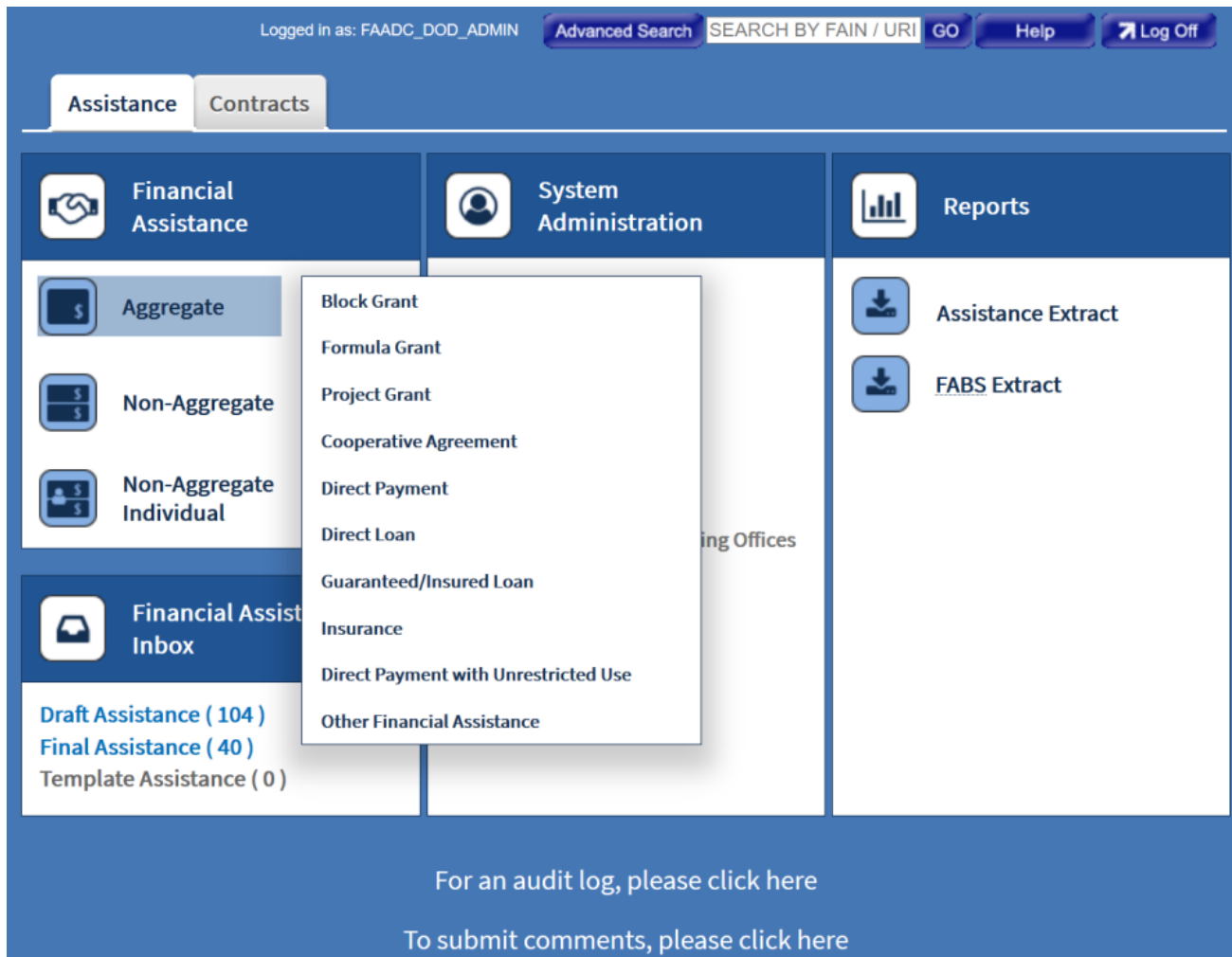
### Use Search Bar

Steps:

1. Place the mouse cursor in the search box on the top of the screen
2. Type a FAIN or URI into the search bar
3. Click GO



