FPDS

Certification Process

For

FAADC

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1   INTRODUCTION

The Federal Procurement Data System (FPDS) collects award data from all agencies in the government. Congress and federal departments and agencies use FPDS reporting capabilities to:

- Track small business goals
- Report the number and amount of awards to date
- Show geographical placement of awards
- Summarize data for specific awardees.

The quality of the data submitted is crucial to ensure the quality of the reporting. IBM is committed to working with departments and agencies to ensure the highest data integrity possible. The certification process reviews the integration points to ensure that data integrity and quality is maintained through the Web services.

2   PREPARING FOR CERTIFICATION

The department/agency will prepare for the integration and the certification process. After the integration is implemented, the department/agency will test the integration on the beta test site. Upon successful completion of testing, the department/agency contacts the FPDS Change Management Team to request certification.

Please note that all Federal Agency Grants Writing Systems that need to integrate with the Federal Assistance Award Data Collection (FAADC) system, must submit a certification package to the FPDS Change Management team (cmanage@us.ibm.com).   The certification package should contain the following items:

- The Grants Writing System (GWS) Name & Version
    - Include alternate system name if applicable
- The Government Agency Name & Code using the system.
- Primary points of contact for both the GWS and the Agency.
- A brief description of the type of integration to be certified
    - The system is a Commercial Off the Shelf (COTS) product or a Government Off the Shelf (GOTS) product.
    - The integration uses both Business and GUI services or Business Services only.
    - Uncommon details specific to the integration (ex: system only reports aggregate awards)
- List of all web service APIs utilized for this integration (Create, Update, getExistingAssistanceURL, Approve, etc.)
- List of all applicable Assistance types (Project Grant, Direct Payment, Coop Agreement, etc.)
- A workflow (Diagram) showing how FAADC web services are integrated within the system
- Grants Writing System (Source) and FAADC (target) data element mapping in an Excel sheet. Click on the following Excel Icon for a sample.

Examples of Agency
Grants System elemer

- Run the applicable test cases specified in Section 5 for the web services being used by the GWS and include the input and response XML for each test case.

- A brief description of how the GWS handles errors and warning messages sent by FAADC.

- Details explaining how the assistance data in the GWS stays synchronized with FAADC. (i.e. what web service requests are made to ensure both systems have the same values before the award is finalized)

- A brief description on access and security of FAADC BETA and Production system user IDs and passwords.

Integrating systems will only be certified for the web services included in the certification package.

The Grants Writing system (GWS) is certified with each separate department/agency that uses the product and each certification relates to the specific version of the software. If there are any baseline software changes to the Integration system after the GWS-Agency has been certified, then FPDS Change Management must be notified to determine the integration impact.
A GWS-Agency re-certification package is required when there are changes to the GWS, in regard to the FAADC integration (e.g. additional web services or data elements implemented).

NOTE: If the Integration system is not capable of using GUI Services Integration, then please contact GSA Program Management Office for further instructions.

Systems using only Business Services integration are required to demonstrate the capability that the system can send all data elements (required and optional).

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3   DATA SUBMISSION INTEGRATION METHODS

The FAADC system is based on Web services. Departments/agencies shall integrate with FAADC in real time using Business and GUI web services.

3.1   Machine-to-Machine Interface

The machine-to-machine interface can occur using real-time integration.

3.1.1   Real-Time Integration

The machine-to-machine interface enables the Grants Writing System to use Web services to integrate with FAADC. All of the data contained in the GWS system that is collected by FAADC is sent using the Web services. At the appropriate integration point, the GWS system calls the GUI Web service to launch the FAADC data entry screen. The advantages to the machine-to-machine interface are:

- *Single Sign-on.* User logs into the GWS system only once.

- *Data entered only once.* The user enters data into the GWS system. The system then transmits the data to FAADC. The user only puts data on the FAADC screen that is not maintained by the GWS system.

- *Real-time*. As soon as the award is released or approved in the GWS system, the data is ready to be reported in FAADC.

The machine-to-machine integration can occur between a Commercial Off the Shelf (COTS) product and FAADC, or a Government Off the Shelf (GOTS) product and FAADC.

3.2   Integration Testing

Each form of integration requires integration testing. The https://beta.fpds.gov/ website is available for beta testing. The department/agency may contact the FPDS change Management e-mail to request a login for the beta test site. During the test period, the department/agency may consult with FPDS Change Management if an issue or error occurs during the testing.

Certification Date Scheduling

After testing is completed, the department/agency contacts the FPDS Change Management Team to schedule a certification date.

Please note that a Dept/Agency is required to submit a certification package to FPDS Change Management for each GWS system to be integrated. For complete details of what is required in the certification package, please refer to section 2 "Preparing for Certification".

