

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

**Last updated: November 16, 2024**

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# General Functions

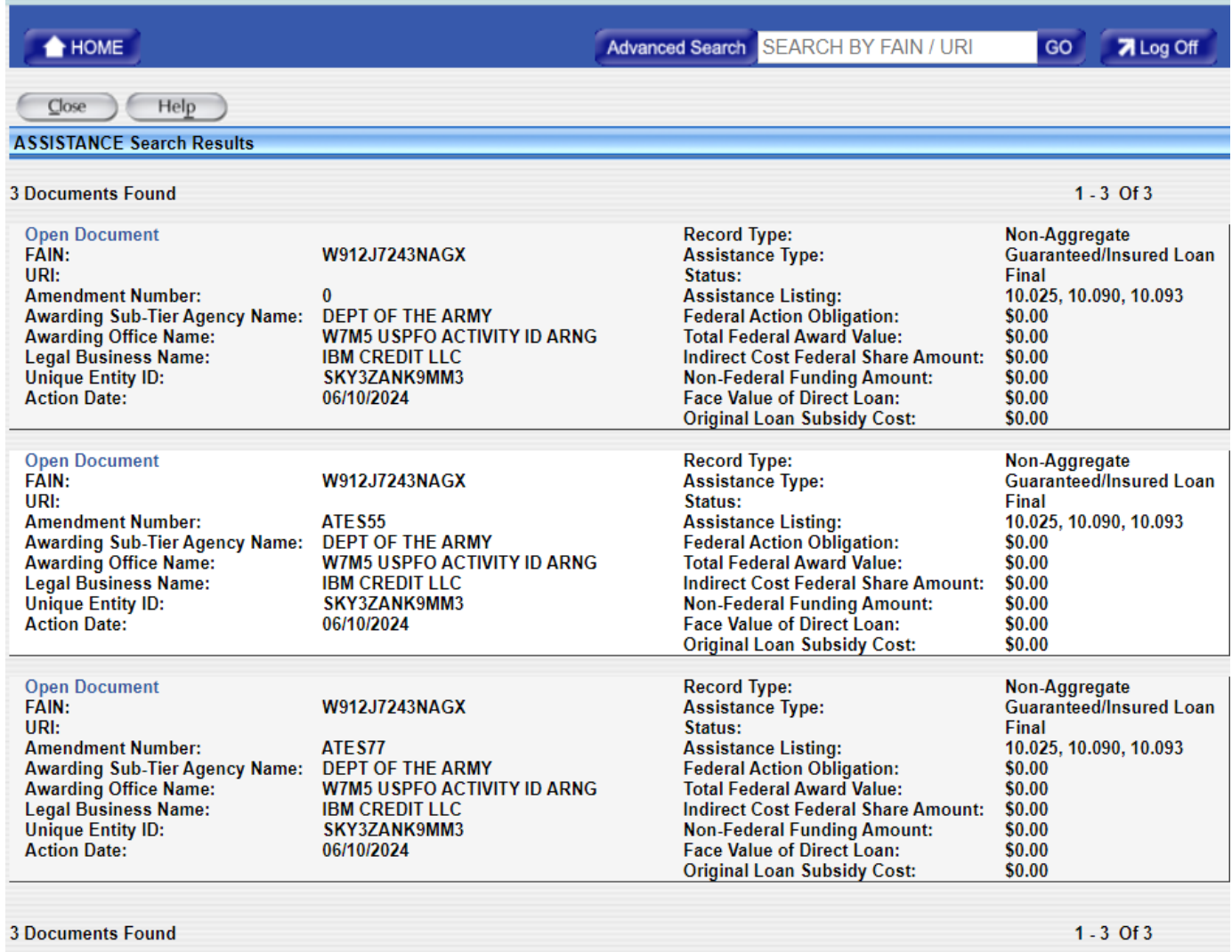
## FAIN Search - GO

### Introduction:

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



The screenshot displays the ASSISTANCE Search Results interface. At the top, there is a navigation bar with a HOME button, an Advanced Search button, a search input field containing "SEARCH BY FAIN / URI", a GO button, and a Log Off button. Below the navigation bar are Close and Help buttons. The main content area is titled "ASSISTANCE Search Results" and shows "3 Documents Found" with a page indicator "1 - 3 Of 3". Three search results are listed, each with an "Open Document" link and a table of details.

Document 1		Document 2		Document 3	
<a href="#">Open Document</a>	FAIN: W912J7243NAGX	<a href="#">Open Document</a>	FAIN: W912J7243NAGX	<a href="#">Open Document</a>	FAIN: W912J7243NAGX
URI:		URI:		URI:	
Amendment Number:	0	Amendment Number:	ATES55	Amendment Number:	ATES77
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG
Legal Business Name:	IBM CREDIT LLC	Legal Business Name:	IBM CREDIT LLC	Legal Business Name:	IBM CREDIT LLC
Unique Entity ID:	SKY3ZANK9MM3	Unique Entity ID:	SKY3ZANK9MM3	Unique Entity ID:	SKY3ZANK9MM3
Action Date:	06/10/2024	Action Date:	06/10/2024	Action Date:	06/10/2024
Record Type:	Non-Aggregate	Record Type:	Non-Aggregate	Record Type:	Non-Aggregate
Assistance Type:	Guaranteed/Insured Loan	Assistance Type:	Guaranteed/Insured Loan	Assistance Type:	Guaranteed/Insured Loan
Status:	Final	Status:	Final	Status:	Final
Assistance Listing:	10.025, 10.090, 10.093	Assistance Listing:	10.025, 10.090, 10.093	Assistance Listing:	10.025, 10.090, 10.093
Federal Action Obligation:	\$0.00	Federal Action Obligation:	\$0.00	Federal Action Obligation:	\$0.00
Total Federal Award Value:	\$0.00	Total Federal Award Value:	\$0.00	Total Federal Award Value:	\$0.00
Indirect Cost Federal Share Amount:	\$0.00	Indirect Cost Federal Share Amount:	\$0.00	Indirect Cost Federal Share Amount:	\$0.00
Non-Federal Funding Amount:	\$0.00	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	Face Value of Direct Loan:	\$0.00
Original Loan Subsidy Cost:	\$0.00	Original Loan Subsidy Cost:	\$0.00	Original Loan Subsidy Cost:	\$0.00


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

# Advanced Search


## Introduction:

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

## Steps:

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

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

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









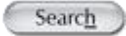
4. FAIN - The maximum length of this field is 30 characters.

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

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

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

8. Last Modified By (User ID) - There is no minimum constraint on this field. The maximum length of this field is 50 characters.

9. Closed By (User ID) – There is no minimum constraint on this field. The maximum length of this field is 50 characters.
10. 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.
11. Awarding Office ID - Enter the Awarding Office ID. You may use the  to see a pick list.
12. Unique Entity ID – Enter the 12-digit Unique Entity ID.
13. 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.
14. 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 that the record has more Assistance Listing values. Clicking the Ellipses button  will show all Assistance Listing values for that record.
15. 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.
16. Funding Office ID - Enter the Funding Office ID. You may use the  to see a pick list.
17. Status – Select **Draft** or **Final** for the Status.
18. Closed Status – Select ‘Yes’ to search for grants that are closed. Select ‘No’ to search for grants that are not closed.
19. Record Type – Select ‘Aggregate’, ‘Non-Aggregate’, or ‘Non-Aggregate Individual’ to search by type of record.
20. Assistance Type – Select one of the 10 choices available in the pull-down list.
21. Type of R&D Funds
22. Enter the Federal Action Obligation Range in dollars and cents.
23. Enter the Total Federal Award Value Range in dollars and cents.
24. Enter the Indirect Cost Federal Share Amount in dollars and cents.
25. Enter the Non-Federal Funding Amount Range in dollars and cents.
26. Enter the Face Value of Direct Loan Range in dollars and cents.
27. Enter the Original Loan Subsidy Cost Range in dollars and cents.
28. Enter the Action Date Range in the mm/dd/yyyy format.
29. Enter the Last Modified Date Range in the mm/dd/yyyy format.
30. Enter the Closed Date Range in the mm/dd/yyyy format.
31. Click . A list of documents will display.

HOME Advanced Search SEARCH BY FAIN / URI GO Log Off

Close Help

**ASSISTANCE Search Results**

3 Documents Found 1 - 3 Of 3

<a href="#">Open Document</a>	Record Type:	Non-Aggregate
FAIN: W912J7243NAGX	Assistance Type:	Guaranteed/Insured Loan
URI:	Status:	Final
Amendment Number: 0	Assistance Listing:	10.025, 10.090, 10.093
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Federal Action Obligation:	\$0.00
Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG	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: 06/10/2024	Face Value of Direct Loan:	\$0.00
	Original Loan Subsidy Cost:	\$0.00

<a href="#">Open Document</a>	Record Type:	Non-Aggregate
FAIN: W912J7243NAGX	Assistance Type:	Guaranteed/Insured Loan
URI:	Status:	Final
Amendment Number: ATE555	Assistance Listing:	10.025, 10.090, 10.093
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Federal Action Obligation:	\$0.00
Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG	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: 06/10/2024	Face Value of Direct Loan:	\$0.00
	Original Loan Subsidy Cost:	\$0.00

<a href="#">Open Document</a>	Record Type:	Non-Aggregate
FAIN: W912J7243NAGX	Assistance Type:	Guaranteed/Insured Loan
URI:	Status:	Final
Amendment Number: ATE577	Assistance Listing:	10.025, 10.090, 10.093
Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Federal Action Obligation:	\$0.00
Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG	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: 06/10/2024	Face Value of Direct Loan:	\$0.00
	Original Loan Subsidy Cost:	\$0.00

3 Documents Found 1 - 3 Of 3

32. Click the **Open Document** link for document you want to display.
33. In addition to the Search function, you can also download records with the search criteria in a CSV extract. The extract contains all data elements entered in the assistance action.
34. Select the data you wish to display as you did for the Search Function.
35. Once you have entered the data select Extract.
36. The follow message will be displayed.