# Aggregate Menu from Landing Page



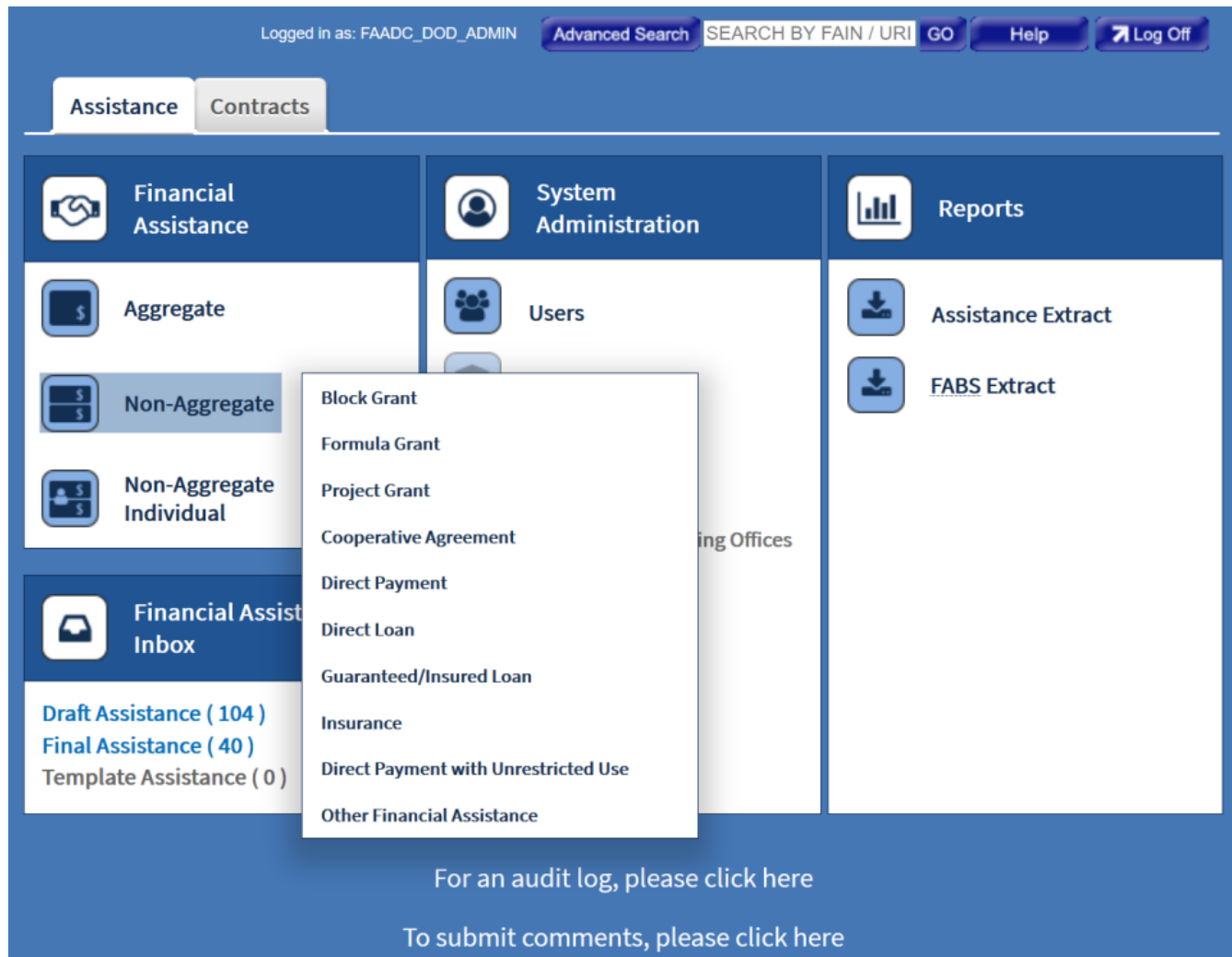
## Introduction:

The Aggregate menu will appear when the mouse hovers over the Aggregate button. The user may then select which form they would like to fill out from the pop-up menu.