3.3   Direct Data Entry

The Web interface integration method requires the user to log into FAADC and enter all of the assistance data as well as the FAADC specific data. Dual data entry is tedious for the user, increases the chances of errors in data entry, and is not a real-time interface. This type of integration is used as a short-term solution for the following problems:

- *Waiting for the COTS/GOTS integration to be completed.* The department/agency is waiting for the COTS/GOTS integration with FAADC to be completed.

- *Waiting for the implementation of a GWS system.*

No certification is required to use direct data entry from the FAADC web portal.

4   DATA SUBMISSION CERTIFICATION

The certifier collects the name of the system interfacing with FAADC, the version being certified, the system administrator's name and contact information, the expected go-live date, and the department/agency using the system. The certifier and the department/agency/contracting office system administrator review the test cases. The certification is conducted on the FAADC beta test site. The test cases are executed from the integrating system to ensure the following criteria are met:

- Single sign-on;

- All changes to the relevant data in the GWS system are reflected in FAADC;

- The GWS system releases or approves an award at the same integration point that the FAADC data is approved;

- All award data contained in the GWS system is passed to FAADC;

- The data passed to FAADC from the GWS system is correct and complete;

- The correct Web services requests are used

- Errors are handled and enables the user to easily correct data.

The certifier and the system administrator discuss the results of executing the test cases. All issues are discussed. If needed, another certification date is scheduled to allow the department/agency/contracting office time to correct deficiencies. All GWS-Agency certifications are posted on the FAADC website.

4.1   Machine-to-Machine Certification

IBM arranges the certification date with the contractor/agency of the GWS-Agency integration. The set of test cases are executed using the GWS system. The test cases and the checklist for the machine-to-machine interface are provided in Section 5.

4.2   Passing Certification

During certification, IBM documents the name of the product, the version, the date and the results of executing the test cases, the department/agency using the product, and expected go-live date. After the GWS-Agency instance has been certified, then a System account will be established for access to FAADC production. The GWS-Agency instance shall use the System user ID and password for all web service transmissions to FAADC.

4.3   Failing Certification

A certification may fail for one of the following reasons:

- Dual sign-on is required for the user;

- The data values may be changed in the FAADC system and the change is not reflected in FAADC or vice versa;

- The FAADC system releases or approves a contract and the data in FAADC has not been approved;

- All award data contained in the department/agency/office system is not passed to FAADC, requiring the user to enter the data again in FAADC;

- The wrong Web service request is called in FAADC;

- Error handling is not sufficient to allow the user to easily correct the data; or

- One or more of the test cases fails.

The department/agency/office must fix the deficiencies noted and schedule a new certification date. The results of the certification are recorded by the certifier and a copy is sent to the department/agency/contracting office.

5   MACHINE-TO-MACHINE REAL-TIME TEST CASES

Machine-to-machine test cases verify the data at each integration point and ensure error handling is considered.

5.1   Aggregate Federal Assistance

If applicable repeat the test cases from section 5.1.1 to 5.1.8 for the following Award types:

1) Block Grant

2) Formula Grant

3) Project Grant

4) Cooperative Agreement

5) Direct Payment

6) Direct Loan

7) Guaranteed/Insured Loan

8) Insurance

9) Direct Payment with unrestricted use

10) Other Financial Assistance

5.1.1 Create Aggregate Award

Description: Create and save an Aggregate Award in the grants writing system.

Expected Result: All relevant data is sent to FAADC and the Award is in DRAFT status.

Verification:

- Verify the data entered in the GWS system is sent to FAADC and the data is correct.
- Verify the correct document type was created.

5.1.2 Update Aggregate Award

Description: Update and save an Aggregate Award in the grants writing system.

Expected Result: The data is updated in FAADC correctly.

Verification:

- Verify the data entered in the grants writing system is sent to FAADC and the data is correct.

5.1.3 Approve Aggregate Award

Description: Approve an Aggregate Award in the grants writing system.

Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data in the grants writing system cannot be changed without a Amendment action.

Verification:

- Verify the Award is in FINAL status in FAADC.
- Verify all of the data has been sent correctly.

5.1.4 Correct Aggregate Award

Description: Correct and save an Aggregate Award in the grants writing system.

Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the Award is in FINAL status in FAADC.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted.

5.1.5 Create Aggregate Award Amendment

Description: Create an Aggregate Award Amendment in the grants writing system.

Expected Results: The Award has an amendment number assigned by the grants writing system.

Verification:

- Verify the Amendment exists in FAADC in DRAFT status.
- Verify all of the data entered in the grants writing system was passed to FAADC correctly.
- Verify the amendment number is correct.

5.1.6 Update Aggregate Award Amendment

Description: Update and save an Aggregate Award Amendment in the grants writing system.

