

## Freedom of Information Act

The basic function of the FOIA is to ensure informed citizens, vital to the functioning of a democratic society.

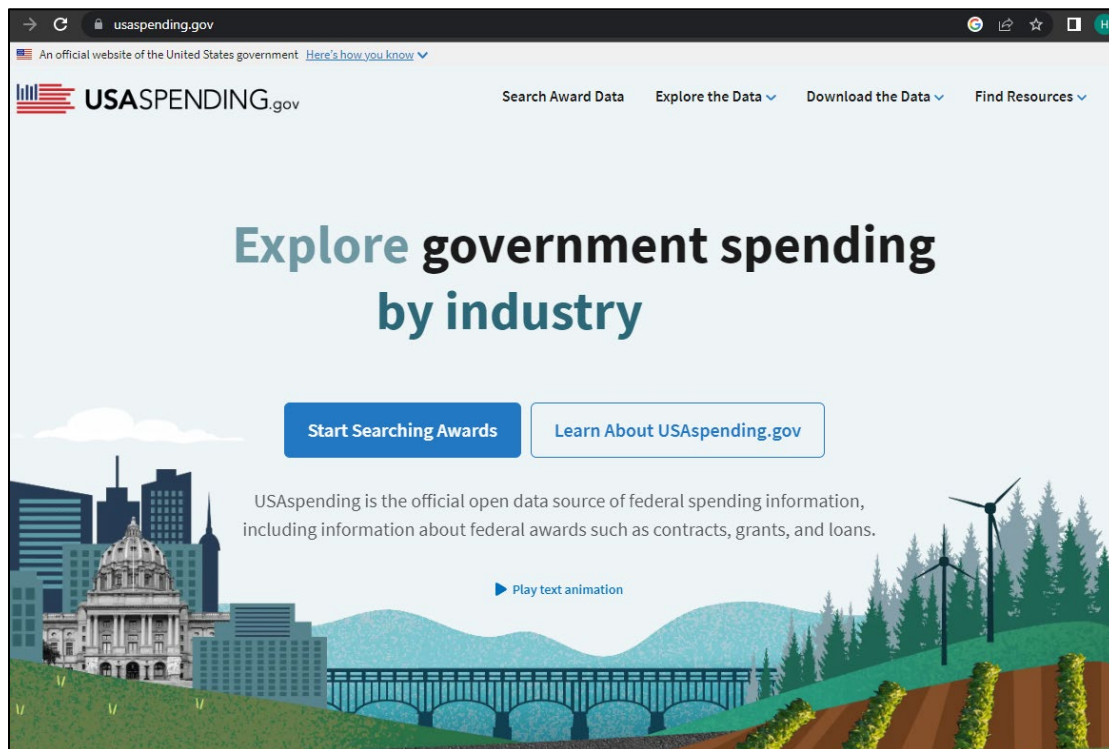
You should ALWAYS do your research before you make a FOIA request. Most agencies have their contract information publicly available already. Going to the agency's website usually provides useful information. If you do not find what you are looking for, you may submit a FOIA request on the website FOIA.gov.

One thing to consider when filing your FOIA request, each agency has their own department for managing FOIA requests. In order for your request to be responded to, make sure you have the right agency listed. There are over 100 agencies. You can find a breakdown on USA.gov.

After you submit your request, the agency will first search for the records and review the to see what information is allowed to be disclosed. Personal privacy and law enforcement interests are two out of nine exemptions to the full disclosure rule. You may not get a quick response depending on their backlog and the complexity of your request.

