

NEIL ABERCROMBIE  
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**DEPARTMENT OF BUDGET AND FINANCE**

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EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER  
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT

May 5, 2014

FINANCE MEMORANDUM

MEMO NO. 14-07

To: All Department Heads and Heads of State Entities

From: Kalbert K. Young  
Director of Finance

Subject: Federal Awards Management System (FAMS)

To improve the State's management of federal awards, the Department of Accounting and General Services (DAGS), the Office of Information Management and Technology (OIMT), and the Department of Budget and Finance (B&F) have developed the Federal Awards Management System (FAMS) which will be part of Datamart. FAMS is an interim solution for grants management that will facilitate the transition to a comprehensive Grants Management module under the new Enterprise Resource Planning Program. We anticipate Phase I of FAMS to begin in July 2014.

FAMS will provide a secure application for creating a record for each federal award. Each record will have a unique FAMS identification (ID) number and allow supporting documents in PDF format to be uploaded to it. The award records created in FAMS by each department will build a master database of federal awards held by State entities.

In the near future, FAMS will also link revenue and expenditure data from FAMIS to each record and include P-card expenditure details. FAMS will also provide basic query and financial reporting features. Please note that the Budget Execution Policies and Instructions for FY 15 will include a requirement to provide the "FAMS ID" assigned to each award in order to allot and subsequently expend federal funds.

B&F will be conducting four workshops for program and fiscal staff that work with federal awards to demonstrate the features of FAMS. The workshops will be held at DAGS, Kalanimoku Building, 1151 Punchbowl Street, in Conference Room 322A/B, on the following dates and times:

Monday, May 12 <sup>th</sup>	9:00-10:00 a.m.
Friday, May 16 <sup>th</sup>	9:00-10:00 a.m.
Wednesday, May 28 <sup>th</sup>	9:00-10:00 a.m.
Thursday, May 29 <sup>th</sup>	9:00-10:00 a.m.

We encourage appropriate department program and fiscal staff to attend one of the workshops. Please provide the date of the workshop(s) and names of all staff who will be attending to Mr. Mark Anderson.

During the first week of June, staff with access to Datamart-FAMS will be provided with a link to test FAMS at their desktop and asked to provide comments on the features and functionality of FAMS. Therefore prior to June, each department should:

- Determine the staff that will be responsible for creating award records in Datamart-FAMS and/or will need to use Datamart-FAMS;
- Have the department's Datamart Coordinator provide Datamart access to those that are not current users; and
- Have the department's Datamart Coordinator send Mr. Mark Anderson the list of names that will require access to Datamart-FAMS with phone numbers and email addresses.

Mr. Mark Anderson of the Office of Federal Awards Management is the lead for the FAMS project and may be contacted at [manderson@dbedt.hawaii.gov](mailto:manderson@dbedt.hawaii.gov) or 586-3035 should you have any questions.

c: Wayne Horie, DAGS, Accounting System Administrator