Expected Results: The amendment in FAADC reflects the changes made in the grants writing system.

Verification:

- Verify the changes were made in the FAADC system
- Verify the Amendment is in DRAFT status.

5.1.7 Approve Aggregate Award Amendment

Description: Approve the Amendment in the grants writing system.

Expected Results: The Amendment in FAADC is in FINAL status and the Amendment in the grants writing system cannot be changed.

Verification:

- Verify all of the Amendment fields are sent correctly to FAADC.
- Verify the Amendment is in FINAL status.
- Verify the Amendment in the grants writing system cannot be changed.

5.1.8 Correct Aggregate Award Amendment

Description: Correct and save an Aggregate Award Amendment in the grants writing system.

Expected Results: The FAADC Award Amendment is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the Amendment is in FINAL status in FAADC.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted into the Amendment as applicable.

5.2 Non-Aggregate Federal Assistance

If applicable repeat the test cases from section 5.2.1 to 5.2.8 for the following Award types:

01) Block Grant

02) Formula Grant

03) Project Grant

04) Cooperative Agreement

05) Direct Payment

06) Direct Loan

07) Guaranteed/Insured Loan

08) Insurance

09) Direct Payment with unrestricted use

10) Other Financial Assistance

5.2.1 Create Non-Aggregate Award

Description: Create and save a Non-Aggregate Award in the grants writing system.

Expected Result: All relevant data is sent to FAADC and the Award is in DRAFT status.

Verification:

- Verify the data entered in the GWS system is sent to FAADC and the data is correct.
- Verify the correct document type was created.

5.2.2 Update Non-Aggregate Award

Description: Update and save a Non-Aggregate Award in the grants writing system.

Expected Result: The data is updated in FAADC correctly.

Verification:

- Verify the data entered in the grants writing system is sent to FAADC and the data is correct.

5.2.3 Approve Non-Aggregate Award

Description: Approve a Non-Aggregate Award in the grants writing system.

Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data in the grants writing system cannot be changed without a Amendment action.

Verification:

- Verify the Award is in FINAL status in FAADC.
- Verify all of the data has been sent correctly.

5.2.4 Correct Non-Aggregate Award

Description: Correct and save a Non-Aggregate Award in the grants writing system.

Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the Award is in FINAL status in FAADC.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted.

5.2.5 Create Non-Aggregate Award Amendment

Description: Create a Non-Aggregate Award Amendment in the grants writing system.

Expected Results: The Award has an amendment number assigned by the grants writing system.

Verification:

- Verify the Amendment exists in FAADC in DRAFT status.
- Verify all of the data entered in the grants writing system was passed to FAADC correctly.
- Verify the amendment number is correct.

5.2.6   Update Non-Aggregate Award Amendment

Description: Update and save a Non-Aggregate Award Amendment in the grants writing system.

Expected Results: The amendment in FAADC reflects the changes made in the grants writing system.

Verification:

- Verify the changes were made in the FAADC system
- Verify the Amendment is in DRAFT status.

5.2.7   Approve Non-Aggregate Award Amendment

Description: Approve the Amendment in the grants writing system.

Expected Results: The Amendment in FAADC is in FINAL status and the Amendment in the grants writing system cannot be changed.

Verification:

- Verify all of the Amendment fields are sent correctly to FAADC.
- Verify the Amendment is in FINAL status.
- Verify the Amendment in the grants writing system cannot be changed.

5.2.8   Correct Non-Aggregate Award Amendment

Description: Correct and save a Non-Aggregate Award Amendment in the grants writing system.

Expected Results: The FAADC Award Amendment is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the Amendment is in FINAL status in FAADC.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted into the Amendment as applicable.

5.3   Non-Aggregate <u>Individual</u> Federal Assistance

If applicable repeat the test cases from section 5.3.1 to 5.3.8 for the following Award types:

01) Block Grant

02) Formula Grant

03) Project Grant

04) Cooperative Agreement

05) Direct Payment

06) Direct Loan

07) Guaranteed/Insured Loan

08) Insurance

09) Direct Payment with unrestricted use

10) Other Financial Assistance

5.3.1   Create Non-Aggregate Individual Award

Description: Create and save a Non-Aggregate Individual Award in the GWS system.

Expected Result: All relevant data is sent to FAADC and the Award is in DRAFT status.

Verification:

- Verify the data entered in the GWS system is sent to FAADC and the data is correct.

- Verify the correct document type was created.

5.3.2   Update Non-Aggregate Individual Award

Description: Update and save a Non-Aggregate Individual Award in the grants writing system.

Expected Result: The data is updated in FAADC correctly.

Verification:

- Verify the data entered in the grants writing system is sent to FAADC and the data is correct.