**Assistance Extract Download**

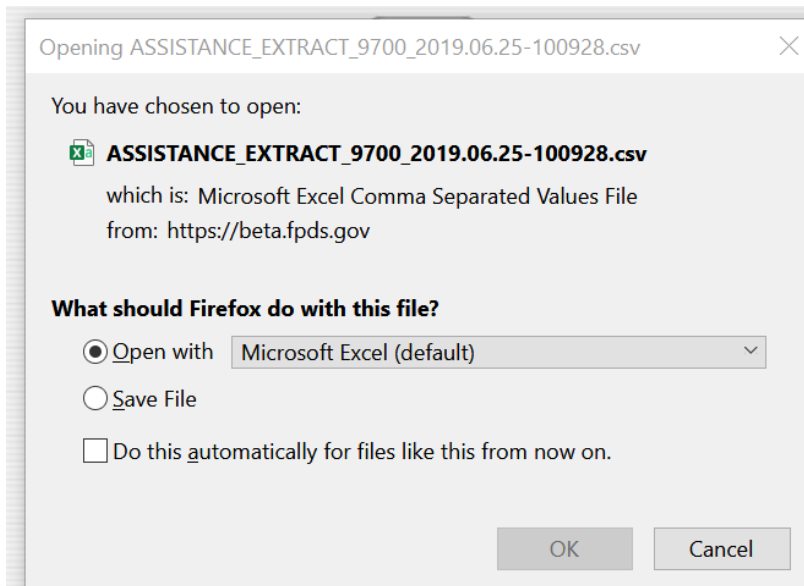
Download Extract: [ASSISTANCE\\_EXTRACT\\_9700\\_2019.06.25-100928.csv](#)

Total Record Count: 4484

Close

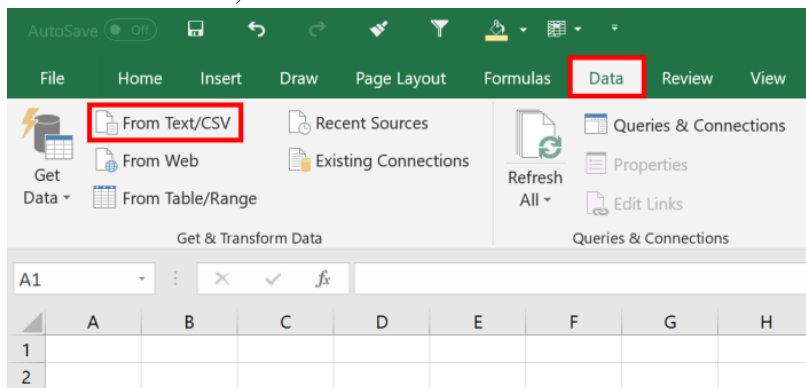
37. Click the download extract and the following screen will be shown.





38. Simply clicking 'Open with' will open the extract file within Excel. Clicking 'Save File' will download the csv file to your computer. If the file is opened directly into Excel, some of the columns may be formatted automatically by Excel. In order to avoid this, you can import the file directly into Excel 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 within step 1
5. Once Excel analyzes the file a window (as shown below) will come up showing a preview of the data within the extract file. Once this is open, click the 'Load' button to display the loaded CSV 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	F
9700	DEPT OF DEFENSE	W9124A1934444	0		
9700	DEPT OF DEFENSE	W9124A1923333	0		
9700	DEPT OF DEFENSE	W9124A1911212	0		
9700	DEPT OF DEFENSE	W9124A1911233	0		
9700	DEPT OF DEFENSE	HR00111920200	0		
9700	DEPT OF DEFENSE	FA86501122138	0	2011FA8650110269	
9700	DEPT OF DEFENSE	FA87501910090	P00001		
9700	DEPT OF DEFENSE	FA87501910090	0		
9700	DEPT OF DEFENSE	W911YN1921099	0		
9700	DEPT OF DEFENSE	W911YN1921009	P00002		
9700	DEPT OF DEFENSE	W911YN1921009	P00003		
9700	DEPT OF DEFENSE	W911YN1921009	P0001A		
9700	DEPT OF DEFENSE	W911YN1921009	0		
9700	DEPT OF DEFENSE	FA87501920070	P00001		
9700	DEPT OF DEFENSE	FA87501910026	0		

Buttons: Load, Edit, Cancel

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

**Assistance Extract Download**

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

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

Total Record Count: 116

Close

40. 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 to display the 100,000 count message, so 100 is used as an example only. When the records 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.



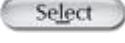
7. Enter data in the **Government Information** section.

- 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.



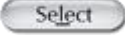
- b. **Awarding Office Code** - Awarding Office Code must be a valid Assistance awarding office code in the FPDS Assistance Awarding Office/Funding Office Lookup Table for the agency. If the default code is not appropriate, enter the code for the awarding office that executed or is otherwise responsible 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 .




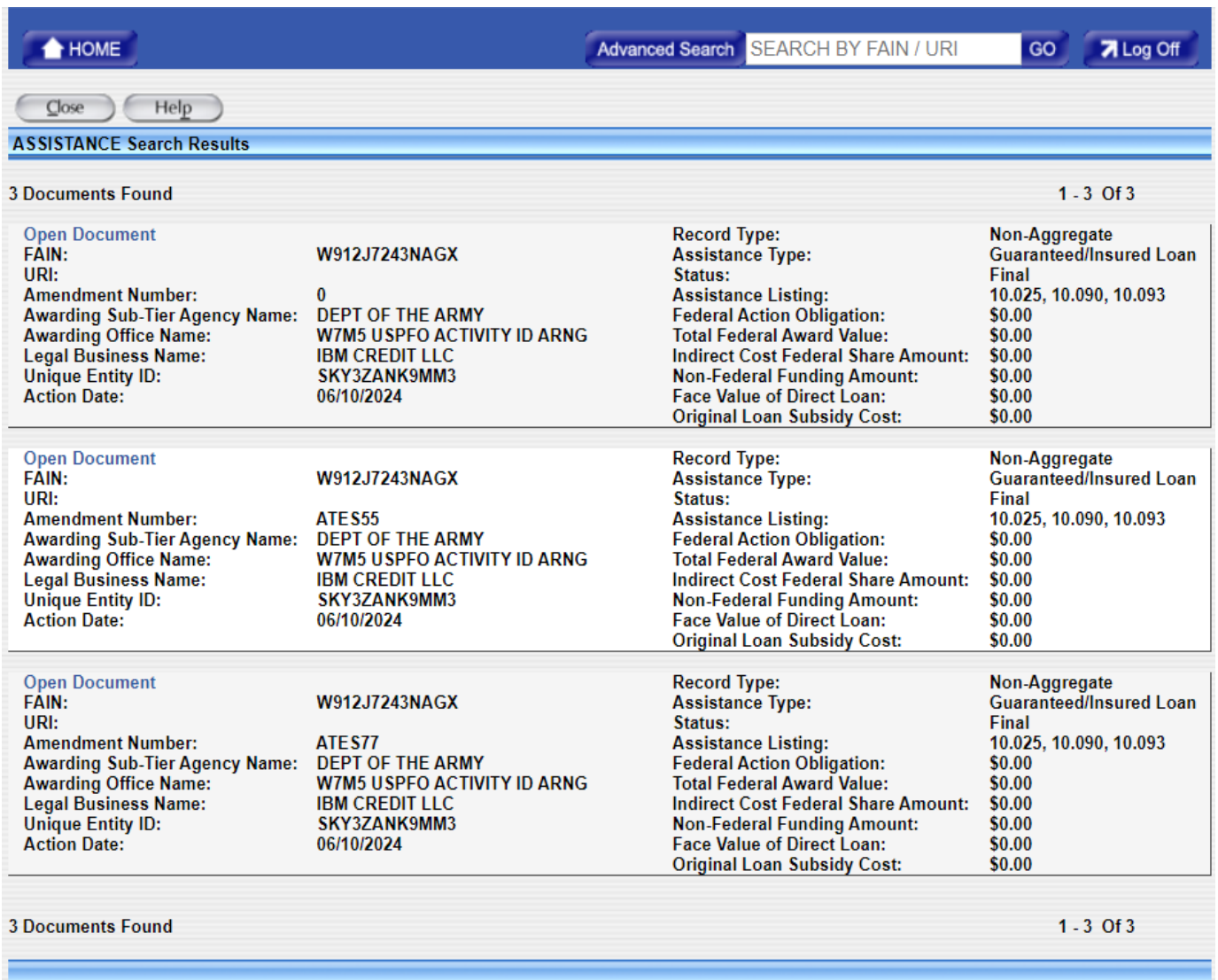
# Validate an Assistance Award

## 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:



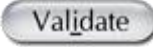
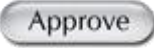
1. Enter the FAIN in the 'FAIN Search' field.
2. Click . A list of documents will display.



