

Financial Assistance Award Data Collection (FAADC) Help Guide V1.2

Last updated: April 19, 2025

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General Functions

FAIN Search - GO

Introduction:

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


[HOME](#)[Advanced Search](#)[GO](#)[Log Off](#)

[Close](#)[Help](#)

ASSISTANCE Search Results

2 Documents Found1 - 2 Of 2

Open Document	Record Type:	Non-Aggregate
FAIN: W912HN241BGBG	Assistance Type:	Block Grant
URI:	Status:	Final
Amendment Number: 0	Assistance Listing:	10.069, 10.093, 10.090, 
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Federal Action Obligation: [*]	\$2407.00
Awarding Office Name: W074 ENDIST SAVANNAH	Total Federal Award Value:	\$4000.00
Legal Business Name: IBM CREDIT LLC	Indirect Cost Federal Share Amount:	\$100.00
Unique Entity ID: SKY3ZANK9MM3	Non-Federal Funding Amount: [*]	\$176.00
Action Date: 05/01/2024	Face Value of Direct Loan: [*]	\$0.00
	Original Loan Subsidy Cost: [*]	\$0.00

Open Document	Record Type:	Non-Aggregate
FAIN: W912HN241BGBG	Assistance Type:	Block Grant
URI:	Status:	Draft
Amendment Number: P00731	Assistance Listing:	10.069, 10.093, 10.090, 
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Federal Action Obligation: [*]	\$0.00
Awarding Office Name: W074 ENDIST SAVANNAH	Total Federal Award Value:	\$0.00
Legal Business Name: IBM CREDIT LLC	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID: SKY3ZANK9MM3	Non-Federal Funding Amount: [*]	\$0.00
Action Date: 05/31/2024	Face Value of Direct Loan: [*]	\$0.00
	Original Loan Subsidy Cost: [*]	\$0.00

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found1 - 2 Of 2

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

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:W912HN2411003

URI:

Amendment Number:0

Awarding Sub-Tier Agency Name:DEPT OF THE ARMY

Awarding Office Name:W074 ENDIST SAVANNAH

Legal Business Name:DYNAMART INVESTMENTS PROPRIETARY LIMITED

Unique Entity ID:CSVKULTSVSS7

Action Date:05/01/2024

Record Type:Non-Aggregate

Assistance Type:Project Grant

Status:Final

Assistance Listing:10.001, 10.025, 10.093,

Federal Action Obligation: [*]\$1231.00

Total Federal Award Value:\$2220.00

Indirect Cost Federal Share Amount:\$110.00

Non-Federal Funding Amount: [*]\$428.00

Face Value of Direct Loan: [*]\$0.00

Original Loan Subsidy Cost: [*]\$0.00

Open Document

FAIN:W912HN2411003

URI:

Amendment Number:P00001

Awarding Sub-Tier Agency Name:DEPT OF THE ARMY

Awarding Office Name:W074 ENDIST SAVANNAH

Legal Business Name:DYNAMART INVESTMENTS PROPRIETARY LIMITED

Unique Entity ID:CSVKULTSVSS7

Action Date:06/01/2024

Record Type:Non-Aggregate

Assistance Type:Project Grant

Status:Final

Assistance Listing:10.001, 10.025, 10.093,

Federal Action Obligation: [*]\$530.00

Total Federal Award Value:\$770.00

Indirect Cost Federal Share Amount:\$20.00

Non-Federal Funding Amount: [*]\$170.00

Face Value of Direct Loan: [*]\$0.00

Original Loan Subsidy Cost: [*]\$0.00

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found

1 - 2 Of 2

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 [Advanced Search](#) on the top of the screen. The Document Search Criteria screen will be displayed.

Document Search Criteria			
	Agency	FAIN	Amendment No
Assistance ID:	9700		
URI:			
Created By (User ID):			
Last Modified By (User ID):			
Closed By (User ID):			
Awarding Sub-Tier Agency ID:			
Awarding Office ID:			
Unique Entity ID:			
Legal Business Name:			
Assistance Listing : (formerly known as CFDA)			
Funding Sub-Tier Agency ID:			
Funding Office ID:			
Status:	Final		
Closed Status:	SELECT STATUS		
Record Type:	SELECT RECORD TYPE		
Assistance Type:	SELECT ASSISTANCE TYPE		
Type of R&D Funds:	SELECT TYPE OF R&D FUNDS		
	From:	To:	
Federal Action Obligation Range:			
Total Federal Award Value Range:			
Indirect Cost Federal Share Amount:			
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):			
Closed Date Range (mm/dd/yyyy):			
<div> <input type="button" value="Search"/> <input type="button" value="Extract"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/> </div> <p>NOTE: The search may take about 5 to 10 minutes to return the results.</p>			

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

- Agency - The maximum length of this field is 4 characters. You may use the to see a pick list.
- FAIN - The maximum length of this field is 30 characters.
- Amendment Number – The maximum length of this field is 25 characters.
- URI – The maximum length of this field is 70 characters.
- Created By: (User ID) - There is no minimum constraint on this field. The maximum length of this field is 50 characters.

- Last Modified By (User ID) - There is no minimum constraint on this field. The maximum length of this field is 50 characters.
- Closed By (User ID) – There is no minimum constraint on this field. The maximum length of this field is 50 characters.
- 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.
- Awarding Office ID - Enter the Awarding Office ID. You may use the  to see a pick list.
- Unique Entity ID – Enter the 12-digit Unique Entity ID.
- Legal Business 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.
- Assistance Listing (formerly known as CFDA) – You must enter the Assistance Listing 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. Any record that contains the selected Assistance Listing value will return in the Advanced Search Results. Records containing multiple Assistance Listing values will show the first (3) Assistance Listing values in order of entry, separated by commas and followed by an Ellipses button  indicating the record has more Assistance Listing values. Clicking the Ellipses button  will show all Assistance Listing values for that record.
- 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.
- Funding Office ID - Enter the Funding Office ID. You may use the  to see a pick list.
- Status – Select **Draft** or **Final**.
- Closed Status – Select ‘Yes’ to search for grants that are closed. Select ‘No’ to search for grants that are not closed.
- Record Type – Select ‘Aggregate’, ‘Non-Aggregate’, or ‘Non-Aggregate Individual’ to search by type of record.
- Assistance Type – Select one of the choices available in the pick list.
- Type of R&D Funds
- Federal Action Obligation Range - Enter the lowest and highest Federal Action Obligation in dollars and cents.
- Total Federal Award Value Range - Enter the lowest and highest Total Federal Award Value in dollars and cents.
- Indirect Cost Federal Share Amount - Enter the lowest and highest Indirect Cost Federal Share Amount in dollars and cents.
- Non-Federal Funding Amount Range - Enter the lowest and highest Non-Federal Funding Amount in dollars and cents.
- Face Value of Direct Loan Range - Enter the lowest and highest Face Value of Direct Loan in dollars and cents.
- Original Loan Subsidy Cost Range - Enter the lowest and highest Original Loan Subsidy Cost in dollars and cents.
- Action Date Range - Enter the earliest and latest Action Date in mm/dd/yyyy format.
- Last Modified Date Range - Enter the earliest and latest Last Modified Date in mm/dd/yyyy format.
- Closed Date Range - Enter the earliest and latest Closed Date in mm/dd/yyyy format.

3. Click  . A list of documents will display.

[HOME](#)
[Advanced Search](#)

[GO](#)
[Log Off](#)

[Close](#)
[Help](#)

ASSISTANCE Search Results

2 Documents Found 1 - 2 Of 2

Open Document FAIN: W912HN241BGBG URI:		Record Type: Assistance Type: Status:	Non-Aggregate Block Grant Final
Amendment Number: 0 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W074 ENDIST SAVANNAH Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 05/01/2024		Assistance Listing: Federal Action Obligation: [*] Total Federal Award Value: Indirect Cost Federal Share Amount: Non-Federal Funding Amount: [*] Face Value of Direct Loan: [*] Original Loan Subsidy Cost: [*]	10.069, 10.093, 10.090, \$2407.00 \$4000.00 \$100.00 \$176.00 \$0.00 \$0.00
Open Document FAIN: W912HN241BGBG URI:		Record Type: Assistance Type: Status:	Non-Aggregate Block Grant Draft
Amendment Number: P00731 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W074 ENDIST SAVANNAH Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 05/31/2024		Assistance Listing: Federal Action Obligation: [*] Total Federal Award Value: Indirect Cost Federal Share Amount: Non-Federal Funding Amount: [*] Face Value of Direct Loan: [*] Original Loan Subsidy Cost: [*]	10.069, 10.093, 10.090, \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found 1 - 2 Of 2

- Click the **Open Document** link for document you want to open.
- In addition to searching, you can also download records which match the search criteria in a CSV extract. The extract contains all data elements entered in the assistance award.
- Select the data you wish to display as you did for the Search Function.
- Once you have entered the search criteria, click *Extract*.
- The follow message will be displayed.

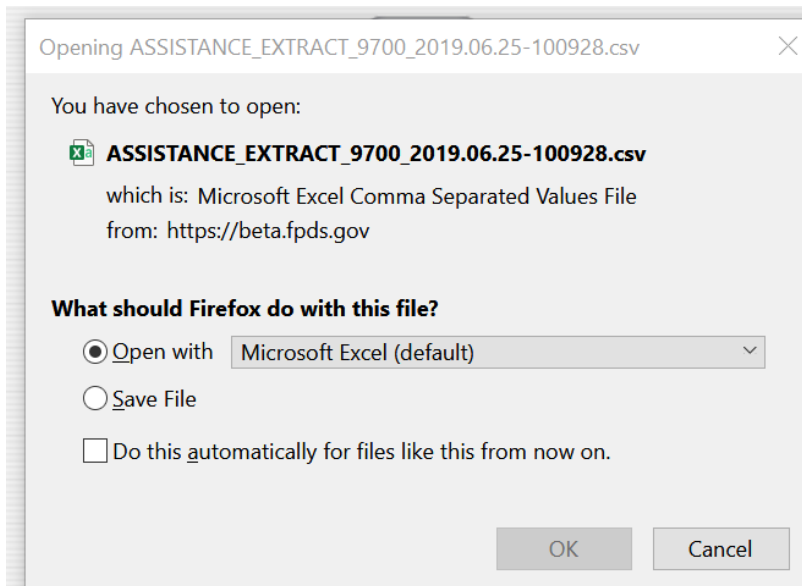
Assistance Extract Download

Download Extract: [ASSISTANCE_EXTRACT_9700_2019.06.25-100928.csv](#)

Total Record Count: 4484

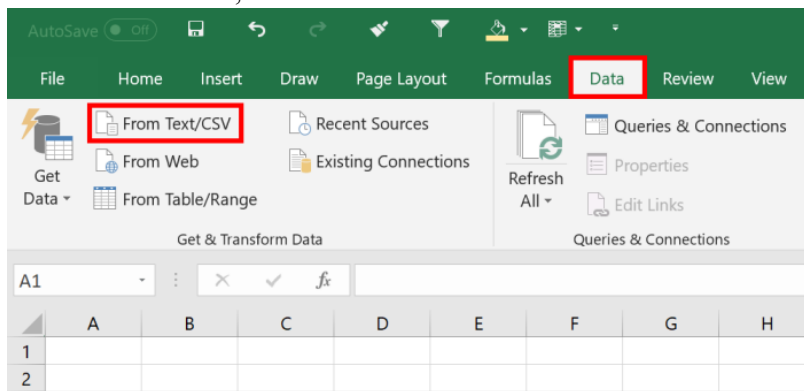
[Close](#)

- Click the Download Extract and the following screen will be displayed.



10. Simply clicking ‘Open with’ will open the extract file in Excel. Clicking ‘Save File’ will download the CSV file to your computer. If the file is opened directly in Excel, some of the columns may be formatted automatically by Excel. To avoid this, you can import the file directly into Excel by following these steps:

1. Click ‘Save File’ to download the extract to 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 in Step 1.
5. Once Excel analyzes the file, a window (as shown below) will open showing a preview of the data in the extract file. Once this is open, click the ‘Load’ button to display the loaded CSV with 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
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

11. There is a limit of five years for the records in the Extract. If the date range you entered is for longer 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

12. There is also a record count limit of 100,000. If your query exceeds the record limit, the following message will display.

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: Currently, there are fewer than 100,000 records in the system, so 100 is presented in this message as an example only. When the records in the system reach 100,000, the message will say 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.



3. 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 for Aggregate Action Types. Format must be uppercase alpha and numeric only with no embedded spaces or special characters. FAADC

converts lowercase letters to uppercase, 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. This is a mandatory field for the Aggregate record type.
- **Discretionary** – Select a value from the dropdown. Starting with FAADC V1.2, this is a mandatory field for Grants and Cooperative Agreements. This field is not applicable to other Federal Assistance awards.

- 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. **Funding Opportunity Number** - Enter the Funding Opportunity Number. Field format must be uppercase alpha and numeric only with no embedded spaces or special characters. FAADC converts lowercase letters to uppercase and removes leading or trailing blank spaces prior to validation. *Starting with FAADC V1.2, this data element is disabled on non-Grants and non-Cooperative Agreements. Entry is required when '*Competed Opportunity*' is "Competitive Procedures were used" and '*Discretionary*' is "Yes". When required, the following values are not accepted: NOTAPPLICABLE, NA, NONE, BLANK, or "0".
- g. **Funding Opportunity Goals Text** – Enter a clear, plain English description of the Funding Opportunity Goals. Field must not contain any non-printable characters. Maximum 18,000 characters. *Starting with FAADC V1.2, entry is required when '*Competed Opportunity*' is "Competitive Procedures were used" and '*Discretionary*' is "Yes". When required, the following values are not accepted: NOTAPPLICABLE, NOT APPLICABLE, NA, N/A, NONE, BLANK, or "0".
- 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'. As of June 28, 2019, 'Funded by Recovery Act' cannot be selected.
- i. **State Application ID (SAI) Number** - Enter the SAI number if provided by the State entity. It is a number assigned by state (as opposed to federal) review agencies to the award during the grant application process.

4. Enter data in the **Dates** section.

- a. **Action Date** - Enter the date that the transaction was signed. For a bilateral transaction, this is the latter of the date signed by the Entity 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.

5. Enter data in the **Amounts** section.

- a. **Federal Action Obligation** - This value is auto calculated for Base documents and Amendments based on the Federal Action Obligation dollar amounts entered for all Assistance Listings. 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)-**
 - 1. **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).
 - 2. **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. **Indirect Cost Federal Share Amount –**
 - 1. **For a New Award:** Enter the total amount of the award recipient's approved award budget allocated to indirect costs (in dollars and cents).