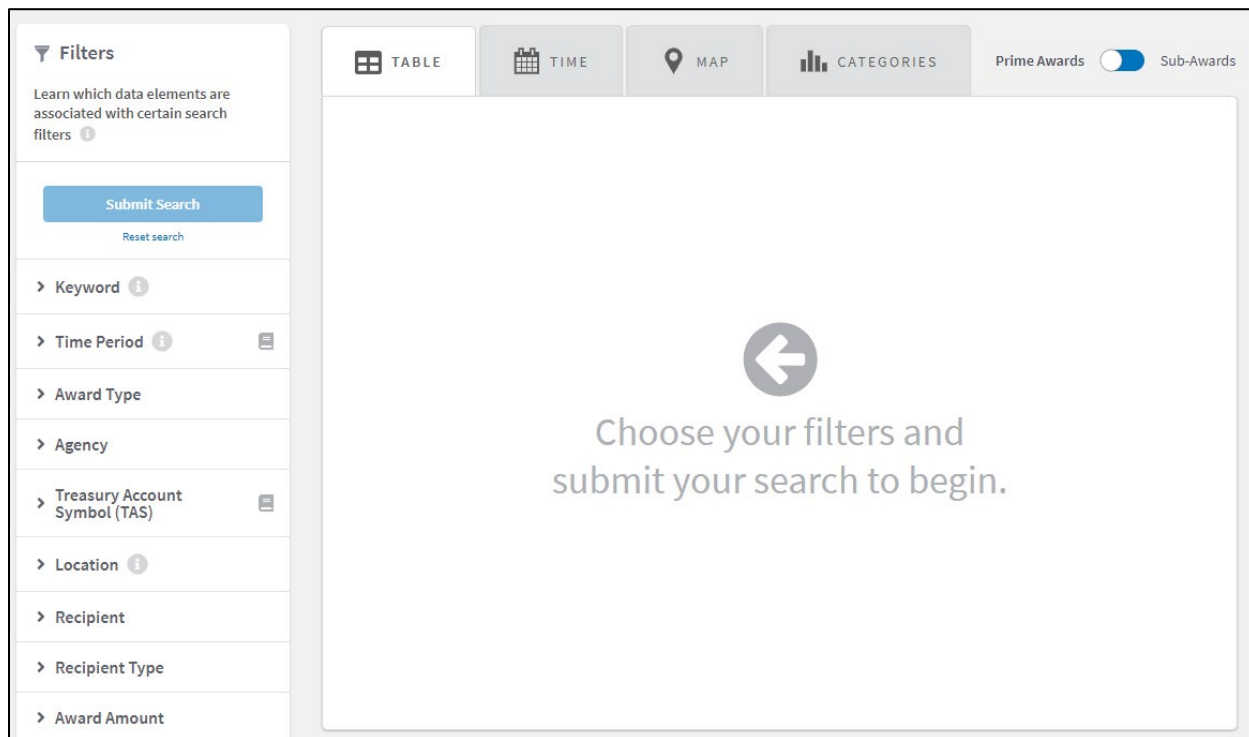
### 1. Go to USASpending.gov

When going to SAM.gov you will be directed to their homepage. From here you will be able to "Start Searching Awards" or "Learn About USASpending.gov".



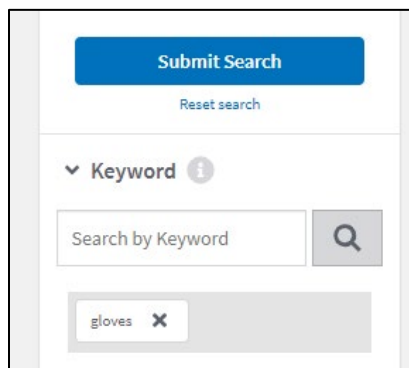
## 2. Click the blue link “Start Searching Awards”

This link will bring you to the search page. On this page you are able to adjust your filters and submit a search. You can apply the following filters: keywords, time period, award type, agency, Treasury Account Symbol (TAS), locations, recipient, recipient type, award amount, award id, Assistance Listing, Disaster Emergency Fund Code, North American Industry Classification System, Product or Service Code, type of contract pricing, type of set-aside, and extent completed.



## 3. Add your filter and click the blue “Submit Search” button.

For our example we are using the keyword “gloves”.

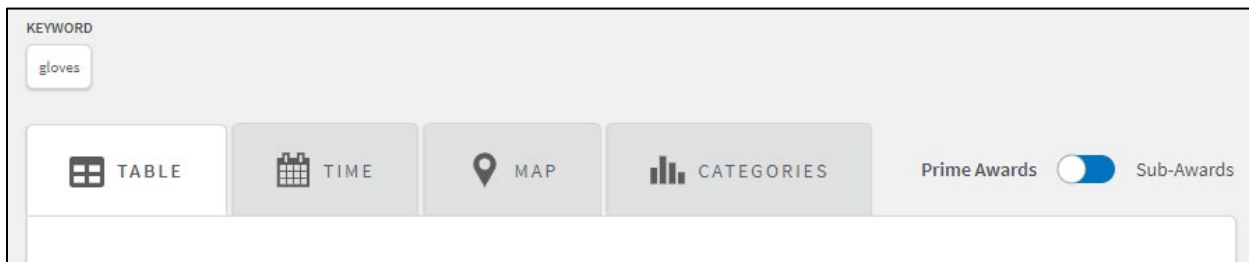


#### 4. Review the search results.

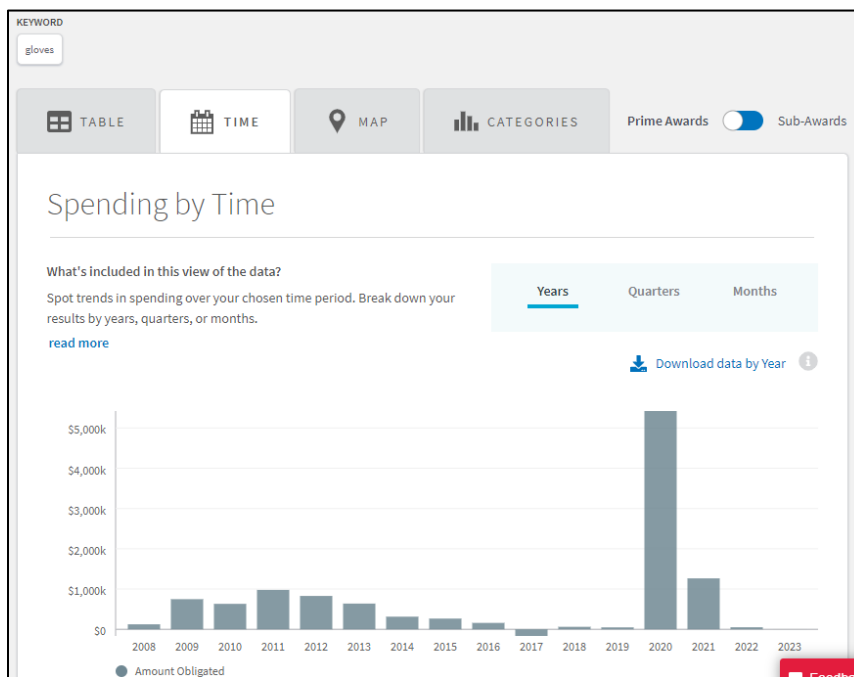
The results can be toggled from Prime Awards (the default) to Sub-Awards in the top right corner of the results.

The top row of tabs are Table, Time, Map, Categories.

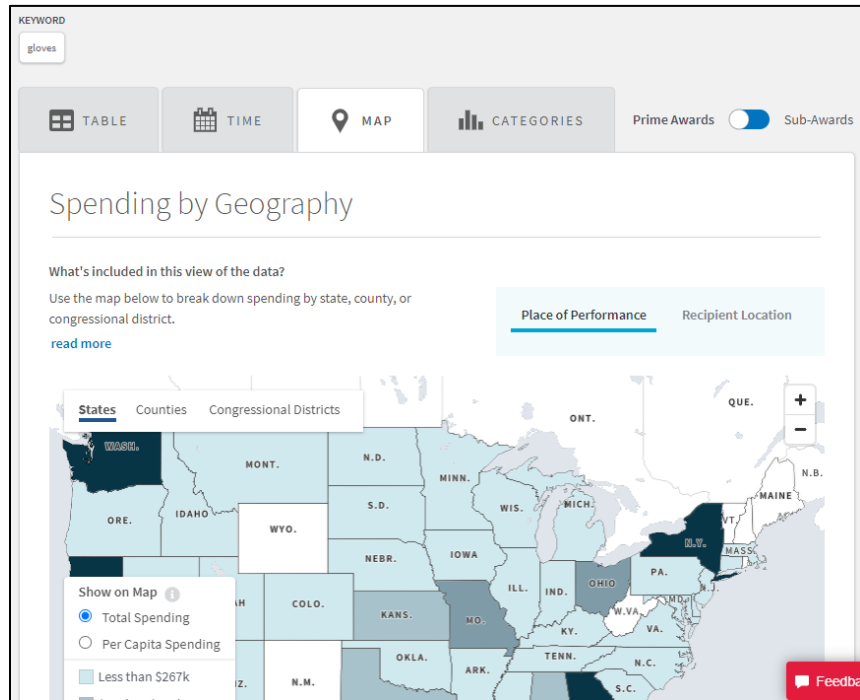
- Table = a listing of awards and those who hold the contract
- Time = Government spending over time
- Map = spending by geography
- Categories = spending by awarding agency, recipient, assistance listing (CFDA Progra) or industry code



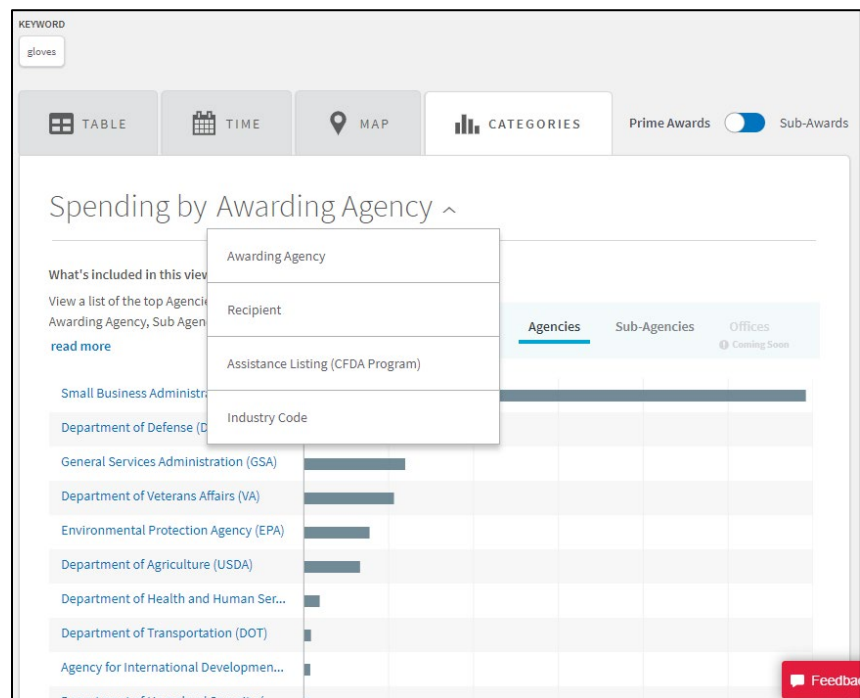
#### 5. The Time Tab Results



## 6. The Map Tab Results.



## 7. The Categories Tab Results



## 8. The Table Tab Results

This is the main tab where you can research the awards. The data is separated into the following tabs: contracts, contract IDVs, grants, direct payments, loans, other.

Then there are the search results. The data is presented in a filterable table. Featured are the award id, recipient name, start date, end date, total obligations to date, total outlays to date, base transaction description, DEFC, COVID-19 obligations, COVID-19 Outlays, infrastructure obligations, infrastructure outlays, awarding agency, awarding sub agency, and contract award type.

KEYWORD  
gloves

TABLE TIME MAP CATEGORIES Prime Awards  Sub-Awards

### Spending by Prime Award

What's included in this view of the data?  
View a list of award summaries based on your selected filters. Click the Award ID, Recipient Name, or Awarding Agency to find more detailed information on individual awards including transaction history, subawards, and more.  
[read more](#)

Contracts 722 Contract IDVs 13 Grants 1 Direct Payments 66 Loans 129 Other 0

Award ID	Recipient Name	Start Date (Period of Performance)	End Date (Period of Performance)
75F40123P00026	EXCEL GLOVES & SAFETY SUPPLIE...	1/25/2023	4/10/2023
W912LC08F0088	EXCEL GLOVES & SAFETY SUPPLIE...	7/31/2008	8/20/2008
VA24614F7247	EXCEL GLOVES & SAFETY SUPPLIE...	9/11/2014	6/1/2015

**9. Select an Award ID or Recipient Name to dive deeper into the results.**

For this example we selected the Award ID.

In the contract summary you will find the Purchase Order (PO), the Awarding Agency, Recipient, Related Awards, and Dated. Also located in the top right corner is the ability to share and download the results.

Directly underneath the download button is the status of the contract. In this case this contracts has been completed.

Scrolling further down we come into Award Amounts and Description

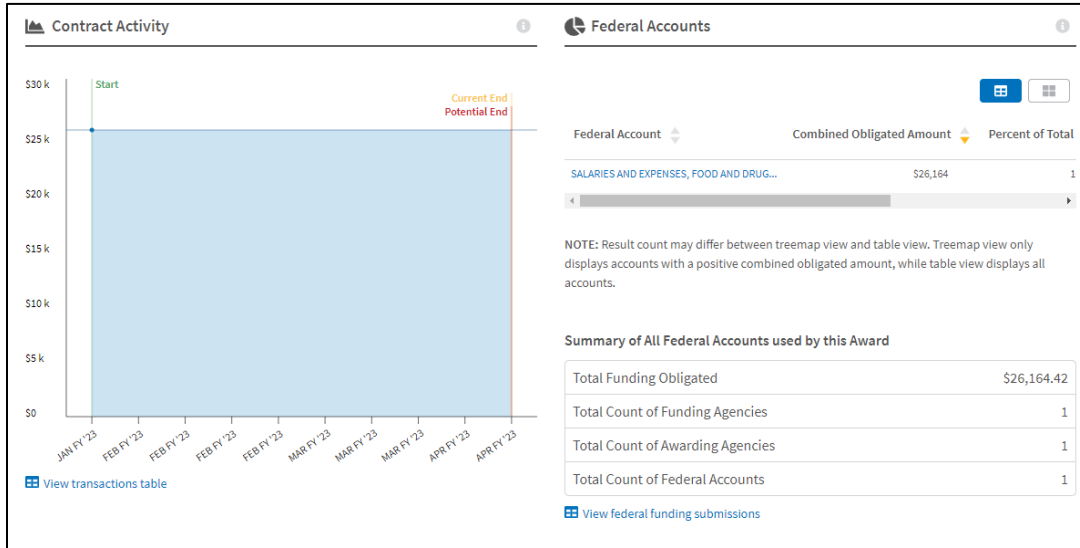
\$ Award Amounts	
Obligated Amount	\$26,164
Current Award Amount	\$26,164
Potential Award Amount	\$26,164

Description	
<p>CHEMICAL CONTAINMENT SHELIVING</p> <p>North American Industry Classification System (NAICS) Code</p> <p>33 : Manufacturing</p> <p>3345: Navigational, Measuring, Electromedical, and Control Instruments Manufacturing</p> <p>334516: Analytical Laboratory Instrument Manufacturing</p>	<p>Product or Service Code (PSC)</p> <p>PRODUCTS</p> <p>66: INSTRUMENTS AND LABORATORY EQPT</p> <p>6640: LABORATORY EQUIPMENT AND SUPPLIES</p>

Outlayed Amount	\$0.00
Obligated Amount	\$26,164.42
Current Award Amount	\$26,164.42
Potential Award Amount	\$26,164.42

[View Transaction History](#)

The next block of data includes the Contract Activity and Federal Accounts.



And finally, the Award History and Additional Information.

Modification Number	Action Date	Amount	Action Type	Transaction Description
0	01/25/2023	\$26,164	--	CHEMICAL CONTAINMENT SHELVING

**Additional Information**

Expand All

- Unique Award Key
- Agency Details
- Parent Award Details
- Recipient Details
- Acquisition Details
- Competition Details

**10. Take it another step further and research the Awarding Agency and the Prime Contractor who received the award.**

Awarding Agency	Recipient
<a href="#">Department of Health and Human Services (HHS)</a>	<a href="#">EXCEL GLOVES &amp; SAFETY SUPPLIES INC</a> 2802 EMERALD ST MILTON, WA 98354-9782 UNITED STATES Congressional District: WA-08

Clicking on the purple link of the recipient's name produces results like this.

## EXCEL GLOVES & SAFETY SUPPLIES INC

Also known by 5 other names ▶

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This recipient is associated with multiple parents in the dataset: ⓘ  
EXCEL GLOVES & SAFETY SUPPLIES INC  
Show 1 more

CHILD RECIPIENT

**Total Awarded Amount**

\$37,500

from 12 transactions

[View awards to this recipient](#)

**Face Value of Loans** ⓘ

\$0


from 0 transactions

**Details**

Recipient Identifier	NJS8M83M1398 (UEI ⓘ) 928913409 (Legacy DUNS ⓘ)
Address	2802 EMERALD ST MILTON, WA UNITED STATES 9782
Congressional District	WA-08
Business Types	8a Program Participant Asian Pacific American Owned Business Business




Clicking on the blue link for the Awarding Agency produces results like this:



## Department of Health and Human Services (HHS)

Includes COVID-19 Spending

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**Overview**

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Data through 4/29/2023

**Agency Mission**

It is the mission of the U.S. Department of Health & Human Services (HHS) to enhance and protect the health and well-being of all Americans. We fulfill that mission by providing for effective health and human services and fostering advances in medicine, public health, and social services.

**Website**

<https://www.hhs.gov/>

**Congressional Justification of Budget (CJ)**

<https://www.hhs.gov/cj>

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**FY 2023 Summary**

Data through 4/29/2023

<p style="text-align: center; font-size: 0.9em;">How much funding is available to this agency?</p> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">\$2.80 Trillion</p> <p style="text-align: center; font-weight: bold;">in budgetary resources</p> <p style="font-size: 0.8em; color: gray; text-align: center;">22.9% of the FY 2023 U.S. federal budget</p>	<p style="text-align: center; font-size: 0.9em;">How much has this agency planned to spend?</p> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">\$1.50 Trillion</p> <p style="text-align: center; font-weight: bold;">in total obligations</p> <p style="font-size: 0.8em; color: gray; text-align: center;">53.5% of total budgetary resources</p>	<p style="text-align: center; font-size: 0.9em;">How much has this agency planned to spend on awards?</p> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">\$1.21 Trillion</p> <p style="text-align: center; font-weight: bold;">in award obligations</p> <p style="font-size: 0.8em; color: gray; text-align: center;">80.7% of total obligations</p>
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**11. Now run with the information!**

Utilize Select GCR Pro to pull contact information for the Recipients you want to work with or the Agencies you want to work for. Then communicate and establish a mutually beneficial relationship.

 Web: [www.SelectGCR.com](http://www.SelectGCR.com)
 Email: [Support@SelectGCR.com](mailto:Support@SelectGCR.com)
 Phone: (833) 336-3988