5.3.3   Approve Non-Aggregate Individual Award

Description: Approve a Non-Aggregate Individual Award in the grants writing system.

Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data in the grants writing system cannot be changed without a Amendment action.

Verification:

- Verify the Award is in FINAL status in FAADC.

- Verify all of the data has been sent correctly.

5.3.4   Correct Non-Aggregate Individual Award

Description: Correct and save a Non-Aggregate Individual Award in the grants writing system.

Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the Award is in FINAL status in FAADC.

- Verify all of the data has been sent correctly.

- Verify all of the corrected data has been transmitted.

5.3.5   Create Non-Aggregate Individual Award Amendment

Description: Create a Non-Aggregate Individual Award Amendment in the grants writing system.

Expected Results: The Award has an amendment number assigned by the grants writing system.

Verification:

- Verify the Amendment exists in FAADC in DRAFT status.
- Verify all of the data entered in the grants writing system was passed to FAADC correctly.
- Verify the amendment number is correct.

5.3.6   Update Non-Aggregate Individual Award Amendment

Description: Update and save a Non-Aggregate Individual Award Amendment in the grants writing system.

Expected Results: The amendment in FAADC reflects the changes made in the grants writing system.

Verification:

- Verify the changes were made in the FAADC system
- Verify the Amendment is in DRAFT status.

5.3.7   Approve Non-Aggregate Individual Award Amendment

Description: Approve the Amendment in the grants writing system.

Expected Results: The Amendment in FAADC is in FINAL status and the Amendment in the grants writing system cannot be changed.

Verification:

- Verify all of the Amendment fields are sent correctly to FAADC.
- Verify the Amendment is in FINAL status.
- Verify the Amendment in the grants writing system cannot be changed.

5.3.8   Correct Non-Aggregate Individual Award Amendment

Description: Correct and save a Non-Aggregate Individual Award Amendment in the grants writing system.

Expected Results: The FAADC Award Amendment is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the Amendment is in FINAL status in FAADC.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted into the Amendment as applicable.

5.4　Delete Aggregate Assistance

Description: Delete an Aggregate award in the GWS system.

Expected Results: The FAADC Grant is deleted from FAADC.

Verification:

- Verify the award is no longer in FAADC.
- Verify the correct data has been deleted from FAADC.

5.5　Delete Non-Aggregate Assistance

Description: Delete a Non-Aggregate award in the grants writing system.

Expected Results: The FAADC award is deleted from FAADC.

Verification:

- Verify the award is no longer in FAADC.
- Verify the correct data has been deleted from FAADC.

5.6　Delete Non-Aggregate Individual Assistance

Description: Delete a Non-Aggregate Individual Award in the grants writing system.

Expected Results: The FAADC award is deleted from FAADC.

Verification:

- Verify the award is no longer in FAADC.
- Verify the correct data has been deleted from FAADC.

5.7　User

The user test cases are only executed if the grants writing system is designed to utilize the "User" Web Services to maintain the department/agency/contracting office users in FAADC.

5.7.1　Create User

Description: Create and save a user in the grants writing system.

Expected Result: All relevant data is sent and the user exists in FAADC.

Verification:

- Verify the user data in the grants writing system is sent to FAADC and the data is correct.
- Verify the correct user type was created.

5.7.2　Update User

Description: Update and save a user in the grants writing system.

Expected Result: The user data is updated in FAADC correctly.

Verification:

- Verify the user data changed in the grants writing system is sent to FAADC and the data is correct.

5.7.3 Disable User

Description: Disable a user in the grants writing system.

Expected Results: The user is disabled in FAADC and cannot log in.

Verification:

- Verify the user is disabled in FAADC and cannot log in.

5.7.4 Enable User

Description: Enable a user in the grants writing system.

Expected Results: The user is enabled in FAADC and can now log into FAADC.

Verification:

- Verify the user can log into FAADC.

5.7.5 Assign User Privileges

Description: Assign privileges in the grants writing system.

Expected Results: Relevant privileges are assigned to the user in FAADC.

Verification:

- Verify the user has the relevant privileges in FAADC.

5.7.6 Modify User Privileges

Description: Modify user privileges in the grants writing system.

Expected Results: The relevant user privileges are modified in FAADC.

Verification:

- Verify the user privileges have been modified in FAADC.

5.8 Close

The Close test cases are only executed if the grant writing system is designed to utilize the "Close" Web Services to maintain the proper Close Out status for awards in FAADC.

5.8.1 Close Out an Aggregate record

Repeat the test case for the following applicable Assistance types.