The screenshot shows the 'ASSISTANCE Search Results' page. At the top, there is a navigation bar with 'HOME', 'Advanced Search', a search input field containing 'SEARCH BY FAIN / URI', a 'GO' button, and a 'Log Off' button. Below the navigation bar are 'Close' and 'Help' buttons. The main content area displays '3 Documents Found' and '1 - 3 Of 3'. Three search results are listed, each with an 'Open Document' link and a table of details.

3 Documents Found		1 - 3 Of 3	
<a href="#">Open Document</a>	FAIN: W912J7243NAGX	Record Type: Non-Aggregate	Assistance Type: Guaranteed/Insured Loan
	URI:	Status: Final	Assistance Listing: 10.025, 10.090, 10.093
	Amendment Number: 0	Federal Action Obligation: \$0.00	Total Federal Award Value: \$0.00
	Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Indirect Cost Federal Share Amount: \$0.00	Non-Federal Funding Amount: \$0.00
	Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG	Face Value of Direct Loan: \$0.00	Original Loan Subsidy Cost: \$0.00
	Legal Business Name: IBM CREDIT LLC		
	Unique Entity ID: SKY3ZANK9MM3		
	Action Date: 06/10/2024		
<a href="#">Open Document</a>	FAIN: W912J7243NAGX	Record Type: Non-Aggregate	Assistance Type: Guaranteed/Insured Loan
	URI:	Status: Final	Assistance Listing: 10.025, 10.090, 10.093
	Amendment Number: ATE55	Federal Action Obligation: \$0.00	Total Federal Award Value: \$0.00
	Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Indirect Cost Federal Share Amount: \$0.00	Non-Federal Funding Amount: \$0.00
	Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG	Face Value of Direct Loan: \$0.00	Original Loan Subsidy Cost: \$0.00
	Legal Business Name: IBM CREDIT LLC		
	Unique Entity ID: SKY3ZANK9MM3		
	Action Date: 06/10/2024		
<a href="#">Open Document</a>	FAIN: W912J7243NAGX	Record Type: Non-Aggregate	Assistance Type: Guaranteed/Insured Loan
	URI:	Status: Final	Assistance Listing: 10.025, 10.090, 10.093
	Amendment Number: ATE577	Federal Action Obligation: \$0.00	Total Federal Award Value: \$0.00
	Awarding Sub-Tier Agency Name: DEPT OF THE ARMY	Indirect Cost Federal Share Amount: \$0.00	Non-Federal Funding Amount: \$0.00
	Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG	Face Value of Direct Loan: \$0.00	Original Loan Subsidy Cost: \$0.00
	Legal Business Name: IBM CREDIT LLC		
	Unique Entity ID: SKY3ZANK9MM3		
	Action Date: 06/10/2024		
3 Documents Found		1 - 3 Of 3	

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


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

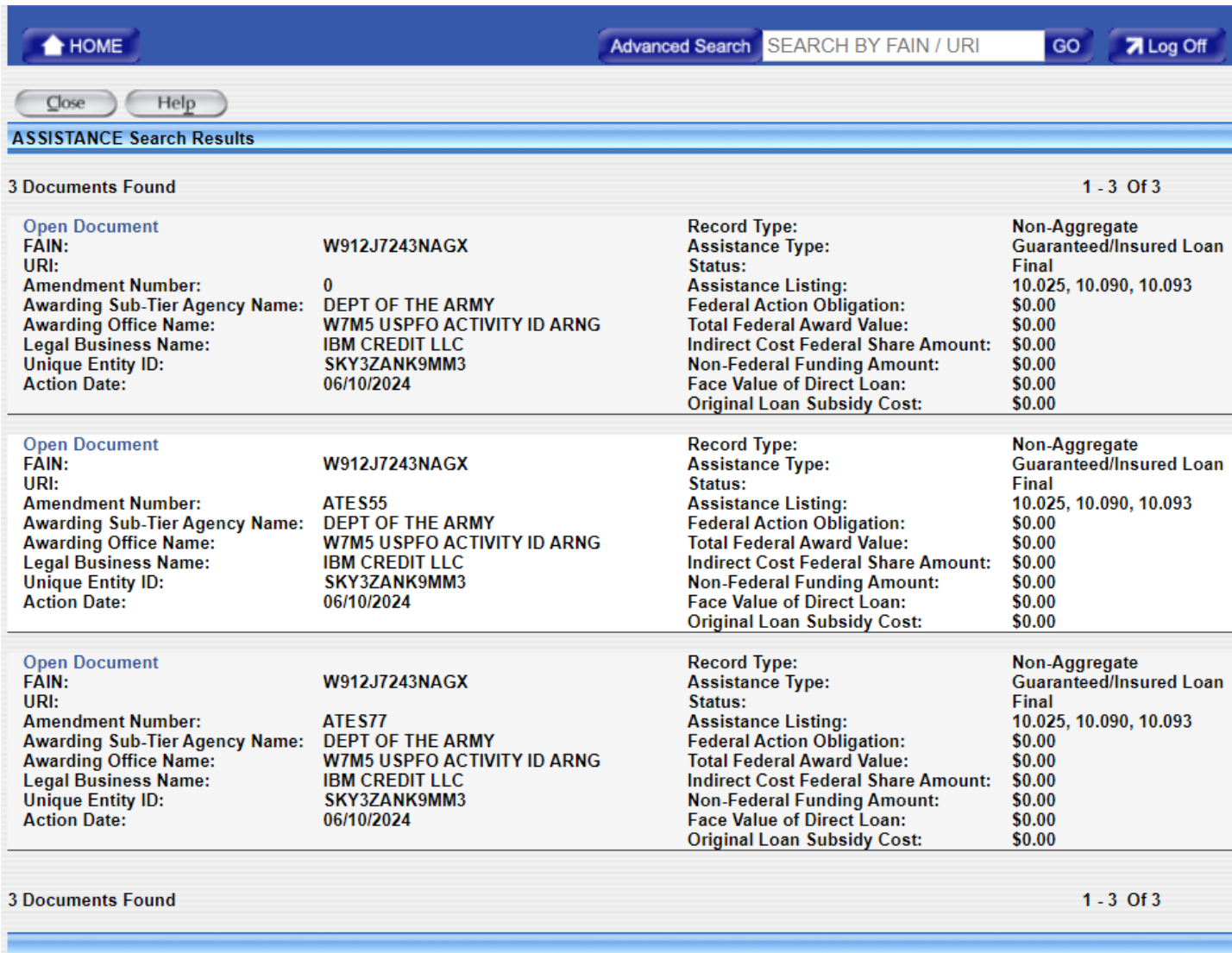
# Approve an Assistance Award

## Introduction

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

## Steps:

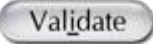

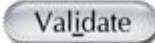
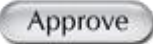
1. Enter the FAIN in the 'Search FAIN' field.
2. Click . A list of documents will display.



The screenshot shows a web application interface for searching assistance awards. At the top, there is a navigation bar with a 'HOME' button, an 'Advanced Search' section with a search box containing 'SEARCH BY FAIN / URI' and a 'GO' button, and a 'Log Off' button. Below the navigation bar are 'Close' and 'Help' buttons. The main content area is titled 'ASSISTANCE Search Results' and shows '3 Documents Found' with a page indicator '1 - 3 Of 3'. Three document entries are listed, each with an 'Open Document' link and a table of details.

3 Documents Found		1 - 3 Of 3	
<a href="#">Open Document</a>	FAIN: W912J7243NAGX URI: Amendment Number: 0 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 06/10/2024	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 Guaranteed/Insured Loan Final 10.025, 10.090, 10.093 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
<a href="#">Open Document</a>	FAIN: W912J7243NAGX URI: Amendment Number: ATE55 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 06/10/2024	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 Guaranteed/Insured Loan Final 10.025, 10.090, 10.093 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
<a href="#">Open Document</a>	FAIN: W912J7243NAGX URI: Amendment Number: ATE577 Awarding Sub-Tier Agency Name: DEPT OF THE ARMY Awarding Office Name: W7M5 USPFO ACTIVITY ID ARNG Legal Business Name: IBM CREDIT LLC Unique Entity ID: SKY3ZANK9MM3 Action Date: 06/10/2024	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 Guaranteed/Insured Loan Final 10.025, 10.090, 10.093 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
3 Documents Found		1 - 3 Of 3	

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.

HOME      Advanced Search      SEARCH BY FAIN / URI      GO      Log Off

Close      Help

**ASSISTANCE Search Results**

3 Documents Found 1 - 3 Of 3

<a href="#">Open Document</a>		Record Type:	Non-Aggregate
FAIN:	W912J7243NAGX	Assistance Type:	Guaranteed/Insured Loan
URI:		Status:	Final
Amendment Number:	0	Assistance Listing:	10.025, 10.090, 10.093
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation:	\$0.00
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	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:	06/10/2024	Face Value of Direct Loan:	\$0.00
		Original Loan Subsidy Cost:	\$0.00

<a href="#">Open Document</a>		Record Type:	Non-Aggregate
FAIN:	W912J7243NAGX	Assistance Type:	Guaranteed/Insured Loan
URI:		Status:	Final
Amendment Number:	ATES55	Assistance Listing:	10.025, 10.090, 10.093
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation:	\$0.00
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	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:	06/10/2024	Face Value of Direct Loan:	\$0.00
		Original Loan Subsidy Cost:	\$0.00

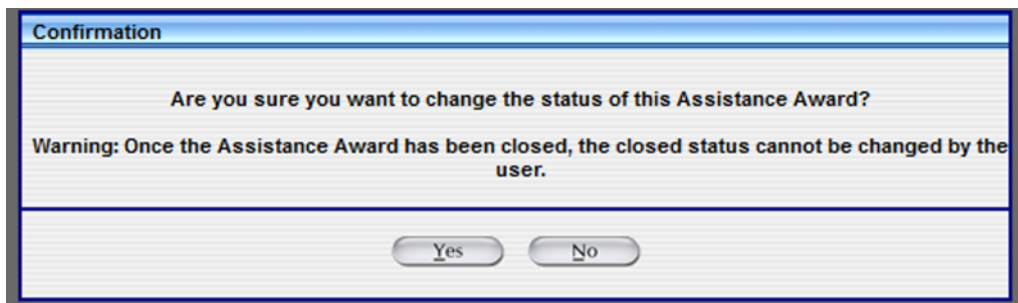
<a href="#">Open Document</a>		Record Type:	Non-Aggregate
FAIN:	W912J7243NAGX	Assistance Type:	Guaranteed/Insured Loan
URI:		Status:	Final
Amendment Number:	ATES77	Assistance Listing:	10.025, 10.090, 10.093
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation:	\$0.00
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	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:	06/10/2024	Face Value of Direct Loan:	\$0.00
		Original Loan Subsidy Cost:	\$0.00

3 Documents Found 1 - 3 Of 3

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.



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.



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

**ASSISTANCE Search Results**

7 Documents Found

1 - 7 Of 7

<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> 0 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/09/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, ... \$1000.00 \$6500.00 \$0.00 \$1300.00 \$0.00 \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> A16542 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/09/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, ... \$-40.00 \$0.00 \$0.00 \$-40.00 \$0.00 \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> A54321 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/10/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, ... \$0.00 \$500.00 \$0.00 \$50.00 \$0.00 \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> A54322 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/09/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, ... \$140.00 \$350.00 \$0.00 \$200.00 \$0.00 \$0.00


3. Click the **Open Document** link to open the assistance award screen for the selected record.
4. If the Assistance award opened has an Award Status value of FINAL, Click .
5. A new Assistance Award screen opens with 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.



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

**ASSISTANCE Search Results**

7 Documents Found

1 - 7 Of 7

<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> 0 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/09/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, \$1000.00 \$6500.00 \$0.00 \$1300.00 \$0.00 \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> A16542 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/09/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, \$-40.00 \$0.00 \$0.00 \$-40.00 \$0.00 \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> A54321 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/10/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, \$0.00 \$500.00 \$0.00 \$50.00 \$0.00 \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J72413106 <b>URI:</b> <b>Amendment Number:</b> A54322 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> REDACTED DUE TO PII <b>Unique Entity ID:</b> <b>Action Date:</b> 05/09/2024	<b>Record Type:</b> <b>Assistance Type:</b> <b>Status:</b> <b>Assistance Listing:</b> <b>Federal Action Obligation: [*]</b> <b>Total Federal Award Value:</b> <b>Indirect Cost Federal Share Amount:</b> <b>Non-Federal Funding Amount: [*]</b> <b>Face Value of Direct Loan: [*]</b> <b>Original Loan Subsidy Cost: [*]</b>	<b>Non-Aggregate Individual Formula Grant Final</b>  15.231, 10.025, 10.069, \$140.00 \$350.00 \$0.00 \$200.00 \$0.00 \$0.00

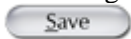
3. Click the **Open Document** link to open the assistance award screen for the selected record.

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.


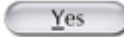
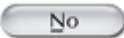
## Note the following:

- 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	SEARCH BY FAIN / URI	GO	Log Off
Close		Help			
ASSISTANCE Search Results					
3 Documents Found			1 - 3 Of 3		
<a href="#">Open Document</a>					
FAIN:	W912J7243NAGX	Record Type:	Non-Aggregate		
URI:		Assistance Type:	Guaranteed/Insured Loan		
Amendment Number:	0	Status:	Final		
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Assistance Listing:	10.025, 10.090, 10.093		
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	Federal Action Obligation:	\$0.00		
Legal Business Name:	IBM CREDIT LLC	Total Federal Award Value:	\$0.00		
Unique Entity ID:	SKY3ZANK9MM3	Indirect Cost Federal Share Amount:	\$0.00		
Action Date:	06/10/2024	Non-Federal Funding Amount:	\$0.00		
		Face Value of Direct Loan:	\$0.00		
		Original Loan Subsidy Cost:	\$0.00		
<hr/>					
<a href="#">Open Document</a>					
FAIN:	W912J7243NAGX	Record Type:	Non-Aggregate		
URI:		Assistance Type:	Guaranteed/Insured Loan		
Amendment Number:	ATES55	Status:	Final		
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Assistance Listing:	10.025, 10.090, 10.093		
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	Federal Action Obligation:	\$0.00		
Legal Business Name:	IBM CREDIT LLC	Total Federal Award Value:	\$0.00		
Unique Entity ID:	SKY3ZANK9MM3	Indirect Cost Federal Share Amount:	\$0.00		
Action Date:	06/10/2024	Non-Federal Funding Amount:	\$0.00		
		Face Value of Direct Loan:	\$0.00		
		Original Loan Subsidy Cost:	\$0.00		
<hr/>					
<a href="#">Open Document</a>					
FAIN:	W912J7243NAGX	Record Type:	Non-Aggregate		
URI:		Assistance Type:	Guaranteed/Insured Loan		
Amendment Number:	ATES77	Status:	Final		
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Assistance Listing:	10.025, 10.090, 10.093		
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	Federal Action Obligation:	\$0.00		
Legal Business Name:	IBM CREDIT LLC	Total Federal Award Value:	\$0.00		
Unique Entity ID:	SKY3ZANK9MM3	Indirect Cost Federal Share Amount:	\$0.00		
Action Date:	06/10/2024	Non-Federal Funding Amount:	\$0.00		
		Face Value of Direct Loan:	\$0.00		
		Original Loan Subsidy Cost:	\$0.00		
<hr/>					
3 Documents Found			1 - 3 Of 3		

- 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 .
- A dialogue box opens asking **Are You Sure You Want to Delete the Document?**
- To complete the delete, click .
- To cancel and retain the record, click .

## Assistance Inbox


### Draft Assistance Inbox Awards

#### Introduction

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

#### Steps:

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

ASSISTANCE Search Results		1 - 3 Of 3	
<b>3 Documents Found</b>			
<a href="#">Open Document</a>	SP48002413618	Record Type:	Non-Aggregate Individual
FAIN:		Assistance Type:	Block Grant
URI:		Status:	Draft
Amendment Number:	0	Assistance Listing:	10.030
Awarding Sub-Tier Agency Name:	DEFENSE LOGISTICS AGENCY	Federal Action Obligation: [*]	\$0.00
Awarding Office Name:	BUSINESS UTILIZATION -DLA-DB	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:	06/03/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00
<a href="#">Open Document</a>	W912J72414107	Record Type:	Non-Aggregate Individual
FAIN:		Assistance Type:	Block Grant
URI:		Status:	Draft
Amendment Number:	0	Assistance Listing:	10.051, 10.518, 10.210, 
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation: [*]	\$0.00
Awarding Office Name:	W7M5 USPFO ACTIVITY ID 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:	06/04/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00
<a href="#">Open Document</a>	W912J7241TABG	Record Type:	Non-Aggregate Individual
FAIN:		Assistance Type:	Block Grant
URI:		Status:	Draft
Amendment Number:	0	Assistance Listing:	10.025, 10.074
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation: [*]	\$80.00
Awarding Office Name:	W7M5 USPFO ACTIVITY ID ARNG	Total Federal Award Value:	\$110.00
Legal Business Name:	REDACTED DUE TO PII	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:		Non-Federal Funding Amount: [*]	\$90.00
Action Date:	06/01/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00

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


# Final Assistance Inbox Awards

## Introduction

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

## Steps:

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

ASSISTANCE Search Results		1 - 6 Of 6	
6 Documents Found			
<a href="#">Open Document</a>		Record Type:	Non-Aggregate Individual
FAIN:	HE12542411620	Assistance Type:	Block Grant
URI:		Status:	Final
Amendment Number:	0	Assistance Listing:	10.030, 10.255
Awarding Sub-Tier Agency Name:	DEPT OF DEFENSE EDUCATION ACTIVITY (DODEA)	Federal Action Obligation: [*]	\$20.00
Awarding Office Name:	DOD EDUCATION ACTIVITY	Total Federal Award Value:	\$20.00
Legal Business Name:	REDACTED DUE TO PII	Indirect Cost Federal Share Amount:	\$20.00
Unique Entity ID:		Non-Federal Funding Amount: [*]	\$20.00
Action Date:	06/03/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00
<a href="#">Open Document</a>		Record Type:	Non-Aggregate Individual
FAIN:	W15P7T241MF12	Assistance Type:	Block Grant
URI:		Status:	Final
Amendment Number:	0	Assistance Listing:	10.225, 10.090, 10.210, 
Awarding Sub-Tier Agency Name:	DEPT OF THE ARMY	Federal Action Obligation: [*]	\$100.00
Awarding Office Name:	W6QK ACC-APG	Total Federal Award Value:	\$100.00
Legal Business Name:	REDACTED DUE TO PII	Indirect Cost Federal Share Amount:	\$0.00
Unique Entity ID:		Non-Federal Funding Amount: [*]	\$60.00
Action Date:	06/10/2024	Face Value of Direct Loan: [*]	\$0.00
		Original Loan Subsidy Cost: [*]	\$0.00

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

# System Administration

## Create a User

### Introduction:

The User Management screen allows the Agency System Administrator to create 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.

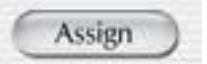
- **Agency ID**
  - Use Lookup button  to find Agency
- **Organization ID**
  - Use Lookup button  to find Organization and input an Organization ID.
- Contracting Office ID
  - Use Lookup button  to find Contracting Office
- Rank ID
- Routing Symbol
- Room No.
- Supervisor ID
  - Use Lookup button 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

10. Click .

11. Click .

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

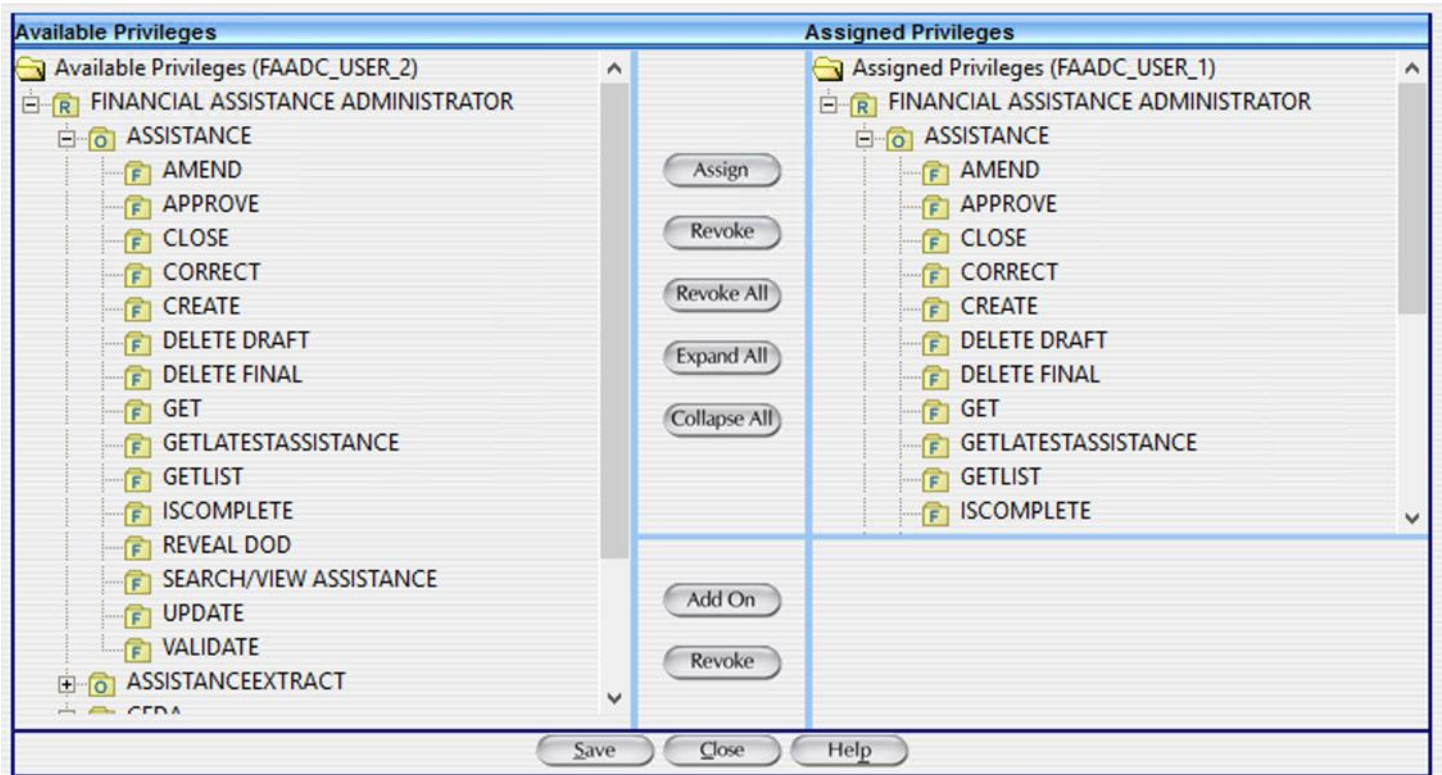
- If you select the Role , all of the sub-privileges will automatically be copied. All privileges are assigned at the role level.

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:


The screenshot shows a window titled "Agency Selection". It contains a table with the following data:

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

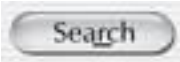
Below the table, it says "1 out of 1 items found." At the bottom, there is a section titled "Find items that match the following criteria:" with the following fields:

- Department ID:
- Parent Agency ID:
- Agency ID:
- Agency Name:

On the right side, there are buttons for "Select", "Cancel", "Search", "Clear", and "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: 9700      Parent Organization Name:

Select      Cancel

Search      Clear      Help

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

Find items that match the following criteria:

Office ID:       Office Name:


Agency ID:       Agency Name:

City:       State:

Region Code:       Zip Code:

Search      Clear      Help

**Searching for an Existing User**

1. Click on 
2. Clear screen using 

**User Selection**


Select	User ID	User Type	User Name	User Title
0 out of 0 items found				


Find items that match the following criteria:

User ID:	<input type="text"/>	First Name:	<input type="text"/>
User Type:	GOVERNMENT <input type="button" value="v"/>	Last Name:	<input type="text"/>
Agency ID:	<input type="text"/>	Routing Symbol:	<input type="text"/>
MACOM/SUBCOM ID:	<input type="text"/>	Rank ID:	<input type="text"/>
Contracting OfficeID:	<input type="text"/>	Start Date:	<input type="text"/>
Organization Name:	<input type="text"/>	End Date:	<input type="text"/>
Supervisor User ID:	<input type="text"/>		

Buttons: Select, Cancel, Search, Clear, Help

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

4. Clear screen using .



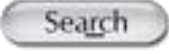


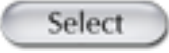


5. When results are returned, select user and click .

# 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

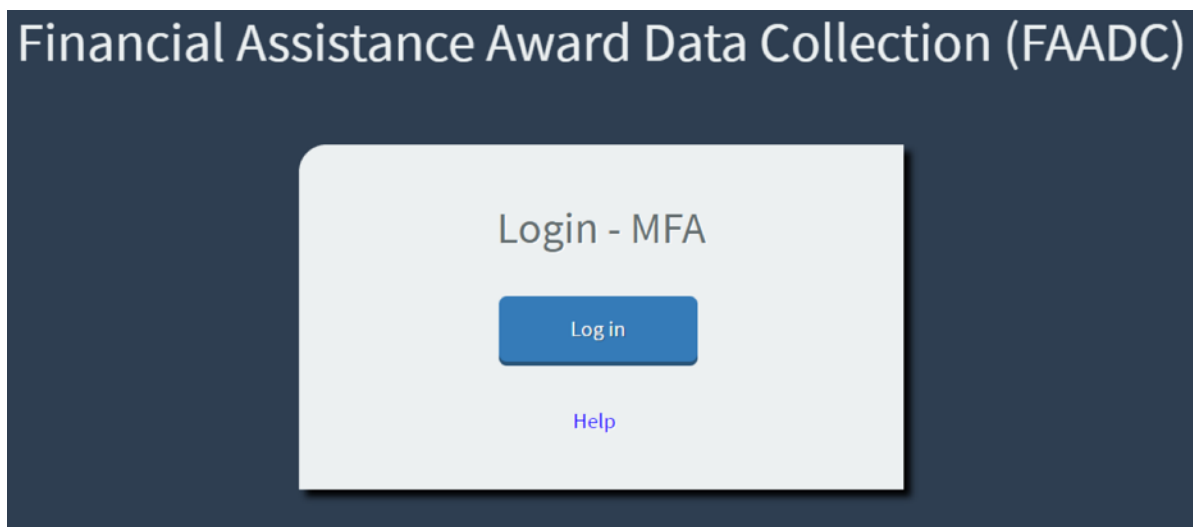
The User privileges located in the system administration section of FAADC provides three levels of privileges. These privileges are defined by roles that are assigned to the User ID. See the following table for the roles in the order of the level of privileges.

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>)

### 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 \(H21\)](#)
- » [NIA Code - Operation Allies Refuge \(O21R\)](#)
- » [Decommission of FPDS XML Archives](#)

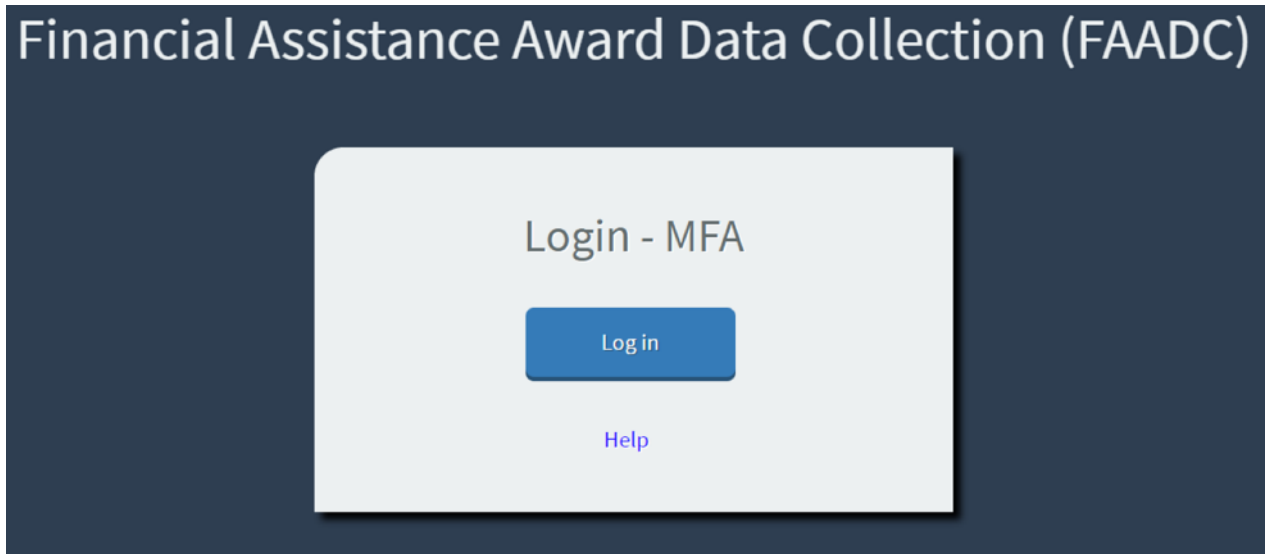
## Introduction:

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

Logged in as: FAADC\_USER\_2

Advanced Search SEARCH BY FAIN / URI GO Help Log Off

Assistance Contracts

**Financial Assistance**

- Aggregate
- Non-Aggregate
- Non-Aggregate Individual

**Financial Assistance Inbox**

- Draft Assistance ( 19 )
- Final Assistance ( 125 )
- Template Assistance ( 0 )

**System Administration**

- Users
- Organizations
  - > Department
  - > Agency
  - > Organization
  - > Funding & Awarding Offices
- CFDA Assistance Listing
- FICE FICE Code

**Reports**

- Assistance Extract
- FABS Extract

For an audit log, please click here

To submit comments, please click here

## 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

The screenshot displays the FAADC landing page interface. At the top, it shows the user is logged in as 'FAADC\_USER\_2'. A search bar is highlighted with a red box, containing the text 'SEARCH BY FAIN / URI' and a 'GO' button. To the left of the search bar is an 'Advanced Search' button. To the right are 'Help' and 'Log Off' buttons. Below the search bar are two tabs: 'Assistance' and 'Contracts'. The main content area is divided into three columns. The first column, 'Financial Assistance', includes sub-sections for 'Aggregate', 'Non-Aggregate', and 'Non-Aggregate Individual', along with a 'Financial Assistance Inbox' showing counts for Draft (19), Final (125), and Template (0) assistance. The second column, 'System Administration', includes 'Users', 'Organizations' (with sub-links for Department, Agency, Organization, and Funding & Awarding Offices), 'Assistance Listing' (CFDA), and 'FICE Code' (FICE). The third column, 'Reports', includes 'Assistance Extract' and 'FABS Extract'. At the bottom, there are two links: 'For an audit log, please click here' and 'To submit comments, please click here'.

## Introduction:

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

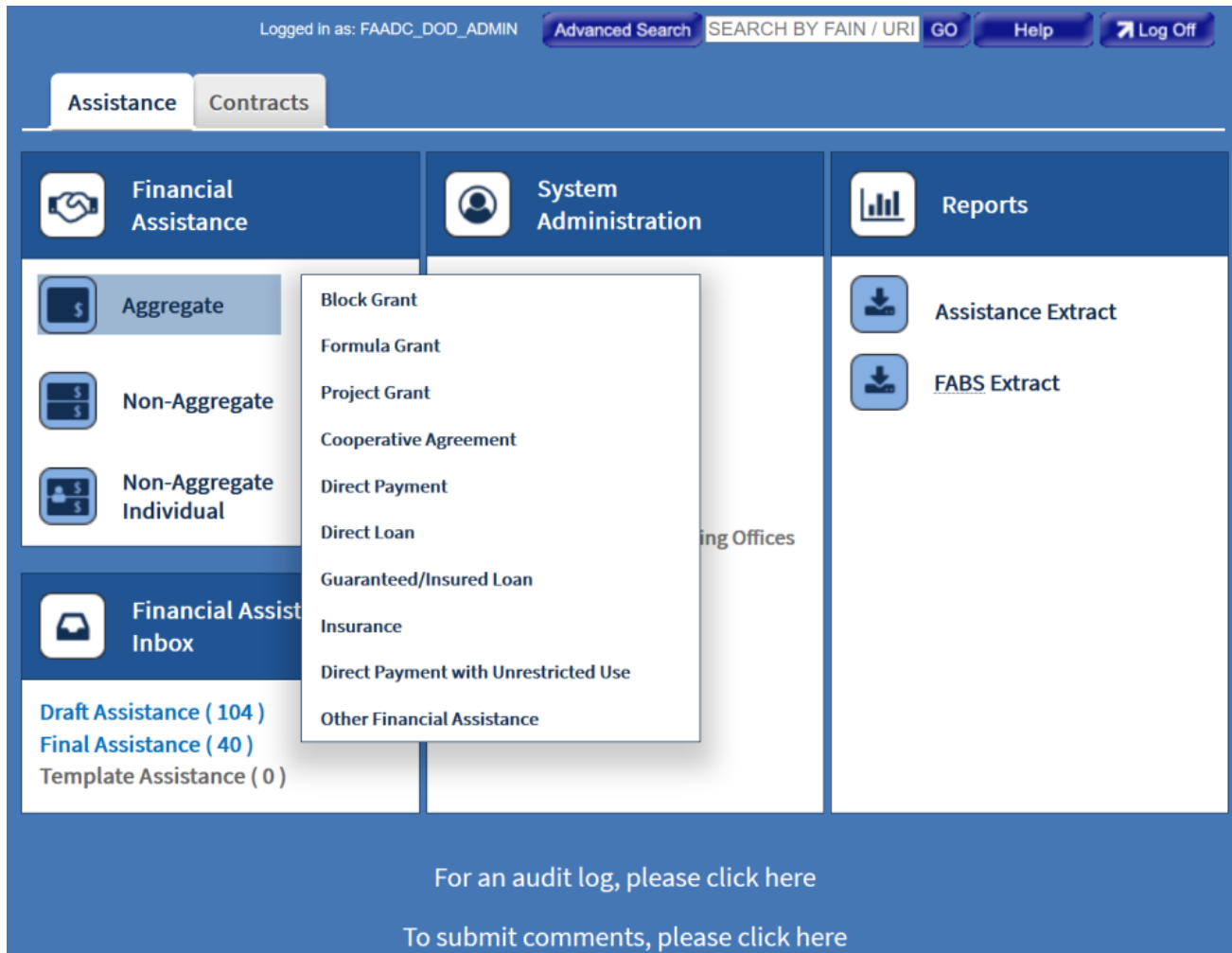
## Use Search Bar

Steps:

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



# Aggregate Menu from Landing Page



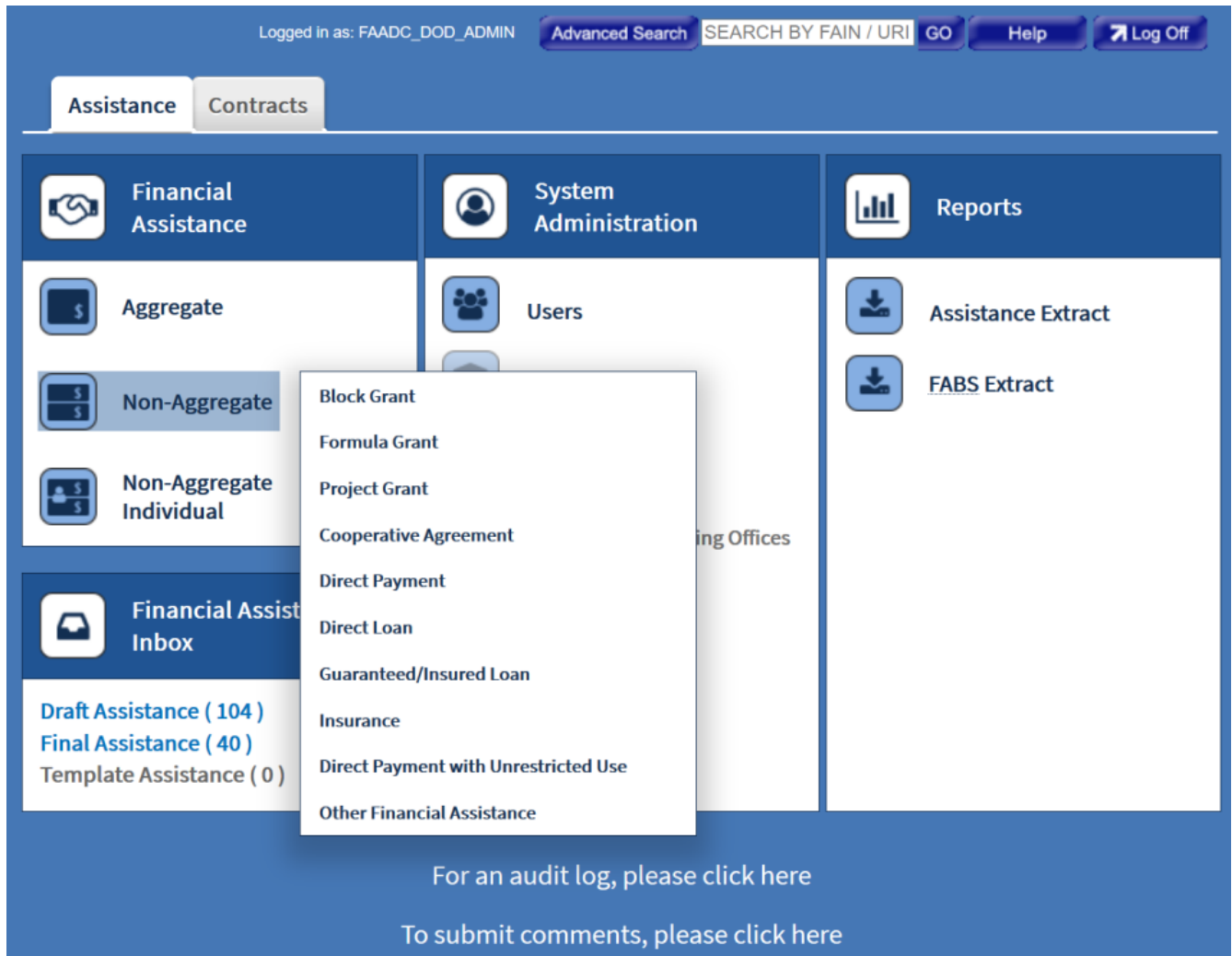
## Introduction:

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

## Steps:

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

# Non-Aggregate Menu from Landing Page



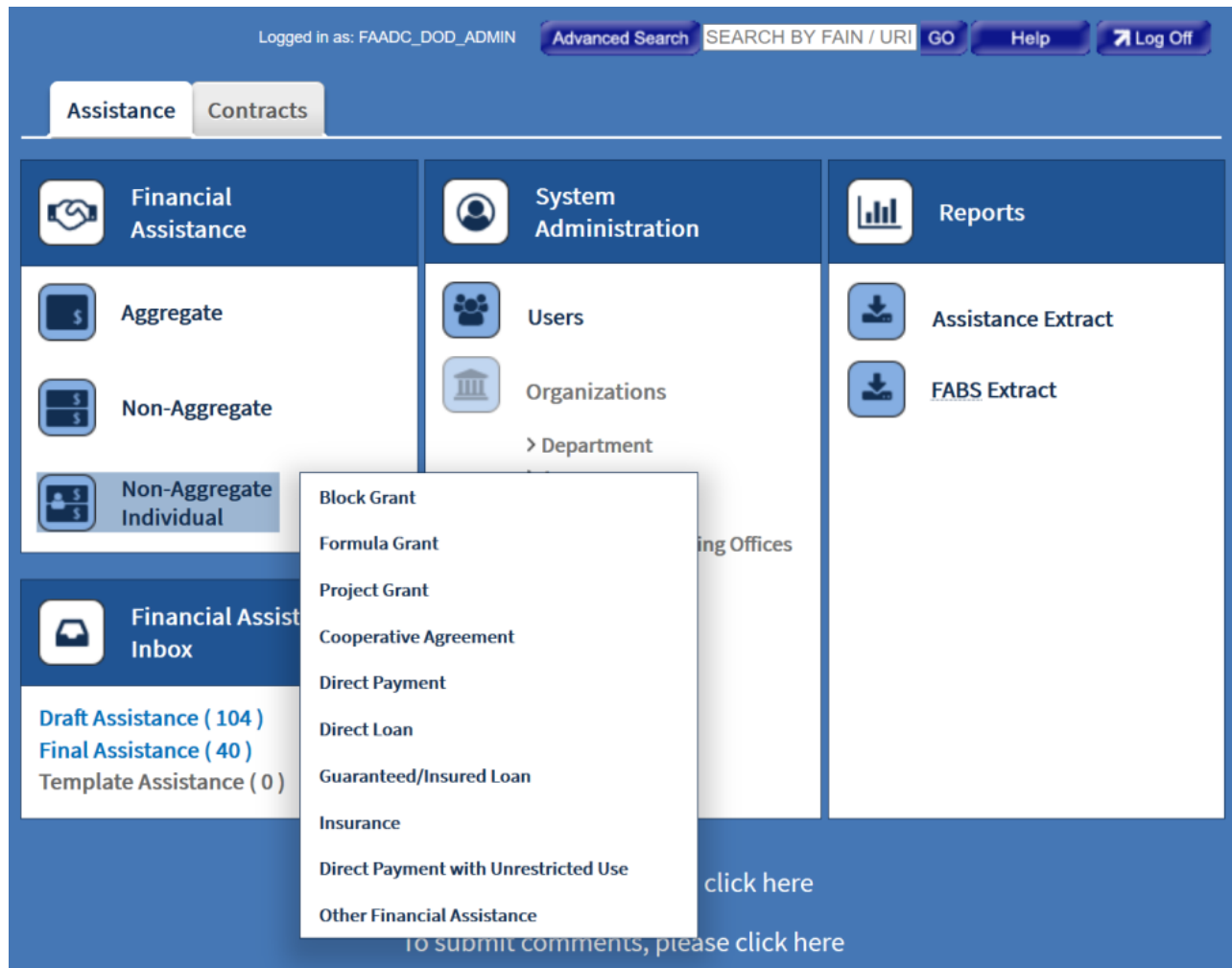
## Introduction:

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

## Steps:

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

# Non-Aggregate Individual Menu from Landing Page



## Introduction:

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

## Steps:

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

# Advanced Search

Document Search Criteria			
	Agency	FAIN	Amendment No
Assistance ID:	9700	<input type="text"/>	<input type="text"/>
URI:	<input type="text"/>		
Created By (User ID):	<input type="text"/>		
Last Modified By (User ID):	<input type="text"/>		
Closed By (User ID):	<input type="text"/>		
Awarding Sub-Tier Agency ID:	<input type="text"/>		
Awarding Office ID:	<input type="text"/>		
Unique Entity ID:	<input type="text"/>		
Legal Business Name:	<input type="text"/>		
Assistance Listing : (formerly known as CFDA)	<input type="text"/>		
Funding Sub-Tier Agency ID:	<input type="text"/>		
Funding Office ID:	<input type="text"/>		
Status:	Final <input type="button" value="v"/>		
Closed Status:	SELECT STATUS <input type="button" value="v"/>		
Record Type:	SELECT RECORD TYPE <input type="button" value="v"/>		
Assistance Type:	SELECT ASSISTANCE TYPE <input type="button" value="v"/>		
Type of R&D Funds:	SELECT TYPE OF R&D FUNDS <input type="button" value="v"/>		
	From:	To:	
Federal Action Obligation Range:	<input type="text"/>	<input type="text"/>	
Total Federal Award Value Range:	<input type="text"/>	<input type="text"/>	
Indirect Cost Federal Share Amount:	<input type="text"/>	<input type="text"/>	
Non-Federal Funding Amount Range:	<input type="text"/>	<input type="text"/>	
Face Value of Direct Loan Range:	<input type="text"/>	<input type="text"/>	
Original Loan Subsidy Cost Range:	<input type="text"/>	<input type="text"/>	
Action Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>	
Last Modified Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>	
Closed Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>	

NOTE: The search may take about 5 to 10 minutes to return the results.

## Introduction:

The FAADC Advanced Search page is reachable from the FAADC Landing page. The User can click “Advanced Search” from the top of the landing page to open the Document Search Criteria window referenced 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 must click on the “Search” button located at the bottom of the page. To clear the search results the user can click on

the “Clear” button. To return to landing page the user can click on the “Close” button. To go to the help page the user can click on the “Help” button. Note: The search may take about 5 to 10 minutes to return the results.

### **Search**

Steps:

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

### **Clear fields**

Steps:

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

# Search Results

ASSISTANCE Search Results		1 - 10 Of 518		<a href="#">Next</a>
<b>518 Documents Found</b>				
<a href="#">Open Document</a>		<b>Record Type:</b>	<b>Non-Aggregate</b>	
<b>FAIN:</b>	N00173211GJC1	<b>Assistance Type:</b>	<b>Project Grant</b>	
<b>URI:</b>		<b>Status:</b>	<b>Final</b>	
<b>Amendment Number:</b>	ATEST1	<b>Assistance Listing:</b>	12.335	
<b>Awarding Sub-Tier Agency Name:</b>	DEPT OF THE ARMY	<b>Federal Action Obligation:</b>	\$0.00	
<b>Awarding Office Name:</b>	W7M5 USPFO ACTIVITY ID ARNG	<b>Total Federal Award Value:</b>	\$0.00	
<b>Legal Business Name:</b>	US TEST COMPANY 729	<b>Indirect Cost Federal Share Amount:</b>	\$0.00	
<b>Unique Entity ID:</b>	PSTPK2VSFRB2	<b>Non-Federal Funding Amount:</b>	\$0.00	
<b>Action Date:</b>	03/02/2021	<b>Face Value of Direct Loan:</b>	\$0.00	
		<b>Original Loan Subsidy Cost:</b>	\$0.00	
<a href="#">Open Document</a>		<b>Record Type:</b>	<b>Non-Aggregate</b>	
<b>FAIN:</b>	W911W60620001	<b>Assistance Type:</b>	<b>Cooperative Agreement</b>	
<b>URI:</b>		<b>Status:</b>	<b>Final</b>	
<b>Amendment Number:</b>	ATEST4	<b>Assistance Listing:</b>	12.630	
<b>Awarding Sub-Tier Agency Name:</b>	DEPT OF THE ARMY	<b>Federal Action Obligation:</b>	\$0.00	
<b>Awarding Office Name:</b>	W7M5 USPFO ACTIVITY ID ARNG	<b>Total Federal Award Value:</b>	\$0.00	
<b>Legal Business Name:</b>	UNITED TECHNOLOGIES CORPORATION	<b>Indirect Cost Federal Share Amount:</b>	\$0.00	
<b>Unique Entity ID:</b>	TDGJL9PB7SM6	<b>Non-Federal Funding Amount:</b>	\$0.00	
<b>Action Date:</b>	02/02/2006	<b>Face Value of Direct Loan:</b>	\$0.00	
		<b>Original Loan Subsidy Cost:</b>	\$0.00	

## Introduction:

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

# Draft Assistance Inbox

<a href="#">HOME</a> <span style="float: right;"> <a href="#">Advanced Search</a> <input type="text" value="SEARCH BY FAIN / URI"/> <input type="button" value="GO"/> <input type="button" value="Log Off"/> </span>	
<input type="button" value="Close"/> <input type="button" value="Help"/>	
ASSISTANCE Search Results	
15 Documents Found <span style="float: right;">1 - 10 Of 15 <a href="#">Next</a></span>	
<a href="#">Open Document</a> <b>FAIN:</b> W912J7221COKE <b>URI:</b> <b>Amendment Number:</b> 0 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> OCTO CONSULTING GROUP, LLC <b>Unique Entity ID:</b> X5V6UB9HVCD8 <b>Action Date:</b> 02/17/2022	<b>Record Type:</b> Non-Aggregate <b>Assistance Type:</b> Block Grant <b>Status:</b> Draft <b>Assistance Listing:</b> 10.001 <b>Federal Action Obligation:</b> \$100.00 <b>Total Federal Award Value:</b> \$100.00 <b>Indirect Cost Federal Share Amount:</b> \$0.00 <b>Non-Federal Funding Amount:</b> \$100.00 <b>Face Value of Direct Loan:</b> \$0.00 <b>Original Loan Subsidy Cost:</b> \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J7221N333 <b>URI:</b> <b>Amendment Number:</b> 0 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> OCTO CONSULTING GROUP, LLC <b>Unique Entity ID:</b> X5V6UB9HVCD8 <b>Action Date:</b> 03/15/2022	<b>Record Type:</b> Non-Aggregate <b>Assistance Type:</b> Project Grant <b>Status:</b> Draft <b>Assistance Listing:</b> 10.001 <b>Federal Action Obligation:</b> \$100.00 <b>Total Federal Award Value:</b> \$100.00 <b>Indirect Cost Federal Share Amount:</b> \$0.00 <b>Non-Federal Funding Amount:</b> \$100.00 <b>Face Value of Direct Loan:</b> \$0.00 <b>Original Loan Subsidy Cost:</b> \$0.00
<a href="#">Open Document</a> <b>FAIN:</b> W912J7221NONE <b>URI:</b> <b>Amendment Number:</b> 0 <b>Awarding Sub-Tier Agency Name:</b> DEPT OF THE ARMY <b>Awarding Office Name:</b> W7M5 USPFO ACTIVITY ID ARNG <b>Legal Business Name:</b> OCTO CONSULTING GROUP, LLC <b>Unique Entity ID:</b> X5V6UB9HVCD8 <b>Action Date:</b> 03/15/2022	<b>Record Type:</b> Non-Aggregate <b>Assistance Type:</b> Block Grant <b>Status:</b> Draft <b>Assistance Listing:</b> 10.001 <b>Federal Action Obligation:</b> \$100.00 <b>Total Federal Award Value:</b> \$100.00 <b>Indirect Cost Federal Share Amount:</b> \$0.00 <b>Non-Federal Funding Amount:</b> \$100.00 <b>Face Value of Direct Loan:</b> \$0.00 <b>Original Loan Subsidy Cost:</b> \$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

ASSISTANCE Search Results		1 - 10 Of 11		Next
<b>11 Documents Found</b>				
<a href="#">Open Document</a>		<b>Record Type:</b>	<b>Non-Aggregate</b>	
<b>FAIN:</b>	<b>W912J7221BOOK</b>	<b>Assistance Type:</b>	<b>Block Grant</b>	
<b>URI:</b>		<b>Status:</b>	<b>Final</b>	
<b>Amendment Number:</b>	<b>0</b>	<b>Assistance Listing:</b>	<b>10.001</b>	
<b>Awarding Sub-Tier Agency Name:</b>	<b>DEPT OF THE ARMY</b>	<b>Federal Action Obligation:</b>	<b>\$100.00</b>	
<b>Awarding Office Name:</b>	<b>W7M5 USPFO ACTIVITY ID ARNG</b>	<b>Total Federal Award Value:</b>	<b>\$100.00</b>	
<b>Legal Business Name:</b>	<b>OCTO CONSULTING GROUP, LLC</b>	<b>Indirect Cost Federal Share Amount:</b>	<b>\$0.00</b>	
<b>Unique Entity ID:</b>	<b>X5V6UB9HVCD8</b>	<b>Non-Federal Funding Amount:</b>	<b>\$100.00</b>	
<b>Action Date:</b>	<b>02/17/2022</b>	<b>Face Value of Direct Loan:</b>	<b>\$0.00</b>	
		<b>Original Loan Subsidy Cost:</b>	<b>\$0.00</b>	
<a href="#">Open Document</a>		<b>Record Type:</b>	<b>Non-Aggregate</b>	
<b>FAIN:</b>	<b>W912J7221BOOK</b>	<b>Assistance Type:</b>	<b>Block Grant</b>	
<b>URI:</b>		<b>Status:</b>	<b>Final</b>	
<b>Amendment Number:</b>	<b>A11111</b>	<b>Assistance Listing:</b>	<b>10.001</b>	
<b>Awarding Sub-Tier Agency Name:</b>	<b>DEPT OF THE ARMY</b>	<b>Federal Action Obligation:</b>	<b>\$100.00</b>	
<b>Awarding Office Name:</b>	<b>W7M5 USPFO ACTIVITY ID ARNG</b>	<b>Total Federal Award Value:</b>	<b>\$100.00</b>	
<b>Legal Business Name:</b>	<b>OCTO CONSULTING GROUP, LLC</b>	<b>Indirect Cost Federal Share Amount:</b>	<b>\$0.00</b>	
<b>Unique Entity ID:</b>	<b>X5V6UB9HVCD8</b>	<b>Non-Federal Funding Amount:</b>	<b>\$100.00</b>	
<b>Action Date:</b>	<b>02/17/2022</b>	<b>Face Value of Direct Loan:</b>	<b>\$0.00</b>	
		<b>Original Loan Subsidy Cost:</b>	<b>\$0.00</b>	
<a href="#">Open Document</a>		<b>Record Type:</b>	<b>Non-Aggregate</b>	
<b>FAIN:</b>	<b>W912J7221COOK</b>	<b>Assistance Type:</b>	<b>Block Grant</b>	
<b>URI:</b>		<b>Status:</b>	<b>Final</b>	
<b>Amendment Number:</b>	<b>0</b>	<b>Assistance Listing:</b>	<b>10.001</b>	
<b>Awarding Sub-Tier Agency Name:</b>	<b>DEPT OF THE ARMY</b>	<b>Federal Action Obligation:</b>	<b>\$100.00</b>	
<b>Awarding Office Name:</b>	<b>W7M5 USPFO ACTIVITY ID ARNG</b>	<b>Total Federal Award Value:</b>	<b>\$100.00</b>	
<b>Legal Business Name:</b>	<b>OCTO CONSULTING GROUP, LLC</b>	<b>Indirect Cost Federal Share Amount:</b>	<b>\$0.00</b>	
<b>Unique Entity ID:</b>	<b>X5V6UB9HVCD8</b>	<b>Non-Federal Funding Amount:</b>	<b>\$100.00</b>	
<b>Action Date:</b>	<b>02/17/2022</b>	<b>Face Value of Direct Loan:</b>	<b>\$0.00</b>	
		<b>Original Loan Subsidy Cost:</b>	<b>\$0.00</b>	

## Introduction:

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



## Bottom of Final Assistance Inbox

<a href="#">Open Document</a>		<b>Record Type:</b>	<b>Non-Aggregate</b>
<b>FAIN:</b>	W912J7221TEST	<b>Assistance Type:</b>	<b>Block Grant</b>
<b>URI:</b>		<b>Status:</b>	<b>Final</b>
<b>Amendment Number:</b>	A11111	<b>Assistance Listing:</b>	<b>11.417</b>
<b>Awarding Sub-Tier Agency Name:</b>	DEPT OF THE ARMY	<b>Federal Action Obligation:</b>	<b>\$100.00</b>
<b>Awarding Office Name:</b>	W7M5 USPFO ACTIVITY ID ARNG	<b>Total Federal Award Value:</b>	<b>\$100.00</b>
<b>Legal Business Name:</b>	OCTO CONSULTING GROUP, LLC	<b>Indirect Cost Federal Share Amount:</b>	<b>\$0.00</b>
<b>Unique Entity ID:</b>	X5V6UB9HVCD8	<b>Non-Federal Funding Amount:</b>	<b>\$200.00</b>
<b>Action Date:</b>	02/11/2022	<b>Face Value of Direct Loan:</b>	<b>\$0.00</b>
		<b>Original Loan Subsidy Cost:</b>	<b>\$0.00</b>

---

**11 Documents Found** **1 - 10 Of 11** [Next](#)

### Introduction:

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

# User Support

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

## Contact Information:

Phone: 866-606-8220

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

## Hours of Operation:

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

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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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