## Steps:

1. Hover mouse over "Aggregate"
2. Click on record type from pop-up menu

# Non-Aggregate Menu from Landing Page



## Introduction:

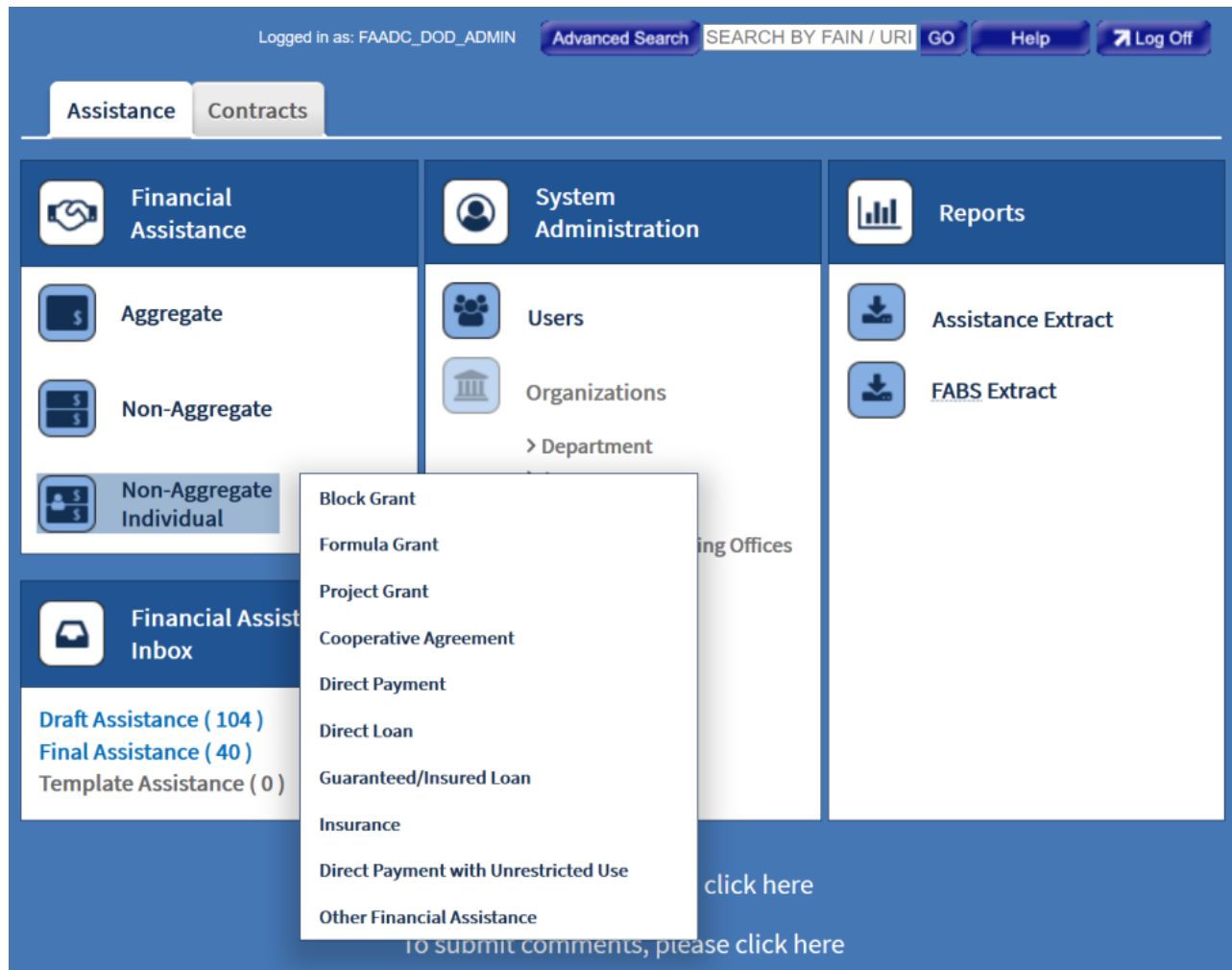
The Non-Aggregate menu will appear when the mouse hovers over the Non-Aggregate button. The user may then select which form they would like to fill out from the pop-up menu.

## Steps:

1. Hover mouse over "Non-Aggregate"
2. Click on record type from pop-up menu



# Non-Aggregate Individual Menu from Landing Page



## Introduction:

The Non-Aggregate Individual menu will appear when the mouse hovers over the Non-Aggregate Individual button. The user may then select which form they would like to fill out from the pop-up menu.

## Steps:

1. Hover mouse over "Non-Aggregate Individual"
2. Click on record type from pop-up menu

# Advanced Search

| Document Search Criteria                                               |                          |             |
|------------------------------------------------------------------------|--------------------------|-------------|
|                                                                        | <b>Agency</b>            | <b>FAIN</b> |
| Assistance ID:                                                         | 9700                     |             |
| URI:                                                                   |                          |             |
| Created By (User ID):                                                  |                          |             |
| Last Modified By (User ID):                                            |                          |             |
| Awarding Sub-Tier Agency ID:                                           |                          |             |
| Awarding Office ID:                                                    |                          |             |
| Recipient DUNS:                                                        |                          |             |
| Recipient Name:                                                        |                          |             |
| CFDA Number:                                                           |                          |             |
| Funding Sub-Tier Agency ID:                                            |                          |             |
| Funding Office ID:                                                     |                          |             |
| Status:                                                                | Final                    |             |
| Record Type:                                                           | SELECT RECORD TYPE       |             |
| Assistance Type:                                                       | SELECT ASSISTANCE TYPE   |             |
| Type of R&D Funds:                                                     | SELECT TYPE OF R&D FUNDS |             |
|                                                                        | <b>From:</b>             | <b>To:</b>  |
| Federal Action Obligation Range:                                       |                          |             |
| Total Federal Award Value Range:                                       |                          |             |
| Non-Federal Funding Amount Range:                                      |                          |             |
| Face Value of Direct Loan Range:                                       |                          |             |
| Original Loan Subsidy Cost Range:                                      |                          |             |
| Action Date Range (mm/dd/yyyy):                                        |                          |             |
| Last Modified Date Range (mm/dd/yyyy):                                 |                          |             |
| <div>Search Extract Clear Close Help</div>                             |                          |             |
| NOTE: The search may take about 5 to 10 minutes to return the results. |                          |             |

## Introduction:

The FAADC Advanced Search page is reachable from the FAADC Landing page. The User can click “Advanced Search” from the top of the landing page to open the Document Search Criteria window as referenced on figure above. The user can refine their search using the individual text boxes and drop-down menus as searchable fields. To execute the search the user must click on the “Search” button located at the bottom of the page. To clear the search results the user can click on the “Clear” button. To return to landing page the user can click on the “Close” button. To go to the help page the user can click on the “Help” button. Note: The search may take about 5 to 10 minutes to return the results.

## Search

Steps:

1. Input data in any or all fields you would like to search for
2. Click “Search”

## Clear fields

Steps:

1. Input data in any or all fields you would like to search for
2. Click "Clear"

# Search Results

HOME

Advanced Search

SEARCH BY FAIN / URI

GO

Log Off

Close

Help

ASSISTANCE Search Results

2 Documents Found

1 - 2 Of 2

Open Document

FAIN:FA4819191DK02

URI:

Amendment Number:0

Awarding Sub-Tier Agency Name:DEPT OF THE AIR FORCE

Awarding Office Name:FA4819 325TH CONTRACTING SQ

Recipient Name:UNIVERSITY OF OXFORD

DUNS No:211035493

Action Date:10/01/2018

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Final

10.056

\$1000000.00

\$5000000.00

\$2000000.00

\$0.00

\$0.00

Open Document

FAIN:FA4819191DK02

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:DEPT OF THE AIR FORCE

Awarding Office Name:FA4819 325TH CONTRACTING SQ

Recipient Name:MULTIPLE RECIPIENTS

DUNS No:

Action Date:10/01/2018

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Aggregate

Block Grant

Final

10.056

\$1000000.00

\$5000000.00

\$2000000.00

\$0.00

\$0.00

2 Documents Found

1 - 2 Of 2

## Introduction:

The FAADC Search results page is shown above. The results page is displayed after a search is executed. Results will be displayed in the format shown above. The list will show how many records were found as well as the number of pages for the results. The search results page displays a summary of the records information.

# Draft Assistance Inbox

HOME

Advanced Search

SEARCH BY FAIN / URI

GO

Log Off

Close

Help

ASSISTANCE Search Results

109 Documents Found

1 - 10 Of 109

Next

Open Document

FAIN:HHM4021911110

URI:

Amendment Number:1

Awarding Sub-Tier Agency Name:DEPT OF DEFENSE

Awarding Office Name:ATTN: MS S84 - OCS

Recipient Name:TWIN CITIES MINOR TACKLE FOOTBALL ASSOCIATION

DUNS No:244269689

Action Date:

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Draft

10.030

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Open Document

FAIN:FA2521183BLD1

URI:

Amendment Number:99

Awarding Sub-Tier Agency Name:DEPT OF DEFENSE

Awarding Office Name:ATTN: MS S84 - OCS

Recipient Name:UNITED TECHNOLOGIES CORPORATION

DUNS No:001447952

Action Date:

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Other financial assistance

Draft

10.025

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

## Introduction:

The Draft Assistance Inbox is reachable from the landing page as a clickable link found in the Financial Assistance Inbox section. The results of the Draft Assistance inbox are displayed in the same format as the results rendered from a search. Notice each result has a status of "Draft".

# Final Assistance Inbox

HOME

Advanced Search

SEARCH BY FAIN / URI

GO

Log Off

Close

Help

ASSISTANCE Search Results

50 Documents Found

1 - 10 Of 50

Next

Open Document

FAIN:

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:

Awarding Office Name:

Recipient Name:

DUNS No:

Action Date:

HHM4021911110

123456

DEPT OF DEFENSE

VIRGINIA CONTRACTING ACTIVITY

TWIN CITIES MINOR TACKLE FOOTBALL ASSOCIATION

244269689

02/08/2019

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Final

10.030

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Open Document

FAIN:

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:

Awarding Office Name:

Recipient Name:

DUNS No:

Action Date:

HHM4021911110

0

DEPT OF DEFENSE

VIRGINIA CONTRACTING ACTIVITY

STRATOCORE

263244689

02/08/2019

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Final

10.030

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Open Document

FAIN:

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:

Awarding Office Name:

Recipient Name:

DUNS No:

Action Date:

W56HZV131T121

0

DEPT OF THE ARMY

W4GG HQ US ARMY TACOM

AUTO AUTO WASH

945626864

10/10/2012

Record Type:

Assistance Type:

Status:

CFDA:

Federal Action Obligation:

Total Federal Award Value:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Final

10.028

\$100.00

\$105.00

\$5.00

\$0.00

\$0.00

## Introduction:

The Final Assistance Inbox is reachable from the landing page as a clickable link found in the section Financial Assistance Inbox. The results of the Final Assistance inbox are displayed in the same format as the results rendered from a search. Notice each result has a status of "Final".

## Bottom of Final Assistance Inbox

|                                |                               |                             |               |
|--------------------------------|-------------------------------|-----------------------------|---------------|
| <a href="#">Open Document</a>  |                               | Record Type:                | Non-Aggregate |
| FAIN:                          | HHM4021911111                 | Assistance Type:            | Block Grant   |
| URI:                           |                               | Status:                     | Final         |
| Amendment Number:              | 888888                        | CFDA:                       | 10.030        |
| Awarding Sub-Tier Agency Name: | DEPT OF DEFENSE               | Federal Action Obligation:  | \$0.00        |
| Awarding Office Name:          | VIRGINIA CONTRACTING ACTIVITY | Total Federal Award Value:  | \$0.00        |
| Recipient Name:                | STRATOCORE                    | Non-Federal Funding Amount: | \$0.00        |
| DUNS No:                       | 263244689                     | Face Value of Direct Loan:  | \$0.00        |
| Action Date:                   | 01/30/2019                    | Original Loan Subsidy Cost: | \$0.00        |

|                    |              |                      |
|--------------------|--------------|----------------------|
| 50 Documents Found | 1 - 10 Of 50 | <a href="#">Next</a> |
|--------------------|--------------|----------------------|

### Introduction:

Shown above is the bottom of the Final Assistance Inbox, displaying the number of records found, the amount of records per result page, the number of pages of results rendered by the search, and a next link to navigate to the next page of results.

# User Support

If you are having problems using FAADC or need other application support, contact the FSD Help Desk.

## Contact Information:

Phone: 866-606-8220

Website: [www.fsd.gov](http://www.fsd.gov)

## Hours of Operation:

- Level 1 – Hosting Infrastructure and Severity 1 application issues: 24x7x365.
- Tier 1 – Application Support: 8:00AM Eastern Time to 8:00PM Eastern Time government workdays.
- Tier 2 – Technical Support: 8:00AM Eastern Time to 8:00PM Eastern Time government workdays.
- During and after normal business hours - Hosting Self Help and Webforms: 24x7x365.



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