1. Block Grant
2. Formula Grant
3. Project Grant
4. Cooperative Agreement
5. Direct Payment
6. Direct Loan
7. Guaranteed/Insured Loan
8. Insurance

9. Direct Payment with Unrestricted Use
10. Other Financial Assistance

Test Case Description: Send a web services Close Out request for an Aggregate

Expected Result: A positive confirmation is returned with an "isClosed" value of true.

Verification:

- Verify the correct document was Closed Out in Beta with a Closed Status of "Yes"

- Verify the Closed Status Date and Closed By values are correct

- Verify that any amendments for the assistance are Closed Out with the same values.

5.8.2 Close Out a Non-Aggregate record

Repeat this test case for the following applicable Assistance types.

1. Block Grant
2. Formula Grant
3. Project Grant
4. Cooperative Agreement
5. Direct Payment
6. Direct Loan
7. Guaranteed/Insured Loan
8. Insurance
9. Direct Payment with Unrestricted Use
10. Other Financial Assistance

Test Case Description: Send a web services Close Out request for a Non-Aggregate

Expected Result: A positive confirmation is returned with an "isClosed" value of true.

Verification:

- Verify the correct document was Closed Out in Beta with a Closed Status of "Yes"

- Verify the Closed Status Date and Closed By values are correct

- Verify that any amendments for the assistance are Closed Out with the same values.

5.8.3 Close Out a Non-Aggregate <u>Individual</u> record

Repeat this test case for the following applicable Assistance types.

1. Block Grant
2. Formula Grant
3. Project Grant
4. Cooperative Agreement
5. Direct Payment
6. Direct Loan
7. Guaranteed/Insured Loan
8. Insurance
9. Direct Payment with Unrestricted Use
10. Other Financial Assistance

Test Case Description: Send a web services Close Out request for a Non-Aggregate Individual

Expected Result: A positive confirmation is returned with an "isClosed" value of true.

Verification:

- Verify the correct document was Closed Out in Beta with a Closed Status of "Yes"

- Verify the Closed Status Date and Closed By values are correct

- Verify that any amendments for the assistance are Closed Out with the same values.

6   COTS/GOTS REAL-TIME CERTIFICATION CHECKLIST

COTS/GOTS Real-time Certification Checklist	
System Name:	
Date:	
Certifier:	
COTS/GOTS representative(s):	
Department/Agency/Offices using the system:	
System Owner Signature:	
Certifier's Signature:	

6.1 Aggregate Federal Assistance

- **Block Grant**

- **Formula Grant**

- **Project Grant**

- **Cooperative Agreement**

- **Direct Payment**

- **Direct Loan**

- **Guaranteed/Insured Loan**

- **Insurance**

- **Direct Payment with unrestricted use**

- **Other Financial Assistance**

6.1.1 Create Aggregate Award

Description: Create and save an Aggregate award in the grants writing system.

Expected Result: All relevant data is sent to FAADC and the award is in DRAFT status.

Verification:

- Verify the data entered in the grants writing system is sent to FAADC and the data is correct.

• Verify the correct document type was created.	
Pass/Fail:	**Comments:**

6.1.2 Update Aggregate Award	
Description: Update and save an Aggregate award in the grants writing system.	
Expected Result: The data is updated in FAADC correctly.	
Verification:	
• Verify the data entered in the grants writing system is sent to FAADC and the data is correct.	
Pass/Fail:	**Comments:**

6.1.3 Approve Aggregate Award	
Description: Approve an Aggregate award in the grants writing system.	
Expected Results: The FAADC award is final and can only be viewed from the grants writing system. The data in the grants writing system cannot be changed without a amendment action.	
Verification:	
• Verify the award is in FINAL status in FAADC.	
Expected Result: The data is updated in FAADC correctly.	
Pass/Fail:	**Comments:**

6.1.4 Correct Aggregate Award	
Description: Correct and save an Aggregate award in the grants writing system.	

Expected Results: The FAADC award is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.
Verification:
• Verify the award is in FINAL status in FAADC.   • Verify all of the data has been sent correctly.

Pass/Fail:	Comments:

6.1.5 Create Aggregate Award Amendment

Description: Create and save an Aggregate Award Amendment in the grants writing system.
Expected Results: The amendment is created and a amendment number is assigned by the grants writing system.
Verification:
• Verify the amendment exists in FAADC in DRAFT status.
• Verify all of the data entered in the grants writing system was passed to FAADC correctly.
• Verify the amendmenet number is correct.

Pass/Fail:	Comments:

6.1.6 Update Aggregate Award Amendment

Description: Update and save an Aggregate Award Amendment in the grants writing system.
Expected Results: The amendmenet in FAADC reflects the changes made in the grants writing system.
Verification:
• Verify the changes were made in the FAADC system.
• Verify the document is in DRAFT status.

