PARS Online Help for Grantees

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Getting Started

Welcome

Welcome to the Federal Emergency Management Agency (FEMA) Payment and Reporting System (PARS), accessible only to authorized personnel. This accompanying Online Help for Grantees will assist you in getting familiar with the Web-based FEMA Payment and Reporting System, commonly shortened in this Help guide to the Payment and Reporting System or PARS. This version, on a PDF platform, is dated March 5, 2025 and reflects system updates through PARS Release 08.00.00.00.

Revision History

Through PARS Release…	Date	Description/Changes	Author
08.00.00.00	3/5/25	"**Generating Reports**"—removal of the deprecated "Grant List Report" topic and updates/clarifications to the "**Payment Hold Report**" and "**Payment Request Report**."	Digital Systems Group, Inc.
07.00.00.00	11/12/24	"**Requesting/Canceling/Editing a Grant Payment**"—new error message incorporated in requesting a payment, "Invalid payment amount requested! Due to Treasury limitations, a single payment request must not exceed $99,999,999.98. The payment amount must be less than $99,999,999.99. Enter a valid payment amount and try again.""	Digital Systems Group, Inc.
06.00.00.00	8/11/2023	"**Requesting/Canceling/Editing a Grant Payment**"—new notes on automatic 90-/120-day holds placed via FEMA's financial system and changes reflecting that only calendar picker entry is permitted for dates on a request.	Digital Systems Group, Inc.
05.00.00.00	11/2/2022	Initial version of the Help on a PDF platform. (The previous version of the Help, on a RoboHelp® platform, was published 7/3/2019.)	Digital Systems Group, Inc.

The full Payment and Reporting System is designed for FEMA employees administering and managing grants as well as the grantees themselves, with the grantees operating a "subset" of the system. PARS enables a grantee user to view grant information and send the Federal Financial Report FFR/SF 425 electronically. A grantee may also request a payment from the grant. (A FEMA administrative user may, for example, accept grants; place holds on grants; run reports; and establish schedules for email notification of expiration of grants, deadlines for reports, creation of reports, and modification of reports. The full system facilitates the maintenance of fiscal year and quarter data, contact information, and security options.)

Pop-Ups and Links to Other Topics

For viewing pop-up definitions of terms used throughout the Help or for jumping to a related section, click on the *words* or *phrases* typed in color and underscored with a solid line.

Notation Conventions

Terms that are highlighted in **boldface** represent user entries. These are keys or buttons that you should click on or press, such as in the instruction, "Click **OK** at the bottom of the page to close the window," or items from an area (on a menu) that you should select (by single-clicking the **left mouse button**).

The term "click" signifies that you should press the **left mouse button** one time (that is, single-click).

Variables (values that vary from one user to another or in different situations) for input or in error messages are indicated in *italics*; for example, "Enter the *first name* of your contact."

Error messages (or system checks) and warning messages, as well as the reasons they appear, are indicated in boxes labeled "ERROR MESSAGES" and "WARNING MESSAGES," respectively, following the procedure step to which they most closely pertain.

Prerequisites

The Web-based Payment and Reporting System requires a browser as your system platform, for example, Microsoft® Edge®, and a PDF Reader, for example, Adobe® Acrobat Reader to view the SF-425 grant form. The system is browser-independent.

Copyright

The Web-based FEMA Payment and Reporting System is a copyrighted product of Digital Systems Group, Inc. (DSG).

Calling Up the FEMA Payment and Reporting System

1. Start your Internet browser, Edge® or Internet Explorer®.

2. Type the *URL* indicating the server and path where the Payment and Reporting System is residing, in the Address or Location box and press **Enter** or click **Go**. Or, if you are using an applications portal, select the Payment and Reporting System or the *alias* used for it from the list of available systems. The PARS Bulletin Board/Title Page is displayed.

3. Click the **here** link in the "Click **here** to proceed to the PARS Access Page" or click **Login** in the upper right of the page. The PARS Access Page is displayed. If you are already a registered user, see "To log on to the Payment and Reporting System (after you have registered...)," below; otherwise, follow the instructions under "To become a registered user (one-time only)," immediately following.

To become a registered user (one-time only)

1. Click, if you are a first-time user and wish to establish a Payment and Reporting System account, one of these links on the PARS Access Page: **New User? Register Here** (near the Login button), **Online Registration Process** (within the first paragraph under "For New Users"), or **clicking here** (also within the first paragraph under "For New Users"). The PARS Online Registration Page is displayed. Once you have completed this page and you are notified via email that your account has been approved, you may access the Payment and Reporting System.

2. Complete the Account Information section: Enter your grantee *vendor identification number*, *email address* (this can be entered for registration, per grantee, only one time), and *user name* (this is to be your login ID, which can be entered for registration only one time; this value is also supplied as the site user in the Contact data). Use the drop-down list to select either **Used to File FFR/SF 425 Reports** or **Used to Request Payments** to identify how you will employ the system and your security group placement.

ERROR MESSAGES: "Vendor Number Required. You have not entered a valid Vendor Number. Please provide a valid Vendor Number in the space provided"—You've neglected to enter a grantee ID value in the Vendor Number field.

"Invalid Vendor Number. We are unable to find the Vendor Number you provided in our records. A valid Vendor Number is required in order to create an account. Please correct the value you entered for Vendor Number and try again. If you continue to have problems, please call the Customer Service Center at *N-NNN-NNN-NNNN* or write to us at *xxx@xxx.xxx*"—You've entered a vendor ID (grantee ID) that is not contained in the PARS database. The system informs you that a valid vendor ID is required to create an account for you. Re-enter the value. Note that this message is displayed after the rest of the form passes the edits—a data base check is made.

"Email Address Required. You have not entered a valid email address. Please provide a valid email address in the space provided"—You've neglected to input a value in the Email Address field or have entered a malformed email address; that is, one not in the form *username* (that is, *local-part*)*@domain*. The email address must also be at least seven characters. (You are flagged after you click Continue to Next Step at the bottom of the page if you have entered a correctly formed, but non-existent email address, contingent upon your email server configuration.)

"Already Registered. We already have a registration using your EMail Address on file for this vendor. Try to log in with your username and password. If you continue to have problems, please call the Customer Service Center at *N-NNN-NNN-NNNN* or write to us at *xxx@xxx.xxx*" —You've entered an email address that has already been applied to a registration.

"Invalid User Name Selected. User Name must be at least 3 characters. Please provide a valid User Name in the space provided"—You've neglected to input a value in the Desired User Name field or have not entered an identifier containing at least three characters. (The system prevents you from entering more than 15.)

"User Name Already Exists. An account with the User Name you selected already exists. Please enter a different User Name in the space provided and try again"—You've input a user name (login ID) that has already been established in PARS.

"Account Type Required. You have not selected an Account Type. Please select an Account Type from the Account Type dropdown"—You've neglected to choose whether you are employing PARS to enter SF 425s or to request payments against a grant. (As a grantee user (non-PIV), this determines the Security group/access privileges to which you will be assigned: ENDUSER or PAYMENTUSER group.)

3. Complete the Grantee Information section: Enter your grantee *organization name* and *address* (*number* and *street, city*, *state*, and *ZIP code*).

ERROR MESSAGES: "Organization Name Required. You have not entered a valid Organization Name. Please provide a valid Organization Name in the space

provided"—You've neglected to enter a value in the Organization Name field.

"Address Required. You have not entered a valid Address. Please provide a valid Address in the space provided"—You've neglected to enter a value in the Address field.

"City Required. You have not entered a City. Please provide a City in the space provided"—You've neglected to enter a value in the City field.

"State Required. You have not entered a State. Please provide a State in the space provided"—You've neglected to enter a value in the State field.

"ZIP Code Required. You have not entered a Zip Code. Please provide a Zip Code in the space provided"—You've neglected to enter a value in the ZIP Code field.

4. Fill in the Contact Information section: Enter the main contact person's *title*, *first name*, *last name*, *phone number*, and *fax number*. (Note that this information, as well as other data items, will be carried over to the Edit Contact Page).

