



Florida Department of Financial Services

Florida Accountability Contract Tracking System
(FACTS)

User Manual

<https://facts.fldfs.com/Account/Login.aspx>

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General Information

I. Log In Screen

The screenshot shows the login interface for the Florida Accountability Contract Tracking System (FACTS). At the top, there is a header with 'JEFF ATWATER' and 'FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this is a navigation bar with links: 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The main content area is titled 'Login' and contains a 'Log In' section with input fields for 'User ID' and 'Password', and a 'Login' button. A 'Terms of Use' section is also present, stating that the site is a Florida state government site intended to capture and report accurate state contract information, and that unauthorized access or modification may result in legal action. The footer of the page reads '2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES'.

The FACTS web application best viewed when using software versions of Internet Explorer 8 or higher.

❖ User ID of User Adding or Updating Data – up to 20 alphanumeric - required

User Name entered in order to obtain access to the system, and logged by the FACTS to identify the Users who added or updated information.

User IDs are assigned by DFS. To receive a User ID for FACTS the Agency Access Point of Contact will need to fill out the FACTS Access Request Form and submit it to DFS at FACTS.Info@myfloridacfo.com. Refer to FACTS Agency User Account Procedures located at <http://www.myfloridacfo.com/Division/AA/Manuals/default.htm> under Florida Accountability Contract Tracking System (FACTS). DFS will then grant the User access to the system in request role and notify the User of their User ID. To ensure the accuracy of the data entered into FACTS, we recommend that the form be typed.

If a User is unsure of the Access Point of Contact for their agency, the User can contact the FACTS team at FACTS.Info@myflorida.com.

❖ FLAIR Agency Identifier (OLO) – 6 numeric – retrieved

Field identifies FACTS data by User agency and serves as the primary security mechanism. FACTS System Administrator enters when establishing the User ID in the security file and is retrieved from that file and logged on all transactions entered. Agencies User view and edit their OLO data only.

❖ Password – up to 20 alphanumeric – required

The password must be a minimum, of eight characters long, and must contain at least one instance from three of the following four categories. It can contain all four.

1. English lowercase characters (a - z)
2. English UPPERCASE characters (A - Z)
3. Base 10 digits (0 - 9)
4. Non-alphanumeric/special characters (e.g. -, \$, !, #, %)

After the User has successfully logged-in, their role's Dashboard screen will display. This screen will provide available options the User is authorized to choose.

In the event a User forgets their password or becomes locked out of FACTS the User will need to have their password reset; to request a password reset the User will contact FACTS System Administrator at FACTS.Info@myflorida.com.

FACTS passwords expire every 90 days. After 90 days, the User prompted to update password after logging into the system. If a User wishes to change their password before 90 days they can use the "Change Password" hyperlink at the top right of the Dashboard page. This option is only available after a User has signed into FACTS.

II. Dashboard

A. Agency All Agreements User

The screenshot displays the FACTS Florida Accountability Contract Tracking System Dashboard. The top navigation bar includes links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The user is logged in as [redacted] from the Department of Juvenile Justice. The dashboard is titled "Dashboard" and features a "What would you like to do?" section with links for Contract/Grant Disbursement (Add New Contract, Upload Contract/Grant Disbursement Info, Add New Grant Disbursement) and Grant Award (Add New Grant Award, Upload Grant Award Info, Search or Edit Contract/Grant Disbursement/Grant Award). Below this is a "Reports" section with various links for viewing contract and grant data, including "View Active Contract/Grant Disbursement with Past End Date", "View Confidential or Exempt Contract/Grant Disbursement", "View Deleted Contract Grant Awards", "View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document", "View Active Grant Award with Past End Date", and "View Grant Award Batch History". A "Purchase Order" section links to "View POs with Missing Method of Procurement". A "Document" section links to "View Documents" and "View Document Batch History". At the bottom, a "Global A&A System Messages" section displays a message dated 10/03/2013 regarding the upload of contract and procurement documents. The bottom status bar shows "Local intranet | Protected Mode: Off" and a battery level of 85%.

The Agency All Agreements User Dashboard is the User's gateway to all information and functions available in FACTS.

FACTS hyperlinks:

- **Main Search** – Takes the User to the FACTS Main Search page addressed in Sections XIII.
- **FAQ Questions?** – Opens another window with the most frequently asked questions and associated answers. Refer to Frequently Asked Questions
- **Contact Us State Agencies** – Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- **Message from the CFO Atwater** – Takes the User to the FACTS Message from CFO Atwater web page where a video of the CFO talking about FACTS.
- **Charts & Reports** – Refer to charts & Reports
- **Transparency Florida** – Takes the User to Transparency Florida website where other web applications are available to inform individuals about Florida's financial activities.
- **Dashboard, Change Password, and Logout** hyperlinks are also available at the top of every web page once the User has logged into FACTS so the User can return to the Dashboard, change their password, or logout of FACTS.
- **Global "A & A" System Messages** is how the DFS Division of Accounting and Auditing provides system related messages to all FACTS Users.

FACTS functional hyperlinks will take the Agency User to the separate locations in FACTS to complete needed tasks.

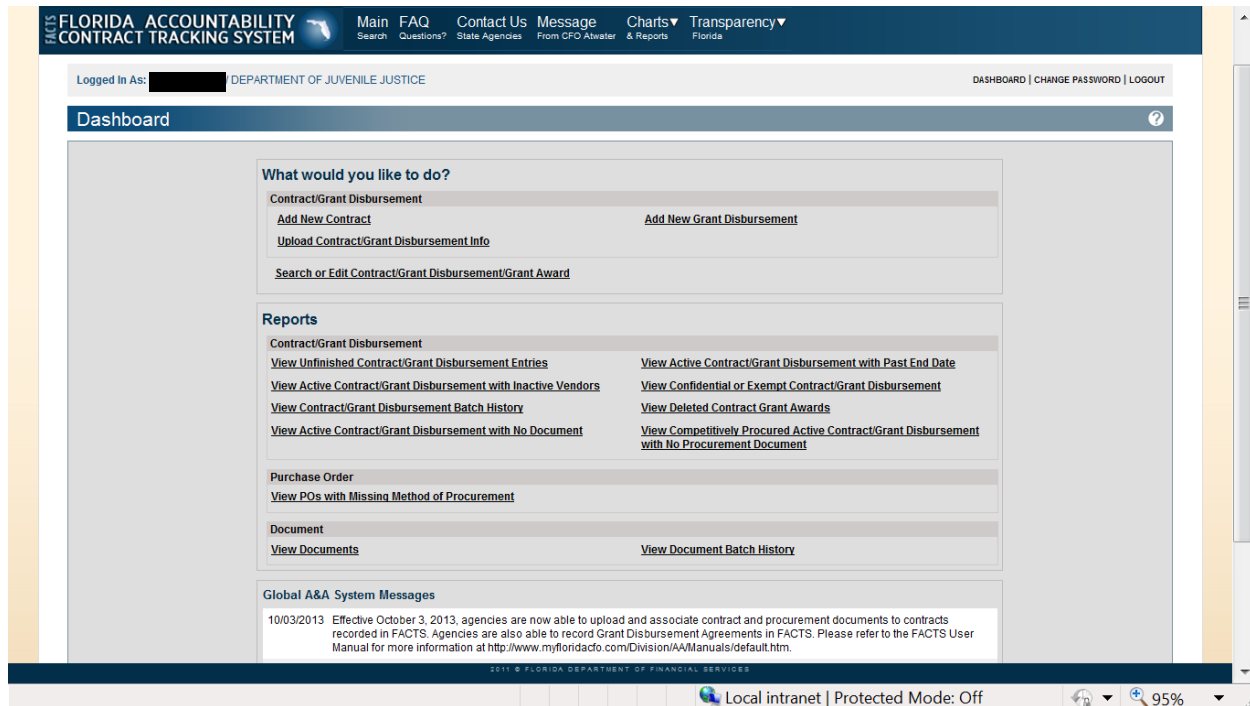
- **Add New Contract** allows the User to start adding a new contract. Addressed in Sections III - XII.
- **Add New Grant Disbursement** allows the User to start adding a new grant disbursement agreement. Addressed in Sections III - XII.
- **Add New Grant Award** allows the User to start adding a new grant award. Addressed in Sections XXIX - XXXVIII.
- **Search or Edit Contract/Grant disbursement/Grant Award** takes the User to a location to search for a contract, grant disbursement agreement, grant award or purchase order. Once located, edit the contract, grant disbursement agreement or grant award, if necessary. Purchase orders are view only information. Addressed in Sections XIII [Contracts/Grant Disbursement Agreements]- XIV [Summary Form], XXVII [Purchase Orders and XXXIX [Grant Awards].
- **Upload Contract/Grant Disbursement Info** is the location where an agency can upload a batch file of contract and grant disbursement information to FACTS for nightly processing. Addressed in Section XV.
- **Upload Grant Award Info** is the location where an agency can upload an Excel file of grant award information to FACTS for nightly processing. Addressed in Section XL.

Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

- **View Unfinished Contract/Grant Disbursement Entries** – This report allows the Agency User to view those contracts or grant disbursement agreements not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XVI.
- **View Active Contract/Grant Disbursement with Past End Date** – This report lists FACTS contracts/grant disbursement agreements in Active status with an expired end date. Use this report to determine if expired agreements need to be updated to Closed/Expired or Terminated status in FACTS. Addressed in Section XVIII.
- **View Active Contract/Grant Disbursement with Inactive Vendors** – This report lists FACTS contracts/grant disbursement agreements in Active status associated with an inactive vendor. Use this report to review vendor information associated with your contracts and grant disbursement agreements to determine if a different vendor registrations/location should be associated with the contract/disbursement agreement in FACTS. Addressed in Section XVII.
- **View Confidential/Exempt Contract/Grant Disbursement** – This report lists FACTS contracts/grant disbursement agreements not published to FACTS public website because they contain confidential and/or exempt information pursuant to Florida law. Addressed in Section XX.
- **View Contract/Grant Disbursement Batch History** – This report gives a location where the User can view the contract/grant disbursement information batch upload files that are either pending or have been processed. XIX.
- **View Deleted Contract Grant Awards** – This report lists FACTS contracts previously identified as “Grant Award” in the Contract Type field and systematically marked deleted in FACTS once the Grant Awards functionality was added to FACTS. From this report a User can access these contracts to reactivate them by changing their Contract Type. Addressed in Section XXI.
- **View Active Contract/Grant Disbursement with No Documents** – This report lists FACTS contracts/grant disbursement agreements without FACTS required documents. Addressed in Section XXII.
- **View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document** - This report lists competitively procured FACTS contracts/grant disbursement agreements without FACTS required procurement documents. Addressed in Section XXIII.
- **View Unfinished Grant Award Entries** – This report allows the User to view those grant awards not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XLI.
- **View Grant Award with Past End Date** – This report lists FACTS grant awards in Active status with an expired funding end date. Use this report to determine if expired grant awards need to be updated to Closed, Inactive for Ongoing Reporting or Inactive Pending Property Action status in FACTS. Addressed in Section XLIII.
- **View Active Grant Awards with Inactive Grantors** - This report lists FACTS grant awards in Active status associated with an inactive grantor. Use this report to review grantor information associated with your grant award to determine if a different grantor registrations/location should be associated with the grant award in FACTS. Addressed in Section XLII.

- **View Grant Award Batch History** - This report gives a location where the User can view the grant award information batch or Excel upload files that are either pending or have been processed. Addressed in Section XLIV.
- **View POs with Missing Method of Procurement** – This report list agency MFMP POs recorded in FACTS that are missing Method of Procurement information for corrective action. Addressed in Section XXVIII.
- **View Documents** – This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XXIV – XXVII [Contracts/Grant Disbursement Agreements] and XLV – XLVI [Grant awards].
- **View Document Batch History** - This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Sections XXVI [Contracts/Grant Disbursement Agreements] and XLVII – [Grant awards].

B. Agency Contracts/Grant Disbursements User



The Agency Contracts/Grant Disbursements User Dashboard is the User's gateway to all contract/grant disbursement information and associate functions available in FACTS. It excludes add and update access to grant award information available in FACTS.

FACTS hyperlinks:

- **Main Search** –Takes the User to the FACTS Main Search page addressed in Sections XIII.
- **FAQ Questions?** – Opens another window with the most frequently asked questions and associated answers. Refer to Frequently Asked Questions

- **Contact Us State Agencies** – Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- **Message from the CFO Atwater** – Takes the User to the FACTS Message from CFO Atwater page where a video of the CFO talking about FACTS.
- **Charts & Reports** – Refer to Charts & Reports
- **Transparency Florida** – Takes the User to Transparency Florida website where other web applications are available to inform individuals about Florida's financial activities.
- **Dashboard, Change Password, and Logout** – Available at the top of every web page once the User is logged into FACTS so the User can return to the Dashboard, change their password, or logout of FACTS.
- **Global “A & A” System Messages** – How the DFS Division of Accounting and Auditing provides system-related messages to all FACTS Users.

FACTS functional hyperlinks will take the Agency User to the separate locations in FACTS to complete needed tasks.

- **Add New Contract** allows the User to start adding a new contract. Addressed in Sections III - XII.
- **Add New Grant Disbursement** allows the User to start adding a new grant disbursement agreement. Addressed in Sections III - XII.
- **Search or Edit Contract/Grant disbursement/Grant Award** takes the User to a location to search for a contact, grant disbursement agreement, grant award or purchase order. Once located, edit the contract or grant disbursement agreement, if necessary. Grant Awards and Purchase Orders are view only information. Addressed in Sections Addressed in Sections XIII [Contracts/Grant Disbursement Agreements]- XIV [Summary Form], XXVII [Purchase Orders and XXXIX [Grant Awards].
- **Upload Contract/Grant Disbursement Info** is the location where an agency can upload a batch file of contract and grant disbursement information to FACTS for nightly processing. Addressed in Section XV.

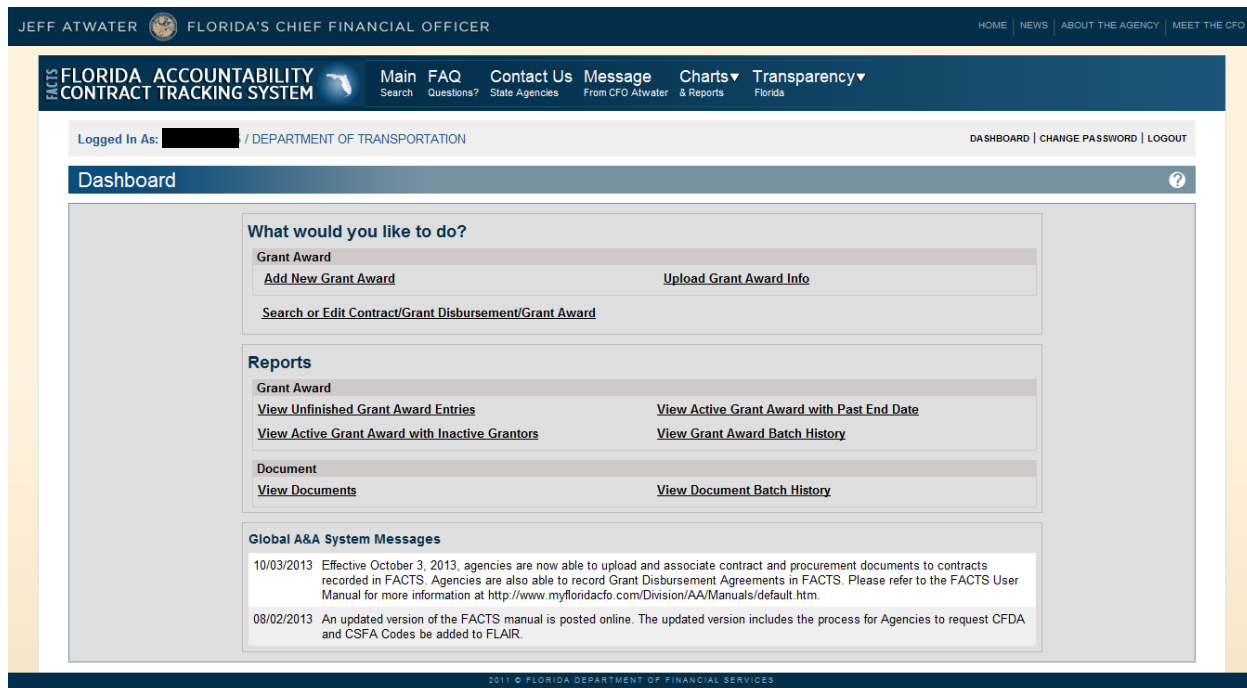
Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

- **View Unfinished Contract/Grant Disbursement Entries** – This report allows the Agency User to view those contracts or grant disbursement agreements not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XVI.
- **View Active Contract/Grant Disbursement with Past End Date** – This report lists FACTS contracts/grant disbursement agreements in Active status with an expired end date. Use this report to determine if expired agreements need to be updated to Closed/Expired or Terminated status in FACTS. Addressed in Section XVIII.
- **View Active Contract/Grant Disbursement with Inactive Vendors** – This report lists FACTS contracts/grant disbursement agreements in Active status associated with an inactive vendor. Use this report to review vendor information associated with your contracts and grant disbursement

agreements to determine if a different vendor registrations/location should be associated with the contract/disbursement agreement in FACTS. Addressed in Section XVII.

- **View Confidential/Exempt Contract/Grant Disbursement** – This report lists FACTS contracts/grant disbursement agreements not published to FACTS public website because they contain confidential and/or exempt information pursuant to Florida law. Addressed in Section XX.
- **View Contract/Grant Disbursement Batch History** – This report gives a location where the User can view the contract/grant disbursement information batch upload files that are either pending or have been processed. Addressed in Section XIX.
- **View Deleted Contract Grant Awards** - This report lists FACTS contracts previously identified as “Grant Award” in the Contract Type field and systematically marked deleted in FACTS once the Grant Awards functionality was added to FACTS. From this report a User can access these contracts to reactivate them by changing their Contract Type. Addressed in Section XXI.
- **View Active Contract/Grant Disbursement with No Documents** – This report lists FACTS contracts/grant disbursement agreements without FACTS required documents. Addressed in Section XXII.
- **View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document** - This report lists competitively procured FACTS contracts/grant disbursement agreements without FACTS required procurement documents. Addressed in Section XXIII.
- **View POs with Missing Method of Procurement** – This report list agency MFMP POs recorded in FACTS that are missing Method of Procurement information for corrective action. Addressed in Section XXVIII.
- **View Documents** – This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XXIV - XXV.
- **View Document Batch History** - This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Section XXVI.

C. Agency Grant Awards User



The Agency Grant Awards User Dashboard is the User's gateway to grant award information and functions available in FACTS. It excludes add and update access to contract/grant disbursement information available in FACTS.

FACTS hyperlinks:

- **Main Search** – Takes the User to the FACTS Main Search page addressed in Sections XIII.
- **FAQ Questions?** – Opens another window with the most frequently asked questions and associated answers. Refer to Frequently Asked Questions
- **Contact Us State Agencies** – Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- **Message from the CFO Atwater** – Takes the User to the FACTS Message from CFO Atwater page where a video of the CFO talking about FACTS.
- **Charts & Reports** – Refer to Charts & Reports
- **Transparency Florida** – Takes the User to Transparency Florida website where other web applications are available to inform individuals about Florida's financial activities.
- **Dashboard, Change Password, and Logout** hyperlinks are also available at the top of every web page once the User is logged into FACTS so the User can return to the Dashboard, change their password, or logout of FACTS.
- **Global "A & A" System Messages** is how the DFS Division of Accounting and Auditing provides system related messages to all FACTS Users.

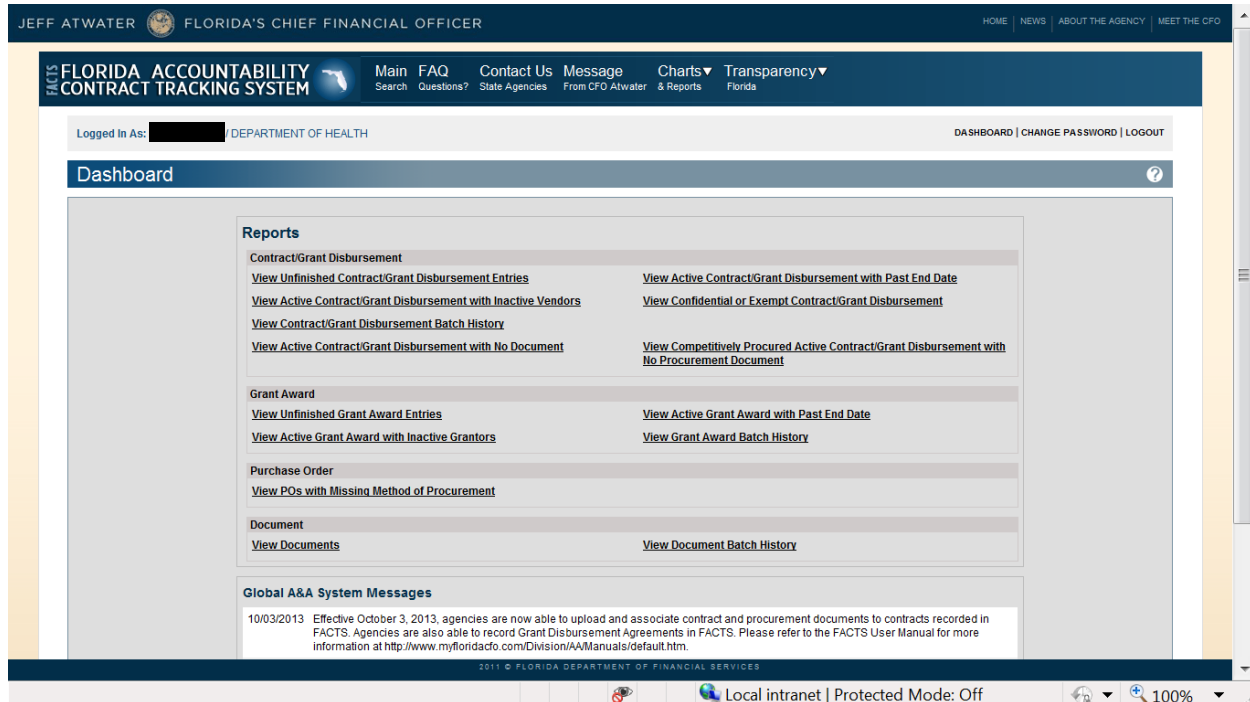
FACTS functional hyperlinks will take the Agency User to the separate locations in FACTS to complete needed tasks.

- **Add New Grant Award** allows the User to start adding a new grant award. Addressed in Sections XXIX – XXXVIII.
- **Search or Edit Contract/Grant disbursement/Grant Award** takes the User to a location to search for a contact, grant disbursement agreement, grant award or purchase order. Once located, edit the grant award, if necessary. Contracts, Grant Disbursement Agreements and Purchase Orders are view only information. Addressed in Sections Addressed in Sections XIII [Contracts/Grant Disbursement Agreements]- XIV [Summary Form], XXVII [Purchase Orders and XXXIX [Grant Awards].
- **Upload Grant Award Info** is the location where an agency can upload an Excel file of grant award information to FACTS for nightly processing. Addressed in Section XL.

Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

- **View Unfinished Grant Award Entries** - This report allows the User to view those grant awards not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XLI.
- **View Grant Award with Past End Date** - This report lists FACTS grant awards in Active status with an expired funding end date. Use this report to determine if expired grant awards need to be updated to Closed, Inactive for Ongoing Reporting or Inactive Pending Property Action status in FACTS. Addressed in Section XLIII.
- **View Active Grant Awards with Inactive Grantors** - This report lists FACTS grant awards in Active status associated with an inactive grantor. Use this report to review grantor information associated with your grant award to determine if a different grantor registrations/location should be associated with the grant award in FACTS. Addressed in Section XLII.
- **View Grant Award Batch History** - This report gives a location where the User can view the grant award information FTPed batch or Excel upload files that are either pending or have been processed. Addressed in Section XLIV.
- **View Documents** – This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XLV – XLVI.
- **View Document Batch History** - This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Section XLVII.

D. Agency Inquiry User



The Agency Inquiry User Dashboard is the User's gateway to contract, grant disbursement agreement, grant award and purchase order information available in FACTS. It excludes all add and update access to information available in FACTS.

FACTS hyperlinks:

- **Main Search** – Takes the User to the FACTS Main Search page addressed in Sections XIII. The Agency Inquiry User will use Main Search and Advanced Search pages to search for a contact, grant disbursement agreement, grant award or purchase order. Once located Contracts, Grant Disbursement Agreements, Grant Awards and Purchase Orders are view only information.
- **FAQ Questions?** – Opens another window with the most frequently asked questions and associated answers. Refer to Frequently Asked Questions.
- **Contact Us State Agencies** – Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- **Message from the CFO Atwater** – Takes the User to the FACTS Message from CFO Atwater page where a video of the CFO talking about FACTS.
- **Charts & Reports** – Refer to Charts & Reports
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Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

- **View Unfinished Contract/Grant Disbursement Entries** – This report allows the Agency User to view those contracts or grant disbursement agreements not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XVI.
- **View Active Contract/Grant Disbursement with Past End Date** – This report lists FACTS contracts/grant disbursement agreements in Active status with an expired end date. Use this report to determine if expired agreements need to be updated to Closed/Expired or Terminated status in FACTS. Addressed in Section XVIII.
- **View Active Contract/Grant Disbursement with Inactive Vendors** – This report lists FACTS contracts/grant disbursement agreements in Active status associated with an inactive vendor. Use this report to review vendor information associated with your contracts and grant disbursement agreements to determine if a different vendor registrations/location should be associated with the contract/disbursement agreement in FACTS. Addressed in Section XVII.
- **View Confidential/Exempt Contract/Grant Disbursement** – This report lists FACTS contracts/grant disbursement agreements not published to FACTS public website because they contain confidential and/or exempt information pursuant to Florida law. Addressed in Section XX.
- **View Contract/Grant Disbursement Batch History** – This report gives a location where the User can view the contract/grant disbursement information batch upload files that are either pending or have been processed. XIX.
- **View Active Contract/Grant Disbursement with No Documents** – This report lists FACTS contracts/grant disbursement agreements without FACTS required documents. Addressed in Section XXII.
- **View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document** - This report lists competitively procured FACTS contracts/grant disbursement agreements without FACTS required procurement documents. Addressed in Section XXIII.
- **View Unfinished Grant Award Entries** – This report allows the User to view those grant awards not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XLI.
- **View Grant Award with Past End Date** – This report lists FACTS grant awards in Active status with an expired funding end date. Use this report to determine if expired grant awards need to be updated to Closed, Inactive for Ongoing Reporting or Inactive Pending Property Action status in FACTS. Addressed in Section XLIII.
- **View Active Grant Awards with Inactive Grantors** - This report lists FACTS grant awards in Active status associated with an inactive grantor. Use this report to review grantor information associated with your grant award to determine if a different grantor registrations/location should be associated with the grant award in FACTS. Addressed in Section XLII.

- **View Grant Award Batch History** - This report gives a location where the User can view the grant award information batch or Excel upload files that are either pending or have been processed. Addressed in Section XLIV.
- **View POs with Missing Method of Procurement** – This report list agency MFMP POs recorded in FACTS that are missing Method of Procurement information for corrective action. Addressed in Section XXVIII.
- **View Documents** – This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XXIV – XXVII [Contracts/Grant Disbursement Agreements] and XLV – XLVI [Grant awards].
- **View Document Batch History** - This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Sections XXVI [Contracts/Grant Disbursement Agreements] and XLVII – [Grant awards].

Contracts/Grant Disbursement Agreements

III. Add Contract/Grant Disbursement Agreement

Use these web pages to enter the general information for a contract or grant disbursement agreement, respectively. User clicks the “Add New Contract” or “Add New Grant Disbursement” hyperlink on the “Agency All Agreements User” dashboard or “Agency Contracts/Grant Disbursements User” dashboard.

A. New Contract Initial Entry Web Page

B. New Grant Disbursement Agreement Initial Entry Web Page

These web pages are identical except on the Add New Gant Disbursement web page the “Contract Type” file defaults to “Grant Disbursement Agreement” and the “Contract involves State or Federal Financial Assistance” check box is pre-checked. User cannot change either one.

The following applies to both web pages unless stated otherwise.

C. Main Information Section

❖ **FLAIR Contract ID – up to 5 alphanumeric – required – cannot be edited once the contract/grant disbursement agreement is finished/published to the web**

Field identifies the individual contract/grant disbursement agreements within the system for FLAIR processing purposes. Input data is loaded into FLAIR and added to the FLAIR Title file, which will allow subsequent FLAIR transactions to use the data. It is unique to a single contract/grant disbursement agreement. Agency cannot use the identifier again for ten years. The field is required for all FACTS related FLAIR disbursement transactions. It allowed on all FLAIR transactions. It used to retrieve expenditure data by contract/grant disbursement agreement for reporting on the FACTS website. Each Agency determines how to assign FLAIR Contract IDs within their agency. When entering a previously used contract/grant disbursement agreement FLAIR Contract ID the following message is displayed “**FLAIR ID already exists**”; it is referring to FLAIR Contract ID not the Agency Contract ID.

❖ **Short Title – up to 10 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. Agencies should use the space to record something that would assist them in identifying the contract/grant disbursement agreement.

❖ **Long Title – up to 60 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. The entry in this field should identify the contract/grant disbursement agreement in a manner that would be meaningful to the public.

❖ **Agency Contract ID – up to 50 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Required field used to identify agency assigned contract/grant disbursement agreement identifiers that are larger than the FLAIR Contract Identifier. If the agency is using a contract/grant management system, the use of this field and the FLAIR Contract Identifier will provide a link between the two systems allowing the agency to continue to use their own management system while complying with the requirements of FACTS. Agencies that do not maintain separate management systems may duplicate the FLAIR Contract ID in this field. The field will be stored in FACTS and retrieved for reporting purposes.

- ❖ **Original Contract Amount – up to 13.2 numeric (do not use the “\$” sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Required field used to report the original amount of the contract/grant disbursement agreement. The original amount can be zero for Master Agreement contracts that are using task or work orders to authorize services and the related budget amounts or other contracts that do not have a total contract amount specified in the contract/grant disbursement agreement document.

- ❖ **Contract Type – 2 alphanumeric – required – must be selected from a drop down list for contracts only – grant disbursement agreement default to GD - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Contract defined as any written agreement between one or more parties. Contract Types classify contracts in the system. Types selected from a drop-down box activated by clicking on the down arrow on the right side of the box. Only values selected from the drop-down box are valid input.

Valid Contract Type codes and definitions:

- **Grant Disbursement Agreements** – Contracts for the expenditure of funds, associated with either a Catalog of Federal Domestic Assistance (CFDA) number; a Catalog of State Financial Assistance (CSFA) number; grant from local governmental entity; or a grant from a non-governmental entity to a recipient or sub-recipient. Identify contracts using the vendor checklist to classify them as either vendors or sub recipients. Contractors who are identified as vendors, should be classified as Contract Type = SC – Standard Two-Party agreements by statute; and are required to be reported in FACTS.
- **Master Agreements** - Agreements where the pricing agreed upon at the point of execution. However, services not authorized to begin until a separate contractual document is issued (i.e., task or work orders). Examples of this would be surveyor contracts issued by the Department of Environmental Protection or engineering and surveying contracts issued by the Department of Transportation.
- **Memorandum of Agreement/Understanding or Interagency Agreement** - This is a two or more party agreement where the terms specified in law. These agreements are typically between governmental entities. Both agencies should record the agreement in FACTS. If an agreement of this type does not result in a cost to the state, it not required to enter into FACTS.
- **Multi-Agency Participation Agreements** – These are agreements where the pricing is agreed upon at the point of execution. However, multiple other agencies allowed services provided by the Vendor. No separate written agreement needed in order for participating agencies to use the multi-agency contract. However, they would need a separate procurement document. An example of this is a State Term Contract that procured by DMS or the court reporter contract procured by the Attorney General’s Office.
- **No Ceiling/Rate Agreement** – This is an agreement for which the total contract obligation cannot be determined until all the commodities or services delivered, such as utility agreements and task directed rate agreements.
- **Revenue Agreements** – Contracts where revenue received for goods and services provided on behalf of governmental entities. An example of this would be contracted concessions or food

services, where the contractor manages the delivery of services and charges User fees for them, and then submits commissions back to the agency.

- **Settlement Agreements** - An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. The CFO pursuant to Section 17.03, Florida Statutes, must have approved these agreements.
- **Standard Two-Party Agreements by Statute** – These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.
- **Three or More Party Agreement** – This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.

❖ **Contract Status – 1 alphanumeric – required – must be selected from a drop down list - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Contract Status codes selected from a drop-down box activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field:

Contract Status codes and definitions:

- **Active**
- **Closed or Expired** – A closed or expired contract/grant disbursement agreement is a contract that ends upon completion of the terms of the agreement, or has expired and was not renewed or extended. Closed contracts will remain in FACTS for a period of 10 years.
- **Deleted** – Used for Error Corrections. If a contract/grant disbursement agreement entered into FACTS in error and before published to the public website, the Agency User can select “Deleted” this will remove the contract/grant disbursement agreement from all display listings and will allow the agreement’s assigned FLAIR ID to be reused on another contract/grant disbursement agreement. However, if the contract/grant disbursement agreement is published to the public website, the Agency Point of Contact will need to send an email to FACTS.Info@myfloridacfo.com explaining the circumstances and requesting deletion of the contract/grant disbursement agreement. Refer to FACTS Data Correction Procedures located at <http://www.myfloridacfo.com/Division/AA/Manuals/default.htm> under Florida Accountability Contract Tracking System (FACTS). If a published contract/grant disbursement agreement is deleted the agreement’s assigned FLAIR Contract ID cannot be reused on another contract/grant disbursement agreement for 10 years.
- **Active /Extended** – A contract/grant disbursement agreement extension is the continuation of an existing agreement for a period under the same terms and conditions. Unless authorized by statute, a contract/grant disbursement agreement extension signed prior to the expiration date of the existing contract/grant disbursement agreement. Section 287.057(12), Florida Statutes, authorizes agreement extensions once for up to six months. Contracts/disbursement agreements procured under other Statutes such as Chapters 255 or 337, Florida Statutes, may have different requirements.
- **Active/Renewed** – Renewals identified by extensions of the contract/grant disbursement agreement dates with additional compensation for additional goods or services. The agency is

asking the contractor/recipient to provide more of the goods or services purchased or required in the original agreement under the same terms and conditions. Renewals executed prior to the expiration date of the agreement, and must have all the same terms and conditions of the original agreement. Renewals are contingent on satisfactory performance evaluation and may be renewed for a period that may not exceed three years or the term of the original agreement, whichever is longer, pursuant to section 287.058(1) (g), Florida Statutes. If the goods or services purchased via a competitive solicitation, must specify the renewal price in the bid, proposal or reply.

- **Terminated** – Status identifies contracts/grant disbursement agreements terminated prior to the date established in the agreement by either of the parties.

❖ **Date of Execution – 8 numeric – required - cannot be edited once the contract/grant disbursement agreement is finished/published to the web**

Field identifies the date the contract/grant disbursement agreement executed by all parties. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. The agreement's execution date will be the last signature date.

❖ **Date of Beginning - 8 numeric – optional - cannot be edited once the contract/grant disbursement agreement is finished/published to the web**

Field identifies the date that delivery of goods or services may begin. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. If not specified in the contract/grant disbursement agreement, the agreement's beginning date will be the date of the last signature.

❖ **Original End Date - 8 numeric – optional - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Field identifies the final date that all goods or services provided under the original contract/grant disbursement agreement. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. It is an optional field in order to allow for "continuing contracts" according to Section 287.055 FS, it can be blank.

❖ **New End Date - 8 numeric – optional - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Since FACTS cannot automatically update new end dates of contracts/grant disbursement agreements from the agreement change records, i.e. amendments, extensions, renewals; this field is provided to manually identify the amended new final date that all goods or services provided under the original

contract/grant disbursement agreement. The latest date of this field or the Original End Date filed is used to populate the “Contract End Date” on the Summary of Contractual Services Agreement forms addressed in Section XIV and to determine if contracts/grant disbursement agreements appear on the Active Contract/Grant Disbursement Agreements with Past End Date report addressed in Section XVIII.

The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. It is an optional field in order to allow for "continuing contracts" according to Section 287.055 FS, it can be blank.

❖ **Statutory Authority –up to 60 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

This is a free form field to record the specific statutory authority for the contract or grant disbursement agreement. Input should be in the form of a numerical citation rather than verbiage. (i.e. Section 337.044(7), F.S.) It not intended for general authorization; like Chapter 287, F.S. or other procurement statutes for contracts. Nor is the field intended for general statutory authorization for grant disbursement agreements.

❖ **Contract Involves State or Federal Financial Assistance – check box – required on contracts only - can be changed once the contract is finished/published to the web**

Field used to indicate if the contract involves the use of State or Federal Financial Assistance. It is a check box, where a check indicates “Yes” and a blank indicates “No”, with a default value of “No”. An input value of “Yes” will trigger additional input requirements on the CFDA or CSFA input screens. Refer to Section X Add Contract/Grant Disbursement Agreement CFDA/CSFA.

❖ **Do not publish this Contract on the FACTS public website – check box – optional - can be changed once the contract/grant disbursement agreement is finished/published to the web**

Field used to indicate if the contract contains confidential and/or exempt information pursuant to Florida law. This field is a check box, where a check indicates “Yes” Agencies request that this contract/disbursement agreement not be published to the FACTS public website and a blank indicates “No”, Publish this contract/grant disbursement agreement on the FACTS public website. The field defaults to a value of “No”.

An input value of “Yes” will trigger a User message box when clicking the “Finish Contract” or “Finish Grant Disbursement” button at the conclusion of contract/grant disbursement agreement entry, requiring a confirmation that the Contract/Grant Disbursement Agreement contains information that is confidential and/or exempt pursuant to Florida law. An input value of “No” will trigger a User message box when clicking the “Finish Contract” or “Finish Grant Disbursement” button at the conclusion of contract/grant disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement Agreement does not contains information that is confidential and/or exempt pursuant to Florida law.

- ❖ **Recipient Type – 1 alphanumeric – conditionally required – must be selected from a drop down list - can be changed once the contract/grant disbursement agreement is finished/published to the web**

This field is required if CFDA or CSFA code(s) is entered for the contract. Valid values provided through a drop down list, activated by clicking on the down arrow on the right side of the box, are:

- **A – Nonprofit Organization**
- **B – For-Profit Organization, includes Sole Proprietor**
- **C – Local Government**
- **D – State Community Colleges**
- **E – District School Boards**
- **F – State Agency*, excluding State Universities**
- **G – State Universities***
- **J – Federal Agency**
- **K – Private Universities***
- **L – Legislature**

*Means in or out of state

- ❖ **Agency Service Area – up to 5 alphanumeric – optional - can be edited once the contract/grant disbursement agreement is finished/published to the web**

This field is available to allow agencies to input contract/grant disbursement agreements by their internal districts, regions, or other geographic service area. This field not validated.

- ❖ **Provide Administrative Cost – 1 alphanumeric radio button– required - can be changed once the contract/grant disbursement agreement is finished/published to the web**

This is an indicator of whether the contract/grant disbursement agreement provides for administrative costs. Acceptable values of “Yes” or “No” are selected using radio buttons. The field defaults to a value of “No”.

- ❖ **Provide for Periodic Increase – 1 alphanumeric radio button – required - can be changed once the contract/grant disbursement agreement is finished/published to the web**

This is an indicator of whether the contract provides for increases in compensation for the vendor. Acceptable values of “Yes” or “No” are selected using radio buttons. The field defaults to a value of “No”.

- ❖ **Periodic Increase Percentage – up to 6 alphanumeric (Do not use %, 3 digits before the decimal and 2 digits after) – conditionally required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

This field provides the percentage of periodic increase to the vendor allowed under the contract/grant disbursement agreement. It is required if the Provides for Periodic Increase field = “Yes”.

D. Procurement Information Section

- ❖ **Authorized Advance Payment – 1 alphanumeric radio button – required - can be changed once the contract/grant disbursement agreement is finished/published to the web**

This field indicates if advance payments authorized in the contract/grant disbursement agreement. Valid input values of “Yes” or “No” are selected using radio buttons. If any part of the contract/grant disbursement agreement authorized for an advance payment, then select “Yes”. **The field defaults to a value of “No”.**

- ❖ **Method of Procurement – 2 alphanumeric – required – must be selected from a drop down list - can be changed once the contract/grant disbursement agreement is finished/published to the web**

The Methods of Procurement and Procurement Exemption codes identify either the methods of competitive procurement used for the contract/grant disbursement agreement or the reason that a competitive procurement was not undertaken. The Method selected through a drop-down box activated by clicking on the down arrow on the right side of the box and only valid input into this field. Most of the codes relate to Chapter 287, F.S. contracts. However, there are complete and exemption codes for grant disbursement agreements (i.e. 25 - Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities; 44 - Non-competitively awarded Grants to Governmental Entities, non-profits or for-profit organizations; 68 - DOT Exemption, JPAs/LAP: Aid and contributions by governmental entities for FDOT projects; federal aid [Section 339.12, F.S.]). The valid codes listed in Section XLVIII Appendix 1- FACTS Code Definitions of this manual.

- ❖ **Method of Procurement Full Description – retrieved – display only**

Field displays a full description retrieved based on the indicator selected from the Method of Procurement drop down box.

- ❖ **State Term Contract ID – up to 50 alphanumeric – conditionally required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Field provides the reference to the specific DMS State Term contract identifier when the goods or services acquired under contract procured under the terms of a State Term contract. It is required input if the Method of Procurement is equals “A - State Term Contract Purchase without Request for Quotes from Qualified Vendors, B - State Term Contract Purchase with Request for Quotes from Qualified Vendors or D - State Purchasing Agreement”.

- ❖ **Contract’s Exemption Justification – up to 2,000 alphanumeric – conditionally required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

This free form field used to explain any exemptions from competitive procurement utilized for the contract/grant disbursement agreement. It is required if a competitive procurement exemption code is used in the Method of Procurement field.

- ❖ **Agency Reference Number – up to 50 alphanumeric – optional can be edited once the contract/grant disbursement agreement is finished/published to the web**

Field provided to capture and report references to competitive procurement documentations issued by and maintained by the agencies. Examples would be the identifier of an RFP or ITN that an agency issued to acquire services under the contract.

- ❖ **Business Case Study Done - 1 alphanumeric radio button – required can be changed once the contract/grant disbursement agreement is finished/published to the web**

This is an indicator of whether or not business case study done for this agreement. Acceptable values of “Yes” or “No” selected using of radio buttons. The field defaults to a value of “No”. Business case studies are required by section 287.0571, F.S., for any contract that will outsource the agency’s services. Business Case Date – 8 numeric – conditionally required - can be changed once the contract/grant disbursement agreement is finished/published to the web

Field used to indicate the date that a business case study was done for this contract. It is required if the “Business Case Study Done” value = “Yes”. Input values must be a valid date in the MM/DD/YYYY format or selected from the pop-up calendar that activated by clicking on the date box. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

- ❖ **Legal Challenges to Procurement - 1 alphanumeric radio button – required can be changed once the contract/grant disbursement agreement is finished/published to the web**

This is an indicator of whether or not there were any legal challenges to the procurement of this contract/grant disbursement agreement. Acceptable values of “Yes” or “No” selected using of radio buttons. The field defaults to a value of “No”.

- ❖ **Legal Challenge Description – 2,000 alphanumeric – conditionally required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

Field provides for a description of all legal challenges taken against the awarding of the contract/grant disbursement agreement. It is required if the Legal Challenges to Procurement value = “Yes”.

E. Contract Manager Information Section

- ❖ **Agency Manager Name – up to 31 alphanumeric – required can be edited once the contract/grant disbursement agreement is finished/published to the web**

Field used to identify the agency’s contract/grant disbursement agreement manager. Not display to the public.

- ❖ **Phone Number – 10 alphanumeric (no brackets, spaces or dashes) – optional can be edited once the contract/grant disbursement agreement is finished/published to the web**

Field used to identify the telephone number of the agency’s contract/grant disbursement agreement manager. Not display to the public.

- ❖ **E-Mail – up to 50 alphanumeric (must be in [xxx@xxx.xxx](#) or [xxx@agency.state.fl.us](#) format) – optional - can be changed once the contract/grant disbursement agreement is finished/published to the web**

Field used to identify the e-mail address for the agency's contract/grant disbursement agreement manager. Not display to the public.

F. General Description

- ❖ **General Overview of the Contract/Grant Disbursement Agreement – up to 2,000 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web**

This free form field is required and provides for a general description of the contract/grant disbursement agreement that understandable by the public. Agencies can also include general comments that are pertinent to the public regarding data reported on a specific contract/grant disbursement agreement.

G. Outsourcing/Capital Improvements Section

- ❖ **Was the Contracted Function(s) Previously Performed by the State - 1 alphanumeric radio button – required - can be changed once the contract is finished/published to the web**

This is an indicator of whether or not the services acquired under the contract previously done in-house by the state agency immediately prior to the issuance of this contract. Acceptable values of “Yes” or “No” selected using radio buttons. The default value is “No”.

- ❖ **Was the Contracted Functions Considered for In-sourcing Back to the State - 1 alphanumeric radio button – required - can be changed once the contract is finished/published to the web**

This is an indicator of whether or not the services acquired under the contract considered for in-sourcing back to the state agency. Acceptable values of “Yes” or “No” selected using radio buttons. The field defaults to a value of “No”.

- ❖ **Did the Vendor Make Capital Improvements on State Property - 1 alphanumeric radio button – required - can be changed once the contract is finished/published to the web**

This is an indicator of whether or not the contractor made capital improvements on State Property. Capital improvements defined as improvement with a cost in excess of \$1,000 and an estimated useful life in excess of one year. Acceptable values of “Yes” or “No” selected using radio buttons. The field defaults to a value of “No”.

- ❖ **Capital Improvement Description – up to 2,000 alphanumeric – conditionally required - can be edited once the contract is finished/published to the web**

Field used to describe the capital improvements acquired under the contract. It is a required field if the “Did the Vendor Make Capital Improvements on State Property” value = “Yes”.

- ❖ **Value of Capital Improvements – up to 13.2 numeric (do not use the “\$” sign, 10 digits before the decimal point and 2 digits after the decimal point) – conditionally required - can be changed once the contract is finished/published to the web**

Field used to record value of the capital improvements. It is a required field if the “Did the Vendor Make Capital Improvements on State Property” value = “Yes”.

- ❖ **Value of Unamortized Capital Improvements – up to 13.2 numeric (do not use the “\$” sign, 10 digits before the decimal point and 2 digits after the decimal point) – conditionally required - can be changed once the contract is finished/published to the web**

This field shows the amount of capital improvements not yet amortized. It is a required field if the “Did the Vendor Make Capital Improvements on Stat Property” value = “Yes”.

H. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Next” button at the bottom of the page to proceed to the next input web page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the FACTS will allow the User to proceed to the next input page.

- FLAIR Contract ID is required
- FLAIR ID already exists
- Short Title is required
- Long Title is required
- Agency Contract ID is required
- Original Contract Amount is invalid number (Incorrect Format)
- Contract Type is required
- Contract Status is required
- Date of Execution is required
- Date of Execution is invalid date (Incorrect Format)
- Date of Beginning is invalid date (Incorrect Format)
- Statutory Authority is required
- Method of Procurement is required
- Agency Manager Name is required
- Phone Number is invalid (Incorrect Format)
- Email is invalid (Incorrect Format)
- General Description is required
- Contract Type is invalid (Required)
- Contract Status is invalid (Required)
- Method of Procurement is invalid (Required)
- Contract Exemption Justification is required for the selected Method of Procurement

IV. Add Contract/Grant Disbursement Agreement Budget

This web page is for entering the budgetary funding of the contracts or grant disbursement agreements. User clicks the “Next” button at the bottom the “Add New Contract” or “Add New Grant Disbursement” web page.

A. Budgetary Amount Section

- ❖ **Amount** – up to 13.2 numeric (do not use the “\$” sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be changed once the contract is finished/published to the web

Field used to quantify all types of budgetary entries. Input amounts may be positive, negative, or zero. If a zero value, an account code is not required.

- ❖ **Amount Type** – 2 alphanumeric radio button – required - can be changed once the contract is finished/published to the web

Field used to classify budgetary entries for reporting purposes. Valid entries are “RE” – Recurring or “NR” – Non-Recurring. Non-recurring budgets are budget amounts only authorized for one year. Recurring budget also referred to as “base budgets,” are approved for current and future years. Select the appropriate classification by clicking one of the two radio buttons.

- ❖ **Account Code** – 29 numeric – auto-tab entry or consecutive entry – conditionally – conditionally required - can be changed once the contract is finished/published to the web

Field identifies the FLAIR account code that relates to the amount entered. It is required if the Amount is not equal to zero.

The first manual entry field auto tabs to the next account code component box as the User fills in the information while the second entry field does not provide for any tabbing or dashes separating account code components. Input account codes must be valid on the FLAIR Account Description File.

Clicking the Account Code hyperlink opens a Search Account Code box.

The screenshot shows the FACTS web application interface. The user is logged in as Jeff Atwater, Florida's Chief Financial Officer. The main menu includes links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The current page is the Budget section, displaying Agency Contract ID: AC970 and Contract Long Title: COOC Funding MOU. A Search Account Code dialog box is open, prompting the user to enter an Account Code (L1, GF, SF, FID, BE, IBI, CAT, YR) and a Long Name. The dialog box also includes a 'Cancel' button and a 'Search' button. A note indicates that only the first 200 matching records are displayed.

There are four options:

1. Click the Search button without entering any search criteria and scroll through your agency's first 200 active 29-digit accounts on the FLAIR Account Description File.

The screenshot shows the same FACTS web application interface, but the Search Account Code dialog box now displays a list of 200 account codes. The list includes columns for SELECT, ACCOUNT CODE, LONG NAME, and SHORT NAME. The account codes are 29-digit numbers, and the long names are all 'GENERAL REVENUE FUND'. The short names vary, including 'GENERAL REVENUE', 'INT DEPIGR', 'TRANSFERS', 'SSW COST AL', 'DD/T RB LAW', 'REFUNDS', 'NPY WAR CAN', 'REPAY OF REVOLV', 'TRANS/BSF', 'T/S 215.18', 'T/S 215.32', and 'REF CMIA'.

SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME
Select	43-10-1-000001-00000000-00-000000-00	GENERAL REVENUE FUND	GENERAL REVENUE
Select	43-10-1-000001-43200100-00-000503-00	GENERAL REVENUE FUND	INT DEPIGR
Select	43-10-1-000001-43200100-00-001500-00	GENERAL REVENUE FUND	TRANSFERS
Select	43-10-1-000001-43200100-00-001517-00	GENERAL REVENUE FUND	SSW COST AL
Select	43-10-1-000001-43200100-00-001600-00	GENERAL REVENUE FUND	DD/T RB LAW
Select	43-10-1-000001-43200100-00-001800-00	GENERAL REVENUE FUND	REFUNDS
Select	43-10-1-000001-43200100-00-003700-00	GENERAL REVENUE FUND	NPY WAR CAN
Select	43-10-1-000001-43200100-00-004700-00	GENERAL REVENUE FUND	REPAY OF REVOLV
Select	43-10-1-000001-43200100-00-180005-00	GENERAL REVENUE FUND	TRANS/BSF
Select	43-10-1-000001-43200100-00-180049-00	GENERAL REVENUE FUND-ADIM DIV	T/S 215.18
Select	43-10-1-000001-43200100-00-180056-00	GENERAL REVENUE FUND	T/S 215.32
Select	43-10-1-000001-43200100-00-220010-00	GENERAL REVENUE FUND	REF CMIA

2. Enter some or all the search criteria for the dash separated Account Code field, click the Search button, and scroll through your agency's first 200 active 29-digit accounts meeting the entered criteria on the FLAIR Account Description File. The more criteria entered the closer the search will come to finding the appropriate account code.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

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FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

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Logged In As: [User] DEP

Budget

Agency Contract ID: FM293-28
Contract Long Title: FY 2011 State

* REQUIRED FIELDS

Search Account Code

Account Code: L1 GF SF FID BE IBI CAT YR
43 10 2

Long Name: (Only first matching 200 records are displayed)

Cancel Search

SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME
Select	43-10-2-021002-00000000-00-000000-00	ADMINISTRATIVE TF	ADMINISTRATIVE
Select	43-10-2-021002-43010100-00-000100-00	ADMINISTRATIVE TRUST FUND DFS-A	FEES
Select	43-10-2-021002-43010100-00-000300-00	ADMINISTRATIVE TRUST FUND DFS-A	TAXES
Select	43-10-2-021002-43010100-00-000305-00	ADMINISTRATIVE TRUST FUND DFS-A	SALE & USE
Select	43-10-2-021002-43010100-00-000400-00	ADMINISTRATIVE TF BANKING-ADMIN	MISC REC
Select	43-10-2-021002-43010100-00-000500-00	ADMINISTRATIVE TRUST FUND DFS-A	INTEREST
Select	43-10-2-021002-43010100-00-000800-00	ADMINISTRATIVE TRUST FUND DFS-A	CISCO GTS
Select	43-10-2-021002-43010100-00-000810-00	ADMINISTRATIVE TRUST FUND DFS-A	VCICO NOSC
Select	43-10-2-021002-43010100-00-001100-00	ADMINISTRATIVE TRUST FUND DFS-A	OTHER GTS
Select	43-10-2-021002-43010100-00-001110-00	ADMINISTRATIVE TRUST FUND DFS-A	GOT GT NOSC
Select	43-10-2-021002-43010100-00-001200-00	ADMINISTRATIVE TRUST FUND DFS-A	FINE.FORF
Select	43-10-2-021002-43010100-00-001202-00	ADMINISTRATIVE TRUST FUND DFS-A	PENAL TIES

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Budget.aspx?ContractId=D0703&Edit=true

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3. Enter some or all the search criteria for the Long Name [Account Long Name] field and click the Search button and scroll through your agency's first 200 active 29-digit accounts meeting the entered criteria on the FLAIR Account Description File. The more criteria entered the closer the search will come to finding the appropriate account code.

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Logged In As: [User] DEP

Budget

Agency Contract ID: FM293-28
Contract Long Title: FY 2011 State

* REQUIRED FIELDS

Search Account Code

Account Code: L1 GF SF FID BE IBI CAT YR
43 10 2

Long Name: Insurance (Only first matching 200 records are displayed)

Cancel Search

SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME
Select	43-10-2-393001-00000000-00-000000-00	INSURANCE REGULATORY TF	INS COMM REG TF
Select	43-10-2-393001-43010100-00-000100-00	INSURANCE REGULATORY TF	FEES
Select	43-10-2-393001-43010100-00-000115-00	INSURANCE REGULATORY TF	ROYALTIES
Select	43-10-2-393001-43010100-00-000118-00	INSURANCE REGULATORY TF	PHONE COMM
Select	43-10-2-393001-43010100-00-000200-00	INSURANCE REGULATORY TF	LICENSES
Select	43-10-2-393001-43010100-00-000300-00	INSURANCE REGULATORY TF	TAXES
Select	43-10-2-393001-43010100-00-000305-00	INSURANCE REGULATORY TF DOI	SALE & USE
Select	43-10-2-393001-43010100-00-000400-00	INSURANCE REGULATORY TF	MISC REC
Select	43-10-2-393001-43010100-00-000500-00	INSURANCE REGULATORY TF	INTEREST
Select	43-10-2-393001-43010100-00-000700-00	INSURANCE REGULATORY TF	U S GRANTS
Select	43-10-2-393001-43010100-00-001200-00	INSURANCE REGULATORY TF	EFINE.FORF
Select	43-10-2-393001-43010100-00-001202-00	INSURANCE REGULATORY TF	PENAL TIES

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4. Enter some or all the search criteria for the dash separated Account Code field and the Long Name [Account Long Name] field then click the Search button and scroll through your agency's first 200 active 29-digit accounts meeting the entered criteria on the FLAIR Account Description File. The more criteria entered the closer the search will come to finding the appropriate account code.

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Logged In As: [User] / DEP

Budget

Agency Contract ID: FM293-28
Contract Long Title: FY 2011 State

* REQUIRED FIELDS

Search Account Code

Account Code: L1 GF SF FID BE IBI CAT YR
43-10-2-021002-43010100-00-000000-00

Long Name: adm
(Only first matching 200 records are displayed)

Cancel Search

SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME
Select	43-10-2-021002-00000000-00-000000-00	ADMINISTRATIVE TF	ADMINISTRATIVE
Select	43-10-2-021002-43010100-00-000100-00	ADMINISTRATIVE TRUST FUND DFS-A	FEES
Select	43-10-2-021002-43010100-00-000300-00	ADMINISTRATIVE TRUST FUND DFS-A	TAXES
Select	43-10-2-021002-43010100-00-000305-00	ADMINISTRATIVE TRUST FUND DFS-A	SALE & USE
Select	43-10-2-021002-43010100-00-000400-00	ADMINISTRATIVE TF BANKING-ADMIN	MISC REC
Select	43-10-2-021002-43010100-00-000500-00	ADMINISTRATIVE TRUST FUND DFS-A	INTEREST
Select	43-10-2-021002-43010100-00-000800-00	ADMINISTRATIVE TRUST FUND DFS-A	CWCO GTS
Select	43-10-2-021002-43010100-00-000810-00	ADMINISTRATIVE TRUST FUND DFS-A	VCICO NOSC
Select	43-10-2-021002-43010100-00-001100-00	ADMINISTRATIVE TRUST FUND DFS-A	OTHER GTS
Select	43-10-2-021002-43010100-00-001110-00	ADMINISTRATIVE TRUST FUND DFS-A	GOT GT NOSC
Select	43-10-2-021002-43010100-00-001200-00	ADMINISTRATIVE TRUST FUND DFS-A	FINE.FORF
Select	43-10-2-021002-43010100-00-001202-00	ADMINISTRATIVE TRUST FUND DFS-A	PENALTIES

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Once you have found the appropriate Account Code, click the Select hype-link next the 29-digit account and FACTS automatically populates the dash separated Account Code field with the select account code.

Note: FACTS Account codes are added to the FLAIR Contract Correlation File. When processing contract payments in FLAIR the account code used on the payment is validated against this information for the current and previous fiscal year only.

❖ **Fiscal Year Effective Date – 8 numeric – conditionally required - can be changed once the contract is finished/published to the web**

Field used to identify the effective date of the budget. It is conditionally required if the Amount is not equal to zero. Input must be in the format MM/DD/YYYY or selected from the pop-up calendar activated by clicking on the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

❖ **Cost Accumulator – up to 60 alphanumeric – optional - can be changed once the contract is finished/published to the web**

Optional field provided to agencies to assign a FLAIR OCA, Grant, or Project ID code to FACTS entries. Input not validated against the related FLAIR files.

- ❖ **Agency Amendment Reference – 8 alphanumeric – required - cannot be changed once the contract is finished/published to the web**

The agency User must enter this to identify and track individual budget entries. This field value displayed only if a contract/grant disbursement agreement change recorded in FACTS. Once a contract/grant disbursement agreement change recorded, this field displays requiring the User to select the appropriate reference (original contract/grant disbursement agreement or change) to track and identify the budget entry.

B. Totals Section

- ❖ **Original Contract Amount - derived data**

“Original Contract Amount” entered in the Main Contract Information section of the Contract page.

- ❖ **Total Contract Amount – 13.2 numeric – derived**

Derived using Original Contract Amount and Amendment Amounts entered in FACTS.

- ❖ **Total Recurring Budgetary Amounts - 13.2 numeric – derived**

Derived using Recurring Budget amounts entered in FACTS.

- ❖ **Total Non-Recurring Budgetary Amounts - 13.2 numeric – derived**

Derived using Non-recurring Budget amounts entered in FACTS.

- ❖ **Total Budgetary Amount – 13.2 numeric – derived**

Derived using Recurring and Non-Recurring Budgetary amounts entered in FACTS.

- ❖ **Total Unfunded Amount – 13.2 numeric – derived**

It is the difference between Total Contract Amount and Total Budgetary Amount. It represents potential contract obligations not yet covered by budgetary entries and could represent unprocessed budget amendments or anticipated appropriations of future periods.

C. Budget Listing Section

Agency Contract ID: asd
Contract Long Title: test

FLAIR Contract ID: 58912

Budgetary Amount

Amount * \$

Amount Type * ☐ Non-Recurring ☒ Recurring

Account Code

1 L1 GF SF FID BE IBI CAT YR

OR

Fiscal Year Effective Date MM/DD/YYYY

Cost Accumulator

Totals

Original Contract Amount: \$0.00
Total Contract Amount: \$0.00
Total Recurring Budgetary Amounts: \$10,000,000.00
Total Non-recurring Budgetary Amounts: \$0.00
Total Budgetary Amount: \$10,000,000.00
Total Unfunded Amount: (\$10,000,000.00)

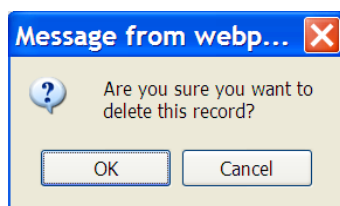
[Add Budget](#)

RECURRING BUDGETARY AMOUNT	ACCOUNT CODE	FISCAL YEAR EFFECTIVE DATE	FY		
\$10,000,000.00	48-20-2-339037-48250400-00-104166-00	08/21/2013	2013-2014	Edit	Delete

Listing displays:

- Recurring Budgetary Amount / Non-Recurring Budgetary Amount
- Account Code
- Fiscal Year Effective Date
- Fiscal Year Indicator – generated by FACTS based on the Effective Date field

Listing section allows the User to “Edit” or “Delete” budget records. Clicking “Edit” next to budget record populates the Budget Amount Section fields for changed, if necessary. When clicking “Delete” the system will ask for confirmation as shown in the message box below.



When editing a budget record clicking the “Update Budget” button saves the changes. Clicking the “Cancel” button returns the User to the previous page without saving any changes made.

D. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to next input page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page.

The User must provide the required information or correct the error before FACTS will allow the User to proceed to the next input page.

- At least one budget must be added to the contract!
- Amount Type is required
- Account Code is required if Amount is not zero
- Account code is invalid (Not a valid FLAIR Disbursement Account Code)
- Fiscal Year Effective Date invalid (Incorrect Format)

V. Add Contract/Grant Disbursement Agreement Vendor Information

This web page is for entering the vendors/recipients/sub-recipients (payees) of the contracts or grant disbursement agreements. User clicks the “Next” button at the bottom the “Budget” web page.

A. Entry Section

- ❖ **Vendor ID (Identifier) – up to 21 alphanumeric – minimum of 13 required - can be changed once the contract is finished/published to the web**

Field uniquely identifies the payee(s). Input values edited against the FLAIR Statewide Vendor file, the FLAIR Accounts Receivable Customer files, or the FLAIR Account Description file. Statewide Vendor file entries should contain both the prefix and sequence numbers. FLAIR Accounts Receivable Customer files should include the prefix, but no sequence number since the file does not contain sequence numbers. The address information retrieved from the FLAIR files. The FLAIR Accounts Receivable Customer file should only be used for Revenue Contracts (Contract Types = RA). For interagency agreements, the first 21 digits of the FLAIR Account code ultimately receiving

the payments should be input. Address information not retrieved for 21 digit entries however, the name of the receiving State agency displayed as the vendor name.

The identifier can be typed or selected from a “Search Vendor” results listing. Click the Vendor ID hyperlink to activate the Search Vendor web page.

The screenshot displays the FACTS web application interface. At the top, the header includes the user name 'JEFF ATWATER' and the title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this, a navigation bar contains links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The main content area is titled 'Search Vendor' and shows a search results table. The search criteria entered are 'Vendor Name: ebc'. The table lists several vendors with their IDs, names, addresses, and city/state/zip codes. Each row has a 'Select' link next to the Vendor ID.

SELECT	VENDOR ID	NAME	ADDRESS	CITY STATE ZIP
Select	001	AIWECO CONSTRUCTION, INC.	2323 DEL PRADO BLVD. 7, SUITE 134	CAPE CORAL FL 339900000
Select	001	EBCHILDSUPPORTSERVICESANDNOTARY	5800 UNIVERSITY BLVD. 429	JACKSONVILLE FL 322160000
Select	001	LEBCAR PROPERTIES LLC	3040 HOMESTEAD OAKS DR	CLEARWATER FL 337590000
Select	001	LEBCO INDUSTRIAL SUPPLIES INC.	1649 BEACONSFIELD DRIVE	WESLEY CHAPEL FL 335430000
Select	001	LIBRARY SALES, INC DBA SEBCO BO	2001 SW 31 AVENUE	HALLANDALE FL 330093021
Select	001	NEBCO	4275 PIEDMONT ROW DRIVE SUITE 600	CHARLOTTE NC 282100000
Select	001	NEBCREATIONS	PO BOX 973134	MIAMI FL 331970000
Select	002	REBCO ENTERPRISES, INC.	605 ORANGE STREET SOUTH	PALM HARBOR FL 346830000

User must enter at least three characters and click the “Search” button to perform the vendor search. Click the “Select” hyperlink to select the vendor.

Once the vendor identifier has been typed or selected from the search result list, click the “Add Vendor” button to record the information.

User can record as many vendors as necessary by repeating the steps above.

See Chapter 5 of the FLAIR Procedures Manual and FLAIR Statewide Vendor File: (<http://www.myfloridacfo.com/aadir/EnterpriseEducation/index.htm>) for additional information on FLAIR Vendor Files.

Note: Since the identifier may contain social security numbers, this information is not displayed to the public.

B. Vendor Listing Section

Logged In As: [REDACTED] DEPARTMENT OF FINANCIAL SERVICES

DASHBOARD | CHANGE PASSWORD | LOGOUT

Vendor Information

Agency Contract ID: IC318
Contract Long Title: ATERAS software license trial
FLAIR Contract ID: D0657

* REQUIRED FIELDS

Vendor ID *

Add Vendor

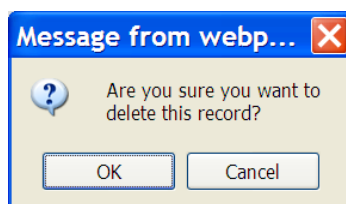
VENDOR ID	NAME	ADDRESS	CITY	STATE	ZIP	MINORITY VENDOR DESIGNATION	
[REDACTED] 001	SOPHISTICATED BUSINESS SYSTEMS	6600 LBJ FREEWAY, SUITE 210	DALLAS	TX	752400000	State of Florida Small Business Designation	Delete

Back To Update Contract Details

When adding vendors/recipients/sub-recipients (payees), the following information displayed:

- **Vendor ID**
- **Name** – retrieved from the FLAIR vendor files and displayed to the public.
- **Address** – retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information not displayed to the public.
- **City** – retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.
- **State** – retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.
- **ZIP Code** – retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.
- **Minority Vendor Designation** – retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.

This section allows the User to “Delete” payees. When clicking “Delete” the system will ask for confirmation as shown in the message box below.



All contract/grant disbursement records must contain vendor information. When replacing a vendor, new vendor information is validated prior to the deletion of existing vendor information.

C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. If any of the required information is missing, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information before FACTS will allow the User to proceed to the next input page.

- At Least One Vendor needs to be added to the contract.
- The length of Vendor ID cannot be less than 10
- Vendor ID is not valid (Not on one of FLAIR vendor files)

VI. Add Contract/Grant Disbursement Agreement Deliverables

This web page used to enter the deliverable of the contracts or grant disbursement agreement. User clicks the “Next” button at the bottom the “Vendor information” web page.

The screenshot displays the 'Add Deliverable' form within the FACTS system. The header shows the user is logged in as 'JEFF ATWATER', Florida's Chief Financial Officer. The page title is 'FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM'. The form is for 'FLAIR Contract ID: 55912'. It includes a 'Deliverable' section with a 'Major Deliverable' text area, 'Performance Metrics' and 'Financial Consequences' text areas, and a 'Contract Wide Consequences' section with 'Yes' and 'No' radio buttons. Below these are fields for 'Method of Payment', 'Major Deliverable Price', 'Non Price Justification', 'Source Documentation Page Reference', and 'Deliverable Number'. At the bottom, there are 'Cancel' and 'Save Deliverable' buttons, and a 'Deliverable History' section with a 'Deliverable History' link. The footer shows '2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES'.

A. Add Deliverable Section

- ❖ **Contract Wide Consequences – 1 alphanumeric radio buttons – required - can be changed once the contract is finished/published to the web**

Field used to identify where identifiable performance measures and financial consequences is not associated with specific deliverables. Acceptable values of “Yes” or “No” are selected using radio buttons. The default value is “No”. A selection of “Yes” will generate “Entire Contract” in the Major

Deliverable field , a “99999” code in the Commodity/Service Type field, , “Blank” in the Method of Payment field and “Contract Wide Consequences” in the Non price Justification field. Though not required, should record Performance Metrics and Financial Consequences applicable to the entire agreement on this page.

- ❖ **Commodity/Service Type – 8 alphanumeric – conditionally required – can be selected from a drop down list - can be changed once the contract is finished/published to the web**

Field used to designate the types of goods or services obtaining. Valid input values are commodity codes in the DMS Commodity/Contractual Services catalog. **This field is required unless the Contract Wide Consequences indicator = “Yes”,** in which case the field will default to a value of “00000000”.

Select Commodity/Service Type selection box activated by clicking the Commodity/Service Type hyperlink.

Clicking the down arrow displays a listing of major Commodity/Service Types (Categories). Clicking on one of the major Commodity/Service Types displays another version of the Select Commodity/Service Type selection box.

Clicking on the down arrow on the second row displays Commodities/Services Types listed under the major Commodity/Service Types Categories. After selecting one of the displayed Commodities/Services and click the Select Commodity/Service Type button to enter the code in the Commodity/Service Type field.

- ❖ **Major Deliverable – up to 2,000 alphanumeric – conditionally required - can be changed once the contract is finished/published to the web**

Free form field used to describe each deliverable. Multiple deliverables allowed for a contract/grant disbursement agreement; however, each deliverable entered separately. Each deliverable must be directly related to the scope of work and specify the performance measures that will be used to measure compliance. This field is required except when the Contract Wide Consequences indicator = “Yes”, in which case the field will default to a value of “Entire Contract”.

- ❖ **Method of Payment – 2 alphanumeric - conditionally required – value must be selected from a drop down list - can be changed once the contract is finished/published to the web**

Methods of Payment for use in FACTS displayed for selection through a drop-down box, activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field. **Selection is required except when the Contract Wide Consequences indicator = “Yes”,** in which case the field will default to a value of ‘Entire Contract.’ Refer to Appendix 1- FACTS Code Definitions below.

- ❖ **Major Deliverable Price – up to 13.2 numeric (do not use the “\$” sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be changed once the contract is finished/published to the web**

Field used to record the price of major deliverable. **Zero is an acceptable value.**

- ❖ **Non-Price Justification – 1 alphanumeric - conditionally required – value must be selected from a drop down list - can be changed once the contract is finished/published to the web**

Non-Price Justifications for use in FACTS displayed for selection through a drop-down box, activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field.

Required if Major Deliverable Price = zero and Contract Wide Consequences indicator = “No”.

Cannot select Contract Wide Consequences from the drop down list but it will automatically populate the field if Contract Wide Consequences is “Yes”. Refer to Appendix 1 - FACTS Code Definitions.

- ❖ **Source Documentation Page Reference – up to 250 alphanumeric – optional - can be changed once the contract is finished/published to the web**

Free form field used for recording contract/grant disbursement agreement documentation references. Source Documentation Page References for each contract/grant disbursement agreement deliverable.

- ❖ **Deliverable Number – up to 25 alphanumeric – optional - can be changed once the contract is finished/published to the web**

Free form field used by the agencies to assign a deliverable line value that keeps the entered deliverables in the agencies desired order, even if modified later, both in FACTS and on the Contract Summary Form.

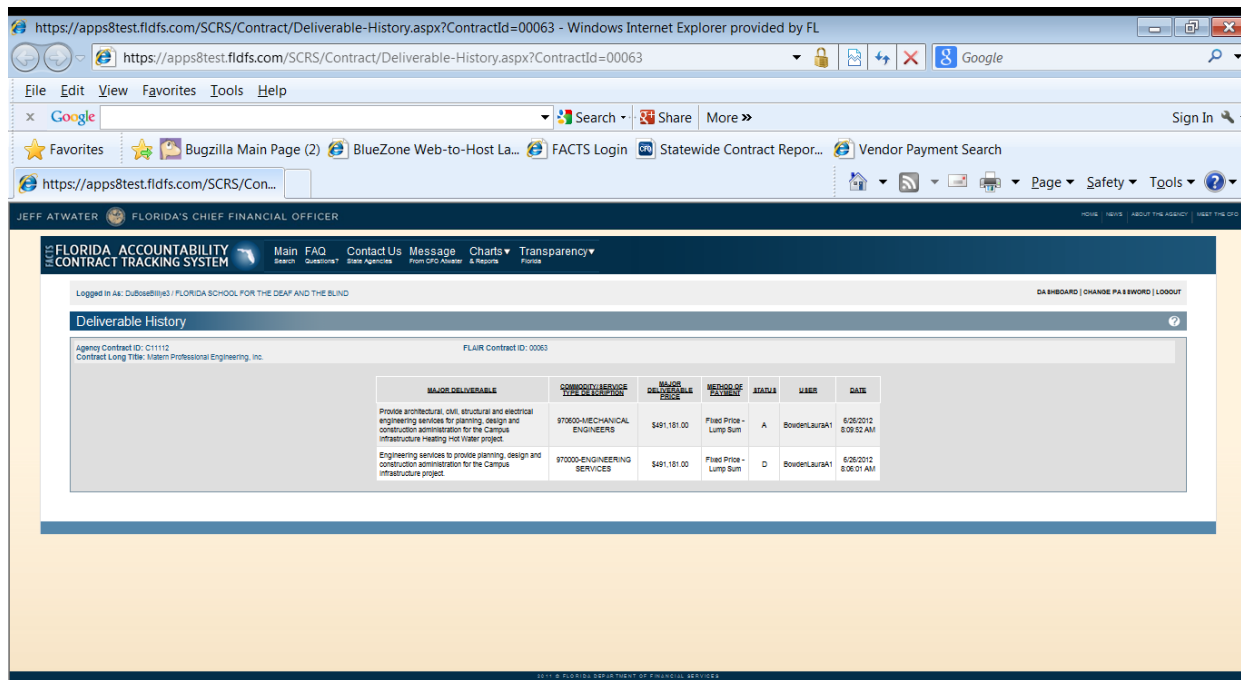
- ❖ **Contract’s Performance Metrics – up to 2,000 alphanumeric – conditionally required - can be changed once the contract is finished/published to the web**

Free form field used to record performance metric descriptions and measurements for the deliverable. Multiple performance measures allowed for each deliverable. **This field is required unless ‘Contract Wide Consequences’ is “Yes”.**

- ❖ **Contract’s Financial Consequences – up to 2,000 alphanumeric - conditionally required - can be changed once the contract is finished/published to the web**

Free form field used to record the financial consequences to the contractor/recipient/sub-recipient for non-performance. Multiple financial consequences allowed for each deliverable. **This field is required unless the ‘Contract Wide Consequences’ is “Yes”.**

C. Deliverable History Hyperlink



Clicking the “Deliverable History” hyperlink at the bottom left of the page will open another browser window that displays changes made to the contracts deliverables. Close the window using the **Red X** in the upper right corner of the browse returns the User to the Deliverables page.

The “Deliverable History” page displays:

- Agency Contract ID
- Contract Long Title
- FLAIR Contract ID
- Major Deliverable description
- Commodity/Service Type description
- Major Deliverable Price
- Method of Payment
- Status (A - Active/Current or D – Deleted/Previous)
- User – Agency User deleting and/or adding the deliverable
- Date – Date/Time Stamp of the deletion or add

D. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. If any of the required information is missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- **Commodity/Service Type** is required, if **Contract Wide Consequences = No**
- **Commodity/Service Type** is invalid (not on FLAIR Title File)
- **Major Deliverable** is required, if **Contract Wide Consequences = No**

- **Method of Payment** is required, if **Contract Wide Consequences = No**
- **Major Deliverable Price** is required, if **Contract Wide Consequences = No**
- **Major Deliverable Price** is invalid (incorrect format)
- **Performance Metrics** is required if **Contract Wide Consequences = No**
- **Financial Consequences** is required if **Contract Wide Consequences = No**

VII. Update Contract/Grant Disbursement Agreement Details (Review and Finish)

After entering Deliverables, User clicks the “Next” button at the bottom the “Deliverable” web page to access the Update Contract Details or Update Grant Disbursement Details page depending on selection made on the dashboard to add a contract or grant disbursement agreement, to finishing information entry.

A. Update Contract Details

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Update Contract Details

Agency Contract ID: AQL28
Contract Long Title: RR SIGNALS-PE/INSTAL

FLAIR Contract ID: AQL28

Contract Short Summary

Contract Short Title: RR-SIG/PE

Contract Type: Three or More Party Agreement

Date of Execution: 02/27/2012

[Edit Main Contract](#)

Contract Change

Change Type: Amendment

Change Date: 12/31/1900

[Edit Previous Contract Change](#)

Add/Edit Items

[Add Contract Change](#)

[Add CFDA/CSFA](#)

[Edit Contract Change](#)

[Edit/Add Budget](#)

[Edit/Add Vendor](#)

[Edit/Add Deliverable](#)

[Edit/Add Documents](#)

Select "finish" to go to the View Contract Details page.

[Finish To Review](#)

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B. Update Grant Disbursement Details

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Update Grant Disbursement Details

Agency Contract ID: AQE77
Contract Long Title: GRANT IN AID-SURFA

FLAIR Contract ID: AQE77

Short Summary

Contract Short Title: GRANT-SURF
Contract Type: Grant Disbursement Agreement
Date of Execution: 09/22/2011

[Edit Main Grant Disbursement](#)

Grant Disbursement Change

Change Type: Amendment
Change Date: 09/22/2011

[Edit Previous Grant Disbursement Change](#)

Add/Edit Items

[Add Grant Disbursement Change](#)
[Add Documents](#)

[Edit/Add Budget](#)
[Edit/Add Vendor](#)
[Edit/Add Deliverable](#)
[Edit/Add CFDA/CSFA](#)

Select 'Finish' to go to the View Grant Disbursement Details page.

[Finish To Review](#)

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The following applies to both web pages unless stated otherwise.

The Update Contract Details or Update Grant Disbursement Details page includes the following sections:

- Contract Short Summary (contracts),
- Short Summary (grant disbursements)
- Contract Change or Grant Disbursement Change (appears only if a Change has been recorded)
- Add/Edit Items.

Short Summary section allows the User to Edit Main Contract/Grant Disbursement information (the first entry page).

The Contract/Grant Disbursement Change section allows the User to Edit Previous Contract/Grant Disbursement Change.

Edit pages have a “Skip to End” button as well as a “Next” button at the bottom of the page. Clicking the “Next” button allows the user to cycle through the initial pages to verify or added additional information; Main Information, Budget, Vendor and Deliverable before returning to the update details page. The “Skip to End” button allows the user to skip direct back to the information page where the user can click the “Back to Search” button.

The Add/Edit section allows the User to add or edit Contract/Grant Disbursement Changes, Documents, Budget, Vendors, Deliverables, and CFDA/CSFA numbers.

The Add/Edit pages have a “Back to Update Details” button allowing the user to skip direct back to update details page without cycling through the initial pages to verify or added additional information; Main Information, Budget, Vendor and Deliverable.

Clicking the “Finish to Review” button will allow the User to review entered data and either return to the pervious page to make additional changes or finalize data entry by clicking the “Finish Contract” or “Finish Grant Disbursement” button.

C. Contract Information

The Contract Information web page allows the User to review data in the sections and/or tabs. Refer to Sections VIII Contract/Grant Disbursement Agreement Displays for section and tab information.

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Contract Information

Finish Contract | Update Contract Details | Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION	Agency Contract ID: E4M20
Long Title: DESIGN-BUILD STIPEND	Vendor Name: AABCO CONSTRUCTION & REMODELIN
Total Contract Amount: \$85,000.00	Total Budgetary Amount: \$0.00
Total Payment To Date: NA	Date of Execution: 12/29/2010
General Description: DESIGN-BUILD STIPEND	
Contract Summary Form	

Details | Deliverables | Payments | Documents | Audits

Main Information

Agency Contract ID: E4M20

FLAIR Contract ID: E4M20

Short Title: D/B STI

Long Title: DESIGN-BUILD STIPEND

Contract Type: Standard Two Party Agreement by Statute

Contract Status: Active

Date of Execution: 12/29/2010

Date of Beginning: 12/29/2010

Original End Date: 12/29/2011

Procurement Information

Authorized Advanced Payment: No

Method of Procurement: DOT Request for Proposal [s.334, FS]

State Term Contract ID:

Contract's Exemption Justification:

Agency Reference Number: NOT COLLECTED

Business Case Study Done: No

Legal Challenges to Procurement: No

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B. Grant Disbursement Information

The Grant Disbursement Information web page allows the User to review data in the following sections and/or tabs:

The screenshot shows the 'Grant Disbursement Information' page in the FACTS system. The page is divided into several sections:

- Summary:** Displays key contract information such as Agency Name, Long Title, Total Contract Amount, and Date of Execution.
- Details:** A tabbed interface showing various contract details, including Main Information, Procurement Information, Manager Information, Outourcing / Capital Improvements, Budget Information, and Grant Disbursement Change.
- Vendor:** A table listing the Vendor Name, Vendor Address, and Vendor Contact Information.

The following applies to both web pages unless stated otherwise.

C. Summary

The information in this section provides an overview of the contract/grant disbursement information. This information pulled from various fields entered. To edit information the User would need to go to the appropriate fields using the Update Contract Details or Update Grant Disbursement Details button.

- Agency Name
- Long Title
- Total Contract Amount
- Total Payments To Date
- General Description
- Agency Contract ID
- Vendor Name
- Total Budgetary Amount
- Date of Execution
- Contract or Grant Disbursement Summary Form hyperlink

D. Details Tab

Sections and fields:

Main Information Section

- Agency Contract ID
- FLAIR Contract ID
- Short Title
- Long Title
- Contract Type
- Contract Status
- Date of Execution
- Date of Beginning
- Original End Date
- Newe Ending Date
- Agency Service Area
- Statutory Authority
- Contract Involves State or Federal Financial Assistance No.
- Do not publish this Contract on the FACTS public website
- Recipient Type
- Provide for Administrative Cost
- Provide for Periodic Increase
- Periodic Increase percentage, displays only if the answer to Provide for Periodic Increase is “Yes”

Procurement Information

- Authorized Advance Payment
- Method of Procurement Exempt
- State Term Contract ID
- Contract’s Exemption Justification
- Agency Reference Number
- Business Case Study Done
- Business Case Date, displays only if the answer to Business Case Study Done is “Yes”
- Legal Challenges to Procurement
- Legal Challenge Description, displays only if the answer to Legal Challenges to Procurement is “Yes”
- Contract Manger Information (will not be seen by the public)
- Agency Manger Name
- Phone Number
- Email

Outsourcing/Capital Information

- Was the Contracted Function Previously Performed by the State
- Was the Contracted Function Considered for Insourcing to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description, displays only if the answer to Did the Vendor Make Capital Improvements on state Property is “Yes”

- Value of Capital improvements, displays only if the answer to Did the Vendor Make Capital Improvements on state Property is “Yes”
- Value of Unamortize3d Capital Improvements, displays only if the answer to Did the Vendor Make Capital Improvements on state Property is “Yes”

Budget Information

- Original Contract Amount
- Total Contract Amount
- Total Recurring Budgetary Amount
- Total Non-Recurring Budgetary
- Total Budgetary Amount
- Total Unfunded Amount
- As of Date
- Download Budget Information hyperlink; downloads information into Excel readable file
- Recurring/Non-Recurring Budgetary
 - Recurring / Non- Recurring Budgetary Amount
 - Account Code - **Note:** By default the column types in Excel are ‘General’ and its conversion and drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to ‘Text’ and then use the import data from a text file feature of Excel.
 - Fiscal Year Effective Date
 - FY
 - Cost Accumulator
 - Agency Amendment Reference

Note: If there are no Recurring/Non-Recurring Budgetary amounts recorded for the agreement the following appropriate message appears “No Non-Recurring (Recurring) Budget records Found for this contract” in the Budget Information section.

Contract/Grant Disbursement Changes

- Download Contract/Grant Disbursement Change hyperlink; downloads information into Excel readable file
- Change Type
- Amendment Amount
- Agency Amendment Reference
- Change Description
- Amendment Effective Date
- Amendment Execution Date
- New Ending Date

Vendor [Recipient/Sub-Recipient] (Vendor ID will not be seen by the public)

- Download Vendor hyperlink; downloads information into Excel readable file
- Vendor ID
- Name Line 1
- Name Line 2

- Address
- City, State, Zip
- Minority Vendor Designator

CFDA/CSFA

- Code
- Description

The information contained in these sections downloadable to Microsoft Excel readable file by clicking the appropriate download link located in each section and following the on screen instructions.

E. Deliverables Tab

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Contract Information

Finished [Update Contract Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: REAL ESTATE APPRAISAL
 Total Contract Amount: \$10,000.00
 Total Payment To Date: NA
 General Description: REAL ESTATE APPRAISAL
[Contract Summary Form](#)

Agency Contract ID: DNA27
 Vendor Name: POMEROY APPRAISAL ASSOCIATES OF
 Total Budgetary Amount: \$10,000.00
 Date of Execution: 12/21/2011

Details Deliverables Payments Documents Audits

[Expand All Deliverables](#) [Download Deliverables](#)

MORE	DELIVERABLE NUMBER	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE	METHOD OF PAYMENT
<input type="checkbox"/>		EXPERT WITNESS SERVICES	Provide appraisal services, including site visitation, valuation of the property before the taking, ...	Cost Reimbursement
<input type="checkbox"/>		Transportation engineering	Surveying Services	Fixed Price - Lump Sum

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Deliverable History

[Deliverable History](#)

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Grant Disbursement Information

[Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: GRANT IN AID-SURFA
 Total Contract Amount: \$100,000.00
 Total Payment To Date: NA
 General Description: GRANT IN AID-SURFA

Agency Contract ID: APR52
 Vendor Name: BREVARD COUNTY BOCC
 Total Budgetary Amount: \$100,000.00
 Date of Execution: 12/21/2009

Details Deliverables Payments Documents Audits

[Expand All Deliverables](#) [Download Deliverables](#)

MORE	DELIVERABLE NUMBER	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE	METHOD OF PAYMENT
<input type="checkbox"/>		GOVERNMENT SERVICES	South Brevard "Al Tuttle" Trail	Cost Reimbursement

Displaying 1 to 1 of 1

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This tab displays the deliverables associated with the contract/grant disbursement agreement. It initially displays the deliverable's Deliverable Number, Commodity/Service Type, Major Deliverable and Method of Payment.

“Deliverable Number,” “Commodity/Service Type,” “Major Deliverable,” and “Method of Payment” can be sorted “A to Z” or “Z to A.”

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Contract Information

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: REAL ESTATE APPRAISAL
 Total Contract Amount: \$10,000.00
 Total Payment To Date: NA
 General Description: REAL ESTATE APPRAISAL
 Contract Summary Page

Agency Contract ID: CNA27
 Vendor Name: POMEROY APPRAISAL ASSOCIATES OF
 Total Budgetary Amount: \$10,000.00
 Date of Execution: 12/21/2011

Details Deliverables Payments Documents Audits

Expand All Deliverables Download Deliverables

MORE	DELIVERABLE NUMBER	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE	METHOD OF PAYMENT
IS	EXPERT WITNESS SERVICES	Provide appraisal services, including site visitation, valuation of the property before the taking, if requested, and attending meetings, depositions and trial, and preparing exhibits, if requested. Expert will also perform any incidental services which may not be outlined above, but which are necessary, in the judgment of the Department's attorney, for the successful disposition of this claim.	Cost Reimbursement	
<p>Major Deliverable: Provide appraisal services, including site visitation, valuation of the property before the taking, if requested, and attending meetings, depositions and trial, and preparing exhibits, if requested. Expert will also perform any incidental services which may not be outlined above, but which are necessary, in the judgment of the Department's attorney, for the successful disposition of this claim.</p> <p>Deliverable Price: \$0.00</p> <p>Non Price Justification: Rate Agreement</p> <p>Performance Metrics: If the Department determines that the work performed of the Expert is not satisfactory, the Department shall have the option (a) immediately terminating the Agreement, or (b) notifying the Expert of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time.</p> <p>Financial Consequences: In the event that the Expert has failed to comply with the provisions of paragraph 6 and 7 of the Agreement, the Department may unilaterally cancel the Agreement in accordance with said provisions.</p> <p>Source Documentation Page Reference: NOT COLLECTED</p> <p>Deliverable Number:</p>				
IS	Transportation engineering	Surveying Services	Fixed Price - Lump Sum	
<p>Major Deliverable: Surveying Services</p> <p>Deliverable Price: \$10,000.00</p> <p>Non Price Justification:</p> <p>Performance Metrics: If the Department determines that the work performed of the is not satisfactory, the Department shall have the option (a) immediately terminating the Agreement, or (b) notifying the Expert of the deficiency with a requirement that the deficiency be corrected within a specified time.</p> <p>Financial Consequences: In the event that the Surveyor has failed to comply with the provisions of paragraph 6 and 7 of the Agreement, the Department may unilaterally cancel the Agreement in accordance with said provisions.</p> <p>Source Documentation Page Reference:</p> <p>Deliverable Number:</p>				

Displaying 1 to 2 of 2

Deliverable History

Deliverable History

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Grant Disbursement Information

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: GRANT IN AID-SURFA
 Total Contract Amount: \$100,000.00
 Total Payment To Date: NA
 General Description: GRANT IN AID-SURFA

Agency Contract ID: APR52
 Vendor Name: BREVARD COUNTY BOCC
 Total Budgetary Amount: \$100,000.00
 Date of Execution: 12/21/2009

Details Deliverables Payments Documents Audits

Expand All Deliverables Download Deliverables

MORE	DELIVERABLE NUMBER	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE	METHOD OF PAYMENT
IS	GOVERNMENT SERVICES	South Brevard "Al Tuttle" Trail	Cost Reimbursement	
<p>Click to Toggle the details "Al Tuttle" Trail</p> <p>Non Price Justification:</p> <p>Performance Metrics: Trail Design</p> <p>Financial Consequences: Contract may be terminated for unsatisfactory performance</p> <p>Source Documentation Page Reference: NOT COLLECTED</p> <p>Deliverable Number:</p>				

Displaying 1 to 1 of 1

View more details relating to the deliverable by clicking the “Expand All Deliverables” hyperlink or the “Plus” sign in front of the deliverable listing.

- Major Deliverable Description
- Deliverable Price
- Non Price Justification
- Performance Metrics
- Financial Consequences
- Source Documentation Page Reference
- Deliverable Number

The information contained in this tab is downloadable to Microsoft Excel readable file by clicking the “Download Deliverables” link and following the on screen instructions.

Clicking the “Deliverable History” link opens another browser window to provide addition deliverable information:

- Status **A**- Current Deliverable information; **D** – Pervious Deleted Deliverable information
- User Identification – person who entered or updated the information
- Date and Time information entered or updated.

https://apps8test.fldfs.com/SCRS/Contract/Deliverable-History.aspx?ContractId=00003 - Windows Internet Explorer provided by FL

https://apps8test.fldfs.com/SCRS/Contract/Deliverable-History.aspx?ContractId=00003

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Deliverable History

Agency Contract ID: C09113 FLAIR Contract ID: 00003
Contract Long Title: JBC PLANNING & ENGINEERING LLC

MAJOR DELIVERABLE	COMMODITY/SERVICE TYPE DESCRIPTION	MAJOR DELIVERABLE PRICE	METHOD OF PAYMENT	STATUS	USER	DATE
PLANNING & ENGINEERING FUEL SPILL CONTAINMENT	970775-PROFESSIONAL ENGINEERS	\$7,645.00	Fixed Price - Lump Sum	A	BrightSusanE1	3/26/2012 12:25:36 PM

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Return to the Deliverables Tab by closing the “Deliverable History” window by clicking the Red X at the top right corner of the browser.

F. Payments Tab

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Contract Information

Finished
Update Contract Details
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Summary

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
Agency Contract ID: C09113
Long Title: JBC PLANNING & ENGINEERING LLC
Vendor Name: JBC PLANNING & ENGINEERING, LLC
Total Contract Amount: \$7,845.00
Total Budgetary Amount: \$7,845.00
Total Payment To Date: NA
Date of Execution: 02/28/2009
General Description: PLANNIN AND DESIGN FUEL SPILL CONTAINMENT
Contract Summary Form

Details
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Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

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Grant Disbursement Information

Finished
Update Grant Disbursement Details
Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Agency Contract ID: AL105
Long Title: GRANT IN AID-SURFA
Vendor Name: GREATER ORLANDO AVIATION AUTHOR
Total Contract Amount: \$12,500,000.00
Total Budgetary Amount: \$3,983,892.87
Total Payment To Date: NA
Date of Execution: 10/31/2001
General Description: GRANT IN AID-SURFA
Grant Disbursement Summary Form

Details
Deliverables
Payments
Documents
Audits

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

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Payments Tab can be blank if no payments recorded in FACTS for the contract or grant disbursement agreement.

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Contract Information

Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Agency Contract ID: T3376

Long Title: CENTRAL OFFICE CONSTRUCTION LETTING CONTRACTS
Vendor Name: PEAVY & SON CONSTRUCTION CO., I

Total Contract Amount: \$9,313,559.13
Total Budgetary Amount: \$9,741,953.82

Total Payment To Date: \$8,361,841.15
Date of Execution: 04/03/2012

General Description: CENTRAL OFFICE CONSTRUCTION LETTING CONTRACTS

Details
Deliverables
Payments
Documents
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Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

Expand All Payments Download Payments

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued.

MORE	FISCAL YEAR	TOTAL AMOUNT
2012-2013		\$8,361,841.15

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

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Grant Disbursement Information

Finished Update Grant Disbursement Details Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Agency Contract ID: AQ067

Long Title: GRANT IN AID-AVIAT
Vendor Name: FLAGLER COUNTY BOARD OF COUNTY

Total Contract Amount: \$130,870.00
Total Budgetary Amount: \$341,760.00

Total Payment To Date: \$95,431.71
Date of Execution: 06/18/2012

General Description: GRANT IN AID-AVIAT

[Grant Disbursement Summary Form](#)

Details
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Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

Expand All Payments Download Payments

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued.

MORE	FISCAL YEAR	TOTAL AMOUNT
2013-2014		\$1,550.00
2012-2013		\$93,881.71

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

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This tab displays Fiscal Year total payments, if any.

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Contract Information

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: CENTRAL OFFICE CONSTRUCTION LETTING CONTRACTS
 Total Contract Amount: \$9,313,559.13
 Total Payment To Date: \$3,361,541.15
 General Description: CENTRAL OFFICE CONSTRUCTION LETTING CONTRACTS

Agency Contract ID: 73376
 Vendor Name: PEAVY & SON CONSTRUCTION CO., I
 Total Budgetary Amount: \$9,741,563.02
 Date of Execution: 04/03/2012

Details Deliverables **Payments** Documents Audits

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued.

Expand All Payments Download Payments

STATEMENT DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	AMOUNT	LT	CP	SP	PIID	SB	SB	CAI	YR	CPY	DATE
C000060296	V001821046	PEAVY & SON CONSTRUCTION CO., I	\$3,402.00	55	10	2	540001	55102000	00	080797	13		05/24/2013
C0000469330	V001394003	PEAVY & SON CONSTRUCTION CO., I	\$559.43	55	10	2	540001	55102000	00	080797	13		02/27/2013
C0000469330	V001394004	PEAVY & SON CONSTRUCTION CO., I	\$66,821.82	55	10	2	540001	55102000	00	080797	13		02/27/2013
C0000469330	V001394008	PEAVY & SON CONSTRUCTION CO., I	(\$28.32)	55	10	2	540001	55102000	00	080797	13		02/27/2013
C0000402121	V001394003	PEAVY & SON CONSTRUCTION CO., I	\$42,596.36	55	10	2	540001	55102000	00	080797	13		01/25/2013
C0000402121	V001394004	PEAVY & SON CONSTRUCTION CO., I	(\$0.03)	55	10	2	540001	55102000	00	080797	13		01/25/2013
C0000341671	V0010240019	PEAVY & SON CONSTRUCTION CO., I	(\$24.82)	55	10	2	540001	55102000	00	080797	13		12/21/2012
C0000341671	V0010240020	PEAVY & SON CONSTRUCTION CO., I	\$245,952.14	55	10	2	540001	55102000	00	080797	13		12/21/2012
C0000279649	V000890002	PEAVY & SON CONSTRUCTION CO., I	\$540,965.40	55	10	2	540001	55102000	00	080797	12		11/20/2012
C0000279650	V000894003	PEAVY & SON CONSTRUCTION CO., I	\$43,313.03	55	10	2	540001	55102000	00	080797	13		11/20/2012

Displaying 1 to 10 of 20 1 2

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Logged in as: [REDACTED] DEPARTMENT OF TRANSPORTATION

Grant Disbursement Information

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: GRANT IN AID-AVAT
 Total Contract Amount: \$130,870.00
 Total Payment To Date: \$95,431.71
 General Description: GRANT IN AID-AVAT
[Grant Disbursement Summary Form](#)

Agency Contract ID: AQ067
 Vendor Name: FLAGLER COUNTY BOARD OF COUNTY
 Total Budgetary Amount: \$341,760.00
 Date of Execution: 06/15/2012

Details Deliverables **Payments** Documents Audits

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued.

Collaps All Payments Download Payments

STATEMENT DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	AMOUNT	LT	CP	SP	PIID	SB	SB	CAI	YR	CPY	DATE
C4000087093	V0007610001	FLAGLER COUNTY BOARD OF COUNTY	\$1,550.00	55	10	2	540001	55102000	00	080719	12		08/16/2013

STATEMENT DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	AMOUNT	LT	CP	SP	PIID	SB	SB	CAI	YR	CPY	DATE
C0000608919	V0006930001	FLAGLER COUNTY BOARD OF COUNTY	\$14,450.00	55	10	2	540001	55100100	00	080719	12		06/13/2013
C0000605050	V0005980001	FLAGLER COUNTY BOARD OF COUNTY	\$34,500.00	55	10	2	540001	55100100	00	080719	12		05/24/2013
C0000606639	V0047550001	FLAGLER COUNTY BOARD OF COUNTY	\$15,825.00	55	10	2	540001	55100100	00	080719	12		04/16/2013
C0000454341	V0038410002	FLAGLER COUNTY BOARD OF COUNTY	\$1,630.00	55	10	2	540001	55100100	00	080719	12		02/20/2013
C0000419373	V0035390001	FLAGLER COUNTY BOARD OF COUNTY	\$2,234.00	55	10	2	540001	55100100	00	080719	12		02/04/2013
C0000203477	V0025450001	FLAGLER COUNTY BOARD OF COUNTY	\$11,206.71	55	10	2	540001	55100100	00	080719	12		12/17/2012
C0000203638	V0019450001	FLAGLER COUNTY BOARD OF COUNTY	\$12,016.00	55	10	2	540001	55100100	00	080719	12		10/15/2012

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

Individual payments display when the “More Plus” icon or “Expand all Payments” hyperlink is clicked displaying:

- Statewide Document Number
- Agency Document Number
- Vendor Name
- Payment Amount
- FLAIR Disbursement Account Code segments
- Date - indicates the date the payment voucher was recorded in FLAIR, not the date the payment was issued

The information contained in this tab is downloadable to Microsoft Excel readable file by clicking the “Download Payment” hyperlink and following the on screen instructions.

G. Documents Tab

The screenshot displays the FACTS web application interface. At the top, the header includes the user name 'JEFF ATWATER' and the title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. The main navigation bar contains links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The user is logged in as 'FLORIDA SCHOOL FOR THE DEAF AND THE BLIND'. The 'Contract Information' section shows details for a contract with ID E3J16, including the agency name 'DEPARTMENT OF TRANSPORTATION', long title 'DISTRICT CONSTRUCTION CONTRACTS', total contract amount of \$3,344,841.40, and vendor name 'PEAVY & SON CONSTRUCTION CO., I'. The 'Documents' tab is selected, showing a table of contract documents. The table has columns for 'AGENCY REFERENCE #', 'DOCUMENT TYPE', 'EXECUTED DATE', 'DOCUMENT ADD DATE', 'AGENCY DOCUMENT LINK', and 'VIEW'. One document is listed: 'Original Contract - E3J16' with a document type of 'Original Contract', executed date of '03/10/2011', and document add date of '8/13/2013 1:02:01 AM'.

AGENCY REFERENCE #	DOCUMENT TYPE	EXECUTED DATE	DOCUMENT ADD DATE	AGENCY DOCUMENT LINK	VIEW
Original Contract - E3J16	Original Contract	03/10/2011	8/13/2013 1:02:01 AM		

The screenshot displays the FACTS web application interface for a grant disbursement. The header and navigation bar are identical to the previous screenshot. The user is logged in as 'FLORIDA SCHOOL FOR THE DEAF AND THE BLIND'. The 'Grant Disbursement Information' section shows details for a grant with ID APR52, including the agency name 'DEPARTMENT OF TRANSPORTATION', long title 'GRANT IN AID-SURFA', total contract amount of \$100,000.00, and vendor name 'BREVARD COUNTY BOCC'. The 'Documents' tab is selected, showing a message: 'No documents have been added for this contract. To request the contract document, please contact the agency point of contact using the 'Contact Us' link at the top of the page.'

This tab allows access to the contract/grant disbursement agreement documents

- Original Contract
- Contract Amendments

- Contract Extensions
- Contract Renewals
- Agency additional resources documents

Clicking the PDF icon displays the documents in Adobe Acrobat Reader format. Search, view, print and/or save document as an Acrobat file.

If there are no documents in FACTS, the following message appears “No documents have been added for this contract. To request the contract document, please contact the agency point of contact using the ‘Contact Us’ link at the top of the page.”

H. Audits Tab

The screenshot displays the FACTS web application interface. At the top, there is a header for Jeff Atwater, Florida's Chief Financial Officer, with navigation links for Home, News, About the Agency, and Meet the CFO. Below this is a secondary navigation bar with links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The user is logged in as Florida School for the Deaf and the Blind. The main content area shows the 'Contract Information' section for a contract with Agency Name: DEPARTMENT OF TRANSPORTATION, Long Title: DEMOLITION & REMOVAL, and Agency Contract ID: DNI26. The 'Audits' tab is selected, showing a table of audit results. The table has columns for Audit Type, Review Date, Fiscal Year, and View. One audit is listed: Contract Review, 01/29/2013, 2012-2013, with a 'View' link.

Contract Information

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: DEMOLITION & REMOVAL
Total Contract Amount: \$2,122,307.15
Total Payment To Date: \$398,763.00
General Description: DEMOLITION & REMOVAL

Agency Contract ID: DNI26
Vendor Name: CROSS ENVIRONMENTAL SERVICES, I
Total Budgetary Amount: \$2,122,307.15
Date of Execution: 12/31/2012

Audits

Audit results posted prior to June 30, 2012, appear in a summarized form. As of July 1, 2012, the audit reporting process was expanded to include additional questions and comments from the Bureau of Auditing. As audits are captured in electronic format, they will be posted to this system. If you are interested in seeing audit reports by Fiscal Year and Agency Action Plans, please click [here](#) to navigate to the Transparency Florida Contract Audit page.

AUDIT TYPE	REVIEW DATE	FISCAL YEAR	VIEW
Contract Review	01/29/2013	2012-2013	View

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Grant Disbursement Information

Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Agency Contract ID: BDM92

Long Title: OTHER CONTRACTUAL SERVICE Vendor Name: POLK COUNTY BOARD OF COUNTY COM

Total Contract Amount: \$10,904,914.00 Total Budgetary Amount: \$10,904,914.00

Total Payment To Date: \$2,212,114.00 Date of Execution: 01/01/2009

General Description: GRANT IN AID-SPECIAL

Details Deliverables Payments Documents **Audits**

Audit results posted prior to June 30, 2012, appear in a summarized form. As of July 1, 2012, the audit reporting process was expanded to include additional questions and comments from the Bureau of Auditing. As audits are captured in electronic format, they will be posted to this system. If you are interested in seeing audit reports by Fiscal Year and Agency Action Plans, please click [here](#) to navigate to the Transparency Florida Contract Audit page.

AUDIT TYPE	REVIEW DATE	FISCAL YEAR	VIEW
Contract Review	10/04/2011	2011-2012	View

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This tab allows access to the contract/grant disbursement agreement and settlement audits:

- Audit Type
- Review Date
- Fiscal Year

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Grant Disbursement Information

Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Agency Contract ID: BDM92

Long Title: OTHER CONTRACTUAL SERVICE Vendor Name: POLK COUNTY BOARD OF COUNTY COM

Total Contract Amount: \$10,904,914.00 Total Budgetary Amount: \$10,904,914.00

Total Payment To Date: \$2,212,114.00 Date of Execution: 01/01/2009

General Description: GRANT IN AID-SPECIAL

Details Deliverables Payments Documents **Audits**

Audit results posted prior to June 30, 2012, appear in a summarized form. As of July 1, 2012, the audit reporting process was expanded to include additional questions and comments from the Bureau of Auditing. As audits are captured in electronic format, they will be posted to this system. If you are interested in seeing audit reports by Fiscal Year and Agency Action Plans, please click [here](#) to navigate to the Transparency Florida Contract Audit page.

AUDIT TYPE	REVIEW DATE	FISCAL YEAR	VIEW
Contract Review	10/04/2011	2011-2012	View

Audit Summary

Audit Type: Contract Review Review Date: 10/04/2011

Contract Review Date: 09/20/2011 Agency Notification Date: 10/04/2011

Review Completed Date: 10/04/2011 Fiscal Year: 2011-2012

Audit Findings

Page # refers to the specific contract page number

1. Scope of work

1.1 Does the agreement clearly establish the tasks to be performed by the provider?

Yes
No
Comment:

2. Deliverables

2.1 Does the agreement divide the contract into quantifiable, measurable, and verifiable units of deliverables that must be received and accepted before payment is made?

Yes
No
Comment:

3. Financial Consequences

3.1 Does the agreement specify the financial consequences that the agency must apply if the provider fails to perform in accordance with the contract?

Yes
No
Comment:

4. Financial Assistance

4.1 If the agreement is with a recipient of sub-recipient of state or federal financial assistance, does it include the provisions required by FCOR 44 (2008)?

Yes
No
Comment:

5. Legal Compliance

5.1 Does the agreement reference or contain the other provisions of a, 207 (2008), F.S.?

Yes
No
Comment:

6. Annual Appropriation Configuration Statement

6.1 Does the agreement reference or contain the provisions of a, 207 (2008), F.S.?

Yes
No
Comment:

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Clicking the “View” link at the end of an audit listing displays the “Audit Summary” and “Audit Findings.”

IX. Add Contract/Grant Disbursement Agreement Change (Amendments, Extensions, Renewals)

These web pages are for entering contract/grant disbursement agreement amendment, extension and renewal information. User finds the Contract or Grant Disbursement using the Main or Advanced Search web page and clicks on the Agency Assigned Contract ID or Contract ID hyperlink to access the Contract or Grant Disbursement Information web page (Refer to Section XIII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Contract or Grant Award Information web page, the User clicks the Update Contract Details or Grant Disbursement Details button to access the Update Contract Details or Grant Disbursement Details web page (Refer to Section VII Update Contract/Grant Disbursement Agreement Details). At Update Contract Details or Grant Disbursement Details web page, click Add/Edit Grant Contract Change or Grant Disbursement Change hyperlink to access the Add Contract Change or Grant Disbursement Change web page.

Add Contract Change Screen

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Add Contract Change

Agency Contract ID: E2S15
Contract Long Title: DESIGN-BUILD STIPEND

FLAIR Contract ID: E2S15

* REQUIRED FIELDS

Add Contract Change

Agency Amendment Reference *

Change Type * Amendment

Amendment Amount * \$

Amendment Effective Date * EX: MM/DD/YYYY

Amendment Execution Date * EX: MM/DD/YYYY

New Ending Date EX: MM/DD/YYYY

Amendment Order

Change Description *

If the amendment includes a New Ending Date for the contract, remember to update the New Ending Date field in the Main Information section on the Main Contract page.

Cancel Next

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Done

Local intranet | Protected Mode: Off

100%

Add Grant Disbursement Change Screen

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Add Grant Disbursement Change

Agency Contract ID: AQN65 FLAIR Contract ID: AQN65
Contract Long Title: GRANT IN AID-SPECL

* REQUIRED FIELDS

Add Grant Disbursement Change

Agency Amendment Reference *

Change Type * Amendment

Amendment Amount * \$

Amendment Effective Date * EX: MM/DD/YYYY

Amendment Execution Date * EX: MM/DD/YYYY

New Ending Date EX: MM/DD/YYYY

Amendment Order

Change Description *

If the amendment includes a New Ending Date for the grant disbursement agreement, remember to update the New Ending Date field in the Main Information section on the Main Grant Disbursement page.

Cancel Next

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Done Local intranet | Protected Mode: Off 100%

The descriptions below apply to both unless stated otherwise.

A. Add Contract/Grant Disbursement Change

- ❖ **Agency Amendment Reference - 8 alphanumeric – required - cannot be changed once the contract is finished/published to the web**

Field uniquely identifies each contract/grant disbursement agreement amendment, extension and renewal. Values are determined by the agency and do not necessarily have to be in numerical order.

Note: Once saved this field cannot be edited, changed or reused.

- ❖ **Change Type – 1 alphanumeric – required – selected from a drop down list - can be changed once the contract is finished/published to the web**

Field is required for all documented changes or modifications to the original contract/grant disbursement agreement. Valid values, as provided through a drop down box activated by clicking the arrow at the right side of the box, are:

- **A – Amendment** – Amendments change the existing terms or conditions of the contract.
- **E – Extension** – A contract extension is the continuation of an existing contract for a period of time under the same terms and conditions. Unless authorized by statute, a contract extension must be signed prior to the expiration date of the existing contract. Section 287.057(12), Florida Statutes, authorizes contract extensions once for up to six months. Contracts procured under other Statutes such as Chapters 255 or 337, Florida Statutes, may have different requirements.
- **R – Renewal** – Renewals are identified by extensions of the contract dates with additional compensation for additional goods or services. The agency is asking the contractor to provide

more of the goods or services that were requested in the original contract under the same terms and conditions. Renewals must be executed prior to the expiration date of the agreement, and must have all the same terms and conditions of the original agreement. Renewals are contingent on a satisfactory performance evaluation and may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer, pursuant to section 287.058(1)(g), Florida Statutes. If the goods or services are purchased as a result of a competitive solicitation, the renewal price must be specified in the bid, proposal or reply.

❖ **Amendment Amount – 13.2 numeric (do not use the “\$” sign, 10digit before the decimal point and 2 digits after the decimal point) – required - can be changed once the contract is finished/published to the web**

Field captures amounts that added or deducted from the contract/grant disbursement agreement. The field defaults to a value of zero, but may be positive or negative. Entered amounts systematically calculate the current amount of the contract/grant disbursement agreement for FACTS. Record all documented contract/grant disbursement agreement amendments in FACTS, including amendments that do not change the dollar amount of the contract/grant disbursement agreement. Record contract/grant disbursement agreement amount changes using the “Budget Screen.”

❖ **Amendment Effective Date – 8 numeric – required - can be changed once the contract is finished/published to the web**

Field specifies the effective date of the contract/grant disbursement agreement amendment. It must be input using a MM/DD/YYYY format, or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year changes to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

❖ **Amendment Execution Date – 8 numeric – required - can be changed once the contract is finished/published to the web**

Field identifies the date that change to the contract/grant disbursement agreement executed. It must be entered in the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

❖ **New Ending Date – 8 numeric – conditionally required - can be changed once the contract is finished/published to the web**

Field identifies the new contract ending date resulting from a contract extension or renewal. It must be input using a MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

This date field does not automatically update the “New Ending Date” on the Main Information section on the Main Contract or Grant Disbursement pages that is used for the “Contract End Date” on the Contract Summary Form or determining which contracts or grant disbursement agreements appear on the View Active Contract/Grant Disbursement with Past Due Date report. Whenever the New Ending Date field is used, the “New Ending Date” on the Main Information section on the Main Contract or Grant Disbursement pages needs to be manually updated as well. There are reminder messages on the page that read:

“If the amendment includes a New Ending Date for the contract, remember to update the New Ending Date field in the Main Information section on the Main Contract page.”

“If the amendment includes a New Ending Date for the grant disbursement agreement, remember to update the New Ending Date field in the Main Information section on the Main Grant Disbursement page.”

❖ **Amendment Order – 8 numeric - optional - can be changed once the contract is finished/published to the web**

Field identifies the order the amendments displayed on the contract/grant disbursement Information page and the Contract Summary Form. If the Amendment Order field is blank, the default sort will be the "Amendment Execution Date".

❖ **Change Description – up to 60 alphanumeric – required - can be changed once the contract is finished/published to the web**

A free form field used to describe the change to a contract/grant disbursement agreement.

Once an amendment entered, it cannot be removed from FACTS. However, all fields with the exception of the Amendment Reference Number are editable.

Clicking the “Next” button saves the information and requires the User to review and/or modify information on all the other contract/grant disbursement agreement pages.

- “Edit Contract/Grant Disbursement Agreement” (Main information page)
- “Budget”
- “Vendor”
- “Deliverable”

Clicking the “Next” button saves that page’s information and takes the User to next page until the User returns to the “Update Contract/Grant Disbursement Details” page. If previously published to the FACTS web page, it not necessary to click the “Finish to Review” button because the entered information updates the web once the User clicks the “Next” button.

B. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to the next input web page. If required information is missing

or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- Agency Amendment Reference is required
- Amendment Amount is required
- Amendment Amount is invalid (Incorrect Format)
- Amendment Effective Date is required
- Amendment Date is invalid (Incorrect format)
- Amendment Execution Date is required
- Amendment Execution Date is invalid (Incorrect Format)
- Change Description is required

“Edit Previous Contract Change” hyperlink used to edit the last entered contract change.

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DASHBOARD | CHANGE PASSWORD | LOGOUT

Update Contract Details

Agency Contract ID: asd
 Contract Long Title: test

FLAIR Contract ID: 58912

Contract Short Summary

Contract Short Title: test

Contract Type: Grant Award Agreements

Date of Execution: 08/21/2013

[Edit Main Contract](#)

Contract Change

Change Type: Amendment

Change Date: 08/23/2013

[Edit Previous Contract Change](#)

Add/Edit Items

[Add Contract Change](#)

[Add CFDA/CSEA](#)

[Edit/Add Budget](#)

[Edit/Add Vendor](#)

[Edit/Add Deliverable](#)

Select "Finish" to go to the View Contract Details page.

[Finish To Review](#)

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Update Grant Disbursement Details

Agency Contract ID: AP564
Contract Long Title: GRANT IN AID-SURFA

FLAIR Contract ID: AP564

Short Summary

Contract Short Title: GRANT-SURF
Contract Type: Grant Disbursement Agreement
Date of Execution: 06/24/2008

[Edit Main Grant Disbursement](#)

Grant Disbursement Change

Change Type: Amendment
Change Date: 02/06/2014

[Edit Previous Grant Disbursement Change](#)

Add/Edit Items

[Add Grant Disbursement Change](#)
[Add Documents](#)

[Edit/Add Budget](#)
[Edit/Add Vendor](#)
[Edit/Add Deliverable](#)
[Edit/Add CFDA/CSFA](#)

Select 'finish' to go to the View Grant Disbursement Details page.

[Finish To Review](#)

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X. Add Contract/Grant Disbursement Agreement CFDA/CSFA

Use this web page to enter the CFDA/CSFA for contracts and grant disbursement agreements. User clicks the Add/Edit CFDA/CSFA hyperlink on the Update Contract Details or Update Grant Disbursement Details web page.

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DASHBOARD | CHANGE PASSWORD | LOGOUT

CFDA-CSFA

Agency Contract ID: asd
Contract Long Title: test

FLAIR Contract ID: 58912

* REQUIRED FIELDS

Add CFDA

[CFDA Code *](#)

[Add CFDA](#)

No CFDA Codes have been added to the contract.

Add CSFA

[CSFA Code *](#)

[Add CSFA](#)

No CSFA Codes have been added to the contract.

[Back to Update Contract Details](#)

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A. Add CFDA/CSFA

This web page is for entering the Codes of Federal Domestic Assistance (CFDA) or Codes of State Financial Assistance (CSFA) that is associated with this contract. **Descriptions below apply to both contracts and grant disbursement unless stated otherwise.**

- ❖ **CFDA Code – 6 numeric – conditionally required - can be changed once the contract is finished/published to the web**

Field identifies the Code of Federal Domestic Assistance (CFDA) that is associated with this contract/grant disbursement agreement. **Either a CFDA or a CSFA code is required if the Contract Involve State or Federal Financial Aid field input value is “Y”.** That listing is on the Department of Financial Services website, <http://www.myfloridacfo.com/addir/statewidecontractreporting.htm>. Can directly access codes from the FACTS input screen. Click on the CFDA Code link underlined in Blue. Then click the down arrow to a listing of valid codes to select. Click the appropriate code and then click the “Select CFDA or CSFA Code” button to enter the code. Values must be valid codes and validated against the FLAIR Title file. Multiple values may be input for each contract/grant disbursement agreement.

- ❖ **CSFA Code – 6 numeric – conditionally required - can be changed once the contract is finished/published to the web**

Field used to identify the Code of State Financial Assistance (CSFA) that is associated with this contract. **Either a CFDA or a CSFA code is required if the Contract Involve State or Federal Financial Aid field input value is “Y”.** Values must be valid. Codes validated against the FLAIR Title files. Multiple values may be input for each contract.

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DASHBOARD | CHANGE PASSWORD | LOGOUT

CFDA-CSFA

Agency Contract ID: asd
Contract Long Title: test

FLAIR Contract ID: 58912

* REQUIRED FIELDS

Add CFDA

CFDA Code *

Select CFDA Code

Select CFDA Code...

Select CFDA Code Cancel

No CFDA Codes have been added to the contract.

No CSFA Codes have been added to the contract.

Back to Update Contract Details

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Logged In As: [User] / FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

CFDA-CSFA

Agency Contract ID: asd
Contract Long Title: test

* REQUIRED FIELDS

Add CFDA

CFDA Code *

10.053 - DAIRY INDEMNITY PROGRAM
10.054 - EMERGENCY CONSERVATION PROGRAM
10.055 - PRODUCTION FLEXIBILITY PAYMENTS FOR CONTRACT COMMODITIES
10.056 - FARM STORAGE FACILITY LOANS
10.058 - WHEAT PRODUCTION STABILIZATION
10.059 - NATIONAL WOOL ACT PAYMENTS
10.062 - WATER BANK PROGRAM
10.063 - AGRICULTURAL CONSERVATION PROGRAM
10.064 - FORESTRY INCENTIVES PROGRAM
10.065 - RICE PRODUCTION STABILIZATION
10.066 - LIVESTOCK ASSISTANCE PROGRAM
10.067 - FARMER OWNED RESERVE PROGRAM
10.069 - CONSERVATION RESERVE PROGRAM
10.070 - COLORADO RIVER BASIN SALINITY CONTROL PROGRAM
10.071 - FEDERAL-STATE COOPERATION IN WAREHOUSE EXAMINATION AGREEMENT
10.072 - WETLANDS RESERVE PROGRAM
10.073 - CROP DISASTER PROGRAM
10.075 - SPECIAL APPLE PROGRAM
10.076 - EMERGENCY LOAN FOR SEED PRODUCERS
10.080 - MILK INCOME LOSS CONTRACT PROGRAM
10.081 - LAMB MEAT ADJUSTMENT ASSISTANCE PROGRAM

Select CFDA Code...

Select CFDA Code Cancel

No CFDA Codes have been added to the contract. No CSFA Codes have been added to the contract.

Back to Update Contract Details

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B. CFDA/CSFA Code Listing Section

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CFDA-CSFA

Agency Contract ID: asd
Contract Long Title: test

FLAIR Contract ID: 58912

* REQUIRED FIELDS

Add CFDA

CFDA Code *

Add CFDA

CODE	DESCRIPTION	
10.062	WATER BANK PROGRAM	Delete

Add CSFA

CSFA Code *

Add CSFA

CODE	DESCRIPTION	
22013	DRUG COURT	Delete

Back to Update Contract Details

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As codes are added, they are displayed with following information:

- Code
- Description

A User can also delete codes, if necessary. FACTS will request confirmation before deleting a code.

Message from webp... X

Are you sure you want to delete this record?

OK Cancel

C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. Should any of the required information be missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- CFDA Code is invalid
- CSFA Code is invalid

D. Unavailable CFDA or CSFA Codes

In order for FACTS to display or accept a code value, the CFDA or CSFA code must be in FLAIR. If the code does not appear in the FACTS listings, follow the request procedures below:

Procedures for Requesting Catalog of State Financial Assistance (CSFA) numbers for New State Projects:

1. The Agency completes and submits the following documents for review to the Department of Financial Services (Teresa.Weeks@MyFloridaCFO.com):
 - Florida Single Audit Act State Project Determination Checklist(DFS-A2-PD)
 - Florida Single Audit Act Agency Request - New Number (DFS-A2-AR)
 - Florida Single Audit Act State Project Compliance (DFS-A2-CS)

Forms are available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>

2. DFS verifies that a state project has been determined on the State Project Determination Checklist and confirms budget data with both the GAA and the legal authority provided on the request.
3. Once confirmed, DFS assigns a unique CSFA number to the project, adds the new CSFA number in FLAIR, and notifies the Agency.

Procedures for Requesting Catalog of Federal Domestic Assistance (CFDA) numbers:

1. The Agency submits a email request to NewAccountCode@MyFloridaCFO.com
2. DFS verifies the code with the Catalog of Federal Domestic Assistance website and that the code does not currently existing in FLAIR.
3. Once confirmed, DFS adds the new CFDA number in FLAIR, and notifies the Agency.

XI. Add Contract/Grant Disbursement Agreement Documents

These web pages are for adding and associating contract, procurement and amendment document images or URLs to specific contracts and grant disbursement agreements entered in FACTS. User finds the Contract or Grant Disbursement using the Main or Advanced Search web page and clicks on the Agency Assigned Contract ID or Contract ID hyperlink to access the Contract or Grant Disbursement Information web page (refer to Section XIII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Contract or Grant Award Information web page, the User clicks the Update Contract or Grant Disbursement Details button to access the Update Contract or Grant Disbursement Details web page (refer to Section VII Update Contract/Grant Disbursement Details). At Update Contract or Grant Disbursement Details web page, click Add/Edit Documents to access the Contract or Grant Disbursement Change web page.

A. Contract Documents

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Contract Documents

Agency Contract ID: I0042
 Contract Long Title: Purchase Order#431 - INS Regulatory Insurance Services, Inc.

FLAIR Contract ID: I0042

Add Document

Document Type: Original Contract Document

Document Image: Browse...

Document URL:

☐ The Respondents final proposal is included as part of the Original Contract document

Add Document

Contract Documents

No documents have been added for this contract.

Back To Update Contract Details

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B. Grant Disbursement Documents

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Grant Disbursement Documents

Agency Contract ID: AP564
Contract Long Title: GRANT IN AID-SURFA

FLAIR Contract ID: AP564

Add Document

Document Type:

Document Image:

Document URL:

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Grant Disbursement Documents

No documents have been added for this contract.

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Local intranet | Protected Mode: Off

In the information bar just above the “Add Document” FACTS displays the Agency Contract ID, FLAIR Contract ID and Contract Long Title of the agreement that the added document images or URLs will be associated with.

The descriptions below apply to both unless stated otherwise.

C. Adding a Document Image

Only one image file allowed per “Document Type”. The image file must contain all the scanned contract documents, procurement documents or amendment documents. Procurement document are all the documents provide to prospective vendors/public and the final response from the successful respondent.

- ❖ **Document Type – drop-down selectable – required - cannot be changed once the contract is finished/published to the web, however the document can be replaced or deleted**

Must select a value listed in the drop-down to describe the type of document or URL entering into FACTS. The drop-down will contain “Original Contract Document”, “Procurement Document” and agency previously entered Agency Amendment Reference identifiers. Refer to **D** – Replacing a Document Image and **F** - Deleting a Document Image or URL below.

- ❖ **Document Image – No size limit- conditionally required- cannot be changed once the contract is finished/published to the web, however the document can be replaced or deleted**

If an URL not recorded for the document image, field is required. Refer to **D** – Replacing a Document Image and **F** - Deleting a Document Image or URL below.

❖ **Document URL – up to 250 alphanumeric – not required – can be changed once the contract is finished/published to the web**

Instead of or in addition to an image file an agency maintain URL link to the document image can be entered in FACTS via this field. The URL link must be valid, go directly to the document and be maintained by the agency for a minimum of ten years. Refer to **E – Editing Document Image URL** and **F -Deleting a Document Image or URL** below.

❖ **Check Box – not required - cannot be changed once the contract is finished/published to the web, however the document can be replaced or deleted**

The “The Respondents final proposal is include as part of the Original Contract document” check provided to explain on the FACTS public website where the respondent’s final proposal is located, if not part of the “Procurement Document” image file.

As document images or URLs are added to FACTS, they are listed below the “Add Document” section in table form with column labels:

- Document Type
- Agency Reference #
- Execution Date
- Document Add Date
- Document URL
- View
- Replace
- Edit hyperlink
- Delete hyperlink

The “View” column contains the PDF icon for the document image. The “Replace” column contains the “Document Image” hyper- link that activates the “Replace Document Image” section box. The “Edit” column contains the “Document URL” hyper- link that activates the “Edit Document URL” section box. The “Delete” column contains the “Delete” hyperlink that allow removal of the document image from FACTS.

The screenshot displays the FACTS web application interface. At the top, the header includes navigation links: Main, FAQ, Contact Us, Message, Charts, and Transparency. Below the header, the user is logged in as [redacted] / DEPARTMENT OF FINANCIAL SERVICES. The main content area is titled 'Contract Documents' and shows details for Agency Contract ID: 10040 and FLAIR Contract ID: 10040. The 'Add Document' section includes a form with fields for Document Type (set to 'Original Contract Document'), Document Image (with a 'Browse...' button), and Document URL. A checkbox labeled 'The Respondents final proposal is included as part of the Original Contract document' is present. An 'Add Document' button is at the bottom of the form. Below the form is a table titled 'Contract Documents' with columns: AGENCY REFERENCE #, DOCUMENT TYPE, EXECUTED DATE, DOCUMENT ADD DATE, DOCUMENT URL, VIEW, REPLACE, EDIT, and DELETE. The table contains one row for 'Original Contract - 10040'. At the bottom of the table is a 'Back To Update Contract Details' button.

AGENCY REFERENCE #	DOCUMENT TYPE	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract - 10040	Original Contract	08/30/2013	11/5/2013 3:06:51 PM			Document Image	Document URL	Delete

Logged In As: **JEFF ATWATER** | DEPARTMENT OF TRANSPORTATION

Grant Disbursement Documents

Agency Contract ID: AM151
Contract Long Title: PROJ PARTICIPATION

FLAIR Contract ID: AM151

Add Document

Document Type: Original Contract Document

Document Image:

Document URL:

☐ The Respondents final proposal is included as part of the Original Contract document

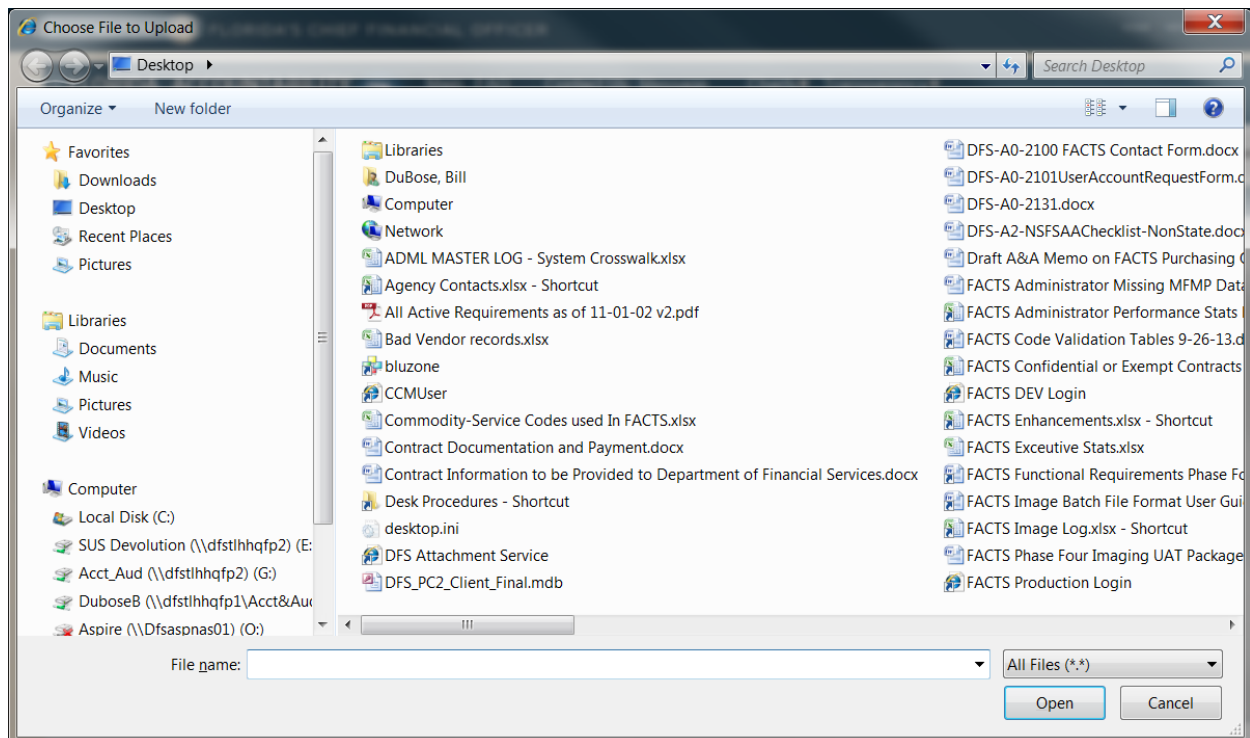
Grant Disbursement Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - AM151	07/29/2002	2/7/2014 9:11:52 AM			Document Image	Document URL	Delete
Amendment	S0020000	12/31/1900	8/13/2013 5:38:47 AM			Document Image	Document URL	Delete
Amendment	S0030000	12/31/1900	8/13/2013 5:38:51 AM			Document Image	Document URL	Delete


You can enter the location and file name manually or use the “Browse” button to locate the image file on your computer or agency network.

The “Choose File to Upload” explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file and click the “Open” button. This returns the location and file name to the field. Clicking the “Add Document” button will upload the image file to FACTS.



D. Replacing a Document Image

To replace a document image click the “Document Image” hype-link under “Replace” column on the same row. The “Replace Document Image” section box appears graying out the “Document Type” field; locking down the “Document URL” field and making only the “Document Image” field available for entry.

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Contract Documents

Agency Contract ID: AN008 FLAIR Contract ID: AN008
Contract Long Title: RR SIGNALS-PE/INSTAL

Replace Document Image

Document Type:




Document Image:

Document URL:


☐ The Respondents final proposal is included as part of the Original Contract document

Contract Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - AN008	09/09/2002	8/13/2013 12:46:44 AM			Document Image	Document URL	Delete
Amendment	S0010000	12/31/1900	8/13/2013 12:46:46 AM			Document Image	Document URL	Delete
Amendment	S0020000	12/31/1900	8/13/2013 12:46:48			Document	Document	Delete

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Grant Disbursement Documents

Agency Contract ID: AOD51 FLAIR Contract ID: AOD51
Contract Long Title: PROJ PARTICIPATION

Replace Document Image

Document Type:


Document Image:

Document URL:

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Grant Disbursement Documents

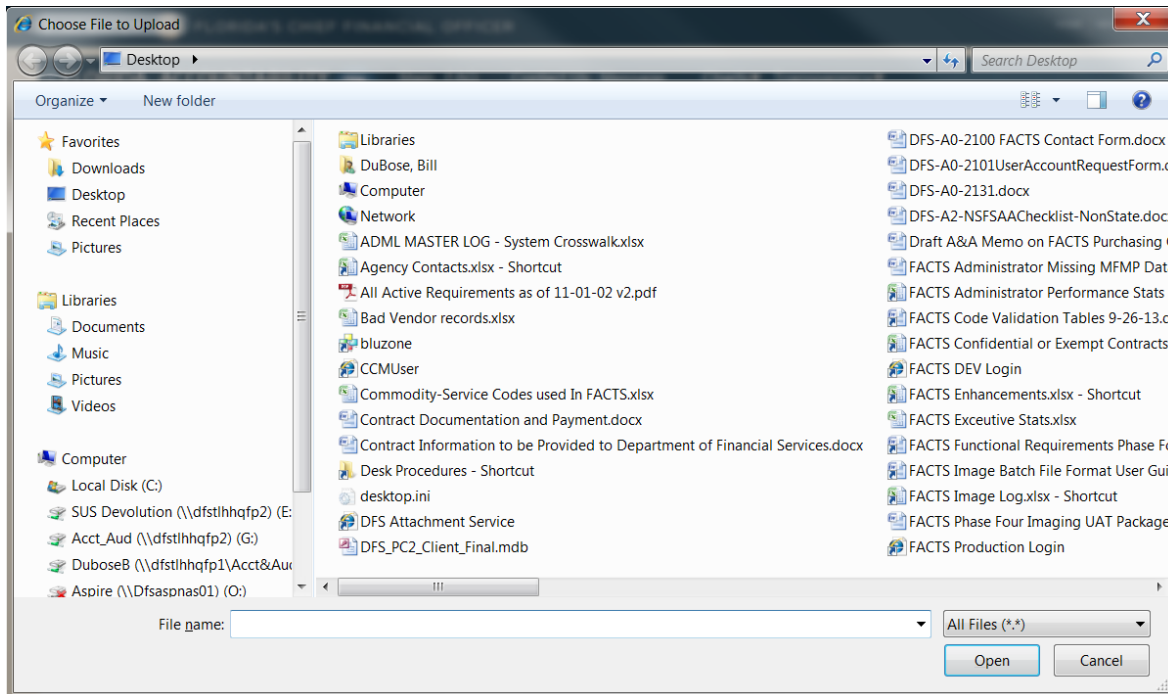
Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - AOD51	05/30/2006	2/7/2014 9:17:16 AM			Document Image	Document URL	Delete

[Back To Update Grant Disbursement Details](#)

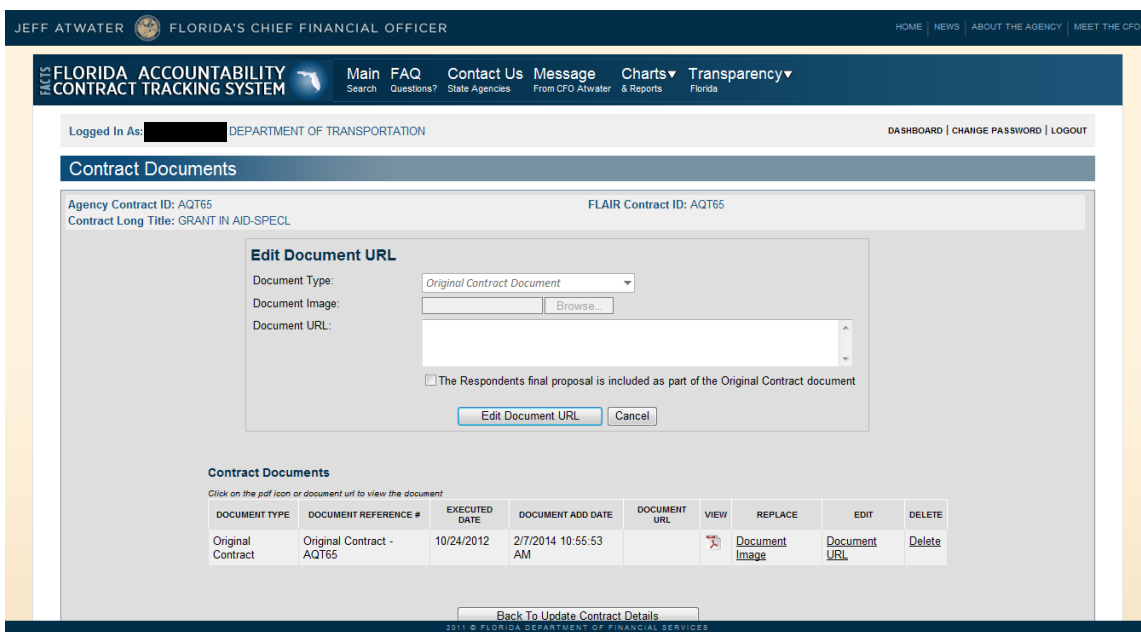
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Click the Browse button next to the “Document Image” field and the “Choose File to Upload” file explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file and click the “Open” button. This returns the location and file name to the field. Clicking the “Replace Document Image” button will upload and replace the image file in FACTS.



E. Editing Document Image URL

To edit the document image’s URL, click “Document URL” hyperlink under the “Edit” column on the same row. The “Edit Document URL” section box appears graying out the “Document Type” field; locks down the “Document Image” field and making only the “Document URL” field available for entry.



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Grant Disbursement Documents

Agency Contract ID: AOD51 FLAIR Contract ID: AOD51

Contract Long Title: PROJ PARTICIPATION

Edit Document URL

Document Type: Original Contract Document

Document Image: [Browse...]

Document URL: [Text Field]

☐ The Respondents final proposal is included as part of the Original Contract document

Edit Document URL Cancel

Grant Disbursement Documents

Click on the pdf icon or document url to view the document.

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - AOD51	05/30/2006	2/7/2014 10:20:17 AM			Document Image	Document URL	Delete

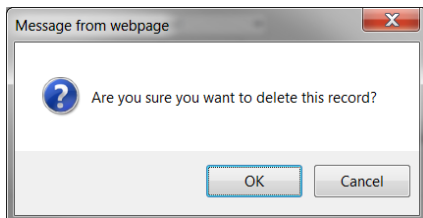
Back To Update Grant Disbursement Details

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After entering or editing the document URL, click the “Edit Document URL” button to save change.

F. Deleting a Document Image or URL

To delete a document image/URL clicking the “Delete” hyperlink under the “Delete” column on the same row. This causes a confirmation dialog box to appear. Click the “OK” button to delete the image file and URL.



XII. Contract/Grant Disbursement Agreement Confidential Data

Agencies wanted to indicate that a contract/grant disbursement agreement contains confidential information and/or is exempt pursuant to Florida law from being displayed on a public website. To accommodate this, FACTS provides a “Do not publish this Contract on the FACTS public website” checkbox on the “Add New Contract” or “Add Grant Disbursement” web page. If dictated by legislative action, agencies can be identified as “Do Not Publish” so that no contract/grant disbursement agreements display in FACTS for the specified agency.

Checking the checkbox indicates “Yes” this contract contains confidential and/or exempt information pursuant to Florida law and should not be sent to the FACTS public website. A blank indicates “No”; this

contract does not contain confidential and/or exempt information pursuant to Florida law and should be sent to the FACTS public website.

A. Contract

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Add New Contract

REQUIRED FIELDS

Main Contract Information

FLAIR Contract ID *

Short Title *

Long Title *

Agency Contract ID *

Original Contract Amount * \$

Contract Type *

Contract Status *

Date of Execution * MM/DD/YYYY

Date of Beginning * MM/DD/YYYY

Original End Date * MM/DD/YYYY

Statutory Authority *

Contract Involves State or Federal Financial Assistance ☐

Do not publish this Contract on the FACTS public website ☐

Recipient Type (REQUIRED WHEN FINANCIAL ASSISTANCE IS CHECKED)

Agency Service Area

Provide Administrative Cost ☐ Yes ☐ No

Administrative Cost Percentage

Provide for Periodic Increase ☐ Yes ☐ No

Periodic Increase Percentage

Contract Procurement Information

Authorized Advanced Payment ☐ Yes ☐ No

Method of Procurement *

Method of Procurement Full Description

State Term Contract ID

Contract's Exemption Justification

Agency Reference Number

Business Case Study Done ☐ Yes ☐ No

Business Case Date * MM/DD/YYYY

Legal Challenges to Procurement ☐ Yes ☐ No

Legal Challenge Description

Contract Manager Information

Agency Manager Name *

Phone Number (01-0000000000)

Email *

General Description

GENERAL OVERVIEW OF THE CONTRACT *

Outsourcing / Capital Improvements

Was the Contracted Function Previously Performed by the State *

Was the Contracted Function Considered for Insourcing back to the State:

Did the Vendor Make Capital Improvements on State Property

Capital Improvement Description

Value of Capital Improvements \$

Value of Unamortized Capital Improvements \$

Cancel Next

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Add New Grant Disbursement

REQUIRED FIELDS

Main Information

FLAIR Contract ID *

Short Title *

Long Title *

Agency Contract ID *

Original Contract Amount * \$

Contract Type *

Contract Status *

Date of Execution * MM/DD/YYYY

Date of Beginning * MM/DD/YYYY

Original End Date * MM/DD/YYYY

Statutory Authority *

Contract Involves State or Federal Financial Assistance ☐

Do not publish this Contract on the FACTS public website ☐

Recipient Type (REQUIRED WHEN FINANCIAL ASSISTANCE IS CHECKED)

Agency Service Area

Provide Administrative Cost ☐ Yes ☐ No

Administrative Cost Percentage

Provide for Periodic Increase ☐ Yes ☐ No

Periodic Increase Percentage

Procurement Information

Authorized Advanced Payment ☐ Yes ☐ No

Method of Procurement *

Method of Procurement Full Description

State Term Contract ID

Contract's Exemption Justification

Agency Reference Number

Business Case Study Done ☐ Yes ☐ No

Business Case Date * MM/DD/YYYY

Legal Challenges to Procurement ☐ Yes ☐ No

Legal Challenge Description

Manager Information

Agency Manager Name *

Phone Number (01-0000000000)

Email *

General Description

GENERAL OVERVIEW OF THE CONTRACT *

Outsourcing / Capital Improvements

Was the Contracted Function Previously Performed by the State *

Was the Contracted Function Considered for Insourcing back to the State:

Did the Vendor Make Capital Improvements on State Property

Capital Improvement Description

Value of Capital Improvements \$

Value of Unamortized Capital Improvements \$

Cancel Next

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B. Grant Disbursement

A checkbox value of “Yes” will trigger a User message box when clicking the “Finish Contract” or “Finish Grant Disbursement” button at the conclusion of contract/grant disbursement entry requiring a confirmation that the Contract/Grant Disbursement does contains information that is confidential and/or exempt pursuant to Florida law and must not be sent to FACTS public website.

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FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Logged In As [REDACTED] FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

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Contract Information

Summary

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
Long Title: test
Total Contract Amount: \$100.00
Total Payments to date: NA
General Description: test
Contract Summary Form

Agency Contract ID: asd
Vendor Name: AWEBCO CONSTRUCTION, INC.

Details Deliverables Payments Documents Audits

Main Information

Agency Contract ID: asd
FLAIR Contract ID: 55912
Short Title: test
Long Title: test
Contract Type: Grant Award Agreements
Contract Status: Active
Date of Execution: 08/21/2013
Date of Beginning: 08/21/2013
Original End Date: 08/21/2013
Agency Service Area:
Statutory Authority: test
Contract Involves State or Federal Financial Assistance: No
Do not publish this Contract on the FACTS public website: Yes
Recipient Type:
Provide for Administrative Cost: No
Provide for Periodic Increase: No

Agency Reference Number:
Business Case Study Done: No
Legal Challenges to Procurement: No

Contract Manager Information

Outsourcing / Capital Improvements

Was the Contracted Function Previously Performed by the State: No
Was the Contracted Function Considered for Insourcing back to the State: No

User Confirmation

This Contract will not be published on the FACTS public website because it contains information that is confidential and/or exempt pursuant to Florida law. Do you want to continue?

The "Do not publish this Contract on the FACTS public website" box is checked. Clicking Agree confirms that you are finishing the agreement and that it will not be sent to the website because the Contract contains information that is confidential and/or exempt pursuant to Florida law. The applicable contract information will be sent to FLAIR.

Clicking Cancel returns you to the previous page and does not complete the finish contract process.

Agree Cancel

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Contract Information

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: OTHER CONTRACT
Total Contract Amount: \$80.00
Total Payments to date: NA
General Description: OTHER
Contract Summary Form

Agency Contract ID: BDP83
Vendor Name: ABC CONSTRUCTION, INC.
Total Budgetary Amount: \$0.00
Date of Execution: 04/28/2010

Details Deliverable

Main Information

Agency Contract ID: BDP83
FLAIR Contract ID: BDP83
Short Title: OTHER CS
Long Title: OTHER CONTRACTUAL SERVICE
Contract Type: Standard Two Party Agreement by Statute
Contract Status: Active
Date of Execution: 04/28/2010
Date of Beginning: 04/28/2010
Original End Date:
Agency Service Area: 08
Statutory Authority: 334.044(7)
Contract Involves State or Federal Financial Assistance: No
Do not publish this Contract on the FACTS public website: No
Recipient Type:
Provide for Administrative Cost: No

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Agency Invitation to Bid [s. 287.057 (1) (a), FS]
State Contract Term ID:
Contract's Exemption Justification:
Agency Reference Number: NOT COLLECTED
Business Case Study Done: No
Legal Challenges to Procurement: No

Contract Manager Information

Outsourcing / Capital Improvements

Was the Contracted Function Previously Performed by the State: No

User Confirmation

This Contract is about to be published to the FACTS public website. Do you want to continue?

Clicking Agree confirms you are finishing the agreement and that it will be sent to the FACTS public website. This also confirms that the Contract provided does not contain information that is confidential and/or exempt pursuant to Florida law.

Clicking Cancel returns you to the previous page and does not complete the finish contract process.

Agree Cancel

By clicking the “Agree” button, the User is confirming that they are finishing the agreement and that the Contract/Grant Disbursement Agreement contains information that is confidential and/or exempt pursuant to Florida law and therefore should not be sent to FACTS public website.

If the “Do not publish this Contract on the FACTS public website” checkbox on the “Add New Contract” or “Add Grant Disbursement” web page has an input value of “No” [not checked]; it will trigger a User message box when clicking the “Finish Contract” or “Finish Grant Disbursement” button at the conclusion of contract/grant disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement Agreement does not contains information that is confidential and/or exempt pursuant to Florida law.

By clicking the “Agree” button, the User is confirming that they are finishing the agreement and it does not contain information that is confidential and/or exempt pursuant to Florida law and can be sent to FACTS public website.

If a Contract or Grant Disbursement Agreement containing information that is confidential and/or exempt pursuant to Florida law and has been sent to FACTS public website, a User can correct the error by:

1. Use the FACTS dashboard “**Search or Edit Contract/Grant Disbursement/Grant Award**” function to locate the contract.
2. Click “**Update Contract Details**” or “**Update Grant Disbursement Details**” button on the Contract or Grant Disbursement Information page.
3. Click the “**Edit Main Contract**” or “**Edit Main Grant Disbursement**” hyperlink on the Update Contract Details or Update Grant Disbursement Details page.
4. Check the “**Do not publish this Contract on the FACTS public website**” check box in the Main Information section of the Edit Contract or Edit Grant Disbursement web page.
5. Click the “**Agree**” button in the “**User Confirmation**” message box to confirm that agreement contains information that is confidential and/or exempt pursuant to Florida law.
6. Click “**Next**” at the bottom of the web page and all other pages until you reach the update page.
7. Click “**Finish to Review**” at the bottom on the update page. The agreement will be taken off FACTS public website.

Short Title * PROJ PART
Long Title * PROJ PARTICIPATION
Agency Contract ID * AQC69
Original Contract Amount * \$ 50000.00
Contract Type * Grant Disbursement Agreement
Contract Status * Active
Date of Execution * EX: MM/DD/YYYY 07/13/2011
Date of Beginning * EX: MM/DD/YYYY 07/13/2011
Original End Date EX: MM/DD/YYYY 12/31/2013
Statutory Authority * 334.044 (26)
Contract Involves State or Federal Financial Assistance
Do not publish this Contract on the FACTS public website
Recipient Type (REQUIRED WHEN FINANCIAL ASSISTANCE IS CHECKED)
---Select---
Agency Service Area 05
Provide Administrative Cost ☐ Yes ☒ No
Provide for Periodic Increase ☐ Yes ☒ No
Periodic Increase Percentage
Method of Procurement L - Exempt, Services or Commodities provided by Governmental Agency
Method of Procurement Full Description L - Exempt, Services or Commodities provided by Governmental Agencies [s. 287.057 (3) (f) 12, & s.287.057 (22), FS]
State Term Contract ID
Contract's Exemption Justification 339.12 (5) F.S. ESTABLISHES THE FDOT AND GOVERNING BODY OF A GOVERNMENT ENTITY TO ENTER INTO AN AGREEMENT BY WHICH THE ENTITY AGREES TO RECOVER A HIGHWAY PROJECT
User Confirmation
This Grant Disbursement will not be published on the FACTS public website because it contains information that is confidential and/or exempt pursuant to Florida law. Do you want to continue?
The "Do not publish this Grant Disbursement on the FACTS public website" box is checked. Clicking Agree confirms that you are finishing the agreement and that it will not be sent to the website because the Grant Disbursement contains information that is confidential and/or exempt pursuant to Florida law.
Clicking Cancel returns you to the previous page and does not make the change.
Agree **Cancel**
Manager Information
Agency Manager Name *
Phone Number EX: 9999999999
Email
General Description
GENERAL OVERVIEW OF THE CONTRACT
Outsourcing / Capital Improvements
Was the Contracted Function Previously Performed by the State
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XIII. Search or Edit Contract/Grant Disbursement/Grant Award

There are two Search options in FACTS for accessing grant disbursement agreements, grant awards and purchase orders accessible from the User's Dashboard by clicking the Search or Edit Contract/Grant Disbursement/Grant Award function hyperlink or Main Search hyperlink at the top of web page.

A. Main Search

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER
HOME | NEWS | ABOUT THE AGENCY | MEET THE CFO
FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM Main Search FAQ Contact Us Message Charts Transparency
Questions? State Agencies From CFO Atwater & Reports Florida
Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION
DASHBOARD | CHANGE PASSWORD | LOGOUT
Main Search Quick Tips
Search Advanced Search
To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.
Agency Name DEPARTMENT OF TRANSPORTATION
Vendor/Grantor Name
Dollar Value From To
Beginning and/or Ending Dates (mm/dd/yyyy) Begin End
Commodity/Service Type (Contract & Purchase Order Only) ALL COMMODITY GROUPS
☒ Show All ☐ Show Grant Awards Only
☐ Show Contracts Only ☐ Show Purchase Orders Only
Please refine the search by providing following details if known.
Agency Assigned Contract ID (if known)
Grant Award ID (if known)
MFMP PO Number (if known)
By using this Search you agree to [terms and conditions](#) of the Search.
Reset **Search**
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The first one is the “Main Search” web page. This page contains a limited number of search options:

- **Agency Name** (allows for multiple selections)
- **Vendor/Grantor Name**
- **Dollar Value** (includes Grant Award Amount)
- **Beginning and Ending Dates** (includes Original Funding Start Date and Original Funding End Date)
- **Commodity/Service Types** (applies to contracts, grant disbursement agreements and purchase orders only)
- **Agency Assigned Contract ID** (must be used with Agency Name, it is not the FLAIR Contract ID)
- **Grant Award ID** (must be used with Agency Name)
- **MFMP PO Number**

To search for multiple selections in multiple selection fields hold the **CTRL** key down while selecting multiple parameters.

When not using Agency Assigned Contract ID, Grant Award and MFMP PO Number; the search can be limited to only contracts; contact with published audits only (must click “Show Contract Only” radio button first to see and use the “Show Contracts with published audits” check box); only grant awards or only purchase orders by clicking the appropriate radio button located at middle right of the Search box.

B. Advanced Search

The screenshot displays the 'Advanced Search' interface of the Florida Accountability Contract Tracking System (FACTS). The page is titled 'FACTS: FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM' and includes navigation links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The user is logged in as 'JEFF ATWATER' from the 'FLORIDA'S CHIEF FINANCIAL OFFICER' role.

The search filters are organized into several sections:

- Agency Name:** A dropdown menu with options like 'ALL AGENCIES', 'AGENCY FOR HEALTH CARE ADMINISTRATION', 'AGENCY FOR PERSONS WITH DISABILITIES', 'AGENCY FOR STATE TECHNOLOGY (FORMERLY SSC/NSRC)', and 'DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES'.
- Vendor/Grantor Name:** A text input field.
- Minority Vendor Designation:** A dropdown menu with options like 'ALL MINORITY VENDOR DESIGNATIONS', 'African-American, Certified', 'African-American, Non-Certified', 'Asian-American, Certified', and 'Asian-American, Non-Certified'.
- Dollar Value:** Two text input fields for 'From' and 'To'.
- Beginning and/or Ending Dates (mm/dd/yyyy):** Two text input fields for 'Begin' and 'End'.
- Commodity/Service Type (Contract & Purchase Order Only):** A dropdown menu with options like 'ALL COMMODITY TYPES', '2d / 3d / 4d seismic data interpretation', '2d / 3d / 4d land seismic acquisition services', '2d / 3d / 4d marine seismic acquisition services', '2d / 3d / 4d seismic data processing services', '3-methylmorpholine or codeine', and 'Abacavir'.
- Method of Procurement:** A dropdown menu with options like 'ALL METHOD OF PROCUREMENTS', 'Agency invitation to Bid [s. 287.057 (1) (a), FS]', 'Agency invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, FS]', 'Agency invitation to negotiate [s. 287.097 (1) (c), FAC]', and 'Agency invitation to negotiate for Public Property And Publicly Owned Buildings [s. 255.0525, FS]'.

At the bottom of the search filters, there are radio buttons for 'Show All', 'Show Contracts Only', 'Show Grant Awards Only', and 'Show Purchase Orders Only'. There is also a checkbox for 'Show Contracts with published audits'.

The page includes a 'Basic Search' link in the top right corner and an 'Expand All' link in the bottom right corner. The 'Search' button is located at the bottom center of the page.

Access the Advanced Search by clicking on the “Advanced Search” hyperlink on the “Main Search” web page. This search page allows a User to search by the fields listed above as well as additional fields.

The searchable fields arranged in four boxes:

- **Top box** contains all search parameters shared by contracts, grant awards, and purchase orders plus:
 - Minority Vendor Designation
 - Dollar Value
 - Fiscal Year of Execution
 - Method of Procurement
 - Commodity/Service Type

Using the search parameters in the top box will return results containing both contract, grant awards and purchases orders. However, the search can be limited to contracts, grant awards or purchase orders only by clicking the appropriate “Show Contracts only”, “Show Grant Awards only” or “Show Purchase Order only” radio button. When using the “Show Contract only”, the search can be limited further to only contracts with published audits only by clicking the “Show Contracts with published audits” check box (must click “Show Contract Only” radio button first).

- **“Contract Specific Search Parameters”** expandable and collapsible box contains:
 - Agency Assigned Contract ID
 - FLAIR Contract ID
 - Contract Status
 - Contract Type
 - Administrative Cost
 - Periodic Increase
 - Contract Manager Name (for logged in User only)

Using the search parameters in the Top Box and these search criteria will return results containing only contracts regardless if “Show Contracts only”, “Show Grant Award only” or “Show Purchase Orders only” radio button selected.

- **“Grant Award Specific Search Parameters”** expandable and collapsible box contains search parameters:
 - Grant Award ID
 - Grant Award Type
 - Grant Awards Status
 - Award Date range

Using the search parameters in the Top Box and these search parameters will return results containing only grant awards regardless if “Show Contracts only”, “Show Grant Award only” or “Show Purchase Orders only” radio button selected.

- “Purchase Order Specific Search Parameters” expandable and collapsible box contains search parameters:
 - MFMP PO Number
 - Purchase Order Status
 - Order Date range

Using the search parameters in the Top Box and this box will return results containing only purchase orders regardless if “Show Contracts only”, “Grant Award only” or “Show Purchase Orders only” radio button selected.

All the Commodity/Service codes used in FACTS are downloadable to a Microsoft Excel readable file by clicking on the “Download Commodity/Service Types” hyper link and following the on screen instructions.

To search for multiple selections allowed in Agency Name, Commodity/Service Type, Contract Status, Grant Award Status and Purchase Order Status, hold the **CTRL** key down while selecting multiple parameters.

C. Main Search Results

Results								
Displaying 1 to 10 of 17749 1 2 3 4 5 6 7 8 ... 1775 Next >> Download Results								
AGENCY NAME ▲	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	CONSOLIDATED ELECTRICAL DISTRIB	Purchase Order			C2156-V3-R6	\$14,059.46	ELECTRICAL SUPPLIES: CONNECTORS, CLAMPS.	
DEPARTMENT OF TRANSPORTATION	CSI VIDEO & SECURITY LLC	Purchase Order			C2616-V2-R3	\$490,095.00	Multiple	
DEPARTMENT OF TRANSPORTATION	FOREVER LAWN & LANDSCAPE	Purchase Order			C3081-V2-R6	\$600.00	SOD GRASS	
DEPARTMENT OF TRANSPORTATION	SITESCOPE, INC.	Purchase Order			C3202-R8	\$1,200.00	PERSONNEL SERVICES (OPS)	
DEPARTMENT OF TRANSPORTATION	COMPASS INVESTIGATIVE AGENCY,	Purchase Order			C3587-R4	\$200.00	SERVICE OF PROCESS	
DEPARTMENT OF TRANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310-06-1-R31	\$636.08	COURT REPORTING SERVICES	
DEPARTMENT OF TRANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310-06-1-R9	\$88.65	COURT REPORTING SERVICES	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R29	\$9,354.20	TRAFFIC CONTROL EQUIPMENT	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R30	\$4,650.00	TRAFFIC CONTROL EQUIPMENT	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R44	\$8,400.00	TRAFFIC CONTROL EQUIPMENT	
Displaying 1 to 10 of 17749 1 2 3 4 5 6 7 8 ... 1775 Next >> Download Results								
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.								

The Main Search results display:

- Agency Name
- Vendor/Grantor Name
- Type
- Agency Assigned Contract ID
- Grant Award ID
- PO Number
- Total Amount
- Commodity/Service Type
- View Audits link

All of the result columns are storable from “A to Z” or “High to Low” except for Commodity/Service Type and View Audits hyperlink.

Results section provides the number of records displaying of the total number found at the top and bottom. It also provides quick links to various pages of results, beginning and end of results buttons, and Previous and Next page buttons at the top and bottom.

Clicking the “Agency Assigned Contract Id” hyperlink takes the User to the contract’s Contract or Grant Disbursement Information page as explained earlier. Clicking on the “Commodity/Service Type” hyperlink directs the User to the contract or grant disbursement’s “Deliverables” web page. Clicking on the “View Audit” hyperlink takes the User to the contract or grant disbursement’s “Audits” web page, which provides hyperlinks to individual audit reports, if any. At any page, the User can click the “Update Contract Details” or “Update Grant Disbursement” button; if an Agency All Agreements or Agency Contract/Grant Disbursement User goes to the appropriate update details page User can add or edited information. From this location, the logged on User can also click the “Contract Summary Form” or “Grant Disbursement Summary Form” hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. “Public Users” and “Agency Grant Award Users” do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the “PO Number” hyperlink takes the User to the “Purchase Order Information” web page explained in XXV Viewing Purchase Orders.

Clicking the “Grant Award ID” hyperlink takes the User to the “Grant Award Information” web page explained in XXXIII Grant Award Displays

The displayed search results are downloadable to Microsoft Excel readable file by clicking the “Download Results” button and following the on screen instructions. The download file contains displayed information and the following information not displayed:

- Vendor/Grantor Name Line 2
- Original Contract Amount
- Commodity/Service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Long Title/PO Title
- Short Title
- Beginning Date
- Original End Date
- Contract Execution Date
- Grant Award Date
- PO Order Date
- Agency service Area
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Authorized Advance Payment
- Method of Procurement
- State Term Contract ID
- Agency Reference Number
- Contract Exemption Explanation
- Statutory Authority
- Recipient Type
- Provide Administrative Cost
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate

- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code
- CFDA Code Description
- CSFA Code
- CSFA Code Description

D. Advanced Search Results

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FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

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Search Questions? State Agencies From CFO Atwater & Reports Florida

Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Advanced Search Result

Search Criteria

[Modify Advanced Search Criteria](#)

Results

Displaying 11 to 20 of 163641

<< Previous 1 2 3 4 5 6 7 8 16365 Next >> Download Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	VENDOR/GRANTOR NAME LINE 2	
AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS	Memorandum of Agreement/Understanding or Interagency Agreement	AA021				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	Multiple	Memorandum of Agreement/Understanding or Interagency Agreement	AA022				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	AGENCY FOR PERSONS W/ DISBLTS	Memorandum of Agreement/Understanding or Interagency Agreement	AA023			SUNLAND REVOLVING FUND	\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	Multiple	Memorandum of Agreement/Understanding or Interagency Agreement	AA024				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS	Memorandum of Agreement/Understanding or Interagency Agreement	AA025				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF CHILDREN &	Memorandum of Agreement/Understanding or Interagency Agreement	AA026			FAMILIES	\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	GEORGIA DEPARTMENT OF	Memorandum of Agreement/Understanding or Interagency Agreement	AA027			CORRECTIONS/AUGUSTA STATE MED	\$0

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The search results listing for the Advanced Search Page is:

- Agency Name
- Vendor/Grantor Name Line 1
- Type
- Agency Assigned Contract ID
- Grant Award ID
- PO Number
- Vendor/Grantor Name Line 2
- Total Amount
- Commodity/Service Type
- View Audits link
- Long Title/PO Title
- Contract Short Title
- FLAIR Contract ID
- Contract Execution Date
- Grant Award Date
- PO Order Date
- Begin Date
- End Date
- Status
- Method of Procurement
- State Term ID
- Agency Service Area
- Advance Payment
- Recipient Type
- Agency Reference Number
- CFDA [code]
- CSFA [code]
- Admin Cost? [answer to agreement includes administrative cost, Yes/No]

Use the slide bar at the bottom of the results page to see across all the columns.

The Agency Name, Type, Agency Assigned Contract ID, Grant Award ID, PO Number, Vendor Name Line 1, Vendor Name Line 2, and Total Amount result columns sort from “A” to “Z” or “High” to “Low.”

Clicking the “Agency Assigned Contract ID” hyperlink takes the User to the contract or grant disbursement agreement’s information page as explained earlier. Clicking on the “Commodity/Service Type” hyperlink takes the User to the appropriate “Deliverables” page. Clicking on the “View Audit” hyperlink takes the User to the appropriate “Audits” page, which provides a link to individual audit reports, if any. At any page, the “Agency All Agreements User” and “Agency Contracts/Grant Disbursements User” can click the update details button to go to the appropriate update details page to add or edit information. The “Agency All Agreements User” and “Agency Contracts/Grant Disbursements User” can also click the appropriate summary form” hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. “Public Users” and “Agency Grant Users” do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the “PO Number” hyperlink takes the User to the “Purchase Order Information” page explained in XXV Viewing Purchase Orders.

Clicking the “Grant Award ID” hyperlink takes the User to the “Grant Award Information” page explained in XXXIII Grant Award Displays

The displayed search results are downloadable to Microsoft Excel readable file by clicking the “Download Results” button and following the on screen instructions. The download file contains the displayed information and following information not displayed:

- | | |
|---|---|
| • Original Amount | • Business Case Date |
| • Commodity/service Type Code | • Legal Challenge to Procurement |
| • Recurring Budgetary Amount | • Legal Challenge Description |
| • Non Recurring Budgetary Amount | • Was the Contractual Functions Previously Done by the Sate |
| • PO Budget Amount | • Was the Contractual Functions Considered for Insourcing back to the State |
| • Manger Name, available only if User is signed into FACTS | • Did the Vendor Make Capital Improvements on State Property |
| • Manger Phone, available only if User is signed into FACTS | • Capital Improvement Description |
| • Manger Email, available only if User is signed into FACTS | • Value o Capital Improvements |
| • Contract Exemption Explanation | • Value of Unamortized Capital Improvements |
| • Statutory Authority | • Comments [General Description] |
| • Contract Involves State or Federal Aid | • CFDA Code Description |
| • Provide for Periodic Increase | • CSFA Code Description |
| • Periodic Increase Percentage | |
| • Business Case Study Done | |

Clicking the “Modify Advanced Search Criteria” hyperlink returns the User to the Advanced Search web page.

XIV. Contract/Grant Disbursement Agreement Summary Form

The FACTS summary form must accompany all Contracts or Grant Disbursement Vouchers submitted to the Bureau of Auditing for payment. There are two methods to access the form.

1. For “Agency All Agreements User” and “Agency Contracts/Grant Disbursements User” the appropriate summary form hyperlink is accessed by searching for the contract or grant disbursement, select the agreement from the search results page and once the appropriate information page displays, click the summary form hyperlink located in the bottom left corner of the “Summary” section.
2. For those individuals who do not have FACTS sign in access the following link may be used:
http://www.myfloridacfo.com/aadir/summary_csa.htm

Searches for the contract or grant disbursement as described in **Section XIII** above.

The summary form hyperlinks are not available to the public or Grant Award User.

The screenshot displays the FACTS web application interface. At the top, the header identifies the user as Jeff Atwater, Florida's Chief Financial Officer. The navigation bar includes links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The user is logged in as 'FLORIDA SCHOOL FOR THE DEAF AND THE BLIND'. The main content area is titled 'Contract Information' and shows a 'Summary' section for contract SC120007. The summary includes details such as the agency name, long title, total contract amount, total payment to date, general description, and date of execution. Below the summary, there are tabs for 'Details', 'Deliverables', 'Payments', 'Documents', and 'Audits'. The 'Details' tab is active, showing 'Main Information' and 'Procurement Information' sections. The footer indicates the system is from 2011 and is part of the Florida Department of Financial Services.

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FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

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Search Questions? State Agencies From CFO Atwater & Reports Florida

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Tweet 8+1 0

Contract Information

Finished Update Contract Details Back to Search

Summary

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
Long Title: Annett Bus Charters/Florida Trails Inc.
Total Contract Amount: \$2,940,488.00
Total Payment To Date: \$524,293.50
General Description: Provide transportation services to students home on weekends.
Contract Summary Form

Agency Contract ID: SC120007
Vendor Name: FLORIDA TRAILS INC.
Total Budgetary Amount: \$2,940,488.00
Date of Execution: 07/01/2008

Details Deliverables Payments Documents Audits

Main Information

Agency Contract ID: SC120007
FLAIR Contract ID: 00031
Short Title: Annett
Long Title: Annett Bus Charters/Florida Trails Inc.
Contract Type: Standard Two Party Agreement by Statute
Contract Status: Closed or Expired

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Agency Request for Proposal [s. 287.057 (1) (b), FS]
State Term Contract ID:
Contract's Exemption Justification:
Agency Reference Number:
Business Case Study Done: No

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Tweet 8+1 0

Grant Disbursement Information

Finished [Update Grant Disbursement Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION	Agency Contract ID: C9B11
Long Title: ENGINEERING	Vendor Name: FLORIDA EAST COAST RAILWAY CO
Total Contract Amount: \$75,000.00	Total Budgetary Amount: \$75,000.00
Total Payment To Date: NA	Date of Execution: 05/09/2013
General Description: ENGINEERING	
Grant Disbursement Summary Form	

Details Deliverables Payments Documents Audits

Main Information

Agency Contract ID: C9B11	Procurement Information
FLAIR Contract ID: C9B11	Authorized Advanced Payment: No
Short Title: ENGINEER	Method of Procurement: DOT Exemption, Rail program [Section 341.302, F.S.]
Long Title: ENGINEERING	State Term Contract ID:
Contract Type: Grant Disbursement Agreement	Contract's Exemption Justification: JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA EAST COAST RAILWAY FOR THE DESIGN AND CONSTRUCTION OF A NEW

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Clicking the “Contract Summary Form” or “Grant Disbursement Summary Form” hyperlink will open another browser window to display the form. Using the browser’s print function the User can print the form to a local printer and add the additional information and signature required on the form. After printing, close the browser window by clicking the **red X** in the upper right corner of the browser.

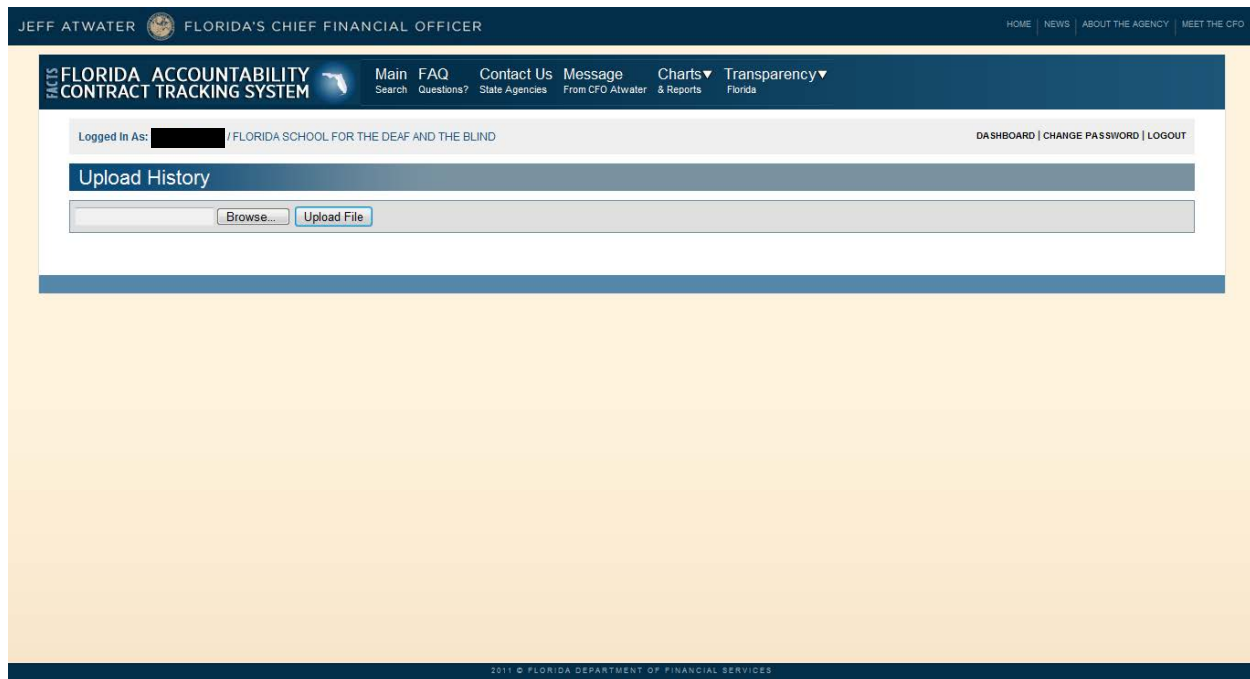
SUMMARY OF CONTRACTUAL SERVICES AGREEMENT

OLO/Department:	FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	Agency Contact:	
FLAIR Contract #:	00031	Telephone #:	
Agency Contract #:	SC120007		
Contractor/Vendor/Payee:	FLORIDA TRAILS INC.		
Original Contract Amount:	\$570,000.00	Total Contract Amount:	\$570,000.00
		Contract Type:	Standard Two Party Agreement by Statute
Contract Start Date:	07/01/2011	Contract End Date:	06/30/2012
Contract Last Signed Date:	07/01/2011	Advanced Funded:	No
METHOD OF PROCUREMENT:	Agency Request for Proposal [s. 287.057 (1) (b), FS]		
AGENCY REFERENCE #:			
Invoice Number:		Invoice Period:	
Total Amount of Previous Payments:			
CONTRACT MANAGER CERTIFICATION:			
I certify, by evidence of my signature, the information on this form is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.			
Contract Manager Name printed:			
Contract Manager Signature:			
Date:			

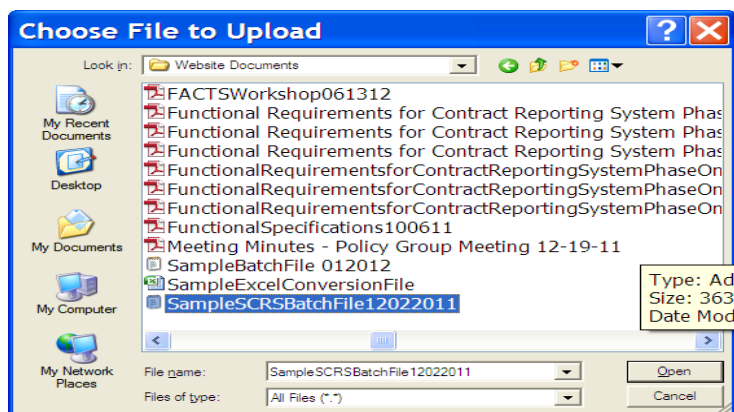
Both Contracts and Grant Disbursements Agreements use the same form format.

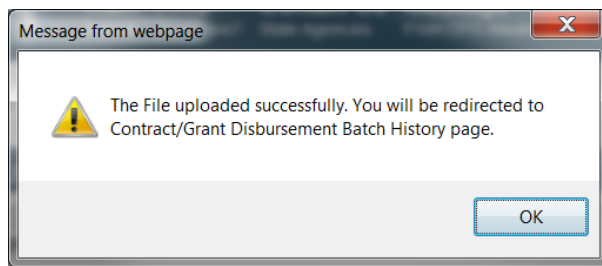
XV. Upload Contract/Grant Disbursement Agreement Information

Contract/Grant Disbursement information required to be in FACTS can be batch loaded using the Upload Contract/Grant Disbursement Info function hyperlink on the “Agency All Agreements User” or “Contracts/Grant Disbursements User” Dashboard. Refer to The FACTS Contract-Grant Disbursement Info Batch Upload File Format and FTP Transmission User Guide can be located at <http://www.myfloridacfo.com/Division/AA/Manuals/default.htm>.



Clicking the “Browse” button allows the User to locate the file on their computer or agency network. Once the file is located, clicking the “Open” button in the Choose File to Upload dialog box will cause the file location and name to enter the empty field. Clicking the “Upload File” button will initiate the upload process.





Once the User has clicked the “Upload File” button and the OK button in the message box, the Contract/Grant Disbursement Batch History web page appears displaying two sections. The Contract/Grant Disbursement Batch Pending Files section lists the files uploaded and pending processing by FACTS. The Contract/Grant Disbursement Batch Log Files section lists the files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Main Search FAQ Questions? Contact Us State Agencies Message From CFO Atwater Charts & Reports Transparency Florida

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION DASHBOARD | CHANGE PASSWORD | LOGOUT

Contract/Grant Disbursement Batch History

Contract/Grant Disbursement Batch Pending Files

This list contains files that are pending processing.

BATCH FILE	DATE MODIFIED	SIZE (KB)
WEB_20142149349_DuBoseBillye3_550000.txt	2/14/2014 9:34:15 AM	24.896

Contract/Grant Disbursement Batch Log Files

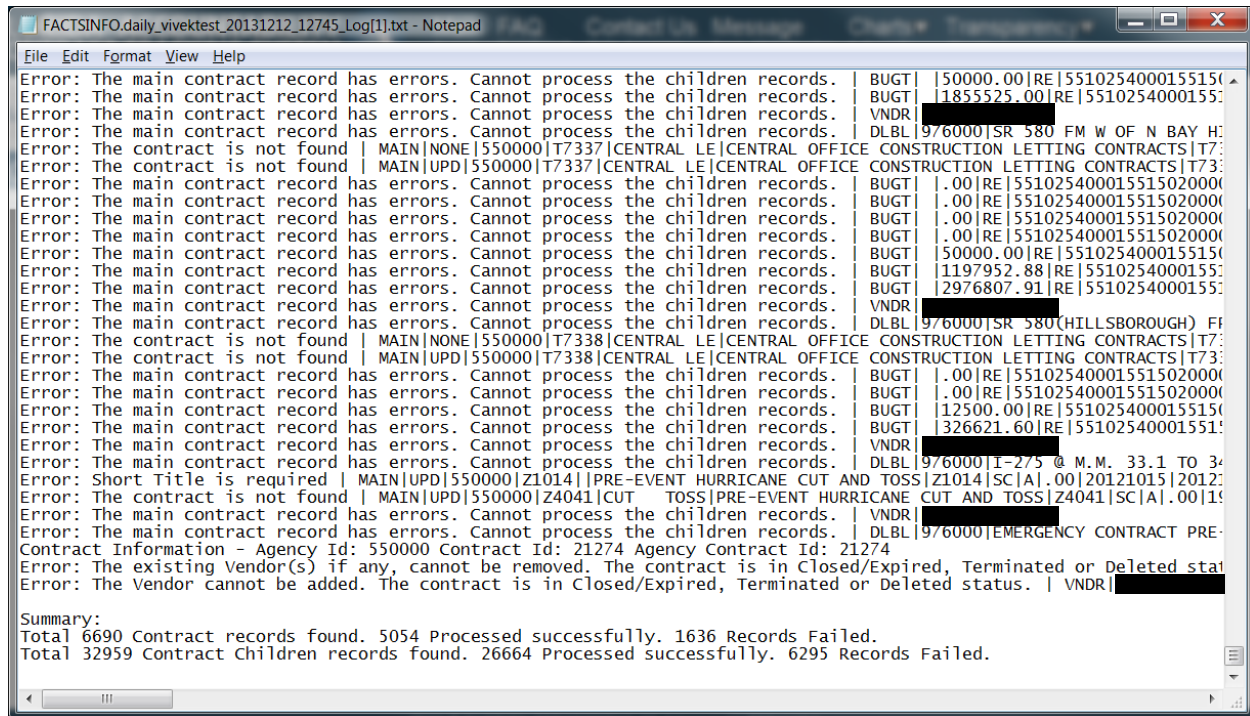
This list contains files that have been uploaded and processed by your agency within the last 30 days. Please allow up to 24 hours after uploading a file for it to appear on this list.

BATCH FILE	DATE MODIFIED	SIZE (KB)	
FACTSINFO.daily_vivetest_20131212_12745_Log.txt	12/12/2013 12:14:35 PM	1714.277	Download
WEB_201411316342_DuBoseBillye3_550000_2014114_112325_Log.txt	1/14/2014 11:23:27 AM	286.908	Download

[Return To Dashboard](#)

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The log file confirms how many records (Main and Children) were loaded, which records were not, and why, so corrective action can be taken. Clicking on the Download hyperlink at the end of the row will open another window using Microsoft Notepad.



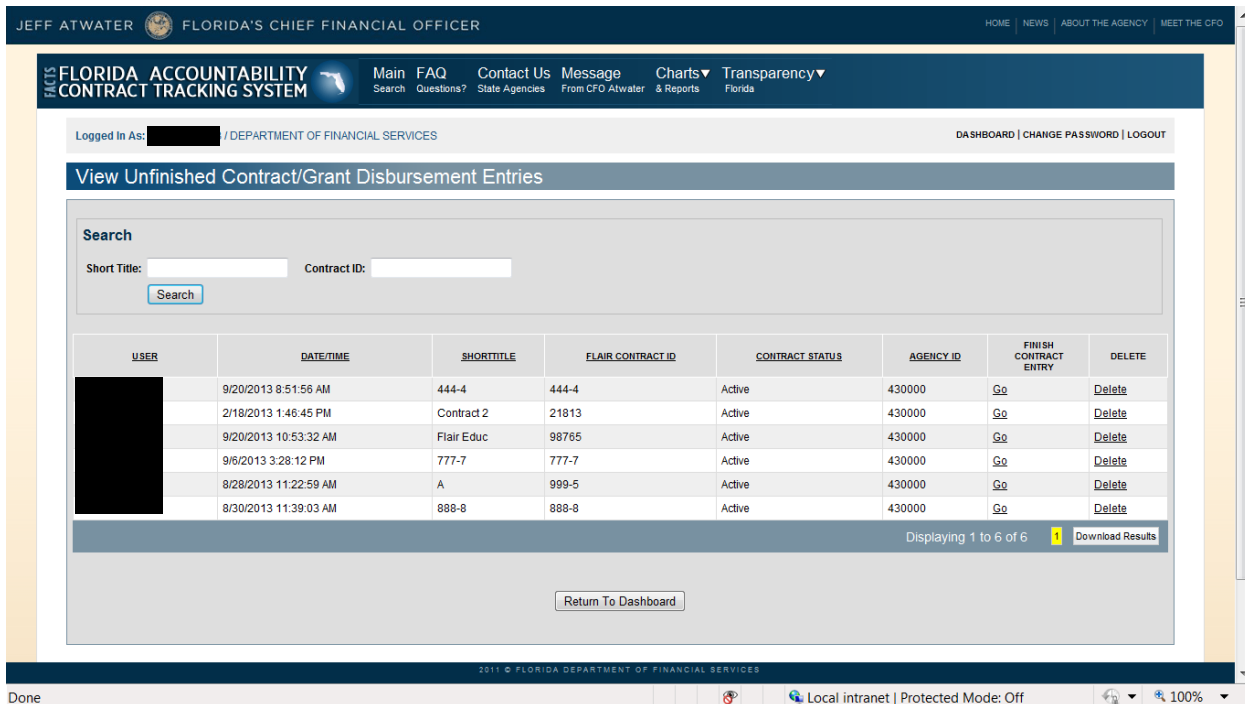
Clicking the **red X** in the upper right corner closes Microsoft Notepad and returns the User to the Contract/Grant Disbursement Batch History web page.

XVI. View Unfinished Contract/Grant Disbursement Agreement Entries

Agreements assigned a FLAIR Contract ID within FACTS with incomplete data entry or that have not been finished/published for public viewing are referred to as Unfinished Contracts/Grant Disbursements. In order to access these agreements to complete the data entry and/or finish/publish them to the public, the User must use the “View Unfinished Contract\Grant Disbursement Entries” function available on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard.

A. Results Listing

The search result identifies all the agency’s unfinished contracts/grant disbursements. The User can search for a specific contract or grant disbursement by “Short Title” and/or “FLAIR Contract ID”.



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View Unfinished Contract/Grant Disbursement Entries

Search

Short Title: Contract ID:

Search

USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	FINISH CONTRACT ENTRY	DELETE
[REDACTED]	9/20/2013 8:51:56 AM	444-4	444-4	Active	430000	Go	Delete
[REDACTED]	2/18/2013 1:46:45 PM	Contract 2	21813	Active	430000	Go	Delete
[REDACTED]	9/20/2013 10:53:32 AM	Flair Educ	98765	Active	430000	Go	Delete
[REDACTED]	9/6/2013 3:28:12 PM	777-7	777-7	Active	430000	Go	Delete
[REDACTED]	8/28/2013 11:22:59 AM	A	999-5	Active	430000	Go	Delete
[REDACTED]	8/30/2013 11:39:03 AM	888-8	888-8	Active	430000	Go	Delete

Displaying 1 to 6 of 6 [Download Results](#)

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Done

Local intranet | Protected Mode: Off

100%

Results can be sorted “A to Z” or “High to Low” by clicking the underlined column header.

The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

The search result displays:

- User (Last person to update the agreement)
- Date/Time (Last update)
- Short Title
- FLAIR Contract ID
- Contract Status
- Agency (Assigned) ID
- Finish Contract Entry – “Go” hyperlink
- Delete hyperlink

B. Completing Data Entry

Clicking the “Go” hyperlink under the Finish Contract Entry takes the User to the first incomplete data entry web page. FACTS saved all previous entered data. From this point, the User can partially complete or fully complete data entry and finish/publish the contract/grant disbursement agreement for public viewing.

From the first incomplete data web page, the User can utilize the “Back” button to review or edit previously entered data.

All the data entry edits described earlier are the same.

XVII. View Active Contract/Grant Disbursement Agreements with Inactive Vendors

Active agreements in FACT should have only active Vendor IDs assigned to them. It is assumed that payments are still being made on them. If the agreement is complete, place it in “Closed/Expired” status. “Closed/Expired” status agreements can have inactive Vendor IDs.

Clicking the “View Active Contract/Grant Disbursement with Inactive Vendors” hyperlink on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard takes the User to View Active Contract/Grant Disbursement with Inactive Vendors results web page. The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

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View Active Contract/Grant Disbursement with Inactive Vendors

AGENCY NAME	FLAIR CONTRACT ID	CONTRACT STATUS	VENDOR ID	VENDOR NAME
DEPARTMENT OF FINANCIAL SERVICES	D0002	Active	[REDACTED] 001	UNF
DEPARTMENT OF FINANCIAL SERVICES	D0007	Renewed	[REDACTED] 001	FLORIDA SURPLUS LINES SERVICE O
DEPARTMENT OF FINANCIAL SERVICES	D0009	Extended	[REDACTED] 001	FL ASSOC. OF INS. AND FINANCIAL
DEPARTMENT OF FINANCIAL SERVICES	D0010	Active	[REDACTED] 001	THE KOOGLER GROUP
DEPARTMENT OF FINANCIAL SERVICES	D0014	Active	[REDACTED] 002	ACCESS INFORMATION MANAGMENET
DEPARTMENT OF FINANCIAL SERVICES	D0031	Active	[REDACTED] 001	DA WOODCREST LLC
DEPARTMENT OF FINANCIAL SERVICES	D0033	Active	[REDACTED] 002	400 NORTH CONGRESS BUILDING
DEPARTMENT OF FINANCIAL SERVICES	D0049	Extended	[REDACTED] 001	ACS STATE & LOCAL SOLUTIONS
DEPARTMENT OF FINANCIAL SERVICES	D0050	Extended	[REDACTED] 001	AUDIT SERVICES, U.S., LLC
DEPARTMENT OF FINANCIAL SERVICES	D0051	Extended	[REDACTED] 001	KELMAR ASSOCIATES, LLC

Displaying 1 to 10 of 66 1 2 3 4 5 6 7 Next >> Download Results

Return To Dashboard

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The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.


The search results display:


- Agency Name
- FLAIR Contract ID
- Contract Status
- Vendor ID
- Vendor Name

Clicking the FLAIR Contract ID number hyperlink takes the User to the agreement’s information web page.

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Contract Information

Finished [Update Contract Details](#) [Back to Search](#)

Summary

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	Agency Contract ID: C12010
Long Title: OTIS ELEVATOR COMPANY	Vendor Name: OTIS ELEVATOR COMPANY
Total Contract Amount: \$25,401.00	Total Budgetary Amount: \$25,401.00
Total Payments to date: NA	Date of Execution: 06/28/2011
General Description: MAINTAIN AND INSPECT 25 ELEVATORS AND 2 LIFTS	

[Contract Summary Form](#)

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Main Information

Agency Contract ID: C12010

FLAIR Contract ID: 00013

Short Title: OTIS

Long Title: OTIS ELEVATOR COMPANY

Contract Type: Standard Two Party Agreement by Statute

Contract Status: Active

Procurement Information

Authorized Advanced Payment: No


Method of Procurement: Agency Invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, FS]

State Term Contract ID:


Contract's Exemption Justification:


Agency Reference Number: 20120002

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Grant Disbursement Information

Finished [Update Grant Disbursement Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION	Agency Contract ID: AOY11
Long Title: GRANT IN AID-SPECL	Vendor Name: NATIONAL PARK SERVICE
Total Contract Amount: \$75,000.00	Total Budgetary Amount: \$850,000.00
Total Payment To Date: \$346,272.18	Date of Execution: 04/08/2008
General Description: GRANT IN AID-SPECL	

[Grant Disbursement Summary Form](#)

Details | Deliverables | Payments | Documents | Audits

Main Information

Agency Contract ID: AOY11

FLAIR Contract ID: AOY11

Short Title: GRANT-SPECL

Long Title: GRANT IN AID-SPECL

Contract Type: Grant Disbursement Agreement

Procurement Information

Authorized Advanced Payment: Yes


Method of Procurement: Purchase under \$2,500 (Rule 60A-1.002(2), FAC)

State Term Contract ID:

Contract's Exemption Justification: "PURCHASING" TYPE CONTRACT THROUGH NPS INTERNAL CONTRACT

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Clicking the update details button takes the User to the update details web page. From this page, any necessary update can be preformed. Review section VII. Update Contract/Grant Disbursement Agreement Details.

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Update Contract Details

Agency Contract ID: AD158 FLAIR Contract ID: D0002
 Contract Long Title: Utilization of the UNF Facility

Contract Short Summary

Contract Short Title: COOP Plan
 Contract Type: Memorandum of Agreement/Understanding or Interagency Agreement
 Date of Execution: 02/03/2009

[Edit Main Contract](#)

Add/Edit Items


[Add Contract Change](#)
[Edit/Add Budget](#)

[Add CFDA/CSFA](#)
[Edit/Add Vendor](#)

[Add Documents](#)
[Edit/Add Deliverable](#)

Select 'finish' to go to the View Contract Details page.
[Finish To Review](#)

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Update Grant Disbursement Details

Agency Contract ID: AOY11 FLAIR Contract ID: AOY11
 Contract Long Title: GRANT IN AID-SPECL

Short Summary

Contract Short Title: GRANT-SPEC
 Contract Type: Grant Disbursement Agreement
 Date of Execution: 04/08/2008

[Edit Main Grant Disbursement](#)

Add/Edit Items

[Add Grant Disbursement Change](#)
[Edit/Add Budget](#)

[Add Documents](#)
[Edit/Add Vendor](#)

[Edit/Add Deliverable](#)
[Edit/Add CFDA/CSFA](#)

Select 'finish' to go to the View Grant Disbursement Details page.
[Finish To Review](#)

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Clicking “Edit/Add Vendor” takes the User to “Vendor Information” web page.

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Vendor Information

Agency Contract ID: C12010
Contract Long Title: OTIS ELEVATOR COMPANY
FLAIR Contract ID: 00013

* REQUIRED FIELDS

Vendor ID *

Add Vendor

VENDOR ID	NAME LINE 1	NAME LINE 2	ADDRESS	CITY	STATE	ZIP	MINORITY VENDOR DESIGNATION	
013	OTIS ELEVATOR COMPANY	OTIS ELEVATOR COMPANY IA: 06/13	6631 EXECUTIVE PARK COURT NORT SUITE 206	JACKSONVILLE	FL	322160000	Non-Minority	Delete

Back to Update Contract Details

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To prevent records with missing vendor information, the system validates new vendor information prior to the deletion of existing vendor information. This validation also occurs when an agency attempts to reactivate a closed record. Refer to Section V Add Contract/Grant Disbursement Agreement Vendor Information.

Users can only add active vendors in FACTS. If the User tries adding an inactive vendor the following error message appears “Vendor ID is not valid.”

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Vendor Information

Agency Contract ID: C12010
Contract Long Title: OTIS ELEVATOR COMPANY
FLAIR Contract ID: 00013

* REQUIRED FIELDS

Vendor ID *

Vendor ID is not valid

Add Vendor

No Vendors have been added to the contract.

Back to Update Contract Details

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User can enter an active vendor id in the “Vendor ID” field and click the “Add Vendor” button or click on the “Vendor ID” hyperlink to search for an active vendor id using the vendor name. Only active vendors are available through the search.

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Vendor Information

Agency Contract ID: C12010
Contract Long Title: OTIS ELEVATOR

* REQUIRED FIELDS

Search Vendor

Vendor Name: fairy (Only First matching 200 records are displayed)

Search Cancel

SELECT	VENDOR ID	NAME	ADDRESS	CITY STATE ZIP
Select	[REDACTED] 001	FAIRY MAIDS RESIDENTIAL CLEANIN	35927 LYNAN FARMS DRIVE	DADE CITY FL 335250000
Select	[REDACTED] 001	FAIRYLAND LEARNING CENTER	146 AVE T NE	WINTER HAVEN FL 338810000
Select	[REDACTED] 001	FAIRYSTEINE, RANDOLPH	4 GAVIN RD	CRAWFORDVILLE FL 323270000
Select	[REDACTED] 001	FAIRYTALES WEDDING & SPECIAL EV	PO BOX 180306	TALLAHASSEE FL 323180000

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Clicking the “Select” hyperlink before the desired vendor enters the vendor id into the “Vendor ID” field.

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Vendor Information

Agency Contract ID: C12010
Contract Long Title: OTIS ELEVATOR COMPANY

FLAIR Contract ID: 00013

* REQUIRED FIELDS

Vendor ID * [REDACTED] 001

Vendor ID is required

Add Vendor

No Vendors have been added to the contract.

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Clicking the “Add Vendor” button adds the active vendor.

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Vendor Information

Agency Contract ID: C12010
Contract Long Title: OTIS ELEVATOR COMPANY
FLAIR Contract ID: 00013

* REQUIRED FIELDS

Vendor ID *

Add Vendor

VENDOR ID	NAME LINE 1	NAME LINE 2	ADDRESS	CITY	STATE	ZIP	MINORITY VENDOR DESIGNATION	
[REDACTED] 001	FAIRY MAIDS RESIDENTIAL CLEANIN		35927 LYNAN FARMS DRIVE	DADE CITY	FL	335250000	Non-Minority	Delete

Back to Update Contract Details

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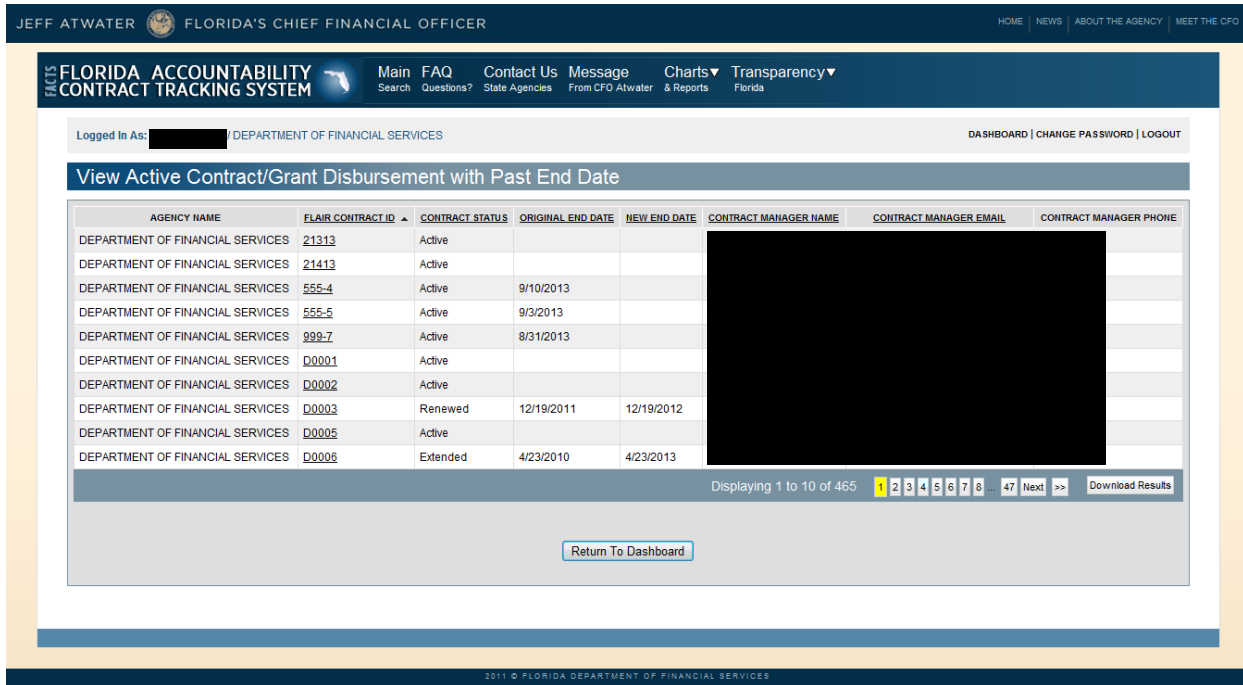
Since the agreement has been previously published, it is not necessary to go through the “Finish To Review” and “Finish” processes.

XVIII. View Active Contract/Grant Disbursement Agreements with Past End Date

Contract/Grant Disbursements must stay in active (“Active”, “Renewal” or “Extended”) status until the last payment processes through FLAIR. However, active agreements with “Original End Date” or “New End Date” several months in the past may need investigation to determine if the status or end date needs to be changed. After the last payment, the status should be change to “Close/Expired”. If the agreement has been renewed or extended a “Change Record”, establishing a new end date needs to be entered in FACTS.

Since FACTS cannot automatically update new end dates of contracts/grant disbursement agreements from the agreement change records, i.e. amendments, extensions, renewals, the latest date of this New End Date or the Original End Date filed on the Main information page is used to determine if contracts/grant disbursement agreements appear on the Active Contract/Grant Disbursement Agreements with Past End Date report.

Clicking the “View Active Contract/Grant disbursement with Past End Date” hyperlink on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard takes the User to View Active Contract/Grant Disbursement with Past End Date results web page.



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View Active Contract/Grant Disbursement with Past End Date

AGENCY NAME	FLAIR CONTRACT ID	CONTRACT STATUS	ORIGINAL END DATE	NEW END DATE	CONTRACT MANAGER NAME	CONTRACT MANAGER EMAIL	CONTRACT MANAGER PHONE
DEPARTMENT OF FINANCIAL SERVICES	21313	Active					
DEPARTMENT OF FINANCIAL SERVICES	21413	Active					
DEPARTMENT OF FINANCIAL SERVICES	555-4	Active	9/10/2013				
DEPARTMENT OF FINANCIAL SERVICES	555-5	Active	9/3/2013				
DEPARTMENT OF FINANCIAL SERVICES	999-7	Active	8/31/2013				
DEPARTMENT OF FINANCIAL SERVICES	00001	Active					
DEPARTMENT OF FINANCIAL SERVICES	00002	Active					
DEPARTMENT OF FINANCIAL SERVICES	00003	Renewed	12/19/2011	12/19/2012			
DEPARTMENT OF FINANCIAL SERVICES	00005	Active					
DEPARTMENT OF FINANCIAL SERVICES	00006	Extended	4/23/2010	4/23/2013			

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1 2 3 4 5 6 7 8 ... 47 Next >> Download Results

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The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

The search results displays:

- Agency Name
- FLAIR Contract ID
- Contract Status
- Original End Date
- New End Date
- Contract Manager Name
- Contract Manager Email
- Contract Manger Phone

Clicking the FLAIR Contract ID number hyperlink takes the User to the appropriate information web page. From this page click, the update details button and perform any necessary update. Review **Section VII. Update Contract/Grant Disbursement Agreement Details.**

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0

Contract Information

Finished
Update Contract Details
Back to Search

Summary

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	Agency Contract ID: C10142
Long Title: TAYLOR ENGINEERING INC	Vendor Name: TAYLOR ENGINEERING, INC.
Total Contract Amount: \$544,423.00	Total Budgetary Amount: \$544,423.00
Total Payments to date: NA	Date of Execution: 02/19/2010
General Description: PLANNING & DESIGN OF REPAIRS AND IMPROVEMENT	

[Contract Summary Form](#)

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Main Information

Agency Contract ID: C10142
FLAIR Contract ID: 00004
Short Title: TAYLOR
Long Title: TAYLOR ENGINEERING INC
Contract Type: Standard Two Party Agreement by Statute
Contract Status: Active

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Consultants' Competitive Negotiation Act [s. 287.055, FS]
State Term Contract ID:
Contract's Exemption Justification:
Agency Reference Number: 20100002
Business Case Study Done: No

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Grant Disbursement Information

Finished
Update Grant Disbursement Details
Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION	Agency Contract ID: AOY11
Long Title: GRANT IN AID-SPECL	Vendor Name: NATIONAL PARK SERVICE
Total Contract Amount: \$75,000.00	Total Budgetary Amount: \$850,000.00
Total Payment To Date: \$346,272.18	Date of Execution: 04/08/2008
General Description: GRANT IN AID-SPECL	

[Grant Disbursement Summary Form](#)

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Main Information

Agency Contract ID: AOY11
FLAIR Contract ID: AOY11
Short Title: GRANT-SPEC
Long Title: GRANT IN AID-SPECL
Contract Type: Grant Disbursement Agreement

Procurement Information

Authorized Advanced Payment: Yes
Method of Procurement: Purchase under \$2,500 (Rule 60A-1.002(2), FAC)
State Term Contract ID:
Contract's Exemption Justification: "PURCHASING" TYPE CONTRACT THROUGH NPS INTERNAL CONTRACT

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XIX. View Contract/Grant Disbursement Batch History

Clicking the “View Contract\Grant Disbursement Batch History” hyperlink on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard takes the User to Contract\Grant Disbursement Batch History web page.

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Contract/Grant Disbursement Batch History

Contract/Grant Disbursement Batch Pending Files

This list contains files that are pending processing.

BATCH FILE	DATE MODIFIED	SIZE (KB)
WEB_20142149349_550000.bt	2/14/2014 9:34:15 AM	24.896

Contract/Grant Disbursement Batch Log Files

This list contains files that have been uploaded and processed by your agency within the last 30 days. Please allow up to 24 hours after uploading a file for it to appear on this list.

BATCH FILE	DATE MODIFIED	SIZE (KB)	
FACTSINFO.daily_20131212_12745_Log.bt	12/12/2013 12:14:35 PM	1714.277	Download
WEB_201411316342_550000_2014114_112325_Log.bt	1/14/2014 11:23:27 AM	286.908	Download

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The Contract/Grant Disbursement Batch History web page displays two sections. The Contract/Grant Disbursement Batch Pending Files section lists the files uploaded and pending processing by FACTS. The Contract/Grant Disbursement Batch Log Files section lists the files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

Refer to **Section XV**. Upload Contract/Grant Disbursement Info for information on the Log Files.

XX. View Confidential or Exempt Contract/Grant Disbursement Agreements

Clicking the “View Confidential or Exempt Contract/Grant Disbursement”, hyperlink on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard takes the User to View Confidential/Exempt Contract/Grant Disbursement results web page.

This page is the only way to access contracts/grant disbursement agreements who’s “Do not publish this Contract on the FACTS public website” checkbox was checked.

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View Confidential/Exempt Contract/Grant Disbursement

Search

Short Title: Contract ID:

USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	VIEW CONTRACT
[REDACTED]	5/31/2013 1:42:01 PM	ACISS	D0337	Active	430000	View
[REDACTED]	8/27/2013 3:29:11 PM	Revenue	999-7	Active	430000	View

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The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

The View Confidential/Exemption Contracts/Grant Disbursement page lists:

- User
- Date/Time
- Short Title
- FLAIR Contract Number
- Contract Status
- Agency ID

Scroll through the list or use the search options available on the page to find the agreement. Once found, view the agreement’s information and make updates, if applicable, by clicking the “View” hyperlink at end on the row that takes the User to the appropriate information web page. Refer to Section VII Update Contract/Grant Disbursement Agreements Details

XXI. View Deleted Contract Grant Awards

Clicking the “View Deleted Contract Grant Award” hyperlink on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard takes the User to View Deleted Contract Grant Award results web page. This web page list contracts previously identified as “Grant Awards” prior to the implantation of FACTS’ Grant Award functionality and were marked as “Deleted” to take them out of the contract/grant disbursement functionalities. From this listing, agencies can change the agreement’s Contract Type of “Grant Award Agreement” to another contract type reactivating the agreement in FACTS under the contract/grant disbursement functionalities.

FLAIR FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

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View Deleted Contract Grant Awards

AGENCY NAME	FLAIR CONTRACT ID ▲	CONTRACT TYPE	CONTRACT STATUS	SHORT TITLE	LONG TITLE	UPDATE
DEPARTMENT OF TRANSPORTATION	A5358	Grant Award Agreements	Deleted	GRANT-PLAN	GRANT IN AID-PLANN	Update
DEPARTMENT OF TRANSPORTATION	AN090	Grant Award Agreements	Deleted	GRANT-SPEC	GRANT IN AID-SPECL	Update
DEPARTMENT OF TRANSPORTATION	AO823	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOE59	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOX03	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOY71	Grant Award Agreements	Deleted	GRANT-AVIA	GRANT IN AID-AVIAT	Update
DEPARTMENT OF TRANSPORTATION	AOZ44	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP196	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP939	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	API36	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update

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The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

The View Deleted Contracts Grant Awards page lists:

- Agency Name
- FLAIR Contract ID
- Contract Type
- Contract Status
- Short Title
- Long Title
- Update Hyperlink to change the Contract Type

Clicking “Update” hyperlink on the row activates the Update Contract Type box above the listing. The User can select another “Contract Type” from the drop-down. After selecting another “Contract Type”, clicking the Update Contract Type button changes the agreement’s contract type, reactivates the agreement and removes it from the listing.

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View Deleted Contract Grant Awards

Update Contract Type

Contract ID: AOX03

New Contract Type: -- Select a Contract Type --

Update Contract Type

Cancel

AGENCY NAME	FLAIR CONTRACT ID	CONTRACT TYPE	CONTRACT STATUS	SHORT TITLE	LONG TITLE	UPDATE
DEPARTMENT OF TRANSPORTATION	A5358	Grant Award Agreements	Deleted	GRANT-PLAN	GRANT IN AID-PLANN	Update
DEPARTMENT OF TRANSPORTATION	ANO90	Grant Award Agreements	Deleted	GRANT-SPEC	GRANT IN AID-SPECL	Update
DEPARTMENT OF TRANSPORTATION	AO823	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOE59	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOX03	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOY71	Grant Award Agreements	Deleted	GRANT-AVIA	GRANT IN AID-AVIAT	Update
DEPARTMENT OF TRANSPORTATION	AOZ44	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP196	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP939	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	API36	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update

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View Deleted Contract Grant Awards

Update Contract Type

Contract ID: AOX03

New Contract Type: -- Select a Contract Type --

-- Select a Contract Type --
Grant Disbursement Agreement
Master Agreement
Memorandum of Agreement/Understanding
Multi-Agency Participation Agreement
No Ceiling / Rate Agreement
Revenue Agreement
Settlement Agreement
Standard Two Party Agreement by Statute
Three or More Party Agreement

AGENCY NAME	FLAIR CONTRACT ID	CONTRACT TYPE	CONTRACT STATUS	SHORT TITLE	LONG TITLE	UPDATE
DEPARTMENT OF TRANSPORTATION	A5358	Grant Award Agreements	Deleted	GRANT-PLAN	GRANT IN AID-PLANN	Update
DEPARTMENT OF TRANSPORTATION	ANO90	Grant Award Agreements	Deleted	GRANT-SPEC	GRANT IN AID-SPECL	Update
DEPARTMENT OF TRANSPORTATION	AO823	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOE59	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOX03	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOY71	Grant Award Agreements	Deleted	GRANT-AVIA	GRANT IN AID-AVIAT	Update
DEPARTMENT OF TRANSPORTATION	AOZ44	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP196	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP939	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	API36	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update

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XXII. View Active Contract/Grant Disbursement with No Document

Clicking the “View Active Contract/Grant Disbursement with No Document” hyperlink on the Dashboard takes the User to View Active Contract/Grant Disbursement with No Document results web page. The results are divided between agreements executed after July 1, 2013 and executed prior to July 1, 2013. The information on this page is downloadable by clicking the “Download Results” button and

following the on screen instructions. Agencies can use the information to tack contract/grant disbursement agreements without FACTS required agreement documentation.

The screenshot shows the FACTS dashboard for the Department of Juvenile Justice. The main heading is "View Active Contract/Grant Disbursement with No Document". Below this, there are two tables of contracts. The first table is for "Execution Date on or after 07/01/2013" and the second is for "Execution Date prior to 07/01/2013". Both tables have columns for Agency Name, FLAIR Contract ID Number, Agency Contract Number, Short Title, and Execution Date.

AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	10003	10003	YES	7/2/2013
DEPARTMENT OF JUVENILE JUSTICE	10004	10004	Life Skill	7/16/2013
DEPARTMENT OF JUVENILE JUSTICE	10005	10005	OSS PRg	7/10/2013
DEPARTMENT OF JUVENILE JUSTICE	10006	10006	C2C Prev	7/2/2013
DEPARTMENT OF JUVENILE JUSTICE	10007	10007	WIN Svcs	7/10/2013
DEPARTMENT OF JUVENILE JUSTICE	10009	10009	PRE-SERVIC	7/9/2013
DEPARTMENT OF JUVENILE JUSTICE	10010	10010	Family Dev	7/15/2013
DEPARTMENT OF JUVENILE JUSTICE	10011	10011	LEAD Prog	7/5/2013
DEPARTMENT OF JUVENILE JUSTICE	10012	10012	PRE-Srv	8/30/2013
DEPARTMENT OF JUVENILE JUSTICE	10015	10015	PRE-Servic	7/16/2013

AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	0131G	0131G	PACE TC	11/24/2010
DEPARTMENT OF JUVENILE JUSTICE	0131H	0131H	PACETampa	12/2/2010
DEPARTMENT OF JUVENILE JUSTICE	0131K	0131K	ProJ Hone	10/26/2010

The information can be sorted on the FLAIR Contract ID Number. User can access the agreement's Information page by clicking the FLAIR Contract ID Number hyper-link.

The screenshot shows the "Contract Information" page for contract 10003. The page is divided into two main sections: "Summary" and "Details". The "Summary" section contains key information about the contract, including the Agency Name, Long Title, Total Contract Amount, Total Payment To Date, General Description, and Date of Execution. The "Details" section is further divided into "Main Information" and "Procurement Information".

Summary

Agency Name: DEPARTMENT OF JUVENILE JUSTICE
Long Title: Invest in Children
Total Contract Amount: \$8,563.00
Total Payment To Date: NA
General Description: The Provider shall provide services to participating youths in targeted zip codes of 32301, 32303, 32304, 32305 and 23210 by operating its program from its designated location of Leon County. The provider will serve a minimum of twenty (20) children between the ages of 10-18 in the targeted zip codes who are at-risk for mormal involvement in Juvenile Justice system.
Date of Execution: 07/02/2013

Details

Main Information

Agency Contract ID: 10003
FLAIR Contract ID: 10003
Short Title: YES
Long Title: Invest in Children
Contract Type: Standard Two Party Agreement by Statute

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Agency Invitation to Bid [s. 287.057 (1) (a), FS]
State Term Contract ID:
Contract's Exemption Justification:
Agency Reference Number:

From the Information webpage, the user can add required documents by clicking the Update button. Refer to Section XI - Add Contract/Grant Disbursement Agreement Documents.

XXIII. View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document

Clicking the “View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document” hyperlink on the Dashboard takes the User to View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document results web page. The results are divided between agreements executed after July 1, 2013 and executed prior to July 1, 2013. The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions. Agencies can use the information to track competitively procured contract/grant disbursement agreements without FACTS required agreement Procurement documentation.

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View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document

Execution Date on or after 07/01/2013

AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	10003	10003	YES	7/2/2013
DEPARTMENT OF JUVENILE JUSTICE	10022	10022	Prevention	7/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10024	10024	Prevention	7/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10103	10103	JAC Svcs	7/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10108	10108	G4S	8/30/2013
DEPARTMENT OF JUVENILE JUSTICE	10113	10113	Twin Oaks	8/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10114	10114	Eckerd Cen	8/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10115	10115	Eckerd	8/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10122	10122	Comp-Eval	9/26/2013

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Execution Date prior to 07/01/2013

AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	10008	10008	PREV. WRAP	6/28/2013
DEPARTMENT OF JUVENILE JUSTICE	10017	10017	Prev	6/28/2013
DEPARTMENT OF JUVENILE JUSTICE	10030	10030	BBBS	6/28/2013
DEPARTMENT OF JUVENILE JUSTICE	10039	10039	CC	6/13/2013

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Done Local intranet | Protected Mode: Off 100%

The information can be sorted on the FLAIR Contract ID Number. User can access the agreement's Information page by clicking the FLAIR Contract ID Number hyperlink.

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Contract Information

Finished [Update Contract Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF JUVENILE JUSTICE Agency Contract ID: 10003
 Long Title: Invest in Children Vendor Name: VISIONS OF MANHOOD INC.
 Total Contract Amount: \$8,563.00 Total Budgetary Amount: \$8,563.00
 Total Payment To Date: NA Date of Execution: 07/02/2013
 General Description: The Provider shall provide services to participating youths in targeted zip codes of 32301, 32303, 32304, 32305 and 23210 by operating its program from its designated location of Leon County. The provider will serve a minimum of twenty (20) children between the ages of 10-18 in the targeted zip codes who are at-risk for normal involvement in Juvenile Justice system.
[Contract Summary Form](#)

Details

Deliverables Payments Documents Audits

Main Information

Agency Contract ID: 10003
 FLAIR Contract ID: 10003
 Short Title: YES
 Long Title: Invest in Children
 Contract Type: Standard Two Party Agreement by Statute

Procurement Information

Authorized Advanced Payment: No
 Method of Procurement: Agency Invitation to Bid [s. 287.057 (1) (a), FS]
 State Term Contract ID:
 Contract's Exemption Justification:
 Agency Reference Number:

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From the Information webpage, the user can add required documents by clicking the Update button. Refer to Section XI - Add Contract/Grant Disbursement Agreement Documents.

XXIV. View [Contract/Grant Disbursement Agreement] Documents

Clicking the “View Documents” hyperlink on the Dashboard takes the User to View Documents results web page. The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions. Agencies can use the information to tack contract/grant disbursement agreements/grant award document images.

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View Documents

Search

FLAIR Contract ID:

[Search](#)

DOCUMENT TYPE	AGENCY NAME	FLAIR CONTRACT ID	AGENCY AMENDMENT REFERENCE	ADD DATE	DOCUMENT URL	ORIGINAL FILE NAME	FILE NAME
Original Contract	DEPARTMENT OF TRANSPORTATION	E6F67		7/17/2012 3:44:23 PM			Original Contract-E6F67-16353.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	E6F61		7/17/2012 3:45:11 PM			Original Contract-E6F61-16347.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C8W88		9/24/2012 9:50:42 AM			C8W880010000 - Original.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C8Z41		9/24/2012 9:50:42 AM			C8Z41w0010000 - Original.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C8W88		12/11/2012 4:04:00 PM			Original Contract-C8W88-11089.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C8Z41		12/11/2012 4:04:01 PM			Original Contract-C8Z41-11521.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C8Z61		12/11/2012 4:04:01 PM			Original Contract-C8Z61-11561.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C9088		12/11/2012 4:04:01 PM			Original Contract-C9088-11953.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C9098		12/11/2012 4:04:02 PM			Original Contract-C9098-11973.pdf
Original Contract	DEPARTMENT OF TRANSPORTATION	C9239		12/11/2012 4:04:03 PM			Original Contract-C9239-12245.pdf

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From the web page, a User can search for a specific FLAIR Contract ID/Grant Award ID/ PO Number to determine what associated documents are in FACTS. If the agency does not have any contract/grant disbursement agreement/grant award documents in FACTS, the message “No documents found” appears.

Currently FACTS does not have the ability to upload purchase order documents.

XXV. Add/Replace Contract/Grand Disbursement Agreement Documents

A. Upload (Add) Contract, Procurement and Amendment Documents for Previously Entered Contracts/Grant Disbursement Agreements that were not “Finished”

Access FACTS Login Page at <https://facts.fldfs.com/Account/Login.aspx>

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Login

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Log in using the User ID and Password provided. Click “View Unfinished Contract/Grant Disbursement Entries” on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard.

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View Unfinished Contract/Grant Disbursement Entries

Search

Short Title: Contract ID:

Search

USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	FINISH CONTRACT ENTRY	DELETE
[REDACTED]	10/10/2013 4:02:17 PM	OIR - FIU	I0040	Active	430000	Go	Delete
	10/7/2013 7:19:51 PM	PO - INS	I0042	Active	430000	Go	Delete
	10/1/2013 11:29:00 AM	Devlin	D0807	Active	430000	Go	Delete

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Click on the “GO” hyperlink for the appropriate contract/grant disbursement agreement.
Click the Update Contract or Grant Disbursement Details button to access the Update Contract or Grant Disbursement Details web page.

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Contract Information

[Finish Contract](#) [Update Contract Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: TESTING MATERIALS
Total Contract Amount: \$54,426.00
Total Payment To Date: NA
General Description: TESTING MATERIALS
[Contract Summary Form](#)

Agency Contract ID: CBP43
Vendor Name: AABCO CONSTRUCTION & REMODELIN
Total Budgetary Amount: \$0.00
Date of Execution: 12/20/2007

Details Deliverables Payments Documents Audits

Main Information

Agency Contract ID: CBP43
FLAIR Contract ID: CBP43
Short Title: TEST MAT
Long Title: TESTING MATERIALS
Contract Type: Standard Two Party Agreement by Statute
Contract Status: Active
Date of Execution: 12/20/2007
Date of Beginning: 12/20/2007
Original End Date: 12/20/2017

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Consultants' Competitive Negotiation Act [s. 287.055, FS]
State Term Contract ID:
Contract's Exemption Justification:
Agency Reference Number: NOT COLLECTED
Business Case Study Done: No
Legal Challenges to Procurement: No

Manager Information

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Click the “Edit/Add Documents” hyperlink on the appropriate update details web page.

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Update Contract Details

Agency Contract ID: adgbc
Contract Long Title: Test Record

FLAIR Contract ID: 89756

Contract Short Summary [Edit Main Contract](#)

Contract Short Title: TEST
Contract Type: Standard Two Party Agreement by Statute
Date of Execution: 09/06/2013

Add/Edit Items

[Add Contract Change](#) [Edit/Add Budget](#)
[Add CFDA/CSEA](#) [Edit/Add Vendor](#)
[Edit/Add Deliverable](#)
[Edit/Add Documents](#)

Select "Finish" to go to the View Contract Details page.
[Finish To Review](#)

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Click the down arrow at the end of the “Document Type” field to select the type of document being added/uploaded. Drop down constraints “Original Contract Document” or “Original Grant Disbursement Document”, “Procurement Document” and “Amendment Document”, which include renewals and extensions. Then click the “Browse” button to locate the document image file on your computer or agency network to add. FACTS will only accept PDF or TIF format images.

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Contract Documents

Agency Contract ID: C8P43
Contract Long Title: TESTING MATERIALS

FLAIR Contract ID: C8P43

Add Document

Document Type: Original Contract Document
Document Image:
Document URL:

☐ The Respondents final proposal is included as part of the Original Contract document

[Add Document](#)

Contract Documents
No documents have been added for this contract.

[Back To Update Contract Details](#)

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If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image

to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

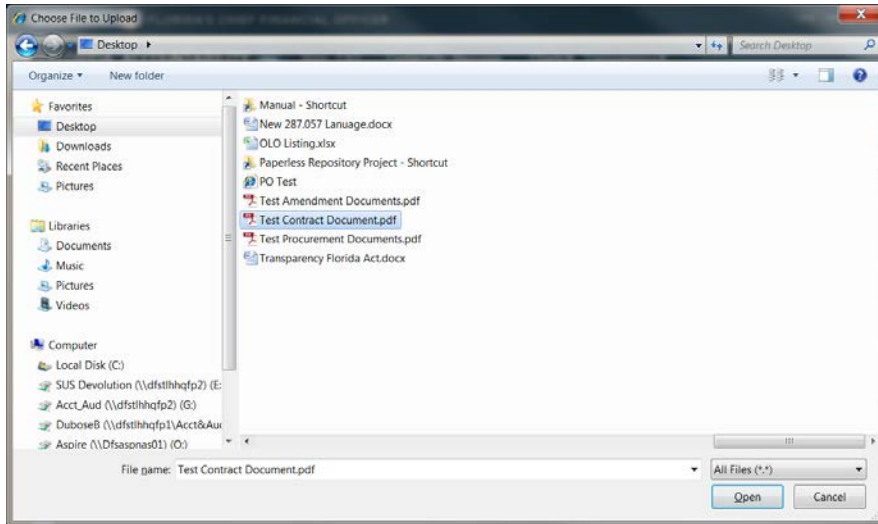
When you select “Original Contract Document” as the “Document Type” being added, the “The Respondent’s final proposal is included as part of the original contract document” check box appears. If your agency has made the respondent’s (contractor’s) final proposal a part of the contract, you can click the check box. “The Respondent’s final proposal is included as part of the original contract document” will be displayed in the document listing on the “Document” tab viewable to agency and public Users of FACTS. In most cases, this will take the place of adding “Procurement Document” image to FACTS.

The screenshot displays the FACTS web application interface. At the top, the header includes the user name 'JEFF ATWATER' and the title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this is a navigation bar with links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The main content area shows the user is logged in as a user from the 'DEPARTMENT OF TRANSPORTATION'. The 'Contract Documents' section is active, displaying details for 'Agency Contract ID: C8P43' and 'Contract Long Title: TESTING MATERIALS'. The 'Add Document' form is visible, with 'Document Type' set to 'Amendment Document' and 'Agency Amendment Reference' set to 'AD=01'. There is a 'Browse...' button for the 'Document Image' field and an empty text box for the 'Document URL'. An 'Add Document' button is at the bottom of the form. Below the form, a message states 'No documents have been added for this contract.' and a 'Back To Update Contract Details' button is provided.

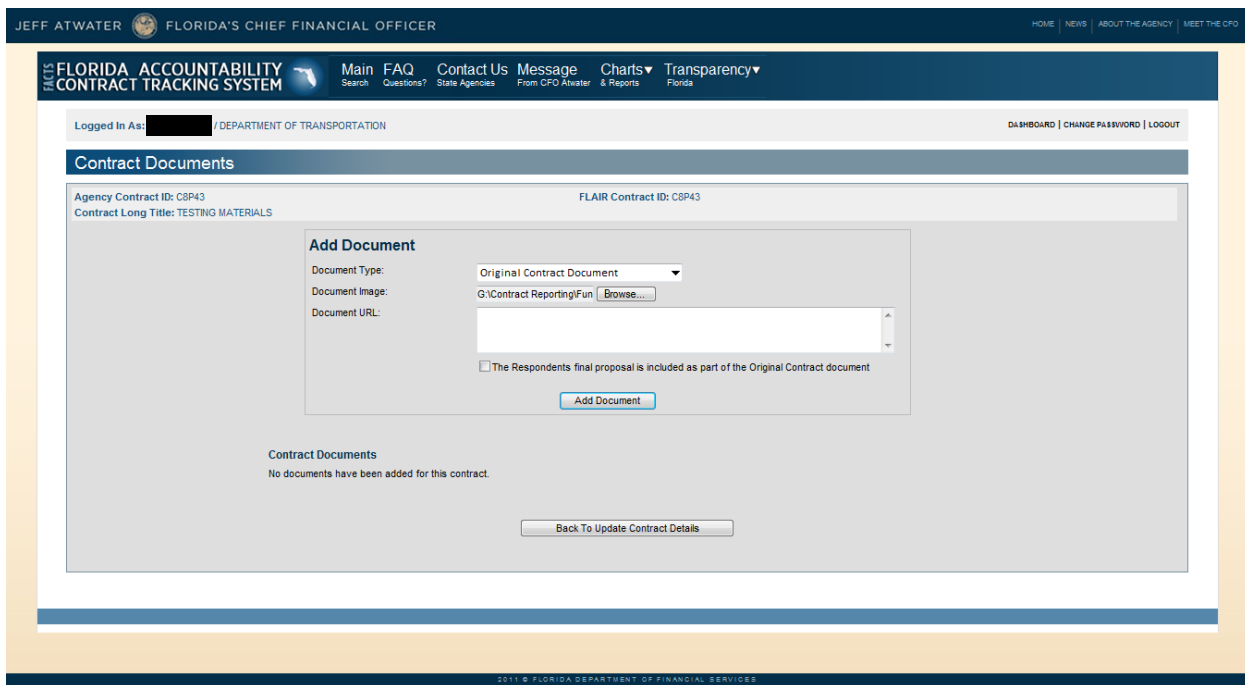
If you select “Amendment Document” as the “Document Type”, the “Agency Amendment Reference” selection box appears listing all the previously entered contract amendment reference identifications entered in FACTS for the contract. Click the down arrow at the end of the box to select appropriate reference identification for the amendment document image being added to FACTS. Then click the “Browse” button to locate the document image file on your computer or agency network to add. FACTS will only accept PDF or TIF format images.

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

Highlight the file to upload and click the “Open” button on the Choose File to Upload dialog box.



The file's location and name fills the "Upload Document" field. Then click "Add Document" button.



To add/upload the procurement document, repeat steps above but, this time select "Procurement Document" as Document Type, locate and then add procurement image file.

The "Contract Documents" listing appears at the bottom of the page with "Document Type", "Agency Reference #", "Executed Date", "Document Add Date", "Document URL", if provided, PDF icon under "View", document Image link under "Replace", document URL link under "Edit", and Delete hyperlink under "Delete".

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Contract Documents

Agency Contract ID: C8P43
Contract Long Title: TESTING MATERIALS

FLAIR Contract ID: C8P43

Add Document

Document Type: Original Contract Document

Document Image:

Document URL:

☐ The Respondents final proposal is included as part of the Original Contract document

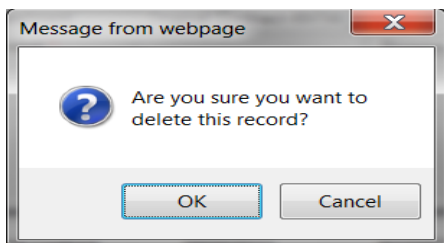
Contract Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - C8P43	12/29/2007	2/11/2014 1:49:06 PM			Document Image	Document URL	Delete

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Click on the PDF icons to verify that the correct image was added/uploaded and is legible. If the wrong documents was uploaded or it is not legible, click the appropriate “Delete” hyperlink and click on “OK” on the message box to indicate you are sure about deleting the document. Repeat above to upload a new document.



Then click the “Back to Update Contract Details” or “Back to Grant Disbursement Details” button to return to the Update Contract Details or Update Grant Disbursement Details web page to finish the FACTS contract entry.

Click “Finish to Review” button take you to the Contract Information or Grant Disbursement information page where you can finish.

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Update Contract Details

Agency Contract ID: abcdef
Contract Long Title: test

FLAIR Contract ID: 98715

Contract Short Summary [Edit Main Contract](#)

Contract Short Title: test
Contract Type: Grant Disbursement Agreement
Date of Execution: 09/10/2013

Add/Edit Items

[Add Contract Change](#) [Edit/Add Budget](#)
[Add CFDA/CFA](#) [Edit/Add Vendor](#)
[Edit/Add Deliverable](#)
[Edit/Add Documents](#)

Select "finish" to go to the View Contract Details page.

[Finish To Review](#)

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To finish, click the “Finish Contract” or “Finish Grant Disbursement” button.

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[Tweet](#) [+1](#) [0](#)

Contract Information

[Finish Contract](#) [Update Contract Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF FINANCIAL SERVICES
Long Title: test
Total Contract Amount: \$0.00
Total Payments to date: NA
General Description: test
Contract Summary Form

Agency Contract ID: abcdef
Vendor Name: TAYLOR COUNTY
Total Budgetary Amount: \$0.00
Date of Execution: 09/10/2013

Details [Deliverables](#) [Payments](#) [Documents](#) [Audits](#)

Main Information

Agency Contract ID: abcdef
FLAIR Contract ID: 98715
Short Title: test
Long Title: test
Contract Type: Grant Disbursement Agreement
Contract Status: Active

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Exempt, Services or Commodities provided by Governmental Agencies, including contract with independent, non-profit college or university within the state [s. 287.057 (3) (f) 12, & s. 287.057 (22), FS]
State Term Contract ID:
Contract's Exemption Justification: Services or Commodities provided by Governmental

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A “User Confirmation” message box appears asking the question “This Contract is about to be published to the FACTS public website. Do you want to continue?” “Clicking Agree confirms you are finishing the agreement and that it will be sent to the FACTS public website. This also confirms that the document provided does not contain information that is confidential and/or exempt pursuant to Florida law”

The screenshot shows the FACTS web application interface. At the top, the header includes 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER' and navigation links like 'HOME', 'NEWS', 'ABOUT THE AGENCY', and 'MEET THE CFO'. Below this is a main navigation bar with 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts & Reports', and 'Transparency'. The user is logged in as 'DEPARTMENT OF FINANCIAL SERVICES'. The 'Contract Information' section is active, displaying a 'Summary' tab with contract details: Agency Name (DEPARTMENT OF FINANCIAL SERVICES), Long Title (test), Total Contract Amount (\$0.00), Total Payments to date (NA), and General Description (test). A 'User Confirmation' dialog box is overlaid, asking 'This Contract is about to be published to the FACTS public website. Do you want to continue?'. It provides instructions: 'Clicking Agree confirms you are finishing the agreement and that it will be sent to the FACTS public website. This also confirms that the Contract provided does not contain information that is confidential and/or exempt pursuant to Florida law.' and 'Clicking Cancel returns you to the previous page and does not complete the finish contract process.' The dialog has 'Agree' and 'Cancel' buttons. In the background, the 'Details' tab is selected, showing 'Main Information' and 'Procurement Information' sections.

Once you click the “Agree” button the “Finish Contract” or “Finish Grant Disbursement” button replaced by the label “Finished”

This screenshot shows the same FACTS web application interface after the 'Agree' button was clicked. The 'User Confirmation' dialog box is no longer present. In the 'Contract Information' section, the 'Summary' tab now shows additional fields: Agency Contract ID (abcdef), Vendor Name (TAYLOR COUNTY), Total Budgetary Amount (\$0.00), and Date of Execution (09/10/2013). The 'Details' tab is still selected, showing 'Main Information' and 'Procurement Information'. The 'Main Information' section now includes 'Contract Status: Active'. The 'Procurement Information' section remains the same. The 'Finished' button is now visible in the top right of the contract information area, along with 'Update Contract Details' and 'Back to Search' buttons.

B. Upload (Add) Contract, Procurement and Amendment Documents for Previously Entered Contracts/Grant Disbursement Agreements that were “Finished”

Access FACTS Login Page at <https://facts.fldfs.com/Account/Login.aspx>.

Log in using the User ID and Password provided. Then click on “Search or Edit Contract/Grant Disbursement” hyperlink on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard.

Use the Main Search or Advanced Search page to locate the contract/grant disbursement agreement in order to upload documents.

Florida Accountability Contract Tracking System (FACTS) | User Manual

Advanced Search

Agency Name: [Dropdown menu with options: ALL AGENCIES, AGENCY FOR HEALTH CARE ADMINISTRATION, AGENCY FOR PERSONS WITH DISABILITIES, AGENCY FOR STATE TECHNOLOGY (FORMERLY SRC/NRC), DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES]

Vendor/Grantor Name: [Text input field]

Dollar Value: From [Text input field] To [Text input field]

Beginning and/or Ending Dates (mm/dd/yyyy): Begin [Text input field] End [Text input field]

Commodity/Service Type (Contract & Purchase Order Only): [Dropdown menu with options: ALL COMMODITY TYPES, 247 361 40 seismic data interpretation, 247 361 40 land seismic acquisition services, 247 361 40 marine seismic acquisition services, 247 361 40 seismic data processing services, 3-methylmorpholine or codoline, A backdoor]

Method of Procurement: [Dropdown menu with options: ALL METHOD OF PROCUREMENTS, Agency invitation to bid (s. 287.057 (1) (a), FS), Agency invitation to bid for Public Property and Publicly Owned Buildings (s. 255.0525, FS), Agency invitation to negotiate (s. 287.057 (1) (c), FAC), Agency invitation to negotiate for Public Property and Publicly Owned Buildings (s. 255.0525, FS)]

Buttons: [Reset] [Search]

To use the FLAIR Contract ID, use the “ Advanced Search” page.

In the “Results” listing click on the “Agency Assigned Contract ID” hyperlink to access the “Contract Information” or “Grant Disbursement Information” page.

Results

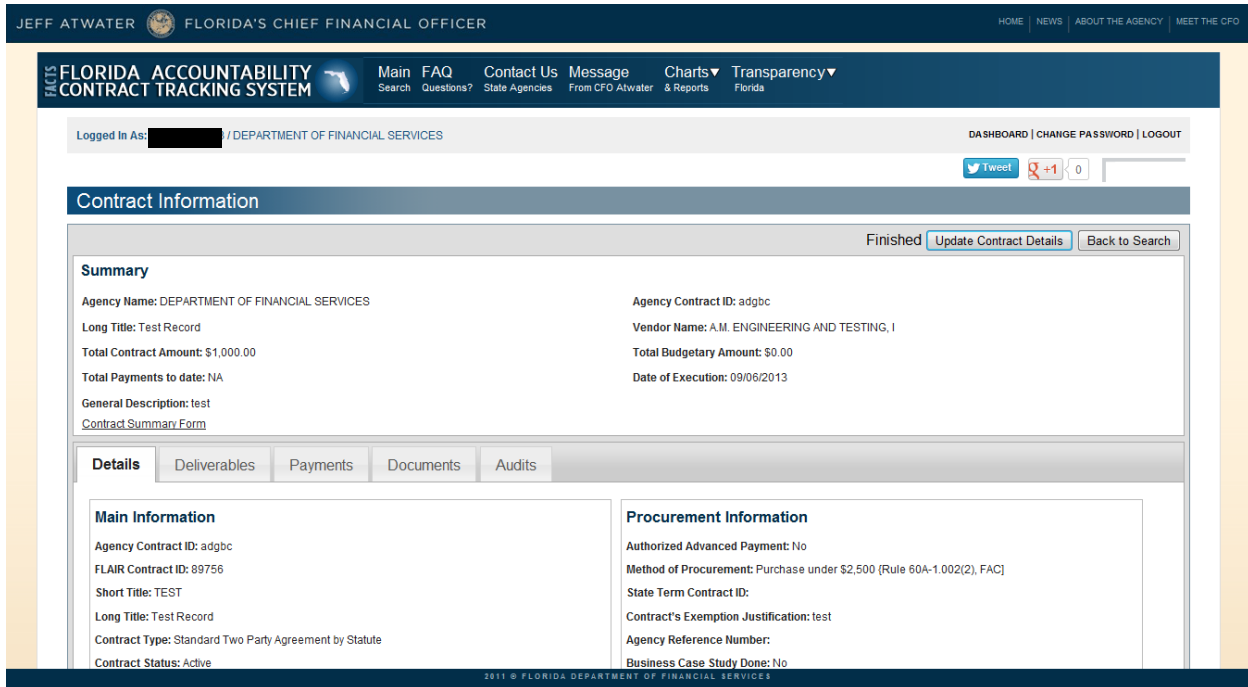
Displaying 1 to 10 of 15049 [1] [2] [3] [4] [5] [6] [7] [8] ... 1505 Next >> Download Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	MIAMI-DADE COUNTY	Grant Disbursement Agreement	AQK22			\$76,090.00	ADMINISTRATIVE AND MANAGEMENT, ECONOMIC	View
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC.	Standard Two Party Agreement by Statute	E1M56			\$15,000.00	BUILDING & CONTRACTORS SERVICES	View
DEPARTMENT OF TRANSPORTATION	PALM BEACH COUNTY	Grant Disbursement Agreement	APZ11			\$3,780,001.50	CONSTRUCTION RELATED SERVICES	View
DEPARTMENT OF TRANSPORTATION	KELLY, COLLINS & GENTRY, INC.	Standard Two Party Agreement by Statute	C8320			\$2,134,069.00	MISCELLANEOUS SERVICES	View
DEPARTMENT OF TRANSPORTATION	GGI, LTD/DBA GENESIS GROUP	Standard Two Party Agreement by Statute	DND43			\$15,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	HDR ENGINEERING INC	Standard Two Party Agreement by Statute	DND65			\$10,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	FLORIDA ASSOCIATION OF REHABILITATION	Standard Two Party Agreement by Statute	E3L60			\$249,976.86	HIGHWAY MAINTENANCE, GENERAL, MOWING	View
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC.	Standard Two Party Agreement by Statute	E7I98			\$21,000.00	CONCRETE CURBERS, GUTTER MACHINES	View
DEPARTMENT OF TRANSPORTATION	AJAX PAVING INDUSTRIES OF FLORIDA	Standard Two Party Agreement by Statute	T1455			\$18,005,055.35	CONSTRUCTION RELATED SERVICES	View
DEPARTMENT OF TRANSPORTATION	GENERAL ASPHALT CO., INC.	Standard Two Party Agreement by Statute	T4289			\$1,807,553.17	ROAD BUILDING SERVICES, BRIDGES	View

Displaying 1 to 10 of 15049 [1] [2] [3] [4] [5] [6] [7] [8] ... 1505 Next >> Download Results

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

Then click the “Update Contract Details” or “Update Grant Disbursement Details” button.



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Tweet +1 0

Contract Information

Finished [Update Contract Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF FINANCIAL SERVICES
Long Title: Test Record
Total Contract Amount: \$1,000.00
Total Payments to date: NA
General Description: test
[Contract Summary Form](#)

Agency Contract ID: adgbc
Vendor Name: A.M. ENGINEERING AND TESTING, I
Total Budgetary Amount: \$0.00
Date of Execution: 09/06/2013

Details Deliverables Payments Documents Audits

Main Information

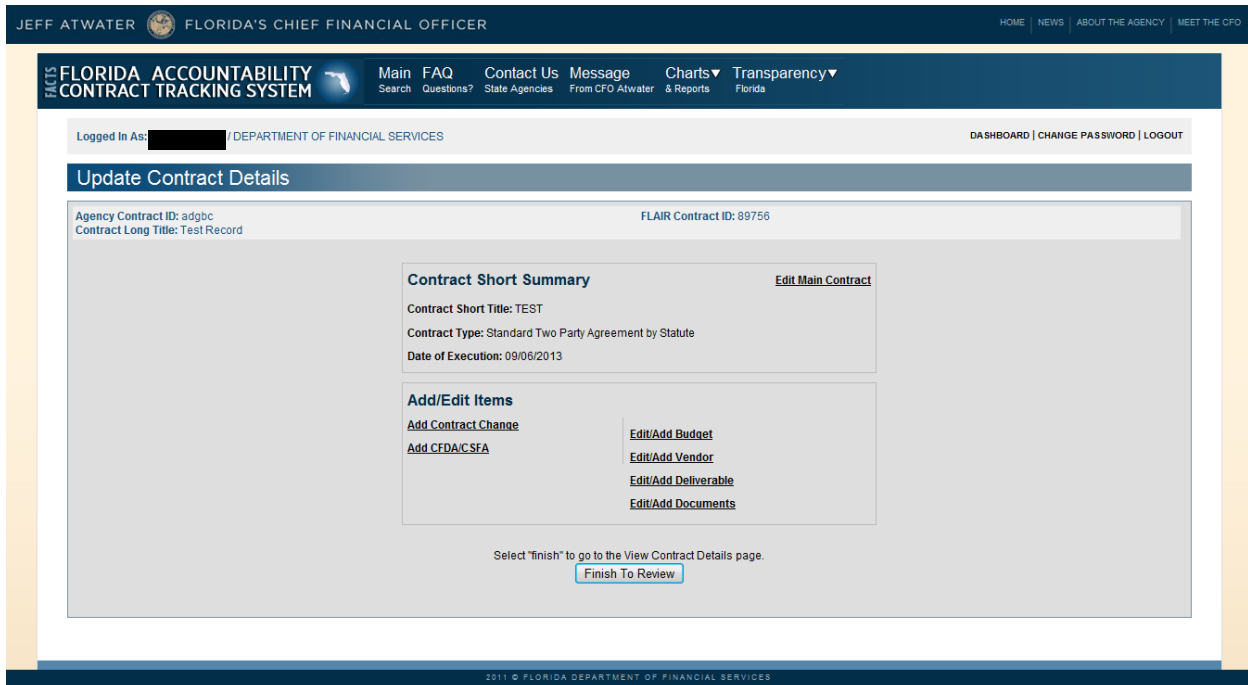
Agency Contract ID: adgbc
FLAIR Contract ID: 89756
Short Title: TEST
Long Title: Test Record
Contract Type: Standard Two Party Agreement by Statute
Contract Status: Active

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Purchase under \$2,500 (Rule 60A-1.002(2), FAC)
State Term Contract ID:
Contract's Exemption Justification: test
Agency Reference Number:
Business Case Study Done: No

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On the “Update Contract Details” or “Update Grant Disbursement Details” page, click “Add or Edit/Add Documents” hyperlink to access the “Contract Documents” or “Grant Disbursement Documents” page.



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Update Contract Details

Agency Contract ID: adgbc
Contract Long Title: Test Record

FLAIR Contract ID: 89756

Contract Short Summary

[Edit Main Contract](#)

Contract Short Title: TEST
Contract Type: Standard Two Party Agreement by Statute
Date of Execution: 09/06/2013

Add/Edit Items

[Add Contract Change](#)
[Add CFDA/CSFA](#)
[Edit/Add Budget](#)
[Edit/Add Vendor](#)
[Edit/Add Deliverable](#)
[Edit/Add Documents](#)

Select "finish" to go to the View Contract Details page.
[Finish To Review](#)

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Click the down arrow at the end of the “Document Type” field to select the type of document to upload. Drop down constraints “Original Contract Document”, “Procurement Document” and “Amendment Document”, which include renewals and extensions. Then click the “Browse” button to locate the document image file on your agency’s system to add. FACTS will only accept PDF or TIF format images.

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Contract Documents

Agency Contract ID: TR166
Contract Long Title: Contingent Liability Agreement

FLAIR Contract ID: D0098

Add Document

Document Type: Original Contract Document

Document Image: Original Contract Document

Document URL: Procurement Document

Amendment Document

☐ The Respondents final proposal is included as part of the Original Contract document

Add Document

Contract Documents

No documents have been added for this contract.

Back To Update Contract Details

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If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

When you select “Original Contract Document” as the “Document Type” being added, the “The Respondent’s final proposal is included as part of the original contract document” check box appears. If your agency made the respondent’s (contractor) final proposal a part of the contract, you can click the check box. “The Respondent’s final proposal is included as part of the original contract document” will be displayed in the document listing on the “Document” tab viewable to agency and public Users of FACTS. In most cases, this will take the place of adding “Procurement Document” image to FACTS.

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Contract Documents

Agency Contract ID: TR166
Contract Long Title: Contingent Liability Agreement

FLAIR Contract ID: D0098

Add Document

Document Type: Original Contract Document

Document Image: Original Contract Document

Document URL: Procurement Document

Amendment Document

☐ The Respondents final proposal is included as part of the Original Contract document

Add Document

Contract Documents

No documents have been added for this contract.

Back To Update Contract Details

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DASHBOARD | CHANGE PASSWORD | LOGOUT

Contract Documents

Agency Contract ID: TR166
Contract Long Title: Contingent Liability Agreement

FLAIR Contract ID: D0098

Add Document

Document Type: Original Contract Document

Document Image: Original Contract Document

Document URL:

☐ The Respondents final proposal is included as part of the Original Contract document

[Add Document](#)

Contract Documents

No documents have been added for this contract.

[Back To Update Contract Details](#)

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If you select “Amendment Document” as the “Document Type”, the “Agency Amendment Reference” selection box appears listing all the previously entered contract amendment reference identifications entered in FACTS for the contract. Click the down arrow at the end of the box to select appropriate reference identification for the amendment document image. Then click the “Browse” button to locate the document image file on your agency’s system. FACTS will only accept PDF or TIF format images.

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Contract Documents

Agency Contract ID: E3J68
Contract Long Title: DISTRICT CONSTRUCTION CONTRACTS

FLAIR Contract ID: E3J68

Add Document

Document Type: Amendment Document

Agency Amendment Reference: ORIGINAL

Document Image: [Browse...](#)

Document URL:

[Add Document](#)

Contract Documents

Click on the picture or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - E3J68	04/24/2012	8/13/2013 1:03:38 AM			Document Image	Document URL	Delete

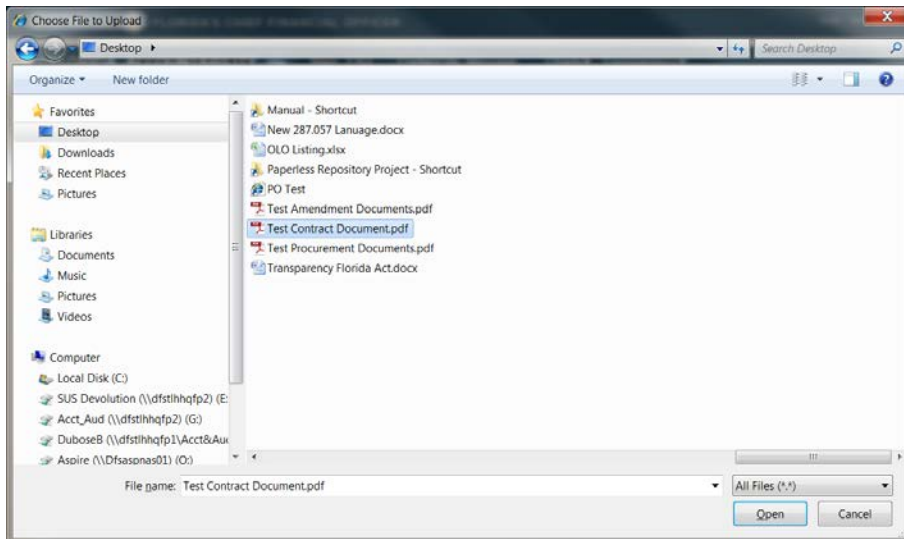
[Back To Update Contract Details](#)

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If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image

to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page where they would have to search for the document.

Highlight the file to upload and click the “Open” button on the Choose File to Upload dialog box.



The file’s location and name fills the “Upload Document” field. Then click “Add Document” button.

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - E3J68	04/24/2012	8/13/2013 1:03:38 AM			Document Image	Document URL	Delete

Back To Update Contract Details

To upload the procurement document, repeat steps above but, this time select “Procurement Document” as Document Type, then locate the procurement image file.

The “Contract Documents” listing appears at the bottom of the page with “Document Type”, “Agency Reference #”, “Executed Date”, “Document Add Date”, “Document URL”, if provided, PDF icon under

“View”, document Image hyperlink under “Replace”, document URL hyperlink under “Edit”, and Delete hyperlink under “Delete”.

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Contract Documents

Agency Contract ID: E3J68 FLAIR Contract ID: E3J68

Contract Long Title: DISTRICT CONSTRUCTION CONTRACTS

Add Document

Document Type: Amendment Document

Agency Amendment Reference: ORIGINAL

Document Image: G:\Contract Reporting\Fun Browse...

Document URL:

Add Document

Contract Documents

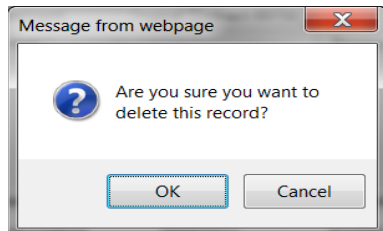
Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract	Original Contract - E3J68	04/24/2012	8/13/2013 1:03:38 AM			Document Image	Document URL	Delete

Back To Update Contract Details

2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Click on the PDF Icons to verify that you uploaded the correct image and it is legible. If the wrong documents was uploaded or it is not legible, click the appropriate “Delete” hyperlink and click on “OK” on the message box to indicate you are sure about deleting the document. Repeat above to upload a new document.



Then click the “Back to Update Contract Detail” or “Back to Update Grant Disbursement Details” button to return to the Update Contract Details or Update Grant Disbursement Details page, click “Finish to Review” button to return to Contract Information or Grant Disbursement Information page, and then click “Return to Search” button to return to the Results page.

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Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Update Contract Details

Agency Contract ID: E3J68
Contract Long Title: DISTRICT CONSTRUCTION CONTRACTS

FLAIR Contract ID: E3J68

Contract Short Summary

Contract Short Title: DIS/CONSTR

Contract Type: Standard Two Party Agreement by Statute

Date of Execution: 04/24/2012

[Edit Main Contract](#)

Contract Change

Change Type: Amendment

Change Date: 05/31/2012

[Edit Previous Contract Change](#)

Add/Edit Items

[Add Contract Change](#)

[Add CFDA/C SFA](#)

[Edit/Add Budget](#)

[Edit/Add Vendor](#)

[Edit/Add Deliverable](#)

[Edit/Add Documents](#)

Select 'finish' to go to the View Contract Details page.

[Finish To Review](#)

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C. Replacing Contract, Procurement and Amendment Documents after the Images have been Uploaded to FACTS

Access FACTS Login Page at <https://apps8test.fldfs.com/SCRS/Account/Login.aspx>

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Login

Log In

User ID

Password

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[Login](#)

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Log in using the User ID and Password provided. Then click on “Search or Edit Contract/Grant disbursement” on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard.

Use the Main Search or Advanced Search page to locate the contract in order to replace documents.

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Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Main Search

Search

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name: DEPARTMENT OF TRANSPORTATION

Vendor/Grantor Name: (empty)

Dollar Value: From (empty) To (empty)

Beginning and/or Ending Dates (mm/dd/yyyy): Begin (empty) End (empty)

Commodity/Service Type (Contract & Purchase Order Only): ALL COMMODITY GROUPS

Agency Assigned Contract ID (if known): (empty)

Grant Award ID (if known): (empty)

MFMP PO Number (if known): (empty)

By using this Search you agree to [terms and conditions](#) of the Search.

Reset Search

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DASHBOARD | CHANGE PASSWORD | LOGOUT

Advanced Search

Search

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name: ALL AGENCIES

Vendor/Grantor Name: (empty)

Dollar Value: From (empty) To (empty)

Beginning and/or Ending Dates (mm/dd/yyyy): Begin (empty) End (empty)

Commodity/Service Type (Contract & Purchase Order Only): ALL COMMODITY TYPES

Agency Assigned Contract ID (if known): (empty)

Grant Award ID (if known): (empty)

MFMP PO Number (if known): (empty)

By using this Search you agree to [terms and conditions](#) of the Search.

Reset Search

To use the FLAIR Contract ID, use the “Advanced Search” page.

In the “Results” listing click on the “Agency Assigned Contract ID” hyperlink to access the “Contract Information” or “Grant Disbursement Information” page.

Results								
Displaying 1 to 10 of 15049 1 2 3 4 5 6 7 8 ... 1505 Next >> Download Results								
AGENCY NAME ▲	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	MIAMI-DADE COUNTY	Grant Disbursement Agreement	AQK22			\$76,090.00	ADMINISTRATIVE AND MANAGEMENT, ECONOMIC	View
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC	Standard Two Party Agreement by Statute	E1M56			\$15,000.00	BUILDING & CONTRACTORS SERVICES	View
DEPARTMENT OF TRANSPORTATION	PALM BEACH COUNTY	Grant Disbursement Agreement	APZ11			\$3,780,001.50	CONSTRUCTION RELATED SERVICES	View
DEPARTMENT OF TRANSPORTATION	KELLY, COLLINS & GENTRY, INC.	Standard Two Party Agreement by Statute	C8320			\$2,134,069.00	MISCELLANEOUS SERVICES	View
DEPARTMENT OF TRANSPORTATION	GGI, LTD/DBA GENESIS GROUP	Standard Two Party Agreement by Statute	DND43			\$15,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	HDR ENGINEERING INC	Standard Two Party Agreement by Statute	DND65			\$10,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	FLORIDA ASSOCIATION OF REHABILI	Standard Two Party Agreement by Statute	E3L60			\$249,976.86	HIGHWAY MAINTENANCE, GENERAL, MOWING,	View
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC	Standard Two Party Agreement by Statute	E7I98			\$21,000.00	CONCRETE CURBERS, GUTTER MACHINES,	View
DEPARTMENT OF TRANSPORTATION	AJAX PAVING INDUSTRIES OF FLORI	Standard Two Party Agreement by Statute	T1455			\$18,005,055.35	CONSTRUCTION RELATED SERVICES	View
DEPARTMENT OF TRANSPORTATION	GENERAL ASPHALT CO., INC.	Standard Two Party Agreement by Statute	T4289			\$1,807,553.17	ROAD BUILDING SERVICES, (BRIDGES,	View
Displaying 1 to 10 of 15049 1 2 3 4 5 6 7 8 ... 1505 Next >> Download Results								
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.								

Then click the “Update Contract Details” or “Update Grant Disbursement Details” button.

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Logged In As: [REDACTED] / DEPARTMENT OF FINANCIAL SERVICES		DASHBOARD CHANGE PASSWORD LOGOUT			
Contract Information					
Finished Update Contract Details Back to Search					
Summary					
Agency Name: DEPARTMENT OF FINANCIAL SERVICES		Agency Contract ID: adgbc			
Long Title: Test Record		Vendor Name: A.M. ENGINEERING AND TESTING, I			
Total Contract Amount: \$1,000.00		Total Budgetary Amount: \$0.00			
Total Payments to date: NA		Date of Execution: 09/06/2013			
General Description: test Contract Summary Form					
Details Deliverables Payments Documents Audits					
Main Information			Procurement Information		
Agency Contract ID: adgbc			Authorized Advanced Payment: No		
FLAIR Contract ID: 89756			Method of Procurement: Purchase under \$2,500 (Rule 60A-1.002(2), FAC)		
Short Title: TEST			State Term Contract ID:		
Long Title: Test Record			Contract's Exemption Justification: test		
Contract Type: Standard Two Party Agreement by Statute			Agency Reference Number:		
Contract Status: Active			Business Case Study Done: No		

On the “Update Contract Details” or “Update Grant Disbursement Details” page, click “Edit/Add Documents” hyperlink to access the “Contract Documents” page.

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Update Contract Details

Agency Contract ID: adgbc
Contract Long Title: Test Record

FLAIR Contract ID: 89756

Contract Short Summary

Contract Short Title: TEST

Contract Type: Standard Two Party Agreement by Statute

Date of Execution: 09/06/2013

[Edit Main Contract](#)

Add/Edit Items

[Add Contract Change](#)
[Add CFDA/CFA](#)

[Edit/Add Budget](#)
[Edit/Add Vendor](#)
[Edit/Add Deliverable](#)
[Edit/Add Documents](#)

Select "finish" to go to the View Contract Details page.

[Finish To Review](#)

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Click the “Document Image” hyperlink on the same line of the document to replace.

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Contract Documents

Agency Contract ID: E6F67
Contract Long Title: DESIGN-BUILD CONTRACTS

FLAIR Contract ID: E6F67

Replace Document Image

Document Type:

Document Image:

Document URL:

☐ The Respondents final proposal is included as part of the Original Contract document

[Replace Document Image](#) [Cancel](#)

Contract Documents

Click on the pdf icon or document url to view the document.

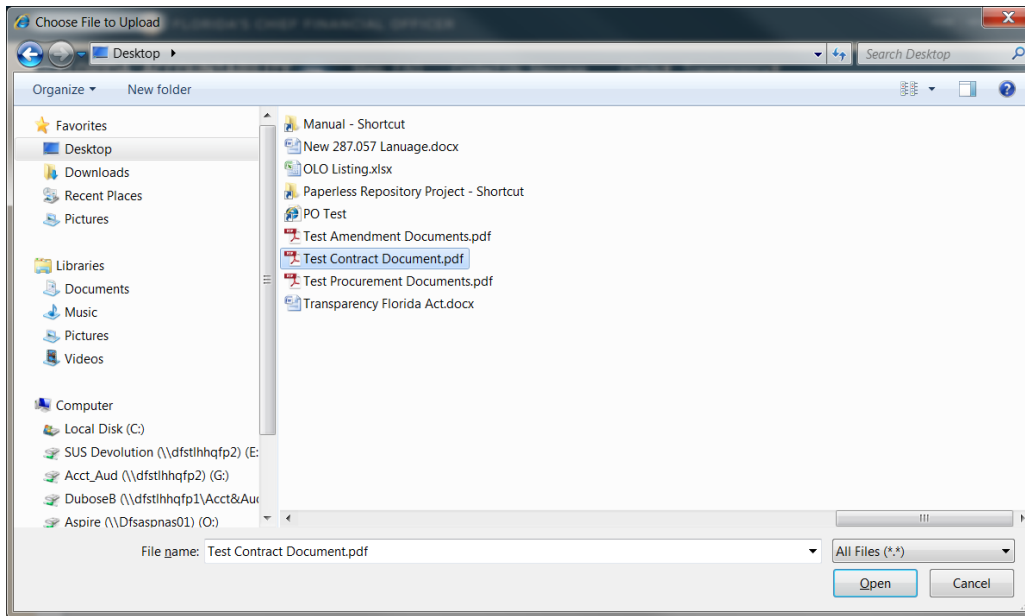
AGENCY REFERENCE #	DOCUMENT TYPE	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Contract - E6F67	Original Contract	10/15/2009	7/17/2012 3:44:23 PM			Document Image	Document URL	Delete

[Back To Update Contract Details](#)

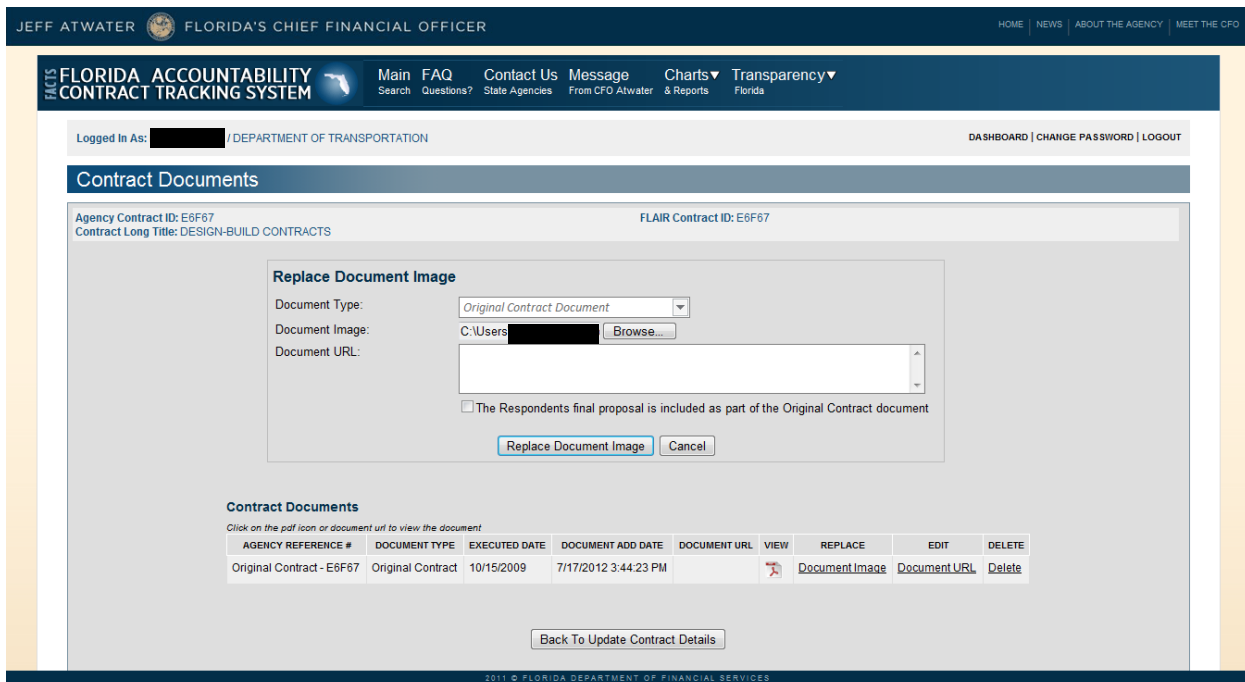
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES

At the Replace Document Image page, the “Document Type” field grayed out and cannot be changed. Click the “Browse” button to locate the replacement file on your agency’s system. FACTS will only accept PDF or TIF format images.

Highlight the file to upload and click the “Open” button on the Choose File to Upload dialog box.



The file's location and name fills the "Upload Document" field. Click the "Replace Document Image" button to upload the replacement document.



Then click the "Back to Update Contract Details" or "Back to Update Grant Disbursement Details" button to return to the Update Contract Details or Update Grant Disbursement Details page.

Click "Finish to Review" button take you to the Contract Information or Grant Disbursement Information page where you can finish.

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Update Contract Details

Agency Contract ID: abcdef
Contract Long Title: test

FLAIR Contract ID: 98715

Contract Short Summary [Edit Main Contract](#)

Contract Short Title: test
Contract Type: Grant Disbursement Agreement
Date of Execution: 09/10/2013

Add/Edit Items

[Add Contract Change](#) [Edit/Add Budget](#)
[Add CFDA/CSFA](#) [Edit/Add Vendor](#)
[Edit/Add Deliverable](#)
[Edit/Add Documents](#)

Select "finish" to go to the View Contract Details page.
[Finish To Review](#)

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If the contract is not finished, click the “Finish Contract” button to publish the contract to the FACTS public website. Otherwise, click “Back to Search” to find another contract or “Logout”.

XXVI. View [Contract/Grant Disbursement Agreement] Documents Batch History

This functionality is for those agencies FTP batch uploading their documents for Contracts and Grant Disbursement Agreements pursuant to the FACTS Image Batch FTP File Format User Guide located at <http://www.myfloridacfo.com/Division/AA/Manuals/default.htm>

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Document Batch History

Document Batch Pending Files

This list contains files that are pending processing.
 There are no pending files to display

Document Batch Log Files

This list contains files that have been uploaded and processed by your agency within the last 30 days. Please allow up to 24 hours after uploading a file for it to appear on this list.
 There are no log files to display

[Return To Dashboard](#)

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This web page lists the files uploaded and pending processing by FACTS in the Document Batch pending Files section. The second section Document Batch Log Files lists the log files for uploaded files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. Clicking on the file name listed in the Document Batch Log Files section will open another window using Microsoft Notepad.

The resulting error record will be formatted as: Error: Error Description | Delimited record received.

Purchase Orders

XXVII. Viewing Purchase Orders

Purchase Order information, unlike Contracts, Grant Disbursement Agreements and Grant Award Agreements in FACTS, are view only. Currently, MyFloridaMarketPlace (MFMP) purchase orders and associated payments are batch loaded to FACTS Monday through Saturday. Only purchase orders issued since July 1, 2013 or those with payments made against them since July 1, 2013 are available in FACTS.

To view the purchase orders, the User can click the Search or Edit Contract/Grant Disbursement/Grant Award function hyperlink on their Dashboard or Main Search on the FACTS main menu bar. Either will cause the “Main Search” page to appear.

A. Main Search

This web page contains a limited number of search options; Agency Name, Vendor/Grantor Name, Dollar Value, Beginning and Ending Dates, and Commodity Service Types Agency Assigned Contract ID, Grant Award ID and MFMP PO Number. The search applies to contracts, grant awards and purchase orders but, can be limited to only purchase orders by clicking the “Show Purchase Orders only” radio button or entering a specific MFMP PO Number.

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Tweet 8+1 0

Quick Tips

Main Search

Search

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name
DEPARTMENT OF TRANSPORTATION

Vendor/Grantor Name

Dollar Value
From To

Beginning and/or Ending Dates (mm/dd/yyyy)
Begin End

Commodity/Service Type (Contract & Purchase Order Only)
ALL COMMODITY GROUPS

☒ Show All ☐ Show Grant Awards Only
☐ Show Contracts Only ☐ Show Purchase Orders Only

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known)

Grant Award ID (if known)

MFMP PO Number (if known)

By using this Search you agree to [terms and conditions](#) of the Search.

Reset Search

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B. Main Search Results

Results								
Displaying 1 to 10 of 2614 1 2 3 4 5 6 7 8 262 Next >> Download Results								
AGENCY NAME ▲	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	BELLSOUTH DBA AT&T COMMUNICATIO	Purchase Order			PO408290	\$78,760.60	TELECOMMUNICATIONS CONSULTANT & SERVICE	
DEPARTMENT OF TRANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310-06-1-R12	\$262.50	COURT REPORTING SERVICES	
DEPARTMENT OF TRANSPORTATION	TAMPA BAY SYSTEM SALES, INC.	Purchase Order			PO355946	\$1,172.50	AIR CONDITIONERS & HEATERS, COMMERCIAL	
DEPARTMENT OF TRANSPORTATION	COST CAST, INC	Purchase Order			PO275944	\$1,196.43	LIGHTS AND FLASHERS, WARNING, HIGHWAY	
DEPARTMENT OF TRANSPORTATION	CUMMINS POWER SOUTH, LLC	Purchase Order			PO344064	\$966.86	GENERATORS, (NOT AUTOMOTIVE) &	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			PO324635	\$16,200.00	TRAFFIC CONTROL EQUIPMENT	
DEPARTMENT OF TRANSPORTATION	G4S SECURE SOLUTIONS (USA) INC.	Purchase Order			PO319483	\$126,669.60	GUARD, LAW ENFORCEMENT & SECURITY	
DEPARTMENT OF TRANSPORTATION	WILLIAM B SMITH, P.A.	Purchase Order			PO321802	\$2,025.00	MEDIATION SERVICES	
DEPARTMENT OF TRANSPORTATION	DEPARTMENT OF LEGAL AFFAIRS	Purchase Order			PO374591	\$245.20	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT	
DEPARTMENT OF TRANSPORTATION	TOSHIBA AMERICA BUSINESS SOLUTI	Purchase Order			PO382143	\$6,908.77	EQUIPMENT OFFICE	
Displaying 1 to 10 of 2614 1 2 3 4 5 6 7 8 262 Next >> Download Results								
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.								

The Main Search results displays:

- Agency Name
- Vendor/Grantor Name
- Type
- Agency Assigned Contract ID, applies to Contracts and Grant Disbursement Agreements only
- Grant Award ID
- PO Number
- Total Amount
- Commodity/Service Type
- View Audits link, applies to Contracts and Grant Disbursement Agreements only at this time

All of the result columns are storable from “A” to “Z” or “High” to “Low” except for Commodity/Service Type and View Audits. Currently there are no audits of purchase orders to view.

Clicking the “PO Number” hyperlink takes the User to the Purchase Order Information page. Clicking on the “Commodity/Service Type” hyperlink takes the User to the purchase order’s “Deliverables” tab page.

The displayed search results are downloadable to Microsoft Excel readable file by clicking the “Download Results” link and following the on screen instructions. The download file contains the displayed information and the following information not displayed:

- Vendor/Grantor Name Line 2
- Original Contract Amount
- Commodity/Service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Long Title/PO Title
- Short Title
- Beginning Date
- Original End Date

- Contract Execution Date
- Grant Award Date
- PO Order Date
- Agency service Area
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Authorized Advance Payment
- Method of Procurement
- State Term Contract ID
- Agency Reference Number
- Contract Exemption Explanation
- Statutory Authority
- Recipient Type
- Provide Administrative Cost
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value of Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code
- CFDA Code Description
- CSFA Code
- CSFA Code Description

C. Advanced Search

“Advanced Search” web page is available by clicking on the “Advanced Search” hyperlink in upper right corner of the “Main Search” web page. This search page allows a User to search by the fields listed above as well as additional fields.

The searchable fields are arranged in four boxes:

- **Top Box** contains all fields shared by contracts, grant awards and purchase orders including:
 - Minority Vendor Designation
 - Method of Procurement
 - Fiscal Year of Execution

Using the search parameters in the Top Box will return results containing both contracts, grant awards and purchases unless “Show Contracts only”, “Show Grant Awards only” or “Show Purchase Orders only” radio button is selected.

- **“Contract Specific Search Parameters”** expandable and collapsible box contains:
 - Agency Assigned Contract ID
 - FLAIR Contract ID
 - Contract Status
 - Contract Type
 - Administrative Cost
 - Periodic Increase
 - Contract Manager Name (Logged in Users only).

Using the search parameters in the Top Box and these search parameters will return results containing only contracts regardless if “Show Contracts only”, “Show Grant Award only” or “Show Purchase Orders only” radio button selected.

- **“Grant Award Specific Search Parameters”** expandable and collapsible box contains:
 - Grant Award ID
 - Grant Award Type
 - Grant Awards Status
 - Award Date range

Using the search parameters in the Top Box and these search parameters will return results “Show Purchase Orders only” radio button selected. containing only grant awards regardless if “Show Contracts only”, “Show Grant Award only” or

- **“Purchase Order Specific Search Parameters”** expandable and collapsible box contains:
 - Purchase Order Status,
 - MFMP PO Number and
 - Order Date range

Using the search parameters in the Top Box and this box will return results containing only purchase orders regardless if “Show Contracts only”, “Grant Award only” or “Show Purchase Orders only” radio button selected.

A User can select multiple Agencies, Commodity/Service types, and Purchase Order Status to search on by holding the CTRL key down while selecting multiple parameters.

The Commodity/Service codes available in FACTS are downloadable to a Microsoft Excel readable file by clicking on the “Download Commodity/Service Types” link and following the on screen instructions.

The screenshot displays the 'Advanced Search' interface of the Florida Accountability Contract Tracking System (FACTS). The top navigation bar includes links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. Below this is a search bar and a sidebar with links for 'Dashboard', 'Change Password', and 'Logout'. The main content area is titled 'Advanced Search' and contains several search criteria sections: Agency Name, Vendor/Grantor Name, Dollar Value, Beginning and/or Ending Dates, Commodity/Service Type, Minority Vendor Designation, Fiscal Year of Execution, and Method of Procurement. At the bottom, there are radio buttons for 'Show All', 'Show Contracts Only', 'Show Grant Awards Only', and 'Show Purchase Orders Only'. There are also expandable sections for 'Contract Specific Search Parameters', 'Grant Award Specific Search Parameters', and 'Purchase Order Specific Search Parameters'. A 'Reset' button and a 'Search' button are at the bottom right.

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Advanced Search

Agency Name: ALL AGENCIES, AGENCY FOR HEALTH CARE ADMINISTRATION, AGENCY FOR PERSONS WITH DISABILITIES, DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DEPARTMENT OF CHILDREN AND FAMILIES

Vendor/Grantor Name: [REDACTED]

Minority Vendor Designation: [REDACTED]

Dollar Value: From [REDACTED] To [REDACTED]

Fiscal Year: [REDACTED]

Beginning and/or Ending Dates (mm/dd/yyyy): Begin [REDACTED] End [REDACTED]

Commodity/Service Type (Contract & Purchase Order Only) [Download](#): ALL COMMODITY TYPES, ABORTIFACIENT DRUGS, ABRASIVES, DENTAL, BURS, COMPOUNDS, ABRASIVES, PAPER AND CLOTH BACKED, ABRASIVES, SANDBLASTING

Method of Procurement: ☐ Show Inactive (Contract & Purchase Order Only)

☒ Show All ☐ Show Contracts Only ☐ Show Grant Awards Only ☐ Show Purchase Orders Only

[Contract Specific Search Parameters](#)

[Grant Award Specific Search Parameters](#)

[Purchase Order Specific Search Parameters](#)

[Reset](#) [Search](#)

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D. Advanced Search Results

The “Advanced Search Results” contains more fields than can display at once. A scroll bar at the bottom moves the display left and right.

You can download Advanced Search Results to a Microsoft Excel readable file by clicking the “Download Results” link and following the on screen instructions.

Results								
Displaying 1 to 10 of 1130								
1 2 3 4 5 6 7 8 ... 113 Next >> Download Results								
AGENCY NAME ▲	TYPE	AGENCY ASSIGNED CONTRACT ID	PO NUMBER	VENDOR NAME	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS	
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A89F5B	FLORIDA LEGISLATURE	\$2,600.00	BOOKS, IN-PRINT		6810-MSibc order
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A8660B	OFFICE DEPOT	\$1,067.84	Multiple		6850-JKios Supplies/Tc
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A90DFD	XEROX CORPORATION	\$149.99	DATA PROCESSING SUPPLIES, LASER/INK		6830/RDisl 6280
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A82C88	STAPLES BUSINESS ADVANTAGE	\$375.00	CHEMICALS AND SUPPLIES, FOR DRY TONER		6800 M.Fue
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A788D0	SUBURBAN PROPANE L.P.	\$1,000.00	GAS, LIQUIFIED PETROLEUM, PROPANE (ASTM)		682040-C M 13/14)
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A85A00	MAC PAPERS, INC.	\$424.48	PAPER, BOND, CUT SIZE, MIMCO, DUPLICATE		6830/C RE/ PAPER
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A792B0	XEROX CORPORATION	\$3,297.92	COPYING MACHINES, MAINTENANCE SERVICE		68303004-I 5755A
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A92909	PRIZM GROUP, LLC	\$450.00	LANGUAGE INTERPRETATION, SIGN LANGUAGE		6810-MSibc S Hurley
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A86391	OFFICE DEPOT	\$343.47	DATA PROCESSING SUPPLIES, LASER/INK		6830/L Jarr
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A855FD	OFFICE DEPOT	\$62.64	Multiple		6842 JMerc
Displaying 1 to 10 of 1130								
1 2 3 4 5 6 7 8 ... 113 Next >> Download Results								
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.								

Results									
Displaying 1 to 10 of 1130									
1 2 3 4 5 6 7 8 ... 113 Next >> Download Results									
VIEW AUDITS	LONG TITLE/PO TITLE	CONTRACT SHORT TITLE	FLAIR CONTRACT ID	EXECUTION DATE	PO ORDER DATE	BEGIN DATE	END DATE	STATUS	
	6810-MSibold-FY13/14-Florida Legislature-Statute order				8/21/2013	8/19/2013	10/31/2013	Ordered	Exempt, Services or Commodities prov
	6850-JKloszewski-FY13/14 Vendor- Office Depot Supplies/Toner				7/23/2013	7/15/2013	8/30/2013	Received	State Term Contract Purchase without F and Rule 60A-11.044(2), FAC]
	6830/RDisbrow/FY13-14/Xerox/Transfer Belt for Phaser 6280				10/31/2013	10/28/2013	11/29/2013	Received	State Term Contract Purchase without F and Rule 60A-11.044(2), FAC]
	6800 M.Fuentes fy12/13 Staples Fax Toner 7/2/13				7/10/2013	7/2/2013	7/31/2013	Received	State Term Contract Purchase without F and Rule 60A-11.044(2), FAC]
	682040-C Merck-PR-Suburban Propane (Blanket FY 13/14)				7/1/2013	7/1/2013	6/30/2014	Ordered	Purchase under \$2,500 [Rule 60A-1.00
	6830/C REARDON/FY13-14/MAC PAPER/COPY PAPER				7/11/2013	7/9/2013	8/13/2013	Received	State Term Contract Purchase without F and Rule 60A-11.044(2), FAC]
	68303004-R.Hord- FY 13/14--XEROX- copier lease 5755A				7/1/2013	7/1/2013	6/30/2014	Ordered	State Term Contract Purchase without F and Rule 60A-11.044(2), FAC]
	6810-MSibold-FY13/14-Berryhill reporting-after-the-fact-S Hurley				11/18/2013	11/13/2013	12/18/2013	Ordered	Purchase under \$2,500 [Rule 60A-1.00
	6830/L James/FY13-14/Office Depot/Toner II				7/17/2013	7/11/2013	7/31/2013	Received	State Term Contract Purchase without F and Rule 60A-11.044(2), FAC]
	6842 J.Mercer/FY13/14/Office Depot/Office Supplies				7/16/2013	7/8/2013	6/30/2014	Received	State Term Contract Purchase without F and Rule 60A-11.044(2), FAC]
Displaying 1 to 10 of 1130									
1 2 3 4 5 6 7 8 ... 113 Next >> Download Results									
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.									

Results					
Displaying 1 to 10 of 1130					
1 2 3 4 5 6 7 8 ... 113 Next >> Download Results					
METHOD OF PROCUREMENT	STATE TERM ID	AGENCY SERVICE AREA	ADVANCED PAYMENT	RECEIPT TYPE	AGENCY REFERENCE NUMBER
Exempt, Services or Commodities provided by Governmental Agencies [s. 287. 057 (3) (f) 12, & s.287.057 (22), FS]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	250-WSCA-10-ACS				
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
Purchase under \$2,500 [Rule 60A-1.002(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	600-000-11-1				
Purchase under \$2,500 [Rule 60A-1.002(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
Displaying 1 to 10 of 1130					
1 2 3 4 5 6 7 8 ... 113 Next >> Download Results					
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.					

Displaying 1 to 10 of 1130 1 2 3 4 5 6 7 8 ... 113 Next >> Download Results								
METHOD OF PROCUREMENT	STATE TERM ID	AGENCY SERVICE AREA	ADVANCED PAYMENT	RECEIPT TYPE	AGENCY REFERENCE NUMBER	CFDA	CSFA	ADMIN COSTS?
odities provided by Governmental Agencies [s. 287.057 (3) (f) 12, & s.287.057 (22), FS]								
se without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
se without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]	250-WSA-10-ACS							
se without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
ile 60A-1.002(2), FAC]								
se without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
se without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]	600-000-11-1							
ile 60A-1.002(2), FAC]								
se without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
se without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
Displaying 1 to 10 of 1130 1 2 3 4 5 6 7 8 ... 113 Next >> Download Results								
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.								

The Main Search results display:

- Agency Name
- Type
- Agency Assigned Contract ID, applies to Contracts and Grant disbursement Agreements only
- PO Number
- Vendor Name
- Total Amount
- Commodity/Service Type
- View Audits link, applies to Contracts and Grant Disbursement Agreements only at this time
- Long Title/PO Title
- Contract Short Title, applies to Contract and Grant Disbursement Agreements only
- FLAIR Contract ID, applies to Contract and Grant Disbursement Agreements only
- Execution Date, applies to Contract and Grant Disbursement Agreements only
- PO Oder Date
- Begin Date
- End Date
- Status
- Method of Procurement
- State Term ID
- Agency Service Area, applies to Contract and Grant Disbursement Agreements only
- Advance Payment, applies to Contract and Grant Disbursement Agreements only
- Recipient Type, applies to Contract and Grant Disbursement Agreements only
- Agency Reference Number, applies to Contract and Grant Disbursement Agreements only
- CFDA, applies to Contract and Grant Disbursement Agreements only
- CSFA, applies to Contract and Grant Disbursement Agreements only
- Administrative Costs?, applies to Contract and Grant Disbursement Agreements only

All underlined result column names are storable from “A to Z” or “High to Low”. Currently there are no audits of purchase orders to view.

The displayed search results are downloadable to Microsoft Excel readable file by clicking the “Download Results” link and following the on screen instructions. The download file contains the displayed information and the following information not displayed:

- Original Amount
- Commodity/service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Contract Exemption Explanation
- Statutory Authority
- Contract Involves State or Federal Aid
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code Description
- CSFA Code Description

Clicking the “PO Number” hyperlink takes the User to the Purchase Order Information page. Clicking on the “Commodity/Service Type” hyperlink takes the User to the purchase order’s “Deliverables” tab page. Clicking the “Back to Search” button returns the User to Advanced Search Results.

E. Purchase Order Information

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Logged in As: Dubois@dfs / DEPARTMENT OF FINANCIAL SERVICES

Purchase Order Information

Summary

Agency Name: DEPARTMENT OF FINANCIAL SERVICES
 Purchase Order Title: DFS LG West Publishing FY 1112
 Total Purchase Order Amount: \$164,322.45
 Total Payment To Date: \$26,416.94

Purchase Order Number: PO02676
 Vendor Name: WEST PUBLISHING CORPORATION
 Total Budgetary Amount: \$164,322.45
 Order Date: 01/25/2013

Details | Deliverables | Payments

Main Information

Purchase Order Number: PO02676
 Purchase Order Status: Ordered
 Order Date: 01/25/2013
 Purchase Order Beginning Date: 04/11/2012
 Purchase Order Ending Date: 03/31/2014
 Purchase Order Fiscal Year: 2012-2013
 Purchase Order Title: DFS LG West Publishing FY 1112

Vendor Information

Vendor ID: [REDACTED]
 Name: WEST PUBLISHING CORPORATION
 Address: PO BOX 64833
 City State Zip: ST. PAUL, MN 55164-0833
 Minority Vendor Designation: Non-Minority

Budget Information

Total Purchase Order Amount: \$164,322.45
 Total Budgetary Amount: \$164,322.45

Budgetary Amount

BUDGETARY AMOUNT	ACCOUNT CODE	FY
\$96,593.72	43-10-0-021002-43010200-00-040200-00	2012-2013
\$55,369.79	43-10-0-383001-43800120-00-040200-00	2012-2013
\$4,929.27	43-10-0-021002-43010100-00-040200-00	2012-2013
\$4,929.67	43-10-0-383001-43010400-00-040200-00	2012-2013

[Download Budget Information](#)

The Purchase Order Information page separated into a “Summary” section, “Details” tab, “Deliverables” and “Payments” tabs.

- **“Summary”** section contains:
 - Agency Name
 - Purchase Order Number
 - Purchase Order Title
 - Vendor Name (Line 1)
 - Total Purchase Order Amount
 - Total Budgetary Amount (sum of Split Accounting Amounts)
 - Total Payments to date
 - Order Date
- **“Details”** tab - three sections:
 - **Main Information:**
 - Purchase Order Number
 - Purchase Order Status
 - Order Date
 - Purchase Order Beginning Date
 - Purchase Order Ending Date
 - Purchase Order Fiscal Year (applicable fiscal year)
 - Purchase Order Title
 - **Vendor Information:**
 - Vendor Name
 - Address
 - City State Zip
 - Minority vendor Designation
 - **Budget Information:**
 - Total Purchase Order Amount
 - Total Budgetary Amount
 - Listing Budgetary Amount by Account Code and FY (Fiscal Year)
 - Budget Information is downloadable to a Microsoft Excel readable file by clicking the “Download Results” link and following the on screen instructions

Note: By default, the column types in Excel are ‘General’ and its conversion of FACTS data drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to ‘Text’ and then use the import data from a text file feature of Excel.

- “Deliverables” Tab

The screenshot displays the FACTS web application interface. At the top, the header includes the user name 'JEFF ATWATER' and title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. The navigation bar contains links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The user is logged in as 'DEPARTMENT OF FINANCIAL SERVICES'.

The main content area is titled 'Purchase Order Information'. It includes a 'Summary' section with the following details:

- Agency Name: DEPARTMENT OF FINANCIAL SERVICES
- Purchase Order Title: DFS LG West Publishing FY 11/12
- Total Purchase Order Amount: \$154,322.45
- Total Payment To Date: \$26,416.94
- Purchase Order Number: PO62678
- Vendor Name: WEST PUBLISHING CORPORATION
- Total Budgetary Amount: \$154,322.45
- Order Date: 01/28/2013

Below the summary, there are tabs for 'Details', 'Deliverables', and 'Payments'. The 'Deliverables' tab is selected, showing a table of line items. The table has columns for 'LINE ITEM NUMBER', 'COMMODITY TYPE', 'STATE TERM CONTRACT ID', 'AGENCY SOLICITATION NUMBER', 'QUANTITY', 'UNIT PRICE', and 'TOTAL UNIT PRICE'.

LINE ITEM NUMBER	COMMODITY TYPE	STATE TERM CONTRACT ID	AGENCY SOLICITATION NUMBER	QUANTITY	UNIT PRICE	TOTAL UNIT PRICE
1	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT	991-150-09-1		98593.7200	\$1.0000	\$98,593.72
(CONTINUATION D02415863) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 36 MONTH AGREEMENT USED FOR BILLING PURPOSES ONLY FOR ONLINE INFORMATION SERVICES FOR DFS ATTORNEYS WITH WEST LAW WITH PASSWORDS...						
2	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT	991-150-09-1		55869.7900	\$1.0000	\$55,869.79
(CONTINUATION D02415863) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 36 MONTH AGREEMENT USED FOR BILLING PURPOSES ONLY FOR ONLINE INFORMATION SERVICES FOR DFS ATTORNEYS. THIS PROGRAM ALSO INCLUDES ...						
3	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT	991-150-09-1		4929.2700	\$1.0000	\$4,929.27
(CONTINUATION D02415863) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 36 MONTH AGREEMENT USED FOR BILLING PURPOSES ONLY INCREASE OR ONLINE INFORMATION SERVICES FOR DFS ATTORNEYS WITH WEST LAW WITH P...						
4	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT	991-150-09-1		4929.6700	\$1.0000	\$4,929.67
(CONTINUATION D02415863) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 36 MONTH AGREEMENT USED FOR BILLING PURPOSES ONLY FOR ONLINE INFORMATION SERVICES FOR DFS ATTORNEYS WITH WEST LAW WITH PASSWORDS...						

Displaying 1 to 4 of 4

- Primary Listing
 - Line Item Number
 - Commodity Type
 - State Term Contract ID, if applicable
 - Agency Solicitation Number, if applicable
 - Quantity
 - Unit Price
 - Total Unit Price
 - Description

This screenshot shows the same FACTS interface as the previous one, but with a detailed view of the 'Deliverables' tab. The 'Summary' section remains the same. The 'Deliverables' tab is selected, and the table shows line items 1, 2, and 3. Line item 1 is expanded, showing a detailed description:

Line Item Description: (CONTINUATION D02415863) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 36 MONTH AGREEMENT USED FOR BILLING PURPOSES ONLY FOR ONLINE INFORMATION SERVICES FOR DFS ATTORNEYS WITH WEST LAW WITH PASSWORDS FOR UP TO 42 USERS. THIS PROGRAM ALSO INCLUDES ALL STATES AND FEDERAL CASES STATUTES REGULATIONS ALL NEW LAW REVIEWS FL JUR ALR AMJUR BILL TRACK SECONDARY LIBRARY COUGH EMPLOY COMPLAINT EMPLOY COORDINATION FL ANALYTICAL TRAWICKS BRIEFS PLEADINGS MOTIONS MEMORANDA DOCKETS LEGIS HISTORY RESULTS PLUS AND THE FLORIDA INSURANCE LIBRARY. SERVICE COVERAGE: upon issuance of PO - END: MARCH 31 2014. AUTHORIZED USER: PELINDA JONES 850413-4244 OR DESIGNEE. NOT TO EXCEED TOTAL DOLLAR AMOUNT OF THIS DIRECT ORDER UNLESS ISSUANCE OF A CHANGE ORDER. THE TOTAL BLANKET ORDER IS FOR 70 USERS OF WESTLAW Ship To Pelinda Jones/Department of Financial Services/200 East Gaines Street/Tallahassee FL 32399-0333Bm To Pelinda Jones/Department of Financial Services/200 East Gaines Street/Rm. 012/Tallahassee FL 32399-0333

Method of Procurement: State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.04(2) & 287.056, FS and Rule 60A-11.04(2), FAC]

Line Split Details:

- Split Accounting Line Number: 1
- FLAIR Contract ID:
- Org. Code and Description: 4343000000 - DIVISION OF LEGAL SERVICES
- Object Code and Description: 492001 - SUBSCRIPTIONS-ELECTRONIC
- Account Code: 43-10-021002-43010200-00-040000-00
- Split Amount: \$98,593.72

- Clicking the “+” sign at the beginning of a line or “Expand All Deliverables” hyperlink displays:
 - Line Item Description
 - Method of Procurement
 - Line Spilt Details (Line item Split Accounting)
 - Split Accounting Line Number
 - FLAIR Contract ID, if applicable
 - Org. Code and Description
 - Object Code and Description
 - Account Code
 - Split amount

Deliverables is downloadable to a Microsoft Excel readable file by clicking the “Download Results” link and following the on screen instructions.

Note: By default, the column types in Excel are ‘General’ and its conversion of FACTS data drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to ‘Text’ and then use the import data from a text file feature of Excel.

- “Payments” Tab

The screenshot displays the FACTS web application interface. At the top, the header identifies the user as Jeff Atwater, Florida's Chief Financial Officer. The navigation bar includes links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The main content area is titled 'Purchase Order Information' and shows details for a purchase order from the Department of Financial Services. The 'Summary' section lists the Agency Name, Purchase Order Title, Total Purchase Order Amount, Total Payment To Date, Purchase Order Number, Vendor Name, Total Budgetary Amount, and Order Date. Below this, the 'Payments' tab is selected, showing a table of payment details. The table has columns for 'FISCAL YEAR' and 'TOTAL AMOUNT'. Two rows are visible: one for 2013-2014 with a total amount of \$19,770.86, and another for 2012-2013 with a total amount of \$6,646.08. A note at the bottom states: 'If a payment or adjustment to a purchase order was made before July 1, 2013, the information may not be posted in this system.'

MORE	FISCAL YEAR	TOTAL AMOUNT
<input type="checkbox"/>	2013-2014	\$19,770.86
<input type="checkbox"/>	2012-2013	\$6,646.08

- Primary Listing
 - Fiscal Year
 - Total Amount

Purchase order paid by the State Purchasing Card display the following message “Payment for this purchase order was issued using the state of Florida Purchasing Card and is therefore not displayed.”

JEFF ATWATER
FLORIDA'S CHIEF FINANCIAL OFFICER

HOME | NEWS | ABOUT THE AGENCY | MEET THE CFO

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM
Main
FAQ
Contact Us
Message
Charts
Transparency

Logged In As: / DEPARTMENT OF FINANCIAL SERVICES
DASHBOARD | CHANGE PASSWORD | LOGOUT

Purchase Order Information

Summary

Agency Name: DEPARTMENT OF FINANCIAL SERVICES
Purchase Order Title: DFS LG West Publishing FY 11/12
Total Purchase Order Amount: \$164,322.45
Total Payment To Date: \$26,416.94

Purchase Order Number: PO82678
Vendor Name: WEST PUBLISHING CORPORATION
Total Budgetary Amount: \$164,322.45
Order Date: 01/28/2013

Details
Deliverables
Payments

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

Expand All Payments
Download Payments

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued. An agency may have recorded payments associated with a contract on both a Contract and a Purchase Orders in FACTS.

MORE	FISCAL YEAR	TOTAL AMOUNT
2013-2014	\$19,770.86	

STATEWIDE DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	INVOICE #	LINE ITEM #	SPLIT LINE #	AMOUNT	L1	GF	SF	FID	BE	IBI	CAT	YR	CFI	DATE
D40002168270001	V005213	WEST PUBLISHING CORPORATION	828120476	1	1	\$3,987.65	43	10	2	021002	43010200	00	040000	00	N	10/22/2013
D40002168400001	V005226	WEST PUBLISHING CORPORATION	828120654	1	1	\$2,259.67	43	10	2	393001	43900120	00	040000	00	N	10/22/2013
D40002140830001	V005136	WEST PUBLISHING CORPORATION	828120656	1	1	\$199.38	43	10	2	393001	43010400	00	040000	00	N	10/21/2013

- Clicking the “+” sign at the beginning of a line or “Expand All Payments” hyperlink displays:
 - Statewide Document # (Document number and line sequence)
 - Agency Document #
 - Vendor Name
 - Invoice #
 - Line Item #
 - Split Line #
 - Amount
 - Account Code (segmented L1, GF, SF, FID, BE, IBI, CAT, YR, CFI)
 - Date (Date the payment voucher recorded in the system, not the date the payment issued.)

Payments information is downloadable to a Microsoft Excel readable file by clicking the “Download Results” hyper- link and following the on screen instructions.

Note: By default the column types in excel are ‘General’ and its conversion and drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to ‘Text’ and then use the import data from a text file feature of Excel.

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XXVIII. View POs with Missing Method of Procurement

Clicking the “View POs with Missing Method of Procurement” hyperlink on the “Agency All Agreements User” Or “Agency Contracts/Grant Disbursement User” Dashboard takes the User to View POs with Missing Method of Procurement results web page.

Agencies can use the information to identify purchase orders without a Method of Procurement and correct them in MFMP.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

HOME | NEWS | ABOUT THE AGENCY | MEET THE CFO

FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Main Search FAQ Questions? Contact Us State Agencies Message From CFO Atwater Charts & Reports Transparency Florida

Logged In As: [REDACTED] / STATE COURTS SYSTEM DASHBOARD | CHANGE PASSWORD | LOGOUT

View POs with Missing Method of Procurement

AGENCY NAME	PO NUMBER ▲	STATUS	TITLE	TOTAL AMOUNT	ORDER DATE	START DATE	END DATE
STATE COURTS SYSTEM	A80121	Ordered	Court Reporting Software Support	\$10,115.00	8/16/2013	9/5/2013	9/4/2014
STATE COURTS SYSTEM	A80242	Ordered	Stenograph Maintenance Renewal	\$3,612.00	8/16/2013	7/1/2013	6/30/2014

Displaying 1 to 2 of 2 [Download Results](#)

[Return To Dashboard](#)

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The results display:

- Agency Name
- PO Number
- Status
- Title
- Total Amount
- Order Date
- Start Date
- End Date

All underlined result column names are storable from “A to Z” or “High to Low”.

The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

Clicking the “PO Number” hyperlink takes the User to the Purchase Order Information page.

Grant Awards

XXIX. Add Grant Award

Grant Award Agreements are those receipts of grant dollars by a reporting entity that are either federal or state financial assistance, local governments, or grant funding by a non-governmental entity.

Use this web page to enter the general information for a grant award. The User access the page by clicking the “Add new Award” hyperlink on the “Agency All Agreements User” dashboard or the “Agency Grant Award User” dashboard.

The screenshot shows the 'Add New Grant Award' form in the FACTS system. The form is titled 'Add New Grant Award' and includes a 'Cancel' and 'Next' button at the bottom right. The form is divided into several sections:

- Main Information:** Includes fields for Grant Award ID, Short Title, Long Title, Grant Reference Number, Description, Original Grant Award Amount, Date of Award, Original Funding Start Date, Original Funding End Date, Revised Funding End Date, Grant Award Type, Grant Document Number, and Grant Status.
- Indirect Cost Information:** Includes fields for Eligible for Indirect Cost, Salary, Wages & Fringe, Payment to Sub-Recipient, Direct Cost, and Indirect Cost - Comments.
- Agency Grant Manager Information:** Includes fields for Agency Manager Name, Phone Number, and Email.
- Agency Grant Fiscal Contact Information:** Includes fields for Agency Grant Fiscal Contact Name, Phone Number, and Email.
- Grant Federal Contact Information:** Includes fields for Grant Federal Contact Name, Phone Number, and Email.

A. Main Information Section

- ❖ **Grant Award ID – 5 alphanumeric – required – cannot be edited once the grant award is finished/published to the web**

Field identifies the individual grant award within the system for FLAIR processing purposes. Input data is loaded into FLAIR and added to the FLAIR Title file, which will allow subsequent FLAIR transactions to use the data. It is unique to a single grant award. Agency cannot use the identifier again for ten years. The field is required for all FACTS related FLAIR receipt transactions. It allowed on all FLAIR transactions. It used to retrieve receipt data by grant award for reporting on the internet. Each Agency determines how to assign Grant Award IDs within their agency. When entering a grant award the following message is displayed “Grant Award already exists”, it is referring to [FLAIR] Grant Award ID not the Agency Grant Reference Number.

❖ **Short Title – up to 10 alphanumeric – required - can be edited once the grant award is finished/published to the web**

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. Agencies should use the space to record something that would assist them in identifying the grant award.

❖ **Long Title – up to 60 alphanumeric – required - can be edited once the grant award is finished/published to the web**

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. The entry in this field should identify the grant award in a manner that would be meaningful to the public.

❖ **Grant Reference Number – up to 5 alphanumeric – optional - can be edited once the grant award is finished/published to the web**

Optional field used to identify agency assigned grant award identifier that is different from the Grant Award ID. If the agency is using a grant award system, the use of this field and the [FLAIR] Grant Award Identifier will provide a link between the two systems allowing the agency to continue to use their own management system while complying with the requirements of FACTS. Agencies that do not maintain separate management systems may duplicate the [FLAIR] Grant Award ID in this field. The field will be stored in FACTS and retrieved for reporting purposes.

❖ **Description – up to 2,000 alphanumeric – required - can be edited once the award is finished/published to the web**

This free form field is required and provides for a general description of the grant award that is understandable by the public. Agencies can also include general comments that are pertinent to the public regarding data reported on a specific grant awards.

❖ **Original Grant Award Amount - 13.2 numeric (do not use the “\$” sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be edited once the grant award is finished/published to the web**

Required field used to report the original amount of the grant award. The original amount can be zero for grant awards that do not have a total amount specified in the grant award document.

❖ **Date of Award – 8 numeric – required - cannot be edited once the grant award is finished/published to the web**

Field identifies the date of notification of the award funding. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

❖ **Original Funding Start Date - 8 numeric – required - can be edited once the grant award is finished/published to the web**

Field identifies the start date for obligating or expending the funds from the grant award. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by

clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

❖ **Original Funding End Date - 8 numeric – optional - can be edited once the grant award is finished/published to the web**

Field identifies the end date for obligating the funds from the grant award. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. Since funding end, date may not be know at the time entry, it can be blank.

❖ **Revised Funding End Date - 8 numeric – optional - can be edited once the grant award agreement is finished/published to the web**

Since FACTS cannot automatically update revised funding end dates of grant award agreements from the agreement amendment records; this field is provided to manually identify the revised end date for obligating the funds from the grant award. The latest date of this field or the Original Funding End Date filed is used to determine if grant award agreements appear on the Active Grant Award with Past Funding End Date report addressed in Section XLIII.

The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. Since funding end, date may not be know at the time entry, it can be blank.

❖ **Grant Type – 1 alphanumeric – required – must be selected from a drop down list - can be edited once the grant award is finished/published to the web**

Grant Award Agreements defined as the receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by local governments or another non-governmental entity. Types selected from a drop-down box activated by clicking on the down arrow on the right side of the box. Only values selected from the drop-down box are valid input.

Grant Award Type definitions:

- **Block/Formula Grant Agreements** – A sum of money granted by the federal government with general provisions as to the way funds are spent, associated with Catalog of Federal Domestic Assistance (CFDA) number.
- **Project Grant Agreements** - The funding for specific project(s). In most cases, the project has a known or fixed period.
- **Entitlement Grant Agreement** - A government program that guarantees and provides benefits to a particular group.

- **Discretionary Grant Agreements** – An Award for which the awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.
 - **Cooperative Agreement** – An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the federal agency and the recipient in carrying out the activity contemplated by the award.
- ❖ **Grant Document Number – up to 50 alphanumeric – required – can be edited once the grant award is finished/published to the web**

Field identifies the number assigned by the issuing entity to the grant award for reporting purposes.

- ❖ **Grant Status – 2 alphanumeric – required – must be selected from a drop down list - can be edited once the grant award is finished/published to the web**

Grant Status codes selected from a drop-down box activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field.

Grant Status definitions:

- **Anticipated Award** – Maps to FLAIR Grant Information Subsystem Active
- **Approved Award** – Maps to FLAIR Grant Information Subsystem Active_
- **Inactive pending Property Action** – Maps to FLAIR Grant Information Subsystem Inactive
- **Inactive for Ongoing Reporting** – Maps to FLAIR Grant Information Subsystem Inactive
- **Closed** – Map to FLAIR Grant Information Subsystem Deleted. Closed grant awards will remain in FACTS for a period of 10 years.
- **Deleted (Used for Error Corrections)** – If a grant award entered into FACTS in error and before finished/published to the public website, the “Agency All Agreements User” or “Agency Grant Award User” can select “Deleted” this will remove the grant award from all display listings and will allow the agreement’s assigned [FLAIR] Grant Award ID to be reused on another grant award. However, if the grant award is finished/published to the public website, the Agency Point of Contact will need to send an email to FACTS.Info@myfloridacfo.com explaining the circumstances and requesting deletion of the grant. If a finished/published grant award is deleted the agreement’s assigned [FLAIR] Grant Award ID cannot be reused on another grant award for 10 years.

B. Indirect Cost Information Section

- ❖ **Eligible for Indirect Cost – 1 alphanumeric – Optional – must select “Yes” or “No” radio button – defaults to “No” - can be edited once the grant award is finished/published to the web**

Indicates if the grant award allows for indirect cost charges. (Yes/No)

- ❖ **Salary, Wages & Fringe – 1 alphanumeric – Optional/Conditional – must select “Yes”, “No” or “N/A” radio button – defaults to “NA” - can be edited once the grant award is finished/published to the web**

If “Yes” radio button selected for “Eligible for Indirect Cost”, then “Salary, Wages & Fringe” radio buttons become available for selection. Used to indicate that the grant award allows for salary, wages & fringe charges. (Yes/No/NA). Defaults to N/A – Not applicable.

- ❖ **Payment to Sub-Recipient – 1 alphanumeric – Optional/Conditional – must select “Yes”, “No” or “N/A” radio button – defaults to “NA” - can be edited once the grant award is finished/published to the web**

If “Yes” radio button selected for “Eligible for Indirect Cost”, then “Payment to Sub-Recipient” radio buttons become available for selection. Used to indicate that the grant award allows for payment to sub-recipient charges. (Yes/No/NA). Defaults to N/A – Not applicable.

- ❖ **Direct Cost – 1 alphanumeric – Optional/Conditional – must select “Yes”, “No” or “N/A” radio button – defaults to “NA” - can be edited once the grant award is finished/published to the web**

If “Yes” radio button selected for “Eligible for Indirect Cost”, then “Direct Cost” radio buttons become available for selection. Used to indicate that the grant award allows for direct cost charges. (Yes/No/NA). Defaults to N/A – Not applicable.

- ❖ **Indirect Cost Comments – 2,000 alphanumeric – Optional - can be edited once the grant award is finished/published to the web**

A free form field to record comments about Indirect Costs.

C. Grant Federal Contract Information Section

- ❖ **Grant Federal Contact Name – 31 alphanumeric – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the Federal contact’s name. Not displayed to public.

- ❖ **Phone Number – 10 digits (no dashes) – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the Federal contact’s phone number. Not displayed to public.

- ❖ **Email – up to 50 alphanumeric ([www.xxxx@xxx.xxx](#)) – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the Federal contact’s email address. Not displayed to public.

D. Agency Grant Manager Information Section

- ❖ **Agency Grant Manager Name – 31 alphanumeric – Required - can be edited once the grant award is finished/published to the web**

Field used to identify the agency's grant manager's name. Not displayed to public.

- ❖ **Phone Number – 10 digits (no dashes) – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the agency grant manager's phone number. Not displayed to public.

- ❖ **Email – up to 50 alphanumeric ([www.xxxx@xxx.xxx](#)) – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the agency grant manager's email address. Not displayed to public.

E. Agency Grant Fiscal Contact information Section

- ❖ **Agency Fiscal Contact's Name – 31 alphanumeric – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the agency grant fiscal contact's name. Not displayed to public.

- ❖ **Phone Number – 10 digits (no dashes) – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the agency grant fiscal contact's phone number. Not displayed to public.

- ❖ **Email – up to 50 alphanumeric ([www.xxxx@xxx.xxx](#)) – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the agency grant fiscal contact's email address. Not displayed to public.

F. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Next" button at the bottom of the page to proceed to the next input web page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the FACTS will allow the User to proceed to the next input page.

- Grant Award ID is required
- Short Title is required
- Long Title is required
- Description is required
- Original Grant Amount is required
- Date of Award is required
- Original Funding Start Date is required
- Grant Award Type is required
- Grant Document Number is required
- Grant Award Status is required
- Agency Manager Name is required
- Grant Award Type is invalid
- Grant Award Status is invalid

XXX. Add Grant Award Grantor Information

Use this web page used to enter the grantor information for a grant award. The User access the page by clicking the “Next” button at the bottom of the Add New Grant Award page.

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Grantor Information

Grant Award ID: TEST3
Grant Award Long Title: test

* REQUIRED FIELDS

Add Grantor

Grantor ID *

Add Grantor

No Grantors have been added to the grant.

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A. Add Grantor Section

- ❖ **Grantor ID (Identifier) – 13 alphanumeric – required - can be edited once the grant award is finished/published to the web**

Field uniquely identifies the grantor(s). Input values edited against the FLAIR Statewide Vendor File. Entries should contain both the prefix and sequence numbers. In order to be a valid grantor, the Vendor must have assigned on the statewide vendor file one of the following Revenue Type codes:

- **Nonprofit Organization**
- **For Profit Organization, includes Sole Proprietor**
- **Local Government**
- **State Community Colleges**
- **District School Boards**
- **State Agency*, excluding State Universities**
- **State Universities***
- **Federal Agency**
- **Private Universities***
- **Legislature**

*Includes entities in or out of the State of Florida.

The address information is retrieved from the FLAIR Statewide Vendor File and stored in FACTS.

The identifier can be typed or selected from a “Search Grantor” results listing. Click the Grantor ID hyperlink to activate the search web page. See below.

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Grantor Information

Grant Award ID: TEST3

Grant Award Long Title: test

* REQUIRED FIELDS

No

Search Grantor

Grantor Name: us f (Only First matching 200 records are displayed)

Search Cancel

SELECT	GRANTOR ID	NAME	STREET ADDRESS	CITY STATE ZIP
Select	[REDACTED]001	BUS FLORIDA, INC	1265 YVONNE ST	APOPKA FL 327120000
Select	[REDACTED]001	COLUMBUS F. DOUGLAS	873 S.W. TROY STREET	LAKE CITY FL 320240000
Select	[REDACTED]001	DEDALUS FILMS	32 COURT STREET 21ST FLOOR	BROOKLYN NY 112010000
Select	[REDACTED]004	DEETTE HOLDEN CUMMER MUS FNDTN	DBA CUMMER MUS OF ART & GARDENS 829 RIVERSIDE AVE	JACKSONVILLE FL 322040000
Select	[REDACTED]001	DYCUS FAMILY MEDICINE PA	30 WINDSORMERE WAY STE 100	OVIDO FL 327650000
Select	[REDACTED]001	ESTRADA, JESUS F	1435 S ROSEWOOD AVE	SANTA ANA CA 927071025
Select	[REDACTED]001	EXAM PLUS FL, CORP.	408 EDWIN STREET	WINTER SPRINGS FL 327080000
Select	[REDACTED]001	FABULOUS FLORIDA FOLLIES INC	CO ROCK-ETTE DANCE STUDIO 6285 W SAMPLE RD	CORAL SPRINGS FL 330673175
Select	[REDACTED]001	FABULOUS FURNITURE	19100 SW 106 AVE SUITE # 9	MIAMI FL 331570000

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User must enter at least three characters to perform the vendor search. Spaces count as characters. To select, click the “Select” hyperlink.

Once the grantor identifier has been typed or selected from the result list, User clicks the “Add Grantor” button to record the information.

User can record as many grantors as necessary by repeating the steps above. See Chapter 5 of the FLAIR Procedures Manual and FLAIR Statewide Vendor File at <http://www.myfloridacfo.com/aadir/EnterpriseEducation/index.htm> for additional information on FLAIR Vendor Files.

Since the identifier may contain social security numbers, this information is not displayed to the public.

B. Grantor Listing Section

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Grantor Information

Grant Award ID: TEST3
Grant Award Long Title: test

* REQUIRED FIELDS

Add Grantor

Grantor ID *

Add Grantor

GRANTOR ID	NAME LINE 1	NAME LINE 2	STREET ADDRESS	CITY	STATE	ZIP	GRANTOR TYPE	
001	BUS FLORIDA, INC	BUS FLORIDA, INC	1265 YVONNE ST	APOPKA	FL	327120000	NONPROFIT ORGANIZATION	Delete

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When adding grantors, the following information displayed:

❖ **Grantor ID – retrieved from data entry**

❖ **Name Line 1 – retrieved**

Fields displays the payee name. Information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

❖ **Name Line 2 – retrieved**

Fields displays the payee name. Information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

❖ **Street Address – retrieved**

Field displays the street address. The information retrieved from the FLAIR Statewide Vendor File. This information not displayed to the public.

❖ **City – retrieved**

Field displays the city. The information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

❖ **State – retrieved**

Field displays the state abbreviation. Information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

❖ **ZIP Code – retrieved**

Field displays the ZIP code. The information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

❖ **Grantor Type – retrieved**

Field displays the Grantor Type. The information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

This section allows the User to “Delete” grantors. When clicking “Delete” the system will ask for confirmation.

C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. If any of the required information is missing, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information before FACTS will allow the User to proceed to the next input page.

- At Least One Grantor needs to be added to the grant award.
- The length of Grantor ID cannot be less than 10
- Grantor ID is not valid

XXXI. Add Grant Award CFDA/CSFA

Use this web page used to enter the CFDA/CSFA for a grant award. User accesses the page by clicking the “Next” button at the bottom of the Grantor Information web page.

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CFDA/CSFA Information ?

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Add CFDA

No CFDA Codes have been added to the Grant Award.

Add CSFA

CSFA Code *

Add CSFA

No CSFA Codes have been added to the Grant Award.

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A. Add CFDA/CSFA

This web page is for entering the Codes of Federal Domestic Assistance (CFDA) or Codes of State Financial Assistance (CSFA) that is associated with this contract.

- ❖ **CFDA Code – 6 numeric – conditionally required - can be edited once the grant award is finished/published to the web**

Field identifies the Code of Federal Domestic Assistance (CFDA) that is associated with this grant award. A CFDA code is required if Grantor Type equals 'J' for Federal Agency.

Can directly access codes from the FACTS input screen. Click on the CFDA Code hyperlink. Then click the down arrow for a listing of valid codes to select. Click the appropriate code and then click the “Select CFDA Code” button to enter the code. Values must be valid codes and validated against the FLAIR Title file. Multiple values may be input for each grant.

See screen shots below.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Select CFDA Code

Select CFDA Code...

Select CFDA Code Cancel

Add CFDA

No CFDA Codes have been added to the Grant Award.

Add CSFA

Add CSFA

No CSFA Codes have been added to the Grant Award.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Select CFDA Code...

Select CFDA Code | Cancel

Add CFDA

No CFDA Codes have been added to the Grant Award.

Add CSFA

CSFA Code *

Add CSFA

No CSFA Codes have been added to the Grant Award.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code * 10.064

Add CFDA

No CFDA Codes have been added to the Grant Award.

Add CSFA

CSFA Code *

Add CSFA

No CSFA Codes have been added to the Grant Award.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Add CFDA

CODE	DESCRIPTION	
10.064	FORESTRY INCENTIVES PROGRAM	Delete

Add CSFA

CSFA Code *

Add CSFA

No CSFA Codes have been added to the Grant Award.

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- ❖ **CSFA Code – 6 numeric – Optional - can be edited once the grant award is finished/published to the web**

Field used to identify the Code of State Financial Assistance (CSFA) that is associated with this grant award, if any. Values must be valid. Codes validated against the FLAIR Title files. Multiple values may be input for each contract.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Add CFDA

CODE	DESCRIPTION	
10.064	FORESTRY INCENTIVES PROGRAM	Delete

Add CSFA

CSFA Code *

Add CSFA

No CSFA Codes have been added to the Grant Award.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Add CSFA

CSFA Code *

Select CSFA Code...

Select CSFA Code Cancel

Add CFDA

Add CSFA

No CSFA Codes have been added to the Grant Award.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Add CSFA

CSFA Code * 22009

Add CFDA

Add CSFA

No CSFA Codes have been added to the Grant Award.

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Add CFDA

CODE	DESCRIPTION	
10.064	FORESTRY INCENTIVES PROGRAM	Delete

Add CSFA

CSFA Code *

Add CSFA

CODE	DESCRIPTION	
22009	MEALS AND LODGING FOR JURORS	Delete

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B. CFDA/CSFA Code Listing Section

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CFDA/CSFA Information

Grant Award ID: TEST3
Grant Award Long Title: test

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

Add CFDA

CFDA Code *

Add CFDA

CODE	DESCRIPTION	
10.064	FORESTRY INCENTIVES PROGRAM	Delete

Add CSFA

CSFA Code *

Add CSFA

CODE	DESCRIPTION	
22009	MEALS AND LODGING FOR JURORS	Delete

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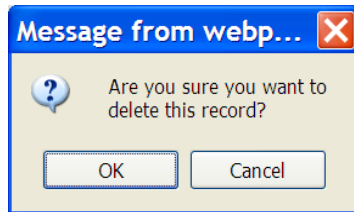
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CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you do not need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

As codes added, they display with following information:

- Code
- Description

A User can also delete codes, if necessary. FACTS will request confirmation before deleting a code as shown below.



C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. Should any of the required information be missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- At least one CFDA code must be added (Grantor Type equals “J” – Federal Agency)
- CFDA Code is invalid
- CSFA Code is invalid

D. Unavailable CFDA or CSFA Codes

In order for FACTS to display or accept a code value, the CFDA or CSFA code must be in FLAIR. If the code does not appear in the FACTS listings, follow the request procedures below:

Procedures for Requesting Catalog of State Financial Assistance (CSFA) numbers for New State Projects:

1. The Agency completes and submits the following documents for review to the Department of Financial Services (Teresa.Weeks@MyFloridaCFO.com):
 - Florida Single Audit Act State Project Determination Checklist(DFS-A2-PD)
 - Florida Single Audit Act Agency Request - New Number (DFS-A2-AR)
 - Florida Single Audit Act State Project Compliance (DFS-A2-CS)
 Forms are available at
<http://www.myfloridacfo.com/Division/AA/Forms/default.htm>
2. DFS verifies that a state project has been determined on the State Project Determination Checklist and confirms budget data with both the GAA and the legal authority provided on the request.

- Once confirmed, DFS assigns a unique CSFA number to the project, adds the new CSFA number in FLAIR, and notifies the Agency.

Procedures for Requesting Catalog of Federal Domestic Assistance (CFDA) numbers:

- The Agency submits a email request to NewAccountCode@MyFloridaCFO.Com
- DFS verifies the code with the Catalog of Federal Domestic Assistance website and that the code does not currently existing in FLAIR.
- Once confirmed, DFS adds the new CFDA number in FLAIR, and notifies the Agency.

XXXII. Add Grant Award Letter of Credit

This web page used to enter the Letter of Credit and Sub Account information for a grant award. User accesses the page by clicking the “Next” button at the bottom of the CFDA/CSFA information web page.

Letter of Credit information is optional for a Grant Award. If you do not need to enter Letter of Credit information for the Grant Award, click 'Next' button.

A. Add Letter of Credit Section

This web page is for entering the Letter of Credit information associated with a grant award, if applicable. This web page will also provide entry fields for Sub- Account associate with the Letter of Credit, if applicable.

- ❖ **Letter of Credit Number – up to 15 alphanumeric – optional – defaults to blank - can be edited once the grant award is finished/published to the web**

User enters the grant awards associated Letter of Credit identification number in the field and clicks the Save button. Two buttons are added to the Add Letter of Credit box 1) Edit – for editing the entered data and 2) Delete – for deleting the enter data. In addition, the Add Sub Account box appears for entering the Sub Account Number, if applicable.

See the screen shot below.

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Letter of Credit Information

Grant Award ID: TEST3
Grant Award Long Title: test

Letter of Credit information is optional for a Grant Award. If you don't need to enter Letter of Credit information for the Grant Award, click 'Next' button.

Add Letter of Credit

Letter of Credit Number * 123456789

Edit Delete

Add Sub Account

You can add up to 15 sub account numbers.

Sub Account Number

Add Sub Account

Sub Account information is optional for a Grant Award. If you don't need to enter Sub Account(s) for the Grant Award, click 'Next' button.

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Clicking the Edit button opens the Letter of Credit field for editing the data.

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Letter of Credit Information

Grant Award ID: TEST3
Grant Award Long Title: test

Letter of Credit information is optional for a Grant Award. If you don't need to enter Letter of Credit information for the Grant Award, click 'Next' button.

Add Letter of Credit

Letter of Credit Number * 123456789

Save Cancel

Add Sub Account

You can add up to 15 sub account numbers.

Sub Account Number

Add Sub Account

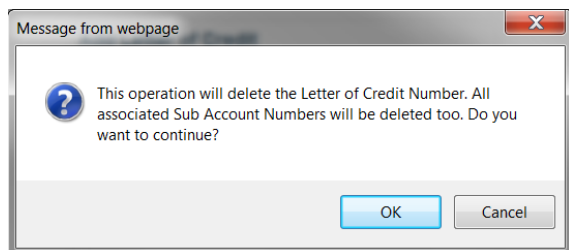
Sub Account information is optional for a Grant Award. If you don't need to enter Sub Account(s) for the Grant Award, click 'Next' button.

Back Next

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User either clicks the Cancel button or edits the data and clicks the Save button to gray out (close) the Letter of Credit Number field.

Clicking the Delete button displays a confirmation box asking “This operation will delete the Letter of Credit Number. All associated Sub Account Numbers will be deleted too. Do want to continue?” Click the OK button to delete the Letter of Credit Number and its associated Sub Accounts or click the Cancel button to button to gray out (close) the Letter of Credit Number field.



B. Add Sub Account(s) Section

- ❖ **Add Sub Account – up to 15 alphanumeric – optional – defaults to blank - can be edited once the grant award is finished/published to the web**

A Letter of Credit Number must be entered and saved before the User can enter the Sub Account Number(s) associated with Letter of Credit identification number in the field and clicks the Add Sub Account button. Up to 15 Sub Accounts can be associated with the Letter of Credit. Clicking the Add Sub Account button causes the information entered to be listed below with:

- Letter of Credit Number
- Sub Account Number
- Delete hyperlink for removing the information.

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Letter of Credit Information

Grant Award ID: TEST3
Grant Award Long Title: test

Letter of Credit information is optional for a Grant Award. If you don't need to enter Letter of Credit information for the Grant Award, click 'Next' button.

Add Letter of Credit

Letter of Credit Number * 123456789

[Edit](#) [Delete](#)

Add Sub Account

You can add up to 15 sub account numbers.

Sub Account Number

[Add Sub Account](#)

LETTER OF CREDIT NUMBER	SUB ACCOUNT NUMBER ▲	
123456789	5874	Delete
	65478	Delete

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Clicking the Delete hyperlink at the end of a row causes a confirmation message box to appear asking “Are you sure want to delete this record?” Clicking OK deletes that row. Clicking Cancel return the User to the Letter of Credit information web page without deleting any records.

After entering the Letter of Credit Number and associated Sub Account Number(s), if applicable, click the Next button at the bottom of the web page to proceed to the Addition Cost Sharing Information web page.

C. Web Page Processing Error Messages

No web processing error messages.

XXXIII. Add Grant Award Additional Cost Sharing Information

This web page used to enter the Cost Sharing Information for a grant award. User accesses the page by clicking “Next” at the bottom of the Letter of Credit Information web page.

The screenshot displays the 'Additional Cost Sharing Information' page within the FACTS system. The header shows the user is logged in as 'JEFF ATWATER' and 'FLORIDA'S CHIEF FINANCIAL OFFICER'. The page title is 'Additional Cost Sharing Information'. Below the title, there is a section for 'Grant Award ID: TEST3' and 'Grant Award Long Title: test'. A message states: 'Additional Cost Sharing information is optional for a Grant Award. If you don't need to enter Additional Cost Sharing information for the Grant Award, click 'Next' button.' The main form area contains a table with the following fields:

Additional Cost Sharing	
Cost Sharing Source *	--Select--
Maintenance of Effort	<input type="radio"/> Yes <input checked="" type="radio"/> No
Matching	<input type="radio"/> Yes <input checked="" type="radio"/> No
In-Kind	<input type="radio"/> Yes <input checked="" type="radio"/> No
Comments	<input type="text"/>

At the bottom of the form is an 'Add Cost Sharing' button. Below the form, a message states: 'No Cost Sharing records have been added to the Grant Award.' At the bottom right, there are 'Back' and 'Next' buttons.

Additional Cost Sharing information is optional for a Grant Award. If you do not need to enter Additional Cost Sharing information for the Grant Award, click 'Next' button.

A. Additional Cost Sharing Section

- ❖ **Cost Sharing Sources – 1 alphanumeric – optional – must be selected from a drop do list – defaults to blank - can be edited once the grant award is finished/published to the web**

Field used to identify if Addition Cost Share is associated with the grant Award. User must click on the down arrow at the end of the field and select a value by clicking on it.

Valid Codes selected from a dropdown list:

- **Federal Government**
- **Local Governments**
- **State of Florida**
- **Private (profit and non-profit)**
- **Other State Government(s)**

- ❖ **Maintenance of Effort – “Yes” or “No” radio buttons – optional – defaults to “No” - can be edited once the grant award is finished/published to the web**

Available only if Cost Sharing Source is not blank. Field used to identify if Maintenance of Effort is associated with the grant award.

❖ **Matching – “Yes” or “No” radio buttons – optional – defaults to “No” - can be edited once the grant award is finished/published to the web**

Available only if Cost Sharing Source is not blank. Field used to identify if Matching is associated with the grant award.

❖ **In-Kind – “Yes” or “No” radio buttons – optional – defaults to “No” - can be edited once the grant award is finished/published to the web**

Available only if Cost Sharing Source is not blank. Field used to identify if In-Kind is associated with the grant award.

❖ **Comments – Up to 2,000 alphanumeric – optional – defaults to blank - can be edited once the grant award is finished/published to the web**

Available only if Cost Sharing Source is not blank. Field used to record any comments about Cost Sharing associated with the grant award.

After selecting a Costing Sharing Sources, clicking “Yes” or “No” for the radio buttons and adding any comments, clicking the Add Cost Sharing button causes the entered information to be listed below:

- Cost Sharing Source
- Maintenance of Effort
- Matching
- In Kind
- Comments
- Edit hyperlink
- Delete hyperlink

There is no limit on the number of Cost Sharing combinations that can be added for a grant award.

Clicking the Edit hyperlink at the end of a row causes the rows information to populate the entry fields so the information can be edited and saved by clicking the Modify Cost Sharing button.

See the following screen shot.

Grant Award ID: TEST3
Grant Award Long Title: test

Additional Cost Sharing information is optional for a Grant Award. If you don't need to enter Additional Cost Sharing information for the Grant Award, click 'Next' button.

Additional Cost Sharing

Cost Sharing Source * Local Governments

Maintenance of Effort ☒ Yes ☐ No

Matching ☒ Yes ☐ No

In-Kind ☒ Yes ☐ No

Comments
Cost Sharing is allocated with this grant award.

[Cancel](#) [Modify Cost Sharing](#)

COST SHARING SOURCE	MAINTENANCE OF EFFORT	MATCHING	IN-KIND	COMMENTS		
Local Governments	Yes	Yes	Yes	Cost Sharing is allocated with this grant award.	Edit	Delete

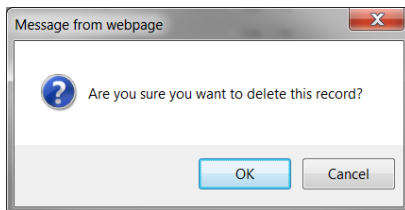
If you don't need to enter another Cost Sharing Source for the Grant Award, click 'Next' button.

[Back](#) [Next](#)

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Clicking the Cancel return the User to the Additional Cost Sharing Information web page without any changes.

Clicking the Delete hyperlink at the end of a row causes a confirmation message box to appear asking “Are you sure you want to delete this record.”



Clicking the OK button will delete the row. Clicking the Cancel button return the User to the Additional Cost Sharing Information web page without any changes.

Clicking the Next button at the bottom of the web page the User proceeds to the Update Grant Award Details web page. Form here the User can add or return to a web page to:

- Edit Main Grant Award Information
- Add/Edit Grantor Information
- Add/Edit CFDA/CSFA Information
- Add/Edit Letter of Credit/Sub Account Information
- Add/Edit Cost Sharing Information
- Add/Edit Grant Award Amendments
- Add/Edit Grant Award Documents
- Add/Edit Associated Agreements
- Review and/or Finish the entry of the grant award

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Update Grant Award Details

Grant Award ID: TEST3
Grant Award Long Title: test

Grant Award Short Summary

Short Title: test
Grant Award Type: Block/Formule Grant
Date of Award: 02/10/2014

[Edit Main Grant Award](#)

Add/Edit Items

[Add Grant Award Amendment](#)
[Add Documents](#)
[Add Associated Agreements \(Optional\)](#)

[Edit/Add Grantor](#)
[Edit/Add CFDA/CSFA](#)
[Edit/Add Letter of Credit](#)
[Edit/Add Cost Sharing](#)

Select 'Finish to Review' to go to the View Grant Award Details page.

[Finish To Review](#)

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B. Web Page Processing Error Messages

No web processing error messages.

XXXIV. Update Grant Award Details (Review and Finish)

User clicks the “Next” button at the bottom the Cost Sharing Information web page to access the Update Grant Award Details page.

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Update Grant Award Details

Grant Award ID: AR659
Grant Award Long Title: GRANT IN AID-SURFA

Grant Award Short Summary

Short Title: GRANT-SURF
Grant Award Type: Block/Formule Grant
Date of Award: 10/07/2013

[Edit Main Grant Award](#)

Grant Award Amendment

Agency Amendment Reference: test
Amendment Effective Date: 02/11/2014

[Edit Previous Grant Award Amendment](#)

Add/Edit Items

[Add Grant Award Amendment](#)
[Add Documents](#)
[Add Associated Agreements \(Optional\)](#)

[Edit/Add Grantor](#)
[Edit/Add CFDA/CSFA](#)
[Edit/Add Letter of Credit](#)
[Edit/Add Cost Sharing](#)

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After entering all the required and any optional information, Users directed to the Update Grant Award Details page to finish, edit information or add additional information. The page includes the following sections:

- Grant Award Short Summary,
- Grant Award Amendment (appears only if there is an amendment recorded), and
- Add/Edit Items.

Grant Award Short Summary section allows the User to Edit Main Grant Award information (the first entry page).

The Grant Award Amendment section allows the User to Edit Previous Grant Award Amendment.

Edit pages have a “Skip to End” button as well as a “Next” button at the bottom of the page. Clicking the “Next” button allows the user to cycle through the initial pages to verify or added additional information; Add New Grant Award, Grantor Information, CFDA/CSFA Information, Letter of Credit Information and Additional Cost Sharing Information before returning to the update details page. The “Skip to End” button allows the user to skip direct back to the information page where the user can click the “Back to Search” button.

The Add/Edit section allows the Users to add or edit:

- Grant Award Amendments
- Grantors
- CFDA/CSFA numbers
- Letter of Credit, including Sub Accounts
- Cost Sharing
- Documents and
- Associated Agreements

The Add/Edit pages have a “Back to Update Details” button allowing the user to skip direct back to update details page without cycling through the initial pages to verify or added additional information; Add New Grant Award, Grantor Information, CFDA/CSFA Information, Letter of Credit Information and Additional Cost Sharing Information.

Clicking the “Finish to Review” button will allow the User to review their entered data and either return to the Update Grant Award Details page to make additional changes or to finalize data entry by clicking the “Finish Grant Award” button.

Refer to Section XXXIII Grant Award Display for sections and tabs details.

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Grant Award Information

Finish Grant Award | Update Grant Award Details | Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: GRANT IN AID-SURFA
Grantor Name: GUSFA, LEO
Total Grant Award Receipts to Date: N/A
Description: GRANT IN AID-SURFA

Grant Award ID: AR659
Date of Award: 10/07/2013
Total Grant Award Amount: \$156,552.00

Details | Receipts | Letter of Credit | Cost Sharing | Associated Agreements | Documents

Main Information

Grant Award ID: AR659
Short Title: GRANT-SURF
Long Title: GRANT IN AID-SURFA
Grant Reference Number:
Grant Type: Block/Formula Grant
Grant Status: Approved Award

Agency Grant Manager Information

[REDACTED]

Agency Grant Fiscal Contact Information

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Clicking the Finish Grant Award button bring up a User Confirmation message box asking “This Grant Award is about to published to the FACTS public Website. Do you want to continue?” In clicking the Agree button, the User confirms they are finishing the grant award and that it will be sent to FACTS public website. The “Finish Grant Award button is then replaced by “Finished.”

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

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Grant Award Information

Finish Grant Award | Update Grant Award Details | Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: UTILITIES JOIN PROJ
Grantor Name: GUSFA, LEO
Total Grant Award Receipts to Date: N/A
Description: UTILITIES JOIN PROJ

Grant Award ID: AR288
Date of Award: 06/21/2013
Total Grant Award Amount: \$900,000.00

Details | Receipts | Letter of Credit | Cost Sha

Main Information

Grant Award ID: AR288
Short Title: UTIL JT PT
Long Title: UTILITIES JOIN PROJ
Grant Reference Number:
Grant Type: Project Grant
Grant Status: Approved Award
Date of Award: 06/21/2013
Original Funding Start Date: 06/21/2013
Original Funding End Date: 12/30/2014
Original Grant Award Amount: \$900,000.00
Total Grant Award Amount: \$900,000.00
Grant Document Number: TEST1

Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:
Phone Number:
Email:

Grant Federal Contact Information

Grant Federal Contact Name:
Phone Number:
Email:

User Confirmation

This Grant Award is about to be published to the FACTS public website. Do you want to continue?

Clicking Agree confirms you are finishing the Grant Award and that it will be sent to the FACTS public website.

Clicking Cancel returns you to the previous page and does not complete the finish Grant Award process.

Agree | Cancel

BACK TO TOP

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XXXV. Grant Award Displays/Grant Award Information

The Grant Award Information web page allows the User to review data in the following sections and/or tabs:

The screenshot shows the 'Grant Award Information' page in the FACTS system. The top navigation bar includes links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Change', and 'Transparency'. The user is logged in as 'JEFF ATWATER' on behalf of 'FLORIDA'S CHIEF FINANCIAL OFFICER'. The page title is 'Grant Award Information'. The summary section displays the following information:

- Agency Name: DEPARTMENT OF FINANCIAL SERVICES
- Long Title: 2015-1955 Program UNIVERSAL AGING/ADULT
- Grant Award ID: F10278
- Date of Award: 03/24/2015
- Grantor Name: [REDACTED]
- Total Grant Award Amount: \$4,254,341.00

The 'Details' tab is selected, showing the following sections:

- Main Information:**
 - Grant Award ID: F10278
 - Short Title: [REDACTED]
 - Long Title: 2015-1955 Program UNIVERSAL AGING/ADULT
 - Grant Reference Number: [REDACTED]
 - Grant Type: Project Grant
 - Grant Status: Awarded for Ongoing Reporting
 - Date of Award: 03/24/2015
 - Original Funding Start Date: 10/01/2015
 - Original Funding End Date: 09/30/2017
 - Revised Funding End Date: [REDACTED]
 - Original Grant Award Amount: \$4,254,341.00
 - Total Grant Award Amount: \$4,254,341.00
 - Grant Document Number: 15-05-24-1500-0414
- Agency Grant Manager Information:**
 - Grant Manager Name: [REDACTED]
 - Phone Number: [REDACTED]
 - Email: [REDACTED]
- Agency Grant Fiscal Contact Information:**
 - Grant Fiscal Contact Name: [REDACTED]
 - Phone Number: [REDACTED]
 - Email: [REDACTED]
- Grant Federal Contact Information:**
 - Grant Federal Contact Name: [REDACTED]
 - Phone Number: [REDACTED]
 - Email: [REDACTED]
- Indirect Cost Information:**
 - Applicable for Indirect Cost: No
 - Rate, Waiver & Prorate: N/A
 - Forward to Sub-Recipient: N/A
 - Grant Cost: N/A
 - Indirect Cost Comments: [REDACTED]
- Amendment:**
 - No Amendment records found for this Grant Award.
- Grantor:**
 - No Grantor information found for this Grant Award.
- CFDA:**
 - CFDA CODE: 97.05
 - DESCRIPTION: HOMELESS SECURITY GRANT PROGRAM
- CSFA:**
 - No CSFA records found for this Grant Award.

A. Summary

The information in this section provides an overview of the grant award information. This information pulled from various fields entered. To edit this information the Agency User would need to go to the appropriate web pages using the Update Grant Award Details button. Fields:

- Agency Name
- Grant Award ID
- Long Title
- Date of Award
- Grantor Name
- Total Grant Award Amount
- Total Grant Award Receipts to Date
- Description

B. Details Tab

Sections/Fields:

Main Information

- Grant Award ID
- Short Title
- Long Title

- Grant Reference Number
- Grant Type
- Grant Status
- Date of Award
- Original Funding Start Date
- Original Funding End Date
- Revised Funding End Date
- Original Grant Award Amount
- Total Grant Award Amount
- Grant Document Number

Agency Grant Manager Information (will not be seen by the public)

- Agency Manager Name
- Phone Number
- Email

Agency Grant Fiscal Contract Information (will not be seen by the public)

- Grant Fiscal Contact Name
- Phone Number
- Email

Grant Federal Contract Information (will not be seen by the public)

- Grant Federal Contact Name
- Phone Number
- Email

Indirect Cost Information

- Eligible for Indirect Cost (Yes/No)
- Salary, Wages & Fringe – If Eligible for Indirect Cost is “Yes”
- Payments to Sub Recipient - If Eligible for Indirect Cost is “Yes”
- Direct Cost - If Eligible for Indirect Cost is “Yes”
- Indirect Cost Comments - If Eligible for Indirect Cost is “Yes”

Amendments

- Amendment Amount
- Agency Amendment Reference
- Change Description
- Amendment Effective Date
- Revised Funding Start Date
- Revised Funding Ending Date

Grantor

- Grantor ID (will not be seen by the public)
- Name Line 1
- Name Line 2
- Address (will not be seen by the public)
- City, State, Zip
- Grantor Type

CFDA/CSFA

- Code
- Description

The information contained in these sections are downloadable to Microsoft Excel readable file by clicking the appropriate download link located in each section and following the on screen instructions.

C. Receipts Tab

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Grant Award Information

Finished Update Grant Award Details Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: VIV01
 Long Title: TEST BY VIVEK Date of Award: 01/05/2014
 Grantor Name: CYANO HOLDINGS, INC. Total Grant Award Amount: \$12,563.23
 Total Grant Award Receipts to Date: \$8,287.91
 Description: This is a test grant award.....

Details Receipts Letter of Credit Cost Sharing Associated Agreements Documents

Receipts are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Receipt Details

Expand All Receipts Download Receipts

MORE	FISCAL YEAR	TOTAL AMOUNT
2012-2013		\$8,287.91

If a receipt or adjustment to grant award was made before July 1, 2013, the information may not be posted in this system.

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Grant Award Information

Finished Update Grant Award Details Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: ITSEC
 Long Title: information technology security grant Date of Award: 02/03/2014
 Grantor Name: TAYLOR'S COMMUNICATIONS, INC. Total Grant Award Amount: \$400,000.00
 Total Grant Award Receipts to Date: N/A
 Description: IT security enhancements for governmental entities

Details Receipts Letter of Credit Cost Sharing Associated Agreements Documents

Receipts are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

No Receipt records found for this Grant Award.

If a receipt or adjustment to grant award was made before July 1, 2013, the information may not be posted in this system.

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Receipts Tab can be blank if no receipts recorded in FACTS for the grant award.

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UNPENDING | CHANGE PASSWORD | LOGOUT

Grant Award Information

Finished [Update Grant Award Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION	Grant Award ID: VYV01
Long Title: TEST BY VIVEK	Date of Award: 01/05/2014
Grantor Name: CYANO HOLDINGS INC.	Total Grant Award Amount: \$12,963.21
Total Grant Award Receipts to Date: \$9,287.91	
Description: This is a test grant award...	

Details | **Receipts** | Letter of Credit | Cost Sharing | Associated Agreements | Documents

Receipts are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Receipt Details

[Expand All Receipts](#) [Download Receipts](#)

FISCAL YEAR		TOTAL AMOUNT
2012-2013	\$9,287.91	

STATE/FEDERAL DOCUMENT #	AGENCY DOCUMENT #	CHARTER NAME	AMOUNT	LOC11	LS1 TRN CP	CREDIT/DEBIT ACCOUNT #	L1	CP	SP	FPO	WE	HE	CAI	TH	QTY	DATE
03000000096	V0000080001	FCC CO-MCM JV	\$100.00	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000000097	V0000080001	FCC CO-MCM JV	\$661.23	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000000098	V0000080001	FCC CO-MCM JV	\$661.23	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000000099	V0000080001	FCC CO-MCM JV	\$1,061.23	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000001100	V0000080001	FCC CO-MCM JV	(\$1,061.23)	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000001101	V0000080001	FCC CO-MCM JV	\$1,821.23	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000001102	V0000080001	FCC CO-MCM JV	\$621.23	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000001103	V0000080001	FCC CO-MCM JV	\$661.23	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000001104	V0000080001	FCC CO-MCM JV	\$661.76	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012
03000001105	V0000080001	FCC CO-MCM JV	\$661.76	LOC11			55	10	2	S40001	551500200	00	058716	09		07/02/2012

Displaying 1 to 10 of 13 1 / 2

If a receipt or adjustment to grant awards was made before July 1, 2013, the information may not be posted in this system.

- Statewide Document Number
- Agency Document Number
- Grantor Name
- Amount
- Letter of Credit/Sub Account #

- FLAIR Receipt Account Code segments
- Date - indicates the date the receipt was recorded in FALIR, not the date the receipt was received

The information contained in this tab is downloadable to Microsoft Excel readable file by clicking the “Download Payment” link and following the on screen instructions.

D. Letter of Credit Tab

The screenshot shows the FACTS system interface. At the top, it says "JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER". Below that is a navigation bar with links: "Main", "FAQ", "Contact Us", "Message", "Charts", and "Transparency". The user is logged in as "DU [REDACTED] DEPARTMENT OF TRANSPORTATION". The page title is "Grant Award Information". The "Letter of Credit" tab is selected. The summary section shows: Agency Name: DEPARTMENT OF TRANSPORTATION, Long Title: information technology security grant, Grantor Name: TAYLOR'S COMMUNICATIONS, INC., Total Grant Award Receipts to Date: N/A, Description: IT security enhancements for governmental entities, Grant Award ID: ITSEC, Date of Award: 02/03/2014, Total Grant Award Amount: \$400,000.00. The "Letter of Credit" section shows: Letter of Credit Number: LOC002, Sub Account Numbers: FLIT0804. There is a "Download Letter of Credit" link.

This tab displays:

- Letter of Credit Number associated with the Grant Award
- Sub Account Number(s) associated with the Letter of Credit

The screenshot shows the FACTS system interface. At the top, it says "JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER". Below that is a navigation bar with links: "Main", "FAQ", "Contact Us", "Message", "Charts", and "Transparency". The user is logged in as "DU [REDACTED] DEPARTMENT OF TRANSPORTATION". The page title is "Grant Award Information". The "Letter of Credit" tab is selected. The summary section shows: Agency Name: DEPARTMENT OF TRANSPORTATION, Long Title: TEST BY VIVEK, Grantor Name: CYANO HOLDINGS, INC., Total Grant Award Receipts to Date: \$8,287.91, Description: This is a test grant award....., Grant Award ID: VIV01, Date of Award: 01/05/2014, Total Grant Award Amount: \$12,563.23. The "Letter of Credit" section shows: No Letter of Credit records found for this Grant Award.

There can be no Letter of Credit associated with the Grant Award.

E. Cost Sharing Tab

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Grant Award Information

Finished Update Grant Award Details Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: ITSEC
 Long Title: information technology security grant Date of Award: 02/03/2014
 Grantor Name: TAYLOR'S COMMUNICATIONS, INC. Total Grant Award Amount: \$400,000.00
 Total Grant Award Receipts to Date: N/A
 Description: IT security enhancements for governmental entities

Details Receipts Letter of Credit **Cost Sharing** Associated Agreements Documents

Cost Sharing

Download Cost Sharing

COST SHARING SOURCE	MAINTENANCE OF EFFORT	MATCHING	IN-KIND	COMMENTS
State of Florida	No	No	Yes	State to provide services

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This tab displays:

- Cost Sharing Sources associated with the Grant
- Maintenance of Effort associated with Cost Sharing
- Matching of Effort associated with Cost Sharing
- In Kind of Effort associated with Cost Sharing
- Comments of Effort associated with Cost Sharing

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Grant Award Information

Finished Update Grant Award Details Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: VIV01
 Long Title: TEST BY VIVEK Date of Award: 01/05/2014
 Grantor Name: CYANO HOLDINGS, INC. Total Grant Award Amount: \$12,563.23
 Total Grant Award Receipts to Date: \$8,287.91
 Description: This is a test grant award.....

Details Receipts Letter of Credit **Cost Sharing** Associated Agreements Documents

Cost Sharing

No Cost of Sharing records found for this Grant Award.

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There can be no Cost Sharing associated with the Grant Award.

F. Associated Agreements Tab

The screenshot shows the 'Associated Agreements' tab selected. The summary information for the grant award is as follows:

Field	Value
Agency Name	DEPARTMENT OF TRANSPORTATION
Long Title	TEST BY VIVEK
Grantor Name	CYANO HOLDINGS, INC.
Total Grant Award Receipts to Date	\$8,287.91
Description	This is a test grant award....
Grant Award ID	VM91
Date of Award	01/05/2014
Total Grant Award Amount	\$12,563.23

The 'Associated Agreements' table displays the following data:

AGREEMENT TYPE	AGENCY NAME	CONTRACT ID	AGENCY CONTRACT ID	GRANT AWARD ID	GRANT DOCUMENT NUMBER	AGENCY REFERENCE NUMBER
Contract/Grant Disbursement	DEPARTMENT OF CORRECTIONS	L0992	700.0992			700.0992
Contract/Grant Disbursement	DEPARTMENT OF ELDER AFFAIRS	X9012	X9012			DOEA 11/12-003
Contract/Grant Disbursement	DEPARTMENT OF HEALTH	COQPF	COQPF			

This tab displays:

- Agreement Type associated with the Grant Award
- Agency Name of the associated agreement
- [FLAIR] Contract ID of the agreement, if applicable
- Agency Contract ID [Agency Assigned Contract ID] of the agreement, if applicable
- Grant ID of the agreement, if applicable
- Grant Document Number of the agreement, if applicable
- Agency Reference Number of the agreement, if applicable

The screenshot shows the 'Associated Agreements' tab selected. The summary information for the grant award is as follows:

Field	Value
Agency Name	DEPARTMENT OF TRANSPORTATION
Long Title	PROJ PARTICIPATION
Grantor Name	BREVARD ALZHEIMER'S FOUNDATION
Total Grant Award Receipts to Date	N/A
Description	PROJ PARTICIPATION
Grant Award ID	AQL73
Date of Award	04/11/2012
Total Grant Award Amount	\$47,012.00

The 'Associated Agreements' section displays the message: "No Associated Agreement records found for this Grant Award."

There can be no Cost Sharing associated with the Grant Award.

G. Documents Tab

The screenshot shows the 'Grant Award Information' page for a grant awarded to the Department of Transportation. The 'Documents' tab is selected, displaying a table of documents associated with the grant.

Grant Award Information Summary:

- Agency Name: DEPARTMENT OF TRANSPORTATION
- Long Title: information technology security grant
- Grantor Name: TAYLOR'S COMMUNICATIONS, INC.
- Total Grant Award Receipts to Date: N/A
- Description: IT security enhancements for governmental entities
- Grant Award ID: ITSEC
- Date of Award: 02/03/2014
- Total Grant Award Amount: \$400,000.00

Grant Award Documents Table:

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	AGENCY DOCUMENT LINK	VIEW
Original Grant Award	Original Grant Award - ITSEC	2/6/2014 9:32:37 AM		

This tab displays:

- Document Type associated with the Grant Award
- Document Reference # of the associated document
- Document Add Date
- Agency Document Link [URL], if applicable
- View document PDF icon

Clicking on the PDF opens the document in Adobe Acrobat Reader format. Search, view, print and/or save document as an Acrobat file.

The screenshot shows the 'Grant Award Information' page for a grant awarded to the Department of Transportation. The 'Documents' tab is selected, displaying a message indicating that no documents are found for this grant.

Grant Award Information Summary:

- Agency Name: DEPARTMENT OF TRANSPORTATION
- Long Title: PROJ PARTICIPATION
- Grantor Name: BREVARD ALZHEIMER'S FOUNDATION
- Total Grant Award Receipts to Date: N/A
- Description: PROJ PARTICIPATION
- Grant Award ID: AQL73
- Date of Award: 04/11/2012
- Total Grant Award Amount: \$47,012.00

Grant Award Documents:

No document records found for this Grant Award.

There can be no documents associated with the Grant Award.

XXXVI. Add Grant Award Amendment

This web page is for entering grant award amendments, extensions and renewal information.

User finds the Grant Award using the Main or Advanced Search web page and clicks on the Grant Award ID hyperlink to access the Grant Award Information web page (Refer to Section XXXVII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Grant Award Information web page, the User clicks the Update Grant Award Details button to access the Update Grant Award Details web page (Refer to Section XXXII Update Grant Award Details). At Update Grant Award Details web page, click Add/Edit Grant Award Amendment to access the Add Grant Award Amendment web page.

A. Add Grant Award Amendment

- ❖ **Agency Amendment Reference – up to 8 alphanumeric – required - cannot be edited once the grant award is finished/published to the web**

Field uniquely identifies each amendment, extension and renewal. Values are determined by the agency and do not necessarily have to be in numerical order. Once saved this field cannot be edited, changed or reused.

- ❖ **Amendment Effective Date – 8 numeric – required - can be edited once the grant award is finished/published to the web**

Field specifies the effective date of the amendment. It must be input using a MM/DD/YYYY format, or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year changes to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

- ❖ **Amendment Amount – up to 13.2 numeric (do not use the “\$” sign, 10 digits before the decimal point and 2 digits after the decimal point) – optional - can be edited once the grant award is finished/published to the web**

Field captures amount that is added or deducted from the grant award. The field defaults to a value of zero, but may be positive or negative. Entered amounts systematically calculate the current amount of the grant award for FACTS. Record all documented grant award amendments in FACTS, including amendments that do not change the dollar amount of the grant award.

- ❖ **Revised Funding Start Date – 8 numeric – optional - can be edited once the grant award is finished/published to the web**

Field identifies the grant award’s revised funding start date, if applicable. It must be entered in the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

- ❖ **Revised Funding Ending Date – 8 numeric – optional - can be edited once the grant award is finished/published to the web**

Field identifies the new grant award funding ending date resulting from the amendment, if applicable. It must be input using a MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

This date field does not automatically update the “Revised Funding Ending Date” on the Main Information section on the Grant Award page that is used for determining which grant award agreements appear on the View Active Grant Awards with Past Due Date report. Whenever the Revised Funding Ending Date field is used, the “Revised Funding Ending Date” on the Main Information section on the Grant Award page need to be manually updated as well. There are reminder messages on the page that read:

“If the amendment includes a Revised Funding Ending Date for the grant award, remember to update the Revised Funding Ending Date field in the Main Information section on the Main Grant Award page.”

- ❖ **Amendment Order – up to 9 numeric – optional - can be edited once the grant award is finished/published to the web**

This field used to order the amendments displayed.

- ❖ **Change Description – up to 60 alphanumeric – required - can be edited once the grant award is finished/published to the web**

A free form field used to describe the grant award amendment.

Once an amendment entered, it cannot be removed from FACTS. However, all fields with the exception of the Amendment Reference Number are editable.

Clicking the “Next” button save the information and requires the User to review and/or modify information on all the other grant award pages:

- “Add New Grant Award” (Main information page)
- “Grantor Information”
- “CFDA/CSFA Information”
- “Letter of Credit Information”
- “Additional Cost Sharing Information”

Clicking the “Next” button saves that page’s information and takes the User to next page until the User returns to the “Update Grant Award Details” page. If previously published to the FACTS web page, it not necessary to click the “Finish to Review” button because the entered information updates the web once the User clicks the “Next” button.

B. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the “Add” or “Next” button at the bottom of the page to proceed to the next input web page. If required information is missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- Agency Amendment Reference is required
- Amendment Amount is invalid (Incorrect Format)
- Amendment Effective Date is required
- Revised Funding Start Date is invalid (Incorrect format)
- Revised Funding End Date is invalid (Incorrect Format)

“Edit Previous Grant Award amendment” hyperlink used to edit the last entered amendment.

The screenshot displays the 'Update Grant Award Details' page in the FACTS system. At the top, the user is logged in as Jeff Atwater, Florida's Chief Financial Officer. The page header includes navigation links for Home, News, About the Agency, and Meet the CFO. Below the header, there are links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The main content area shows the following information:

- Grant Award ID:** ITSEC
- Grant Award Long Title:** information technology security grant
- Grant Award Short Summary:** Short Title: IT SECUR, Grant Award Type: Block/Formula Grant, Date of Award: 02/03/2014. A link 'Edit Main Grant Award' is provided.
- Grant Award Amendment:** Agency Amendment Reference: gra-12, Amendment Effective Date: 02/12/2014. A link 'Edit Previous Grant Award Amendment' is provided.
- Add/Edit Items:** A list of links for adding or editing various items: Add Grant Award Amendment, Edit Grant Award Amendment, Edit/Add Grantor, Edit/Add CFDA/CSFA, Edit/Add Letter of Credit, Edit/Add Cost Sharing, Edit/Add Documents, and Edit/Add Associated Agreements.

At the bottom of the page, there is a prompt: 'Select Finish to Review to go to the View Grant Award Details page.' with a 'Finish To Review' button. The footer indicates '© 2011 FLORIDA DEPARTMENT OF FINANCIAL SERVICES'.

XXXVII. Add [Grant Award] Documents

A. Grant Award Documents

This web page is for adding document images or URLs to specific grant awards and amendments entered in FACTS. User finds the Grant Award using the Main or Advanced Search web page and clicks on the Grant ID hyperlink to access the Grant Information web page (Refer to Section XXXVII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Grant Award web page, the User clicks the Update Grant Award Details button to access the Update Grant Award Details web page (Refer to Section XXXII Update Contract/Grant Disbursement Details). At Update Grant Award Details web page, click Add/Edit Documents to access the Grant Award Document web page.

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Grant Award Document

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

Add Document

Document Type: Original Grant Award Document

Document Image:

Document URL:

Grant Award Documents
No documents have been added for this grant award.

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In the information bar just above the “Add Document” FACTS displays the Grant Award ID and Grant Award Long Title of the grant award that the added document images or URLs will be associated with.

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

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Grant Award Document

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

Add Document

Document Type: Amendment Document

Agency Amendment Reference: AMD001

Document Image:

Document URL:

Grant Award Documents
No documents have been added for this grant award.

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B. Adding a Document Image

Only one image file allowed per “Document Type”. The image file must contain all the scanned grant award documents or amendment documents.

- ❖ **Document Type – drop-down selectable – required - can be edited once the grant award is finished/published to the web – Refer to C. Replacing a Document Image**

Must select a value listed in the drop-down to describe the type of document or URL entering into FACTS. The drop-down will contain “Original Grant award Document” and “Amendment Document”.

- ❖ **Agency Amendment Reference – drop-down selectable – conditionally required - cannot be edited once the grant award is finished/published to the web - Refer to C. Replacing a Document Image**

If “Amendment Document” is selected for Document Type, this field appears requiring the User to select the appropriate agency amendment reference associated with the grant award. The added/uploaded document image will be associated with this amendment.

- ❖ **Document Image – No size limit- conditionally required - can be edited once the grant award is finished/published to the web - Refer to C. Replacing a Document Image**

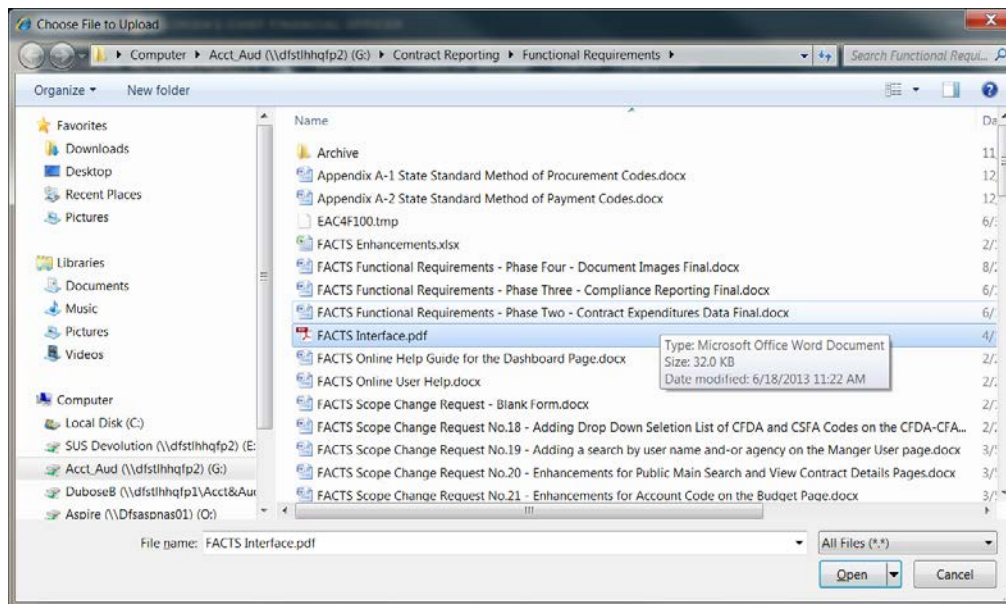
If a URL not recorded for the document image, field is required. You can enter the location and file name manually or use the “Browse” button to locate the image file on your computer or agency network.

❖ **Document URL – No size limit – not required - can be edited once the grant award is finished/published to the web**

Instead of or in addition to an image file an agency maintain URL link to the document image can be entered in FACTS via this field. The URL link must be valid, go directly to the document and be maintained by the agency for a minimum of ten years.

Clicking the “Browse” button allows the User to locate the image file on your computer or agency network.

The “Choose File to Upload” explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file and click the “Open” button. This returns the location and file name to the field. Clicking the “Add Document” button will upload the image file to FACTS.



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Grant Award Document

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

Add Document

Document Type: Original Grant Award Document

Document Image:

Document URL:

Grant Award Documents

Click on the pdf icon or document url to view the document.

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Grant Award	Original Grant Award - ITSEC	2/12/2014 3:48:45 PM			Document Image	Document URL	Delete

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As document images or URLs are added to FACTS, they are listed below the “Add Document” section in table form with column labels:

- Document Type
- Agency Reference #
- Document Add Date
- Document URL
- View
- Replace
- Edit
- Delete

The “View” column contains the PDF icon for the document image. The “Replace” column contains the “Document Image” hyper- link that activates the “Replace Document Image” section box. The “Edit” column contains the “Document URL” hyper- link that activates the “Edit Document URL” section box. The “Delete” column contains the “Delete” hyperlink that allow removal of the document image from FACTS.

C. Replacing a Document Image

To replace a document image click the “Document Image” hype-link under “Replace” column on the same row. The “Replace Document Image” section box appears graying out the “Document Type” field; locking down the “Document URL” field and making only the “Document Image” field available for entry.

The screenshot displays the FACTS web application interface. At the top, the header includes the user name 'JEFF ATWATER' and the title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this is a navigation bar with links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The main content area shows the user is logged in as 'DEPARTMENT OF TRANSPORTATION'. The 'Grant Award Document' section is active, displaying the 'Grant Award ID: ITSEC' and the 'Grant Award Long Title: information technology security grant'. The 'Replace Document Image' section is open, showing a 'Document Type' dropdown menu set to 'Original Grant Award Document', a 'Document Image' field with a 'Browse...' button, and a 'Document URL' field. Below this, there is a 'Grant Award Documents' table with columns for 'DOCUMENT TYPE', 'DOCUMENT REFERENCE #', 'DOCUMENT ADD DATE', 'DOCUMENT URL', 'VIEW', 'REPLACE', 'EDIT', and 'DELETE'. The table contains one row for 'Original Grant Award' with a 'Document Image' link under the 'REPLACE' column. At the bottom, there is a 'Back To Update Grant Award Details' button.

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Original Grant Award	Original Grant Award - ITSEC	2/12/2014 3:48:45 PM			Document Image	Document URL	Delete

Click the Browse button next to the “Document Image” field and the “Choose File to Upload” file explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file

and click the “Open” button. This returns the location and file name to the field. Clicking the “Replace Document Image” button will upload and replace the image file in FACTS.

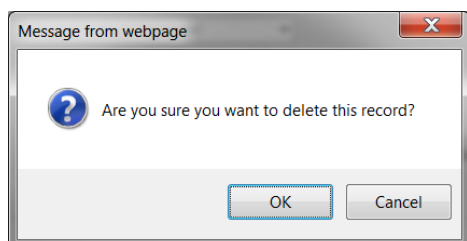
D. Editing Document Image URL

To edit the document image’s URL, click “Document URL” hyperlink under the “Edit” column on the same row. The “Edit Document URL” section box appears graying out the “Document Type” field; locks down the “Document Image” field and making only the “Document URL” field available for entry. After entering or editing the document URL, click the “Edit Document URL” button to save change.

The screenshot displays the FACTS web application interface. At the top, the header includes the user name 'JEFF ATWATER', the title 'FLORIDA'S CHIEF FINANCIAL OFFICER', and navigation links like 'HOME', 'NEWS', 'ABOUT THE AGENCY', and 'MEET THE CFO'. Below this is a secondary navigation bar with links for 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The main content area shows the user is logged in as 'DEPARTMENT OF TRANSPORTATION'. A 'Grant Award Document' section is active, displaying details for 'Grant Award ID: ITSEC' and 'Grant Award Long Title: information technology security grant'. A modal dialog box titled 'Edit Document URL' is open, containing fields for 'Document Type' (set to 'Original Grant Award Document'), 'Document Image' (with a 'Browse' button), and 'Document URL' (a text input field). Below the dialog is a table titled 'Grant Award Documents' with columns for 'DOCUMENT TYPE', 'DOCUMENT REFERENCE #', 'DOCUMENT ADD DATE', 'DOCUMENT URL', 'VIEW', 'REPLACE', 'EDIT', and 'DELETE'. The table contains one row for 'Original Grant Award' with reference 'Original Grant Award - ITSEC' and date '2/12/2014 3:48:45 PM'. A 'Back To Update Grant Award Details' button is at the bottom.

E. Deleting a Document Image/URL

To delete a document image/URL click the “Delete” hyperlink under the “Delete” column on the same row. This causes a confirmation dialog box to appear. Click the “OK” button to delete the image file and URL.



XXXVIII. Add Associated Agreements

This web page is for associating other FACTS agreements to specific grant awards entered in FACTS. User finds the Grant Award using the Main or Advanced Search web page and clicks on the Grant ID hyperlink to access the Grant Information web page (Refer to Section XXXVII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Grant Award web page, the User clicks the Update Grant Award Details button to access the Update Grant Award Details web page (Refer to Section XXXII Update Contract/Grant Disbursement Details). At Update Grant Award Details web page, click Add/Edit Associated Agreements hyperlink to access the Associated Agreements information web page.

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Associated Agreement Information

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

* REQUIRED FIELDS

Add Associated Agreement

Agreement Type: ☒ Contract/Grant Disbursement ☐ Grant Award

Agency: *

Contract ID: *

No Associated Agreements have been added to the Grant Award.

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In the information bar just above the “Add Associated Agreement” displays the Grant Award ID and Grant Award Long Title of the grant award that the added agreement will be associated with.

❖ Agreement Type – selectable radio buttons – required

Agreement Type, requiring the User to select the appropriate FACTS agreement type for the agreement to be associated with the grant award. This changes the hyper-link below the Agency field between Contract ID and Grant Award ID.

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Associated Agreement Information

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

* REQUIRED FIELDS

Add Associated Agreement

Agreement Type: ☐ Contract/Grant Disbursement ☒ Grant Award

Agency: * ---Select---

Grant Award ID: *

No Associated Agreements have been added to the Grant Award.

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❖ Agency – selectable drop-down - required

Agency requires the User to select the agency the associated agreement belongs too. The drop-down contains all the agencies with agreements recorded in FACTS.

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

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Associated Agreement Information

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

* REQUIRED FIELDS

Add Associated Agreement

Agreement Type: ☐ Contract/Grant Disbursement ☒ Grant Award

Agency: * ---Select---

Grant Award ID: *

No Associated Agreements have been added to the Grant Award.

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- DEPARTMENT OF EDUCATION
- DEPARTMENT OF ELDER AFFAIRS
- DEPARTMENT OF ENVIRONMENTAL PROTECTION
- DEPARTMENT OF FINANCIAL SERVICES
- DEPARTMENT OF HEALTH
- DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
- DEPARTMENT OF JUVENILE JUSTICE
- DEPARTMENT OF LAW ENFORCEMENT
- DEPARTMENT OF LEGAL AFFAIRS
- DEPARTMENT OF MANAGEMENT SERVICES
- DEPARTMENT OF MILITARY AFFAIRS
- DEPARTMENT OF REVENUE
- DEPARTMENT OF STATE
- DEPARTMENT OF THE LOTTERY
- DEPARTMENT OF TRANSPORTATION
- DEPARTMENT OF VETERANS' AFFAIRS
- DEPT OF BUSINESS AND PROFESSIONAL REGULATION
- DIVISION OF ADMINISTRATIVE HEARINGS
- EXECUTIVE OFFICE OF THE GOVERNOR
- FISH AND WILDLIFE CONSERVATION COMMISSION
- FLORIDA PAROLE COMMISSION
- FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

❖ Contract ID or Grant Award ID hyperlink – required

The hyperlink causes the Search Contract or Search Grant Award box to appear so the User find the identified agency's contract or grant award to select as being associated with the grant award.

The screenshot displays the Florida Accountability Contract Tracking System (FACTS) interface. At the top, the header includes "JEFF ATWATER" and "FLORIDA'S CHIEF FINANCIAL OFFICER". The main navigation bar contains links for "Main", "FAQ", "Contact Us", "Message", "Charts", and "Transparency". A "Search" button is also present. The "Search Contract" dialog box is open, featuring a dropdown menu for "Agency" (currently set to "--Select--"), a text input for "Agency Assigned Contract ID:", and a text input for "FLAIR Contract ID:". Below these fields, a note states "(Only First matching 200 records are displayed)". At the bottom of the dialog are "Search" and "Cancel" buttons. The background shows a sidebar with "Associated Agreements" and a main content area with a "Grant Award ID: ITSEC" and a "Grant Award Long Title: informa".

The screenshot displays the Florida Accountability Contract Tracking System (FACTS) interface. At the top, the header includes "JEFF ATWATER" and "FLORIDA'S CHIEF FINANCIAL OFFICER". The main navigation bar contains links for "Main", "FAQ", "Contact Us", "Message", "Charts", and "Transparency". A "Search" button is also present. The "Search Grant Award" dialog box is open, featuring a dropdown menu for "Agency" (currently set to "--Select--"), a text input for "Grant ID:", and a text input for "Grant Document Number:". Below these fields, a note states "(Only First matching 200 records are displayed)". At the bottom of the dialog are "Search" and "Cancel" buttons. The background shows a sidebar with "Associated Agreements" and a main content area with a "Grant Award ID: ITSEC" and a "Grant Award Long Title: informa".

❖ Agency – selectable drop-down - required

Agency requires the User to select the agency the associated agreement belongs too. The drop-down contains all the agencies with agreements recorded in FACTS.

The screenshot shows the 'Search Grant Award' dialog box. The 'Agency' dropdown is open, displaying a list of agencies including: AGENCY FOR HEALTH CARE ADMINISTRATION, AGENCY FOR PERSONS WITH DISABILITIES, DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DEPARTMENT OF CHILDREN AND FAMILIES, DEPARTMENT OF CITRUS, DEPARTMENT OF CORRECTIONS, DEPARTMENT OF ECONOMIC OPPORTUNITY, DEPARTMENT OF EDUCATION, DEPARTMENT OF ELDER AFFAIRS, DEPARTMENT OF ENVIRONMENTAL PROTECTION, DEPARTMENT OF FINANCIAL SERVICES, DEPARTMENT OF HEALTH, DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES, DEPARTMENT OF JUVENILE JUSTICE, DEPARTMENT OF LAW ENFORCEMENT, DEPARTMENT OF LEGAL AFFAIRS, DEPARTMENT OF MANAGEMENT SERVICES, DEPARTMENT OF MILITARY AFFAIRS, DEPARTMENT OF REVENUE, DEPARTMENT OF STATE, DEPARTMENT OF THE LOTTERY, DEPARTMENT OF TRANSPORTATION, DEPARTMENT OF VETERANS' AFFAIRS, DEPT OF BUSINESS AND PROFESSIONAL REGULATION, DIVISION OF ADMINISTRATIVE HEARINGS, EXECUTIVE OFFICE OF THE GOVERNOR, FISH AND WILDLIFE CONSERVATION COMMISSION, FLORIDA PAROLE COMMISSION, and FLORIDA SCHOOL FOR THE DEAF AND THE BLIND.

Clicking the Search button without entering the Agency Assigned Contract ID/FLAIR Contract ID for Contract/Grant Disbursement or Grant ID/Grant Document Number for Grant Award returns the first 200 records for the selected agency for selection.

The screenshot shows the 'Search Contract' dialog box. The 'Agency' dropdown is set to 'DEPARTMENT OF TRANSPORTATION'. The 'Agency Assigned Contract ID' and 'FLAIR Contract ID' fields are empty. The 'Search' button is highlighted. Below the search fields, a table displays the first 200 matching records.

SELECT	TYPE	CONTRACT ID	AGENCY CONTRACT ID	SHORT NAME
Select	Standard Two Party Agreement by Statute	T1201	T1201	CENTRAL LE
Select	Standard Two Party Agreement by Statute	APR47	APR47	RR-JUNGMT
Select	Standard Two Party Agreement by Statute	AQC65	AQC65	PROJ PART
Select	Standard Two Party Agreement by Statute	AQ004	AQ004	UTIL RELOC
Select	Grant Disbursement Agreement	AR375	AR375	PROJ PART
Select	Standard Two Party Agreement by Statute	DNM93	DNM93	EXPERT WIT
Select	Standard Two Party Agreement by Statute	E3L60	E3L60	DISMAINT
Select	Standard Two Party Agreement by Statute	E7198	E7198	DESIGN-BUI
Select	Standard Two Party Agreement by Statute	T1455	T1455	CENTRAL LE

❖ Agency Assigned Contract ID – Optional

User can enter the Agency Assigned Contract ID, if known, and click the Search button to return contract for selection.

Logged In As: DuBoseBilley3 / D

Associated Agreements

Grant Award ID: ITSEC
Grant Award Long Title: Informa

* REQUIRED FIELDS

No

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Search Contract

Agency: DEPARTMENT OF TRANSPORTATION

Agency Assigned Contract ID: AQ188

FLAIR Contract ID:

(Only First matching 200 records are displayed)

Search Cancel

SELECT	TYPE	CONTRACT ID	AGENCY CONTRACT ID	SHORT NAME
Select	Three or More Party Agreement	AQ188	AQ188	RR-SIG/PE

❖ FLAIR Contract ID – optional

User can enter the FLAIR Contract ID, if known, and click the Search button to return contract for selection.

Logged In As: [REDACTED] / D

Associated Agreements

Grant Award ID: ITSEC
Grant Award Long Title: Informa

* REQUIRED FIELDS

No

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Search Contract

Agency: DEPARTMENT OF TRANSPORTATION

Agency Assigned Contract ID:

FLAIR Contract ID: E3L60

(Only First matching 200 records are displayed)

Search Cancel

SELECT	TYPE	CONTRACT ID	AGENCY CONTRACT ID	SHORT NAME
Select	Standard Two Party Agreement by Statute	E3L60	E3L60	DIS/MAINT

❖ [FLAIR] Grant ID – optional

User can enter the FLAIR Grant ID, if known, and click the Search button to return grant award for selection.

Florida Accountability Contract Tracking System (FACTS) interface showing the 'Search Grant Award' dialog box. The dialog box has fields for Agency (DEPARTMENT OF TRANSPORTATION), Grant ID (VIV01), and Grant Document Number. Below the fields is a table with columns: SELECT, TYPE, GRANT ID, SHORT NAME, GRANT REFERENCE NUMBER, and DOCUMENT NUMBER. The table contains one row: Select, Cooperative Agreement, VIV01, TEST, REF00, DSFJDFKKF.

SELECT	TYPE	GRANT ID	SHORT NAME	GRANT REFERENCE NUMBER	DOCUMENT NUMBER
Select	Cooperative Agreement	VIV01	TEST	REF00	DSFJDFKKF

❖ Grant Document Number – Optional

User can enter the Grant Document Number, if known, and click the Search button to return grant award for selection.

Florida Accountability Contract Tracking System (FACTS) interface showing the 'Search Grant Award' dialog box. The dialog box has fields for Agency (DEPARTMENT OF TRANSPORTATION), Grant ID, and Grant Document Number (FL8501234567). Below the fields is a table with columns: SELECT, TYPE, GRANT ID, SHORT NAME, GRANT REFERENCE NUMBER, and DOCUMENT NUMBER. The table contains one row: Select, Project Grant, FLR85, FLAIR ED, FLR85, FL8501234567.

SELECT	TYPE	GRANT ID	SHORT NAME	GRANT REFERENCE NUMBER	DOCUMENT NUMBER
Select	Project Grant	FLR85	FLAIR ED	FLR85	FL8501234567

Clicking the Select hyperlink next the contract or grant award will fill the Contract ID or Grant Award ID filed.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Associated Agreement Information

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

* REQUIRED FIELDS

Add Associated Agreement

Agreement Type: ☐ Contract/Grant Disbursement ☒ Grant Award

Agency: *

Grant Award ID: *

[Add Agreement](#)

No Associated Agreements have been added to the Grant Award.

[Back to Update Grant Award Details](#)

Clicking the “Add Agreement” button will link the agreement to the grant award and cause the agreement to be listed on the web page.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Associated Agreement Information

Grant Award ID: ITSEC
Grant Award Long Title: information technology security grant

* REQUIRED FIELDS

Add Associated Agreement

Agreement Type: ☐ Contract/Grant Disbursement ☒ Grant Award

Agency: *

Grant Award ID: *

[Add Agreement](#)

AGREEMENT TYPE	AGENCY NAME	CONTRACT ID	AGENCY CONTRACT ID	GRANT AWARD ID	GRANT DOCUMENT NUMBER	AGENCY REFERENCE NUMBER	
Grant Award	DEPARTMENT OF TRANSPORTATION			FLR85	FL8501234567		Delete

[Back to Update Grant Award Details](#)

The listing displays:

- Agreement Type
- Agency Name
- [FLAIR] Contract ID, if applicable
- Agency [Assigned] Contract ID, if applicable
- Grant Award Id, if applicable
- Grant Document Number, if applicable
- Agency Reference number, if available
- Delete hyperlink to remove the agreement, if necessary

Clicking the “Back to Update Grant Award Detail” button to return to the Update Grant Award Detail web page.

XXXIX. Search or Edit Contracts, Grant Disbursement, Grant Awards

There are two Search options in FACTS for grant disbursement agreements, grant awards and purchase orders accessible from the User’s Dashboard by clicking the Search or Edit Contract/Grant Disbursement/Grant Award function hyperlink or Main Search hyperlink at the top of web page.

A. Main Search

The screenshot displays the 'Main Search' interface of the Florida Accountability Contract Tracking System (FACTS). The header includes the user's name 'JEFF ATWATER' and title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. The main navigation bar contains links for 'Main Search', 'FAQ', 'Contact Us', 'Message', 'Charts & Reports', and 'Transparency'. The search form is titled 'Main Search' and includes a 'Quick Tips' link. The search criteria section contains the following fields:

- Agency Name:** A dropdown menu with 'DEPARTMENT OF TRANSPORTATION' selected.
- Vendor/Grantor Name:** A text input field.
- Dollar Value:** Two text input fields for 'From' and 'To'.
- Beginning and/or Ending Dates (mm/dd/yyyy):** Two text input fields for 'Begin' and 'End'.
- Commodity/Service Type (Contract & Purchase Order Only):** A dropdown menu with 'ALL COMMODITY GROUPS' selected.
- Filters:** Three radio button options: 'Show All' (selected), 'Show Contracts Only', and 'Show Grant Awards Only'.
- Agency Assigned Contract ID (if known):** A text input field.
- Grant Award ID (if known):** A text input field.
- MFMP PO Number (if known):** A text input field.

At the bottom of the search form, there is a disclaimer: 'By using this Search you agree to [terms and conditions](#) of the Search.' Below this are 'Reset' and 'Search' buttons. The footer of the page reads '2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES'.

The first one is the “Main Search” page. This page contains a limited number of search options:

- **Agency Name** (allows for multiple selections)
- **Vendor/Grantor Name**
- **Dollar Value** (includes Grant Award Amount)

- **Beginning and Ending Dates** (includes Original Funding Start Date and Original Funding End Date)
- **Commodity/Service Types** (applies to contracts, grant disbursement agreements and purchase orders only)
- **Agency Assigned Contract ID** (must be used with Agency Name, it is not the FLAIR Contract ID)
- **Grant Award ID** (must be used with Agency Name)
- **MFMP PO Number**

To search for multiple selections in allowed fields hold the CTRL key down while selecting multiple parameters.

When not using Agency Assigned Contract ID, Grant Award and MFMP PO Number the search can be limited to only contracts, contact with published audits only (must click “Show Contract Only” radio button first to see and use the “Show Contracts with published audits” check box), only grant awards or only purchase orders by clicking the appropriate radio button located at middle right of the Search box.

B. Advanced Search

The screenshot displays the 'Advanced Search' interface of the Florida Accountability Contract Tracking System. The page is titled 'FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM' and includes a navigation bar with links such as 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The search area is divided into several sections:

- Agency Name:** A dropdown menu with options like 'All Agencies', 'Agency for Health Care Administration', 'Agency for Persons with Disabilities', 'Agency for State Technology (Formerly SIRC/NORC)', and 'Department of Agriculture and Consumer Services'.
- Vendor/Grantor Name:** A text input field.
- Dollar Value:** Fields for 'From' and 'To'.
- Beginning and/or Ending Dates (mm/dd/yyyy):** Fields for 'Begin' and 'End'.
- Commodity/Service Type (Contract & Purchase Order Only):** A dropdown menu with options like 'All Commodity Types', '247.567 Ad service data interpretation', '247.567 Ad land seismic acquisition services', '247.567 Ad marine seismic acquisition services', '247.567 Ad seismic data processing services', '3-methylmorpholine or codene', and 'Albacore'.
- Method of Procurement (Contract & Purchase Order Only):** A dropdown menu with options like 'All Method of Procurements', 'Agency Invitation to Bid (s. 287.057 (1) (a), FS)', 'Agency Invitation to Bid for Public Property And Publicly Owned Buildings (s. 255.0525, FS)', 'Agency Invitation to Negotiate (s. 287.057 (1) (c), FAC)', and 'Agency Invitation to Negotiate for Public Property And Publicly Owned Buildings (s. 255.0525, FS)'.
- Minority Vendor Designation:** A dropdown menu with options like 'All Minority Vendor Designations', 'African-American, Certified', 'African-American, Non-Certified', 'Asian-American, Certified', and 'Asian-American, Non-Certified'.
- Fiscal Year of Execution:** A dropdown menu.
- Search Options:** Radio buttons for 'Show All', 'Show Contracts Only', 'Show Grant Awards Only', and 'Show Purchase Orders Only'.
- Search Parameters:** Expandable sections for 'Contract Specific Search Parameters', 'Grant Award Specific Search Parameters', and 'Purchase Order Specific Search Parameters'.

The page also includes a 'Basic Search' link on the right and a 'Reset' button at the bottom.

Access the Advanced Search by clicking on the “Advanced Search” hyperlink on the “Main Search” web page. This search page allows a User to search by the fields listed above as well as additional fields.

The searchable fields:

- Top contains all fields shared by contracts, grant disbursements, grant awards and purchase orders including:
 - Agency Name
 - Vendor/Grantor Name

- Minority Vendor Designation
- Dollar Value
- Fiscal Year of Execution
- Commodity/Service Type – applicable to Contracts, Grant Disbursements and Purchase Orders
- Benining and/or Ending Date – applicable to Contract, Grant Disbursements
- Method of Procurement – applicable to Contract, Grant Disbursements and Purchase orders

However, the search can be limited to contracts, grant awards or purchase orders only by clicking the appropriate “Show Contracts only”, “Show Grant Awards only” or “Show Purchase Order only” radio button. Using the search parameters in the Top Box will return results containing contract, grant awards and purchases unless “Show Contracts only”, “Show Grant Awards only” or “Show Purchase Orders only” radio button is selected. When using the “Show Contract only”, the search can be limited to only contracts with published audits only (must click “Show Contract Only” radio button first to see and use the “Show Contracts with published audits” check box).

- **“Grant Award Specific Search Parameters”** expandable and collapsible box contains:
 - Grant Award ID
 - Grant Award Type
 - Grant Awards Status
 - Award Date range

Using the search parameters at the top and these search parameters will return results containing only grant awards regardless if “Show Contracts only”, “Show Grant Award only” or “Show Purchase Orders only” radio button is selected.

To search for multiple selections allowed in Agency Name and Grant Award Statues, hold the CTRL key down while selecting multiple parameters.

C. Main Search Results

Results								
Displaying 1 to 10 of 17749 1 2 3 4 5 6 7 8 1775 Next >> Download Results								
AGENCY NAME ▲	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	CONSOLIDATED ELECTRICAL DISTRIB	Purchase Order			C2156-V3-R6	\$14,059.46	ELECTRICAL SUPPLIES, CONNECTORS, CLAMPS	
DEPARTMENT OF TRANSPORTATION	CSI VIDEO & SECURITY LLC	Purchase Order			C2616-V2-R3	\$490,095.00	Multiple	
DEPARTMENT OF TRANSPORTATION	FOREVER LAWN & LANDSCAPE	Purchase Order			C3081-V2-R6	\$600.00	SOD, GRASS	
DEPARTMENT OF TRANSPORTATION	SITESCOPE, INC.	Purchase Order			C3202-R8	\$1,200.00	PERSONNEL SERVICES (OPS)	
DEPARTMENT OF TRANSPORTATION	COMPASS INVESTIGATIVE AGENCY,	Purchase Order			C3587-R4	\$200.00	SERVICE OF PROCESS	
DEPARTMENT OF TRANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310-06-1-R31	\$636.08	COURT REPORTING SERVICES	
DEPARTMENT OF TRANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310-06-1-R9	\$88.65	COURT REPORTING SERVICES	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R29	\$9,354.20	TRAFFIC CONTROL EQUIPMENT	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R30	\$4,650.00	TRAFFIC CONTROL EQUIPMENT	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R44	\$8,400.00	TRAFFIC CONTROL EQUIPMENT	
Displaying 1 to 10 of 17749 1 2 3 4 5 6 7 8 1775 Next >> Download Results								
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.								

The Main Search results displays:

- Agency Name
- Vendor/Grantor Name
- Type
- Agency Assigned Contract ID
- Grant Award ID
- PO Number
- Total Amount
- Commodity/Service Type
- View Audits link

All of the result columns are storable from “A to Z” or “High to Low” except for Commodity/Service Type and View Audits link.

Results section provides the number of records displaying of the total number found at the top and bottom. It also provides quick links to various pages of results, beginning and end of results buttons, and Previous and Next page buttons at the top and bottom.

Clicking the “Agency Assigned Contract ID” hyperlink takes the User to the contract’s Contract or Grant Disbursement Information page as explained earlier. Clicking on the “Commodity/Service Type” hyperlink directs the User to the contract or grant disbursement’s “Deliverables” page. Clicking on the “View Audit” hyperlink takes the User to the contract or grant disbursement’s “Audits” page, which provides a link to individual audit reports, if any. At any page, the User can click the “Update Contract Details” or “Update Grant Disbursement” button, if an Agency All Agreements or Agency Contract/Grant

Disbursement User to go to the appropriate update details page to added or edited information. From this location, the log on User can also click the “Contract Summary Form” or “Grant Disbursement Summary Form” hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. “Public Users” and “Agency Grant Award Users” do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the “PO Number” hyperlink takes the User to the “Purchase Order Information” page explained in section XXII Viewing Purchase Orders.

Clicking the “Grant Award ID” hyperlink takes the User to the “Grant Award Information” page explained in section XXXIII – Grant Award Displays.

The displayed search results are downloadable to Microsoft Excel readable file by clicking the “Download Results” hyperlink and following the on screen instructions. The download file contains the following information not displayed:

- Vendor/Grantor Name Line 2
- Original Contract Amount
- Commodity/Service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Long Title/PO Title
- Short Title
- Beginning Date
- Original End Date
- Contract Execution Date
- Grant Award Date
- PO Order Date
- Agency service Area
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Authorized Advance Payment
- Method of Procurement
- State Term Contract ID
- Agency Reference Number
- Contract Exemption Explanation
- Statutory Authority
- Recipient Type
- Provide Administrative Cost
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code
- CFDA Code Description
- CSFA Code
- CSFA Code Description

D. Advanced Search Results

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FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

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Advanced Search Result

Search Criteria

[Modify Advanced Search Criteria](#)

Results

Displaying 11 to 20 of 163641

<< Previous 1 2 3 4 5 6 7 8 16365 Next >> Download Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	VENDOR/GRANTOR NAME LINE 2	TOTAL AMOUNT
AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS	Memorandum of Agreement/Understanding or Interagency Agreement	AA021				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	Multiple	Memorandum of Agreement/Understanding or Interagency Agreement	AA022				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	AGENCY FOR PERSONS W/ DISBLTS	Memorandum of Agreement/Understanding or Interagency Agreement	AA023			SUNLAND REVOLVING FUND	\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	Multiple	Memorandum of Agreement/Understanding or Interagency Agreement	AA024				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS	Memorandum of Agreement/Understanding or Interagency Agreement	AA025				\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF CHILDREN & AFFAIRS	Memorandum of Agreement/Understanding or Interagency Agreement	AA026			FAMILIES	\$0
AGENCY FOR HEALTH CARE ADMINISTRATION	GEORGIA DEPARTMENT OF	Memorandum of Agreement/Understanding or Interagency Agreement	AA027			CORRECTIONS/AUGUSTA STATE MED	\$0

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The Advanced Search results displays:

- Agency Name
- Vendor/Grantor Name Line 1
- Type
- Agency Assigned Contract ID
- Grant Award ID
- PO Number
- Vendor/Grantor Name Line 2
- Total Amount
- Commodity/Service Type
- View Audits link
- Long Title/PO Title
- Contract Short Title
- FLAIR Contract ID
- Contract Execution Date
- Grant Award Date
- PO Order Date
- Begin Date
- End Date
- Status
- Method of Procurement
- State Term ID
- Agency Service Area
- Advance Payment
- Recipient Type
- Agency Reference Number
- CFDA [code]
- CSFA [code]
- Admin Cost? [answer to agreement includes administrative cost, Yes/No]

Use the slide bar at the bottom of the results page to see across all the columns.

The Agency Name, Type, Agency Assigned Contract ID, Grant Award ID, PO Number, Vendor Name Line 1, Vendor Name Line 2, and Total Amount result columns sort from “A to Z” or “High to Low.”

Clicking the “Agency Assigned Contract ID” hyperlink takes the User to the contract or grant disbursement agreement’s information page as explained earlier. Clicking on the “Commodity/Service Type” hyperlink takes the User to the appropriate “Deliverables” page. Clicking on the “View Audit” hyperlink takes the User to the appropriate “Audits” page, which provides a link to individual audit reports, if any. At any page, the “Agency All Agreements User” and “Agency Contracts/Grant Disbursements User” can click the update details button to go to the appropriate update details page to add or edit information. The “Agency All Agreements User” and “Agency Contracts/Grant Disbursements User” can also click the appropriate summary form” hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. “Public Users” and “Agency Grant Users” do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the “PO Number” hyperlink takes the User to the “Purchase Order Information” page explained in section XXII Viewing Purchase Orders.

Clicking the “Grant Award ID” hyperlink takes the User to the “Grant Award Information” page explained in section XXXIII – Grant Award Display.

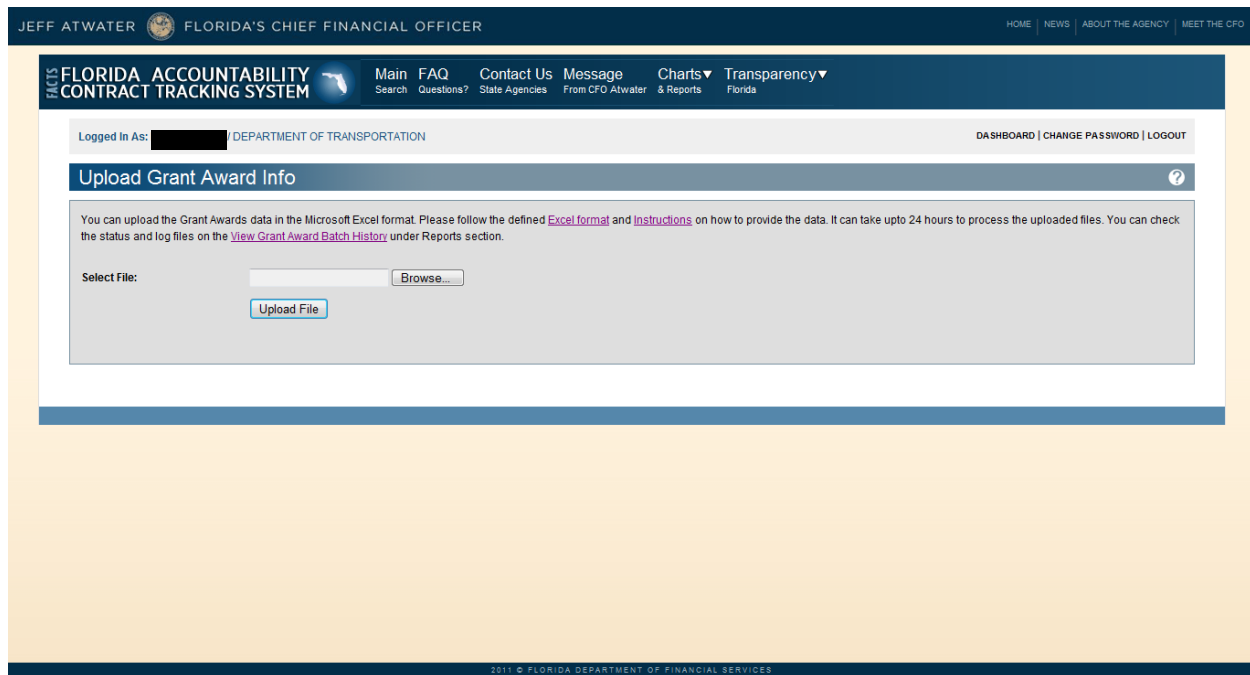
The displayed search results are downloadable to Microsoft Excel readable file by clicking the “Download Results” hyperlink and following the on screen instructions. The download file contains the following information not displayed:

- Original Amount
- Commodity/service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Contract Exemption Explanation
- Statutory Authority
- Contract Involves State or Federal Aid
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code Description
- CSFA Code Description

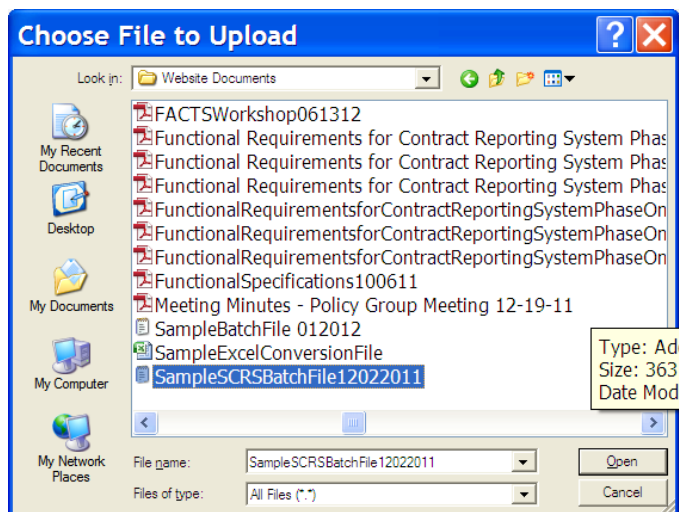
Clicking the “Modify Advanced Search Criteria”, hyperlink returns User to the Advanced Search web page.

XL. Upload Grant Award Information

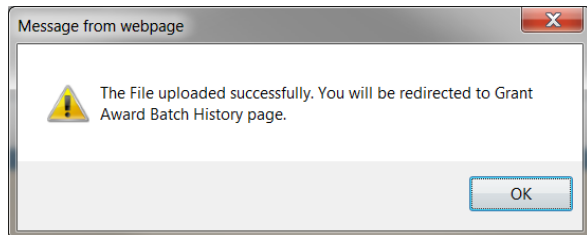
Grant Award information required to be entered in FACTS can be uploaded using the Upload Grant Award Info function hyperlink on the “Agency All Agreements User” or “Agency Grant User” Dashboard. Users can access Grant Award Agreement Excel File Format and Grant Award Agreement Excel Upload User Guide by clicking the “Excel format” and “Instructions” hyperlinks on the Upload Grant Award Info web page. Users can also access the Grant Award Batch History web page by clicking the “View Grant Award Batch History” hyperlink.



Clicking the “Browse” button allows the User to locate the Excel file to be uploaded on their computer or agency network. Once the file is located, clicking the “Open” button in the Choose File to Upload dialog box will cause the file location and name to enter the empty Select File field. Clicking the “Upload File” button will initiate the upload process.



Once the User has clicked the “Upload File” button, a message box will appear notifying the User that the file has been uploaded successfully and that clicking the “OK” button in the box will take the User to the Award Batch History web page.



The Grant Award Batch Upload History web page appears displaying two sections. The first section “Grant Award Batch Pending Files” displays the files uploaded and pending processing by FACTS. The second section “Grant Award Batch Log Files” lists the uploaded files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

The Grant Award Batch History web page is for both Excel File and FTP Batch File uploads.

For information on Grant Award FTP Batch uploads refer to FACTS Grant Award Agreement Agency Batch Transmission User Guide located at

<http://www.myfloridacfo.com/Division/AA/Manuals/default.htm> under Florida Accountability Contract Tracking System (FACTS).

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Grant Award Batch History

Grant Award Batch Pending Files

This list contains files that are pending processing.

BATCH FILE	DATE MODIFIED	SIZE (KB)
WEB_201421384738_DuBoseBilley5_550000.xlsx	2/13/2014 8:47:43 AM	56.871

Grant Award Batch Log Files

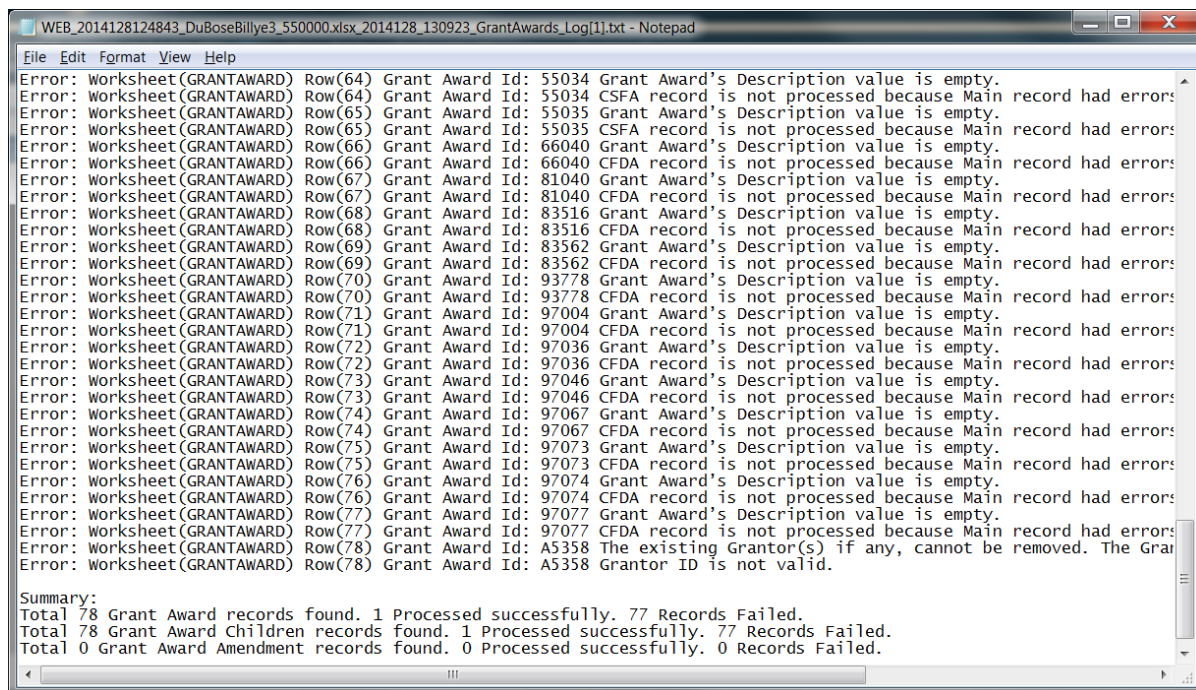
This list contains files that have been uploaded and processed by your agency within the last 30 days. Please allow up to 24 hours after uploading a file for it to appear on this list.

BATCH FILE	DATE MODIFIED	SIZE (KB)	
WEB_2014113163121_DuBoseBilley3_550000.xlsx_2014114_101411_GrantAwards_Log.bt	1/14/2014 10:14:21 AM	0.274	Download
WEB_2014128103920_DuBoseBilley3_550000.xlsx_2014128_110608_GrantAwards_Log.bt	1/28/2014 11:06:28 AM	64.233	Download
WEB_2014128124843_DuBoseBilley3.xlsx_2014128_140917_GrantAwards_Log.bt	1/28/2014 2:09:43 PM	29.657	Download
WEB_2014128124843_DuBoseBilley3_550000.xlsx_2014128_130923_GrantAwards_Log.bt	1/28/2014 1:09:32 PM	17.607	Download
WEB_2014131104017_WilkersonLiaX1_550000.xlsx_2014131_111434_GrantAwards_Log.bt	1/31/2014 11:14:59 AM	83.82	Download
WEB_201413110451_WaltersDerrickD3_550000.xlsx_2014131_103743_GrantAwards_Log.bt	1/31/2014 10:38:06 AM	84.76	Download
WEB_2014131112739_CraigChrisX1_550000.xlsx_2014131_113137_GrantAwards_Log.bt	1/31/2014 11:32:00 AM	84.76	Download

[Return To Dashboard](#)

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The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. Clicking the “Download” hyperlink at the end of the row in the Grant Award Batch Log Files section will open another window using Microsoft Notepad. Close the window by clicking the **Red X** in the upper right corner.




XLI. View Unfinished Grant Awards

Agreements assigned a [FLAIR] Grant Award ID within FACTS with incomplete data entry or that have not been finished/published for public viewing are referred to as Unfinished Grant Awards. In order to access these agreements to complete the data entry and/or finish/publish them to the public, the User must use the “View Unfinished Grant Award Entries” function available on the “Agency All Agreements User” or “Agency Grant Awards User” Dashboard.

A. Results Listing

The View Unfinished Grant Award Entries web page identifies all the agency’s unfinished grant awards. Find a specific grant award by using the Search section that allows the User to search by “Short Title” and/or “Grant Award ID”.

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View Unfinished Grant Award Entries

Search

Short Title: Grant Award ID:

<u>USER</u>	<u>DATE/TIME</u>	<u>SHORT TITLE</u>	<u>GRANT AWARD ID</u>	<u>GRANT STATUS</u>	<u>AGENCY ID</u>	<u>FINISH GRANT ENTRY</u>	<u>DELETE</u>
batch	1/28/2014 2:09:25 PM	UTIL JT PT	AR291	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	UTIL JT PT	AR292	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	GRANT-SURF	AR349	Approved Award	550000	Go	Delete
batch	1/31/2014 10:14:40 AM	GRANT-AVIA	AR385	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-AVIA	AR389	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-AVIA	AR390	Approved Award	550000	Go	Delete
batch	1/31/2014 10:29:22 AM	GRANT-AVIA	AR413	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-SPEC	AR505	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-SPEC	AR506	Approved Award	550000	Go	Delete
batch	1/31/2014 10:43:10 AM	GRANT-SPEC	AR507	Approved Award	550000	Go	Delete

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Results can be sorted “A to Z” or “High to Low” by clicking the underlined column header.

The result list:

- User (Identification)
- Date/Time (Last Update)
- Short Title
- Grant Award ID
- Grant Status
- Agency (Assigned) ID
- Finish Grant Entry – “Go” hyperlink
- “Delete” hyperlink

The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

B. Completing Data Entry

Clicking the “Go” hyperlink under the Finish Grant Entry takes the User to the first incomplete data entry page. FACTS saved all previous entered data. From this point, the User can partially complete data entry or fully complete data entry and finish/publish the grant award for public viewing.

From the first incomplete data page, the User can utilize the back button to review or edit previously entered data.

All the data entry edits described sections XXXVII to XXXVIII are the same.

XLII. View Active Grant Awards with Inactive Grantors

Active grant awards in FACTS should have only active grantor ids assigned to them this assumes that receipts are still being received on them. If the grant award is complete, place it in “Closed”, “Inactive for Ongoing Reporting” or “Inactive Pending Property Action” status. Grant awards with these statuses can have inactive grantor IDs.

Clicking the “View Active Grant Awards with Inactive Grantors” hyperlink on the “Agency All Agreements User” or “Agency Grant Awards User” Dashboard takes the User to View Active Grant Awards with Inactive Grantors results web page. The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION DASHBOARD | CHANGE PASSWORD | LOGOUT

View Active Grant Award with Inactive Grantors

AGENCY NAME	AGENCY GRANT ID	GRANT STATUS	GRANTOR ID	GRANTOR NAME
DEPARTMENT OF TRANSPORTATION	18428	Approved Award	[REDACTED] 001	TAYLOR'S COMMUNICATIONS, INC.
DEPARTMENT OF TRANSPORTATION	ITSEC	Approved Award	[REDACTED] 001	TAYLOR'S COMMUNICATIONS, INC.

Displaying 1 to 2 of 2 [Download Results](#)

[Return To Dashboard](#)

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Results can be sorted “A to Z” or “High to Low” by clicking the underlined column header.

The search results listing for the View Active Contracts with Inactive Vendors Page is:

- Agency Name
- Agency [Assigned] Grant ID
- Grant Status
- Grantor ID
- Grantor Name

Clicking the Agency Grant ID number hyperlink takes the User to the grant award’s information web page.

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Tweet +1 0

Grant Award Information

Finished [Update Grant Award Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: 18426

Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog Date of Award: 03/07/2012

Grantor Name: Multiple Grantors for this grant, [see below](#) Total Grant Award Amount: \$373,500.00

Total Grant Award Receipts to Date: \$3,127.18

Description: National Fish and Wildlife Foundation grant to increase the acreage of healthy longleaf pine ecosystems in Florida by offering non-industrial private forest landowners technical assistance and incentive payments for conducting approved longleaf restoration practices. More than 4,000 acres will be treated with longleaf enhancement techniques and over 1 million longleaf trees will be planted on 1,850 acres.

Details Receipts Letter of Credit Cost Sharing Associated Agreements Documents

Main Information

Grant Award ID: 18426

Short Title: NFWFLERLP

Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog

Grant Reference Number: NFWF1

Grant Type: Project Grant

Grant Status: Approved Award

Date of Award: 03/07/2012

Original Funding Start Date: 12/15/2011

Agency Grant Manager Information

[REDACTED]

Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:

Phone Number:

Email:

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Clicking the Update Grant Award Details button takes the User to the Update Grant Award Details web page. From this page, any necessary update can be preformed. Review section XXXVIII Update Grant Award Details.

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Update Grant Award Details

Grant Award ID: 18426

Grant Award Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog

Grant Award Short Summary [Edit Main Grant Award](#)

Short Title: NFWFLERLP

Grant Award Type: Project Grant

Date of Award: 03/07/2012

Grant Award Amendment [Edit Previous Grant Award Amendment](#)

Agency Amendment Reference: NFWF-A1

Amendment Effective Date: 01/27/2014

Add/Edit Items

[Add Grant Award Amendment](#)

[Edit/Add Grantor](#)

[Edit/Add CFDA/CFA](#)

[Edit/Add Letter of Credit](#)

[Edit/Add Cost Sharing](#)

[Edit/Add Documents](#)

[Edit/Add Associated Agreements](#)

Select "Finish to Review" to go to the View Grant Award Details page.

[Finish To Review](#)

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Clicking “Edit/Add Grantor” takes the User to “Grantor Information” web page.

Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Grantor Information

Grant Award ID: 18426
Grant Award Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog

* REQUIRED FIELDS

Add Grantor

Grantor ID *

Add Grantor

GRANTOR ID	NAME LINE 1	NAME LINE 2	STREET ADDRESS	CITY	STATE	ZIP	GRANTOR TYPE	
[REDACTED]	NATURAL RESOURCES CONSERVATION SERVICE		1240 EAST GAINES ST	TALLAHASSEE	FL	32301	NONPROFIT ORGANIZATION	Delete

Back To Update Grant Award Details

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This section allows the User to “Delete” grantees. When clicking “Delete” the system will ask for confirmation.

All grant award records must contain grantor information. When replacing a grantor, new grantor information is validated prior to the deletion of existing grantor information.

Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Grantor Information

Grant Award ID: 18426
Grant Award Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog

* REQUIRED FIELDS

Add Grantor

Grantor ID *

F135583389013

Grantor ID is not valid

Add Grantor

GRANTOR ID	NAME LINE 1	NAME LINE 2	STREET ADDRESS	CITY	STATE	ZIP	GRANTOR TYPE	
[REDACTED]	NATURAL RESOURCES CONSERVATION SERVICE		1240 EAST GAINES ST	TALLAHASSEE	FL	32301	NONPROFIT ORGANIZATION	Delete

Back To Update Grant Award Details

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User can enter an active grantor id in the “Grantor ID” field and click the “Add Grantor” button or click on the “Grantor ID” hyperlink to search for an active grantor id using the grantor name. If the User enters

an inactive grantor id, the following error message appears “Grantor ID is not valid.” Only active grantors are available through the search.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Grantor Information

Grant Award ID: 18426
Grant Award Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog

* REQUIRED FIELDS

Search Grantor

Grantor Name: usf (Only First matching 200 records are displayed)

Search Cancel

SELECT	GRANTOR ID	NAME	STREET ADDRESS	CITY STATE ZIP
Select	001	GUSFA, LEO	8383 THORN HILL DRIVE	HOWELL MI 488430000
Select	001	TPA/USF CATERING CO., INC.	3705 SPECTRUM BLVD.	TAMPA FL 336120000
Select	030	USF	12901 BRUCE B. DOWNS BLVD. MDC 56	TAMPA FL 336123805
Select	001	USF 2 DIE/P LLC	4211 WOODSPRING LANE	TAMPA FL 336130000
Select	001	USF 2 DIE/P LLC	13702 N 42 ST	TAMPA FL 336130000
Select	043	USF BOARD OF TRUSTEES	140 7TH AVE	SAINT PETERSBURG FL 337010000
Select	050	USF BOARD OF TRUSTEES ON BEHALF	DIVISION OF SPONSORED RESEARCH 3650 SPECTRUM BLVD. STE 160	TAMPA FL 336129446
Select	0540	USF COLLEGE OF PUBLIC HEALTH	13201 BRUCE B DOWNS BLVD	TAMPA FL 336120000
Select	003	USF DEPT OF ANTHROPOLOGY	UNIVERSITY OF SOUTH FLORIDA 4202 E FOWLER AVE, SOC 107	TAMPA FL 336208100

Back To Update Grant Award Details

Clicking “Select” hyperlink before the desired grantor enters the grantor ID into the “Grantor ID” field.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Grantor Information

Grant Award ID: 18426
Grant Award Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog

* REQUIRED FIELDS

Add Grantor

Grantor ID *

Add Grantor

GRANTOR ID	NAME LINE 1	NAME LINE 2	STREET ADDRESS	CITY	STATE	ZIP	GRANTOR TYPE
003	NATURAL RESOURCES CONSERVATION SERVICE		1240 EAST GAINES ST	TALLAHASSEE	FL	32301	NONPROFIT ORGANIZATION
043	USF BOARD OF TRUSTEES		140 7TH AVE	SAINT PETERSBURG	FL	337010000	NONPROFIT ORGANIZATION

Back To Update Grant Award Details

Clicking the “Add Grantor” button adds the active grantor. The user now can delete the inactive grantor.

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Logged In As: DuBoseBilye5 / DEPARTMENT OF TRANSPORTATION DASHBOARD | CHANGE PASSWORD | LOGOUT

Grantor [redacted] on

Grant Award ID: 19426
Grant Award Long Title: NFWF Longleaf Ecosystem Restoration Landowner Incentive Prog

* REQUIRED FIELDS

Add Grantor

Grantor ID *

Add Grantor

GRANTOR ID	NAME LINE 1	NAME LINE 2	STREET ADDRESS	CITY	STATE	ZIP	GRANTOR TYPE	
F593102112043	USF BOARD OF TRUSTEES		140 7TH AVE	SAINT PETERSBURG	FL	337010000	NONPROFIT ORGANIZATION	Delete

Back To Update Grant Award Details

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Since the grant award has been previously published, it is not necessary to go through the “Finish To Review” and “Finish” processes.

XLIII. View Active Grant Awards with Past Due Date

Grant awards must stay in active “Active” status until the last receipt is processed through FLAIR. However, active grant awards with “Original Funding End Date” or “New Funding End Date” several months in the past may need investigation to determine if the status or end date needs to be changed. After the last receipt, the status should be changed to “Close” “Inactive for Ongoing Reporting” or “Inactive Pending Property Action”. If the grant award has been renewed or extended an “Amendment”, establishing a new funding end date needs to be entered in FACTS.

Since FACTS cannot automatically update revised funding end dates grant award agreements from the agreement change records, the latest date of the Revised Funding End Date or the Original Funding End Date filed on the Main information page is used to determine if grant award agreements appear on the Active Grant Awards with Past End Date report.

Clicking the “View Active Grant Award with Past End Date” hyperlink on the “Agency All Agreements User” or “Agency Grant Awards User” Dashboard takes the User to View Active Grant with Past Funding End Date results web page. The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions.

The screenshot displays the FACTS dashboard interface. At the top, there is a navigation bar with links for Home, News, About the Agency, and Meet the CFO. Below this, a secondary navigation bar includes links for Main, FAQ, Contact Us, Message, Charts, and Transparency. The user is logged in as [redacted] / DEPARTMENT OF TRANSPORTATION. The dashboard title is "View Active Grant Award with Past Funding End Date". A table lists five grant awards, each with columns for Agency Name, Grant Award ID, Grant Status, Date of Award, Original Funding Start Date, Original Funding End Date, Grant Manager Name, Grant Manager Email, and Grant Manager Phone. The table shows five rows of data, all with a status of "Approved Award". The Grant Manager Name, Email, and Phone columns are redacted with a black box. At the bottom of the table, there is a "Return To Dashboard" button and a "Download Results" button.

AGENCY NAME	GRANT AWARD ID	GRANT STATUS	DATE OF AWARD	ORIGINAL FUNDING START DATE	ORIGINAL FUNDING END DATE	GRANT MANAGER NAME	GRANT MANAGER EMAIL	GRANT MANAGER PHONE
DEPARTMENT OF TRANSPORTATION	AQL71	Approved Award	4/11/2012	4/11/2012				
DEPARTMENT OF TRANSPORTATION	AQL73	Approved Award	4/11/2012	4/11/2012				
DEPARTMENT OF TRANSPORTATION	AR238	Approved Award	6/13/2013	6/13/2013	9/30/2013			
DEPARTMENT OF TRANSPORTATION	FLR85	Approved Award	7/1/2013	7/1/2013	12/30/2013			
DEPARTMENT OF TRANSPORTATION	VIV02	Approved Award	1/14/2014	1/5/2014				

Displaying 1 to 5 of 5 [Download Results](#)

[Return To Dashboard](#)

The results display:

- Agency Name
- Grant Award ID
- Grant Status
- Date of Award
- Original Funding Start Date
- Original Funding End Date
- Grant Manager Name
- Grant Manager Email
- Grant Manger Phone

Clicking the Grant Award ID number hyperlink takes the User to the Grant Award information web page. From this page, click the Update Grant Award Details button to access the Update Grant Award Details web page. From this page, any necessary update can be preformed. Review section XXXVIII Update Grant Award Details.

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Grant Award Information

Finished
Update Grant Award Details
Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: PROJ PARTICIPATION
Grantor Name: FSU
Total Grant Award Receipts to Date: N/A
Description: PROJ PARTICIPATION

Grant Award ID: AQL71
Date of Award: 04/11/2012
Total Grant Award Amount: \$27,216.00

Details
Receipts
Letter of Credit
Cost Sharing
Associated Agreements
Documents

Main Information

Grant Award ID: AQL71
Short Title: PROJ PART
Long Title: PROJ PARTICIPATION
Grant Reference Number:
Grant Type: Project Grant
Grant Status: Approved Award
Date of Award: 04/11/2012
Original Funding Start Date: 04/11/2012
Original Funding End Date:

Agency Grant Manager Information

Agency Grant Fiscal Contact Information

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Update Grant Award Details

Grant Award ID: AQL71
Grant Award Long Title: PROJ PARTICIPATION

Grant Award Short Summary
Edit Main Grant Award

Short Title: PROJ PART
Grant Award Type: Project Grant
Date of Award: 04/11/2012

Add/Edit Items

Add Grant Award Amendment
Add Letter of Credit
Add Documents
Add Associated Agreements (Optional)

Edit/Add Grantor
Edit/Add CFDA/CSFA
Edit/Add Cost Sharing

Select 'Finish to Review' to go to the View Grant Award Details page.
Finish To Review

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XLIV. View Grant Award Batch History

Clicking the “View Grant Award Upload History” hyperlink on the “Agency All Agreements User” or “Agency Grant Award User” Dashboard takes the User to Grant Award History web page.

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DASHBOARD | CHANGE PASSWORD | LOGOUT

Grant Award Batch History

Grant Award Batch Pending Files

This list contains files that are pending processing.

BATCH FILE	DATE MODIFIED	SIZE (KB)
WEB_201421384738_DuBoseBilley5_550000.xlsx	2/13/2014 8:47:43 AM	56.871

Grant Award Batch Log Files

This list contains files that have been uploaded and processed by your agency within the last 30 days. Please allow up to 24 hours after uploading a file for it to appear on this list.

BATCH FILE	DATE MODIFIED	SIZE (KB)	
WEB_2014113163121_DuBoseBilley3_550000.xlsx_2014114_101411_GrantAwards_Log.txt	1/14/2014 10:14:21 AM	0.274	Download
WEB_2014128103920_DuBoseBilley3_550000.xlsx_2014128_110608_GrantAwards_Log.txt	1/28/2014 11:06:28 AM	64.233	Download
WEB_2014128124843_DuBoseBilley3.xlsx_2014128_140917_GrantAwards_Log.txt	1/28/2014 2:09:43 PM	29.657	Download
WEB_2014128124843_DuBoseBilley3_550000.xlsx_2014128_130923_GrantAwards_Log.txt	1/28/2014 1:09:32 PM	17.607	Download
WEB_2014131104017_WilkersonLaaX1_550000.xlsx_2014131_111434_GrantAwards_Log.txt	1/31/2014 11:14:59 AM	83.82	Download
WEB_201413110451_WaltersDerrickD3_550000.xlsx_2014131_103743_GrantAwards_Log.txt	1/31/2014 10:38:06 AM	84.76	Download
WEB_2014131112739_CraigChrisX1_550000.xlsx_2014131_113137_GrantAwards_Log.txt	1/31/2014 11:32:00 AM	84.76	Download

[Return To Dashboard](#)

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The Grant Award Batch History web page displays two sections. The first section Grant Award Batch Pending Files lists the files uploaded or FTPed and pending processing by FACTS. The second section Grant Award Batch Log Files lists the uploaded and FTPed files processed by FACTS within the last 30 days. The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. It takes up to 24 hours after uploading a file for FACTS to process it.

Refer to section XXXVII Upload Grant Award Information for information on the Log Files.

XLV. View [Grant Award] Documents

Clicking the “View Documents” hyperlink on the Dashboard takes the User to View Documents results web page. The information on this page is downloadable by clicking the “Download Results” button and following the on screen instructions. Agencies can use the information to tack contract/grant disbursement agreements/grant award document images.

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View Documents

Search

FLAIR Contract ID / Grant Award ID / PO Number:

DOCUMENT TYPE	AGENCY NAME	FLAIR CONTRACT ID / GRANT AWARD ID/ PO NUMBER	AGENCY AMENDMENT REFERENCE	ADD DATE	DOCUMENT URL	ORIGINAL FILE NAME	FILE NAME
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDR66	S0010000	8/13/2013 7:45:15 AM			S0010000-96934.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDR65	S0020000	8/13/2013 7:45:44 AM			S0020000-96931.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDR65	L0020000	8/13/2013 7:45:47 AM			L0020000-77400.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDR19	L0020000	8/13/2013 7:45:56 AM			L0020000-62129.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDO31	L0010000	8/13/2013 7:46:09 AM			L0010000-96914.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDO66	L0020000	8/13/2013 7:50:38 AM			L0020000-96894.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDO66	L0030000	8/13/2013 7:50:50 AM			L0030000-68212.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDO80	L0020000	8/13/2013 7:51:18 AM			L0020000-96888.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDO80	L0010100	8/13/2013 7:51:48 AM			L0010100-96885.pdf
Contract Amendment	DEPARTMENT OF TRANSPORTATION	BDO80	S0020000	8/13/2013 7:51:53 AM			S0020000-96891.pdf

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From the web page, a User can search for specific a FLAIR Contract ID/Grant Award ID/ PO Number to determine what documents are in FACTS. If the agency does not have any contract/grant, disbursement agreement/grant award documents in FACTS the message “No documents found” appears.

FACTS currently does not have the ability to upload purchase order documents.

The results display:

- Document Type
- Agency Name
- FLAIR Contract ID/Grant ID/PO Number
- Agency Amendment Reference
- Add Date
- Document URL, if applicable
- Original File Name
- [FACTS] File Name

XLVI. Add/Replace Grant Award Documents

A. Upload (Add) Grant Award Documents for Previously Entered Grant Awards that were not “Finished”

Access FACTS Login Page at <https://facts.fldfs.com/Account/Login.aspx>.

Log In

User ID

Password

Log In

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Login

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Log in using the User ID and Password provided. To save time User will click “View Unfinished Grant Award Entries” on the “Agency All Agreements User” or “Agency Grant Awards User” Dashboard instead of entering all the information necessary for a new grant award agreement.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

View Unfinished Grant Award Entries

Search

Short Title: Grant Award ID:

Search

USER	DATE/TIME	SHORT TITLE	GRANT AWARD ID	GRANT STATUS	AGENCY ID	FINISH GRANT ENTRY	DELETE
batch	1/28/2014 2:09:25 PM	GRANT-SPEC	AR236	Approved Award	550000	Go	Delete
batch	1/31/2014 10:01:23 AM	UTIL JT PT	AR288	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	UTIL JT PT	AR291	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	UTIL JT PT	AR292	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	GRANT-SURF	AR349	Approved Award	550000	Go	Delete
batch	1/31/2014 10:14:40 AM	GRANT-AVIA	AR385	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-AVIA	AR389	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-AVIA	AR390	Approved Award	550000	Go	Delete
batch	1/31/2014 10:29:22 AM	GRANT-AVIA	AR413	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-SPEC	AR505	Approved Award	550000	Go	Delete

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Click on the “GO” hyperlink for the appropriate grant award.

Click the “Edit/Add Documents” hyperlink on the Update Grant Award Details web page.

The screenshot shows the 'Update Grant Award Details' page. At the top, the navigation bar includes 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The user is logged in as 'DEPARTMENT OF TRANSPORTATION'. The page title is 'Update Grant Award Details'. Below the title, the 'Grant Award ID' is AR236 and the 'Grant Award Long Title' is GRANT IN AID-SPECL. The 'Grant Award Short Summary' section shows 'Short Title: GRANT-SPEC', 'Grant Award Type: Block/Formula Grant', and 'Date of Award: 06/13/2013'. There is a link 'Edit Main Grant Award'. The 'Add/Edit Items' section contains links for 'Add Grant Award Amendment', 'Add Letter of Credit', 'Add Documents', 'Add Associated Agreements (Optional)', 'Edit/Add Grantor', 'Edit/Add CFDA/CSFA', and 'Edit/Add Cost Sharing'. A message at the bottom says 'Select 'Finish to Review' to go to the View Grant Award Details page.' with a 'Finish To Review' button.

The screenshot shows the 'Grant Award Document' page. The navigation bar is the same as the previous page. The user is logged in as 'DEPARTMENT OF TRANSPORTATION'. The page title is 'Grant Award Document'. Below the title, the 'Grant Award ID' is AR236 and the 'Grant Award Long Title' is GRANT IN AID-SPECL. The 'Add Document' section has a 'Document Type' dropdown menu set to 'Original Grant Award Document', a 'Document Image' field with a 'Browse...' button, and a 'Document URL' text area. There is an 'Add Document' button. Below this, the 'Grant Award Documents' section states 'No documents have been added for this grant award.' and there is a 'Back To Update Grant Award Details' button.

Click the down arrow at the end of the “Document Type” field to select the type of document being added/uploaded. Drop down constraints “Original Grant Award Document” and “Amendment Document”, which include renewals and extensions. Then click the “Browse” button to locate the document image file on your agency’s system to add. FACTS will only accept PDF or TIF format images.

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

If you select “Amendment Document” as the “Document Type”, the “Agency Amendment Reference” selection box appears listing all the previously entered contract amendment reference identifications entered in FACTS for the contract. Click the down arrow at the end of the box to select appropriate reference identification for the amendment document image being added to FACTS. Then click the “Browse” button to locate the document image file on your agency’s system to add. FACTS will only accept PDF or TIF format images.

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Add Document

Document Type: Amendment Document

Agency Amendment Reference: QRT-01

Document Image:

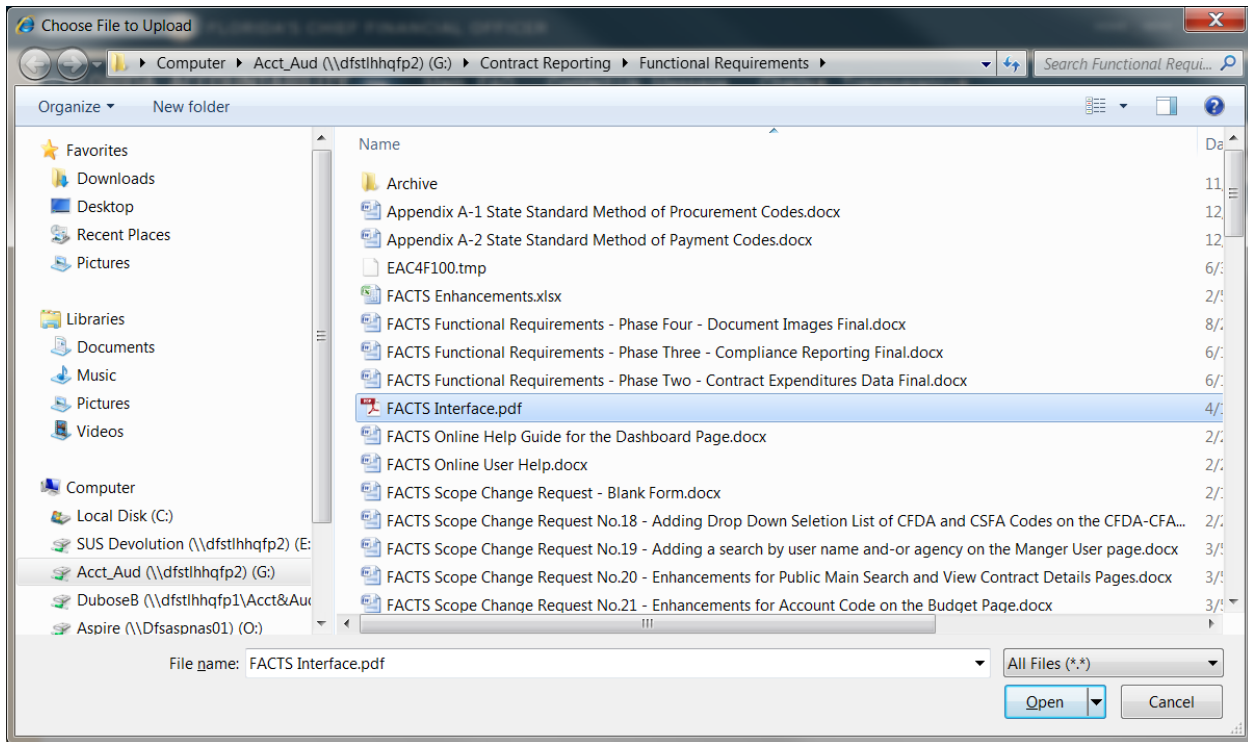
Document URL:

Grant Award Documents

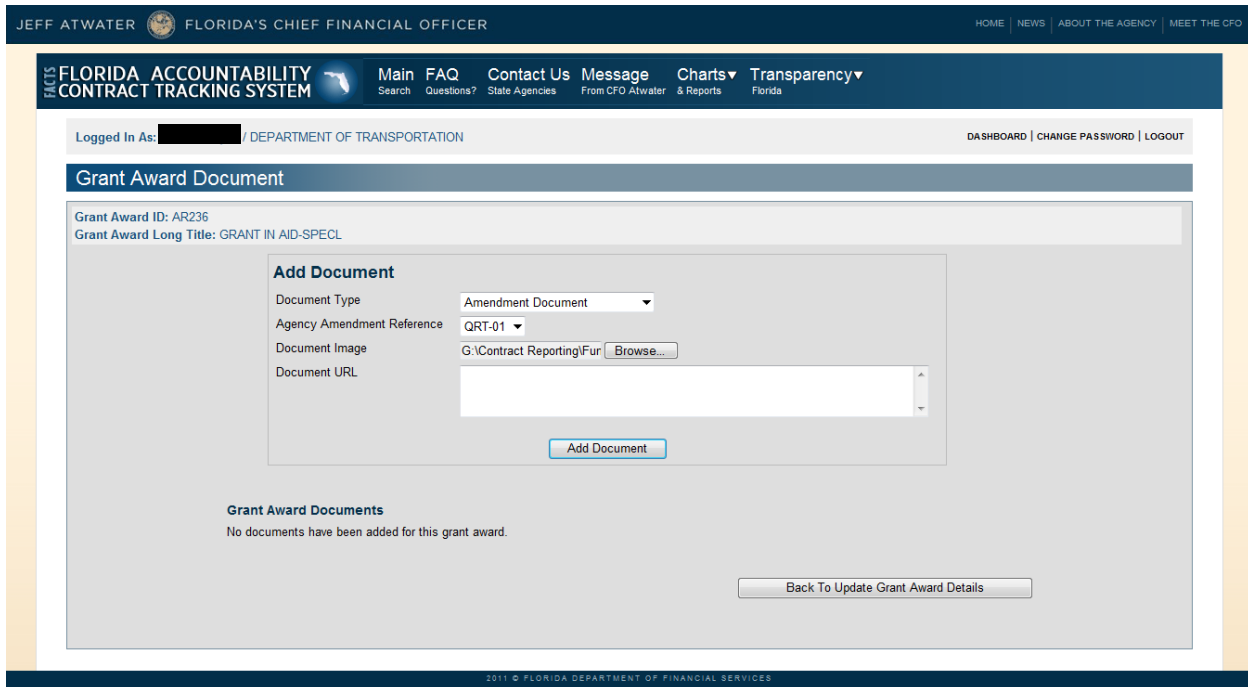
No documents have been added for this grant award.

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Highlight the file to upload and click the “Open” button on the Choose File to Upload dialog box.



The file's location and name fills the "Upload Document" field. Then click "Add Document" button.



The "Grant Award Documents" listing appears at the bottom of the page with "Document Type", "Document Reference #", "Document Add Date", "Document URL", if provided, PDF icon under "View", "Document Image" hyperlink under "Replace", "Document URL" hyperlink under "Edit", and "Delete" hyperlink under "Delete".

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Add Document

Document Type: Original Grant Award Document
Document Image: [Browse...](#)
Document URL:

[Add Document](#)

Grant Award Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

[Back To Update Grant Award Details](#)

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Click on the PDF Icons to verify that the correct image was added/uploaded and is legible. If the wrong documents was uploaded or it is not legible, click the appropriate “Delete” hyperlink and click on “OK” on the message box to indicate you are sure about deleting the document. Repeat skips above to upload a new document.

Then click the “Back to Update Grant Award Detail” button to return to the Update Grant Award Details Page and finish the FACTS grant award entry.

Click “Finish to Review” button take you to the Grant Award Information page where you can finish.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Update Grant Award Details

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Grant Award Short Summary [Edit Main Grant Award](#)

Short Title: GRANT-SPEC
Grant Award Type: Block/Formula Grant
Date of Award: 06/13/2013

Grant Award Amendment [Edit Previous Grant Award Amendment](#)

Agency Amendment Reference: QRT-01
Amendment Effective Date: 02/11/2014

Add/Edit Items

[Add Grant Award Amendment](#) [Edit/Add Grantor](#)
[Add Letter of Credit](#) [Edit/Add CFDA/CSFA](#)
[Add Associated Agreements \(Optional\)](#) [Edit/Add Cost Sharing](#)
[Edit/Add Documents](#)

Select "Finish to Review" to go to the View Grant Award Details page.

[Finish To Review](#)

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To finish, click the “Finish Contract” button.

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

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Grant Award Information

Finish Grant Award Update Grant Award Details Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: AR236
 Long Title: GRANT IN AID-SPECL Date of Award: 06/13/2013
 Grantor Name: "WE ARE ONE" R&L CLEANING SERV Total Grant Award Amount: \$61,511.00
 Total Grant Award Receipts to Date: N/A
 Description: GRANT IN AID-SPECL

Details Receipts Letter of Credit Cost Sharing Associated Agreements Documents

Main Information

Grant Award ID: AR236
 Short Title: GRANT-SPECL
 Long Title: GRANT IN AID-SPECL
 Grant Reference Number:
 Grant Type: Block/Formula Grant
 Grant Status: Approved Award
 Date of Award: 06/13/2013
 Original Funding Start Date: 06/13/2013
 Original Funding End Date: 09/30/2013

Agency Grant Manager Information

[REDACTED]

Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:
 Phone Number:
 Email:

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A “User Confirmation” message box appears asking the question “This Grant Award is about to be published to the FACTS public website. Do you want to continue?” “Clicking Agree confirms you are finishing the agreement and that it will be sent to the FACTS public website. This also confirms that the grant award document provided does not contain information that is confidential and/or exempt pursuant to Florida law.”

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

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Grant Award Information

Finish Grant Award Update Grant Award Details Back to Search

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: GRANT IN AID-SPECL
 Grantor Name: "WE ARE ONE" R&L CLEANING SERV
 Total Grant Award Receipts to Date: N/A
 Description: GRANT IN AID-SPECL

Details Receipts Letter of Credit Cost Sha

Main Information

Grant Award ID: AR236
 Short Title: GRANT-SPECL
 Long Title: GRANT IN AID-SPECL
 Grant Reference Number:
 Grant Type: Block/Formula Grant
 Grant Status: Approved Award
 Date of Award: 06/13/2013
 Original Funding Start Date: 06/13/2013
 Original Funding End Date: 09/30/2013

Agency Grant Manager Information

[REDACTED]

Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:
 Phone Number:
 Email:

User Confirmation

This Grant Award is about to be published to the FACTS public website. Do you want to continue?

Clicking Agree confirms you are finishing the Grant Award and that it will be sent to the FACTS public website.

Clicking Cancel returns you to the previous page and does not complete the finish Grant Award process.

Agree Cancel

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Once you click the “Agree” button the “Finish Grant Award” button is replaced by the label “Finished.”

The screenshot displays the 'Grant Award Information' page in the FACTS system. The user is logged in as 'JEFF ATWATER', Florida's Chief Financial Officer. The page shows details for a grant awarded to the Department of Transportation. The 'Summary' section includes the Agency Name, Long Title, Grantor Name, Total Grant Award Receipts to Date, and Description. The 'Details' section is expanded, showing 'Main Information' and 'Agency Grant Manager Information'. The 'Main Information' section includes the Grant Award ID, Short Title, Long Title, Grant Reference Number, Grant Type, Grant Status, Date of Award, Original Funding Start Date, and Original Funding End Date. The 'Agency Grant Manager Information' section includes the Agency Grant Manager Name, Agency Grant Fiscal Contact Name, Phone Number, and Email.

Grant Award Information

Finished [Update Grant Award Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: GRANT IN AID-SPECL
Grantor Name: "WE ARE ONE" R&L CLEANING SERV
Total Grant Award Receipts to Date: N/A
Description: GRANT IN AID-SPECL

Grant Award ID: AR236
Date of Award: 06/13/2013
Total Grant Award Amount: \$61,511.00

Details [Receipts](#) [Letter of Credit](#) [Cost Sharing](#) [Associated Agreements](#) [Documents](#)

Main Information

Grant Award ID: AR236
Short Title: GRANT-SPECL
Long Title: GRANT IN AID-SPECL
Grant Reference Number:
Grant Type: Block/Formula Grant
Grant Status: Approved Award
Date of Award: 06/13/2013
Original Funding Start Date: 06/13/2013
Original Funding End Date: 09/30/2013

Agency Grant Manager Information

Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:
Phone Number:
Email:

B. Upload (Add) Grant Award Documents for Previously Entered Grant Awards that were “Finished”

Access FACTS Login Page at <https://facts.fldfs.com/Account/Login.aspx>

The screenshot displays the 'Login' page in the FACTS system. The user is logged in as 'JEFF ATWATER', Florida's Chief Financial Officer. The page includes a 'Log In' section with fields for 'User ID' and 'Password'. Below the login fields is a 'Terms of Use' section. The 'Terms of Use' section states that the site is a Florida state government site intended to capture and report accurate state contract information. It also states that unauthorized changes to the system and data are logged and subject to monitoring. Instances of unauthorized access or modification may result in legal action. The 'Terms of Use' section also states that authorized agency representatives are custodians of the data contained in this system. Entering and managing accurate data is each custodian's responsibility. Authorized users are prohibited from sharing username and password information. All changes made in the system are recorded under each user's account. The Department of Financial Services does not screen the content provided by each Agency. Confidential, inaccurately redacted, or incorrect data/files loaded into the system are the responsibility of authorized agency representatives and the agency to resolve. Inquiries related to inaccurate, confidential, or trade secret information received by the Department of Financial Services will be directed to your Agency contact on file.

Login

Log In

User ID
Password

Terms of Use

This site is a Florida state government site intended to capture and report accurate state contract information. If you are not authorized to log into this system, exit now; do not make changes or download data. Unauthorized changes to the system and data are logged and subject to monitoring. Instances of unauthorized access or modification may result in legal action.

Authorized agency representatives are custodians of the data contained in this system. Entering and managing accurate data is each custodian's responsibility. Authorized users are prohibited from sharing username and password information. All changes made in the system are recorded under each user's account. The Department of Financial Services does not screen the content provided by each Agency. Confidential, inaccurately redacted, or incorrect data/files loaded into the system are the responsibility of authorized agency representatives and the agency to resolve. Inquiries related to inaccurate, confidential, or trade secret information received by the Department of Financial Services will be directed to your Agency contact on file.

[Login](#)

Log in using the User ID and Password provided. Then click on “Search or Edit Contract/Grant Disbursement” hyperlink on the “Agency All Agreements User” or “Agency Contract/Grants Disbursements User” Dashboard.

Use the Main Search or Advanced Search page to locate the grant award in order to upload documents.

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Main Search

Logged In As: [redacted] DEPARTMENT OF TRANSPORTATION

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Quick Tips

Search

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name: DEPARTMENT OF TRANSPORTATION

Vendor/Grantor Name: [empty]

Dollar Value: From [empty] To [empty]

Beginning and/or Ending Dates (mm/dd/yyyy): Begin [empty] End [empty]

Commodity/Service Type (Contract & Purchase Order Only): ALL COMMODITY GROUPS

Show All (selected) Show Grant Awards Only Show Contracts Only Show Purchase Orders Only

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known): [empty]

Grant Award ID (if known): AR236

MFMP PO Number (if known): [empty]

By using this Search you agree to [terms and conditions](#) of the Search.

Reset Search

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Advanced Search

Logged In As: [redacted] DEPARTMENT OF TRANSPORTATION

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Basic Search

Agency Name: ALL AGENCIES

Vendor/Grantor Name: [empty]

Minority Vendor Designation: [empty]

Dollar Value: From [empty] To [empty]

Fiscal Year: [empty]

Beginning and/or Ending Dates (mm/dd/yyyy): Begin [empty] End [empty]

Commodity/Service Type (Contract & Purchase Order Only): ALL COMMODITY TYPES

Method of Procurement: [empty]

Show All (selected) Show Contracts Only Show Grant Awards Only Show Purchase Orders Only

Contract Specific Search Parameters

Grant Award Specific Search Parameters

Grant Award ID (if known): AR236

Grant Award Type: [empty]

Grant Award Status: ALL GRANT AWARD STATUSES

Award Date (mm/dd/yyyy): Begin [empty] End [empty]

Expand All

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In the “Results” listing click on the “Grant Award ID” hyperlink to access the “Grant Award Information” page.

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name
DEPARTMENT OF TRANSPORTATION

Vendor/Grantor Name

Dollar Value
From to

Beginning and/or Ending Dates (mm/dd/yyyy)
Begin End

Commodity/Service Type (Contract & Purchase Order Only)
ALL COMMODITY GROUPS

☒ Show All ☐ Show Grant Awards Only
☐ Show Contracts Only ☐ Show Purchase Orders Only

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known)

Grant Award ID (if known)
AR236

MFMP PO Number (if known)

By using this Search you agree to [terms and conditions](#) of the Search.

[Reset](#) [Search](#)

Results

Displaying 1 to 1 of 1 [Download Results](#)

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	"WE ARE ONE" R&L CLEANING SERV	Block/Formula Grant		AR236		\$61,511.00		

Displaying 1 to 1 of 1 [Download Results](#)

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

Then click the “Update Grant award Details” button.

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Logged in As: DEPARTMENT OF TRANSPORTATION

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Grant Award Information

Finished [Update Grant Award Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: GRANT IN AID-SPECL
Grantor Name: "WE ARE ONE" R&L CLEANING SERV
Total Grant Award Receipts to Date: N/A
Description: GRANT IN AID-SPECL

Grant Award ID: AR236
Date of Award: 06/13/2013
Total Grant Award Amount: \$61,511.00

Details | Receipts | Letter of Credit | Cost Sharing | Associated Agreements | Documents

Main Information

Grant Award ID: AR236
Short Title: GRANT-SPECL
Long Title: GRANT IN AID-SPECL
Grant Reference Number:
Grant Type: Block/Formula Grant
Grant Status: Approved Award
Date of Award: 06/13/2013
Original Funding Start Date: 06/13/2013
Original Funding End Date: 09/30/2013
Original Grant Award Amount: \$61,511.00
Total Grant Award Amount: \$61,511.00
Grant Document Number: TEST1

Agency Grant Manager Information

Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:
Phone Number:
Email:

Grant Federal Contact Information

Grant Federal Contact Name:
Phone Number:
Email:

On the “Update Grant Award Details” page, click “Add or Edit/Add Documents” hyperlink to access the “Contract Documents” or “Grant Disbursement Documents” page.

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Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

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Update Grant Award Details

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Grant Award Short Summary [Edit Main Grant Award](#)

Short Title: GRANT-SPEC
Grant Award Type: Block/Formula Grant
Date of Award: 06/13/2013

Grant Award Amendment [Edit Previous Grant Award Amendment](#)

Agency Amendment Reference: QRT-01
Amendment Effective Date: 02/11/2014

Add/Edit Items

[Add Grant Award Amendment](#) [Edit/Add Grantor](#)
[Add Letter of Credit](#) [Edit/Add CFDA/C SFA](#)
[Edit/Add Cost Sharing](#)
[Edit/Add Documents](#)
[Add Associated Agreements \(Optional\)](#)

Select 'Finish to Review' to go to the View Grant Award Details page.

[Finish To Review](#)

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Click the down arrow at the end of the “Document Type” field to select the type of document to upload. Drop down constraints “Original Grant Award Document and “Amendment Document”, which include renewals and extensions. Then click the “Browse” button to locate the document image file on your agency’s system to add. FACTS will only accept PDF or TIF format images.

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Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

DA INBOARD | CHANGE PASSWORD | LOGOUT

Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Add Document

Document Type: Original Grant Award Document
Document Image:
Document URL:

[Add Document](#)

Grant Award Documents

Click on the pdf icon or document url to view the document.

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

[Back To Update Grant Award Details](#)

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If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image

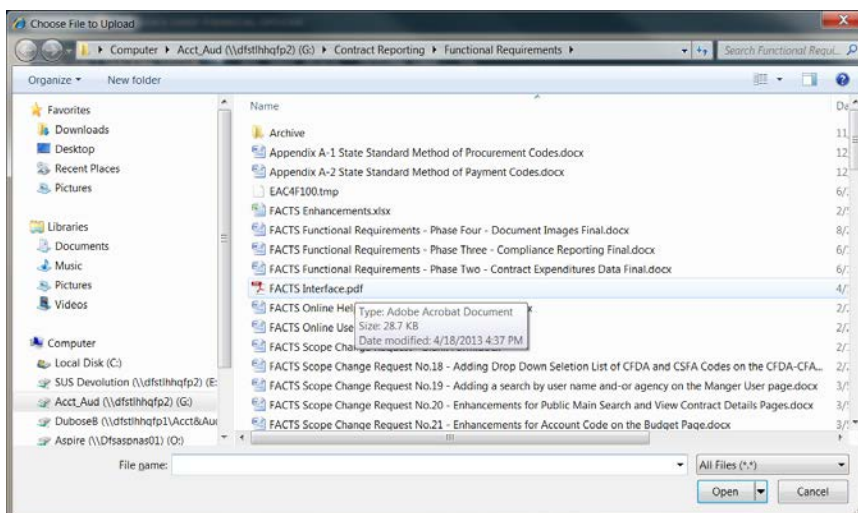
to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

The screenshot shows the FACTS web application interface. At the top, there is a header with the user's name 'JEFF ATWATER' and title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this is a navigation bar with links like 'Main', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The main content area is titled 'Grant Award Document' and shows a form for adding a document. The form includes fields for 'Document Type' (set to 'Amendment Document'), 'Agency Amendment Reference' (set to 'QRT-01'), 'Document Image' (with a 'Browse...' button), and 'Document URL'. Below the form is a table titled 'Grant Award Documents' with columns for 'Document Type', 'Document Reference #', 'Document Add Date', 'Document URL', 'View', 'Replace', 'Edit', and 'Delete'. The table contains one row for 'Amendment' with reference 'QRT-01' and add date '2/11/2014 10:50:11 AM'. At the bottom of the form is a button labeled 'Back To Update Grant Award Details'.

If you select “Amendment Document” as the “Document Type”, the “Agency Amendment Reference” selection box appears listing all the previously entered contract amendment reference identifications entered in FACTS for the contract. Click the down arrow at the end of the box to select appropriate reference identification for the amendment document image. Then click the “Browse” button to locate the document image file on your agency’s system. FACTS will only accept PDF or TIF format images.

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

Highlight the file to upload and click the “Open” button on the Choose File to Upload dialog box.



The file's location and name fills the "Upload Document" field. Then click "Add Document" button.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Add Document

Document Type: Amendment Document
Agency Amendment Reference: QRT-01
Document Image: G:\Contract Reporting\Fur [Browse...]
Document URL: [Text Field]

Add Document

Grant Award Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

Back To Update Grant Award Details

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The "Grant Award Documents" listing appears at the bottom of the page with "Document Type", "Agency Reference #", "Document Add Date", "Document URL", if provided, PDF icon under "View", "Document Image" hyperlink under "Replace", "Document URL" hyperlink under "Edit", and "Delete" hyperlink under "Delete".

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Add Document

Document Type: Amendment Document
Agency Amendment Reference: QRT-01
Document Image: G:\Contract Reporting\Fur [Browse...]
Document URL: [Text Field]

Add Document

Grant Award Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

Back To Update Grant Award Details

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Click on the PDF Icons to verify that you uploaded the correct image and it is legible. If the wrong documents was uploaded or it is not legible, click the appropriate "Delete" hyperlink and click on "OK"

on the message box to indicate you are sure about deleting the document. Repeat steps above to upload a new document.

Then click the “Back to Update Grant Award Details” button to return to the Update Grant Award Details, click “Finish to Review” button to return to Grant Award Information, and then click “Return to Search” button to return to the Results page.

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Update Grant Award Details

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Grant Award Short Summary

Short Title: GRANT-SPEC
Grant Award Type: Block/Formula Grant
Date of Award: 06/13/2013

[Edit Main Grant Award](#)

Grant Award Amendment

Agency Amendment Reference: QRT-01
Amendment Effective Date: 02/11/2014

[Edit Previous Grant Award Amendment](#)

Add/Edit Items

[Add Grant Award Amendment](#) [Edit/Add Grantor](#)
[Add Letter of Credit](#) [Edit/Add CFDA/CSFA](#)
[Add Associated Agreements \(Optional\)](#) [Edit/Add Cost Sharing](#)
[Edit/Add Documents](#)

Select "Finish to Review" to go to the View Grant Award Details page.

[Finish To Review](#)

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

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Grant Award Information

Finished [Update Grant Award Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: GRANT IN AID-SPECL
Grantor Name: "WE ARE ONE" R&L CLEANING SERV
Total Grant Award Receipts to Date: N/A
Description: GRANT IN AID-SPECL

Grant Award ID: AR236
Date of Award: 06/13/2013
Total Grant Award Amount: \$61,511.00

Details

[Receipts](#) [Letter of Credit](#) [Cost Sharing](#) [Associated Agreements](#) [Documents](#)

Main Information

Grant Award ID: AR236
Short Title: GRANT-SPEC
Long Title: GRANT IN AID-SPECL
Grant Reference Number:
Grant Type: Block/Formula Grant
Grant Status: Approved Award
Date of Award: 06/13/2013
Original Funding Start Date: 06/13/2013
Original Funding End Date: 09/30/2013

Agency Grant Manager Information

[REDACTED]

Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:
Phone Number:
Email:

DEPARTMENT OF TRANSPORTATION

Dollar Value
From To

Beginning and/or Ending Dates (mm/dd/yyyy)
Begin End

Commodity/Service Type (Contract & Purchase Order Only)
ALL COMMODITY GROUPS

☒ Show All ☐ Show Grant Awards Only
☐ Show Contracts Only ☐ Show Purchase Orders Only

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known)

Grant Award ID (if known)
AR236

MFMP PO Number (if known)

By using this Search you agree to [terms and conditions](#) of the Search.

Results

Displaying 1 to 1 of 1 [Download Results](#)


AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	"WE ARE ONE" R&L CLEANING SERV	Block/Formula Grant		AR236		\$61,511.00		

Displaying 1 to 1 of 1 [Download Results](#)

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

C. Replacing grant award and amendment documents after the images have been upload to FACTS

Access FACTS Login Page at <https://apps8test.fldfs.com/SCRS/Account/Login.aspx>

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Log in using the User ID and Password provided. Then click on “Search or Edit Contract/Grant Disbursement/Grant Award” on the “Agency All Agreements User” or “Agency Grant Awards User” Dashboard.

Use the Main Search or Advanced Search page to locate the contract in order to replace documents.

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Main Search

Logged In As: [redacted] / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Quick Tips

[Advanced Search](#)

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name: DEPARTMENT OF TRANSPORTATION

Vendor/Grantor Name: [redacted]

Dollar Value: From [redacted] To [redacted]

Beginning and/or Ending Dates (mm/dd/yyyy): Begin [redacted] End [redacted]

Commodity/Service Type (Contract & Purchase Order Only): ALL COMMODITY GROUPS

Show All ☒ Show Grant Awards Only ☐ Show Contracts Only ☐ Show Purchase Orders Only ☐

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known): [redacted]

Grant Award ID (if known): AR236

MFMP PO Number (if known): [redacted]

By using this Search you agree to [terms and conditions](#) of the Search.

Reset Search

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Advanced Search

Logged In As: [redacted] / DEPARTMENT OF TRANSPORTATION

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[Basic Search](#)

Agency Name: ALL AGENCIES

Vendor/Grantor Name: [redacted]

Minority Vendor Designation: [redacted]

Dollar Value: From [redacted] To [redacted]

Beginning and/or Ending Dates (mm/dd/yyyy): Begin [redacted] End [redacted]

Commodity/Service Type (Contract & Purchase Order Only): ALL COMMODITY TYPES

Method of Procurement: ☐ Show Inactive (Contract & Purchase Order Only)

Show All ☒ Show Contracts Only ☐ Show Grant Awards Only ☐ Show Purchase Orders Only ☐

[Expand All](#)

Contract Specific Search Parameters

Grant Award Specific Search Parameters

Grant Award ID (if known): AR236

Grant Award Type: [redacted]

Grant Award Status: ALL GRANT AWARD STATUSES

Award Date (mm/dd/yyyy): Begin [redacted] End [redacted]

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In the “Results” listing click on the “Grant Award ID” hyperlink to access the “Grant Award Information” page. Then click the “Update Grant Award Details” button.

DEPARTMENT OF TRANSPORTATION

Dollar Value
From To

Beginning and/or Ending Dates (mm/dd/yyyy)
Begin End

Commodity/Service Type (Contract & Purchase Order Only)
ALL COMMODITY GROUPS

☒ Show All ☐ Show Grant Awards Only
☐ Show Contracts Only ☐ Show Purchase Orders Only

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known)

Grant Award ID (if known)
AR236

MFMP PO Number (if known)

By using this Search you agree to [terms and conditions](#) of the Search.

[Reset](#) [Search](#)

Results


Displaying 1 to 1 of 1 [Download Results](#)

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDIT
DEPARTMENT OF TRANSPORTATION	"WE ARE ONE" R&L CLEANING SERV	Block/Formula Grant		AR236		\$61,511.00		

Displaying 1 to 1 of 1 [Download Results](#)

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

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Grant Award Information

Finished [Update Grant Award Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
Long Title: GRANT IN AID-SPECL
Grantor Name: "WE ARE ONE" R&L CLEANING SERV
Total Grant Award Receipts to Date: N/A
Description: GRANT IN AID-SPECL


Grant Award ID: AR236
Date of Award: 06/13/2013
Total Grant Award Amount: \$61,511.00

Details | Receipts | Letter of Credit | Cost Sharing | Associated Agreements | Documents

Main Information

Grant Award ID: AR236
Short Title: GRANT-SPEC
Long Title: GRANT IN AID-SPECL
Grant Reference Number:
Grant Type: Block/Formula Grant
Grant Status: Approved Award
Date of Award: 06/13/2013
Original Funding Start Date: 06/13/2013
Original Funding End Date: 09/30/2013

Agency Grant Manager Information



Agency Grant Fiscal Contact Information

Grant Fiscal Contact Name:
Phone Number:
Email:

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On the “Update Grant Award Details” page, click “Edit/Add Documents” hyperlink to access the “Grant Award Documents” page.

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Update Grant Award Details

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Grant Award Short Summary

Short Title: GRANT-SPEC
Grant Award Type: Block/Formula Grant
Date of Award: 06/13/2013

[Edit Main Grant Award](#)

Grant Award Amendment

Agency Amendment Reference: QRT-01
Amendment Effective Date: 02/11/2014

[Edit Previous Grant Award Amendment](#)

Add/Edit Items

[Add Grant Award Amendment](#) [Edit/Add Grantor](#)
[Add Letter of Credit](#) [Edit/Add CFDA/CFA](#)
[Edit/Add Cost Sharing](#)
[Edit/Add Documents](#)

[Add Associated Agreements \(Optional\)](#)

Select "Finish to Review" to go to the View Grant Award Details page.

[Finish To Review](#)

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The Grant Award Document page appears with the “Grant Award Document” listing of documents at the bottom of the page with “Document Type”, “Agency Reference #”, “Document Add Date”, “Document URL”, if provided, PDF icon under “View”, document Image link under “Replace”, document URL link under “Edit”, and Delete hyperlink under “Delete”.

Click the “Document Image” hyperlink on the same line of the document to replace.

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Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

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Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Add Document

Document Type: Original Grant Award Document
Document Image: [Browse...](#)
Document URL:

[Add Document](#)

Grant Award Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

[Back To Update Grant Award Details](#)

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In the Replace Document Image section, the “Document Type” field grayed out and cannot be changed. Click the “Browse” button to locate the replacement file on your agency’s system. FACTS will only accept PDF or TIF format images.

Logged In As: [REDACTED] / DEPARTMENT OF TRANSPORTATION

Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Replace Document Image

Document Type: Amendment Document
Agency Amendment Reference: QRT-01
Document Image: [Browse...]
Document URL: [Text Field]

[Replace Document Image] [Cancel]

Grant Award Documents

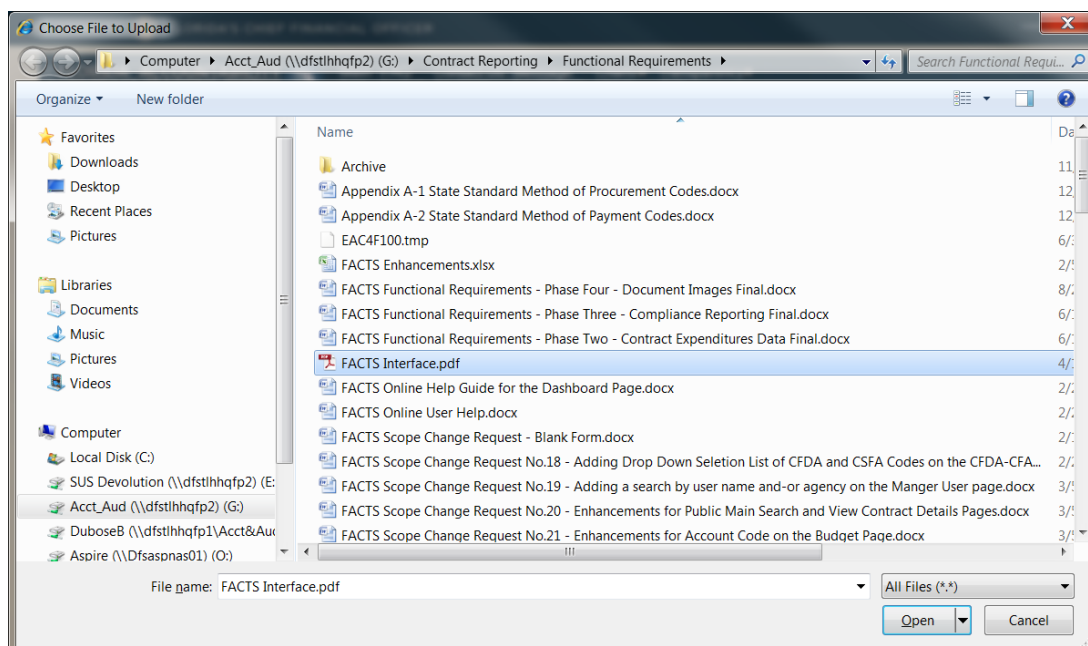
Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

[Back To Update Grant Award Details]

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

Highlight the file to upload and click the “Open” button on the Choose File to Upload dialog box.



The file's location and name fills the "Upload Document" field. Then click "Add Document" button.

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Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

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Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Replace Document Image

Document Type:

Agency Amendment Reference:

Document Image: G:\Contract Reporting\Fun

Document URL:

Grant Award Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

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Click the "Replace Document Image" button to upload the replacement document.

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Logged In As: [REDACTED] DEPARTMENT OF TRANSPORTATION

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Grant Award Document

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AID-SPECL

Replace Document Image

Document Type:

Agency Amendment Reference:

Document Image: G:\Contract Reporting\Fun

Document URL:

Grant Award Documents

Click on the pdf icon or document url to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE
Amendment	QRT-01	2/11/2014 10:50:11 AM			Document Image	Document URL	Delete

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Then click the "Back to Update Grant Award Details" button to return to the Update Grant Award Details web page.

Click "Finish to Review" button take you to the Grant Award Information web page where you can finish.

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Logged In As: DuBoseBilye5 / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Update Grant Award Details

Grant Award ID: AR236
Grant Award Long Title: GRANT IN AD-SPECL

Grant Award Short Summary

Short Title: GRANT-SPEC
Grant Award Type: Block/Formula Grant
Date of Award: 06/13/2013

[Edit Main Grant Award](#)

Grant Award Amendment

Agency Amendment Reference: QRT-01
Amendment Effective Date: 02/11/2014

[Edit Previous Grant Award Amendment](#)

Add/Edit Items

[Add Grant Award Amendment](#)
[Add Letter of Credit](#)
[Edit/Add Grantor](#)
[Edit/Add CFDA/CSEA](#)
[Edit/Add Cost Sharing](#)
[Edit/Add Documents](#)

[Add Associated Agreements \(Optional\)](#)

Select "Finish to Review" to go to the View Grant Award Details page.

[Finish To Review](#)

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If the contract is not finished, click the “Finish Grant Award” button to publish the grant award to the FACTS public website. Otherwise, click “Back to Search” to find another contract or “Logout”.

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Logged In As: [REDACTED] / DEPARTMENT OF FINANCIAL SERVICES

DASHBOARD | CHANGE PASSWORD | LOGOUT

[Tweet](#) [+1](#) [0](#)

Contract Information

[Finish Contract](#) [Update Contract Details](#) [Back to Search](#)

Summary

Agency Name: DEPARTMENT OF FINANCIAL SERVICES
Long Title: test
Total Contract Amount: \$0.00
Total Payments to date: NA
General Description: test
[Contract Summary Form](#)

Agency Contract ID: abcdef
Vendor Name: TAYLOR COUNTY
Total Budgetary Amount: \$0.00
Date of Execution: 09/10/2013

Details

[Deliverables](#) [Payments](#) [Documents](#) [Audits](#)

Main Information

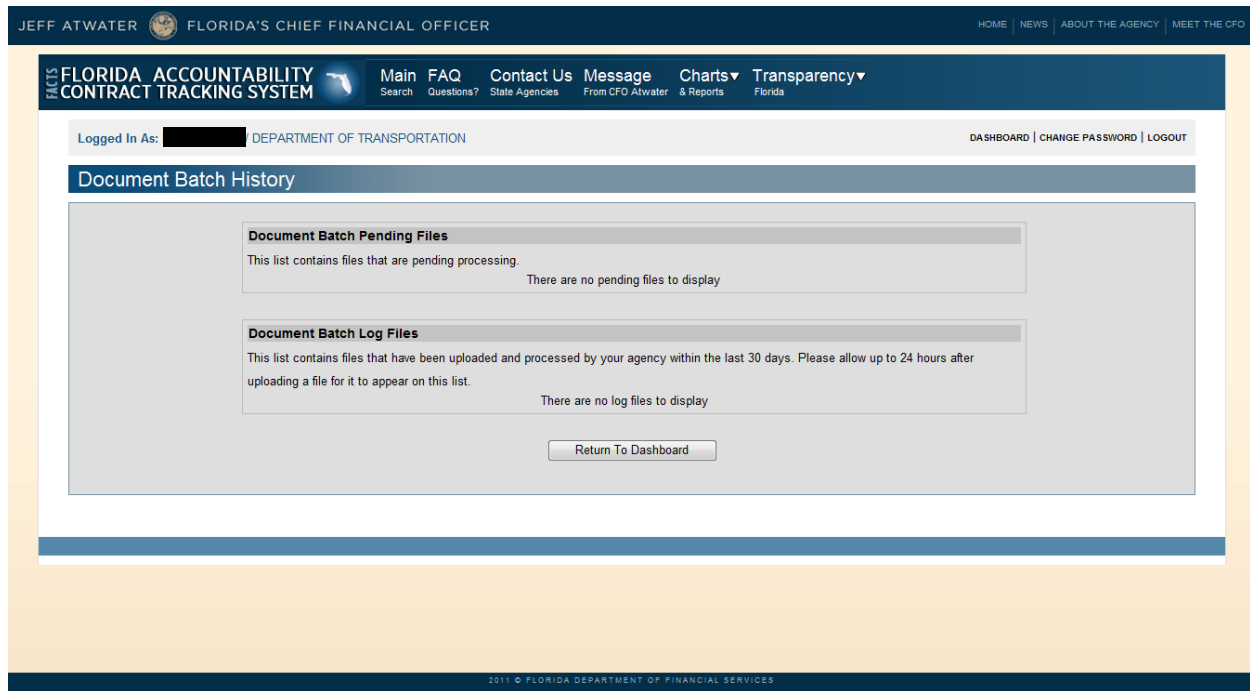
Agency Contract ID: abcdef
FLAIR Contract ID: 98715
Short Title: test
Long Title: test
Contract Type: Grant Disbursement Agreement
Contract Status: Active

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Exempt, Services or Commodities provided by Governmental Agencies, including contract with independent, non-profit college or university within the state [s. 287.057 (3) (f) 12, & s. 287.057 (22), FS]
State Term Contract ID:
Contract's Exemption Justification: Services or Commodities provided by Governmental

XLVII. View [Grant Award] Document Batch History

This functionality is for those agencies batch uploading their documents for Grant Awards pursuant to the FACTS Image Batch FTP File Format User Guide March 2014.



This web page lists the files uploaded and are pending processing by FACTS in the Document Batch pending Files section. The second section Document Batch Log Files lists the log files for uploaded files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

FACTS upload file naming convention is BACT_ Date and Time (YYYYMMDDHHMMSS) _, FACTS User ID_ Agency OLO.

FACTS log file naming convention is FilenameRecieved_YYYYMMDD_HHMMSS_Documents_Log.txt

The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. Clicking on the file name listed in the Document Batch Log Files section will open another window using Microsoft Notepad.

The resulting error record will be formatted as: Error: Error Description | Delimited record received.

Charts & Reports

Various charts and reports are avail to both the public and agency Users of FACTS. Clicking the Charts & Reports down arrow displays the following list of charts and reports.

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Number of Active Contracts by Agency

Number of Active Contracts by Contract Type

Contract Amount by Method of Procurement

Contract Amount by Agency

Contract Amount by Contract Type

Number of Open Purchase Orders by Agency

Purchase Order Amount by Agency

Purchase Order by Method of Procurement

Login

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https://apps8test.fldfs.com/SCRS/Charts/Default.aspx

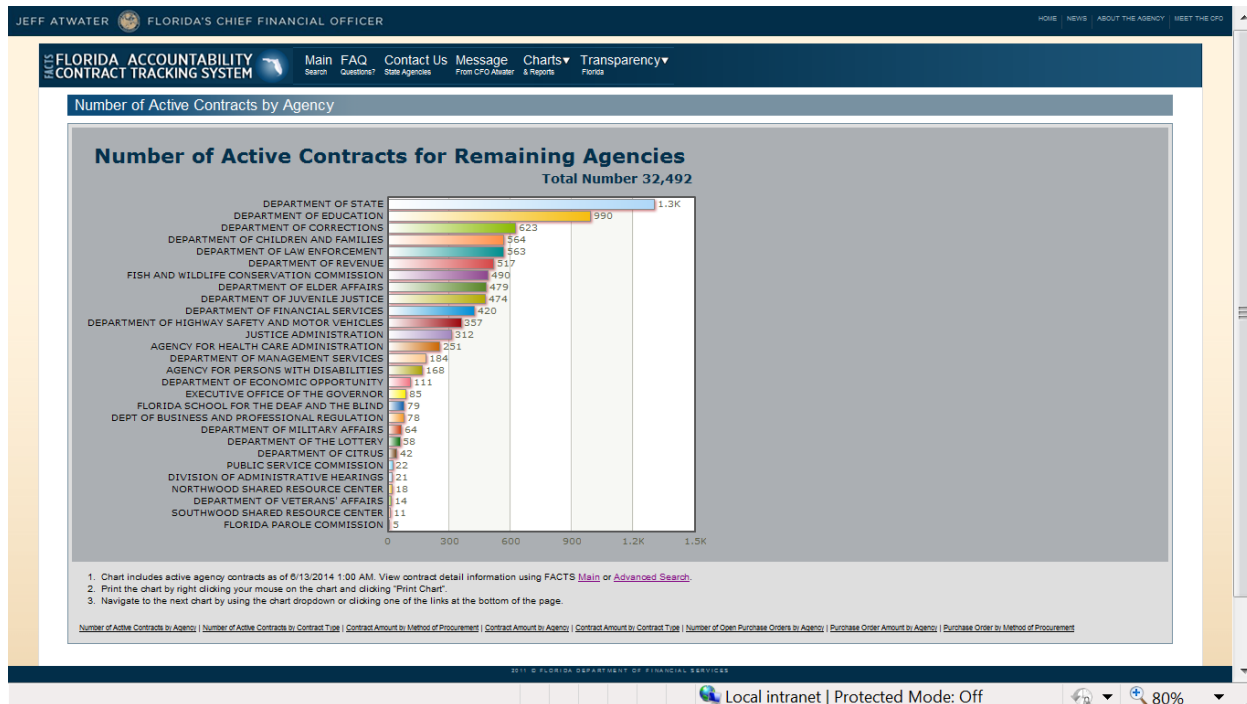
Local intranet | Protected Mode: Off

100%

Clicking “Number of Active Contracts by Agency” will display the following:



Clicking the “See Number of Active Contracts for the Remaining Agencies” displays the following:



The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. View contract detail information using FACTS [Main](#) or [Advanced Contract Searches](#).
2. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “Number of Active Contracts by Contract Type” will display the following:



The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. View contract detail information using FACTS [Main](#) or [Advanced Search](#).
2. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.
4. Click [here](#) to see Contract Type definitions.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “here” to see Contract Type definitions hyperlink displays the following:

Contract Type Definitions

Grant Award Agreements
The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity. Grant Agreements will not be required for inclusion in the FACTS system during the initial implementation of the system.

Grant Disbursement Agreements
Contracts for the expenditure of funds associated with either a Catalog of Federal Domestic Assistance (CFDA) number, a Catalog of State Financial Assistance (CSFA) number, or a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity. These contracts are identified using the vendor checklist to classify them as either vendors or sub-recipients. Contractors who are identified as vendors, should be classified as Contract Type = 30 – Standard Two-Party agreements by statute, and are required to be reported in FACTS. Contractors determined to be sub-recipients will not be required for inclusion in the FACTS system during the initial implementation of the system. They are scheduled for inclusion during phase five, which is scheduled to be implemented in 2013, but may be included earlier if the user agencies opt to do so.

Master Agreements
Agreements where the pricing is agreed upon at the point of execution. However, services are not authorized to begin until a separate contractual document is issued (i.e., task or work orders). Examples of this would be surveyor contracts issued by the Department of Environmental Protection or engineering and surveying contracts issued by the Department of Transportation.

MOU/MOA or Interagency Agreement
This is a two or more party agreement where the terms may not be specified in law. These agreements are typically between governmental entities. Both agencies should record the agreement in FACTS. If an agreement of this type does not result in a cost to the state then it is not required to be entered into FACTS.

Multi-Agency Participation Agreements
These are agreements where the pricing is agreed upon at the point of execution. However, multiple agencies are allowed to receive the services being provided by the Vendor. No separate written agreement is needed for the participating agencies to use the multi-agency contract. They would need a separate procurement document. An example of this is a State Term Contract that was procured by DMS or the court reporter contract that is procured by the Attorney General's Office.

No Ceiling/Rate Agreement
This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utility agreements and task directed rate agreements.

Purchase Order
This is an agency document used to formalize the purchase of services or commodities at a specific rate and/or terms. Purchase orders will not be included in the system as part of the initial implementation. They will be retrieved from My Florida Market Place and added to the system at a future date that will be negotiated by DFS and DMS.

Revenue Agreements
Contracts where revenue is received for goods and services provided on behalf of governmental entities. An example of this would be contracted concessions or food services, where the contractor manages the delivery of services and charges user fees for them, and then submits commissions back to the agency.

Settlement Agreements
An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. These agreements must have been approved by the CFO pursuant to Section 17.03, Florida Statutes.

Standard Two-Party Agreements by Statute
These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.

Three or More Party Agreement
This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.

1. Print the listing by right clicking your mouse on the listing and clicking "Print".
2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

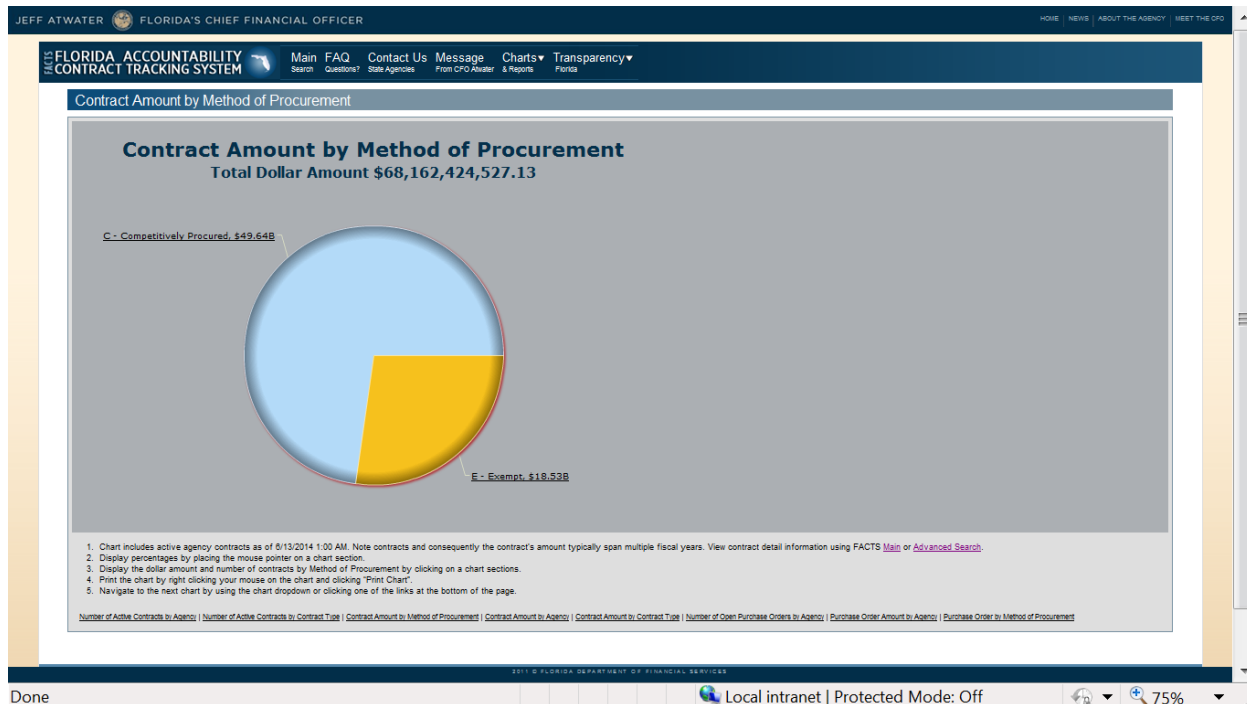
[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Print the listing by right clicking your mouse on the listing and clicking “Print”.
2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “Contract Amount by Method Procurement” will display the following:



The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS [Main](#) or [Advanced Search](#).
2. Display percentages by placing the mouse pointer on a chart section.
3. Display the dollar amount and number of contracts by Method of Procurement by clicking on a chart sections.
4. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
5. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking on a section of the pie chart displays the following listing:

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Competitive Method of Procurements

METHOD OF PROCUREMENT	CONTRACT AMOUNT	NUMBER OF CONTRACTS
Agency Invitation to Negotiate [s. 287.057 (1) (c), FAC]	\$10,886,558,260.77	775
DOT Invitation to Bid [s. 337, FS]	\$10,037,559,906.46	2626
Agency Request for Proposal [s. 287.057 (1) (b), FS]	\$8,162,588,294.69	1623
Consultants' Competitive Negotiation Act [s. 287.056, FS]	\$5,463,825,135.33	2543
DOT Request for Proposal [s. 334, FS]	\$5,304,603,014.67	163
Agency Invitation to Negotiate for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$4,793,096,611.00	79
Agency negotiated after receiving fewer than two responsive offers to a competitive procurement [s. 287.057(6) (5), FS]	\$1,226,421,558.65	115
Lottery - Competitive Solicitation [s. 24-106, FS]	\$886,969,225.00	12
Agency Invitation to Bid [s. 287.057 (1) (a), FS]	\$766,378,924.91	581
Request for Application, method of competitively awarding State/Federal grants to non-profits and other governmental entities.	\$728,775,626.76	2518
Alternate contract source - Purchase made from contracts let by the Fed. Gov., another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state [s. 287.042 (16), FS & Rules 60A-1.002 (4) (i), FAC]	\$443,946,589.24	193
State-Owned Office Building Lease through the Department of Management Services [s. 255.503, FS]	\$212,605,544.15	86
State Term Contract Purchase with Request For Quotes from Qualified Vendors [s. 287.042(2), & 287.056, FS and Rule 60A-1.044(2), FAC]	\$181,334,416.02	173
Leases more than 5,000 sq ft in a privately owned facility - must be obtained through competitive procurement [s. 255.249, FS and Rule 60H-1.015, FAC]	\$180,395,997.26	67
Leases less than 5,000 sq ft in a privately owned facility - may be obtained using quotes [s. 255.249, FS and Rule 60H-1.015, FAC]	\$90,031,724.11	197
State Term Contract Purchase without Request For Quotes from Qualified Vendors [s. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	\$79,912,565.79	154
Lottery - Competitive Quote [s. 24-106, FS]	\$57,037,612.83	10
Agency Invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$48,101,552.79	104
Agency Request for Proposal for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$26,039,354.19	19
Stay in Place/Replacement Lease - Fair Market Price Negotiations [s. 255.25(1)(3), FS]	\$25,009,268.02	25
Request for Application method of competitively awarding State/Federal grants to for-profit organizations.	\$15,965,929.32	41
Informal quoted purchase not exceeding Category Two - Request for Quotes [s. 287.056 (2), FS & Rule 60A-1.002 (4)(m), FAC]	\$10,952,029.54	982
Informal quote below the bidding thresholds for Public Property And Publicly Owned Buildings of \$200,000 [s. 255.0525, FS]	\$5,023,482.43	58
State Purchasing Agreement [Rule 60A-1.025, FAC]	\$997,449.30	34

1. Listing includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS [Main](#) or [Advanced Search](#).

2. Sort columns by clicking the column heading.

3. Print the listing by right clicking your mouse on the listing and clicking "Print".

4. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

Number of Active Contracts by Agency | Number of Active Contracts by Contract Type | Contract Amount by Method of Procurement | Contract Amount by Agency | Contract Amount by Contract Type | Number of Open Purchase Orders by Agency | Purchase Order Amount by Agency | Purchase Order by Method of Procurement

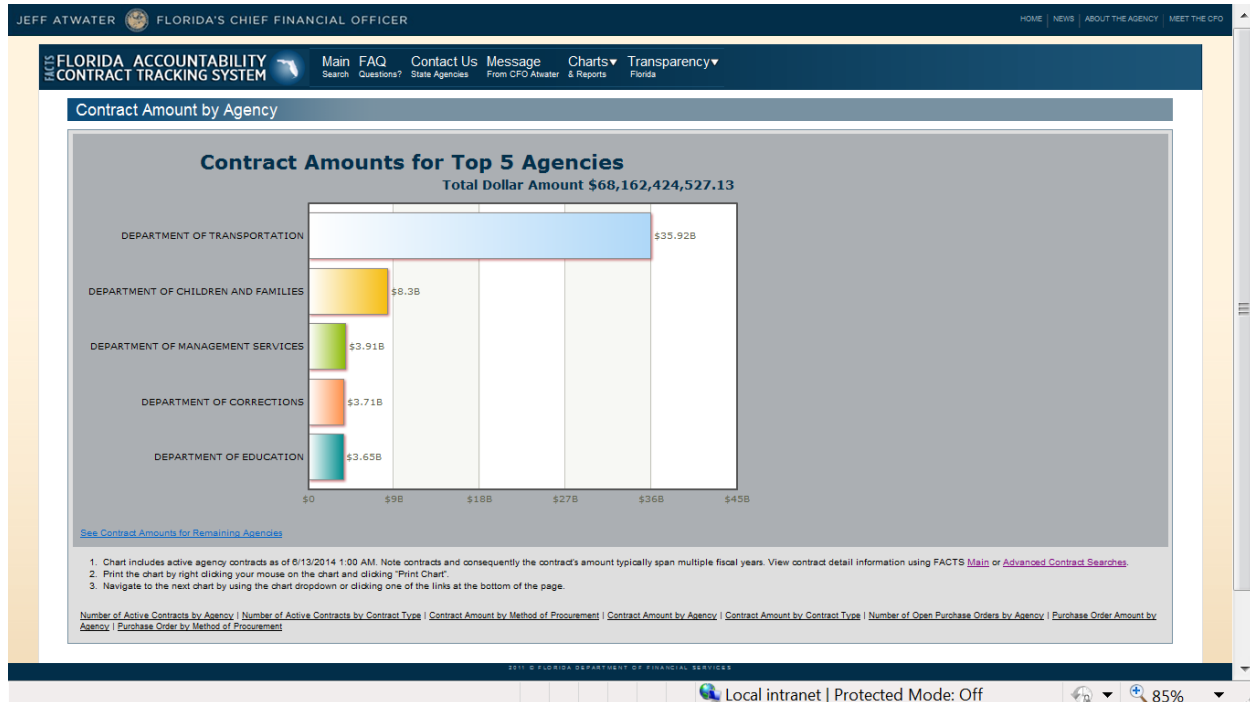
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The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

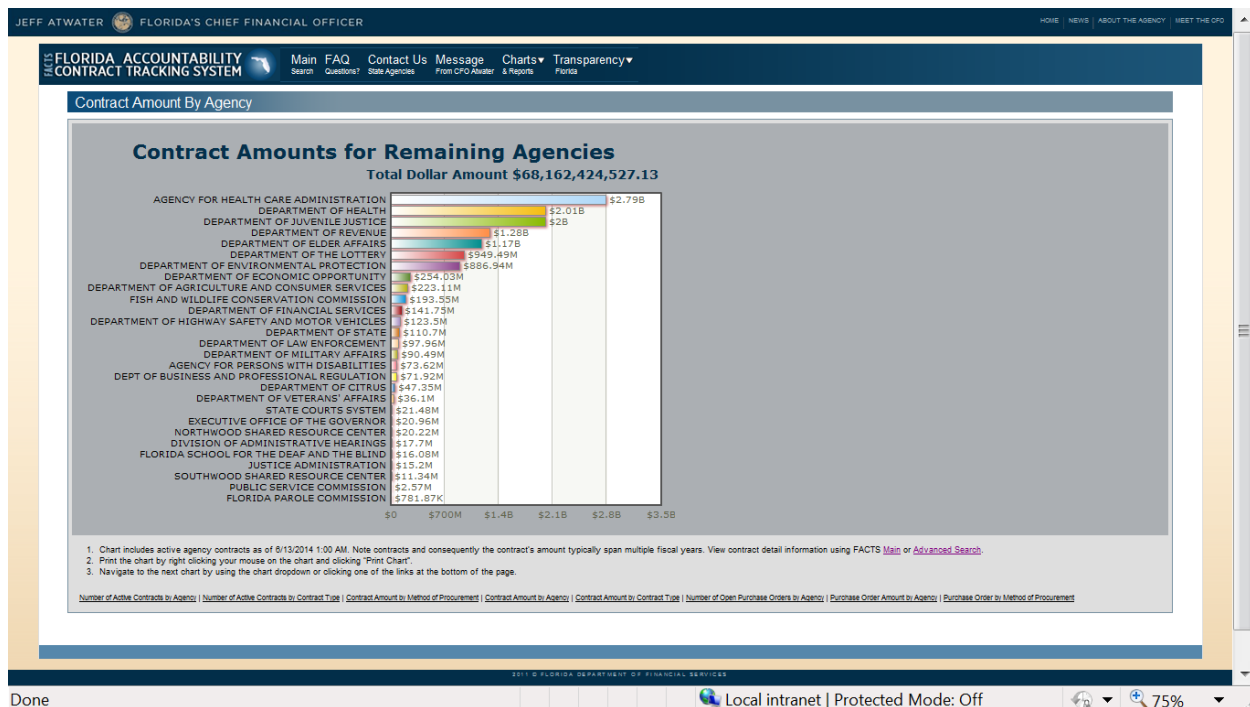
1. Listing includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS [Main](#) or [Advanced Search](#).
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4. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “Contract Amount by Agency” will display the following:



Clicking the “See Contract Amounts for the Remaining Agencies” displays the following:



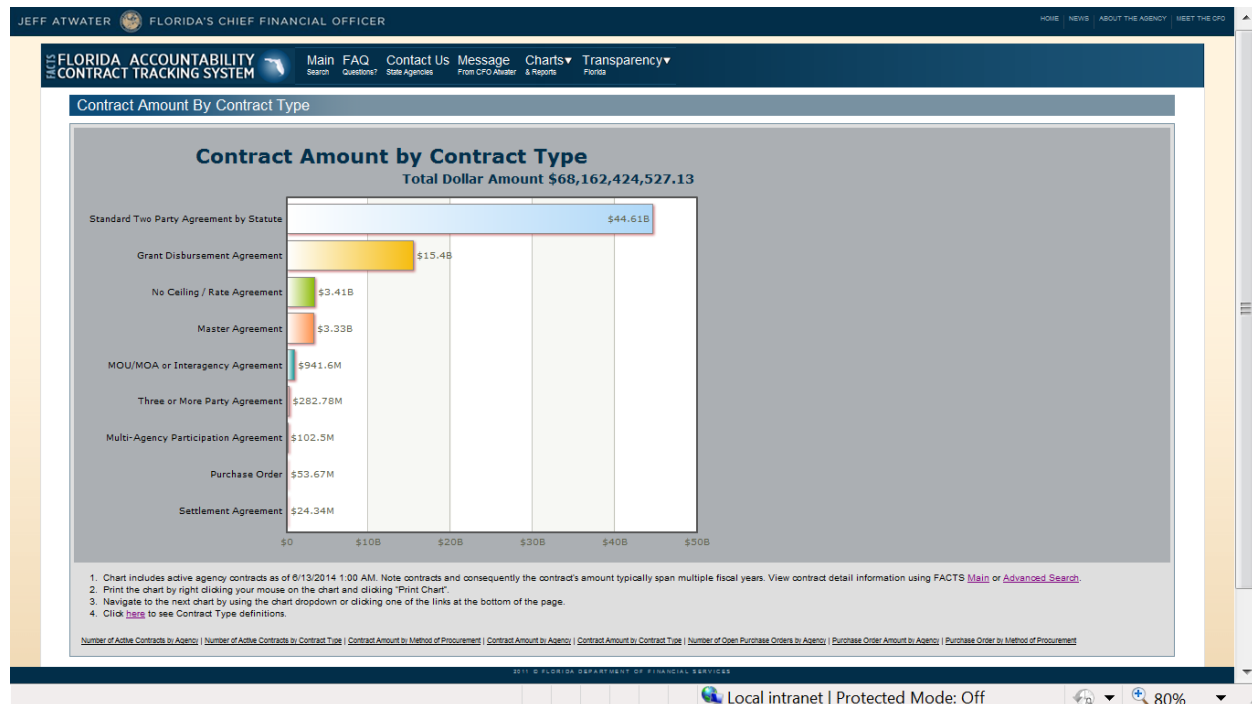
The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS [Main](#) or [Advanced Search](#).

2. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “Contract Amount by Agency” will display the following:



The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS [Main](#) or [Advanced Search](#).
2. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.
4. Click [here](#) to see Contract Type definitions.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “here” to see Contract Type definitions displays the following:

Contract Type Definitions

Grant Award Agreements
The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity. Grant Agreements will not be required for inclusion in the FACTS system during the initial implementation of the system.

Grant Disbursement Agreements
Contracts for the expenditure of funds associated with either a Catalog of Federal Domestic Assistance (CFDA) number; a Catalog of State Financial Assistance (CSFA) number; or a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity. These contracts are identified using the vendor checklist to classify them as either vendors or sub-recipients. Contractors who are identified as vendors, should be classified as Contract Type = SC – Standard Two-Party agreements by statute; and are required to be reported in FACTS. Contractors determined to be sub-recipients will not be required for inclusion in the FACTS system during the initial implementation of the system. They are scheduled for inclusion during phase five, which is scheduled to be implemented in 2013, but may be included earlier if the user agencies opt to do so.

Master Agreements
Agreements where the pricing is agreed upon at the point of execution. However, services are not authorized to begin until a separate contractual document is issued (i.e., task or work orders). Examples of this would be surveyor contracts issued by the Department of Environmental Protection or engineering and surveying contracts issued by the Department of Transportation.

MOU/MOIA or Interagency Agreement
This is a two or more party agreement where the terms may not be specified in law. These agreements are typically between governmental entities. Both agencies should record the agreement in FACTS. If an agreement of this type does not result in a cost to the state then it is not required to be entered into FACTS.

Multi-Agency Participation Agreements
These are agreements where the pricing is agreed upon at the point of execution. However, multiple agencies are allowed to receive the services being provided by the Vendor. No separate written agreement is needed for the participating agencies to use the multi-agency contract. They would need a separate procurement document. An example of this is a State Term Contract that was procured by DMS or the court reporter contract that is procured by the Attorney General's Office.

No Ceiling/Rate Agreement
This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utility agreements and task directed rate agreements.

Purchase Order
This is an agency document used to formalize the purchase of services or commodities at a specific rate and/or terms. Purchase orders will not be included in the system as part of the initial implementation. They will be retrieved from My Florida Market Place and added to the system at a future date that will be negotiated by DFS and DMS.

Revenue Agreements
Contracts where revenue is received for goods and services provided on behalf of governmental entities. An example of this would be contracted concessions or food services, where the contractor manages the delivery of services and charges user fees for them, and then submits commissions back to the agency.

Settlement Agreements
An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. These agreements must have been approved by the CFO pursuant to Section 17.03, Florida Statutes.

Standard Two-Party Agreements by Statute
These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.

Three or More Party Agreement
This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.

1. Print the listing by right clicking your mouse on the listing and clicking “Print”.
2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

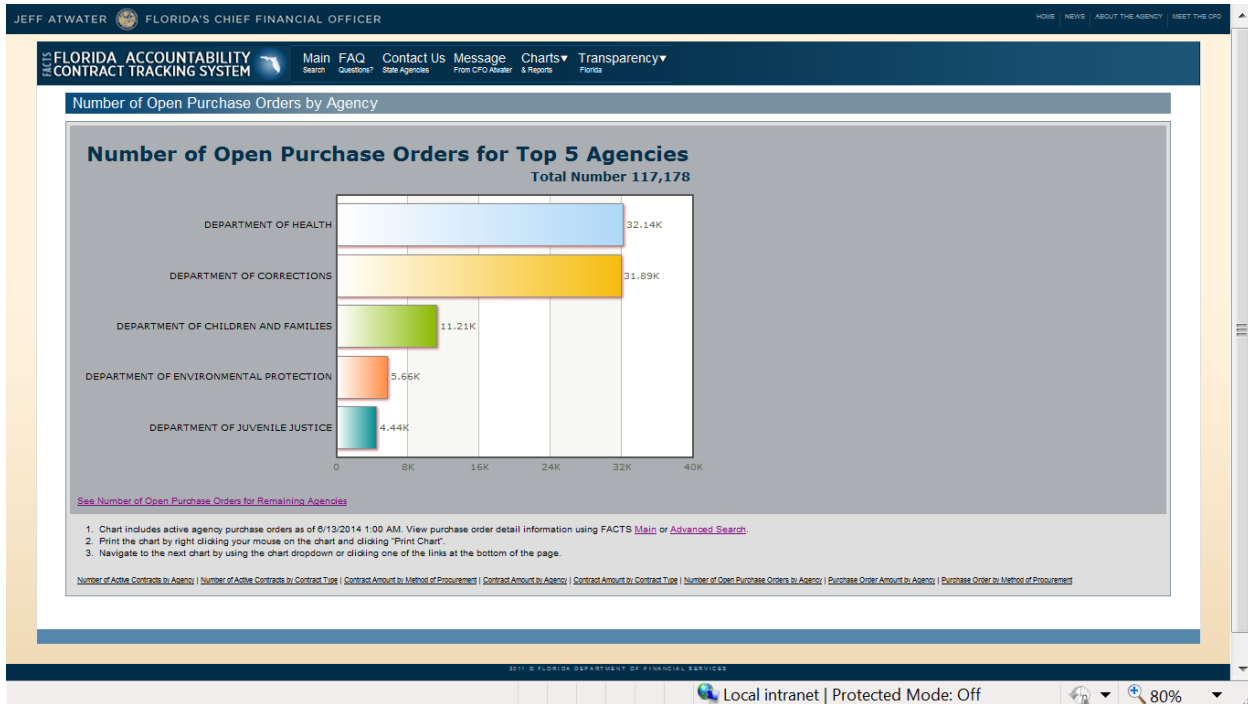
[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Print the listing by right clicking your mouse on the listing and clicking “Print”.
2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “Number of Open Purchase Orders by Agency” will display the following:



Clicking “See Number of Open Purchase Orders for Remaining Agencies”



The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency purchase orders as of 6/13/2014 1:00 AM. View purchase order detail information using FACTS [Main](#) or [Advanced Search](#).
2. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.

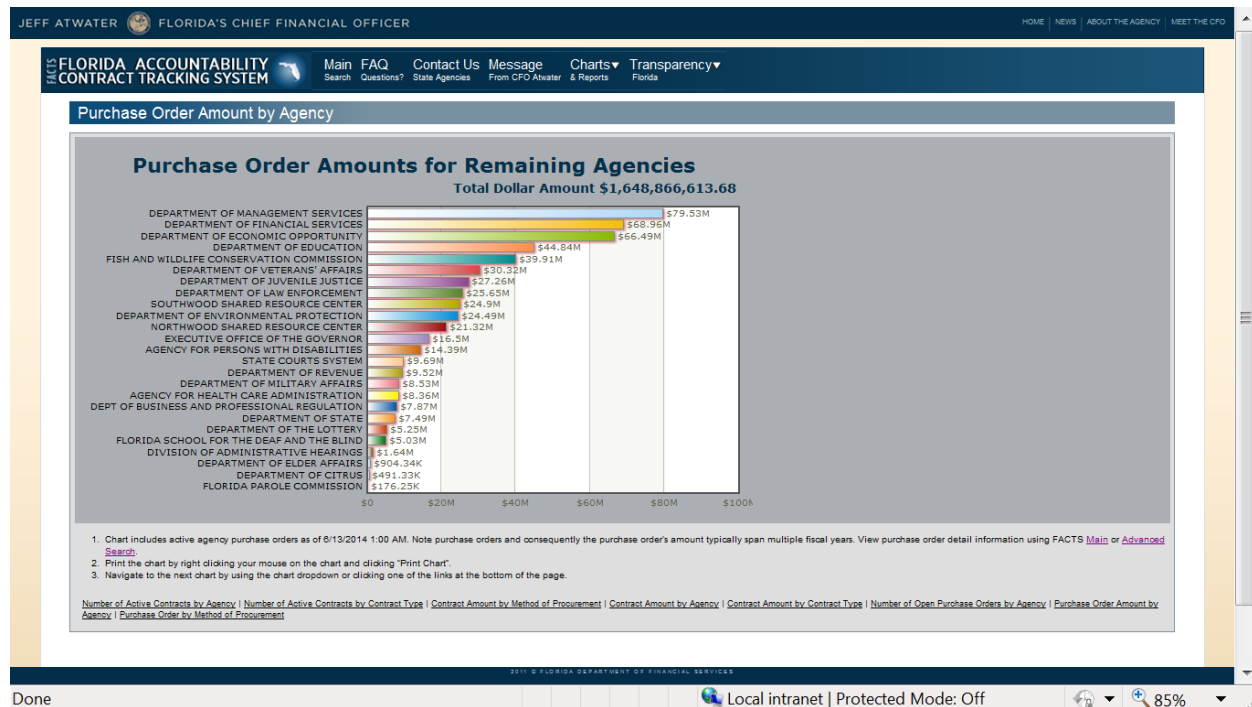
- Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “Purchase Order Amount by Agency” will display the following:



Clicking “See Purchase Order Amounts for Remaining Agencies” will display the following:

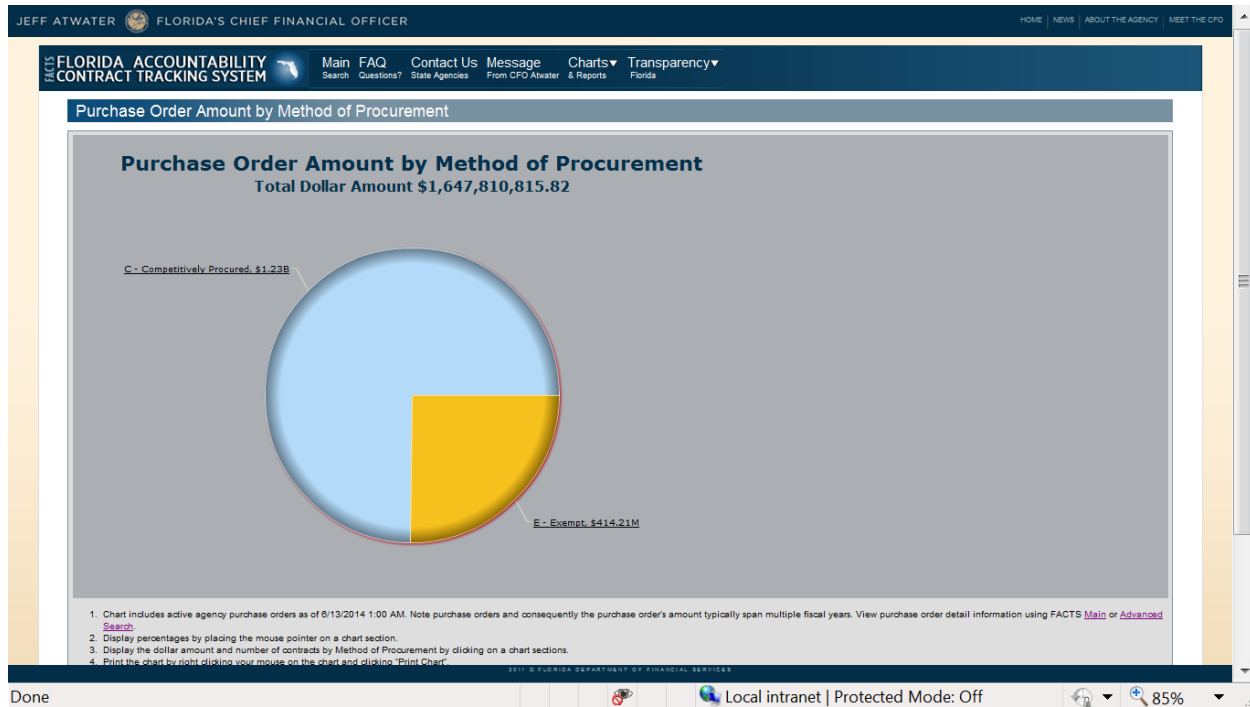


The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency purchase orders as of 6/13/2014 1:00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS [Main](#) or [Advanced Search](#).
2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking “Purchase Order Amount by Method of Procurement” will display the following:



The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency purchase orders as of 6/13/2014 1:00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS [Main](#) or [Advanced Search](#).
2. Display percentages by placing the mouse pointer on a chart section.
3. Display the dollar amount and number of contracts by Method of Procurement by clicking on a chart sections.
4. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
5. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Clicking on a section of the pie chart displays the following listing:

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

HOME | NEWS | ABOUT THE AGENCY | MEET THE CFO

FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Main FAQ Contact Us Message Charts Transparency

Search Questions? State Agencies From CFO Atwater & Reports Florida

Competitive Method of Procurements

METHOD OF PROCUREMENT	PURCHASE ORDER AMOUNT	NUMBER OF PURCHASE ORDERS
State Term Contract Purchase without Request For Quotes from Qualified Vendors [s. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	\$465,577,748.13	40011
Alternate contract source - Purchase made from contracts let by the Fed. Gov., another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state. [s.287.042 (16), FS & Rules 60A-1.002 (4) (i), FAC]	\$212,172,217.23	8535
State Term Contract Purchase with Request For Quotes from Qualified Vendors [s. 287.042(2) & 287.056, FS and Rule 60A-1.043 & 60A-1.044(2), FAC]	\$158,518,065.08	2220
Agency Invitation to Negotiate [s. 287.057 (1) (d), FAC]	\$148,814,716.29	498
Agency Invitation to Bid [s. 287.057 (1) (a), FS]	\$126,032,056.14	2828
Agency Request for Proposal [s. 287.057 (1) (b), FS]	\$51,209,126.01	355
Informal quoted purchase not exceeding Category Two - Request for Quotes [s.287.056 (2), FS and Rule 60A-1.002 (4)(m), FAC]	\$48,264,784.30	6630
Agency negotiated after receiving fewer than two responsive offers to a competitive procurement [S. 287.057(6 5), FS]	\$8,801,362.14	32
Agency Invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$5,200,976.49	56
Informal quote below the bidding thresholds for Public Property And Publicly Owned Buildings of \$200,000 [s. 255.0525, FS]	\$2,663,630.41	167
Agency Invitation to Negotiate for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$2,370,394.45	48
Consultants' Competitive Negotiation Act [s. 287.055, FS]	\$1,314,682.89	79
State Purchasing Agreement [Rule 60A-1.025, FAC]	\$1,308,206.21	153
Lottery Procurement [s. 24.105, FS]	\$801,808.45	57
Lottery - Competitive Solicitation [s. 24.105, FS]	\$240,300.00	2
Agency Request for Proposal for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$201,470.20	3
Lottery - Competitive Quote [s. 24.105, FS]	\$105,683.87	12

1. Listing includes active agency purchase orders as of 6/13/2014 1:00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS [Main](#) or [Advanced Search](#).

2. Sort columns by clicking the column heading.

3. Print the listing by right clicking your mouse on the listing and clicking "Print".

4. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

Number of Active Contracts by Agency | Number of Active Contracts by Contract Type | Contract Amount by Method of Procurement | Contract Amount by Agency | Contract Amount by Contract Type | Number of Open Purchase Orders by Agency | Purchase Order Amount by Agency | Purchase Order by Method of Procurement

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The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Listing includes active agency purchase orders as of 6/13/2014 1:00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS [Main](#) or [Advanced Search](#).
2. Sort columns by clicking the column heading.
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4. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#) | [Number of Open Purchase Orders by Agency](#) | [Purchase Order Amount by Agency](#) | [Purchase Order by Method of Procurement](#)

Frequently Asked Questions

1. What is transparency as it pertains to government procurement?

Governments and government agencies are some of the largest purchasers of goods and services. Given that government purchases are paid for by citizens, through taxes and fees, how government procures goods and services and the amounts it pays for them should be open for public scrutiny. Over 200 years ago, Thomas Jefferson, noting the importance of transparency, stated:

"We might hope to see the finances as clear and intelligible as a merchant's books, so that every member of Congress, and every man of every mind in the Union should be able to comprehend them, to investigate abuses, and consequently, to control them."

Unlike 200 years ago, governments now have the ability to make these books truly open to the public through the Internet. The Florida Accountability Contract Tracking System (FACTS) demonstrates Florida's commitment to public transparency.

2. What makes this transparent government website different from others?

The FACTS system serves as an extension of the way Florida state agencies manage and report their contracts to the public. This website is not historical data placed on the Internet for review that is occasionally updated, but contains current information that is regularly updated and audited. The Department of Financial Services will audit and publish findings of contract performance for the public to determine how well contracts are established and managed on the behalf of the citizens of Florida.

3. Why is the Department of Financial Services hosting the website?

The Department of Financial Services is tasked by state statutes to provide a way for all state agencies to report their contracts to the public. The Florida Accountability Contract Tracking System (FACTS) is the tool developed in response to legislative direction.

4. How do I view detailed contract, purchase order and grant award information?

On the Main Search page under Search, enter at least one-search criteria in the fields below. Search options are Agency Name, Vendor/rant Name, Dollar Value (includes Grant Award amount), Beginning and Ending Dates (includes Start and End Funding Dates), Agency Assigned Contract ID (not the FLAIR Contract ID), MFMP PO Number, Grant Award ID and Commodity Service Types. The search can be limited to only contracts; contact with published audits only (must click "Show Contract Only" radio button first to see and use the "Show Contracts with published audits" check box); only purchase orders and only grant awards by clicking the appropriate radio button at middle right of the web page. All of the result columns are storable from "A" to "Z" or "High" to "Low" except for Commodity/Service Type and View Audits link. FACTS provides an advanced search as well. Access the search by clicking on the "Advanced Search" hyper-link on the "Main Search" page. This search page allows a User to search by the

fields listed above as well as additional fields including Minority Vendor Designation, Minority Vendor Description, Fiscal Year of Execution and Method of procurement.

The Advanced Search also has three specific search parameters grouping for contracts, grant awards and purchase orders. Contract specific search parameters include FLAIR Contract ID, Contract Type, Contract Status, Administrative Cost, Periodic Increase and contract manager for logged in Users. Grant award specific parameters include Grant Award Type, Grant Award Status and Award Date. Purchase orders specific parameters Purchase Order Status and Order Date. The search can also be limited to only contracts; contact with published audits only (must click "Show Contract Only" radio button first to see and use the "Show Contracts with published audits" check box); grant awards only and only purchase orders by clicking the appropriate radio button in the middle of the page. Use the slide bar at the bottom of the results page to see across all the columns. Agency Name, Type, Agency Assigned Contract ID, PO Number, Vendor Name and Total Amount result columns sort from "A" to "Z" or "High" to "Low."

All the Commodity/Service codes available in FACTS are downloadable to a Microsoft Excel readable file by clicking on the "Download Commodity/Service Types" link and following the on screen instructions.

To view detailed information about a contract, in the Results section, select the linked "Agency Assigned Contract Id." On the following selected page, the text box titled "Summary" contains a general description of why the state agency has entered into an agreement with the vendor on behalf of the citizens of Florida. Scroll down for more details.

To view contract documents, including procurement documentation, click on the "Documents" tab. Clicking on the icon below "View" in the listing of documents opens the Portable Document Format (PDF) document for viewing and printing.

To view contract audit information, click on the "Audits" tab. Clicking on the icon below "View" in the listing of audits displays the "Audit Summary" and "Audit Findings" for selected audit.

To view detailed information about a purchase order, in the Results section select the linked "PO Number." On the following selected page, the text box titled "Summary" contains Purchase Order Title that provides why the state agency has issued the purchase order to the vendor on behalf of the citizens of Florida. Scroll down for more details.

To view grant award detail information, in the Result section select the "Grant Award ID" link. The following page displays the text box titled "Summary" containing the description that provides what a state agency doing with the grant on behalf of the citizens of Florida. Scroll down for more details.

5. How can I select reported contracts, grant awards and purchase orders for one agency? How can I see contracts, grant awards and purchase orders reported in the system for all agencies?

On the Main Search page under Search acts and, click the drop down arrow of the "Agency Name" field to select the agency you are interested in. Click the "Search" button below to see all contracts, grant awards and purchase orders posted under that agency. To see contracts, grant awards and purchase orders across all agencies, select "All Agencies" from the drop down arrow of the "Agency Name" field. Please be advised that it may take several moments to return the results of a search of all agencies' contracts, grant awards and purchase orders. Note: You can refine your search and return better targeted results by providing search criteria in other fields.

6. How can I search for contracts, grant awards and purchase orders within a specific timeframe?

On the Main Search page under Search the "Begin" and "End" fields can be used independently or together to refine the contract, grant award and purchase order periods that you are searching. You can type the date (MM/DD/YYYY) in the fields and select the "Search" button below.

7. How do I search for vendors or those who provide services to the state?

On the Main Search page under Search, search by Vendor Name. The complete vendor name is not needed to receive a search result. Enter, at the least, the first three letters of the vendor name in the "Vendor Name" field, and then select the "Search" button below. If the contract or purchase order you are searching for is not displayed, please contact the appropriate agency to request additional information by selecting the "Contact Us-State Agencies" button on the FACTS website.

8. How do I search for grantors who provide grants to the state?

On the Main Search page under Search, search by vendor/grantor name. The complete grantor name is not required. Enter at the least the first three letters of the grantor name in the "Vendor/Grantor Name" field, and then click the "Search" button. If the grant award is not displayed, please contact the appropriate agency using to the "Contact Us-State Agencies" button on the Florida Accountability Contract Tracking System (FACTS) website.

9. How do I search contracts, grant awards and purchase orders between dollar values, for example, all contracts and purchase orders between \$1,000 and \$10,000 or grant awards between \$1,000 and \$10,000?

On the Main Search page under Search, search by Dollar Value. To see contracts, grant award and/purchase orders within a certain value range, enter a numerical value in the "From" field and a greater value in the "To" field. To see contracts, grant awards and purchase orders with a value starting at a certain dollar amount, enter that number in the "From" field and leave the "To" field blank. To see all contracts, grant awards and purchase orders up to a certain dollar amount, leave the "From" field blank and enter your search value in the "To" field.

10. How do I search for goods (things purchased) or services (things performed) for the state?

On the Main Search page under Search, search by Commodity/Service Type. To find a particular service performed on behalf of the state, or a commodity that was sold to the state, select an option from the "Commodity/Service Type" field. This helps you quickly navigate through as many as 4,000 potential commodity/service types. Once you select a commodity group, click on the "Search" button. To view the available commodities/service types, please click [here](#) to open, and/or save, the complete list

11. How do I download my search results?

On the Main Search and Advanced Search page under the Search section, the Results section will return the list of contracts and purchase orders that meet your criteria. On the right side above, the list is the "Download Results" button. Click this button and you will be prompted with a popup asking "Do you want to open or save this file?" By selecting the "Open" or "Save" link you will have access to the data in a spreadsheet. When you open the file, it will open in your spreadsheet application such as Microsoft Excel or OpenOffice CALC. If you see "#####" characters in a column, this indicates that the data is wider than the default width set in your software application. Expand the column width and the "#####" characters will be replaced with the actual contents of the field.

12. Why do some contracts contain a contract total, but no budget records providing additional information?

Some contracts, including Master Agreements, Task Order Contracts, Lease Agreements or Construction Agreement Contracts, have funds budgeted to them, however, until a certain need for goods and/or services arises, no money is committed to be spent. As such, these types of contracts will initially show the ceiling dollar values (maximum potential value of the contract) of the total contract, and not until goods and/or services are needed and requested will actual dollars spent be reported in the contract tracking system.

13. Why are there contracts with zero dollar (\$0) amounts listed as the contract value?

In most instances, a zero dollar amount contract is establishing agreed upon terms and conditions. The obligation of funds will be handled by a different mechanism. For example, a master agreement has been executed for agreed upon terms and conditions without a dollar amount. The agency entering into the master agreement will issue task work orders that authorize funds when the work is needed. A state term contract also establishes agreed upon terms and conditions but does not establish a dollar amount. Each agency will issue purchase orders against the state term contract to obligate funds for the services being requested.

14. Why did a contract or purchase order not show up in the search results? Why did my search return the message "No results found for the search criteria"? Please refine your search?"

The contract may have been recently created and has not yet been added to the website by an agency's contract manager; the contract or purchase order is exempt or confidential; the contract ended prior to February 29, 2012; or the purchase order was issued prior to July 1, 2013 and had no payments on the purchase order after July 1, 2013. At any time, you may inquire or submit a

public records request to the appropriate agency to receive additional information. To do so, please select the "Contact Us-State Agencies" button on the FACTS website to search for the agency issuing the purchase order or managing the specific contract.

15. What happens if a vendor changes names while under a contract with the state?

Some vendors do change their names while supplying products or services to the state. Reasons for a name change could be that a vendor has merged with another company or has been bought out. This should be reflected in the amendments section of the contract or under the contract change section of the contract information.

16. Why are some vendors listed several times in the system with slightly different names?

Over the years, agencies have entered variations on vendor names in the accounting system. Try searching by typing in the first three letters of the vendor name or the acronym that the business might be doing business as. If you cannot find the vendor, please contact the appropriate agency to request additional information by selecting the "Contact Us-State Agencies" button on the FACTS website.

17. If I have a terminated agreement and I have not made the final payment, should I go ahead and close the contract?

An agreement should stay active in FACTS until the final payment is made. Closing an agreement in FACTS causes an update to the Contract Information File in FLAIR to close the agreement in FLAIR. Once this occurs, any attempted payment made against the agreement will be rejected.

18. I entered the FLAIR Contract ID incorrectly and have already clicked the "Finish Contract" button; can I go back into the FACTS and edit the number?

The FLAIR Contract ID field is a key field in FACTS and FLAIR; it cannot be changed. However, two options are available when this occurs:

- a. Re-Enter the contract with the correct FLAIR Contract ID and request deletion of the incorrect one by the FACTS Team – keep in mind FLAIR Contract IDs cannot be reused for 10 years.
- b. Enter the contract with the correct Contract ID and then place the incorrect one in an inactive status. With this option, the FLAIR Contract ID number cannot be used on a payment and the contract will not be viewable by the public, but keeps the FLAIR Contract ID number available for future use during the 10-year period. If you need to use the number all fields with the exception of the FLAIR Contract ID field can be edited to reflect the information in the new contract.

19. I entered a Contract/Grant Disbursement Change or Grant Award Amendment (Amendment) in error how do I delete the Contract/Grant Disbursement Change or Grant Award Amendment?

The Amendment Reference Number is a key field that cannot be deleted. If an Amendment has been added to a Contract/Grant Disbursement or Grant Award in error the amount should be changed to reflect \$0.00 and the description field should be updated to indicate that the Amendment was entered in error.

20. What is Account Code Correlation and how does this affect payment I make against an agreement?

All Account Codes entered on the Budget Screen in FACTS are provided to the FLAIR Contract Correlation file; validating current year and prior year only. When processing a payment in FLAIR the contract number on the transaction must be associated with one of the account codes entered in order for the payment to pass the processing edits. If a payment is entered and the account code has not been passed to the FLAIR Contract Correlation file the payment will be rejected. Only the account codes are passed to the FLAIR Contract Correlation file not the budgetary amounts for the account codes.

21. I have Contracts/Grant Disbursements or Grant Award associated with Inactive vendors/grantors, what should I do?

Active Contracts/Grant Disbursements and Grant Awards in FACTS should have only active Vendor/Grantor IDs assigned to them since it assumed that payments are still being made on them or receipts are still being received for grant awards. You must update any inactive Vendor/Grantor IDs on active contracts or grant awards with active Vendor/Grantor IDs (See XVII View Active Contract/Grant Disbursement Agreements with Inactive Vendors or XL View Active Grant Award Agreements with Inactive Grantors). If the contract/grant disbursement agreement is complete, place it in “Closed/Expired” status. If the grant award is complete, place it in “Closed”, “Inactive for Ongoing Reporting” or “Inactive Pending Property Action”. This status will maintain the information displayed for both active and inactive Vendor/Grantor IDs.

22. I have active Contracts/Grant Disbursements with past “Original End Date” or “New End Date”, what should I do?

Agreements must stay in active (“Active”, “Renewal” or “Extended”) status until the last payment processes through FLAIR. However, active agreements with “Original End Date” or “New End Date” several months in the past need investigation to determine if the agreement status or end date need to be changed. Once the last payment is recorded in FACTS, the agreement’s status should be changed to “Close/Expired”. If the agreement has been renewed or extended a “Change Record”, establishing a new end date needs to be in FACTS.

23. I have active Grant Award with past “Original Funding End Date” or “New Funding End Date”, what should I do?

Grant awards must stay in active (“Active”) status until the last receipt processes through FLAIR. However, active grant awards with “Original Funding End Date” or “New Funding End Date”

several months in the past need investigation to determine if the agreement status or funding end date need to be changed. Once the last receipt is recorded in FACTS, the grant award's status should be changed to "Closed", "Inactive for Ongoing Reporting" or "Inactive Pending Property Action". If the grant award has been renewed or extended an "Amendment", establishing a new funding end date needs to be in FACTS.

24. How should I record a Cost Reimbursement agreement's original contract amount and deliverable prices in FACTS?

A Cost Reimbursement agreement's budgeted amount should be entered as the "Original Contract Amount" since there is no reasonable way to determine the agreement's total cost until all the work associated with it has been completed. Deliverables should be entered as described in the agreement's scope of work with zero "Deliverable Price" and "Price cannot be determined until the work has been completed" for "Method of Payment". However, if the agreement provides that the contractor is reimbursed based on fees or formulas established in the contract, i.e. \$100 per patient treated but not less than \$1,000 a month, then the "Deliverable Price is still zero but, the "Method of Payment" should be one of the following that best describes how the reimbursement is determined:

Cost Reimbursement	A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Usually with a not to exceed maximum.
Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.
Cost Reimbursement Plus Percentage of Cost	Contracts pay a fee that rises as the contractor's costs rise. Because this contract type provides no incentive for the contractor to control costs it is utilized.
Cost Reimbursement Plus Incentive Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.
Cost Reimbursement Plus Award Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.

In addition, the method of determining the reimbursement amount for the deliverable should be described in the "Performance Metric" field, which allows for 2,000 characters, i.e. \$100 per patient treated but not less than \$1,000 a month.

25. I have noted incorrect information in a MFMP purchase order in FACTS. How do I get this information corrected?

Since MFMP purchase order information is batch loaded into FACTS from MFMP there are no edit pages in FACTS for purchase orders. Any corrections needed to a MFMP purchase order must be made within MFMP. The corrected purchase order information will be batch loaded to FACTS the following workday.

26. What is a “Revenue Agreement”? Are revenue agreements required in FACTS?

For FACTS, a revenue agreement has services provided, the customer paying a fee and the funds reported as revenue for the state. Agencies are not required to record Revenue Agreements in FACTS. However, if an agency wants to record the agreement in FACTS, enter the agreement using the “Add New Contract” function with a contract type of “Revenue Agreement”.

27. Are agencies required to use Grant IDs on grant related FLAIR disbursement transactions?

DFS does not require the use of Grant IDs on grant related FLAIR disbursement transactions.

28. Are agencies required to use Grant IDs on grant related FLAIR receipt transactions?

DFS does not require the uses of Grant IDs on grant related FLAIR receipt transactions. However, if an agency uses Grant IDs on grant related FLAIR receipt transactions, they display in FACTS.

29. Are agencies required to record state appropriated financial assistance as a grant award in FACTS?

Agencies are required to record State appropriated financial assistance having a CSFA number or a state program appropriation determined to require a CSFA number after completing the Florida Single Audit Act State project Determination Checklist in FACTS as a Grant Award. A copy of the DFS-A2- PD Florida Single Audit Act State project Determination Checklist is available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>.

30. What determines a federal grant award?

Documentation from the federal agency awarding the federal funds. Examples: An agency submitted application and a letter from the federal agency approving the application. Documentation supporting the establishment of the CFDA number at the grant level.

31. What determines that funds provided by a local government or non-profit organization is grant award?

The local government or non-profit organization documentation explaining the purposing of transfer or award of the funds to the agency. If the funds are for the payment of services provided by the agency, it is a contract payment and not a grant award. If the funds are for funding a project or program conducted by the agency, it is a grant award.

32. Do agencies receiving state or federal financial assistance funds from another State agency need to record a Grant Award in FACTS?

Agencies receiving part or all of the state or federal financial assistance funds from another State agency do not need to record a Grant Award in FACTS. The agency who initially received the state or federal financial assistance funds should have recorded a Grant Award in FACTS. However, if agency wants to record a Grant Award in FACTS for the funds, they are to use the same CFDA or CSFA that the other State agency used on their Grant Award.

33. Will FACTS include all transactions with a Grant ID Number, including TR 58s or TR96s, as examples? If so, how will they be reflected? Will the public see the agency assigned voucher number, invoice, and/or the description field?

Nightly Departmental FLAIR will provide FACTS the input side of all daily detail transactions from the Daily Departmental Work file with a General Ledger code of “6XXX”, “Grant ID” is not null (Grant ID is identified as a FACTS Grant), and “Statewide Document Number” is not null, and all Departmental FLAIR Transaction Number 11s with “General Leger” equals 6XXXX and “Grant ID”, is not null, excluding Transaction Numbers 07, 08, 09 and 16 as well as any Master File purge transactions. Departmental FLAIR transactions will exclude any transactions with a Prior Period Indicator (PPI) equaling “Y” for the period July 1, 2013 through June 30, 2014 only and any transactions with PPI equals “M” in July 2013 only.

Based on these extract parameters, Departmental FLAIR transactions TR 58s and TR96s should be included in the nightly extract.

The transactions displayed to the public on the “Receipts” tab of the Grant Award with the following information:

- Statewide Document Number
- Agency Document Number
- Grantor Name
- Amount
- Letter of Credit/Sub Account #
- FLAIR Receipt Account Code segments
- Date - indicates the date the receipt/transaction was recorded in FLAIR, not the date the receipt was received

34. I entered the [FLAIR] Grant ID incorrectly and have already clicked the “Finish” button; can I go back into the FACTS and edit the number?

The [FLAIR] Grant ID field is a key field in FACTS and FLAIR; it cannot be changed. However, two options are available when this occurs:

- a. Re-Enter the grant award with the correct FLAIR Contract ID and request deletion of the incorrect one by the FACTS Team – keep in mind FLAIR Grant ID’s within an agency cannot be reused for 10 years.
- b. Enter the grant award with the correct grant id and then place the incorrect one in an inactive status. With this option, the [FLAIR] Grant ID number cannot be used on a deposits/receipts and the grant award will not be viewable by the public, but keeps the [FLAIR] Grant ID number available for future use during the 10-year period. If you need to use the number all fields with the exception of the [FLAIR] Grant ID field can be edited to reflect the information in the new grant award.

35. If records in FACTS are available to the agency staff and the public for 10 years, how does this affect the record retention schedules?

Section 215.985, FS -Transparency in government spending requires the data be available to the public for 10 years. Agencies should contact their legal office for guidance on this issue.

36. Can you edit Amendments and Task Assignments in FACTS Contracts Module?

You can edit anything on the Change/Amendment page except for the “Agency Amendment Reference”.

37. Where can we find batch templates for the FACTS Grants Uploads?

There two methods of batching Grant Awards to FACTS. One is via the on-line “Upload Grant Award Info” which use only Excel files. The guide and template has been posted the A&A’s Manuals – Florida Accountability Contract Tracking System (FACTS) website at <http://www.myfloridacfo.com/Division/AA/Manuals/default.htm>. The other method is FTP Batch upload. The guide has been posted the A&A’s Manuals – Florida Accountability Contract Tracking System (FACTS) website at <http://www.myfloridacfo.com/Division/AA/Manuals/default.htm>.

38. A voucher is current in return status for reason code “4A”. However, it shows in FACTS as being paid. It is causing a problem with the agency’s expenditures; is there anything that can be done to correct this?

The reason the voucher shows in FACTS is because the agency vouchered the payment. There is a note on the Payment Details page that reads "Date in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued". Should the voucher get deleted in Voucher Audit, it will no longer appear on the Payment Details page.

39. How will the FACTS system for grants relate to the CSFA? Is there currently or in the future any relationship between the two?

There will be a page to enter CSFAs for a grant in FACTS but it is not required and will not have any effect on recording receipts in FLAIR. There are currently no plans to edit CSFAs recorded on grants in FACTS against FLAIR transactions.

40. Vendor name changed but when I try to find the new name in FACTS, it cannot be located. The FEID number still lists the old vendor name. However, when I search for the vendor in MFMP, the new name shows up with the correct FEID #.

On rare occasions, MFMP and the Statewide Vendor File used by FACTS get out of sync. The problem should be reported to the Bureau of Vendor Relations for corrective action (850-413-5516) or at StatewideVendorFile@myfloridacfo.com.

41. Do all agency personnel processing payments for contracts and grant disbursement agreements require sign-in access to FACTS to print the Contract Summary Form in FACTS?

No, for those individuals who do not have FACTS sign in access may use the following link to accesses and print the appropriate Contract Summary Form:

http://www.myfloridacfo.com/aadir/summary_csa.htm

- 42. Does a contract or grant disbursement agreement budget record with a FLAIR 29 digit account code but zero in the amount field prevent an agency from making FLAIR payments on the contract or grant disbursement agreement?**

No, the budget record amount in FACTS has no bearing on making FLAIR payments on contract or grant disbursement agreements.

- 43. We need to get the current year contracts for our agency but when we input Beginning and/or Ending Dates we do not get a listing of the Multi-Year contracts. Is this something FACTS is working on?**

The reason you may not be getting your Multi-Year contracts is because you are using the Beginning and/or Ending Dates as Fiscal Year instead of contract periods. To get Multi-Year contracts the End Date is more like "6/30/2020". You may have entered the Agency Assigned Contract ID so FACTS would try to find a contract for your agency with an Agency Assigned Contract ID equaling the value you entered and having a contract Beginning Date equaling or greater than "7/1/201X" and Contract Ending Date equaling or less than "6/30/1X". When you search for your agency without an Agency Assigned Contract ID and Begin Date of 07/01/201X and Ending Date of 06/30/2020, FACTS returns Multi-Year contract results.

- 44. Does info (change of Vendor ID for example) entered into FACTS overnight update to FLAIR or immediately update?**

Changes to the vendor or any other information sent to FLAIR on a FACTS records updates FLAIR overnight.

- 45. Currently our agency inputs purchase orders in MFMP for the ITBs that we process. I am aware that all PO's are put into FACTS automatically and we do not have to input [them]. I was reading the Agency Addressed Memo #26 and it states all agencies must have all required procurement document images uploaded into FACTS by April 2, 2014. This does apply to the ITB documents that we currently procure correct?**

Yes, it applies to your current contracts' ITB documents.

- 46. Please direct me where to find information to identify specific procurement documents to use/upload for "exempt" contracts that were not a part of a formal competitive solicitation.**

There is not a list of specific procurement documents to use/upload for "exempt" contracts that were not a part of a formal competitive solicitation. Since the procurement was "exempt" from competitive solicitation, it is recommended that any documentation that was used to document the files for the non competitive procurement process of the contract be included.

- 47. If my understanding is correct, the creation of Florida Accountability Contract Tracking system consolidated the Senate State Contract Management System, the CFO Non-Competitive Solicitation of Commodities and Services reporting, and the Departmental FLAIR Contract subsystem. With this change, direct entry (update ability) into FLAIR was removed but I could not find out what happens to the Senate or CFO Non-Competitive systems. Are they still being used as designed and now the data is being batch uploaded to the FACTS system? Do state personnel still input directly into the Senate and CFO Non-Competitive systems or is everything directly entered in the FACTS?**

To our knowledge, the Senate system is no longer being used by the agencies. The CFO Non-Competitive system is no longer operational. The information that was required to be entered in the CFO Non-Competitive system is now being entered in FACTS pursuant to CFO Agency Addressed Memorandum No. 32, 2011-2012.

- 48. If I understand correctly, sensitive or confidential contract information is not required to be entered in FACTS by the state agencies. State agencies are allowed to use their discretion or there general counsel for direction to handle sensitive or confidential contract information. For these types of contracts, do agencies have to input some baseline information regarding contracts/grants deemed as sensitive or confidential or is the entire contract left un-entered (public cannot see anything in regards to that contract)?**

Agencies are not required to enter anything in FACTS for agreements considered sensitive to individual's safety or confidential under federal or state law. For those agencies wanting to record contracts in FACTS with sensitive or confidential contract information, we have added functionality to FACTS in the form of a checkbox – “Do not publish this Contract on the FACTS public website” used to indicate if the contract contains confidential and/or exempt information pursuant to Florida law and that the contract/disbursement agreement must not be published to the FACTS public website. It triggers a User message box when clicking the “Finish Contract” or “Finish Grant Disbursement” button at the conclusion of contract/grant disbursement agreement entry, requiring a confirmation that the Contract/Grant Disbursement Agreement contains information that is confidential and/or exempt pursuant to Florida law. If the checkbox is not checked, it triggers a User message box when clicking the “Finish Contract” or “Finish Grant Disbursement” button at the conclusion of contract/grant disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement Agreement does not contains information that is confidential and/or exempt pursuant to Florida law.

- 49. I tried to enter a CFDA or CSFA number on a Contract/Grant Disbursement/Grant Award and get the following error message; “CFDA Code is invalid “ or “CSFA Code is invalid” but I know the number is valid because it is on the Federal CFDA website or the CSFA was provided to my agency by another state agency.**

In order for FACTS to display or accept a code value, the CFDA or CSFA code must be in FLAIR. If the code does not appear in the FACTS listings, follow the request procedures below:

Procedures for Requesting Catalog of State Financial Assistance (CSFA) numbers for New State Projects:

The Agency completes and submits the following documents for review to the Department of Financial Services (Teresa.Weeks@MyFloridaCFO.com):

Florida Single Audit Act State Project Determination Checklist (DFS-A2-PD)

Florida Single Audit Act Agency Request - New Number (DFS-A2-AR)

Florida Single Audit Act State Project Compliance (DFS-A2-CS)

Forms are available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>

DFS verifies that a state project has been determined on the State Project Determination Checklist and confirms budget data with both the GAA and the legal authority provided on the request.

Once confirmed, DFS assigns a unique CSFA number to the project, adds the new CSFA number in FLAIR, and notifies the Agency.

Procedures for Requesting Catalog of Federal Domestic Assistance (CFDA) numbers:

The Agency submits a email request to **NewAccountCode@MyFloridaCFO.com**

DFS verifies the code with the Catalog of Federal Domestic Assistance website and that the code does not currently existing in FLAIR.

Once confirmed, DFS adds the new CFDA number in FLAIR, and notifies the Agency.

50. My agency makes payment on a contract using grant money; how do I determine if the contract should be entered in FACTS as Contract or Grant Disbursement Agreement?

The contracts being paid using the grant funds would have to be evaluated using the Recipient/Sub-Recipient vs. Vendor checklist to determine if there is a vendor or sub-recipient contracts. Recipient/Sub-recipient contracts would be entered in FACTS as “Grant Disbursement Agreement”.

The checklist can be obtained at: <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>

51. Where can I find FACTS contract, procurement document, grant disbursement agreement and grant award documentation redaction requirements?

FACTS does not have documentation redaction requirements. Each agency must develop their own documentation redaction policies and requirements to meet the State’s exemption and confidential statues. This is a link to PowerPoint presentation “FACTS Roundtable Meeting - Transparency and Redaction” held September 27, 2013:

<http://www.myfloridacfo.com/Division/AA/FACTSReporting/FACTSRoundtableMeeting92713.pdf>

- 52. Every month we print a listing of our POs written that month. We used to do this through Myflorida.com, Market View Reports. With the changes made on Dec. 31, 2014, that report is no longer available. Can you tell me where we can get an Excel list of our PO's so we can put it in a report format for our management staff?**

MFMP should be the source for all PO reporting. If the agency uses FACTS, using the Advanced Search functionality of FACTS agencies can search for their purchase orders issued between order [issued] dates and download the result data into a Excel readable file.

- 53. What procurement documents should be included in FACTS for grant disbursement agreements?**

Agencies should include grant disbursement agreement procurement documents for any competitive formal solicitation done to award a grant disbursement agreement.

- 54. Should all Settlement Agreements be included in FACTS?**

Agencies should include settlement agreements in FACTS that pertain to any contract or purchase order settlement. Agencies can use discretion in placing settlement agreements for personnel settlements or other types of settlements in FACTS. However, **all** settlements must include an "A" bookkeeping indicator to ensure a proper audit is conducted by the CFO's Office.

- 55. Is there a mechanism that directly links MFMP to FACTS or vice versa?**

MFMP and FACTS interaction involves purchase order data not any documents (images) that might have been attached to a MFMP requisition, purchase order or invoice. The data provided by MFMP to FACTS is explained in the Function Requirement document **Functional Requirements for FACTS Phase Six** located at :

<http://www.myfloridacfo.com/Division/AA/FACTSReporting/FloridaAccountabilityContractTrackingSystemFACTSProjectDocumentation.htm>. The data is provided nightly to add too or replace purchase order data in FACTS.

Attaching a signed contract to a MFMP requisition, purchase order or invoice does not meet the requirements of Section 215.985(14), F.S. requiring the recording of contracts in FACTS.

The creating of a MFMP purchase order to encumber funds associated with the contract and/or to process invoice payments against a contract/grant disbursement agreement is acceptable as long as the FLAIR Contract ID recorded in FACTS for the contract/grant disbursement agreement is included in the accounting information of the MFMP Invoice. FACTS picks up any FLAIR contract/grant disbursement payment associated with MFMP Invoices, P-Card Transactions or Vouchers and displays them on the Payments tab in FACTS if there is a FLAIR Contract ID recorded on the transaction.

56. I am having trouble finding the vendor in FACTS for my “No Cost” and “Revenue” contracts.**What can I do?**

In order to find a vendor in FACTS, the vendor must be in the FLAIR Statewide Vendor File and in active status. If having access to the FLAIR Statewide Vendor File, look up the vendor and determine if the vendor exists in the FLAIR Statewide Vendor File and/or is in active status. If not having access to the FLAIR Statewide Vendor File, contact the Bureau of Vendor Relations at StatewideVendorFile@myfloridacfo.com or 850-413-5516 to inquire about the vendor and status.

If the vendor does not exist in the FLAIR Statewide Vendor File or is in inactive status, complete the DFS-A1-2090 Statewide Vendor File Update Request Form requesting the adding of the vendor to the FLAIR Statewide Vendor File or reactivation. In the Part III: Justification for Update Request, explain that the vendor needs to be added or reactivated in order to enter an agreement into FACTS.

Appendix - FACTS Code Definitions

Contract Type Codes, Titles and Definitions		
Code	Title	Definition
GA	Grant Award Agreements [Not avail to FACTS on-line User]	The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity.
GD	Grant Disbursement Agreement [Not avail to FACTS on-line User]	The expenditure of funds associated with a Catalog of Federal Domestic Assistance (CFDA) number, associated with a Catalog of State Financial Assistance (CSFA) number, or associated with a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity.
IA	Memorandum of Agreement/Understanding or Interagency Agreement	This is a two party agreement where the terms may not be specified in law. These agreements are typically between governmental entities.
MA	Master Agreement	This is an agreement where the pricing is agreed upon at the point of execution. However, services are not authorized to begin until a separate contractual document is issued (i.e., task work order).
MP	Multi-Agency Participation Agreement	This is an agreement where the pricing is agreed upon at the point of execution. However, multiple agencies are allowed to receive the services being provided by the Vendor. No separate written agreement is needed for the participating agencies.
NO	No Ceiling/Rate Agreement	This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utilities agreements and task directed rate agreements.
PO	Purchase Order (Not available for assigning to contracts after December 13, 2013) [Not avail to FACTS on-line User]	This is a document sent to the Vendor that the reporting entity uses to purchase services or commodities at a specific rate and/or terms. The Vendor acknowledges acceptance by delivering the services or commodities.
RA	Revenue Agreement	Revenue received for goods and services provided on behalf of governmental entities.
SC	Standard Two Party Agreement by Statute	This is an agreement where two parties agree on standard terms and conditions pursuant to applicable laws.
TP	Three or More Party Agreement	This is an agreement where more than two parties agree on standard terms and conditions pursuant to applicable laws.

Contract Status Codes, Titles and Definitions		
Code	Title	Definition
A	Active	An active agreement that has not reached its expiration date.
C	Closed or Expired	An agreement that has reached its expiration date.
D	Deleted (Error correction only) [Not avail to FACTS on-line User]	Removal of agreement data from public view due to data entry error.
E	Extended	Agreement expiration date extended pursuant to applicable Statute or Rule but not renewed.
R	Renewed	Agreement that have been renewed pursuant to applicable statute or rule.
T	Terminated	Agreement that has been ended prior to its stated completion /expiration date.

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
0	Exempt, Adoption Placement Services Licensed by DCF [Rule 60A-1.002 (4)(j), FAC]	E
1	Exempt, Prescriptive assistive devices [s. 287.057 (3) (e), FS]	E
2	Exempt, Legal services, including Attorney, paralegal, expert witness, appraisal and mediator services [s. 287.057 (3) (f) 4, FS]	E
3	Exempt, Health services, including examination, diagnosis, treatment, prevention, medical consultation or administration [s. 287.057 (3) (f) 5 a, FS & Rule 60A-1002 (4) (k),FAC]	E
4	Exempt, Services to persons w/ mental/physical disabilities by non-profit corporations [s. 287.057 (3) (f) 6, FS & Rule 60A-1.002 (4) (k),FAC]	E
5	Exempt, Medicaid services [s. 287.057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]	E
6	Exempt, Family Placement [s. 287.057 (3) (f) 8, FS & Rule 60A-1002 (4)(k), FAC]	E

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
7	Exempt, Prevention services related to mental health, substance and child abuse, shelters/runaways, by non-profits [s. 287.057 (3) (f) 9, FS & Rule 60A-1.002 (4) (k), FAC]	E
8	Exempt, Training and education services [s. 287.057 (3) (f) 10, & s440.491 (6), FS]	E
10	Exempt, Department of Citrus advertising and promotional items [s. 601.10 (12), FS]	E
11	Lottery Procurement [s. 24.105, FS]	C
12	Exempt, Specialized equipment, devices and technology, including low-vision aids for Vision Impaired Persons [s. 413.011(3), FS]	E
14	Lottery - Single Source Purchase of Single Source Commodities or Services [s. 24.105, FS]	E
15	Lottery - Competitive Solicitation [s. 24.105, FS]	C
16	Lottery - Competitive Quote [s. 24.105, FS]	C
17	Lottery - Emergency Purchase [s. 24.105, FS]	E
18	Lottery - Cooperative Agreement [s. 24.105, FS]	C
19	Exempt, Division of Blind Services; Rehabilitation Council for the Blind purchase [s. 413.011, FS]	E
20	Exempt, Division of Blind Services; Rehabilitation Council for the Blind purchase [s. 413.011, FS]	E
21	Settlement Agreement [s. 17.03 (1), FS]	E
22	Exempt, Special contracts with charitable youth organizations [s. 255.60, FS]	E
23	Exempt, Transportation for the Disadvantaged [s. 427.011 (5), FS]	E
24	Exempt, Propane Collected Assessments [s. 527 (9)(b) Propane collected assessments deposited into the General Inspection Trust Fund are not subject to the procedures found in s. 287.057 in the expenditure of these funds, FS]	E
25	Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities	C

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
26	DEP Exempt, Division of Recreation and Parks may grant privileges, leases, concessions and permits for the use of land for the accommodation of visitors in the various parks, monuments and memorials [s. 258.007(3), FS]	E
27	DEP Exempt, Preapproved Site Rehabilitation Program [s. 376.30711(2)(a), FS]	E
28	DEP Exempt, Preapproved Advanced Cleanup [s. 376.30713, FS]	E
29	DEP Exempt, Inland Protection Trust Fund Reimbursement-review Contracts [s. 376.3071(12)(j), FS]	E
30	DEP Exempt, Inland Protection Trust Fund Petroleum Cleanup Participation Program [s. 376.3071(13), FS]	E
31	DEP Exempt, Inland Protection Trust Fund Early Detection Incentive Program [s. 376.3071(9), FS]	E
32	DEP State Restoration Funding Assistance [s. 376.30711(7), FS]	C
33	No Cost Procurement	E
34	Revenue Generating Procurement	E
35	Leases having a term of less than 120 consecutive days [s. 255.249, FS]	E
36	State Board of Administration, whether directly or incidentally related to the investment or debt transactions, are exempt from the provisions of chapter 287. [s. 215.44(7), FS]”	E
37	Leases less than 5,000 sq ft in a privately owned facility – may be obtained via quotes [s. 255.249, FS and Rule 60H-1.016, FAC]	C
38	Leases more than 5,000 sq ft in a privately owned facility – must be obtained through competitive procurement [s. 255.249, FS and Rule 60H-1.015, FAC]	C
39	Stay in Place/Replacement Lease – Fair Market Price Negotiations [s. 255.25(3)(3), FS]	C
40	Emergency Lease [s. 255.25(10), FS]	E
41	State-Owned Office Building Lease through the Department of Management Services [s.255,503, FS]	C
42	Leases with Federal Agencies and other State/Local Government entities	E

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
43	Request for Application Method of competitively awarding State/Federal Grants to for-profit organizations	C
44	Non-competitively awarded Grants to Governmental Entities, non-profits or for-profit organizations	E
45	DOT Exemption, Florida Seaport Transportation and Economic Development Funding [Section 311.07, FS]	E
46	DOT Exemption, Seaport freight - mobility planning; DOT may contract as provided in s. 334.044, with any port listed in s. 311.09(1) or any such statutorily authorized seaport entity [Section 311.14(2), FS]	E
47	DOT Exemption, Additional authorization for funding certain dredging projects [Section 311.22, FS]	E
48	DOT Exemption, Authority to fund Space Florida in development and improvement of aerospace facilities [Section 311.360, FS]	E
49	DOT Exemption, Funding grants for Aviation/Airport programs and projects [Section 332.007, FS]	E
50	DOT Exemption, Authority to acquire property by exercise of eminent domain [Section 334.27, FS]	E
51	DOT Exemption, 511 Traveler Information System (for highway authorities and public transit districts only) [Section 334.60, FS]	E
52	DOT Exemption, Contracts with counties and municipalities to perform routine maintenance work on the State Highway System [Section 335.055, FS]	E
53	DOT Exemption, FDOT emergency purchases [Section 337.02, FS]	E
54	DOT Exemption, Authority to purchase surplus properties from the Federal Government [Section 337.03, FS]	E
55	DOT Exemption, Emergency repairs [Section 337.11(6)(a)-(c), FS]	E
56	DOT Exemption, Construction or maintenance of lighting on poles owned by electric utility [Section 337.11(15), FS]	E
57	DOT Exemption, Acquisition, lease and disposal of real and personal property for transportation purposes [Section 337.25(4) and (5)(a), FS]	E
58	DOT Exemption, Acquisition of property and property rights for limited access facility and service roads [Section 338.04, F.S.]	E
59	DOT Exemption, Placement of wireless facilities on turnpike property [Section 338.235(3), FS]	E

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
60	DOT Exemption, Florida Highway Beautification Council [Section 339.2405, FS]	E
62	DOT Exemption, Public Transit Services [Section 341.041, FS]	E
63	DOT Exemption, State-Funded Infrastructure Bank Loans and Credit Enhancements for Constructing and Improving Highway Transportation Facilities [Section 339.55, FS]	E
64	DOT Exemption, Intermodal Development Program [Section 341.053, FS]	E
65	DOT Exemption, Rail program [Section 341.302, FS]	E
66	DOT Exemption, Rail Funding [Section 341.303, FS]	E
67	DOT Exemption, Acquisition of lands in the Big Cypress National Preserve [Section 380.055, FS]	E
68	DOT Exemption, JPAs/LAP: Aid and contributions by governmental entities for FDOT projects or federal aid [Section 339.12, FS]	E
69	DOT Exemption, Small County Road Assistance Program [Section 339.2816, FS]	E
70	DOT Exemption, County Incentive Grant Program [Section 339.2817, FS]	E
71	DOT Exemption, Small County Outreach Program [Section 339.2818, FS]	E
72	DOT Exemption, Transportation Regional Incentive Program [Section 339.2819, FS]	E
73	DOT Exemption, Ridesharing promotion programs [Section 341.041(11), FS]	E
74	DOT Exemption, Federal-aid grants for public transit and intercity bus service programs and projects [Section 341.051, FS]	E
75	DOT Exemption, Public Transit Block Grant Program [Section 341.052, FS]	E
75	DOT Exemption, Public Transit Block Grant Program [Section 341.052, FS]	E
76	Statewide public service announcement programs provided by a Florida statewide nonprofit corporation under s. 501(c)(6) of the Internal Revenue Code, with a guaranteed documented match of at least \$3 to \$1, [Section 287.057(3)(f)13, FS]	E
77	Exempt, Health services, including, but not limited to, substance abuse and mental health services, involving examination, diagnosis, treatment, prevention, or medical consultation, when such services are offered to eligible individuals participating in a specific program that qualifies	E

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
78	DFS Exemption, Investment Related Services [Section 17.57(2), FS]	E
79	DOT Exemption - Relocation of Utility Facilities; Expenses [Section 337.403(1) (a) - (g), F.S.]	E
80	DOT Exemption - National Highway Safety Act of 1966 [Section 334.044 (25), F.S.]	E
81	DRL Exemption - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	E
82	DRL Request for Proposal - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	C
83	DRL Request for Quote - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	C
84	DRL Invitation to Negotiate - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	C
85	DRL Emergency Exemption - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	E
86	DRL Sole Source - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	E
9A	Exempt, Federal or state law prescribes with whom the agency must contract [s. 287.057 (10), FS]	E
9B	Rate of payment is established during the appropriation process [s. 287.057 (10), F.S.]	E
A	State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	C
B	State Term Contract Purchase with Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-1.043 & 60A-1.044(2), FAC]	C
C	Alternate contract source - Purchase made from contracts let by the Fed. Gov., another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state [s.287.042 (16), FS & Rules 60A-1.002 (4) (l), FAC]	C
D	State Purchasing Agreement [Rule 60A-1.025, FAC]	C
E	Purchase under \$2,500 [Rule 60A-1.002(2), FAC]	E
F	Informal quoted purchase not exceeding Category Two - Request for Quotes [s 287.056 (2), FS & Rule 60A-1.002 (4)(m), FAC]	C

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
F1	Informal quote below the bidding thresholds for Public Property and Publicly Owned Buildings of \$200,000 [s. 255.0525, FS]	C
G	Single source \$2,500 or greater, not to exceed Category Two [Rule 60A-1.002 (3), FAC]	E
H	Agency Invitation to Bid [s. 287.057 (1) (a), FS]	C
H1	Agency Invitation to Bid for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	C
H3	DOT Invitation to Bid [ch. 337, FS]	C
I	Agency Request for Proposal [s. 287.057 (1) (b), FS]	C
I1	Agency Request for Proposal for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	C
I3	DOT Request for Proposal [ch. 334, FS]	C
J	Agency Invitation to Negotiate [s. 287.057 (1) (c), FAC]	C
J1	Agency Invitation to Negotiate for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	C
K	Agency negotiated after receiving fewer than two responsive offers to a competitive procurement [s. 287.057(5), FS]	C
L	Exempt, Services or Commodities provided by Governmental Agencies, including contract with independent, non-profit college or university within the state [s. 287.057 (3) (f) 12, & s. 287.057 (22), FS]	E
M	Exempt, Purchase made from RESPECT - Qualified nonprofit agency for the blind or for the other severely handicapped [s. 413.036 (2), FS]	E
N	Exempt, Purchase made from PRIDE - Department of Corrections; prison industry programs [s. 287.095 (3) & s. 946.515, FS]	E
O	Emergency procurement [s. 287.057 (3) (a), FS & Rule 60A-1.046, FAC]	E
O1	Emergency Purchases for Public Property and Publicly Owned Buildings [s. 255.0525 (5), FS]	E
O2	Emergency Purchases per Governor's Executive Order [s. 14.021, FS]	E
P	Single source approval over Category Two [s. 287.057 (3) (c), FS & Rule 60A-1.045, FAC]	E
Q	Consultants' Competitive Negotiation Act [s. 287.055, FS]	C

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/Exemption Code
R	Exempt, CHD Use of County Procurement Standards [ss. 287.057(3) & 337.11, FS]	E
S	Exempt, Commodities purchased for resale [s. 287.012 (5), FS]	E
T	Exempt, Regulated utilities and government franchised and public communications, except long distance telecommunications services or governmental franchise SVCCS [Rule 60A-1.002(4) (a) & (b), FAC]	E
U	Exempt, Artistic services [s. 287.057 (3) (f) 1, FS & Rule 60A-1002 (4) (c), FAC]	E
V	Exempt, Academic program review [s. 287.057 (3) (f) 2, FS & Rule 60A-1.002 (4) (d), FAC]	E
W1	Exempt, Lectures by individuals [s. 287.057 (3) (f) 3, FS & Rule 60A-1.002 (4) (e), FAC]	E
W2	Exempt, Continuing education and events paid for by collected fees [s. 287.057 (3)(g), FS]	E
X	Exempt, Auditing Services [Rule 60A-1.002 (4) (f), FAC] Prior to July 1, 2010	E
Y	Exempt, Payment of Membership Dues [s. 216.345 (4), FS & Rule 60A-1.002 (4) (h), FAC]	E
Z	Exempt, Professional Examinations [s. 455.217 (1) (c), FS & Rule 60A-1.002 (4)(i),FAC]	E

Recipient Type Codes	
Code	Description
A	Nonprofit Organization
B	For Profit Organization Includes Sole Proprietor
C	Local Government
D	State Community Colleges
E	District School Boards
F	State Agency* (Excluding State University)
G	State Universities*
J	Federal agency

K	Private Universities*
L	Legislature
*Means in or out of state	

Minority Vendor Codes and Descriptions	
Code	Description
H	African-American, Certified
N	African-American, Non Certified
J	Asian-American, Certified
P	Asian-American, Non Certified
C	Federal "8(a)" Designated Business
W	Florida Veteran, Certified
Y	Florida Veteran, Non Certified
I	Hispanic, Certified
O	Hispanic, Non Certified
D	Minority Business, Federal
K	Native American, Certified
Q	Native American, Non Certified
A	Non-Minority
M	Non-Minority (White) Woman, Certified
R	Non-Minority (White) Woman, Non Certified
F	Non-Profit Organizations
S	Non-Profit, Minority Board
U	Non-Profit, Minority Community Served
T	Non-Profit, Minority Employees
G	Not Selected
E	Not Selected
Z	Not Selected
L	Not Selected
9	Not Selected
V	Other Non-Profit
B	State of Florida Small Business Designation

Method of Payment Codes		
Code	Descriptions	Definitions
1	Fixed Price - Lump Sum	A contract where the amount of payment does not depend on the amount of resources or time expended. Including, a single amount paid at the completion of the contract, paid on a percent completion basis, at completion of all services or at completion of task and at completion of defined tasks or mileposts.
2	Fixed Fee / Unit Rate	A cost per unit of a commodity or service.
3	Advanced – 100% Advance	State funds advanced to vendor based on estimated cost with a reconciliation of cost at the conclusion of the contract.
4	Advanced - Fixed Price Unit Cost	State funds advanced based on estimated unit of service cost (i.e. Unit Bid Cost) with a periodic reconciliation of units provided before the conclusion of the contract.
5	Advanced with Fixed Fee Schedule	State funds advanced based on estimated service cost (i.e. hourly rates) with a periodic reconciliation of hourly services provided before the conclusion of the contract.
6	Advanced with Cost Reimbursement	State funds advanced based on estimated cost to be incurred (i.e. building rent, hourly wages, etc.) with a periodic reconciliation of incurred cost before the conclusion of the contract.
7	Cost Reimbursement	A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Usually with a not to exceed maximum.
8	Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.
9	Cost Reimbursement Plus Percentage of Cost	Contracts pay a fee that rises as the contractor's costs rise. Because this contract type provides no incentive for the contractor to control costs it is utilized.
10	Cost Reimbursement Plus Incentive Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.
11	Cost Reimbursement Plus Award Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.
12	Revenue Generating	Contract results in revenue for the agency. Basis for payment established in the agreement.
13	No Cost	Contract results in no cost (no disbursements) to the agency.

Non-Price Justifications		
Code	Acceptable Explanation Text	Example
1	Price cannot be determined until the work has been completed	Interstate Agreements for work with other states where a price cannot be determined until the work has been completed. Rate is based on a formula specified in the contract.
2	Revenue Generating Agreement	Vendor for services, but the services are paid for by the public with a percentage of the fee comes to the agency.
3	Rate Agreement	Utilities agreements or task /order directed services at an agreed to rate per hour or service without a ceiling for the total cost.
4	Contract Wide Consequences (Within the FACTS Web Application this code is only auto selected if the Contract Wide Consequences Yes radio button is clicked) [Not avail to FACTS on-line User]	Deliverable is a contract wide consequences without a deliverable price.
5	Agreement without a financial exchange or impact.	Data exchange agreements and other memorandums of understanding or agreements without financial exchanges or impact.

(Budget) Amount Type Codes Description	
Code	Description
NR	Non-Recurring
RE	Recurring

Change (Amendment) Type Codes Description	
Code	Description
A	Amendment
E	Extension
R	Renewal

Grant Type Codes, Titles and Definitions

Code	Title	Definition
F	Formula Grant	Formula / Block Grant
P	Project Grant	Project, Federal, State or Other Entity Grant
E	Entitlement Grant	Entitlement / Guarantee Grant
C	Cooperative Agreement	Cooperative Agreements
D	Discretionary Grant	Discretionary, Federal, State or Other Entity Grant

Cost Sharing Source Codes, Titles and Definitions

Code	Title
F	Federal Government
L	Local Government
S	State of Florida
P	Private (Profit and non-profit)
O	Other State Government(s)

Grant Status Codes, Titles and Definitions

Code	Title	Definition
A1	Anticipated Award	Active – Anticipated Award (Map to FLAIR Added)
A2	Approved Award	Active - Approved Award (Map to FLAIR Added)
IP	Property Action	Inactive pending Property Action (Map to FLAIR Inactive)
IR	Reporting	Inactive for ongoing Reporting (Map to FLAIR Inactive)
CD	Closed	Closed (Map to FLAIR Delete)
DD	Delete [Not available to on-line FACTS Users]	Delete (Error correction) (Map to FLAIR Delete)