Pass/Fail:	Comments:

6.1.7 Approve Aggregate Award Amendment

Description: Approve the Amendment in the grants writing system.

Expected Results: The Amendment in FAADC is in FINAL status and the Amendment in the grants writing system cannot be changed.

Verification:

- Verify all of the Amendment fields are sent correctly to FAADC.

- Verify the Amendment is in FINAL status.

- Verify the Amendment in the grants writing system cannot be changed.

Pass/Fail:	Comments:

6.1.8 Correct Aggregate Award Amendment

Description: Correct and save an Aggregate Award Amendment in the grants writing system.

Expected Results: The FAADC Award Amendment is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the Amendment is in FINAL status in FAADC.

- Verify all of the data has been sent correctly.

- Verify all of the corrected data has been transmitted into the Amendment as applicable.

Pass/Fail:	Comments:

6.2 Non-Aggregate Federal Assistance

- **Block Grant**
- **Formula Grant**
- **Project Grant**
- **Cooperative Agreement**
- **Direct Payment**
- **Direct Loan**
- **Guaranteed/Insured Loan**
- **Insurance**
- **Direct Payment with unrestricted use**
- **Other Financial Assistance**

6.2.1 Create Non-Aggregate Award

Description: Create and save a Non-Aggregate Award in the grants writing system.

Expected Result: All data is sent to FAADC and the Award is in DRAFT status.

Verification:

- Verify the data entered in the grants writing system is sent to FAADC and the data is correct.
- Verify the correct document type was created.

Pass/Fail:	Comments:

6.2.2 Update Non-Aggregate Award

Description: Update and save a Non-Aggregate Award in the grants writing system.

Expected Result: The data is updated in FAADC correctly.

Verification:

- Verify the data entered in the grants writing system is sent to FAADC and the data is correct.

Pass/Fail:	Comments:

6.2.3 Approve Non-Aggregate Award	
Description: Approve a Non-Aggregate Award in the grants writing system.	
Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data in the grants writing system cannot be changed without an Amendment action.	
Verification:	
• Verify the Award is in FINAL status in FAADC.	
• Verify all of the data has been sent correctly.	

Pass/Fail:	Comments:

6.2.4 Correct Non-Aggregate Award	
Description: Correct and save a Non-Aggregate award in the grants writing system.	
Expected Results: The FAADC award is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.	
Verification:	
• Verify the award is in FINAL status in FAADC.	
• Verify all of the data has been sent correctly.	

Pass/Fail:	Comments:

6.2.5 Create Non-Aggregate Award Amendment

Description: Create and save a Non-Aggregate Award Amendment in the grants writing system.
Expected Results: The award is amended, and an Amendment number is assigned by the grants writing system.
Verification:

- Verify the amendment exists in FAADC in DRAFT status.

- Verify all of the data entered in the grants writing system was passed to FAADC correctly.

- Verify the Amendment number is correct.

Pass/Fail:	Comments:

6.2.6 Update Non-Aggregate Award Amendment

Description: Update and save a Non-Aggregate Award Amendment in the grants writing system.
Expected Results: The Amendment in FAADC reflects the changes made in the grants writing system.

- Verify the changes were made in the FAADC system.

- Verify the document is in DRAFT status.

Pass/Fail:	Comments:

6.2.7 Approve Non-Aggregate Award Amendment

Description: Approve a Non-Aggregate Award Amendment in the grants writing system.
Expected Results: The Amendment in FAADC is in FINAL status and the Amendment in the grants writing system cannot be changed.
Verification:

- Verify all of the amendment fields are sent correctly to FAADC.

- Verify the Amendment is in FINAL status.

- Verify the Amendment in the grants writing system cannot be changed.

Pass/Fail:	Comments:

6.2.8 Correct Non-Aggregate Award Amendment

Description: Correct and save a Non-Aggregate Award in the grants writing system.

Expected Results: The FAADC IDV is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the award is in FINAL status in FAADC.

- Verify all of the data has been sent correctly.

- Verify all of the corrected data has been transmitted.

Pass/Fail:	Comments:

6.2 Non-Aggregate Individual Federal Assistance

- **Block Grant**

- **Formula Grant**

- **Project Grant**

- **Cooperative Agreement**

- **Direct Payment**

- **Direct Loan**

- **Guaranteed/Insured Loan**

- **Insurance**

- **Direct Payment with unrestricted use**

- **Other Financial Assistance**

6.2.1   Create Non-Aggregate Individual Award
Description: Create and save a Non-Aggregate Individual Award in the grants writing system.
Expected Result: All data is sent to FAADC and the Award is in DRAFT status.
Verification:
• Verify the data entered in the grants writing system is sent to FAADC and the data is correct.
• Verify the correct document type was created.