"Contact Title Required. You have not entered a Contact Title. Please provide a Contact Title in the space provided"—You've neglected to enter a value in the Title field.

"Contact First Name Required. You have not entered a Contact First Name. Please provide a Contact First Name in the space provided"—You've neglected to enter a value in the First Name field.

"Contact Last Name Required. You have not entered a Contact Last Name. Please provide a Contact Last Name in the space provided"—You've neglected to enter a value in the Last Name field.

"Contact Phone Number Required. You have not entered a Contact Phone Number. Please provide a Contact Phone Number in the space provided"—You've neglected to enter a value in the Phone Number field.

5. Complete the Grant Verification Information section carefully to have your account validated: Enter the *grant number*, *grant start date*, and *grant end date*. (To enter the dates, use the respective calendar button.)

ERROR MESSAGES: "Grant Number Required. You have not entered a Grant Number. Please provide a Grant Number in the space provided"—You've neglected to enter a value in the Grant Number field. (This is the grant obligation ID established in FEMA's WebIFMIS system.)

"Grant Start Date Required. You have not entered a Grant Start Date. Please provide a Grant Start Date in the space provided"—You've neglected to enter a value in the Grant Start Date field.

"Grant End Date Required. You have not entered a Grant End Date. Please provide a Grant End Date in the space provided"—You've neglected to enter a value in the Grant End Date field.

6. Click the **Continue to Next Step** button to verify your input. If your entries pass the edits, a page is displayed indicating that "Online Registration [has been] Completed. Registration Form Has Been Saved." This page informs you that an email is being sent to you instructing you on how to validate your email address. Validating your email address ensures that the email account you provided is valid for two-factor authentication and is one that can be used for future communication from the system. It serves to discourage fraudulent account registrations. (If you lost or deleted your email address, click the **Click Here** link under, "What if I Lost or Deleted My Verification Email?" The system displays the PARS Lost Email Verification Page, where you may re-enter your email address and click the **Resend Verification Email** button.)

ERROR MESSAGES: "The Registration Form was successfully submitted but there was an error generating email notification. Please contact Customer Service at *NNN-NNN-NNNN*."—You've used a non-existent, but correctly formed, email address on the registration form. Note that seeing this message is contingent upon your email server configuration.

7. Note the email with the subject line, "US FEMA PARS System Email Verification," whose purpose is to ensure that the email address provided on the registration is valid. The system recaps the email address provided and indicates:

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You are receiving this email because someone has completed the Online
Registration Process on the FEMA PARS System. Upon approval of this
registration, the person who completed this process will have access to
information about your FEMA Grants and will be able to file quarterly
FFR/SF 425 reports.
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8. Click the **Confirm Email** link offered in the email to accept the email address, or notify the service center (phone number and email provided) if you received the email in error or you suspect fraud. If you confirm, a page is displayed indicating "Your Email Has Been Successfully Validated."

ERROR MESSAGES: "Email verification attempt failed"—You've called up the email whose subject line is "US FEMA PARS System Email Verification," and you've re-clicked the *Confirm Email* link. The system informs you that your attempt to validate your email address has failed because the account is not awaiting email verification and that the email address may have already been validated. Also, the FEMA Administrator may have deleted the registration awaiting email verification.

9. Note the email with the subject line, "US FEMA PARS System—Email Successfully Validated," whose purpose is to inform you that you have successfully validated your email address, and that your registration data has been submitted to PARS System Administrators for review and account approval. You are to be alerted when your application has been approved and is activated for login.

10. Note the email with the subject line, "US FEMA PARS System—Your Account has been DENIED" or "FEMA PARS System—Your Account has been Approved!"

If your account application has been denied, owing to discrepancies revealed to the Administrator, you will not be able to log on to the Payment and Reporting System. This email provides a comment from the Security Administrator and contact information for resolution.

If your account application has been approved, you receive a temporary password and are activated for system use. Click the **Address** link provided in the notification email to call up the PARS Bulletin Board/Title Page. Click on the [Click] **here** link to display the PARS Access Page. See "To log on to the Payment and Reporting System," below.

To log on to the Payment and Reporting System (after you have registered)

1. Enter, on the PARS Access Page, your *user name* and *password* in their respective fields. Note that your password expires every 90 days. You will be notified each day beginning seven days before its expiration. After day 90, the system will automatically display the Change Password Page after you log in since you must change your password.

ERROR MESSAGES: "Login Failed. User Name or Password is incorrect"—You've entered values for the User Name and/or Password fields that are not contained in the Payment and Reporting System's table of existing site users.

"Login Failed. You are an Unregistered User"—You've entered a user name that is contained in the system as a user record via the registration process, but has been deleted from the FEMA Administrator's Registration Forms option.

"Login Failed. Account is not yet approved. You have completed the online registration process required for the online PARS system. Your registration is being processed, but it has not yet been approved…"—You've attempted to log in, but your registration still must receive approval. A notification email will be sent to you at the address you provided during registration when your account has been approved.

Your account has been temporarily disabled due to incorrect login. Please contact Customer Service at *phone number*"—You've been prevented from entering the Payment and Reporting System owing to a stipulation in the Security system (you have most likely exceeded the allowable number of login attempts). Call the phone number provided.

"No Contact record can be found for this login. Please contact Customer Service"-- You've entered a user name and password, but no related Contact record exists. This may occur if you, the grantee, were established in PARS, not by registration but by a FEMA Administrator via Site User Maintenance. (Your site user record was added in PARS without having had a Contact record inserted.)

"Login Failed. Email Address Not Verified"—You've attempted to log in, but have not yet clicked the link in the email titled, "US FEMA PARS System Email Verification" to verify your email address.

"Login Failed. Your Account Registration Request Has Been Denied"—You've attempted to log in, but a FEMA Administrator has denied your registration. Locate your email with the subject line, "US FEMA PARS System—Your Account has been DENIED" for further information.

2. Click the **I Accept** checkbox to confirm the FFR/SF 425 User Acceptance Statement.

ERROR MESSAGES: "Unable to Log In - Please Accept Terms First - You must indicate that you agree to the Terms below by checking the box next to the words **I Accept** before you can log in and access this system."—You've neglected to select the **I Accept** checkbox.

3. Click the **Login** button. If this is your first time logging in, the Change Password Page is displayed since you must change your password; otherwise, the Authorization Code Page is displayed (assuming Multifactor Login has been

activated by FEMA). For first-time users, the PARS Access Page is displayed after the password has been changed. Log on with your new password.

4. Check your Inbox for the email with the subject, "FEMA PARS System— Authorization Code." Enter the eight-digit *authorization code* provided in the Authorization Code field on the Enter Authorization Code Page. Click **Submit** to display the PARS Main Page. (PARS uses the email address that is stored in the Contact table in the row associated with the user's login information. Upon the grantee's registering, the email address entered on the registration form is written to the Contact table.)

ERROR MESSAGES: "The Authorization Code does not match. Please enter the Authorization Code that was emailed or request a new one."—You've failed to enter the latest email-provided authorization code correctly or have neglected to enter a code before clicking the Submit button.

"The Authorization Code has expired. Please request a new code"—You've entered an authorization code, from the latest authorization code email, that was <u>generated</u> at least 10 minutes prior, or you've clicked Submit with no authorization code entered, and the last authorization code "requested" was generated over 10 minutes previous.

"A new Authorization Code has been emailed. Please check your email and enter the new code below."—You've clicked the Request New Code link on the Enter Authorization Code Page. You may use this link if you somehow did not receive the email with the original authorization code.

Understanding the System Layout

Since the Payment and Reporting System works like the Internet, it enables you to navigate it with your preferred browser. Once you have called up the Payment and Reporting System with your browser, the PARS Main Page is displayed. The system is organized by modules that are available for your selection, based on your security privileges: **Main**, **Codes**, **Grants**, **Payments**, **Security**, and **Reports**. As a grantee, you will not be able to view these six module tabs. Simply click on the desired *module tab* to display the module menu you'd like to view or the task you'd like to perform.

Module Menu

For your convenience, the Payment and Reporting System leaves the chosen module's menu alongside the left part of your page. You may access the other module options at any time. The Main Tab's sidebar, as well as the tab bank at the top of each page, houses the available modules.

Page Identifier

Each Payment and Reporting System page has a heading along the top indicating its title. The title describes the task performed or data maintained there.

Links to Other Modules and Pages

At the top of each page are tabs that allow you to link to the other modules. In addition to these module tabs, there exist secondary tabs, which serve to further organize the system within each module. Links on the various pages throughout the system are obvious, displayed in color and underlined, and following standard browser conventions.

Navigation Buttons

To get back to the last page you were viewing, click the **Back** button in the browser's toolbar at the top. To view, and possibly select from, a list of pages you've already visited, hold down the **Back** button and choose from the list.

To advance your page after you have gone back to a previous one, click the **Forward** button in the browser's toolbar at the top.

To call up this Help document to locate an explanation of the page you're viewing, as well as for information on the Payment and Reporting System's overall function, click the **Help** button in the upper right-hand corner of any page.

To display the URL of an option or subsystem given on the current page, hover the mouse pointer over the *link* in which you're interested to display the address in the status bar at the bottom left of the browser window.

Logging Off

Click the **Logout** option in the upper right-hand corner of your page. You may also select **Logout** from under the Users heading of the Main Tab's sidebar. (Note that if you exit the Payment and Reporting System by clicking the **X** in the upper right corner of the browser title bar or the browser tab, your logout will not be recorded for PARS Administrators who may need to assist you.)

Getting Help

Discovering Helpful Features

The Payment and Reporting System offers several helpful features on its screens, including Help for the Payment and Reporting System, which you are currently examining.

The **Help** button serves as your entree into the comprehensive Help for the Financial Reporting System and assists you with the current page.

Drop-down list boxes, available throughout the system, provide legal values for a particular field.
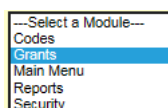
To display a drop-down list and place a value in a field

1. Click the **down-arrow** to the right of the field for the array of permissible values.
2. Scroll to locate your choice.
3. Point at your selection with the mouse pointer and click.

Or

1. Key in the *initial character* of the desired value. The first value in the list beginning with this character is displayed at the top of the drop-down roster.
2. Type the *second character* after the first, and so on, to further home in on a value in the list. Point and click to select.

To insert a date in a field

A calendar button appears to the right of each date field. Click on it to display a calendar and navigate to input the desired date.

To display the previous year, click **<<**

To display the following year, click **>>**

To display the previous month, click **<**

To display the following month, click **>**

To display today's month and year, click **Today**

To select the desired date for the date input field and close the calendar, click the *date* on the calendar.

To eliminate a date once it is displayed in the date field, click the **X** (if pictured) adjacent to the calendar button on the PARS page.

Receiving Error Notification

When you attempt to verify or save data, or otherwise advance the processing, and the system detects a problem with your input (whether it's a lone data entry or an entry not in tandem with other data already in the system), the Payment and Reporting System displays a red error message or red error messages at the top of the current page and prevents verification or saving of information. To proceed, you must first correct the specified problem.

The "ERROR MESSAGES" blocks in this online Help explain the meanings of the Payment and Reporting System error messages to you. Each follows the procedure step to which it most closely pertains.

Receiving Warning Notification

When you attempt to verify or save data, or otherwise advance the processing, and the system detects a potential problem with your input, the Payment and Reporting System displays a red warning message or red warning messages at the top of the current page. These messages do not halt your current activities, as error messages do, but merely serve as cautionary advisories.

The "WARNING MESSAGES" blocks in this online Help explain the meanings of the Payment and Reporting System warning messages to you. Each follows the procedure step to which it most closely pertains.

Using the Main Module

Changing Your User Password

The Payment and Reporting System allows you to redefine your site user's password after first entering your current password. After this change is effected, you will be required to use this new password when logging in under your site user name.

Select the **Main** Tab at the top of the page. The PARS Main Page is displayed, and a sidebar presents links for you to perform various functions. Click the **Change Password** option from the sidebar. The Change Password Page is displayed. (This page may also be displayed automatically by the system when a password change is required.)

To change your user password

1. Enter your *current password* in the Old Password field. Your login ID is provided by the system.

ERROR MESSAGES: "The following fields are required: Old Password"—You've neglected to enter your current password. "Incorrect Old Password"—You've failed to enter the correct password currently saved for your login ID/user name.

2. Type the *password* you wish to assign to your login ID in the New Password field.

ERROR MESSAGES: "The following fields are required: New Password"—You've neglected to enter your new user password. "New password cannot be the same as old password"—You've entered a new password that is identical to the current password for your user. "New password cannot be the same as previous 6 old passwords"—You've entered a new password that is identical to one of the previous six passwords for your user. "Please enter a valid password! Password must be between 8 and 15 characters and contain at least one lower case letter, at least one upper case letter, at least one number and at least one special character."—You've entered a password that does not fit the criteria.

3. Retype the *password* you entered in step 2.

ERROR MESSAGES: "The following fields are required: Re-Type New Password"—You've neglected to retype your new user password.

"Re-typed New Password does not match New Password"—You've neglected to enter identical passwords for steps 2 and 3.

4. Click the **Save** button. The PARS Access Page appears and prompts you to log in again with your new password.

Changing Your Email Address

The Payment and Reporting System allows you to change the email address associated with your site user name, provided that your site user is assigned to a saved contact under the Codes Tab. When the contact was created (most likely during grantee registration), a site user name and an email address were among the information specified. Since a given site user name may be referenced by a single contact only, one email address at most may correspond to a site user name. If your grantee site user name has not been assigned to a contact, you will not be permitted to log in ("No Contact record can be found for this login. Please contact Customer Service" is displayed on the PARS Access Page). If your site user name has been assigned to a contact, and you've been assigned to the security group for Payment User (payment requests) or End User (grant form completion), this option allows you to revise the email address as currently reported on the Contact record.

Select the **Main** Tab at the top of the page. The PARS Main Page is displayed, and a sidebar presents links for you to perform various functions. Click the **Change Email** option from the sidebar. The Change Contact Email Address Page is displayed.

To change your user email address

1. Enter your *new email address* in the Email field. Note that the contact name associated with your user ID is supplied directly above the Email field and cannot be edited.

   ERROR MESSAGES: "The following fields are required: E-mail You have not entered a valid email address. Please provide a valid email address in the space provided"—You've neglected to enter an email address in the Email field.

   "The following fields are required: You have not entered a valid email address. Please provide a valid email address in the space provided"--You've entered a malformed email address or one that is not sufficiently long in the Email field.

2. Click the **Save** button.

Working with the Codes Module

Maintaining Contacts

The Payment and Reporting System allows you to establish a list of, and specify information for, contacts associated with the grantees. Contact records are established automatically via the registration process and also by your data entry, via the Contact option discussed here. Contacts receive email notifications, including authorization codes to access PARS, and carry out any other security permissions assigned to them. In the Grants List under the Grants Tab, grantees are tied to one or more of the listed grants. In creating a contact, you specify pertinent contact information and assign a site user name and a grantee to the contact. (Under the Notification Schedule option of the Codes Tab (the FEMA side of PARS), a FEMA Administrator can establish email messages that will be sent to the contacts when specific events occur in relation to their associated grants.)

Select the **Codes** Tab at the top of the page. The Code Table Maintenance—Main Menu is displayed, and a sidebar presents links for you to perform various functions. Click the **Contact** option from the sidebar under the Configuration heading. The Browse Contact Table, containing a listing of existing contacts and their respective grantees and site user names, is displayed. You may sort the list in alphabetical order by clicking the **First** or **Last Name** headers, or the **Grantee** or **Login ID** headers, or navigate through the list with the **First**, **Previous**, **Next**, and **Last** buttons. Should you wish to limit the list you view, you may enter your search criteria by selecting the **Search** option.

To add a new contact

1. Click the **Add Contact** link. The Contact Secondary Tab appears with the Add Contact Page. **(Grantees in the Payment User and End User security groups may have permission to update a contact and may do so only if they have that specific permission, as well as a particular grant-related privilege. They may not have the permissions to add and delete a contact.)**

2. Click the **magnifying glass** icon to select the *grantee* with which your contact is associated. Clicking this icon brings up a window with a complete listing of all grantees and their respective vendor identification numbers (note that you are restricted from all as a registered grantee user). You may sort the list in ascending or descending order by clicking the Vendor ID header or in alphabetical order by clicking the Grantee Name header. Should you wish to limit the list you view, click the **Search** option and enter the *initial portion* or all of the vendor ID number and/or the grantee name. Then click **Set Filter**. (You may enter only the *initial character* or *characters* of a vendor ID or grant number, if desired, to cull all entries starting with the indicated alphanumeric.) To view the entire listing of grantees, click **Search**, clear the two fields, and click **Set Filter**.

> ERROR MESSAGES: "The following fields are required: *Required Field Name(s)* [Grantee] —You've neglected to select a grantee for your contact.

3. Use the drop-down list to select the *site user* name you wish to assign to your contact, if desired. The site user is eliminated from the drop-down for further use after you save the contact.

> ERROR MESSAGES: "The following fields are required: *Required Field Name(s)* [Site User ID] —You've neglected to select a site user for your contact.

4. Enter the *first name* of your contact.

> ERROR MESSAGES: "The following fields are required: *Required Field Name(s)* [First Name]"—You've neglected to enter the first name of your contact.

5. Enter the *last name* of your contact.

> ERROR MESSAGES: "The following fields are required: *Required Field Name(s)* [Last Name]"—You've neglected to enter the last name of your contact.

6. Type the *phone number* of your contact.

> ERROR MESSAGES: "The following fields are required: *Required Field Name(s)* [Phone Number]"—You've neglected to enter the phone number of your contact.

7. Type the *FAX number* of your contact.

> ERROR MESSAGES: "The following fields are required: *Required Field Name(s)* [FAX]"—You've neglected to enter the FAX number of your contact.

8. Enter your contact's *email address*. Email notifications or your contact will be sent to this address.

> ERROR MESSAGES: "The following fields are required: *Required Field Name(s)* [E-mail] You have not entered a valid email address**.** Please provide a valid email address in the space provided"—You've neglected to enter the email address of your contact.
>
> "You have not entered a valid email address**.** Please provide a valid email address in the space provided"—You've entered a malformed email address; that is, one not in the form *username* (that is, *local-part*)@*domain*.

9. Click the **Save** button. The Edit Contact Page appears on the Contact Secondary Tab. Click the **Browse Mode** Secondary Tab to see that your contact has been added to the Browse Contact Table.

To modify a contact

1. Select the *contact* you wish to modify from the Browse Contact Table. (Grantees in the Payment User and End User security groups may have permission to update a contact and may do so only if they have that specific permission, as well as a particular grant-related privilege. They may not have the permissions to add and delete a contact.) You may sort the list in ascending or descending order by clicking the **First** or **Last Name** headers, or the **Grantee** or **Login ID** headers, or

navigate through the list with the **First**, **Previous**, **Next**, and **Last** buttons. Should you wish to limit the list you view, you may enter your search criteria by selecting the **Search** option.

2. Change the *field values* as appropriate. The same system checks and error messages apply as for adding a contact (above).

3. Click the **Save** button to keep your changes or select **Reset** to revert to the existing values.

To delete a contact

1. Click, in the Browse Contact Table, the **Delete** link adjacent to the *contact* you wish to remove. (Grantees in the Payment User and End User security groups may have permission to update a contact and may do so only if they have that specific permission, as well as a particular grant-related privilege. They may not have the permissions to add and delete a contact.)

2. Click the **OK** button on the popup dialog box with, "Are you sure you want to delete this item? Click OK to confirm or Cancel to abort." The contact is eliminated from the Browse Contact Table.

Understanding Grants

Viewing Grants

The Payment and Reporting System allows you to view detailed information on your grants, their respective financial reports, and any notifications that were issued because of events pertaining to the grants and reports. Additionally, you have the ability to send the Federal Financial Report FFR/SF 425 electronically with this system. This option allows you to inspect the grant and grant notification information.

Select the **Grants** Tab at the top of the page. The PARS Grants Page is displayed, and a sidebar presents links for you to perform various functions. Click the **Grants List** option from the sidebar or the **click here** link within the text of the page. The Browse Grants Table, containing a listing of existing grants and their respective vendor identification numbers, as well as their start and end dates, is displayed. Note that each vendor ID corresponds to a different grantee in the system—as a grantee, you most likely see only one vendor ID. You may sort the list in ascending or descending order by clicking the **Grant Number** header over the list of grants or the **Vendor ID**, **Grant Start Date**, or **Grant End Date** headers, or navigate through the list with the **First**, **Previous**, **Next**, and **Last** buttons. Should you wish to limit the list you view, click the **Search** option and enter any, some, or all of the following: *grant number*, *vendor ID* (not applicable to a grantee user associated with only one), *grantee* (not applicable to a grantee user; use the **magnifying glass** icon for a lookup list—this also provides the grantee ID/vendor ID), *start date*, and *end date*. Then click **Set Filter**. (You may enter only the *initial character* or *characters* of a grant number or vendor ID, if desired, to cull all entries starting with the indicated alphanumeric.) To view the entire grant listing, click the **Search** option, delete all search criteria, and click **Set Filter**.

To view a grant

1. Click the *grant number* of the grant you wish to view in the Browse Grants Table or click the **Financial Report** link adjacent to the grant you wish to view.
2. Note that a summary of the grant information is displayed, along with a table of existing financial reports with their respective report ending and submission dates and indication of any attachments. The summary includes such information as the following: whether the grant is active, financial report information (such as the due date of the next report, the due date of an overdue report with a past-due alert, or an indication that no financial reports are due currently), current fiscal quarter information, and a summary block with grant number, accounting basis (cash or accrual, as specified by the vendor grantee), grant period, grantee, and vendor identification number.

To view a grant's notifications

1. Select the **View Notifications** link, if you have access as a grantee, adjacent to the grant you wish to view in the Browse Grants Table. A window is displayed with a summary of grant information and a table of email notification transactions, including notification date, recipient (the email address of the contact to whom event information is being sent), and schedule code.

2. Click **OK** at the bottom of the page to close the window.

Working with Grant Financial Reports (SF 425s)

The Payment and Reporting System permits you to view detailed information on your grants, their respective Federal financial reports, and any notifications that were issued because of events pertaining to the grants and reports. Additionally, you have the ability to send the Federal Financial Report (Form SF 425) electronically with this system. This option allows you to create and send these financial reports, with attachments, as well as to modify and view existing reports, assuming you are authorized to do so and have directly stipulated, during the registration process, that you are using the system to file the SF 425.

Select the **Grants** Tab at the top of the page. The PARS Grants Page is displayed, and a sidebar presents links for you to perform various functions. Click the **Grants List** option from the sidebar. The Browse Grants Table, containing a listing of existing grants and their respective vendor identification numbers, as well as their start and end dates, is displayed. Note that each vendor ID corresponds to a different grantee in the system. You may sort the list in ascending or descending order by clicking the **Grant Number** header over the list of grants or the **Vendor ID**, **Grant Start Date**, or **Grant End Date** headers, or navigate through the list with the **First**, **Previous**, **Next**, and **Last** buttons. Should you wish to limit the list you view, you may enter your search criteria by selecting the **Search** option.

Submission of Federal Reports

The submission of the interim Federal Financial Reports will be on a quarterly basis as directed by your agency. The final Federal Financial Report shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For the final Federal Financial Report, the reporting period end date shall be the end date of the project or grant period.

Quarterly reports shall be submitted no later than 30 days after the end of each reporting period. Final reports shall be submitted no later than 120 days after the project or grant period end date if the Grant Start Date is on or after 11/12/20. If the Grant Start Date falls before 11/12/20, the grace period for the final report is 90 days.

If recipients need more space to support their Federal Financial Report, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: *Federal grant number* or *other identifying number*, *recipient organization*, *Unique Entity Identifie*r (*UEI*), *Employer Identification Number (EIN)*, and *period covered* by the report. Refer to To manage attachments below.

To add a grant financial report

1. Click the *grant number*, in the Browse Grants Table, of the grant for which you wish to add a federal financial report or click the **Financial Report** link adjacent to the grant. Note that you cannot create a report for a future quarter. Notices on

statuses and a summary of the grant information are displayed, along with a table of existing financial reports with their respective ending and submission dates.

Notices on statuses inform you if

-the grant is canceled in WebIFMIS (FEMA's financial system)

-the grant has expired

-the system is awaiting a final financial report (due date provided, which is the *final report deadline* if the grant has expired)

-a final financial report has been filed for the grant; no actions are required at this time (side note: the grant has expired)

-a report has been filed after the expiration of the grant but it is not marked as a final report—"if this report is a final report, please edit the report and mark it as such"

-a final status report has already been filed (no actions are required at this time)

-grant is active

-a final financial report has been filed for this grant before the grant expiration; no further reports may be filed

-a financial report is due for this grant by *report-deadline*

-you have no financial reports due at this time

-FINANCIAL REPORT IS PAST DUE (side note: this occurs when a flag indicates that the final report hasn't been submitted and the status report is overdue)

Fiscal year information is provided

"We are currently in Fiscal Quarter *current-quarter* of Fiscal Year *current-fy* This quarter ends on *current quarter end date.*

2. Click the **Create New FFR/SF425** link. The SF 425 is displayed to the screen. Several of the input fields are highlighted in yellow; other field values are pre-populated or progressively populated for you as you proceed (for example, the employee identification number is pre-populated and derived from the grantee's vendor record *federal ID* value, and the UEI is pre-populated based on the last report addition or update for that grantee/vendor, if any. The field 10c value, Cash on Hand, is computed for you based on your 10a and 10b field entries). Click the link **Follow form instructions** at the top of the form to display a PDF of the form directions in a separate window. A summary of these instructions is also provided below.

   Do not enter values in both fields 10m and 10n, as the system accepts the latter value entered, but defaults the first of the two entered to zero.

3. When completed, click **Submit**. Note that your grant financial report has been added to the table of existing financial reports for your grant with the current date listed as the submission date. Note the Attachments link if you have been granted permission to view, add, and remove attachments. You do not add an attachment with the button pictured in field 12. That button is for information only.

ERROR MESSAGES: "The following fields are required: [UEI], [Report Type], [Basis of Accounting], [Reporting Period End Date], [Name/Title], [Email], [Telephone]"—You've neglected to enter one or all of these values. The Email result appears if you blank out the value supplied.

"Report with End Date equaling Grant End Date has been filed. No more reports need to be filed."— You've attempted to enter a new report when one already exists whose Reporting Period End Date is the *grant period end date*. [**Note** that the Report Date messages listed here are in cascading logic order, so the conditions resulting in a previous message have not already been met.]

"Report is due in current Quarter and Report End Date equals Grant End Date"— You've populated the Reporting Period End Date field with the *grant period end date*, but the next due date is in the current quarter.

"Report must be filed for the quarter ending on *next report due quarter end date*. Please set Report End Date accordingly"—You've failed to set the Reporting Period End Date to the value provided in the error message.

"Report End Date cannot be after Grant End Date"—You've entered a date in the Reporting Period End Date field with a value that falls after the *grant period end date.*

"Report End Date cannot be after Current Quarter End Date"—You've entered a date in the Reporting Period End Date field with a value that falls after the *current quarter's end date*.

"Report End Date cannot be same or before Last Reporting Period End Date"— You've entered a date in the Reporting Period End Date field with a value that falls on or before the *last reporting period end date*.

"The Report End Date entered must be the end date of a fiscal quarter (3/31, 6/30, 9/30, or 12/31) or the actual End date of the grant *grant period end date*"—You've entered a date in the Reporting Period End Date field with a value that doesn't contain the end of a fiscal quarter as given for month and date or isn't the grant period end date.

"You must enter a number"—You've input a non-numeric character in a number field.

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Note: The system alerts you with an error message if the following fields contain negative values. The message includes the box identifier and the field (for example, "Box 10a-Cash Receipts amount may not be negative"):

Box 10a-Cash Receipts, Box 10b-Cash Disbursements, Box 10e-Federal share of expenditures, Box 10f-Federal share of unliquidated obligations, Box 10i-Total recipient share required, Box 10j-Recipient share of expenditures, Box 10l-Total Federal program income earned, Box 10m-Program income expended in

accordance with the deduction alternative, Box 10n-Program income expended in accordance with the addition alternative, Box 10o-Unexpended program income (field 10o is system-generated based on your input in fields 10l and 10m **or** 10n), Box 11b Line 1 and Line 2-Rate, Box 11d Line 1 and Line 2-Base, Box 11f Line1 and Line 2-Federal Share

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"Federal Share of Expenditures (10e) amount should be the cumulative amount spent to date. You are reporting an amount that is less than or equal to the previously submitted amount. [Yes-Save Changes. No—Do not save changes and return to FFR list. Cancel-Do not save changes and return to current FFR.]"— You've entered a value in field 10e that is less than or equal to the previously submitted amount, including a zero. This message appears with the bracketed text when you click Submit.

"Box 10g-Total Federal share amount may not be greater than box 10d-Total Federal funds authorized"—You've entered a value in fields 10e, 10f, both, or when summed together, that causes the computed sum in field 10g to exceed 10d.

"Box 10k-Remaining recipient share to be provided amount may not be negative"— You've entered values in fields 10i and/or 10j that cause the system-computed field 10k to go below zero. You won't receive this message while entering the report online since the system flags you for a negative on 10i and/or 10j first, and PARS supplies a 0 for a negative difference (10i-10j) value in field 10k.

"Box 11b Line 1 and Line 2-Rate must be equal to or less than 100%"—You've entered, for the field 11b line indicated, an indirect cost rate that exceeds 100%.

"Box 11c Line 1 and Line 2-A Period To date has been entered without a Period From date"—You've input, for the field 11c line indicated, a Period To date for the ending effective date for the indirect cost rate without having entered a Period From date for the beginning effective date for the rate.

"Box 11c Line 1 and Line 2-A Period From date has been entered without a Period To date"—You've input, for the field 11c line indicated, a Period From date for the beginning effective date for the indirect cost rate without having entered a Period To date for the ending effective date for the rate.

"Box 11c Line 1 and Line 2-Indirect Expense Period From Date must be less than Period To Date (*to date entered*)"—You've entered, for the field 11c line indicated, a Period From Date that falls on or after the Period To Date.

"Telephone Number must be at least 10 digits"—You've input a phone number that is fewer than 10 digits.

"The Email Address is not formatted correctly"—You've entered a malformed email address in the Email Address field (13d); that is, one not in the form *username* (that is, *local-part*)@*domain*.

"The SF425 Report was successfully submitted, but there was an error generating email notification…Note: The email address in Box 13d is invalid"—You've input a non-existent, but correctly formed, email address in box 13d. Note that receiving this message is contingent upon your email server configuration.

"The SF425 Report was successfully submitted but there was an error generating email notification. Please contact Customer Service at *N-NNN-NNN-NNNN*. To continue, click the Browse Mode tab. Do not click your browser's back button. Note: The following Contact email addresses are invalid and need to be corrected in Contact Maintenance: *email address, email address*, …" —There is a non-existent, but correctly formed, email address on a <u>related contact record(s)</u> for the grantee logged in (regardless of the email address entered on the SF-425). (Contacts with valid email addresses are notified of the report submittal (or modification). Obviously, contacts with non-existent email addresses are not notified.) Note that receiving this message is contingent upon your email server configuration.

WARNING MESSAGES: "Grantee needs to contact GPD to correct the EIN in IFMIS before this form can be submitted"—The output-only Employee ID Number, EIN, is null on the form. You, the grantee, must contact the Grant Programs Directorate (GPD) to have the proper value, the Federal ID, corrected in WebIFMIS, FEMA's financial system, so that the EIN can be populated here.

Warning sent via email. Subject: Email Address Warning—You've changed the populated value—the contact email for the login ID—in the Email Address field (13 d) to another value. The system sends an email, whose subject is "Email Address Warning," to the changed address value. "Please be aware that the email address you typed into form 425 (Report Number *x*) does not match the email stored in the PARS database. If you want to change this email address, please log into PARS and change your email address." Note that the contact email address for the grantee does receive the "report has been submitted" or the "report has been modified" notification. The SF-425 form email address does not.

The following are the SF-425 instructions verbatim. You may also view these via the link Post-Award Reporting Forms | GRANTS.GOV Federal Financial Report (SF-425) > PDF.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	UEI	Enter the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this
		information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
6	Report Type	Mark appropriate box. *Do not complete this box if reporting on multiple awards.*
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this FFR. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. *Do not complete this line if reporting on multiple awards.*
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.

10	**Transactions** Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain *FFR* data.	
Federal Cash (To report multiple grants, also use FFR Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the *FFR* Attachment. The sum of the cumulative cash disbursements on the *FFR* Attachment must equal the amount entered on Line 10b, *FFR*.
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)

10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. *Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.*
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	**Indirect Expense:** Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	

11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.
13e	Date Report Submitted (Month, Day, Year)	Enter the date the *FFR* is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

To manage attachments

Adding an attachment:

1. Select the **Attachments** link, adjacent to the report to hold the attachment, from the Action column of the table of existing financial reports. (To work with attachments, the PARS Administrator must have granted you the necessary permission—Ability to View, Add, and Remove SF425 Attachments). Note that the Attachments link indicates the number of attachments, in parentheses, that have already been uploaded to the report. If the number of attachments already uploaded is 1 or more, you will see the already attached file(s) listed in the Attachments pop-up that is displayed.
2. Click the **Click to Add File** button to navigate to the file that you wish to attach. **Double-click** on the desired *file name* so that it is displayed, for verification, in the field adjacent to the Click to Add File button.
3 Click the **Click to Confirm Add** button. The uploaded file name is displayed at the top of the Attachments pop-up, available for viewing or removal. You may attach a file up to approximately 25 MB, including a multiplicity of types. Hover, with your mouse, over the question mark (**?**) adjacent to the Click to Add File button to view a list of acceptable file types that you may upload.

> ERROR MESSAGES: "Warning: Unacceptable File Type. The selected file (*file name*) is not an acceptable file type. Acceptable File Types include the following extensions: DOC, DOCX, ODT, RTF, PDF, TXT, WPD, XLS, XLSX, JPG, JPEG, GIF, BMP, PPT, PPTX,PPS. Please select an acceptable type of file."—You've attempted to upload a file whose type isn't among the allowable types for attachment.
>
> "Warning: File Size Limit Exceeded. The selected file (*file name*) exceeds the 25 MB limit. Please select a smaller file."—You've attempted to upload a file that exceeds a length of approximately 25 MB or more.

4. Click the **Close** button to quit out of the Attachments pop-up.

Note that you cannot modify an attachment once it has been uploaded. You must change it on your system and re-upload the modified document.

Viewing an attachment

1. Click the *name* of the attached file you wish to view under the (Click File Name to View) heading on the Attachments pop-up. The file is downloaded to your computer.
2. Click **open file** from the list of Downloads to display the file.
3. Click the **Close** button to quit out of the Attachments pop-up.

Removing an attachment

1. Click, on the Attachments pop-up, **Remove** adjacent to the file name of the attached file you wish to eliminate from the form. The system displays a pop-up with "Please confirm deletion of this attachment."
2. Click **OK** to remove the file name from under the (Click File Name to View) header and disassociate the file from the form.
3. Click the **Close** button to quit out of the Attachments pop-up.

To modify a grant financial report

1. Select the *financial report's report numbe*r, or the **Edit** link, for the report you wish to modify from the table of existing financial reports. You may sort the report list in ascending or descending order by clicking the **Report Number**, **Report End**, or **Submit Date** headers, or navigate through the list with the **First**, **Previous**, **Next**, and **Last** buttons. Note that you cannot modify a report if a more recent report has already been created for that grant. The fields are all output-only in that case. You may not alter the reporting period end date. Also, the system informs you if the report has a status of read-only for you, in which case you do not have the security permissions to update the document.
2. Change the *field values* as appropriate. The same system checks and error messages apply as for adding a grant financial report (above).

3. Click the **Submit** button to keep your changes.
4. Add attachments as necessary.

To view a grant financial report

1. Select the **View (pdf)** link adjacent to the financial report you wish to view from the table of existing financial reports.
2. Examine the financial report that is displayed.

To delete a grant financial report

1. Click, in the table of existing financial reports, the **Delete** option adjacent to the *financial report* you wish to delete.
2. Click the **OK** button on the popup dialog box with, **"**Are you sure you want to delete this item and any attachments? Click OK to confirm or cancel to abort.**"** The financial report, and any uploaded attachments, are eliminated from the list of existing financial reports.

Working with Payments

Requesting/Canceling/Editing a Grant Payment

The Payment and Reporting System allows you to request payments against your accepted grants for the draw-down of funds, assuming you are authorized to do so and have directly stipulated, during the registration process, that you are using the system to request payments. The Payment and Reporting System performs edits to ensure that a payment request is valid before creating a file that is sent to the Web Integrated Financial Management Information System (WebIFMIS) for disbursement. Additionally, you may cancel and edit grant payment requests, assuming you have the permissions.

Select the **Payments** Tab at the top of the page. The Grant Maintenance/Request a Payment, Step 1 Page is displayed, and the sidebar indicates your grantee vendor number (assuming you are a grantee, as is the case here, and not an Administrator).

To request a payment against your grant

1. Type the *grant number* for which you are requesting payment in the Grant Number field of the Step 1 Page and click the **Find Grant** button. The Request a Payment, Step 2 Page is displayed.

   ERROR MESSAGES: "Grant not found! The grant number you entered (*value input/blank*) does not exist in our database. Please provide a valid grant number and try again"—You've entered a value in the Grant Number field that is not a valid grant number within the system, or you've left the field blank.

   "Invalid Request! You are not authorized to view information for Grant (*grant number entered*). Please provide a valid grant number and try again."—You've entered a valid grant number for a grant to which you are not permitted access.

2. Notice that the Request a Payment, Step 2 Page shows the grant number entered, along with the grantee name, acceptance date, indication of any holds (with a table of individual hold dates and hold amounts, if applicable) on payment, grant amount, cumulative amount previously dispensed, total amount on hold, and amount available (the grant amount less the dispensed and held amounts). See also "Notes on Automatic 90- and 120-Day Holds" below. [Note that the amount available displayed may be affected by execution of a process by FEMA's financial system that loads your payment request to create an approved invoice. At this point, the amount is no longer "requested" from the grantee's point of view. Upon later execution after FEMA runs a payment schedule, the amount disbursed to you is output to the payment history--see step 3. FEMA's financial system runs a separate nightly job that includes calculating and updating the current amount available for a grant.]

> ERROR MESSAGES: "Grant has not been accepted! Grant has not yet been marked as accepted. Unable to request payments at this time"—You've entered a grant number on the Request a Payment, Step 1 Page that has not been designated as accepted. (This message appears here on the Request a Payment, Step 2 Page.)

3. Click the **View Payment History** link adjacent to the amount previously dispensed to examine the payment history, including the full grant award amount, and the dates and descriptions of the grant milestones (including the grant acceptance, any holds (with amount and reason code), hold removals, the payment requests (with amounts), disbursements, and external adjustments).

Notes on Automatic 90- and 120-Day Holds

FEMA's financial system WebIFMIS places an automatic **120-day hold** on a grant if (1) the grant Expiration Date occurs more than 120 days preceding today, and (2) the grant's Start Date falls on or after 11/12/20. Note the reason code of 120 if this occurs.

FEMA's financial system places an automatic **90-day hold** on a grant if (1) the grant Expiration Date occurs more than 90 days preceding today, and (2) the grant's Start Date falls before 11/12/20. Note the reason code of 90 if this occurs. (Formerly payment request drawdown was more stringent and had to occur no later than 90 days after grant expiration for all grants, regardless of submittal date, or PARS imposed a 90-day hold on the grant.)

The Amount Available on the payment request (Request a Payment Page) is set to 0.00 when the automatic hold is placed.

4. Click the **Go to Payment Request** button to return to the Request a Payment, Step 2 Page. Enter the *amount* you are drawing down from the grant in the Payment Request Amount field. Use the first **calendar** icon to enter the *date signifying the start* of the period covered by the payment being requested. Use the second **calendar** icon to enter the *date signifying the end* of the period covered.

5. Click the **Submit Payment Request** button. The system displays a confirmation dialog box: "You are requesting a payment for *amount input* with a Period Covered FROM Date of *From Date* entered and a Period Covered TO Date of *To Date* entered. Are you sure you want to request this payment? Click OK to continue; cancel to abort." Click the **OK** button to put the request through.

> ERROR MESSAGES: "Invalid payment amount requested! The payment amount requested is zero dollars or a negative number. Payment amount must be a positive number. Enter a valid payment amount and try again"—You've entered or left the default of 0.00 in the Payment Request Amount field or have supplied a negative value.
>
> "Invalid payment amount requested! The grant—— has *grant available amount* available. This grant has *grant available amount* available. On your first Payment Request, you may request an amount LESS THAN the Available Amount minus $1, so you may only request *grant available amount-1*. Please enter a valid payment request amount and try again"—You've entered, on your initial payment request, a

value in the Payment Request Amount field that exceeds the *grant available amount minus 1* (the difference supplied in the error message). You cannot request the entire grant obligation amount. (The first time you are requesting payment, the available amount is the amount of the grant obligation derived from FEMA's WebIFMIS system.)

"Invalid payment amount requested! This grant has *grant available amount* available*.* You may only request up to an amount of *grant available amount*. Please enter a valid payment request amount and try again"—You've entered (not on an initial payment request) a value in the Payment Request Amount field that exceeds the remaining balance of the grant which is shown for you in the Amount Available (Step 2 Page). The Amount Available field reflects any holds placed on the grant, in addition to what has already been requested.

"Invalid payment amount requested! Due to Treasury limitations, a single payment request must not exceed $99,999,999.98. The payment amount must be less than $99,999,999.99. Enter a valid payment amount and try again"—You've entered a value in the Payment Request Amount field that exceeds $99,999,999.98.

"Unable to process payment request! You are requesting a payment before the start date of the grant. You must wait until the start date of the grant before you may request payments"—You're attempting to request a payment against your grant, but today's date (the system date) falls before the start date of the grant. (The start date of the grant is the From Date on the grant obligation derived from FEMA's WebIFMIS system.)

"Period Covered FROM Date is required! Please select a valid FROM date for this payment. Payment request was not processed. Please choose a valid Period Covered FROM Date and try again"—You've neglected to enter a value in the Period Covered From field.

"Unable to process payment request! Period Covered TO Date is required. Payment Request was not processed. Please choose a valid Period Covered TO Date and try again"—You've neglected to enter a value in the Period Covered To field.

"Unable to process payment request! Period Covered TO Date must be AFTER Period Covered FROM Date. Payment request was not processed. Please choose valid Period Covered FROM and TO Dates and try again" —You've entered a date in the Period Covered FROM field that falls on or after the date input in the Period Covered TO field.

"Unable to process payment request! Period Covered FROM Date must be on or after the Grant Start Date. Payment request was not processed. Please choose a valid Period Covered FROM Date and try again"—You've entered a date in the Period Covered FROM field that falls before the start date of the grant. (The start date of the grant is the From Date on the grant obligation derived from FEMA's

WebIFMIS system.)

"Unable to process payment request! Period Covered FROM Date must be after the last Period Covered TO Date: *last payment request Period Covered To date.* Payment request was not processed. Please choose a valid Period Covered FROM Date and try again"—You've entered a payment request whose Period Covered FROM date falls before the last payment request's PERIOD Covered TO date. (If you have canceled an earlier payment request and have a subsequent one already in the system, you cannot re-enter the time frame for the earlier request.)

"Financial Report is overdue! Unable to process payment request. You must file all outstanding financial reports before you may request a payment. Please complete and file the required FFR/SF 425 reports and try again"—Your organization has neglected to file at least one overdue Federal Financial report, so the system is preventing you from drawing down the grant. The person who files the Federal Financial report and has access to the Grants Tab should follow the procedures found in "Working with Grant Financial Reports (SF 425s)."

There was an error generating email notification. Please contact Customer Service at *N-NNN-NNN-NNNN.*"—You've submitted a payment request but have a non-existent, correctly formed, email address on your login site user's contact record. (The payment request is completed and appears in the Payment History.) Seeing this message is contingent upon your email server configuration. Contact Customer Service.

6. Notice that the system displays the Request a Payment, Step 3 Page, signifying that you are now finished with the process and that the payment request entry has been received and saved. You may now see the affected payment history by selecting **Payment Requests** from the sidebar to redisplay the Request a Payment, Step 1 Page, and repeating procedure steps 1 through 3, above. PARS sends a Payment Request Notification email (subject: Grant# *grant ID*-FEMA Grant Payment and Reporting System - Payment Requested!) that includes "We have received a Payment Request on Grant *grant ID* for the amount of *request amount.* This email confirms that we have received this Payment Request and that we are processing your request…" This email is routed to the login's contact email address. (Side note: Unlike the SF 425, here only the login's contact, not all contacts for the grantee/vendor ID, receive the payment request and payment cancellation emails.)

To cancel a payment request

1. Type the *grant number* for which you are canceling a payment request in the Grant Number field of the Step 1 Page and click the **Find Grant** button. The Request a Payment, Step 2 Page is displayed.

ERROR MESSAGES: "Grant not found! The grant number you entered (*value input/blank*) does not exist in our database. Please provide a valid grant number

> and try again"—You've entered a value in the Grant Number field that is not a valid grant number within the system, or you've left the field blank.

2. Notice that the Request a Payment, Step 2 Page shows the grant number entered, along with the grantee name, acceptance date, indication of any holds (with a table of individual hold dates and hold amounts, if applicable) on payment, grant amount, cumulative amount previously dispensed, total amount on hold, and amount available (the grant amount less the dispensed and held amounts).

3. Click the **Cancel Payment Request** link adjacent to the grant's Amount Available. The Cancel Payment Request Page is displayed with a Payment Requests Table for the grant. The Payment Requests Table indicates the payment requests' From and To dates, description ("Payment Request in the amount of *request amount* was requested from grant *grant obligation name*"), and payment request amount.

4. Click the **Cancel** link adjacent to the payment request you wish to cancel in the Payment Requests Table. A popup dialog box is presented with "Are you sure you want to delete this item? Click **OK** to confirm or Cancel to abort."

5. Click the **OK** button to confirm and to cancel the request. The canceled payment request is eliminated from the Payment Requests Table. Upon a recall of the Request a Payment, Step 2 Page, note that the Amount Available field has been increased by the amount of the canceled request, and the Amount Previously Dispensed field has been decreased by the amount. Click the **View Payment History** link to view the entry logged for the cancellation, including the request period, amount, and date of cancellation. PARS sends a Payment Request Notification email (subject: Grant# *grant ID* Grant Payment and Reporting System - Payment Requested CANCELED!) that includes "FEMA Grant Payment and Reporting System - Payment Request Cancellation Notification. PAYMENT REQUEST for Grant *grant ID* for period request *start date–request end date* in the amount of $*XXXX.XX* has been CANCELED on *cancel date*." This email is routed to the login's contact established for the grant.

> ERROR MESSAGES: "There was an error generating email notification. Please contact Customer Service at *NNN-NNN-NNNN xNNN*."—You've canceled a payment request but have a non-existent, correctly formed, email address on your login site user's contact record. (The payment is indicated as canceled in the View Payment History.) Seeing this message is contingent upon your email server configuration.

To edit a payment request

1. Type the *grant number* for which you are editing a payment request in the Grant Number field of the Step 1 Page and click the **Find Grant** button. The Request a Payment, Step 2 Page is displayed.

> ERROR MESSAGES: "Grant not found! The grant number you entered (*value input/blank*) does not exist in our database. Please provide a valid grant number and try again"—You've entered a value in the Grant Number field that is not a valid grant number within the system, or you've left the field blank.

2. Notice that the Request a Payment, Step 2 Page shows the grant number entered, along with the grantee name, acceptance date, indication of any holds (with a table of individual hold dates and hold amounts, if applicable) on payment, grant amount, cumulative amount previously dispensed, total amount on hold, and amount available (the grant amount less the dispensed and held amounts).

3. Click the **Edit Payment Request** link near the grant's Amount Available. The Edit Payment Request Page is displayed with a Payment Requests Table for the grant. The Payment Requests Table indicates the payment requests' From and To dates, description ("Payment Request in the amount of *request amount* was requested from grant *grant obligation name*"), and payment request amount.

4. Click the **Edit** link adjacent to the payment request you wish to modify in the Payment Requests Table. The Edit Payment Request Page is displayed for the request selected, along with the Payment Requests Table. Note that you may modify only the Period Covered From and Period Covered To dates; not the amount.

5. Change your *date(s)* and click the **Save** button. The system displays the Edit Payment Request Page with the Payment Requests Table reflecting the modification.

ERROR MESSAGES: "Period Covered TO Date must be AFTER Period Covered FROM Date"—You've entered a date in the Period Covered FROM field that falls on or after the date input in the Period Covered TO field.

Generating Reports

Producing System Output

You may generate reports on the Payment and Reporting System, tailoring your criteria, if desired.

Select the **Reports** Tab at the top of the page. The Reports—Main Menu Page is displayed with a Report Table containing a listing of existing reports with their titles and descriptions. You may sort the list in ascending or descending order by clicking the **Report Name** header over the list of reports, or navigate through the list with the **First**, **Previous**, **Next**, and **Last** buttons. Should you wish to limit the list you view, click the **Search** option and enter the *initial character* or *characters* or all of the report name and/or select the *module* from the drop-down. (Note that as a grantee user, you do not have access to any Security Module reports.) Click **Set Filter**. To view the entire report listing, click the **Search** option, leave the Report Name field empty, select **All** from the module drop-down list, and click **Set Filter**.

To run a report

1. Click the *name* of the report from the report table or the **View Report** link adjacent to the report you wish to display.

2. Enter the desired *report criteria* in their respective fields on the criteria pop-up. Use the **magnifying glass** icon, if applicable, for a lookup list of values—these offer a search capability for sufficiently long lists. Leave the criteria fields empty to cull all records for the output. Note that entering any selection criterion/criteria value(s) may tailor the output available in the other lookup(s), if applicable.

    For most reports including a beginning date and ending date as selection criteria (not currently applicable for any grantee reports), the system offers a few ways of culling your data, including: Enter only the *beginning date* to yield all pertinent records from that date to *today's date* (the *run date),* type only the *ending date* to yield all pertinent records from inception to that *ending date*, type both a *beginning date* and an *ending date* to yield all pertinent records for that specific date range, and leave both the *beginning date* and *ending date* blank to yield all pertinent records from inception to *today's date* (the *run date).*

    > ERROR MESSAGES: "The date entered is not a valid date of the format 'MM/DD/YYYY'. Please enter a valid date." —You've entered a date not in the designated format or one that is not valid for the count of days in that month. Click OK and reenter the date, ensuring especially that the year is four digits and you are using slashes.

    For reports including the grantee ID and grant number as selection criteria (for example, the Payment Request Report and the Payment Hold Report), the system offers different ways of culling your data: Enter/accept only the defaulted *grantee*

ID to yield all grants under that grantee (as a grantee user, you have access to just one grantee ID that is provided for you—this is the vendor ID provided during [registration](#)) and enter/accept the defaulted *grantee ID* and type the *grant number t*o yield output only for that particular grant.

3. Indicate the *field* upon which you are sorting the report by using the drop-down offered by the Sort By field, if pertinent. Designate the sort order *Ascending* or *Descending* with the Sort Direction drop-down.

4. Use the View Report As field's drop-down list to select the mode in which you'd like to view the report: **PDF**, **HTML**, or **Excel** spreadsheet.

5. Click **View Report**. Note that the report is displayed in the requested format with the *run date* and its list of criteria values.

6. Refer to the respective section below for a summary of the desired output:

Payment Hold Report

The Payment Hold Report (as output via the **Summary** selection in the Report Detail field) presents summary payment hold data for a specified *grantee ID* or a single *grant*, including the Grant Number, Grantee ID, Grantee Name, Grant Start Date, Grant End Date, Accepted Date, Current Hold Total, and Released Hold Total. The grand totals of all Current Hold Totals and Released Hold Totals are displayed at the end of the report.

The Payment Hold Report (as output via the **Detail** selection in the Report Detail field) presents detail payment hold data for a specified *grantee ID* or a single *grant*, including the Grant Number, Grantee ID, Grantee Name, Grant Start Date, Grant End Date, Accepted Date, Current Hold Total, and Released Hold Total. Additionally, for the detail, the following are output: Hold Date, Hold Reason, Hold Amount, Hold Status, Hold Removed Date, and Hold Removed Reason. The grand totals of all Current Hold Totals and Released Hold Totals are displayed at the end of the report.

Payment Request Report

The Payment Request Report (as output via the **Summary** selection in the Report Detail field) presents summary payment request data—that is, only payment request-related information accepted into FEMA's financial system WebIFMIS—for the specified *grantee ID* or a single *grant*, including the Grant Number, Grantee ID, Grantee Name, Current Award, and Total Payment. The grand totals of all Current Awards and Total Payments are displayed at the end of the report.

The Payment Request Report (as output via the **Detail** selection in the Report Detail field) presents detail payment request data—that is, only payment request-related information accepted into FEMA's financial system WebIFMIS—for the specified *grantee ID* or a single *grant*, including the Grant Number, Grantee ID, Grantee Name, Current Award, and Total Payment. Additionally, for the detail, the following are output: the payment's Request Date, Description (e.g., "Payment of *x* has been disbursed" indicating that an invoice has at least been generated), Payment Amount, From Date, and To Date. The grand totals of all Current Awards and Total Payments are displayed at the end of the report.

Grantees, who have access, request payments with the [Payments Tab](#).

Pop-Up Definitions

URL

The Uniform Resource Locator for specifying the location of information available electronically. It comprises the protocol (for example, http), the Internet address of the machine, and the path to the file. If you wish, you may display any page in the Payment and Reporting System, assuming you have the related permission, without first clicking a hotspot; simply type its URL in the Address field of your browser.

SF 425

The SF 425, completed by a grantee, is a cumulative Federal Financial Report that captures the financial status of an agreement—grant—at a specific point in time. The grant recipient draws down funds via payment requests as needed for reimbursement of expenditures and submits the SF 425 according to a specified reporting frequency. The report indicates the amount of money that has been drawn down, the categories for which the funds were used, and the balance remaining at the end of the reporting period. Reports submitted quarterly are due no later than 30 days past the reporting period end date. Final reports are due no later than 120 days after the grant period end date if the Grant Start Date is on or after 11/12/20. If the Grant Start Date falls before 11/12/20, the grace period for the final report is 90 days.

Grant

A contractual relationship between a Federal awarding agency and a non-Federal entity (the grantee), in which the awarding agency agrees to transfer money or something of value to the grantee. The grantee agrees to use such resources in carrying out a public purpose of support or stimulation authorized by law. Neither party envisions substantial involvement by the awarding agency in carrying out the grant. A grant contrasts with a cooperative agreement, in which the awarding agency does become substantially involved in the Federal sponsored activity, and with a procurement contract, which a Federal agency uses to obtain goods and services for its own use.

Hypertext Markup Language

The predominant markup language for creating Web pages that includes specifications for formatting, images, multimedia, and links to other documents.

Fiscal Year

An agency's or activity's reporting year, encompassing 12 accounting periods and any opening, pre-closing, closing, or post-closing periods. Government fiscal years begin on the first of October and end on the thirtieth of September.