2. **For Amendments:** Enter the CHANGE (positive or negative, if any) in the total budget allocated to indirect costs (in dollars and cents). If not change in the Indirect Cost Federal Share Amount value, then enter zero on the amendment.
- d. **Non-Federal Funding Amount** - This value is auto calculated for Base documents and Amendments based on the Non-Federal Funding dollar amounts entered for all Assistance Listings. It is not supplied for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.
- e. **Face Value of Direct Loan or Loan Guarantee** - This value is auto calculated for Base documents and Amendments based on the Face Value of Direct Loan or Loan Guarantee dollar amounts entered for all Assistance Listings. It is supplied only for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.
- f. **Original Loan Subsidy Cost** - This value is auto calculated for Base documents and Amendments based on the Original Loan Subsidy Cost dollar amounts entered for all Assistance Listings. It is supplied only for the two Assistance Types - Direct Loan and Guaranteed/Insured Loan.

Dates		Amounts	
Action Date (mm/dd/yyyy) *	06/01/2024	Federal Action Obligation: (Including the sum of all Assistance Listings, if applicable)	\$0.00
Period of Performance Start Date (mm/dd/yyyy) *	06/01/2024	Total Federal Award Value: (Including Base and All Options if applicable)	\$0.00
Period of Performance End Date (mm/dd/yyyy) *	11/02/2024	Indirect Cost Federal Share Amount:	\$0.00
		Non-Federal Funding Amount: (Including the sum of all Assistance Listings, if applicable)	\$0.00
		Face Value of Direct Loan or Loan Guarantee: (Including the sum of all Assistance Listings, if applicable)	\$247.00
		Original Loan Subsidy Cost: (Including the sum of all Assistance Listings, if applicable)	\$389.00

6. Enter data in the **Assistance Listings and Amounts** section.
 - a. **Assistance Listing** (formerly known as **CFDA**) – Assistance Listing registered program. It is a code comprised of a 2-digit agency code, a period, and a three-digit number that indicates the program under which the assistance was funded.
 - b. **Federal Action Obligation** –
 1. **For a New Award:** Enter the mutually agreed upon total assistance instrument obligation value for the associated Assistance Listing (in dollars and cents).
 2. **For Amendments:** Enter the CHANGE (positive or negative, if any) in the mutually agreed upon total assistance obligation value for the associated Assistance Listing (in dollars and cents). Maximum Federal Action Obligation to be entered must be less than \$1 Trillion Dollars. It is not supplied for the two Assistance Types – Direct Loan and Guaranteed/Insured Loan.
 - c. **Non-Federal Funding Amount** –
 1. **For a New Award:** Enter the mutually agreed upon total estimated assistance instrument value for the associated Assistance Listing (in dollars and cents).
 2. **For Amendments:** Enter the CHANGE (positive or negative, if any) in the mutually agreed upon total award value for the associated Assistance Listing (in dollars and cents). 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 of funds for the associated Assistance Listing (in dollars and cents) guaranteed as part of this loan. It is supplied only for the two Assistance Types – Direct Loan and Guaranteed/Insured Loan.
 - e. **Original Loan Subsidy Cost** – Enter the award amount for the associated Assistance Listing (in dollars and cents) for Loans or Loan Guarantees. It is supplied only for the two Assistance Types – Direct Loan and Guaranteed/Insured Loan.
 - f. **Predominant Assistance Listing** – Click the ‘Predominant Assistance Listing’ checkbox to indicate which Assistance Listing is the predominant one used for sending ‘Indirect Federal Cost Share Amount’ to the FABS Report. Once the FABS Report has been marked as published, this Assistance Listing cannot be removed from the record.
 - g. **Add Assistance Listing** – Click the ‘Add Assistance Listing’ button to add an additional Assistance Listing to the record. Each record can have a maximum of (5) Assistance Listings. This button is only enabled on base records. Assistance Listings **cannot** be added to the Amendments.

- h. **Remove Assistance Listing** – Click the ‘Remove Assistance Listing’ button to remove an Assistance Listing from the record. Once the FABS Report has been marked as published, the Predominant Assistance Listing **cannot** be removed from the record. This button is only enabled on base records. Assistance Listings **cannot** be removed from the Amendments.

7. 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 de-obligated 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.




7. 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 lookup table. (**Note:** The following Agency Codes cannot be used on or after 4/27/2024 as the Funding Sub-Tier Agency Code: 97AB, 97CG, 97CR, and 97DL in order to minimize operational security risks.)




- 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.

8. Enter the **Entity Information** data

Limited entity 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 entity 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**:


Entity Registered in SAM



- a. Choose the **2 CFR Part 25 Exception** value from the pulldown. Choose **NONE** for all entities (domestic or foreign) registered in SAM. **Foreign** exception is only used for a non-domestic entity, who is not registered in SAM. They must have a valid Unique Entity ID.

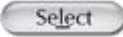

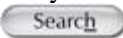

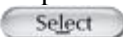
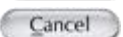

Note: This data element is the same as the “FAR 4.1102 Exception” data element in FPDS.

- b. Enter the Unique Entity ID. Move the mouse to the next open field and the entity address, CAGE Code, and socio-economic status will auto populate from the SAM registration data. If the user-entered UEI value is not found in the system, a validation rule will fire stating the UEI value does not exist, and to enter a valid UEI.

Search for SAM registered entity

- c. In the **Entity Information** section, next to the **Legal Business Name** field, click . This uses the look up screen to locate an entity by entering any of the following information in any combination to narrow the search:
- **Legal Business Name**
 - **Unique Entity ID**
 - **CAGE Code**
 - **Or Doing Business As Name**
 - **Or address Country Code**
 - **Or address City**
 - **Or address State**
 - **Or address ZIP Code**

- d. After entering the entity search criteria click .
- e. Select the radio button  beside your choice for entity.

- f. Click  on the right to load your selection.
 - g. If the entity does not display, click  and use different search criteria than used the first time.
 - h. Click  .
 - i. From the pick list, click  on the left to make your selection.
 - j. Click  on the right to choose your entity selection.
 - k. Click  if no satisfactory choice is found to return to the main data entry screen without entity data.
9. Enter data in the **Principal Place of Performance** section.
- a. **Principal Place of Performance Code** – Select from the dropdown 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.
10. 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 18,000 characters.

11. Click  .


Validate an Assistance Award

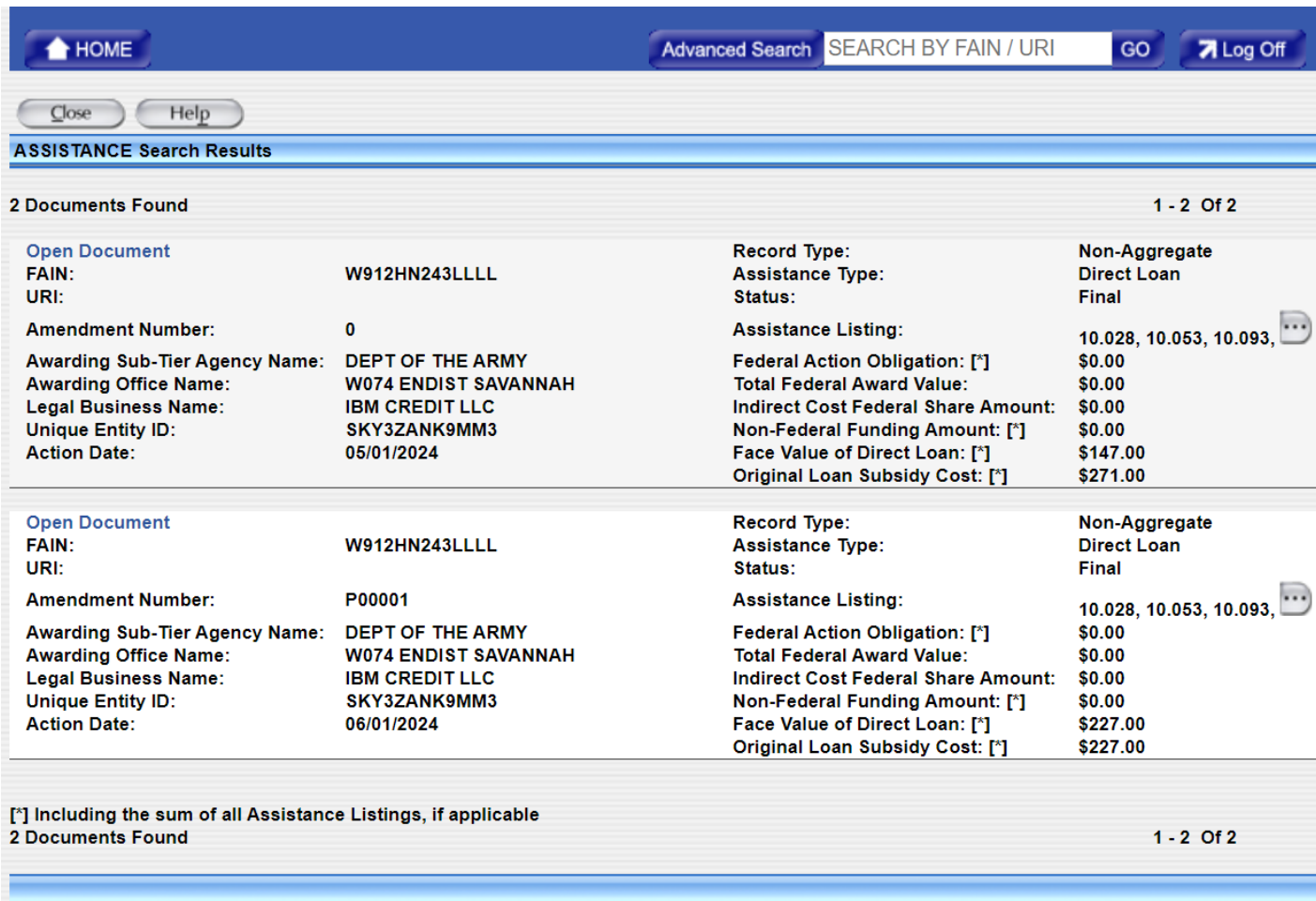
Introduction

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.

- Click . A list of documents will display.



HOME Advanced Search SEARCH BY FAIN / URI GO Log Off

Close Help

ASSISTANCE Search Results



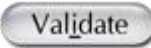
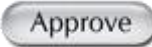
2 Documents Found 1 - 2 Of 2

Open Document	FAIN: W912HN243LLLL	Record Type: Non-Aggregate	Assistance Type: Direct Loan
URI:		Status: Final	
Amendment Number: 0		Assistance Listing: 10.028, 10.053, 10.093, ...	
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY		Federal Action Obligation: [*] \$0.00	
Awarding Office Name: W074 ENDIST SAVANNAH		Total Federal Award Value: \$0.00	
Legal Business Name: IBM CREDIT LLC		Indirect Cost Federal Share Amount: \$0.00	
Unique Entity ID: SKY3ZANK9MM3		Non-Federal Funding Amount: [*] \$0.00	
Action Date: 05/01/2024		Face Value of Direct Loan: [*] \$147.00	
		Original Loan Subsidy Cost: [*] \$271.00	

Open Document	FAIN: W912HN243LLLL	Record Type: Non-Aggregate	Assistance Type: Direct Loan
URI:		Status: Final	
Amendment Number: P00001		Assistance Listing: 10.028, 10.053, 10.093, ...	
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY		Federal Action Obligation: [*] \$0.00	
Awarding Office Name: W074 ENDIST SAVANNAH		Total Federal Award Value: \$0.00	
Legal Business Name: IBM CREDIT LLC		Indirect Cost Federal Share Amount: \$0.00	
Unique Entity ID: SKY3ZANK9MM3		Non-Federal Funding Amount: [*] \$0.00	
Action Date: 06/01/2024		Face Value of Direct Loan: [*] \$227.00	
		Original Loan Subsidy Cost: [*] \$227.00	

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found 1 - 2 Of 2


- Click the **Open Document** link to open the assistance award screen for the selected record.
- 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.
- 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 will display.


[HOME](#)[Advanced Search](#)[GO](#)[Log Off](#)

[Close](#)[Help](#)

ASSISTANCE Search Results

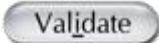
2 Documents Found1 - 2 Of 2

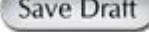
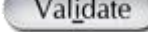
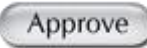
Open Document	Record Type:	Aggregate
FAIN:	Assistance Type:	Block Grant
URI: HQ00052311113	Status:	Draft
Amendment Number:	Assistance Listing:	12.600
Awarding Sub-Tier Agency Name: OFFICE OF LOCAL DEFENSE	Federal Action Obligation: [*]	\$50000.00
COMMUNITY COOPERATION	Total Federal Award Value:	\$50000.00
Awarding Office Name: OFFICE OF ECONOMIC ADJUSTMENT (OEA)	Indirect Cost Federal Share Amount:	\$0.00
Legal Business Name: MULTIPLE RECIPIENTS	Non-Federal Funding Amount: [*]	\$0.00
Unique Entity ID:	Face Value of Direct Loan: [*]	\$0.00
Action Date: 07/10/2024	Original Loan Subsidy Cost: [*]	\$0.00

Open Document	Record Type:	Aggregate
FAIN:	Assistance Type:	Block Grant
URI: W9124M24GAT11	Status:	Draft
Amendment Number:	Assistance Listing:	12.002, 12.006, 12.010, 
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Federal Action Obligation: [*]	\$0.00
Awarding Office Name: W6QM MICC-FT STEWART	Total Federal Award Value:	\$1000.00
Legal Business Name: MULTIPLE RECIPIENTS	Indirect Cost Federal Share Amount:	\$1000.00
Unique Entity ID:	Non-Federal Funding Amount: [*]	\$0.00
Action Date: 07/11/2024	Face Value of Direct Loan: [*]	\$0.00
	Original Loan Subsidy Cost: [*]	\$0.00

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found1 - 2 Of 2

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.


Close an Assistance Award

Introduction

This section provides instructions on how to Close an assistance award.

Note: Once an award has been closed, the record cannot be re-opened. Each record can only be closed once.

Steps:

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

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[Close](#)
[Help](#)

ASSISTANCE Search Results

2 Documents Found 1 - 2 Of 2

Open Document FAIN: W912HN243LLLL URI: Amendment Number: 0 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W074 ENDIST SAVANNAH Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 05/01/2024		Record Type: Assistance Type: Status: Assistance Listing: Federal Action Obligation: [*] Total Federal Award Value: Indirect Cost Federal Share Amount: Non-Federal Funding Amount: [*] Face Value of Direct Loan: [*] Original Loan Subsidy Cost: [*]		Non-Aggregate Direct Loan Final 10.028, 10.053, 10.093, \$0.00 \$0.00 \$0.00 \$0.00 \$147.00 \$271.00	
Open Document FAIN: W912HN243LLLL URI: Amendment Number: P00001 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W074 ENDIST SAVANNAH Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 06/01/2024		Record Type: Assistance Type: Status: Assistance Listing: Federal Action Obligation: [*] Total Federal Award Value: Indirect Cost Federal Share Amount: Non-Federal Funding Amount: [*] Face Value of Direct Loan: [*] Original Loan Subsidy Cost: [*]		Non-Aggregate Direct Loan Final 10.028, 10.053, 10.093, \$0.00 \$0.00 \$0.00 \$0.00 \$227.00 \$227.00	

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found 1 - 2 Of 2

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

4. Click 

5. A message will appear asking if you want to close this award.

Confirmation

Are you sure you want to change the status of this Assistance Award?

Warning: Once the Assistance Award has been closed, the closed status cannot be changed by the user.

6. Click 'Yes'.

7. When the CLOSE is successful, an **Assistance successfully closed** notification appears at the top of the form.


8. Assistance Award Status displays as CLOSED.

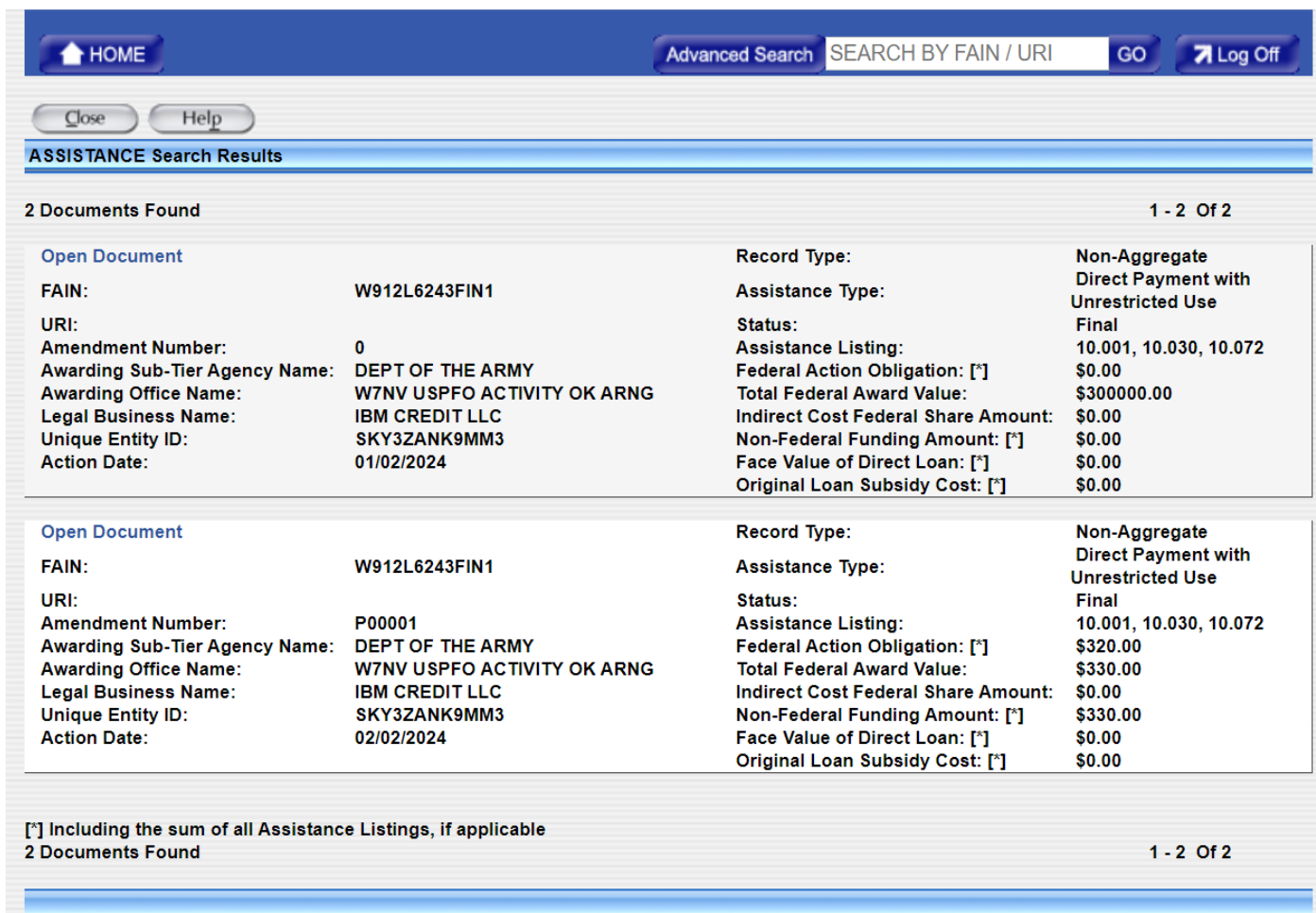
Amendments

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 will display.

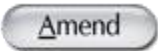



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', 'SEARCH BY FAIN / URI', 'GO', and 'Log Off'. Below the navigation bar are 'Close' and 'Help' buttons. The main content area is titled 'ASSISTANCE Search Results' and shows '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 FAIN W912L6243FIN1 and is in 'Final' status. The second document has FAIN W912L6243FIN1 and is also in 'Final' status. Both documents are 'Non-Aggregate Direct Payment with Unrestricted Use'. The details for each document are as follows:

Document 1		Document 2	
FAIN:	W912L6243FIN1	FAIN:	W912L6243FIN1
URI:		URI:	
Amendment Number:	0	Amendment Number:	P00001
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY
Awarding Office Name:	W7NV USPFO ACTIVITY OK ARNG	Awarding Office Name:	W7NV USPFO ACTIVITY OK ARNG
Legal Business Name:	IBM CREDIT LLC	Legal Business Name:	IBM CREDIT LLC
Unique Entity ID:	SKY3ZANK9MM3	Unique Entity ID:	SKY3ZANK9MM3
Action Date:	01/02/2024	Action Date:	02/02/2024
Record Type:	Non-Aggregate Direct Payment with Unrestricted Use	Record Type:	Non-Aggregate Direct Payment with Unrestricted Use
Assistance Type:	Final	Assistance Type:	Final
Status:	10.001, 10.030, 10.072	Status:	10.001, 10.030, 10.072
Assistance Listing:	\$0.00	Assistance Listing:	\$320.00
Federal Action Obligation: [*]	\$300000.00	Federal Action Obligation: [*]	\$330.00
Total Federal Award Value:	\$0.00	Total Federal Award Value:	\$0.00
Indirect Cost Federal Share Amount:	\$0.00	Indirect Cost Federal Share Amount:	\$330.00
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

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found 1 - 2 Of 2

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 data propagated 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.
10. Follow the steps to Close Assistance Award.

Correct an Assistance Award

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:

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

[HOME](#)

[Advanced Search](#)

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[Close](#)
[Help](#)

ASSISTANCE Search Results

2 Documents Found
1 - 2 Of 2

Open Document	Record Type: Non-Aggregate Assistance Type: Direct Payment with Unrestricted Use Status: Final Assistance Listing: 10.001, 10.030, 10.072 Federal Action Obligation: [*] \$0.00 Total Federal Award Value: \$300000.00 Indirect Cost Federal Share Amount: \$0.00 Non-Federal Funding Amount: [*] \$0.00 Face Value of Direct Loan: [*] \$0.00 Original Loan Subsidy Cost: [*] \$0.00
FAIN: W912L6243FIN1 URI: Amendment Number: 0 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7NV USPFO ACTIVITY OK ARNG Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 01/02/2024	

Open Document	Record Type: Non-Aggregate Assistance Type: Direct Payment with Unrestricted Use Status: Final Assistance Listing: 10.001, 10.030, 10.072 Federal Action Obligation: [*] \$320.00 Total Federal Award Value: \$330.00 Indirect Cost Federal Share Amount: \$0.00 Non-Federal Funding Amount: [*] \$330.00 Face Value of Direct Loan: [*] \$0.00 Original Loan Subsidy Cost: [*] \$0.00
FAIN: W912L6243FIN1 URI: Amendment Number: P00001 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7NV USPFO ACTIVITY OK ARNG Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 02/02/2024	

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found
1 - 2 Of 2

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

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

5. Make the changes to data on the form.

6. Click .

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

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

9. 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 grant; 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 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 will display.

[HOME](#)

[Advanced Search](#)

[GO](#)
[Log Off](#)

[Close](#)
[Help](#)

ASSISTANCE Search Results

2 Documents Found
1 - 2 Of 2

Open Document		Record Type:	Non-Aggregate
FAIN:	W912L6243FIN1	Assistance Type:	Direct Payment with Unrestricted Use
URI:		Status:	Final
Amendment Number:	0	Assistance Listing:	10.001, 10.030, 10.072
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation: [*]	\$0.00
Awarding Office Name:	W7NV USPFO ACTIVITY OK ARNG	Total Federal Award Value:	\$300000.00
Legal Business Name:	IBM CREDIT LLC	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:	SKY3ZANK9MM3	Non-Federal Funding Amount: [*]	\$0.00
Action Date:	01/02/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00

Open Document		Record Type:	Non-Aggregate
FAIN:	W912L6243FIN1	Assistance Type:	Direct Payment with Unrestricted Use
URI:		Status:	Final
Amendment Number:	P00001	Assistance Listing:	10.001, 10.030, 10.072
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation: [*]	\$320.00
Awarding Office Name:	W7NV USPFO ACTIVITY OK ARNG	Total Federal Award Value:	\$330.00
Legal Business Name:	IBM CREDIT LLC	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:	SKY3ZANK9MM3	Non-Federal Funding Amount: [*]	\$330.00
Action Date:	02/02/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found
1 - 2 Of 2

- Click the **Open Document** link to open the assistance award screen for the selected record.
- The record can have an Award Status of DRAFT or FINAL, Click [Delete](#).
- A dialogue box opens asking **Are You Sure You Want to Delete the Document?**
- To complete the delete, click [Yes](#).
- To cancel and retain the record, click [No](#).

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:

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

[HOME](#)

[Advanced Search](#)

[GO](#)
[Log Off](#)

[Close](#)
[Help](#)

ASSISTANCE Search Results

1 Document Found

1 - 1

Open Document		Record Type:	Non-Aggregate Individual
FAIN:	W912L62432MF1	Assistance Type:	Direct Loan
URI:		Status:	Draft
Amendment Number:	0	Assistance Listing:	10.518, 10.090
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation: [*]	\$0.00
Awarding Office Name:	W7NV USPFO ACTIVITY OK ARNG	Total Federal Award Value:	\$0.00
Legal Business Name:	REDACTED DUE TO PII	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:		Non-Federal Funding Amount: [*]	\$0.00
Action Date:	07/09/2024	Face Value of Direct Loan: [*]	\$20.00
		Original Loan Subsidy Cost: [*]	\$30.00

[*] Including the sum of all Assistance Listings, if applicable

1 Document Found

1 - 1

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](#)[GO](#)[Log Off](#)

[Close](#)[Help](#)

ASSISTANCE Search Results

2 Documents Found1 - 2 Of 2

Open Document	FAIN: FA86502415201 URI:	Record Type: Assistance Type: Status:	Non-Aggregate Project Grant Final
Amendment Number:	0	Assistance Listing:	10.069, 10.053, 10.090, 
Awarding Sub-Tier Agency Name:	DEPT OF THE AIR FORCE	Federal Action Obligation: [*]	\$5531.00
Awarding Office Name:	FA8650 USAF AFMC AFRL PZL AFRL/PZL	Total Federal Award Value:	\$5700.00
Legal Business Name:	DYNAMART INVESTMENTS	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:	PROPRIETARY LIMITED	Non-Federal Funding Amount: [*]	\$385.00
Action Date:	CSVKULTSVSS7	Face Value of Direct Loan: [*]	\$0.00
	02/02/2024	Original Loan Subsidy Cost: [*]	\$0.00

Open Document	FAIN: FA86502415201 URI:	Record Type: Assistance Type: Status:	Non-Aggregate Project Grant Final
Amendment Number:	P00001	Assistance Listing:	10.069, 10.053, 10.090, 
Awarding Sub-Tier Agency Name:	DEPT OF THE AIR FORCE	Federal Action Obligation: [*]	\$290.00
Awarding Office Name:	FA8650 USAF AFMC AFRL PZL AFRL/PZL	Total Federal Award Value:	\$200.00
Legal Business Name:	DYNAMART INVESTMENTS	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:	PROPRIETARY LIMITED	Non-Federal Funding Amount: [*]	\$0.00
Action Date:	CSVKULTSVSS7	Face Value of Direct Loan: [*]	\$0.00
	05/05/2024	Original Loan Subsidy Cost: [*]	\$0.00

[*] Including the sum of all Assistance Listings, if applicable

2 Documents Found

1 - 2 Of 2

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

Assistance Awards Data Elements

Transaction Information Section

Transaction Information			
Record Type:	Non-Aggregate	Created Date:	01/02/2025 10:06:30
Award Status:	NEW	Approved Date:	
Assistance Type:	Formula Grant	Last Modified Date:	
Closed Status:		Closed Status Date:	
		Last FABIS Sent Date:	
		Created By:	
		Approved By:	
		Last Modified By:	
		Closed By:	

Record Type (Data Dictionary Element 1F)

There are 3 Record Types available for reporting Assistance Awards and Agreements: 'Non-Aggregate,' 'Non-Aggregate Individual,' and 'Aggregate'.

Non-Aggregate reporting consists of "action-by-action" transactions and is the preferred type for FFATA and DATA Act compliance with transparency.

Non-Aggregate Individual reporting is for an individual person, protecting PII data, and consists of "action-by-action" transactions. This is a new type created to provide an alternative to aggregation.

Aggregate reporting represents numerous single awards that are sent to individuals in the reported county, state, or foreign country during the period covered by the aggregate record, allowing certain identifying data elements to be blank (e.g., street address lines).

This data element is Required on all Assistance Awards and Propagates to the Amendments. It is automatically populated based on the user's menu selection.

See FAADC V1.2 Data Dictionary Element **1F** for details.

Created Date (Data Dictionary Element 2E)

This is the date and time the transaction was accepted by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2E** for details.

Created By (Data Dictionary Element 2F)

This is the UserID who initiated the transaction that was accepted by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2F** for details.

Award Status (Data Dictionary Element 2N)

This is the status of the Assistance Award record in relation to executing the business rules validation being error-free. When the Award Status is FINAL, the record is eligible for statistical reports and submission to the financial assistance reporting system. It is System Generated on all base awards and amendments, based on whether the business rules validation was executed with no errors; was not executed; or was executed and resulted in errors.

See FAADC V1.2 Data Dictionary Element **2N** for details.

Approved Date (Data Dictionary Element 2G)

This is the date and time that the transaction was validated and approved by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2G** for details.

Approved By (Data Dictionary Element 2H)

This is the UserID who initiated the transaction that was approved as **FINAL** by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2H** for details.

Assistance Type (Data Dictionary Element 1H)

This is the Assistance Type provided by the award. It is automatically populated on all base awards based on the user's menu selection and propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **1H** for details.

Last Modified Date (Data Dictionary Element 2I)

This is the date and time that the transaction was last modified and accepted by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2I** for details.

Last Modified By (Data Dictionary Element 2J)

This is the UserID who initiated the transaction that was last saved/approved by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2J** for details.

Closed Status (Data Dictionary Element 2O)

This data element has a value of 'Yes' or 'No' indicating if a "Close" request for an Assistance Award was approved by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2O** for details.

Closed Status Date (Data Dictionary Element 2P)

This is the date and time that the transaction was closed and accepted by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2P** for details.

Closed By (Data Dictionary Element 2Q)

This is the UserID who initiated the transaction that was approved as 'CLOSED' by FAADC. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2Q** for details.

FABS Sent Date (Data Dictionary Element 2M)

This is the date and time that the transaction was extracted to a file for Financial Assistance Broker System (FABS) submission. It is System Generated on all base awards and amendments and updated every time an Assistance Award qualifies for the extraction to a file for Financial Assistance Broker System (FABS) submission.

See FAADC V1.2 Data Dictionary Element **2M** for details.

Assistance Listing's FABS Sent Date (Data Dictionary Element 2MA)

This is the date and time that the transaction was extracted to a file for the Financial Assistance Broker System (FABS) submission. This data element was introduced with V1.2. It is System Generated on all base awards and amendments to track changes at the Assistance Listing level. It is only available via Business Services (ie. not displayed on the screen).

See FAADC V1.2 Data Dictionary Element **2MA** for details.

Award Identification Information Section

Award Identification Information			
	Agency	FAIN	Amendment Number
Award ID: *	9700		0
	URI		
Action Type: *	Select One		
Discretionary: *	Select One		
Funding Opportunity Number:			Business Fund Indicator: *
			Select One
Funding Opportunity Goals Text: (18,000 characters)			
State Application ID (SAI) Number:	Select One		

Agency Code (Data Dictionary Element 1A)

An Agency code indicating the government agency awarding the assistance. It is Required on all base awards. It is Optional on amendments accessed through the Web Portal but Required on amendments accessed through Business Services.

See FAADC V1.2 Data Dictionary Element **1A** for appropriate data entry requirements.

Financial Assistance Identification Number (FAIN) (Data Dictionary Element 1B)

An agency-specific unique identification number for each individual assistance award. It must consist of exactly 13 characters (numbers or letters). It is Not Applicable on Aggregate awards but Required on Non-Aggregate and Non-Aggregate Individual awards. It is Optional on amendments accessed through the Web Portal but Required on amendments accessed through Business Services.

See FAADC V1.2 Data Dictionary Element **1B** for appropriate data entry requirements.

Amendment Number (Data Dictionary Element 1C)

This data element is used to indicate an assistance record that modifies an existing record with the same Financial Assistance Identifier Number (FAIN). Amendment Number '0' indicates a base document. It is Not Applicable on Aggregate awards but Required on Non-Aggregate and Non-Aggregate Individual awards. It is Optional on amendments accessed through the Web Portal but Required on amendments accessed through Business Services.

See FAADC V1.2 Data Dictionary Element **1C** for appropriate data entry requirements.

Unique Record Identifier (URI) (Data Dictionary Element 1D)

An agency defined identifier that is unique for every reported action. URI entry is Required on Aggregate awards but Optional on Non-Aggregate awards. It Propagates to the amendments on Non-Aggregate awards. The maximum length is 70 characters.

See FAADC V1.2 Data Dictionary Element **1D** for appropriate data entry requirements.

Action Type (Data Dictionary Element 1G)

(DATA ACT Definition) Description (and corresponding code) that provides information on any changes made to the Federal prime award. There are typically multiple actions for each award. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **1G** for appropriate data entry requirements.

Discretionary (Data Dictionary Element 1K)

A discretionary award is one for which “the Federal awarding agency, in keeping with specific statutory authority that enables the agency to exercise judgement (“discretion”), selects the recipient and/or the amount of Federal funding awarded through a competitive process or based on merit of proposals.” 2 C.F.R. § 200.1. As required by 2 C.F.R. § 200.204, notice of funding opportunities must be provided for discretionary grants and cooperative agreements that are competed. Starting with FAADC V1.2, this data element is Required on Grants and Cooperative Agreements, including amendments for those Assistance Types. It is Not Applicable on all other Federal Assistance awards. It propagates to the amendments for Grants and Cooperative Agreements, but agencies may change the value.

See FAADC V1.2 Data Dictionary Element **1K** for appropriate data entry requirements.

Funding Opportunity Number (Data Dictionary Element 1E)

The Funding Opportunity Number is an alphanumeric identifier that a federal agency assigns to its funding opportunity announcement as part of the Notice of Funding Opportunity posted on the OMB-designated government website (currently Grants.gov) for finding and applying for federal assistance. Starting with FAADC V1.2, this data element is Required on competitive, discretionary Non-Aggregate Grants and Cooperative Agreements, including amendments for those Assistance Types. If a Grant or Cooperative Agreement is not competitive and discretionary, this field should be left blank. It is Optional on Aggregate and Non-Aggregate Individual Grants and Cooperative Agreements. It is Not Applicable on all other Federal Assistance awards. It propagates to the amendments for Grants and Cooperative Agreements, but agencies may change the value.

See FAADC V1.2 Data Dictionary Element **1E** for appropriate data entry requirements.

Business Fund Indicator (Data Dictionary Element 5A)

This is a distinguisher for different fund types, such as the funding provided by the Recovery Act. **Note:** As of June 28, 2019, “Funded by Recovery Act” can no longer be selected. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **5A** for appropriate data entry requirements.

Funding Opportunity Goals Text (Data Dictionary Element 1J)

A brief description of the intended outcomes associated with the notice of funding opportunity. Starting with FAADC V1.2, this data element is Required on competitive, discretionary Non-Aggregate Grants and Cooperative Agreements, including amendments for those Assistance Types. If a Grant or Cooperative Agreement is not competitive and discretionary, this field should be left blank. It is Optional on Aggregate and Non-Aggregate Individual Grants and Cooperative Agreements. It is Not Applicable on all other Federal Assistance awards. The value propagates to the amendments, but agencies may change the value.

See FAADC V1.2 Data Dictionary Element **1J** for appropriate data entry requirements.

State Application ID (SAI) Number (Data Dictionary Element 6C)

A number assigned by state (as opposed to federal) review agencies to the award during the grant application process. It is Optional on all Assistance Types.

See FAADC V1.2 Data Dictionary Element **6C** for appropriate data entry requirements.

Dates Section

Dates	
Action Date (mm/dd/yyyy) :	<input type="text"/>
Period of Performance Start Date (mm/dd/yyyy) :	<input type="text"/>
Period of Performance End Date (mm/dd/yyyy) :	<input type="text"/>

Fiscal Year (Data Dictionary Element 2A)

The government fiscal year is calculated from the action date. It is generated from the Action Date field with Fiscal Year from October 1 to September 30. It is System Generated on all base awards and amendments. (Note: This data element is not displayed on the FAADC screen.)

See FAADC V1.2 Data Dictionary Element **2A** for details.

Action Date (Data Dictionary Element 2B)

The date that a mutually binding agreement was reached. The date signed by the Assistance Officer or the Entity, whichever is later. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2B** for appropriate data entry requirements.

Period of Performance Start Date (Data Dictionary Element 2C)

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. It is Required on all base awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **2C** for appropriate data entry requirements.

Period of Performance End Date (Data Dictionary Element (Data Dictionary Element 2D)

The end date for the award. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **2D** for appropriate data entry requirements.

Assistance Listings and Amounts Section

Assistance Listings and Amounts		Expand All	Collapse All
Remove Assistance Listing			
Assistance Listing: (formerly known as CFDA) :	<input type="text"/>	...	Face Value of Direct Loan or Loan Guarantee:
Federal Action Obligation: *	<input type="text"/>		Original Loan Subsidy Cost:
Non-Federal Funding Amount: *	<input type="text"/>		
<input type="checkbox"/> Predominant Assistance Listing *			
Add Assistance Listing			

Assistance Listing (Data Dictionary Element 7A)

The numeric code comprised of 2-digit agency code, a period, and three-digit program number that indicates the program under which the assistance was funded within the Assistance Listing. It is Required on all base awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **7A** for appropriate data entry requirements.

Assistance Listing Program Title (Data Dictionary Element 7B)

The title of the program under which the award was funded, taken from the Assistance Listing. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **7B** for details.

Assistance Listing's Federal Action Obligation (Data Dictionary Element 4H)

The amount of federal government's obligation or contingent liability, in dollars and cents, for the associated Assistance Listing. A negative number indicates a decrease in funding. A negative obligation value cannot occur on Amendment Number zero (new award). For a New award, enter the mutually agreed upon total assistance instrument obligation value. For Amendments, enter the CHANGE (positive or negative) in the mutually agreed upon total assistance instrument obligation value. It is Required on all base awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **4H** for appropriate data entry requirements.

Assistance Listing's Non-Federal Funding Amount (Data Dictionary Element 4I)

The amount of a non-federal government's obligation or contingent liability for the associated Assistance Listing. A negative value represents a decrease in funding. A negative funding value cannot occur on Amendment Number zero (a new award). For a New Award: Enter the mutually agreed upon total estimated assistance instrument value for the associated Assistance Listing, in dollars and cents. For Amendments: Enter the CHANGE (positive or negative) in the mutually agreed upon total award value for the associated Assistance Listing, in dollars and cents. It is Required on all base awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **4I** for appropriate data entry requirements.

Assistance Listing's Face Value of Direct Loan or Loan Guarantee (Data Dictionary Element 4J)

The face value of the Direct Loan or Loan Guarantee for the associated Assistance Listing. If the net amount is a de-obligation, enter a minus sign in addition to the net amount. A negative face value cannot occur on Amendment Number zero (new award). If the *Assistance Type* field is not '07' or '08' (non-Loans), then this field must be blank. If this field is numeric, then the *Assistance Type* field must be '07' or '08' (Loans). It is Not Applicable for non-loans. It is Required for loans and their amendments.

See FAADC V1.2 Data Dictionary Element **4J** for appropriate data entry requirements.

Assistance Listing's Original Loan Subsidy Cost (Data Dictionary Element 4K)

For Direct Loans or Loan Guarantees, the award is the Original Loan Subsidy Cost. It is Not Applicable for non-loans. It is Required for loans and their amendments.

See FAADC V1.2 Data Dictionary Element **4K** for appropriate data entry requirements.

Predominant Assistance Listing (Data Dictionary Element 7C)

The first Assistance Listing entered on the record will automatically be marked as the 'Predominant Assistance Listing' indicated by the 'Predominant Assistance Listing' checkbox. If the user wants a different Assistance Listing to be the predominant one, they must first uncheck this one and then check the 'Predominant Assistance Listing' checkbox for the desired one. It is Required on all base awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **7C** for appropriate data entry requirements.

Research and Development Funds Section

Research and Development Funds			
Research and Development Funds Indicator: *		Type of R&D Funds: *	
<input type="text" value="R&D Funds"/>		<input type="text" value="Select One"/>	
Research and Development Amount:	<input type="text" value="\$0.00"/>	Facilities & Equipment for Instruction in Science & Engineering Amount:	<input type="text" value="\$0.00"/>
Fellowships and Traineeships Amount:	<input type="text" value="\$0.00"/>	General Support for Science & Engineering Amount:	<input type="text" value="\$0.00"/>
R&D Plant Amount:	<input type="text" value="\$0.00"/>	Other Activities Related to Science & Engineering Amount:	<input type="text" value="\$0.00"/>
		All Other Activities Not Related to Science & Engineering Amount:	<input type="text" value="\$0.00"/>

Research & Development Funds Indicator (Data Dictionary Element 9I)

The indicator to determine that the Total Federal Action Obligation contains Research and Development Dollars. It is Not Applicable on Aggregate awards but Required on Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9I** for appropriate data entry requirements.

Type of R&D Funds Code (Data Dictionary Element 9J)

The Type of R&D Funds Code is the budget category of the funds being obligated or de-obligated on the reported action. It is Not Applicable on Aggregate awards but Required on Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9J** for appropriate data entry requirements.

Type of R&D Funds Description (Data Dictionary Element 9K)

The Type of R&D Funds Description is the budget category of the funds being obligated or de-obligated on the reported action. It is Not Applicable on Aggregate awards or loans, but is System Generated for Non-Aggregate and Non-Aggregate Individual awards and amendments.

See FAADC V1.2 Data Dictionary Element **9K** for details.

Research and Development Amount (Data Dictionary Element 9B)

The portion of Federal Action Obligation which is the Research and Development Amount, in dollars and cents. A negative number represents a decrease in funding. A negative Funding value cannot occur on Amendment Number zero (new award). It is Not Applicable on Aggregate awards but is Optional for Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9B** for appropriate data entry requirements.

Fellowships and Traineeships Amount (Data Dictionary Element 9C)

The portion of Federal Action Obligation which is the Fellowships and Traineeships Amount, in dollars and cents. A negative number represents a decrease in funding. A negative Funding value cannot occur on Amendment Number zero (new award). It is Not Applicable on Aggregate awards but is Optional for Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9C** for appropriate data entry requirements.

R&D Plant Amount (Data Dictionary Element 9D)

The portion of Federal Action Obligation which is the R&D Plant Amount in dollars and cents. A negative number represents a decrease in funding. A negative Funding value cannot occur on Amendment Number zero (new award). It is

Not Applicable on Aggregate awards but is Optional for Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9D** for appropriate data entry requirements.

Facilities & Equipment for Instruction in Science & Engineering Amount (Data Dictionary Element 9E)

The portion of Federal Action Obligation which is the Facilities & Equipment for Instruction Amount in dollars and cents. A negative number represents a decrease in funding. A negative Funding value cannot occur on Amendment Number zero (new award). It is Not Applicable on Aggregate awards but is Optional for Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9E** for appropriate data entry requirements.

General Support Activities Related to Science & Engineering Amount (Data Dictionary Element 9F)

The portion of Federal Action Obligation which is the General Support for Science & Engineering Amount in dollars and cents. A negative number represents a decrease in funding. A negative Funding value cannot occur on Amendment Number zero (new award). It is Not Applicable on Aggregate awards but is Optional for Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9F** for appropriate data entry requirements.

Other Activities Related to Science & Engineering Amount (Data Dictionary Element 9G)

The portion of Federal Action Obligation which is the Other Activities Related to Science & Engineering Amount in dollars and cents. A negative number represents a decrease in funding. A negative Funding value cannot occur on Amendment Number zero (new award). It is Not Applicable on Aggregate awards but is Optional for Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9G** for appropriate data entry requirements.

All Other Activities Not Related to Science & Engineering Amount (Data Dictionary Element 9H)

The portion of Federal Action Obligation which is the All Other Activities Not Related to Science & Engineering Amount in dollars and cents. A negative number represents a decrease in funding. A negative Funding value cannot occur on Amendment Number zero (new award). It is Not Applicable on Aggregate awards but is Optional for Non-Aggregate and Non-Aggregate Individual awards and amendments. It is Not Applicable for loans.

See FAADC V1.2 Data Dictionary Element **9H** for appropriate data entry requirements.

Government Information Section

Government Information				
Awarding Sub-Tier Agency Code: *	9700	...	Awarding Sub-Tier Agency Name:	DEPT OF DEFENSE
Awarding Office Code: *		...	Awarding Office Name:	
Funding Sub-Tier Agency Code: *		...	Funding Sub-Tier Agency Name:	
Funding Office Code: *		...	Funding Office Name:	

Awarding Department Code (Data Dictionary Element 3A)

A code indicating the government department/independent agency awarding the assistance. It is System Generated on all base awards and amendments. (Note: This data element is not displayed on the FAADC screen.)

See FAADC V1.2 Data Dictionary Element **3A** for details.

Awarding Department Name (Data Dictionary Element 3B)

The agency name for the Awarding Department Code indicating the government agency organization awarding the assistance. It is System Generated on all base awards and amendments. (Note: This data element is not displayed on the FAADC screen.)

See FAADC V1.2 Data Dictionary Element **3B** for details.

Awarding Sub-Tier Agency Code (Data Dictionary Element 3C)

A code indicating the government agency's subordinate organizations awarding the assistance. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3C** for appropriate data entry requirements.

Awarding Sub-Tier Agency Name (Data Dictionary Element 3D)

The Sub-Tier Agency Name for the Awarding Sub-Tier Agency Code. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3D** for details.

Awarding Office Code (Data Dictionary Element 3E)

A code indicating the government office awarding the assistance instrument. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3E** for appropriate data entry requirements.

Awarding Office Name (Data Dictionary Element 3F)

The name of the awarding office code. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3F** for details.

Funding Department Code (Data Dictionary Element 3G)

A code indicating the government department / independent agency's organization providing the preponderance of the funding for the assistance. It is System Generated on all base awards and amendments. (Note: This data element is not displayed on the FAADC screen.)

See FAADC V1.2 Data Dictionary Element **3G** for details.

Funding Department Name (Data Dictionary Element 3H)

The name of the funding Department code. It is System Generated on all base awards and amendments. (Note: This data element is not displayed on the FAADC screen.)

See FAADC V1.2 Data Dictionary Element **3H** for details.

Funding Sub-Tier Agency Code (Data Dictionary Element 3I)

A code indicating the government agency's subordinate organizations providing the preponderance of the funding for the assistance. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3I** for appropriate data entry requirements.

Funding Sub-Tier Agency Name (Data Dictionary Element 3J)

The name of the Funding Sub-Tier Agency code. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3J** for details.

Funding Office Code (Data Dictionary Element 3K)

The code that identifies the office (or other organizational entity) that provided the preponderance of funds. Starting with FY19, the code must be an Activity Address Code (AAC). It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3K** for appropriate data entry requirements.

Funding Office Name (Data Dictionary Element 3L)

The name of the Funding Office code. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **3L** for details.

Entity Information Section

Entity Information	
2 CFR Part 25 Exception: <input type="text" value="None"/>	
Unique Entity ID:	<input type="text"/>
Legal Business Name:	MULTIPLE ENTITIES
DBAN:	<input type="text"/>
CAGE Code:	<input type="text"/>
FICE Code:	<input type="text"/>
Individual Entity Indicator:	<input type="text" value="Not an Individual"/>
Small Business Indicator:	<input type="text" value="Other than Small Business"/>
Street:	<input type="text"/>
Street2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Country Code:	<input type="text"/>
Phone:	<input type="text"/>
Fax No:	<input type="text"/>
Congressional District:	<input type="text"/>

2 CFR Part 25 Exception Code (Data Dictionary Element 6D)

The reason an entity not registered in the mandated SAM system may be used in an assistance award. (Note: This data element is the same as the “FAR 4.1102 Exception” data element in FPDS.) It is Not Applicable on Aggregate awards but is Required on Non-Aggregate and Non-Aggregate Individual awards and Propagates to their amendments.

See FAADC V1.2 Data Dictionary Element **6D** for appropriate data entry requirements.

Unique Entity ID (Data Dictionary Element 6V)

The Unique Entity ID of the entity. It is Not Applicable on Aggregate and Non-Aggregate Individual awards but is Required on Non-Aggregate awards and amendments.

See FAADC V1.2 Data Dictionary Element **6V** for appropriate data entry requirements.

Legal Business Name (Data Dictionary Element 6J)

The name of the entity supplying the product or service as it appears in SAM. It is System Generated (Multiple Recipients) on Aggregate awards. It is System Generated based on the Unique Entity ID on Non-Aggregate awards and Propagates to the amendments. It is System Generated (Redacted due to PII) on Non-Aggregate Individual awards and Propagates to their amendments.

See FAADC V1.2 Data Dictionary Element **6J** for appropriate data entry requirements.

Entity Doing Business as Name (Data Dictionary Element 6K)

The doing business as name of the entity. It is Not Applicable on Aggregate and Non-Aggregate Individual awards but is System Generated on Non-Aggregate awards and Propagates to their amendments.

See FAADC V1.2 Data Dictionary Element **6K** for details.

CAGE Code (Data Dictionary Element 6I)

The CAGE Code of the entity. It is used as a key to SAM and maps to the Unique Entity ID. It is Not Applicable on Aggregate and Non-Aggregate Individual awards but is System Generated on Non-Aggregate awards and Propagates to their amendments.

See FAADC V1.2 Data Dictionary Element **6I** for details.

Federal Interagency Committee on Education Code (Data Dictionary Element 9A)

FICE codes are assigned by the Department of Education or National Science Foundation (NSF) and are used as the primary identifier for each CONUS academic institution, CONUS nonprofit, and FFRDC in the R&D expenditures survey. A FICE code consists of an unstructured 6-digit number that is unique for each institution. It is Not Applicable on Aggregate and Non-Aggregate Individual awards but is Optional on Non-Aggregate awards and Propagates to their amendments.

See FAADC V1.2 Data Dictionary Element **9A** for appropriate data entry requirements.

Individual Entity Indicator (Data Dictionary Element 6G)

The Individual Entity Indicator identifies whether the entity is an individual or not. It is System Generated on all awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6G** for details.

Small Business Indicator (Data Dictionary Element 6H)

The Small Business Indicator associated with the entity. It is Required on all awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6H** for appropriate data entry requirements.

Entity Address Line 1 (Data Dictionary Element 6L)

The first line of the street address for an entity. It is Not Applicable on Aggregate and Non-Aggregate Individual awards but is System Generated on Non-Aggregate awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6L** for details.

Entity Address Line 2 (Data Dictionary Element 6M)

The second line of the street address for an entity. It is Not Applicable on Aggregate and Non-Aggregate Individual awards but is System Generated on Non-Aggregate awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6M** for details.

Entity Address Line 3 (Data Dictionary Element 6N)

The third line of the street address for an entity. It is Not Applicable on Aggregate and Non-Aggregate Individual awards but is System Generated on Non-Aggregate awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6N** for details.

Entity Address City (Data Dictionary Element 6O)

The city of the entity address. It is Not Applicable on Aggregate awards but is System Generated on Non-Aggregate awards and Propagates to the amendments. (Note: For Non-Aggregate Individual awards, ‘City’ is Required when ‘Country Code’ is not USA, otherwise it is System Generated based on ‘Zip’.)

See FAADC V1.2 Data Dictionary Element **6O** for appropriate data entry requirements.

Entity Address State (Data Dictionary Element 6P)

The state of the entity address. It is Not Applicable on Aggregate awards. It is System Generated on Non-Aggregate awards and Propagates to the amendments. It is System Generated on Non-Aggregate Individual awards and amendments.

See FAADC V1.2 Data Dictionary Element **6P** for details.

Entity Zip Code (Data Dictionary Element 6Q)

The zip code of the entity address. It is Not Applicable on Aggregate awards but is System Generated on Non-Aggregate awards and Propagates to the amendments. (Note: For Non-Aggregate Individual awards, 'Zip' is Required when 'Country Code' is USA, otherwise it is Not Applicable.)

See FAADC V1.2 Data Dictionary Element **6Q** for details.

Entity Country Code (Data Dictionary Element 6R)

The country code of the entity address. It is Required on Aggregate and Non-Aggregate Individual awards but is System Generated on Non-Aggregate awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6R** for appropriate data entry requirements.

Entity Country Name (Data Dictionary Element 6S)

The country name derived from the entity address country code. It is System Generated on all awards and amendments.

See FAADC V1.2 Data Dictionary Element **6S** for details.

Entity Phone Number (Data Dictionary Element 6T)

The phone number of the entity. It is Not Applicable on Aggregate and Non-Aggregate Individual awards and amendments but is System Generated on Non-Aggregate awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6T** for details.

Entity Fax Number (Data Dictionary Element 6U)

The fax number of the entity. It is Not Applicable on Aggregate and Non-Aggregate Individual awards and amendments but is System Generated on Non-Aggregate awards and Propagates to the amendments.

See FAADC V1.2 Data Dictionary Element **6U** for details.

Entity Congressional District (Data Dictionary Element 6F)

The congressional district associated with the entity address. It is Not Applicable on Aggregate awards but is System Generated on Non-Aggregate and Non-Aggregate Individual awards and Propagates to the amendments. (Note: For non-domestic Non-Aggregate and Non-Aggregate Individual awards, it is Not Applicable.)

See FAADC V1.2 Data Dictionary Element **6F** for details.

FABS Business Category Section

FABS Business Category			Hide Details
FABS Business Types			
FABS Business Types			
<input type="checkbox"/> State Government	<input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized)	<input type="checkbox"/> For-Profit Organization (other than small business)	
<input type="checkbox"/> County Government	<input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized)	<input type="checkbox"/> Small Business	
<input type="checkbox"/> City or Township Government	<input type="checkbox"/> Indian/Native American Tribal Designated Organization	<input type="checkbox"/> Hispanic Serving Institution	
<input type="checkbox"/> Special District Government	<input type="checkbox"/> Public/Indian Housing Authority	<input type="checkbox"/> Historically Black Colleges and Universities (HBCUs)	
<input type="checkbox"/> Regional Organization	<input type="checkbox"/> Nonprofit with 501C3 IRS status (Other than Institution of Higher Learning)	<input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs)	
<input type="checkbox"/> U.S. Territory or Possession	<input type="checkbox"/> Nonprofit without 501C3 IRS status (Other than Institution of Higher Learning)	<input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institution	
<input type="checkbox"/> Independent School District	<input type="checkbox"/> Private Institution of Higher Learning	<input type="checkbox"/> Non-domestic (non-US) Entity	
<input type="checkbox"/> Public/State Controlled institution of Higher Learning	<input type="checkbox"/> Individual	<input type="checkbox"/> Other	

FABS Business Types Code (Data Dictionary Element 6A)

The Business Types Code for which the financial assistance has been awarded. Types of entities are based on socio-economic status and organization/business areas. It is Required on base Aggregate awards, but is System Generated on all Non-Aggregate and Non-Aggregate Individual awards and amendments.

See FAADC V1.2 Data Dictionary Element **6A** for details.

FABS Business Types Description (Data Dictionary Element 6B)

The Business Types Description translates to code for Business Type. It is System Generated on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **6B** for details.

Principal Place of Performance Section

Principal Place of Performance	
Principal Place of Performance Code:*	Select One
	State Location Country
Principal Place of Performance:*	
Principal Place of Performance County Name:	
Principal Place of Performance City Name:	
Principal Place of Performance Country Name:	
Congressional District Place of Performance:	
Place of Performance Zip Code(+4):	USPS ZIP Codes
Principal Place of Performance Foreign Location Description: (100 characters)	

Principal Place of Performance Country Code (Data Dictionary Element 8A)

The country name of the principal place of performance. It is Required on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8A** for appropriate data entry requirements.

Principal Place of Performance Country Name (Data Dictionary Element 8B)

The country of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8B** for details.

Principal Place of Performance Zip Code (Data Dictionary Element 8C)

If Place of Performance Country is USA, then the 9-digit U.S Zip Code of the principal place of performance must be supplied. This includes the US Territories. It is Optional on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8C** for appropriate data entry requirements.

Principal Place of Performance City Name (Data Dictionary Element 8D)

The name of the city that identifies the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8D** for details.

Principal Place of Performance State Name (Data Dictionary Element 8E)

The state of the principal place of performance when the country is USA. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8E** for details.

Principal Place of Performance County Name (Data Dictionary Element 8F)

The county name where the assistance funds are being used. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8F** for details.

Principal Place of Performance Congressional District (Data Dictionary Element 8G)

The most likely Congressional District, derived from the Zip Code +4 FAADC table, when the country is USA. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8G** for details.

Principal Place of Performance Foreign Location Description (Data Dictionary Element 8H)

A description of the award's predominant place of performance, should it take place outside the United States of America. It is Optional on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8H** for appropriate data entry requirements.

Principal Place of Performance Code (Data Dictionary Element 8I)

The Principal Place of Performance Code identifies the place where the work is being performed. It is Required on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8I** for appropriate data entry requirements.

Principal Place of Performance Description (Data Dictionary Element 8J)

The Principal Place of Performance Description is translated from the Principal Place of Performance Code. It is System

Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8J** for details.

Principal Place of Performance State ISO2 Code (Data Dictionary Element 8K)

The FIPS State 2-letter ISO-2 Code of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards. (Note: It is Optional for Business Services and is Required when Record Type is Aggregate or Non-Aggregate and Principal Place of Performance is State-wide.)

See FAADC V1.2 Data Dictionary Element **8K** for appropriate data entry requirements.

Principal Place of Performance State FIPS Code (Data Dictionary Element 8L)

The FIPS 2-digit State Code of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8L** for details.

Principal Place of Performance County FIPS Code (Data Dictionary Element 8M)

The FIPS County Code of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8M** for details.

Principal Place of Performance County FIPS Name (Data Dictionary Element 8N)

The FIPS County Name of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8N** for details.

Principal Place of Performance City FIPS Code (Data Dictionary Element 8O)

The FIPS City Code of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8O** for details.

Principal Place of Performance City FIPS Name (Data Dictionary Element 8P)

The FIPS City Name of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8P** for details.

Principal Place of Performance City Type of FIPS Area (Data Dictionary Element 8Q)

The FIPS City Type of Area of the principal place of performance. It is System Generated on Aggregate and Non-Aggregate awards and amendments but is Not Applicable on Non-Aggregate Individual awards.

See FAADC V1.2 Data Dictionary Element **8Q** for details.

Assistance Information Section

Assistance Information	
Competed Opportunity:	<input type="text"/>
Number of Proposals/Applications:	<input type="text"/>
Assistance Description: (18,000 characters)*	<input type="text"/>

Competed Opportunity (Data Dictionary Element 10A)

A code that represents the competitive nature of an Assistance Award or Agreement. It is Not Applicable on Aggregate and Non-Aggregate Individual awards and amendments but is Optional on Non-Aggregate awards and Propagates to the amendments. (Note: It is Optional for Civilians but is Required for DoD.)

See FAADC V1.2 Data Dictionary Element **10A** for appropriate data entry requirements.

Number of Proposals or Applications (Data Dictionary Element 10B)

The number of proposals or applications received in response to the solicitation for project grants and cooperative agreements. It is Not Applicable on Aggregate and Non-Aggregate Individual awards and amendments but is Optional on Non-Aggregate awards and Propagates to the amendments. (Note: It is Optional for Civilians but is Required for DoD.)

See FAADC V1.2 Data Dictionary Element **10B** for appropriate data entry requirements.

Assistance Description (Data Dictionary Element 1I)

For all Federal financial assistance, agencies are required to establish detailed and accurate award descriptions at the time of award. Assistance descriptions are critical to ensuring accountability and transparency, as they are a primary means to inform the public of the purpose of the Federal funding that is distinct from the programmatic level information in the Assistance Listings. At a minimum, Assistance descriptions should provide specificity about the award purpose, activities to be performed, deliverables and expected outcomes, and intended beneficiary(ies) or recipient of the funds, as well as subrecipient activities if known or specified at the time of award. Per OMB policy, the Award Description for a modification should serve two functions: 1) Describe what the modification itself is accomplishing, and 2) Provide information about the award. It is Required on all base awards and amendments.

See FAADC V1.2 Data Dictionary Element **1I** for appropriate data entry requirements.

System Administration

Create a User

Introduction:

The User Management screen allows the Agency System Administrator to create additional user account profiles*, 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 can 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.

**System Administrators have the ability to create additional user profiles for Government users requiring roles within an additional Activity Address Code (AAC) than those that already assigned to the current user profile.*

Steps:

Note: Data elements in bold indicate mandatory information.

1. From the Navigation screen, under  System Administration, click .
2. Click  to create a new user profile.
3. 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.


If entering data for a Government User:

- User ID
 - 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, and 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



***The Email Address should be the same email address as the user's Login.gov account.*

6. Determine whether the user should receive email notifications by placing a check in the Email Notification checkbox.
7. Enter the remaining User Information fields based on user type.

If entering data for a Government User:

- **Agency ID**
 - Use Lookup button  to find Agency

- **Organization ID**

- Use Lookup button  to find Office and input an Office ID.
- Office ID
- 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 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 additional user account profiles*, 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 can 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.

**System Administrators have the ability to create additional user profiles for Government users requiring roles within an additional Activity Address Code (AAC) than those that already assigned to the current user profile.*

Steps:





Note: Data fields in bold indicate mandatory information.

1. From the Navigation screen, under  System Administration, click  Users.
2. Click  to create a new user profile.
3. 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.
4. Enter data in the User Information section.
5. User ID (Maximum of 50 characters)
 - Start Date
 - End Date
 - Web Portal Access ☒
6. 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.
7. 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

***The Email Address should be the same email address as the user's Login.gov account.*


- Indicate whether the user should receive email notifications by placing a check in the Email Notification checkbox.
- Enter data in the Government User section.

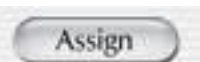
- **Agency ID**
 - Use Lookup button  to find Agency
- **Organization ID**
 - Use Lookup button  to find Organization and input an Organization ID.
- **Contracting Office ID**
 - Use Lookup button  to find Contracting Office
- Rank ID
- Routing Symbol
- Room No.
- Supervisor ID
 - Use Lookup button 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

10. Click .

11. Click .

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

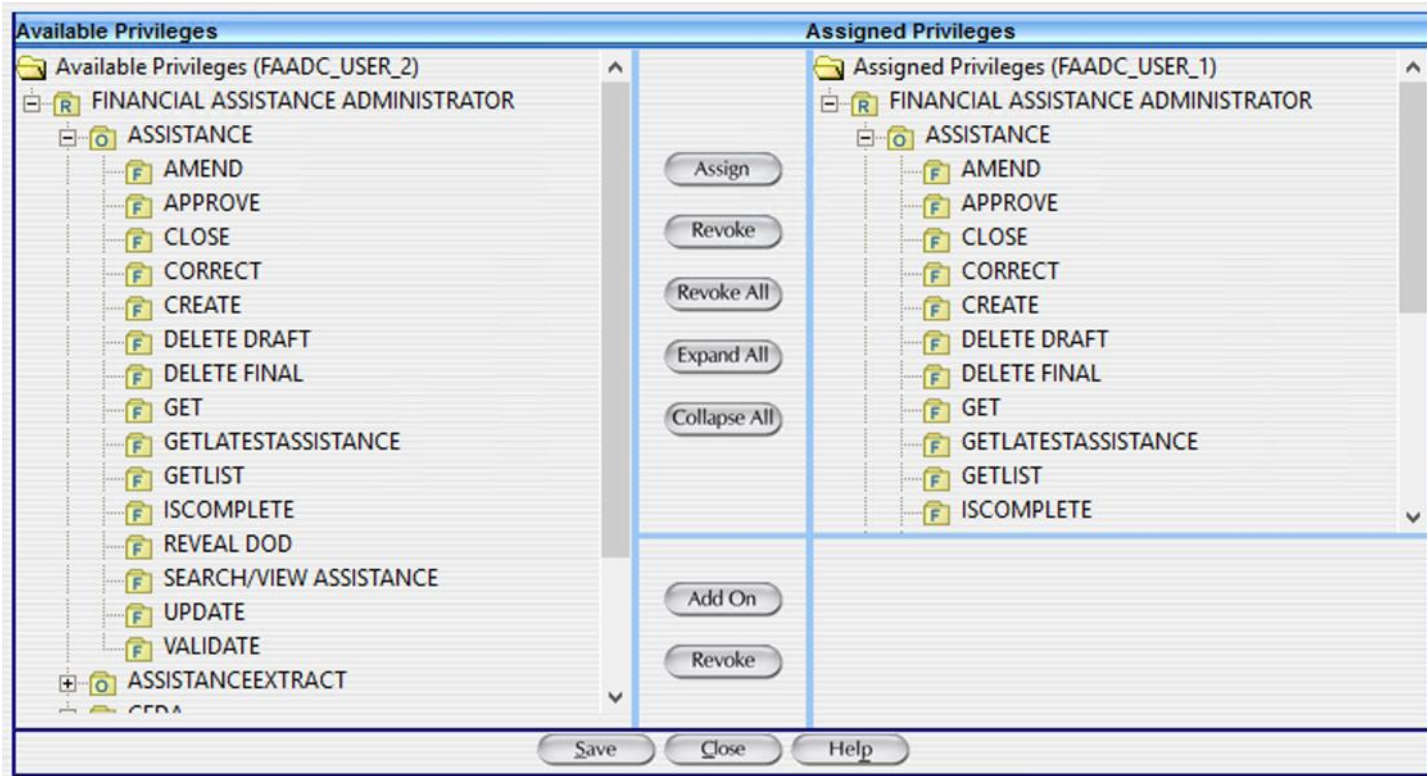
- If you select the Role , all of the sub-privileges will automatically be copied. All privileges are assigned at the role level.

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

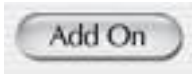
14. Click .




Removing Privileges

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



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

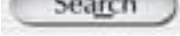
1 out of 1 items found.

Find items that match the following criteria:


Department ID: Parent Agency ID:

Agency ID: Agency Name:

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:

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 

[illegible]








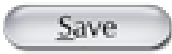
3. Enter as much data in the fields as possible to narrow search.
4. Clear screen using .
5. When results are returned, select user and click .

Disable a User

Introduction

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

Steps:




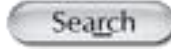


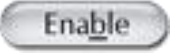

1. From the Navigation screen, under  System Administration, click .
2. Click  to begin a search.
3. Enter the User ID and any other criteria to narrow the search. Always enter search criteria to narrow the selection when possible. When the criteria fields are empty, the list displays a larger selection.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

Enable a User

Introduction

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

Steps:



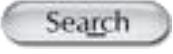




1. From the Navigation screen, under  System Administration, click .
2. Click  to begin a search.
3. Enter the User ID and any other criteria to narrow the search. When less criteria fields are used, the list displays a larger selection. Due to the amount of data in FAADC, the larger list is limited to a portion of the data available.
4. Enter the value '1/1/1111' as the End Date to search for a disabled or inactive user.
5. Select  to start the search.
6. To select the user from the list, click  radio button located in the Select field.
7. Click .
8. Click .
9. 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 begin a search.
3. Click  to clear the parameters.
4. Enter the User ID and any other criteria to narrow the search. Always enter a search criterion 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.
5. Select  to search for users with the selected search criteria.
6. To select the user from the list, click  located in the Select field.
7. 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 Available Privileges to the Assigned Privileges side.
3. Select .

To delete a Privilege from the user's Assigned Privileges:

1. Select the privilege from the Assigned Privileges list.
2. Click  to remove the selection from the Assigned 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.

- **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.
- **Close** – The ability to close out an Assistance Award.
- **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.
- **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

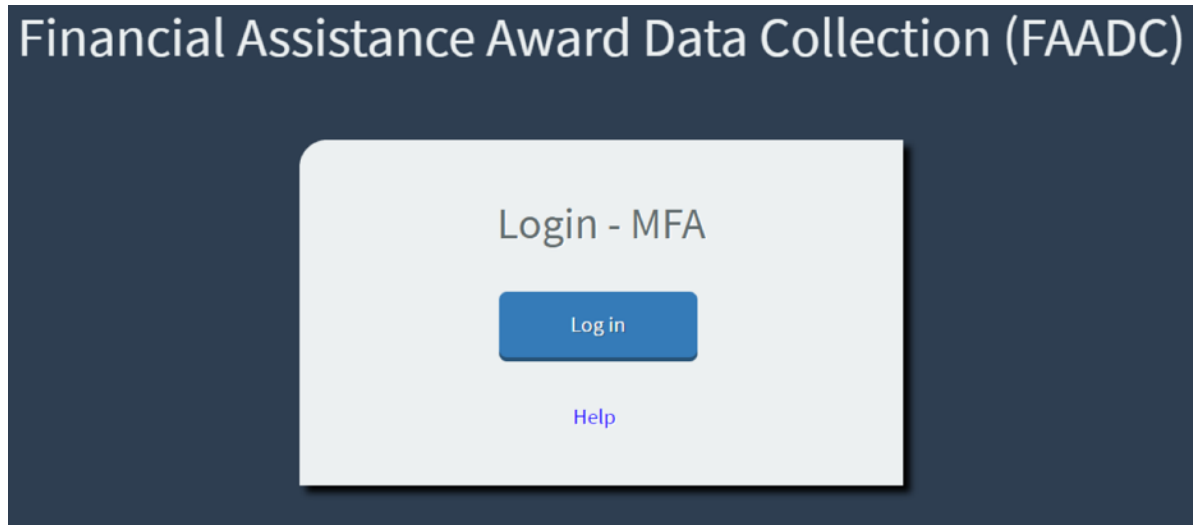
The User privileges located in the system administration section of FAADC provides three levels of privileges. These privileges are defined by roles that are assigned to the User ID. See the following table for the roles in the order of the level of privileges.

Roles	Sub-Roles
Financial Assistance Administrator	Assistance
	Assistance Extract
	CFDA
	FABS
	FICE
	User
Financial Assistance Officer	Assistance
	Assistance Extract
Financial Assistance Specialist	Assistance
	Assistance Extract

Navigational Pages

Login page utilizing the FAADC Specific URL

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



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

Federal Procurement Data System

» [Home](#) » [Newsroom](#) » [Reports](#) » [Status](#) » [Worksite](#) » [Archives](#) » [Training](#) » [Help](#)

Login - MFA

[Log In](#)

» [Security and Privacy](#)
 » [Login.gov FAQ](#)
 » [Contact Help Desk](#)
 » You must click [here](#) for very Important D&B Information

FAQs

» [FPDS FAQ](#)
 » [ezSearch FAQ](#)
 » [ATOM Feed FAQ](#)

Links

» [Recovery.Gov](#)
 » [eGov Initiatives](#)

ezSearch

Google-like search to help you find federal contracts...

ezSearch contains procurement data as well as additional NASA data (for example, financial assistance actions).

Begin using the Unique Entity ID (SAM) from SAM.gov on April 4, 2022
 Change is coming. Starting Monday, April 4, 2022, the new Unique Entity ID from SAM.gov will be the official governmentwide identifier used for federal awards.

On April 4, 2022, FPDS users will no longer use the DUNS Number to identify vendors. Instead, vendors will only be identified by the Unique Entity ID (SAM). To find an entity's Unique Entity ID (SAM), see [this FAQ](#) at our supporting Federal Service Desk, [fsd.gov](#). The DUNS Number will no longer be accepted in FPDS input.

The Unique Entity ID (SAM) is already visible and available for data entry in FPDS. Remember, prior to April 4, 2022, the authoritative unique entity identifier is the DUNS Number. On and after April 4, 2022, the authoritative unique entity identifier will be the Unique Entity ID (SAM).

For Interfacing Systems ONLY:

- Because the Unique Entity ID (SAM) data element is not present in pre-V1.5 FPDS Schema/WSDLs, the Unique Entity ID (SAM) cannot be corrected using the older version WSDL/Schema in which the contract action was initially created.
- If an interfacing system corrects an older version using the V1.5 Schema/WSDL, then it can update the Unique Entity ID (SAM) on older versions.
- If an interfacing system uses the pre-V1.5 Schema/WSDL to correct the CAR, you must use the web portal to correct the Unique Entity ID (SAM) via the user interface. In this case, you can use the entity lookup next to the "Entity Name" field to search for and select the correct entity.

Latest News

- » [Upcoming FPDS SP13 Update - Entity Data Source](#)
- » [Decommission of 'Old' FAADC ATOM Feeds](#)
- » [Downtime Notification - Patching](#)
- » [Transition from Unique Entity \(DUNS\) to Unique Entity ID \(SAM\)](#)
- » [NIA Code - Ukraine Mission Support \(O22U\)](#)
- » [NIA Extension for COVID-19 \(P20C\)](#)
- » [National Interest Action \(NIA\) Code O21R Update](#)
- » [NIA Code - Hurricane Ida \(H21I\)](#)
- » [NIA Code - Operation Allies Refuge \(O21R\)](#)
- » [Decommission of FPDS XML Archives](#)

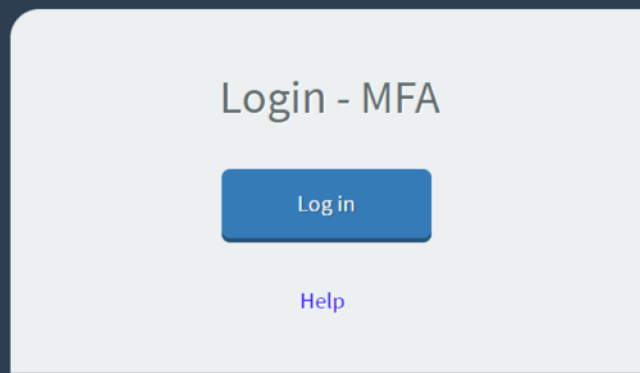
Introduction:

The FAADC log in page has a log in button, 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:

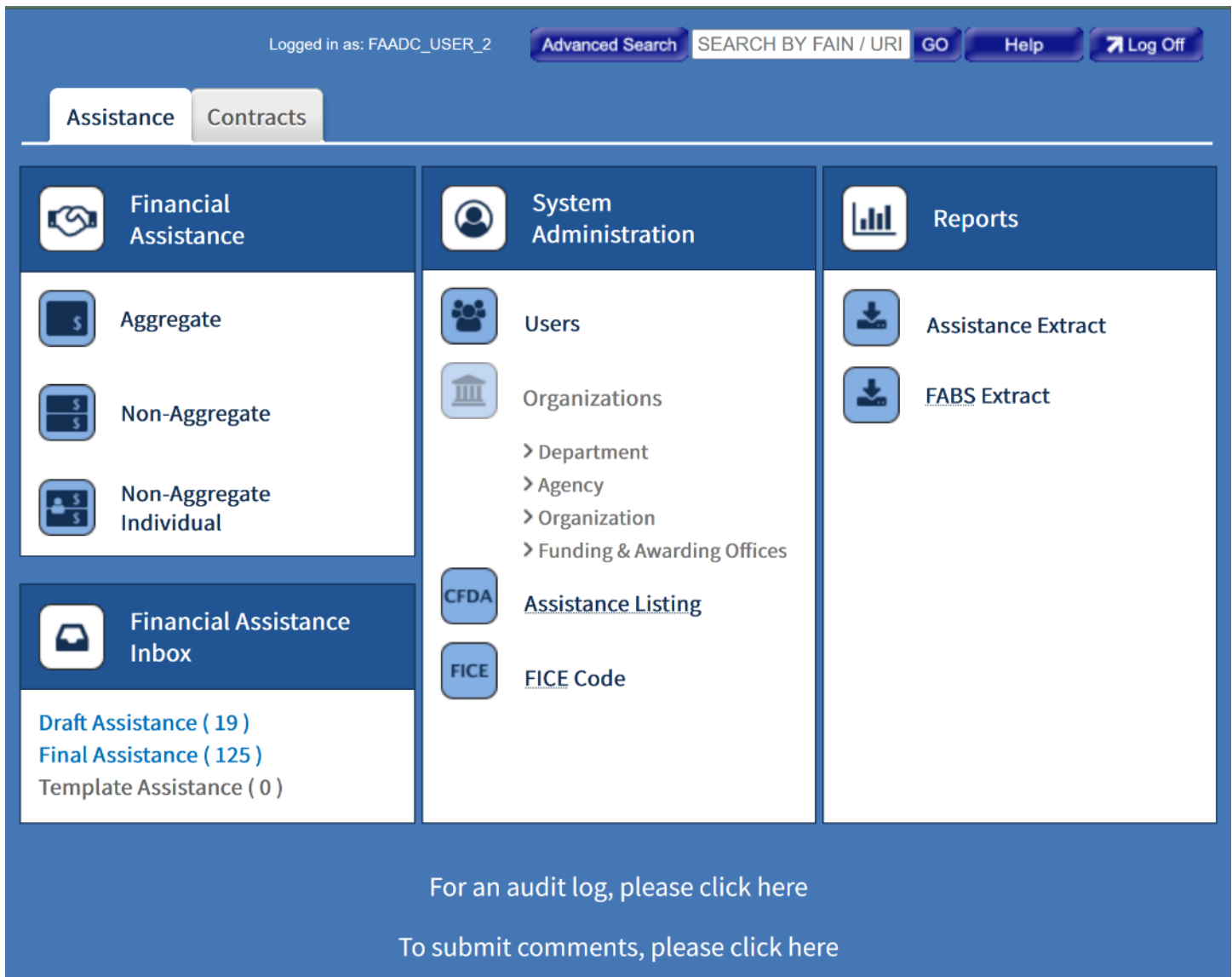
1. You will be presented with a 'Login' button which upon clicking will redirect you to the Login.gov sign-on page that will ask for your [Login.gov](#) email address and password.
2. Upon entering a valid email address/password combination, you are then taken to the 2-factor authentication code entry page.
3. After entering a valid authentication code generated from the chosen authentication method, you will be redirected to the FPDS Main Navigation Screen and your authenticated user session will begin.

Financial Assistance Award Data Collection (FAADC)



Note: The screenshot above is displayed to the user when accessing the FAADC specific login page (<https://www.fpds.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 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 links 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” button 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 Assistance Listing Menu

Steps:

1. Click on “Assistance Listing” under “System Administration” header.

Open FICE Code Menu

Steps:

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

Open FABS Extract Menu

Steps:

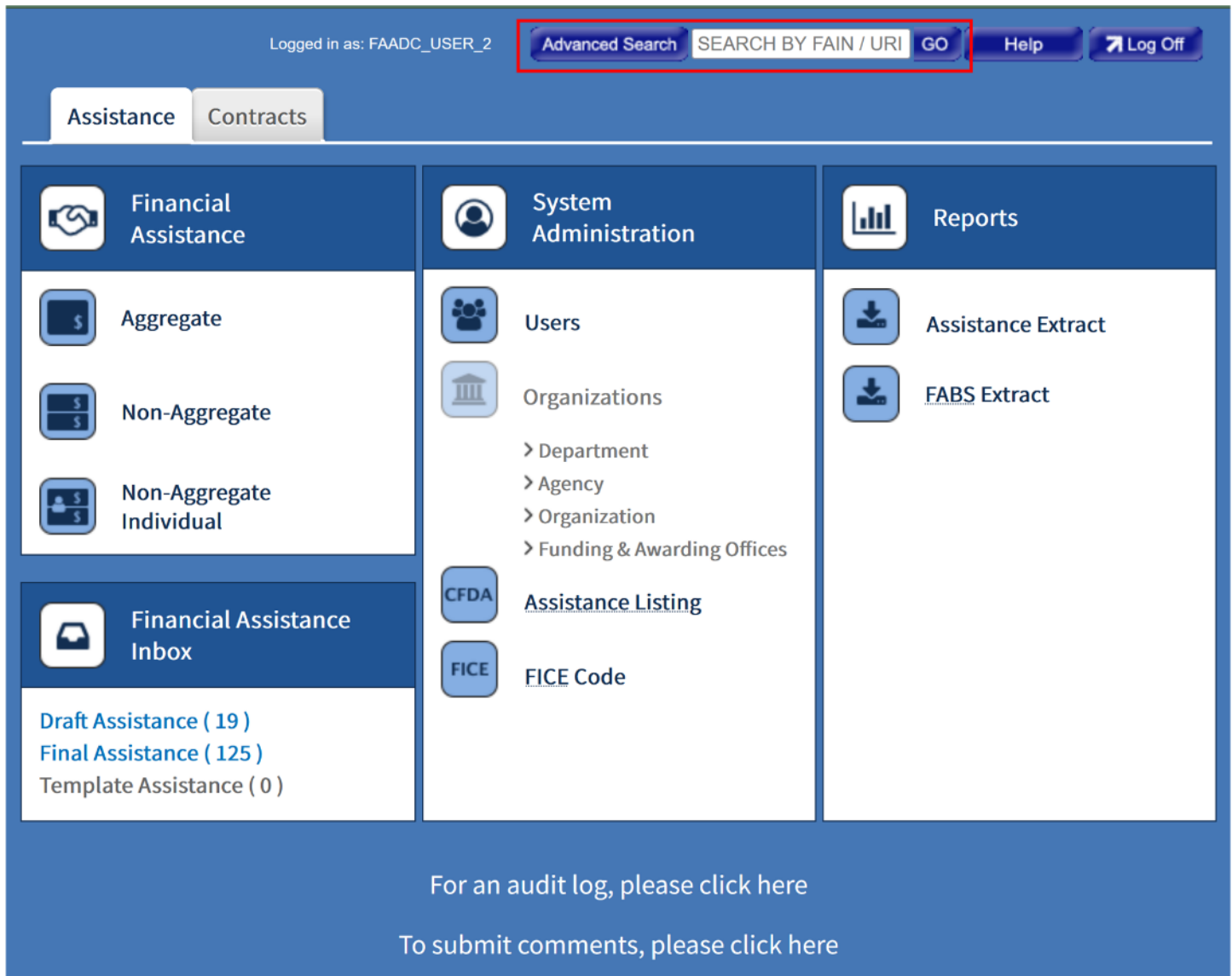
1. Click on “FABS Extract” under “Reports” header.

Log off

Steps:

1. Click the “logoff” button located on the top right corner of the screen.

Landing Page with Search Results



Introduction:

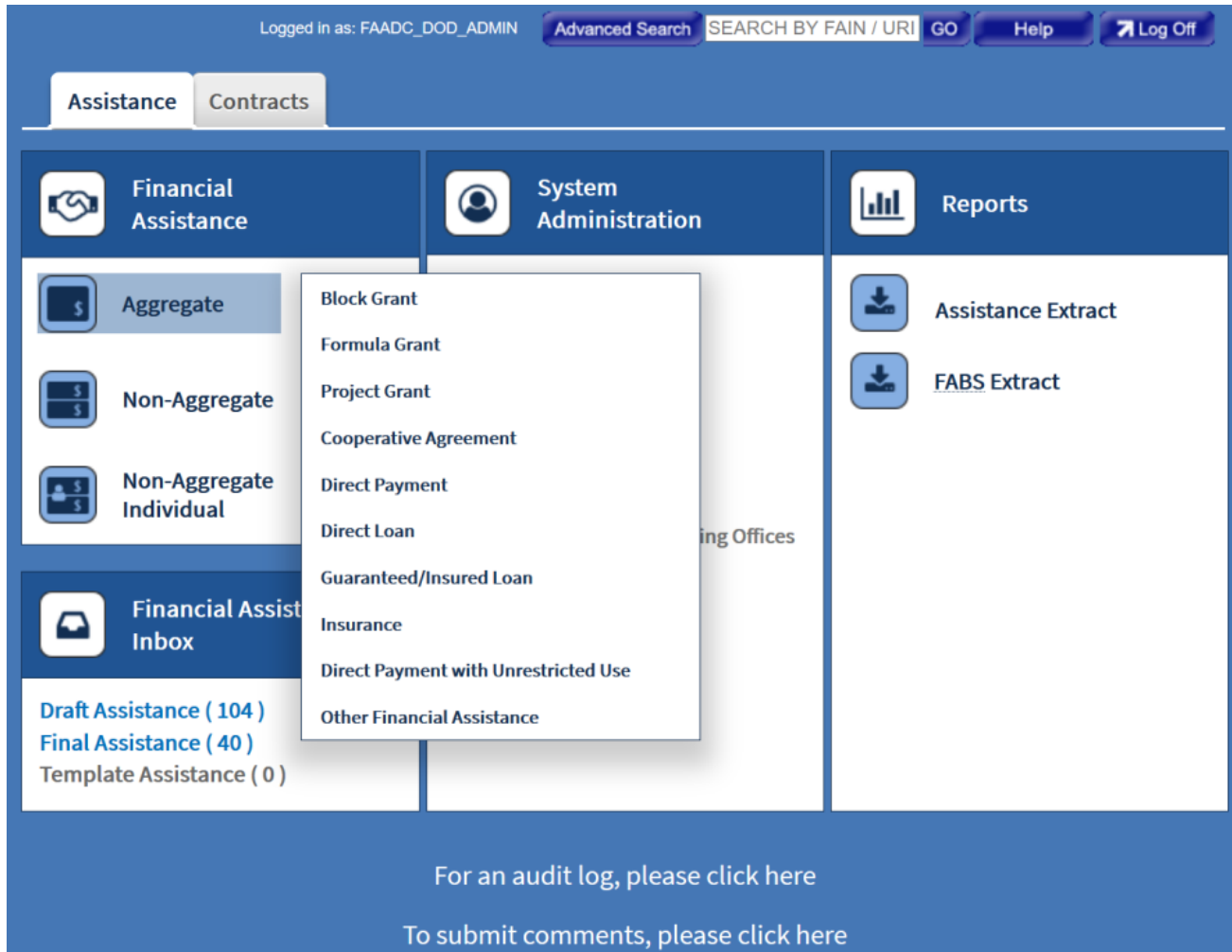
The FAADC search bar is found on the top of the FAADC landing page. The user may use this search bar to search for records using the unique identifier FAIN or URI.

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



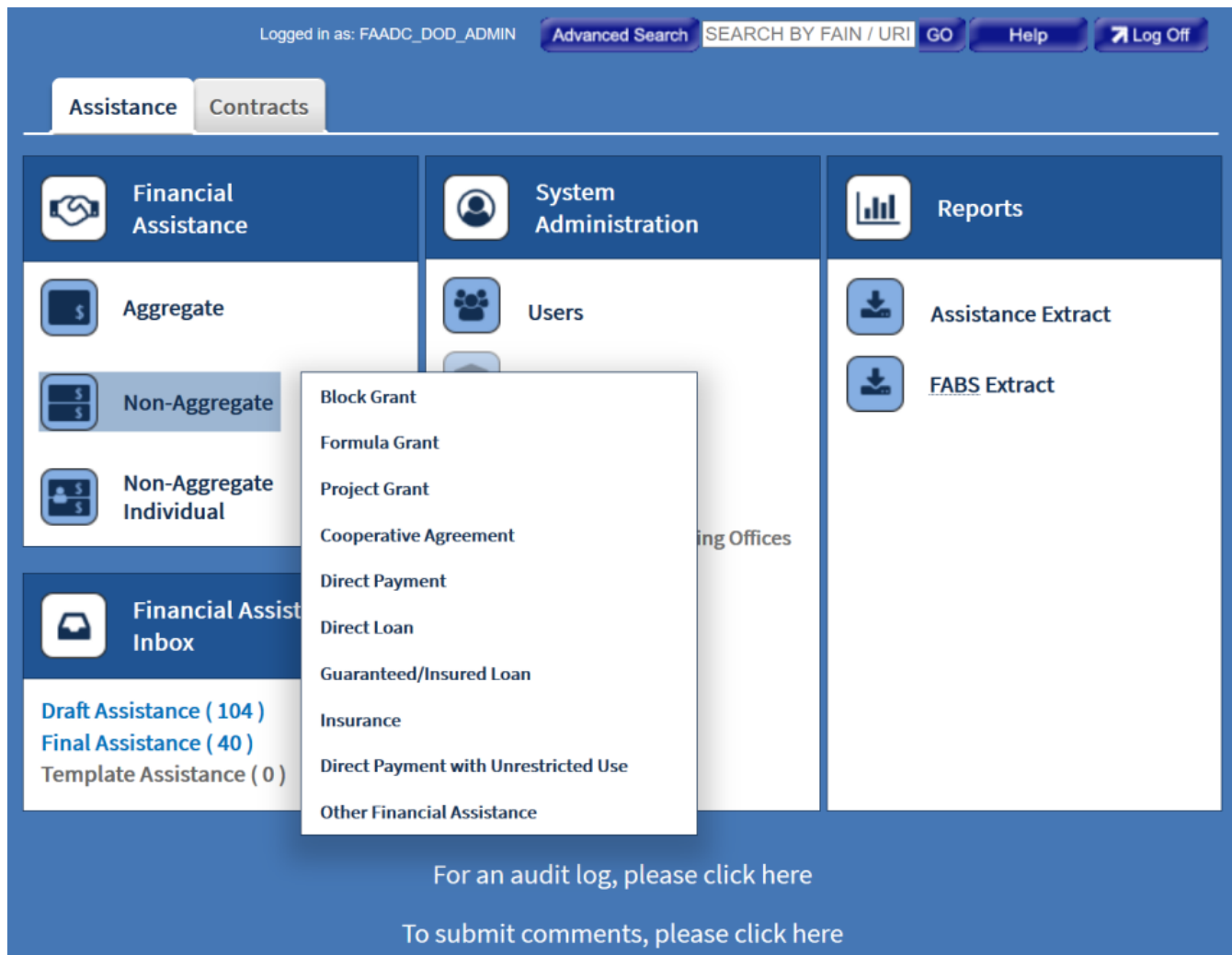
Introduction:

The Aggregate menu will appear when the mouse hovers over the Aggregate button. The user may then select which form they would like to complete from the dropdown menu.

Steps:

1. Hover mouse over “Aggregate”.
2. Click on record type from the dropdown menu.

Non-Aggregate Menu from Landing Page



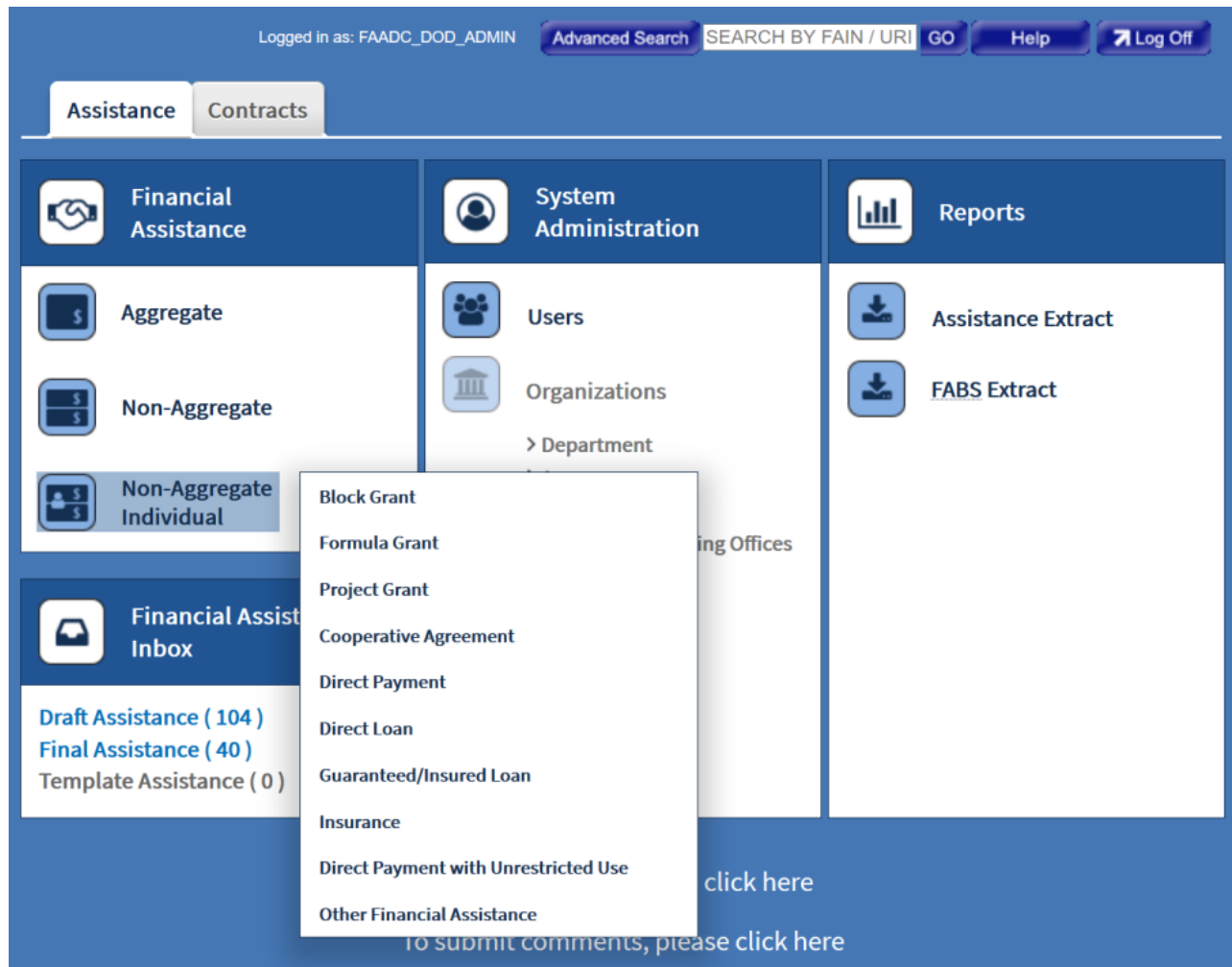
Introduction:

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 complete from the dropdown menu.

Steps:

1. Hover mouse over "Non-Aggregate".
2. Click on record type from the dropdown 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 complete from the dropdown menu.

Steps:

1. Hover mouse over “Non-Aggregate Individual”.
2. Click on record type from the dropdown menu.

Advanced Search

Document Search Criteria			
	Agency	FAIN	Amendment No
Assistance ID:	9700		
URI:			
Created By (User ID):			
Last Modified By (User ID):			
Closed By (User ID):			
Awarding Sub-Tier Agency ID:			
Awarding Office ID:			
Unique Entity ID:			
Legal Business Name:			
Assistance Listing : (formerly known as CFDA)			
Funding Sub-Tier Agency ID:			
Funding Office ID:			
Status:	Final		
Closed Status:	SELECT STATUS		
Record Type:	SELECT RECORD TYPE		
Assistance Type:	SELECT ASSISTANCE TYPE		
Type of R&D Funds:	SELECT TYPE OF R&D FUNDS		
	From:	To:	
Federal Action Obligation Range:			
Total Federal Award Value Range:			
Indirect Cost Federal Share Amount:			
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):			
Closed Date Range (mm/dd/yyyy):			
<div> <input type="button" value="Search"/> <input type="button" value="Extract"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/> </div> <p>NOTE: The search may take about 5 to 10 minutes to return the results.</p>			

Introduction:

The FAADC Advanced Search page is reachable from the FAADC Landing page. The user clicks “Advanced Search” from the top of the landing page to open the Document Search Criteria window shown on figure above. The user can refine their search using the individual text boxes and dropdown menus as searchable fields. To execute the search, the user clicks the “Search” button located at the bottom of the page. To clear the search criteria, the user clicks the “Clear” button. To return to landing page, the user clicks the

“Close” button. To open the FAADC Help Guide, the user clicks 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 Found1 - 2 Of 2

Open Document

FAIN: FA86502415201

URI:

Amendment Number: 0

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

Awarding Office Name: FA8650 USAF AFMC AFRL PZL AFRL/PZL

Legal Business Name: DYNAMART INVESTMENTS PROPRIETARY LIMITED

Unique Entity ID: CSVKULTSVSS7

Action Date: 02/02/2024

Record Type:

Assistance Type:

Status:

Assistance Listing:

Federal Action Obligation: [*]

Total Federal Award Value:

Indirect Cost Federal Share Amount:

Non-Federal Funding Amount: [*]

Face Value of Direct Loan: [*]

Original Loan Subsidy Cost: [*]

Non-Aggregate Project Grant

Final

10.069, 10.053, 10.090,

\$5531.00

\$5700.00

\$0.00

\$385.00

\$0.00

\$0.00

Open Document

FAIN: FA86502415201

URI:

Amendment Number: P00001

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

Awarding Office Name: FA8650 USAF AFMC AFRL PZL AFRL/PZL

Legal Business Name: DYNAMART INVESTMENTS PROPRIETARY LIMITED

Unique Entity ID: CSVKULTSVSS7

Action Date: 05/05/2024

Record Type:

Assistance Type:

Status:

Assistance Listing:

Federal Action Obligation: [*]

Total Federal Award Value:

Indirect Cost Federal Share Amount:

Non-Federal Funding Amount: [*]

Face Value of Direct Loan: [*]

Original Loan Subsidy Cost: [*]

Non-Aggregate Project Grant

Final

10.069, 10.053, 10.090,

\$290.00

\$200.00

\$0.00

\$0.00

\$0.00

\$0.00

[*] Including the sum of all Assistance Listings, if applicable

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 each record's information.

Draft Assistance Inbox

HOME

Advanced Search

SEARCH BY FAIN / URI

GO

Log Off

Close

Help

ASSISTANCE Search Results

15 Documents Found

1 - 10 Of 15

Next

Open Document FAIN: W912J7221COKE URI: Amendment Number: 0 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG Legal Business Name: OCTO CONSULTING GROUP, LLC Unique Entity ID: X5V6UB9HVCD8 Action Date: 02/17/2022	Record Type: Assistance Type: Status: Assistance Listing: Federal Action Obligation: Total Federal Award Value: Indirect Cost Federal Share Amount: Non-Federal Funding Amount: Face Value of Direct Loan: Original Loan Subsidy Cost:	Non-Aggregate Block Grant Draft 10.001 \$100.00 \$100.00 \$0.00 \$100.00 \$0.00 \$0.00
Open Document FAIN: W912J7221N333 URI: Amendment Number: 0 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG Legal Business Name: OCTO CONSULTING GROUP, LLC Unique Entity ID: X5V6UB9HVCD8 Action Date: 03/15/2022	Record Type: Assistance Type: Status: Assistance Listing: Federal Action Obligation: Total Federal Award Value: Indirect Cost Federal Share Amount: Non-Federal Funding Amount: Face Value of Direct Loan: Original Loan Subsidy Cost:	Non-Aggregate Project Grant Draft 10.001 \$100.00 \$100.00 \$0.00 \$100.00 \$0.00 \$0.00
Open Document FAIN: W912J7221NONE URI: Amendment Number: 0 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG Legal Business Name: OCTO CONSULTING GROUP, LLC Unique Entity ID: X5V6UB9HVCD8 Action Date: 03/15/2022	Record Type: Assistance Type: Status: Assistance Listing: Federal Action Obligation: Total Federal Award Value: Indirect Cost Federal Share Amount: Non-Federal Funding Amount: Face Value of Direct Loan: Original Loan Subsidy Cost:	Non-Aggregate Block Grant Draft 10.001 \$100.00 \$100.00 \$0.00 \$100.00 \$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

11 Documents Found

1 - 10 Of 11

Next

Open Document

FAIN:

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:

Awarding Office Name:

Legal Business Name:

Unique Entity ID:

Action Date:

W912J7221BOOK

0

DEPT OF THE ARMY

W7M5 USPFO ACTIVITY ID ARNG

OCTO CONSULTING GROUP, LLC

X5V6UB9HVCD8

02/17/2022

Record Type:

Assistance Type:

Status:

Assistance Listing:

Federal Action Obligation:

Total Federal Award Value:

Indirect Cost Federal Share Amount:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Final

10.001

\$100.00

\$100.00

\$0.00

\$100.00

\$0.00

\$0.00

Open Document

FAIN:

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:

Awarding Office Name:

Legal Business Name:

Unique Entity ID:

Action Date:

W912J7221BOOK

A11111

DEPT OF THE ARMY

W7M5 USPFO ACTIVITY ID ARNG

OCTO CONSULTING GROUP, LLC

X5V6UB9HVCD8

02/17/2022

Record Type:

Assistance Type:

Status:

Assistance Listing:

Federal Action Obligation:

Total Federal Award Value:

Indirect Cost Federal Share Amount:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Final

10.001

\$100.00

\$100.00

\$0.00

\$100.00

\$0.00

\$0.00

Open Document

FAIN:

URI:

Amendment Number:

Awarding Sub-Tier Agency Name:

Awarding Office Name:

Legal Business Name:

Unique Entity ID:

Action Date:

W912J7221COOK

0

DEPT OF THE ARMY

W7M5 USPFO ACTIVITY ID ARNG

OCTO CONSULTING GROUP, LLC

X5V6UB9HVCD8

02/17/2022

Record Type:

Assistance Type:

Status:

Assistance Listing:

Federal Action Obligation:

Total Federal Award Value:

Indirect Cost Federal Share Amount:

Non-Federal Funding Amount:

Face Value of Direct Loan:

Original Loan Subsidy Cost:

Non-Aggregate

Block Grant

Final

10.001

\$100.00

\$100.00

\$0.00

\$100.00

\$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

Open Document		Record Type:	Non-Aggregate Individual
FAIN:	FA8650242CC14	Assistance Type:	Cooperative Agreement
URI:		Status:	Final
Amendment Number:	0	Assistance Listing:	10.069, 10.090, 10.025
Awarding Sub-Tier Agency Name:	DEPT OF THE AIR FORCE	Federal Action Obligation: [*]	\$750.00
Awarding Office Name:	FA8650 USAF AFMC AFRL PZL AFRL/PZL	Total Federal Award Value:	\$1510.00
Legal Business Name:	REDACTED DUE TO PII	Indirect Cost Federal Share Amount:	\$410.00
Unique Entity ID:		Non-Federal Funding Amount: [*]	\$140.00
Action Date:	06/01/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00

Open Document		Record Type:	Non-Aggregate
FAIN:	FA86511610009	Assistance Type:	Project Grant
URI:		Status:	Final
Amendment Number:	P0BETA	Assistance Listing:	12.630
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation: [*]	\$1000.00
Awarding Office Name:	W074 ENDIST SAVANNAH	Total Federal Award Value:	\$23000.00
Legal Business Name:	UNIVERSITY OF MASSACHUSETTS	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:	LTNVSTJ3R6D5	Non-Federal Funding Amount: [*]	\$100.00
Action Date:	01/01/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00

Open Document		Record Type:	Non-Aggregate
FAIN:	FA87501810076	Assistance Type:	Block Grant
URI:		Status:	Final
Amendment Number:	P01010	Assistance Listing:	12.910
Awarding Sub-Tier Agency Name:	DEPT OF THE AIR FORCE	Federal Action Obligation: [*]	\$100.00
Awarding Office Name:	FA8650 USAF AFMC AFRL PZL AFRL/PZL	Total Federal Award Value:	\$100.00
Legal Business Name:	UNIVERSITY OF ILLINOIS	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:	W8XEAJDKMXH3	Non-Federal Funding Amount: [*]	\$20.00
Action Date:	01/01/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00

[*] Including the sum of all Assistance Listings, if applicable
182 Documents Found

1 - 10 Of 182

[Next](#)

Introduction:

Shown above is the bottom of the Final Assistance Inbox, displaying the number of records found, the number 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

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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This website contains data supplied by third party information suppliers, including Dun & Bradstreet (D&B). For the purposes of the following limitation on permissible use of D&B data, which includes each entity's DUNS Number and its associated business information, "D&B Open Data" is defined as the following data elements: Legal Business Name, Street Address, City Name, State/Province Name, Country Name, County Code, State/Province Code, State/Province Abbreviation, ZIP/Postal Code, Country Name and Country Code.

Entity registration, exclusion, or contract award records in FPDS may contain D&B-supplied data. Applicable records containing D&B data include all entity registration records with a last updated date earlier than 4/4/2022, all exclusions records with a created date earlier than 4/4/2022, and all base award notices with an award date earlier than 4/4/2022. These records show the Entity Validation Service (EVS) Source as D&B in outbound data streams.

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