Pass/Fail:	**Comments:**

6.2.2   Update Non-Aggregate Individual Award
Description: Update and save a Non-Aggregate Individual Award in the grants writing system.
Expected Result: The data is updated in FAADC correctly.
Verification:
• Verify the data entered in the grants writing system is sent to FAADC and the data is correct.

Pass/Fail:	**Comments:**

6.2.3 Approve Non-Aggregate Individual Award

Description: Approve a Non-Aggregate Individual Award in the grants writing system.

Expected Results: The FAADC Award is final and can only be viewed from the grants writing system. The data in the grants writing system cannot be changed without an Amendment action.

Verification:

- Verify the Award is in FINAL status in FAADC.

- Verify all of the data has been sent correctly.

Pass/Fail:	Comments:

6.2.4 Correct Non-Aggregate Individual Award

Description: Correct and save a Non-Aggregate Individual award in the grants writing system.

Expected Results: The FAADC award is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:

- Verify the award is in FINAL status in FAADC.

- Verify all of the data has been sent correctly.

Pass/Fail:	Comments:

6.2.5 Create Non-Aggregate Individual Award Amendment

Description: Create and save a Non-Aggregate Individual Award Amendment in the grants writing system.

Expected Results: The award is amended, and an Amendment number is assigned by the grants writing system.

Verification:

- Verify the amendment exists in FAADC in DRAFT status.

- Verify all of the data entered in the grants writing system was passed to FAADC correctly.

• Verify the Amendment number is correct.	
Pass/Fail:	**Comments:**

6.2.6 Update Non-Aggregate Individual Award Amendment

Description: Update and save a Non-Aggregate Individual Award Amendment in the grants writing system.

Expected Results: The Amendment in FAADC reflects the changes made in the grants writing system.

• Verify the changes were made in the FAADC system.

• Verify the document is in DRAFT status.

Pass/Fail:	**Comments:**

6.2.7 Approve Non-Aggregate Individual Award Amendment

Description: Approve a Non-Aggregate Individual Award Amendment in the grants writing system.

Expected Results: The Amendment in FAADC is in FINAL status and the Amendment in the grants writing system cannot be changed.

Verification:

• Verify all of the amendment fields are sent correctly to FAADC.

• Verify the Amendment is in FINAL status.

• Verify the Amendment in the grants writing system cannot be changed.

Pass/Fail:	**Comments:**

6.2.8 Correct Non-Aggregate Individual Award Amendment

Description: Correct and save a Non-Aggregate Individual Award in the grants writing system.

Expected Results: The FAADC IDV is final and can only be viewed from the grants writing system. The data is corrected in FAADC correctly.

Verification:	
• Verify the award is in FINAL status in FAADC.	
• Verify all of the data has been sent correctly.	
• Verify all of the corrected data has been transmitted.	
Pass/Fail:	**Comments:**

6.3 Delete Aggregate Award

Description: Delete the Aggregate award in the grants writing system.

Expected Results: The FAADC award is deleted from FAADC.

Verification:

- Verify the award is no longer in FAADC.

- Verify the correct data has been deleted from FAADC.

Pass/Fail:	Comments:

6.4 Delete Non-Aggregate Award

Description: Delete the Non-Aggregate Award in the grants writing system.

Expected Results: The FAADC award is deleted from FAADC.

Verification:

- Verify the award is no longer in FAADC.

- Verify the correct data has been deleted from FAADC.

Pass/Fail:	Comments:

6.3 Delete Non-Aggregate Individual Award

Description: Delete the Non-Aggregate Individual award in the grants writing system.

Expected Results: The FAADC award is deleted from FAADC.

Verification:

- Verify the award is no longer in FAADC.

- Verify the correct data has been deleted from FAADC.

Pass/Fail:	Comments:

6.9 User

The user test cases are only executed if the grants writing system uses the user Web services to maintain the department/agency/office users in FAADC.

6.9.1 Create User

Description: Create and save a user in the grants writing system.

Expected Result: All relevant data is sent and the user exists in FAADC.

Verification:

- Verify the user data in the grants writing system is sent to FAADC and the data is correct.

- Verify the correct user type was created.

Pass/Fail:	Comments:

6.9.2 Update User

Description: Update and save a user in the grants writing system.

Expected Result: The user data is updated in FAADC correctly.

Verification:

- Verify the user data changed in the grants writing system is sent to FAADC and the data is correct.

Pass/Fail:	Comments:

6.9.3 Disable User

Description: Disable a user in the grants writing system.

Expected Results: The user is disabled in FAADC and cannot log in.

Verification:

- Verify the user is disabled in FAADC and cannot log in.

Pass/Fail:	Comments:

6.9.4 Enable User

Description: Enable a user in the grants writing system.

Expected Results: The user is enabled in FAADC and can now log into FAADC.

Verification:

- Verify the user can log into FAADC.

Pass/Fail:	Comments:

6.9.5 Assign User Privileges

Description: Assign privileges in the grants writing system.

Expected Results: Relevant privileges are assigned to the user in FAADC.

Verification:

- Verify the user has the relevant privileges in FAADC.

Pass/Fail:	Comments:

6.9.6 Modify User Privileges

Description: Modify user privileges in the grants writing system.

Expected Results: The relevant user privileges are modified in FAADC.

Verification:

- Verify the user privileges have been modified in FAADC.

Pass/Fail:	Comments:

6.10 Close
The Close test cases are only executed if the grant writing system is designed to utilize the "Close" Web Services to maintain the proper Close Out status for awards in FAADC.
6.10.1 Close Out an Aggregate record (Repeat for all Assistance types that are applicable)
Description: Send a web services Close Out request for an Aggregate
Expected Result: A positive confirmation is returned with an "isClosed" value of true.
Verification:

- Verify the correct document was Closed Out in Beta with a Closed Status of "Yes"
- Verify the Closed Status Date and Closed By values are correct
- Verify that any amendments for the assistance are Closed Out with the same values.

Pass/Fail:	Comments:

6.10.2 Close Out a Non-Aggregate record (Repeat for all Assistance types that are applicable)
Description: Send a web services Close Out request for a Non-Aggregate
Expected Result: A positive confirmation is returned with an "isClosed" value of true.
Verification:

- Verify the correct document was Closed Out in Beta with a Closed Status of "Yes"
- Verify the Closed Status Date and Closed By values are correct
- Verify that any amendments for the assistance are Closed Out with the same values.

Pass/Fail:	Comments:

6.10.3 Close Out a Non-Aggregate Individual (Repeat for all Assistance types that are applicable)	
Description: Send a web services Close Out request for a Non-Aggregate Individual	
Expected Results: A positive confirmation is returned with an "isClosed" value of true.	
Verification:	
• Verify the correct document was Closed Out in Beta with a Closed Status of "Yes"	
• Verify the Closed Status Date and Closed By values are correct	
• Verify that any amendments for the assistance are Closed Out with the same values.	
Pass/Fail:	Comments:

7   DATA DISSEMINATION CERTIFICATION

Data Dissemination is the retrieval of data from the FAADC database by a user. The data may be retrieved in one of the following ways:
- Machine-to-machine business object web services integration
- Machine-to-machine via direct database access
- Machine-to-machine GUI web services integration.

7.1   Get Assistance Web Services

Description: Get the data values for a specific Award by calling the Get service

Expected Results: By default, FAADC retrieves the single record with complete details.

Verification:

- Verify the user retrieves the expected data.

- Verify the user understands the impact of retrieving data during peak hours.

- Verify the frequency, time of day and the amount of data being retrieved.

- Verify user understands that web services will not be available during scheduled maintenance periods.

7.2 Getlist Assistance Web Services

Description: Get a list of Awards from the FAADC for a specified time period.

Expected Results: By default, FAADC retrieves 10 contracts. Max recommended records to fetch – 250.

COTS/GOTS Data Dissemination Checklist

COTS/GOTS Data Dissemination Checklist	
System Name:	
Date:	
Certifier:	
Department/Agency/CO representative(s):	
Departments/Agencies/Offices using the system:	
System Owner Signature:	
Certifier's Signature:	
8.1 Web Services Integration	
8.1.1 Get Assistance	
Description: Get a data values from FDPS for a specified Award:	
Expected Results: By default, FAADC retrieves the single record with complete details.	
Verification:	
• Verify the user retrieves the expected data.	
• Verify the user understands the impact of retrieving data during peak hours.	
• Verify the frequency, time of day, and the amount of data being retrieved.	
• Verify user understands that web services will not be available during scheduled maintenance periods.	

Pass/Fail:	Comments:

8.1.3 Getlist – Assistance

Description:

Get a list of Awards from the FAADC for a specified time period.

Expected Results: By default, FAADC retrieves 10 contracts. Max recommended records to fetch – 250.

Pass/Fail:	Comments:

7.2.1   Concurrent Requests (Load)

Description:

1. Maximum 1 getList thread at any time

2. Maximum number of rows retrieved by getList service is 250

3. Date Range for the getList service not to exceed one month

4. Maximum of 10 concurrent threads for individual gets during peak business hours (7:00 AM EST to 10:00 PM EST)

5. Maximum of 20 concurrent threads for individual gets during non-peak business hours (10:00 PM EST to 7:00 AM EST)

Expected Results:

By default, FAADC retrieves 10 contracts. Max recommended records to fetch – 250.

Pass/Fail:	Comments: