



Federal Emergency Management Agency

Payment and Reporting System Grantee Guide

May 22, 2008

TABLE OF CONTENTS

| | | |
|--|--|-------------|
| 1.1 | OBJECTIVE OF THIS GUIDE | 1-1 |
| 1.2 | ORGANIZATION OF PAYMENT AND REPORTING SYSTEM GUIDE FOR GRANTEEES..... | 1-1 |
| 2.1 | SIGNING IN | 2-1 |
| 2.1.1 | Changing Your Password..... | 2-4 |
| 2.2 | LOGGING OFF | 2-5 |
| 3.1 | PREVIEWING THE ONLINE REGISTRATION STEPS..... | 3-1 |
| 3.2 | REGISTERING TO USE PARS..... | 3-1 |
| 3.2.1 | Receiving Error Messages..... | 3-5 |
| 3.2.2 | Receiving Online Registration Completed Message | 3-5 |
| 3.2.3 | Getting Email Notifications once Registration Has Begun..... | 3-6 |
| 3.2.4 | Receiving Confirmation on Email Verification..... | 3-7 |
| 3.2.5 | Obtaining Notification of Registration Approval or Denial..... | 3-9 |
| 3.3 | SIGNING IN THE FIRST TIME AFTER REGISTRATION APPROVAL..... | 3-11 |
| 4.1 | GAINING ASSISTANCE WITH THE ONLINE HELP..... | 4-1 |
| 4.2 | ACCESSING THE HELP CONTENTS | 4-1 |
| 4.3 | VIEWING THE HELP INDEX | 4-3 |
| 4.4 | USING THE HELP SEARCH..... | 4-4 |
| 5.1 | REQUESTING A GRANT PAYMENT | 5-1 |
| 5.2 | VIEWING THE PAYMENT HISTORY | 5-4 |
| 6.1 | EXAMINING GRANTS | 6-1 |
| 6.1.1 | Viewing Information on a Specific Grant | 6-2 |
| 6.2 | CREATING THE SF269 | 6-4 |
| 6.2.1 | Receiving Error Messages..... | 6-8 |
| 6.3 | SUBMITTING THE REPORT | 6-9 |
| 6.4 | VIEWING THE STATUS REPORTS TABLE | 6-9 |
| 6.4.1 | Displaying a Report | 6-9 |
| 7.1 | ACCESSING THE USERS OPTIONS..... | 7-1 |
| 7.1.1 | Changing the Contact Email Address | 7-1 |
| ADDENDUM A. CANCELING A GRANT PAYMENT REQUEST | | A-1 |
| ADDENDUM B. PARS REPORTS..... | | B-1 |

LIST OF FIGURES

| | |
|---|------|
| FIGURE 2.1-1. PAYMENT AND REPORTING SYSTEM BULLETIN BOARD PAGE..... | 2-1 |
| FIGURE 2.1-2. USER LOGIN | 2-2 |
| FIGURE 2.1-3. MAIN MENU | 2-3 |
| FIGURE 2.1-4. CHANGE PASSWORD..... | 2-4 |
| FIGURE 3.2-1, SECTION 1. ACCOUNT INFORMATION..... | 3-2 |
| FIGURE 3.2-2, SECTION 2. GRANTEE INFORMATION | 3-3 |
| FIGURE 3.2-3, SECTION 3. CONTACT INFORMATION | 3-4 |
| FIGURE 3.2-4, SECTION 4. GRANT VERIFICATION INFORMATION | 3-4 |
| FIGURE 3.2-5. SAMPLE ERRORS | 3-5 |
| FIGURE 3.2-6. ONLINE REGISTRATION COMPLETED | 3-6 |
| FIGURE 3.2-7. SAMPLE EMAIL SENT TO GRANTEE TO REQUEST EMAIL VERIFICATION..... | 3-7 |
| FIGURE 3.2-8. EMAIL VERIFICATION CONFIRMATION PAGE | 3-8 |
| FIGURE 3.2-9. EMAIL VERIFICATION CONFIRMATION MESSAGE..... | 3-9 |
| FIGURE 3.2-10. SAMPLE GRANTEE EMAIL –ACCOUNT APPROVAL NOTIFICATION..... | 3-10 |
| FIGURE 3.2-11. SAMPLE GRANTEE EMAIL — ACCOUNT DENIAL | 3-11 |
| FIGURE 4.1-1. ONLINE HELP WELCOME..... | 4-1 |
| FIGURE 4.2-1. CONTENTS OF THE ONLINE HELP (EXPANDED) | 4-2 |
| FIGURE 4.2-2. SAMPLE POP-UP DEFINITION | 4-3 |
| FIGURE 4.3-1. INDEX OF THE ONLINE HELP | 4-4 |
| FIGURE 4.4-1. SEARCH | 4-5 |
| FIGURE 5.1-1. REQUEST A PAYMENT, STEP 1..... | 5-1 |
| FIGURE 5.1-2. REQUEST A PAYMENT, STEP 2..... | 5-2 |
| FIGURE 5.1-3. SAMPLE CONFIRMATION DIALOG FOR REQUEST PAYMENT | 5-3 |
| FIGURE 5.1-4. REQUEST A PAYMENT, STEP 3..... | 5-3 |
| FIGURE 5.2-1. PAYMENT HISTORY | 5-4 |
| FIGURE 6.1-1. SF269 MAINTENANCE MENU | 6-1 |
| FIGURE 6.1-2. BROWSE GRANTS..... | 6-2 |
| FIGURE 6.1-3. GRANT INFORMATION (WITH STATUS REPORTS TABLE)..... | 6-3 |
| FIGURE 6.2-1. SF269A | 6-5 |
| FIGURE 6.2-2. SAMPLE ERROR NOTIFICATION | 6-8 |
| FIGURE 6.3-1. REPORT HAS BEEN SUBMITTED..... | 6-9 |
| FIGURE 7.1-1. CHANGE CONTACT EMAIL ADDRESS | 7-1 |
| FIGURE A.1-1. CANCEL PAYMENT REQUEST PAGE | A-1 |
| FIGURE A.1-2. CANCEL PAYMENT CONFIRMATION DIALOG..... | A-2 |
| FIGURE B.1-1. REPORT TAB ON MAIN MENU | B-1 |
| FIGURE B.2-1. GRANT LIST REPORT ON REPORT – MAIN MENU PAGE | B-2 |
| FIGURE B.2-2. GRANT LIST REPORT PARAMETERS | B-3 |
| FIGURE B.3-1. PAYMENT HOLD REPORT ON REPORT – MAIN MENU PAGE | B-4 |
| FIGURE B.3-2. PAYMENT HOLD REPORT PARAMETERS..... | B-5 |
| FIGURE B.4-1. PAYMENT REQUEST REPORT ON REPORT – MAIN MENU PAGE | B-6 |
| FIGURE B.4.2. PAYMENT REQUEST REPORT PARAMETERS | B-7 |

SECTION 1 OVERVIEW

1.1 OBJECTIVE OF THIS GUIDE

The objective of this Guide is to familiarize you with the Payment and Reporting System (PARS), from the grantee's perspective. PARS enables a grantee user to view grant information and send the Financial Status Report Form SF269A electronically or request a payment from a grant (and cancel the request if need be). On the other hand, an administrative user performs many functions essential throughout a grant's life, including establishing contact information, setting up email notification schedules, maintaining and safeguarding user privileges, updating the system's Bulletin Board page, marking a grant as accepted, viewing a grant's payment history, and adding and removing payment holds.

This Guide is designed specifically for the grantee user. For information on the administrative user's functions and procedures, refer to the *Payment and Reporting System Administrator Guide* or the complete version of the *Online Help System* accompanying PARS.

This document includes an Addendum A describing the feature for canceling a payment request — a functionality incorporated since the last edition of this guide, May 2007.

This document includes an Addendum B describing reports — a functionality incorporated since the last edition of this guide, March 2008.

1.2 ORGANIZATION OF PAYMENT AND REPORTING SYSTEM GUIDE FOR GRANTEES

This Guide is divided into the following seven sections:

Section 1 offers an overview of the PARS Guide.

Section 2 supplies step-by-step instructions for logging in and logging out of PARS.

Section 3 relates instructions on the registration process.

Section 4 provides an overview of the comprehensive Online Help System that accompanies PARS.

Section 5 illustrates how to request payment from a grant.

Section 6 discusses SF269A completion and submittal.

Section 7 covers information on changing your system settings.

Addendum A describes the procedures for canceling a payment request. These instructions have been incorporated as an add-on, rather than in the manual proper, per FEMA's request.

Addendum B describes the reports that are available in the PARS system. These instructions have been incorporated as an add-on, rather than in the manual proper, per FEMA's request.

SECTION 2

LOGGING IN AND LOGGING OUT

2.1 SIGNING IN

Enter the Web address provided and click **Go** to access the Federal Emergency Management Agency (FEMA) Payment and Reporting System (PARS).



Figure 2.1-1. Payment and Reporting System Bulletin Board Page

The Payment and Reporting System Bulletin Board page is displayed. (This page can show up to 4000 characters of text to include the administrator's customized HTML code.)

Click the word **here** to proceed to the User Login page.

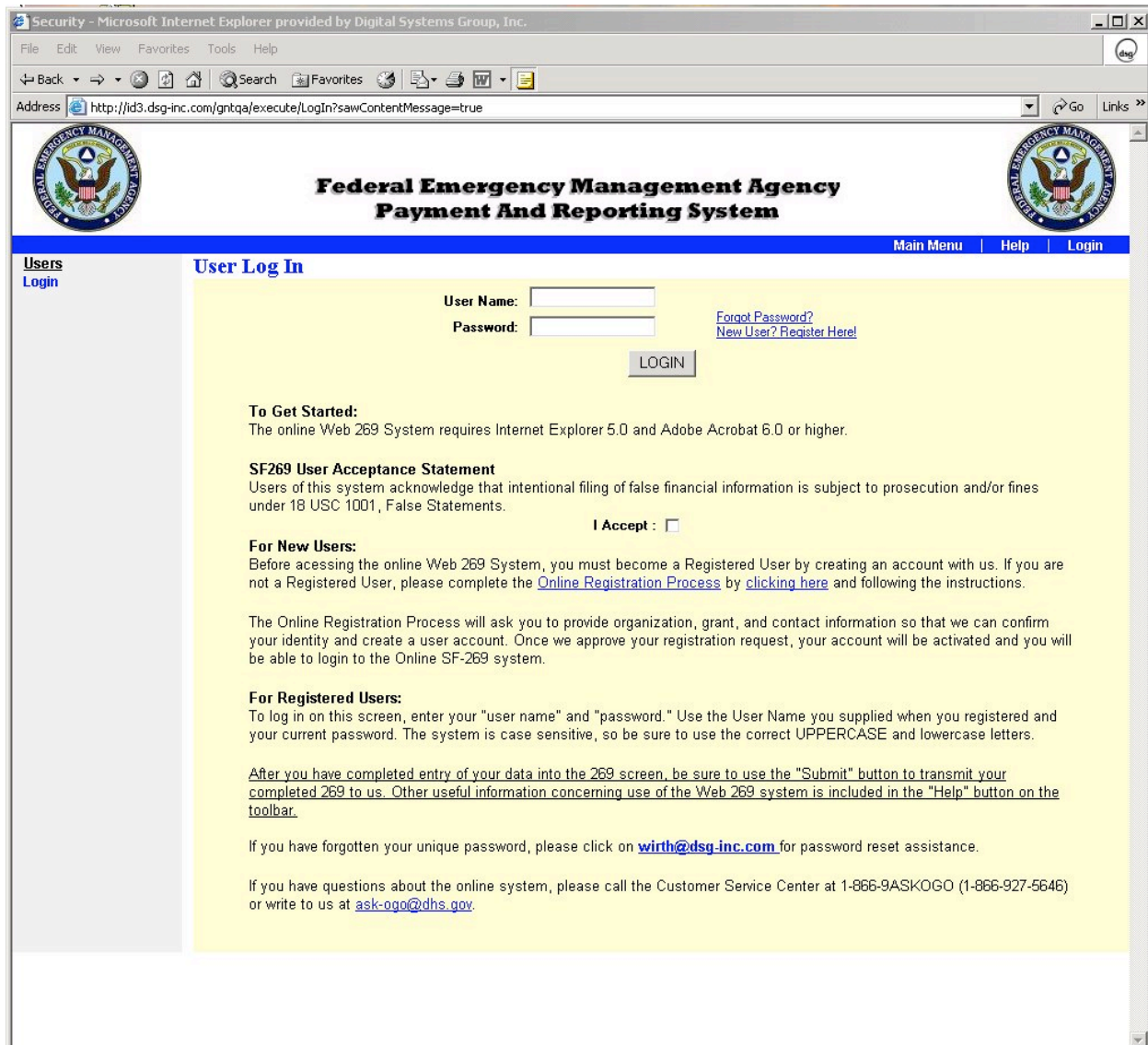


Figure 2.1-2. User Login

The User Login page is displayed. See section 3 for procedures for the first-time user case, where you aren't already registered; otherwise, follow the steps below.

Enter the following data:

User Name..... **Enter your user name or ID**

Password..... **Enter your password**

Click the **I Accept** checkbox to indicate concordance with the SF269 User Acceptance Statement.

Click the **LOGIN** button. If this is your first time logging in as a registered user, the Change Password page is displayed since you must change the registration password supplied to you (see

section 2.1.1, below, and section 3); otherwise, the Main Menu page is displayed. For first-time users, the Web269 Bulletin Board Page is displayed after the password has been changed. Click the [Click] [here](#) link to redisplay the Login Page and log on with your new password to call up the Main Menu page.

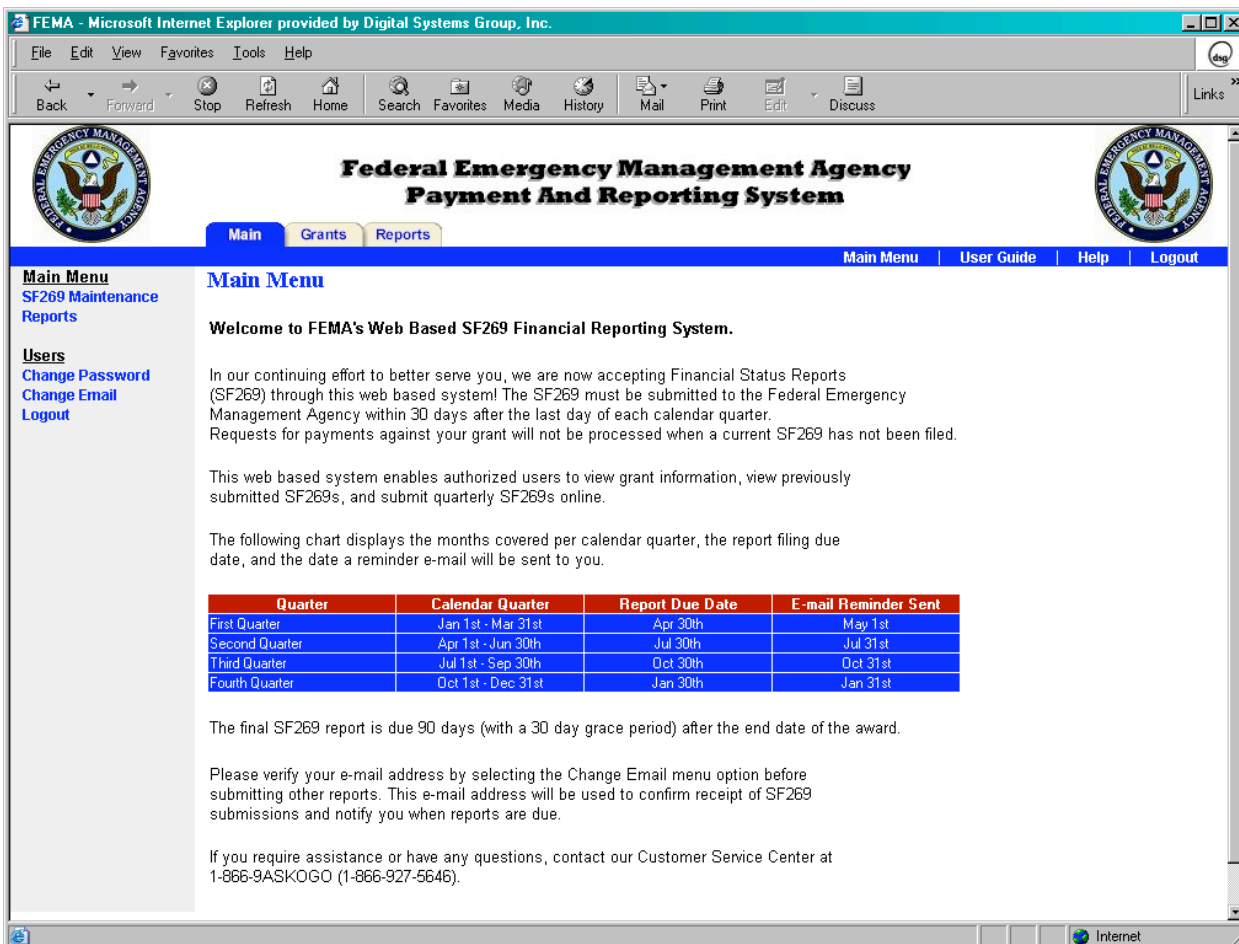


Figure 2.1-3. Main Menu

The Payment and Reporting System Main Menu is displayed. For you, the grantee, the system displays two tabs across the top: either Main and Grants or Main and Payments.

NOTE: The tabs displayed depend on the user's security settings (i.e., grantees that request payments have only the Main and Payments tabs showing, whereas grantees with SF269 privileges have the Main and Grants tabs visible).

Access to the Grants or Payments tab is also available within the sidebar of the Main Menu.

Additionally, this Main Menu sidebar (under Users) provides the options Change Password and Logout.

2.1.1 Changing Your Password

To alter your password, select **Change Password** under Users in the sidebar of the Main Menu (Figure 2.1-1).

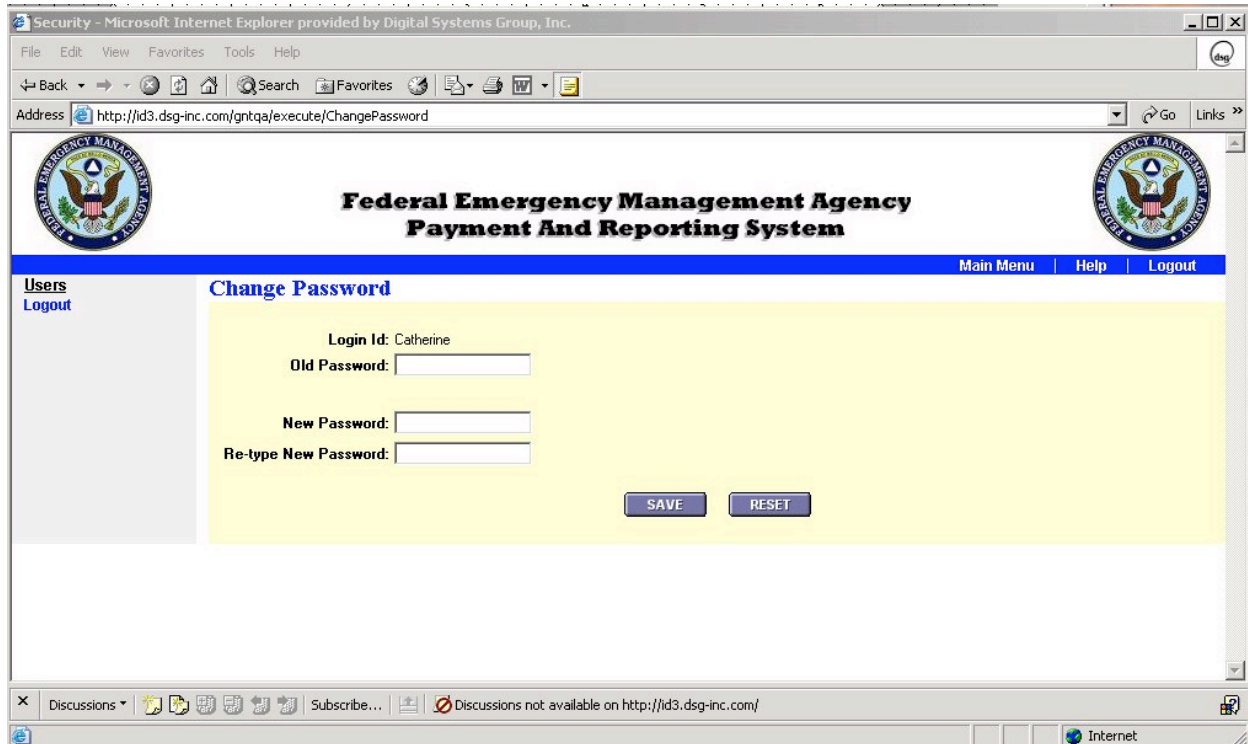


Figure 2.1-4. Change Password

The Change Password page is displayed.

Enter the following data:

Old Password..... Enter the password being changed

NOTE: Your new password must be between 8 and 15 characters and contain at least one lowercase letter, at least one uppercase letter, at least one number, and at least one special character. Also, the new password cannot be the same as any of the previous six former passwords.

New Password..... Enter your new password

Re-type New Password..... Re-type your new password

Click the **SAVE** button.

A message is displayed:

You have successfully changed your password. Please log in again with your new password.

The User Login page (Figure 2.1-2) is displayed, prompting you to log in again with your new password.

2.2 LOGGING OFF

There are two ways to log out of the system.

Click **Logout** under Users in the sidebar of the Main Menu (Figure 2.1-3) or select **Logout** from the blue menu bar at the top of any PARS page.

You are returned to the User Login page (Figure 2.1-2).

SECTION 3

UNDERSTANDING THE REGISTRATION PROCESS

3.1 PREVIEWING THE ONLINE REGISTRATION STEPS

As far as you, the grantee, is concerned, there are six steps involved in your online registration process.

Your six steps are:

1. Register online
2. Receive an email requesting that you verify your email address and you do so
3. Receive an email of account approval (or rejection) notification with system-generated password, if approval
4. Sign in — assuming approval — with the system-generated password
5. Change the supplied password
6. Sign back in with your new password

3.2 REGISTERING TO USE PARS

All new users must register in order to gain access to the system.

To apply for an online account, click on the **Online Registration Process** link on the User Login page (Figure 2.1-2).



There are four sections to this registration screen: Account Information, Grantee Information, Contact Information, and Grant Verification Information.

Microsoft Internet Explorer provided by Digital Systems Group, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address <http://id3.dsg-inc.com/gntqa/execute/OnlineUserRegistration> Go Links

 **Federal Emergency Management Agency**
Payment And Reporting System 

Main Menu | Help | Login

Main Menu
[Login](#)

Web269 Online Registration

Web269 Online Registration Instructions:
Welcome to Web269 Online Registration. The registration process will guide you through applying for an online account for the Web269 System. Once you have successfully completed registration and your account has been approved, you will be able to access the Web269 System and allow you to complete and transmit your quarterly SF269 online. If you have any questions, contact the DC Customer Service Center at 1-866-9ASKDGO (1-866-927-5646) or email your question to ask-dgo@dhs.gov.

Provide the requested information about your organization. Fields marked with an asterisk (*) are required.

1. Account Information

Here you will provide the basic information that we will use to create your account.

Please make sure to provide a working email address. We will validate the email account you provide in the next step of the Web269 Online Registration Process.

Vendor Number: *

Email Address: *

Desired User Name: *

Desired User Name is the User Name that you wish to use when you login to the Web269 system. User Name must be at least 3 characters and no more than 15 characters long.

Account Type: *

Account Type tells us how this account will be used. An account can be used to either Submit SF 269 Reports or Request Payments.

Done Internet

Figure 3.2-1, Section 1. Account Information

Section 1 — Account Information

All four fields in the Account Information section are mandatory (denoted by an asterisk), and a system edit is enforced on the Vendor Number field. (See the Online Help topic, "Calling Up the FEMA Payment and Reporting System" for related error messages.)

Enter the following data:

Vendor Number..... *Enter the vendor number from your award document*

Email Address..... *Enter the email address to receive system-generated*

notifications. The system will confirm this to you

Desired User Name..... Enter User or Login ID

NOTE: **A user can register under only one account type.**

Account Type..... Use the drop-down to select how you are to use the system.

2. Grantee Information

Here you will provide name and information about the grantee's organization.

Organization Name: *

Address: *

City: *

State: *

Zip Code: *

Figure 3.2-2, Section 2. Grantee Information

Section 2 — Grantee Information

All fields are mandatory; however; there are no edits in the Grantee Information section, other than "required" error messages, specifying that the fields must be completed. (The FEMA authorizing official verifies your data in these fields prior to approving.)

Enter the following data:

Organization Name Enter your organization's full name

Address Enter the address of your organization

City Enter the city of your organization

ZIP Code Enter the ZIP code of your organization

3. Contact Information

Here you will provide information about the main contact person for your organization's grants.

Title: *

First Name: *

Last Name: *

Phone Number: *

Fax:

Figure 3.2-3, Section 3. Contact Information

Section 3 — Contact Information

All fields except the FAX number are mandatory; however, there are no edits in the Contact Information section, other than "required" error messages, specifying that fields must be completed. (The FEMA authorizing official verifies your data in these fields prior to approving.)

Enter the following data:

Title..... *Enter the title of the contact*

First Name..... *Enter first name of the contact*

Last Name..... *Enter last name of the contact*

Phone Number..... *Enter phone number of the contact*

FAX..... *Enter the FAX number of the contact*

4. Grant Verification Information

Please provide the following information about your most current grant with FEMA.

If you currently have more than one grant with us, enter information from any of your current grants with FEMA.

We will use this information to help verify your account, so please be sure that the information you provide is accurate.

Grant Number: *

Grant Start Date: * xx/xx/xxxx

Grant End Date: * xx/xx/xxxx

Reset Form Continue To Next Step >>

Figure 3.2-4, Section 4. Grant Verification Information

Section 4 — Grant Verification Information

All three fields in the Grant Verification section are mandatory. (The FEMA authorizing official verifies your data in these fields prior to approving.)

Enter the following data:

Grant Number *Enter the grant number*

Grant Start Date *Enter the start date of the grant*

Grant End Date *Enter the end date of the grant*

To save the entry, click the  button.

3.2.1 Receiving Error Messages

Your errors will be displayed in red across the top of the page. (Refer to the Online Help topic, "Calling Up the FEMA Payment and Reporting System," for definitions of all the error messages for the registering grantee.)

Example

Please correct the following errors:

> Contact First Name Required

You have not entered a Contact First Name. Please provide a Contact First Name in the space provided.

> Contact Phone Number Required

You have not entered a Contact Phone Number. Please provide a Contact Phone Number in the space provided.

Figure 3.2-5. Sample Errors

3.2.2 Receiving Online Registration Completed Message

Assuming you, the grantee, have no errors at this point, the Online Registration Completed page is displayed.

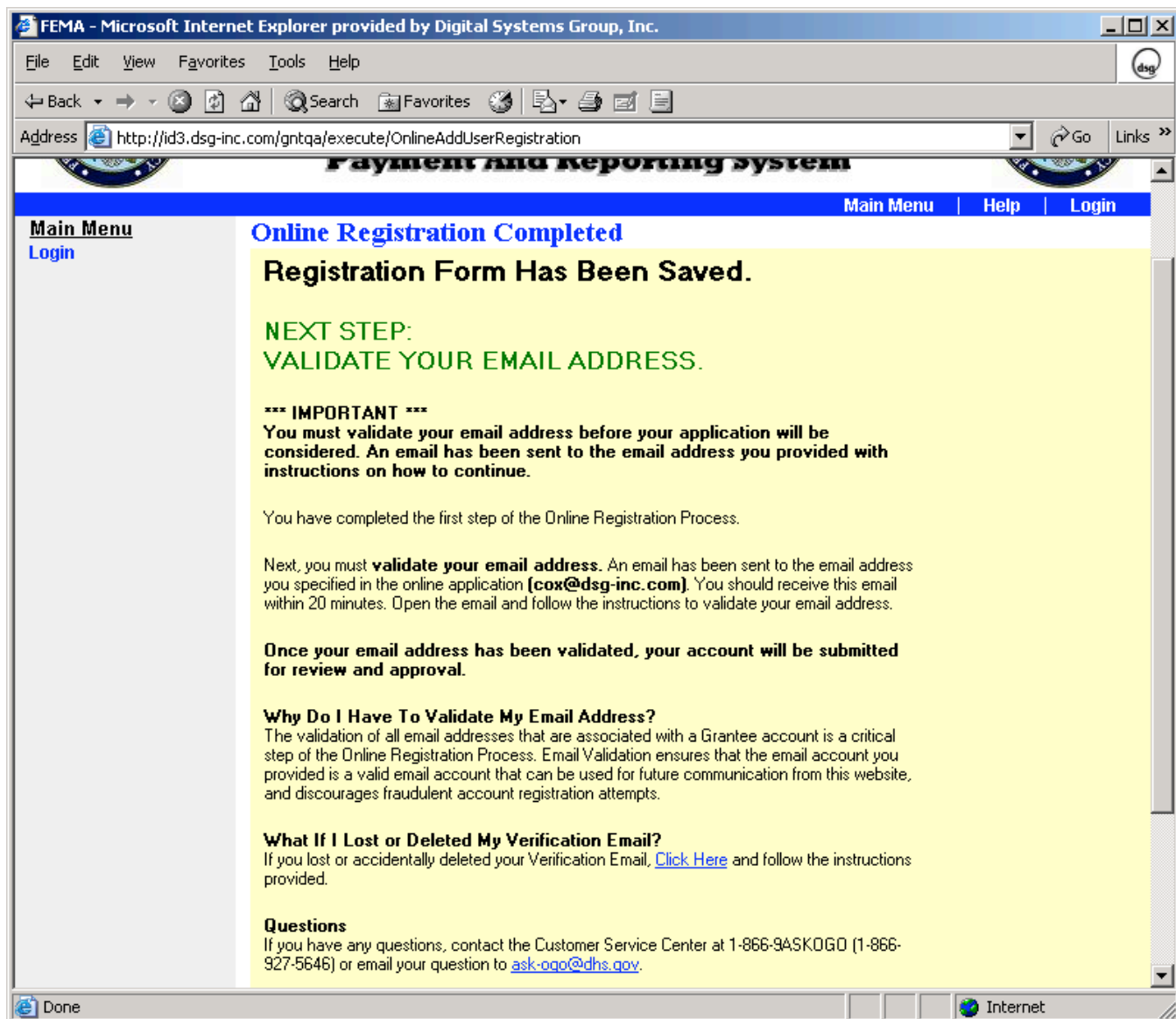


Figure 3.2-6. Online Registration Completed

You receive an email with instructions on how to validate your email address.

3.2.3 Getting Email Notifications once Registration Has Begun

At this point in the registration process, you receive an email stipulating that you verify your email address. (The FEMA Administrator is also notified that a user has visited the Web269 System and has completed the Online Registration process.)

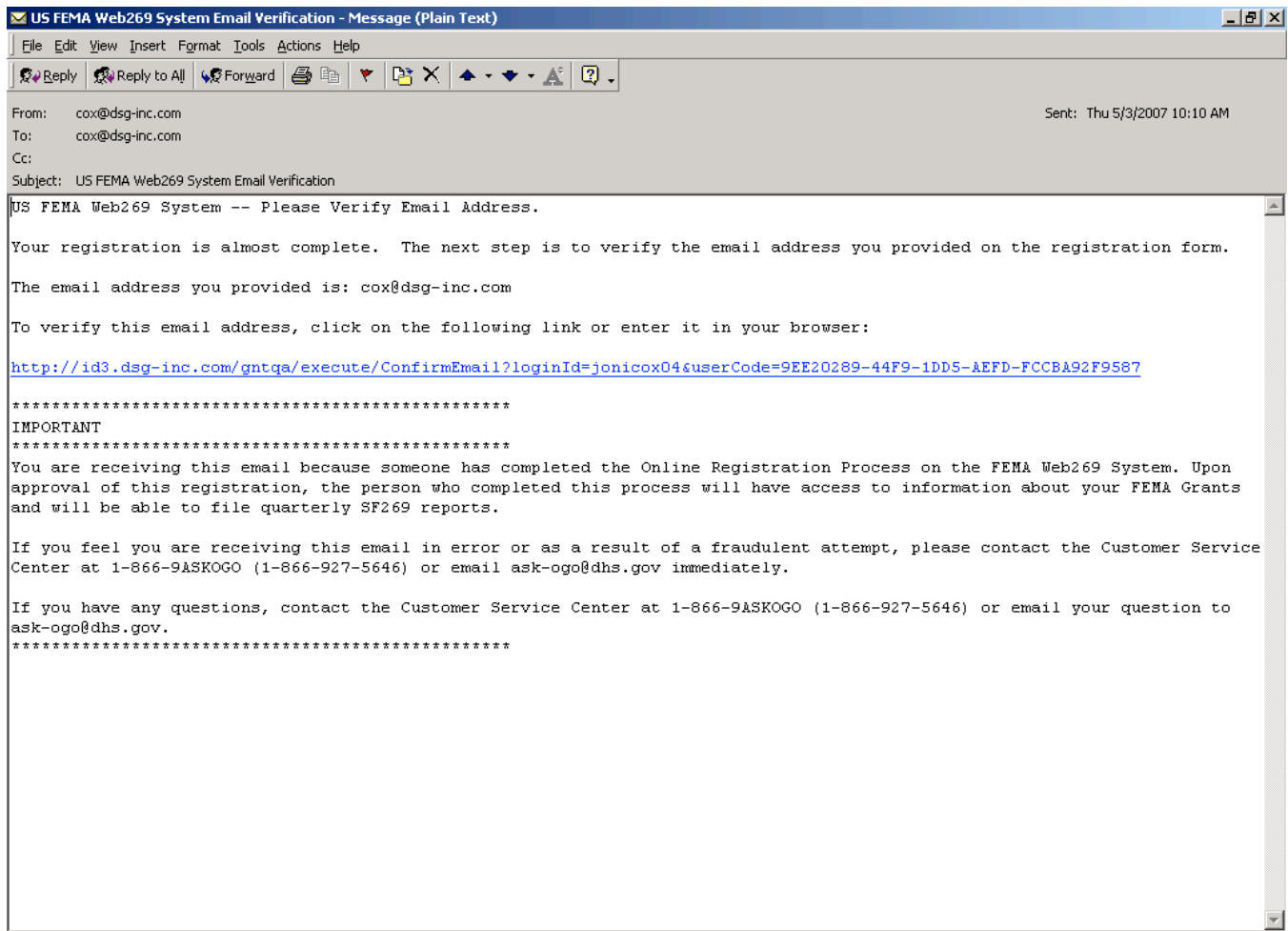


Figure 3.2-7. Sample Email Sent to Grantee to Request Email Verification

To verify the email address, click the *link* provided.

3.2.4 Receiving Confirmation on Email Verification

After you click the link, you receive an email (jump ahead to Figure 3.2-9) informing you that the email address has been successfully validated and that the registration information has been submitted to the System Administrator for review and account approval. (Another email is sent concurrently to the Administrator alerting him/her that an applicant user verified his/her email address, and the account is pending approval.)

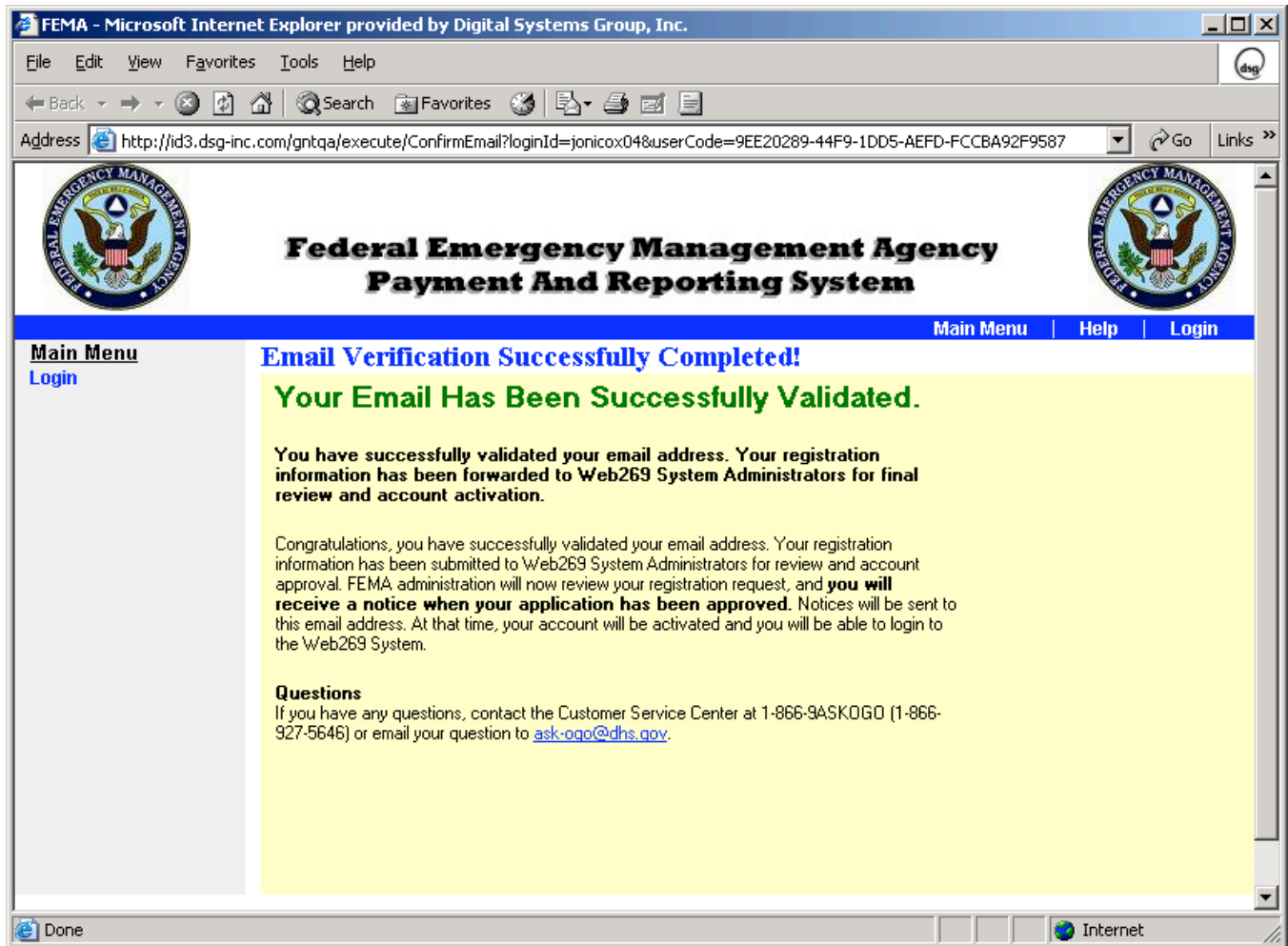


Figure 3.2-8. Email Verification Confirmation Page

The Email Verification Confirmation page is displayed.

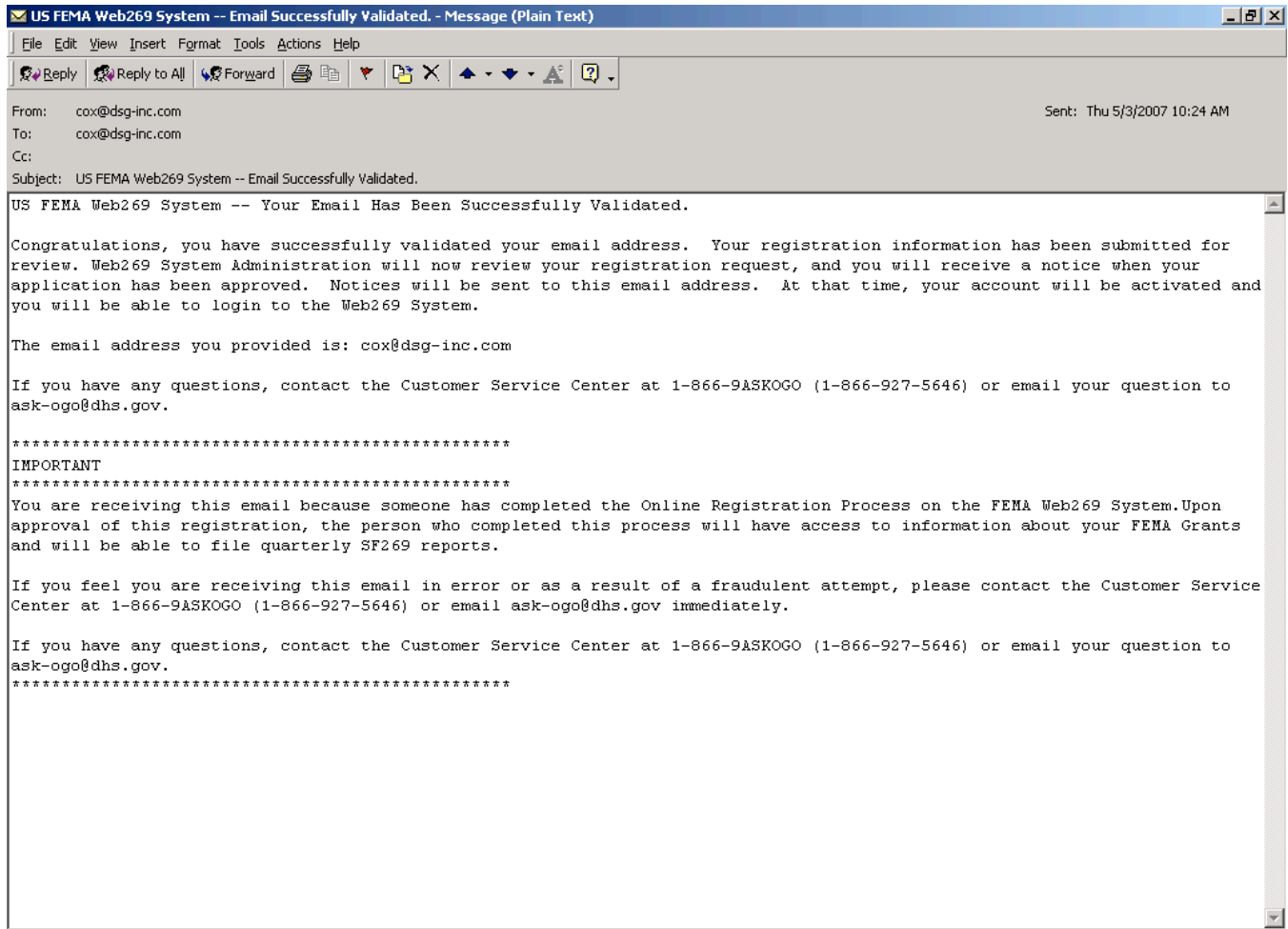


Figure 3.2-9. Email Verification Confirmation Message

3.2.5 Obtaining Notification of Registration Approval or Denial

After registration has been approved, you receive an email informing you that the account has been approved. This email supplies you with a system-generated password; see Figure 3.2-10 for a sample.

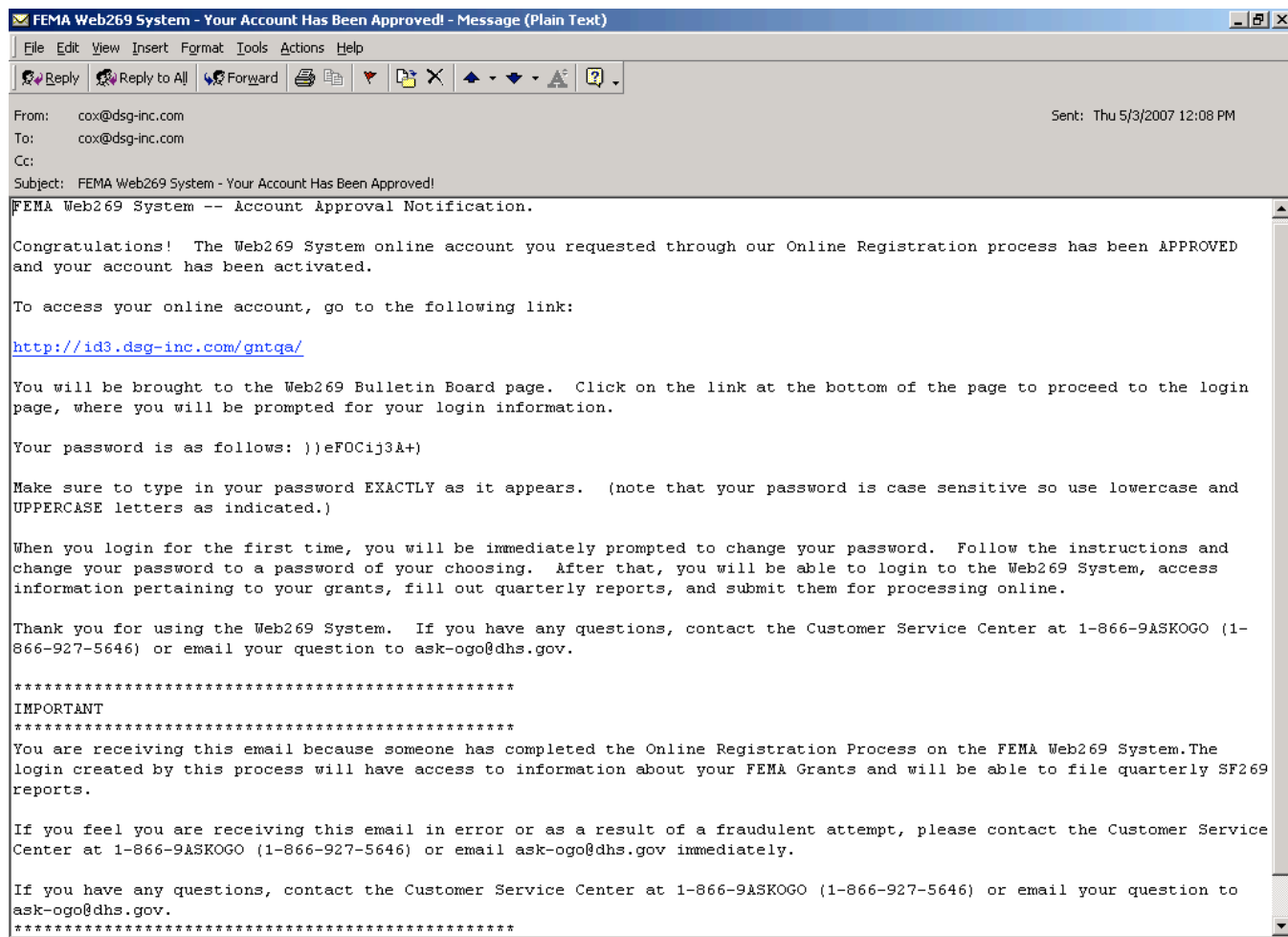


Figure 3.2-10. Sample Grantee Email –Account Approval Notification

You receive an automated message to the email address you provided in the Online Registration Process, if your registration application has been denied.

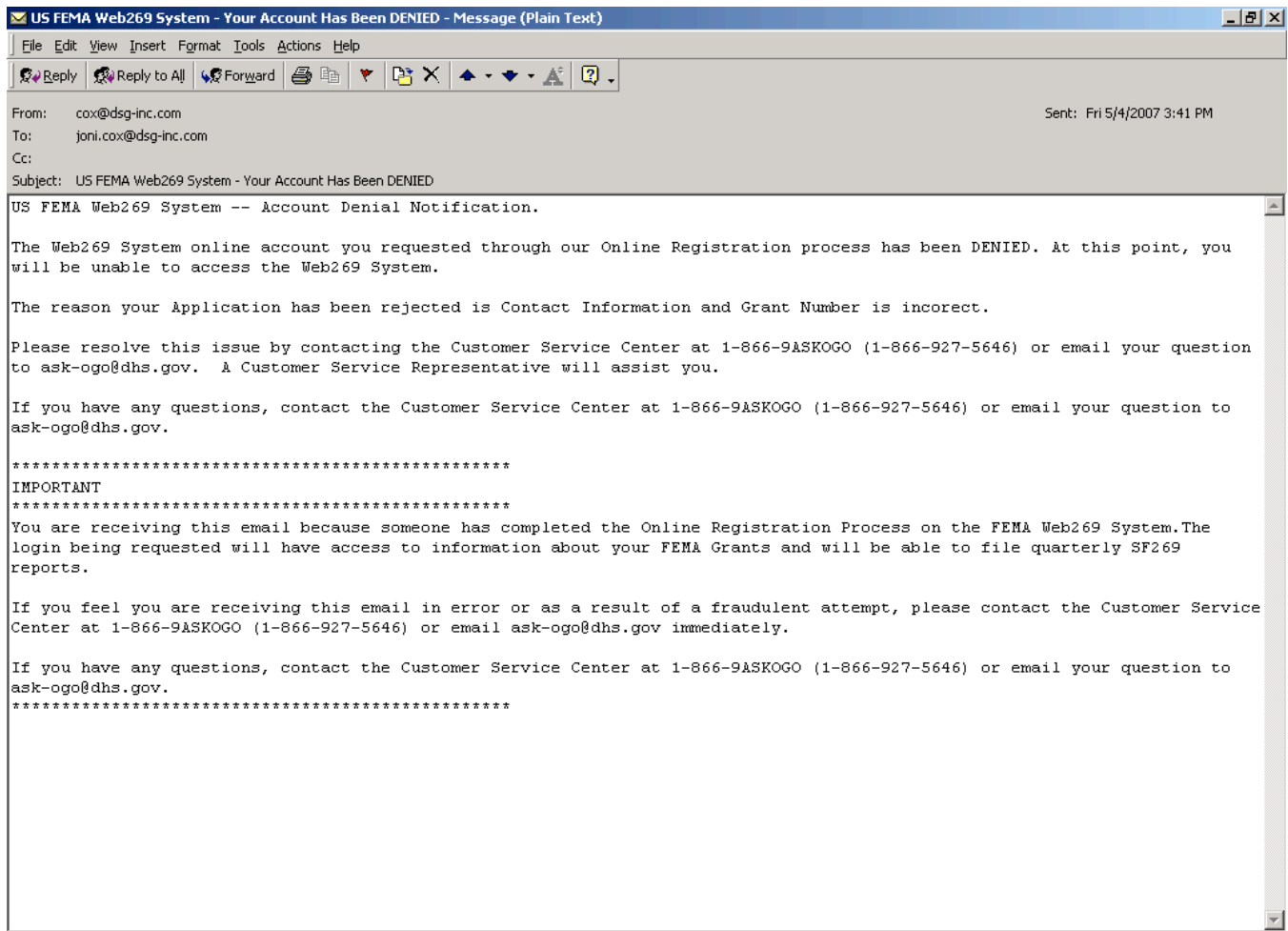


Figure 3.2-11. Sample Grantee Email — Account Denial

This email notifies you that your request for an account has been rejected and indicates the reason why.

3.3 SIGNING IN THE FIRST TIME AFTER REGISTRATION APPROVAL

To access your grantee online account the first time, click the *link* supplied in the email (Figure 3.2-10). The Payment and Reporting System Bulletin Board page (Figure 2.1-1) is displayed. Click on the word **here** to proceed to the User Login page (Figure 2.1-2).

To log in, enter the *user name* and *password* that were supplied in the account-approval email. Click the **I Accept** checkbox to indicate concordance with the SF269 User Acceptance Statement.

Click the **LOGIN** button to proceed.

The Change Password page is displayed for you to now establish your own password. Refer back to Figure 2.1-4 and follow the procedures in section 2.1.1 for data entry (for the Old Password field, enter the password supplied in the account-approval email). Once you

successfully change your password, the User Login page (Figure 2.1-2) is re-displayed, prompting you to log in again with your new password. The PARS Main Menu is displayed (Figure 2.1-3).

| |
|--|
| <p>NOTE: For you, the grantee, either the Grants OR the Payments tab will be displayed, according to the Account Type selected during registration.</p> |
|--|

SECTION 4

USING THE ONLINE HELP

4.1 GAINING ASSISTANCE WITH THE ONLINE HELP

A comprehensive Online Help system is available in PARS.

To access the Help anywhere in the system, select **Help** from the blue menu bar at the top of any PARS page.

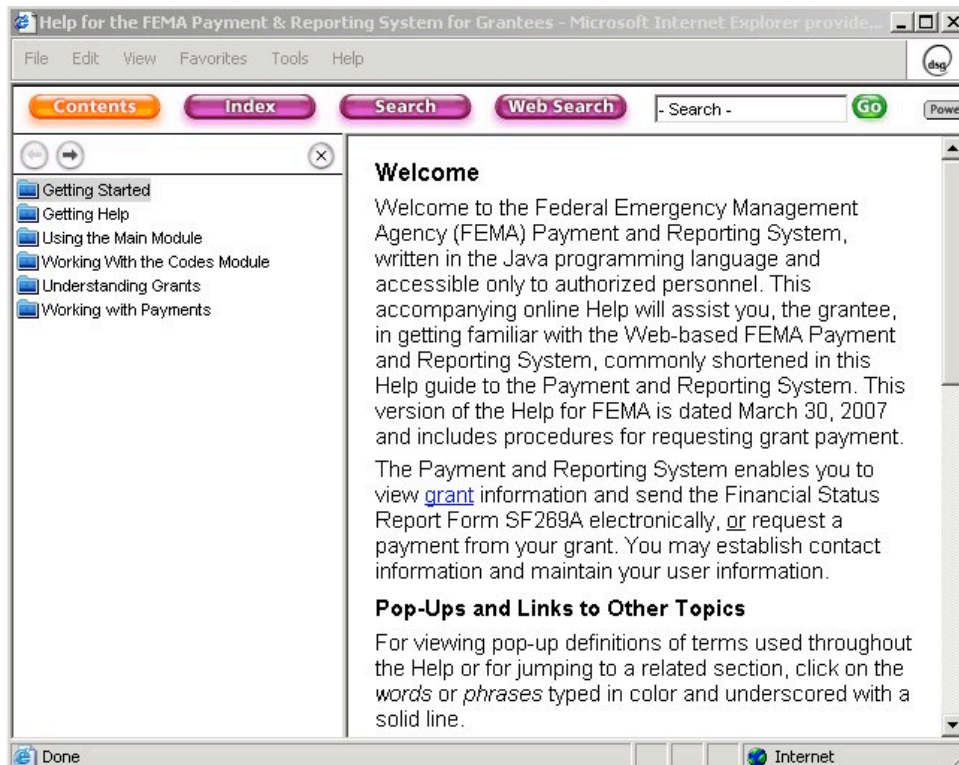


Figure 4.1-1. Online Help Welcome

The Online Help Welcome page is displayed.

4.2 ACCESSING THE HELP CONTENTS

Click the **Contents** button to display the Help's Table of Contents, if it is not already showing.

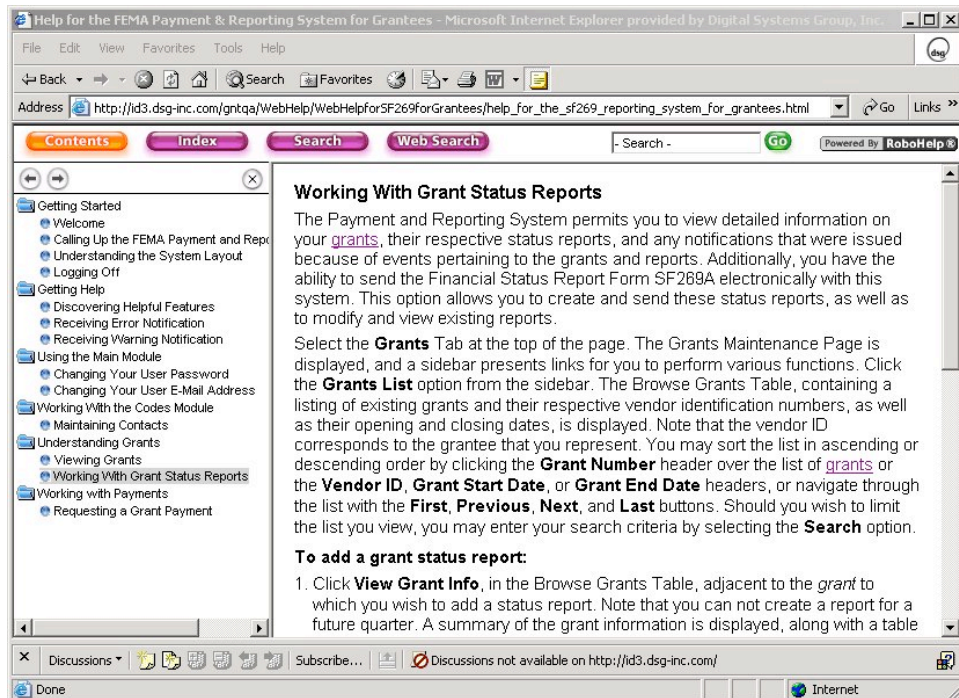


Figure 4.2-1. Contents of the Online Help (Expanded)

The Table of Contents is displayed in the left panel of the page.

You drill down to a desired topic by clicking a folder. The topic selected is displayed in the right-hand panel. Links to related topics and hotspots for pop-up definitions are clearly indicated in color and underscored.

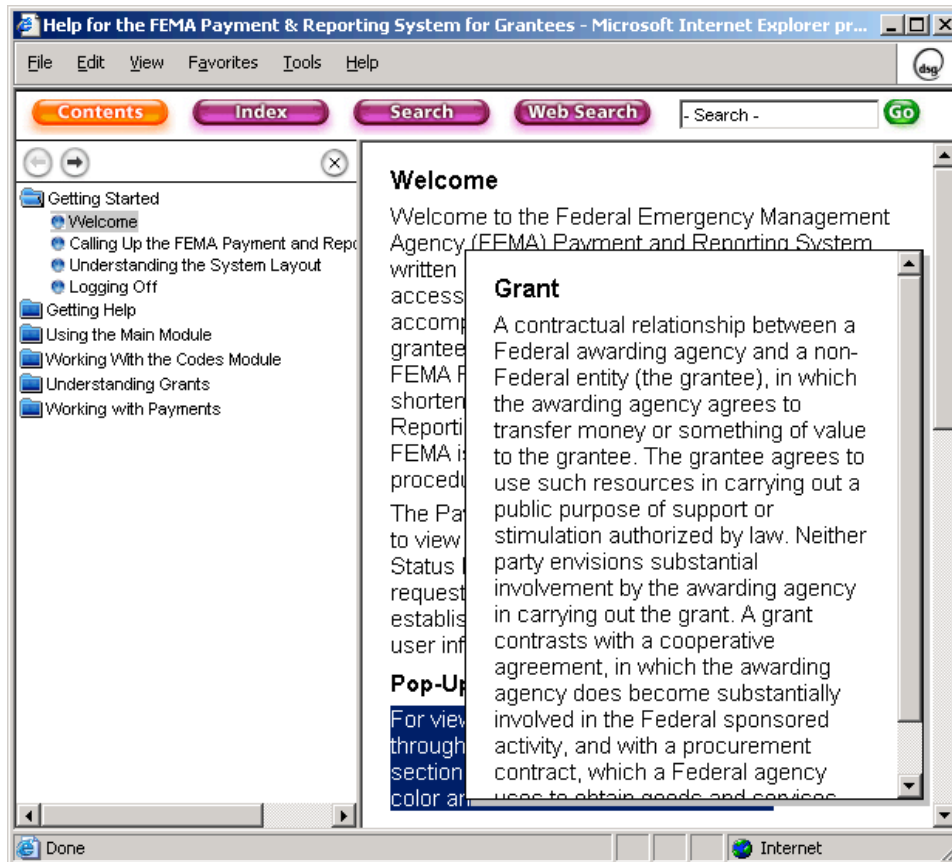


Figure 4.2-2. Sample Pop-Up Definition

4.3 VIEWING THE HELP INDEX

An Index is available by clicking on the **Index** button.

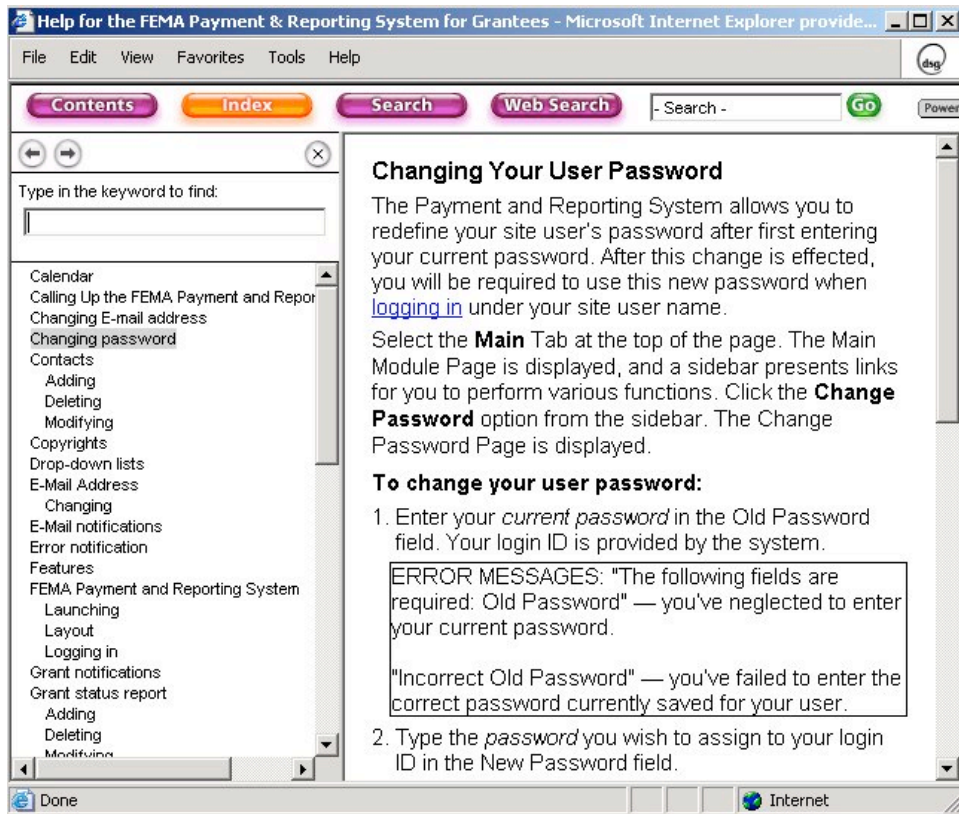


Figure 4.3-1. Index of the Online Help

To locate the desired term or topic, type the first few characters of the *keyword* in the designated field in the left panel.

Select the term or topic. The definition or topic selected is displayed in the right panel.

4.4 USING THE HELP SEARCH

The Search capability is available by clicking on the **Search** button.

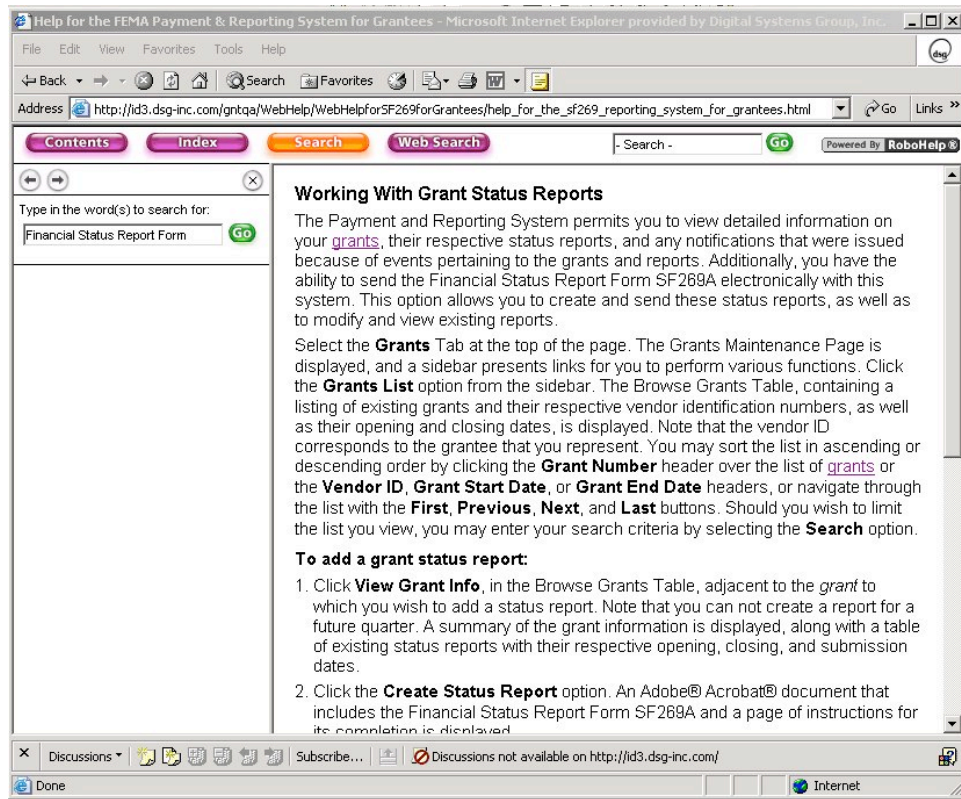


Figure 4.4-1. Search

Type in the desired *word* or *string* in the designated field in the left panel, and click **Go**.

The Help displays those topics containing the word or string used as the search criterion.

Select the desired topic to display it in the right panel.

NOTE: Please see the Online Help for the system error messages and their definitions. They are covered under the procedure step to which they relate.

SECTION 5 REQUESTING PAYMENT

5.1 REQUESTING A GRANT PAYMENT

The Payment Request System is available to the grantee who has registered with the Account Type of "Used to Request Payments" (see section 3.2).

Select the **Payments** tab from the Main Menu (Figure 2.1-3).

NOTE: The grant must have been accepted by the Administrator prior to a request for payment by the grantee.

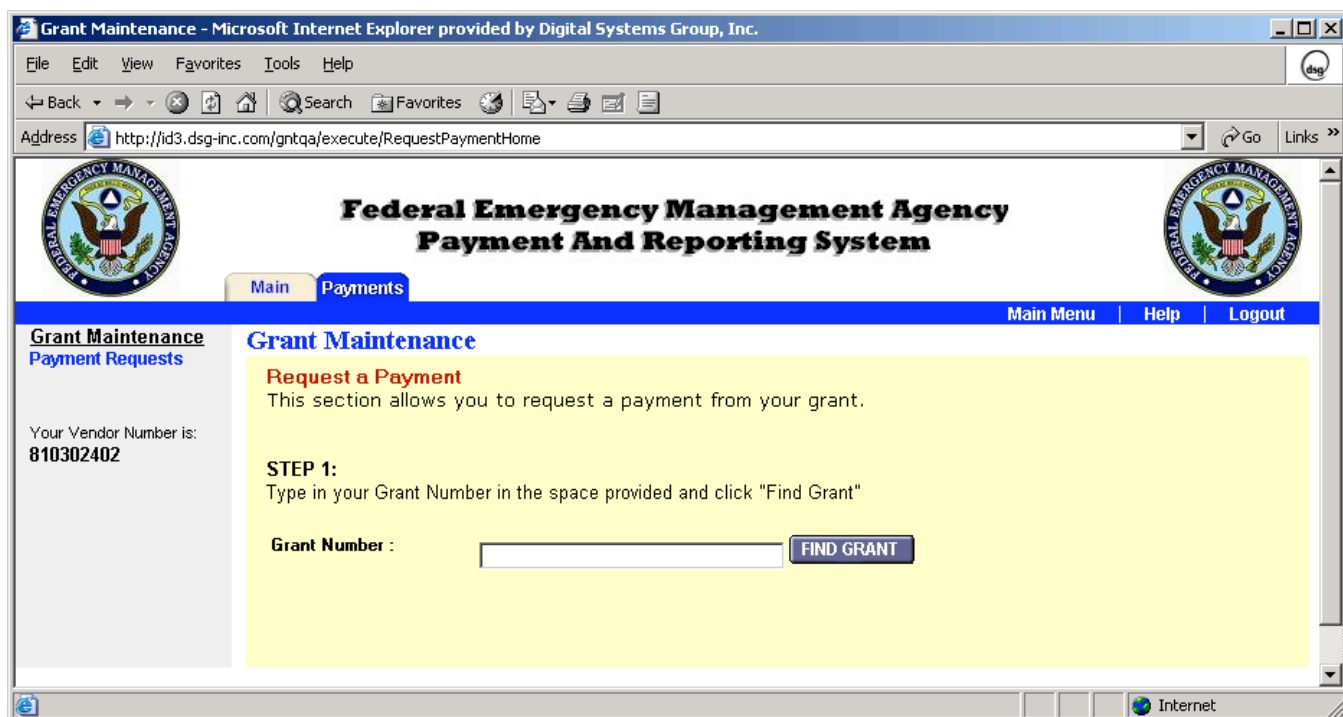


Figure 5.1-1. Request a Payment, Step 1

The Request a Payment, Step 1 page is displayed.

Enter the following data:

Grant Number *Enter the grant number assigned to the grant and already in the system*

Click the **FIND GRANT** button.

Figure 5.1-2. Request a Payment, Step 2

The Request a Payment, Step 2 page is displayed.

This screen displays Grant Information, including the Grant Number, Grant Name, Acceptance Date, Holds on Grants, Grant Amount, Amount Previously Dispensed, Amount on Hold, and Amount Available.

Enter the following data:

Payment Request Amount..... Enter the request amount, an amount equal to or less than the amount available

NOTE: The cumulative requested amount can never exceed the total grant amount.

Period Covered From Enter a Period From Date of the payment, not overlapping another request's dates

Period Covered To..... Enter a Period To Date

Click the **SUBMIT PAYMENT REQUEST** button.

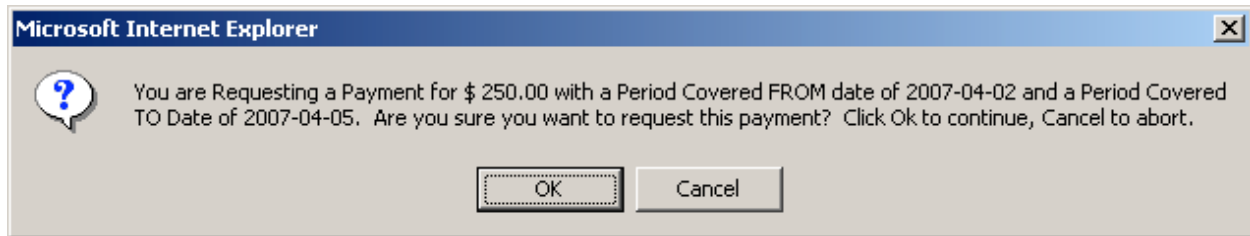


Figure 5.1-3. Sample Confirmation Dialog for Request Payment

A Confirmation dialog box is displayed.

Click the  button to continue.

(To abort the request for payment, click the  button.)

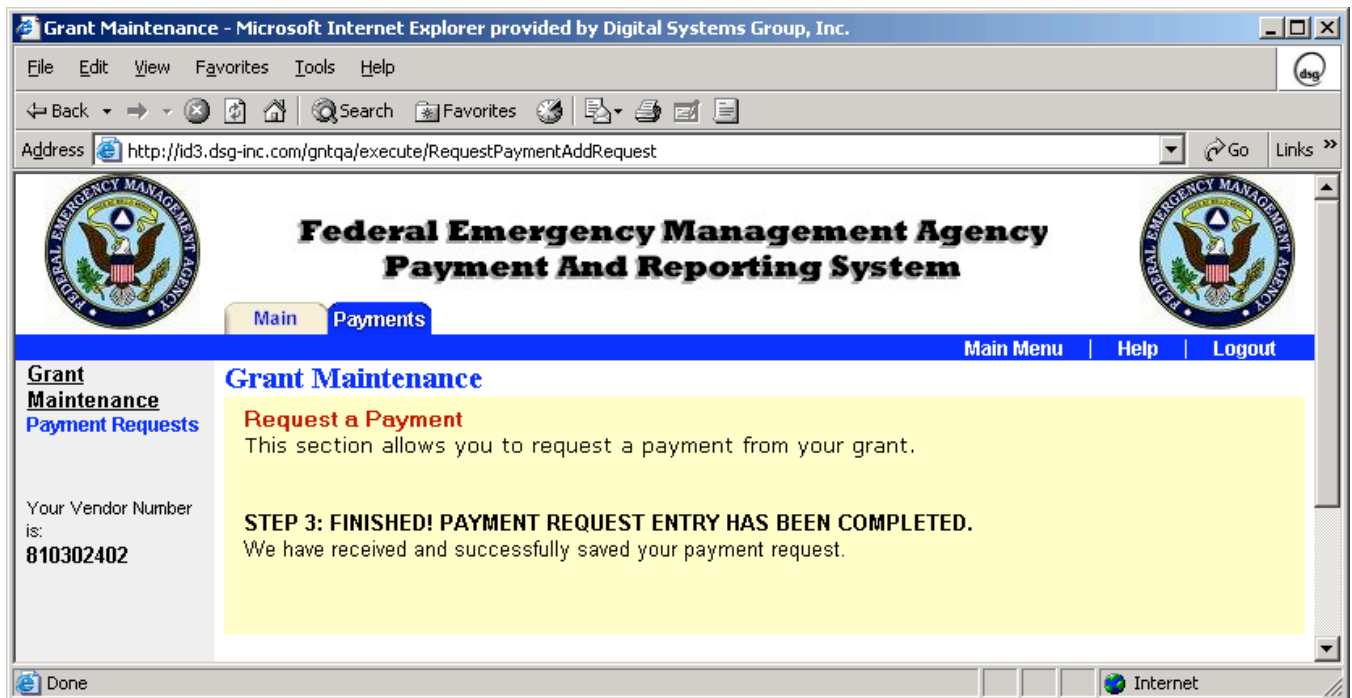


Figure 5.1-4. Request a Payment, Step 3

The system will display a message:

STEP 3: FINISHED! PAYMENT REQUEST ENTRY HAS BEEN COMPLETED.

NOTE: A CRON job is set up to retrieve all payment requests and transfer them to IFMIS to be processed.

5.2 VIEWING THE PAYMENT HISTORY

From the Request a Payment, Step 2 page, select the **View Payment History** link.

The screenshot shows a web browser window titled "Grant Maintenance - Microsoft Internet Explorer provided by Digital Systems Group, Inc." The address bar shows the URL: <http://id3.dsg-inc.com/gntqa/execute/RequestPaymentFindGrant?currentAction=ViewPayments>. The page header features the FEMA logo and the title "Federal Emergency Management Agency Payment And Reporting System". Below the header is a navigation menu with tabs: Main, Codes, Grants, Payments (selected), Security, and Reports. On the left, a sidebar menu shows "Grant Maintenance" and "Payment Requests". The main content area is titled "Grant Maintenance" and "Request a Payment". It states: "This section allows you to request a payment from your grant." Below this, there is a link for "VIEW PAYMENT HISTORY". The payment history is displayed in a table titled "Payment History for Grant 2007CFT70001".

| Date | Description | Amount |
|------------|---|-----------|
| | GRANT AWARD AMOUNT | 100176.00 |
| 03/14/2007 | Grant has been accepted for payments. | |
| 04/02/2007 | PAYMENT REQUEST in the amount of \$10000.00 was requested from GRANT 2007CFT70001. | 10000.00 |
| 03/15/2007 | A HOLD in the amount of \$ 50000 was added to GRANT 2007CFT70001. Hold reason code is: 00 . . | |
| 03/15/2007 | A HOLD in the amount of \$50000 was REMOVED from GRANT 2007CFT70001. | |
| 03/16/2007 | A HOLD in the amount of \$15000 was added to GRANT 2007CFT70001. Hold reason code is: 00 . . | |
| 04/02/2007 | PAYMENT REQUEST in the amount of \$25000.00 was requested from GRANT 2007CFT70001. | 25000.00 |
| 03/21/2007 | A HOLD in the amount of \$15000 was REMOVED from GRANT 2007CFT70001. | |
| 04/02/2007 | PAYMENT REQUEST in the amount of \$4000.00 was requested from GRANT 2007CFT70001. | 4000.00 |
| 04/02/2007 | Payment of \$10,000.00 has been disbursed. | |
| 04/02/2007 | Payment of \$25,000.00 has been disbursed. | |
| 04/02/2007 | Payment of \$4,000.00 has been disbursed. | |

Figure 5.2-1. Payment History

The Payment History page is displayed.

This screen displays the accept dates, all requests for payments and their amounts, all holds placed on a grant, notice of payments disbursed, and canceled payment requests (see Addendum A).

SECTION 6

VIEWING GRANTS AND WORKING WITH THE SF269A

6.1 EXAMINING GRANTS

The Grant System is available to the grantee who has registered with the Account Type of "Used to File SF269 Reports" (see section 3.2).

Select the **Grants** tab from the Main Menu (Figure 2.1-3).

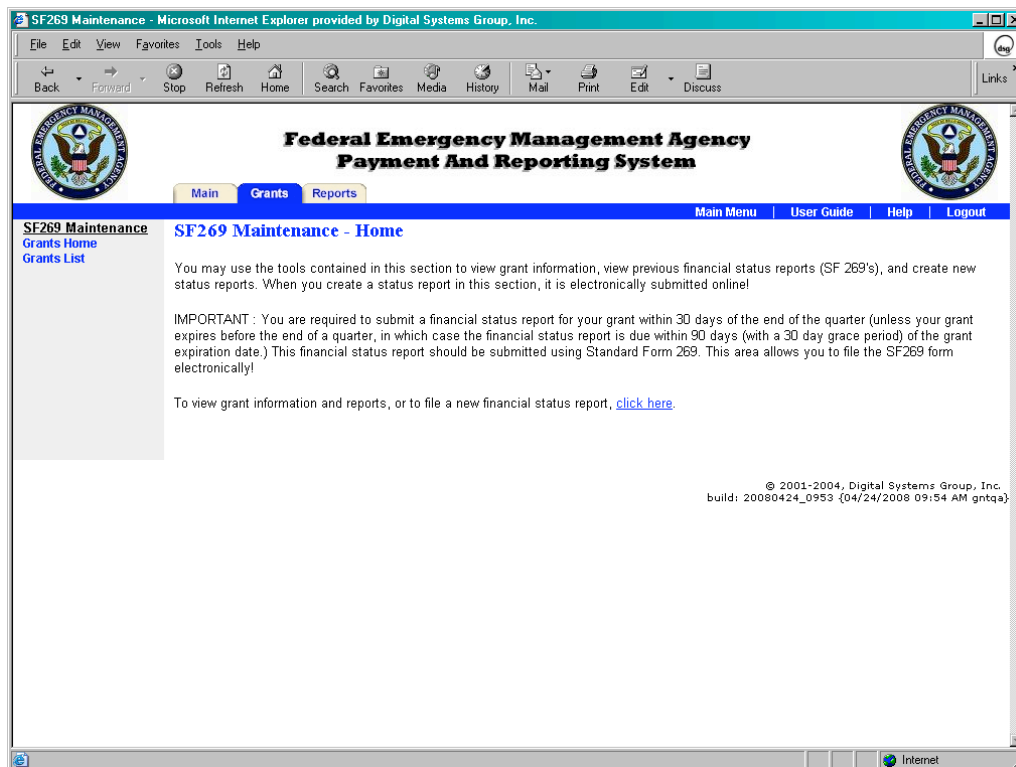


Figure 6.1-1. SF269 Maintenance Menu

The system displays the SF269 Maintenance Menu with its two submenus: Grants Home and Grants List.

Select **Grants List** from the sidebar of the SF269 Maintenance Menu to view the grants contained in PARS.

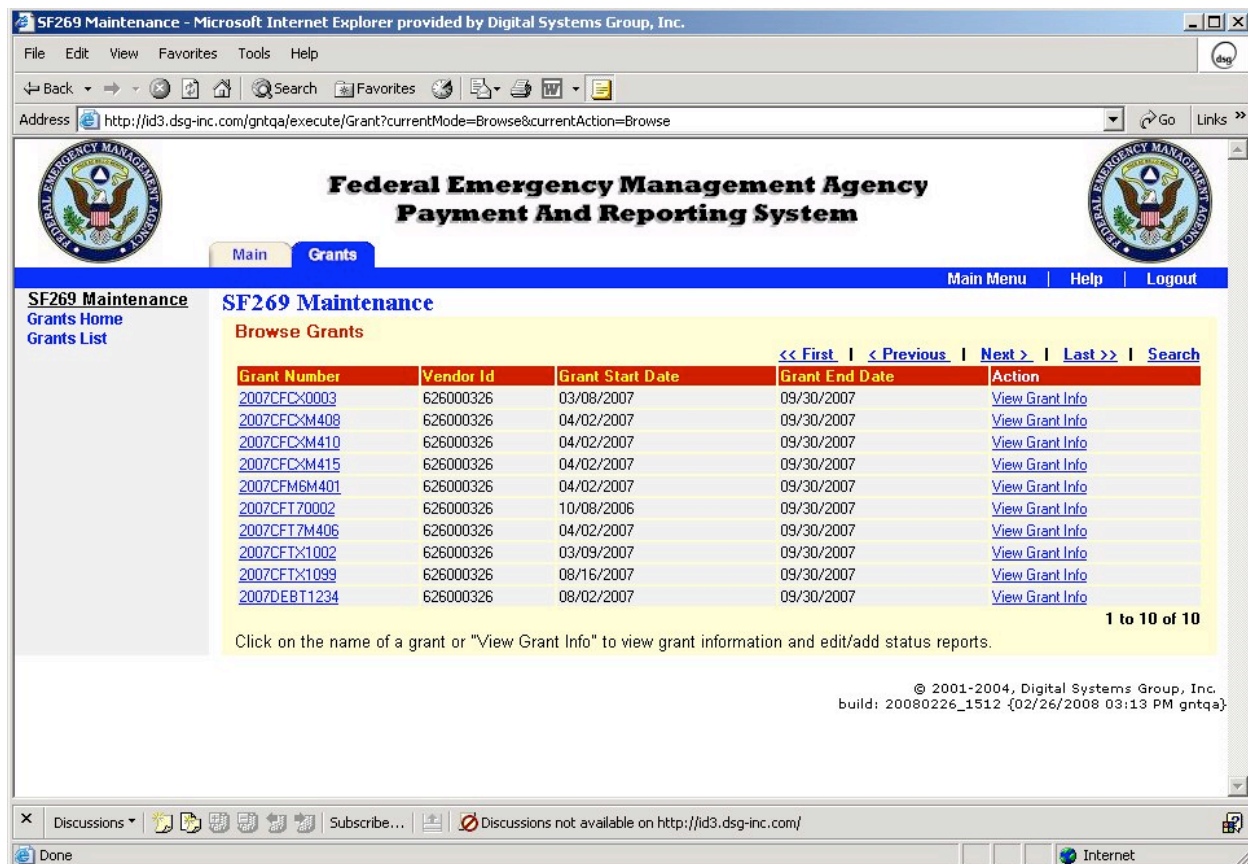


Figure 6.1-2. Browse Grants

The Browse Grants page is displayed, with a roster of grants that includes the Grant Number, Vendor ID, Grant Start Date, and Grant End Date. The Action column offers the View Grant Info link.

6.1.1 Viewing Information on a Specific Grant

From the Browse Grants page, you are given the option of exploring a specific grant.

To view a grant's information, click either the desired *grant number* or the **View Grant Info** link in the Action column of the row containing the desired grant.

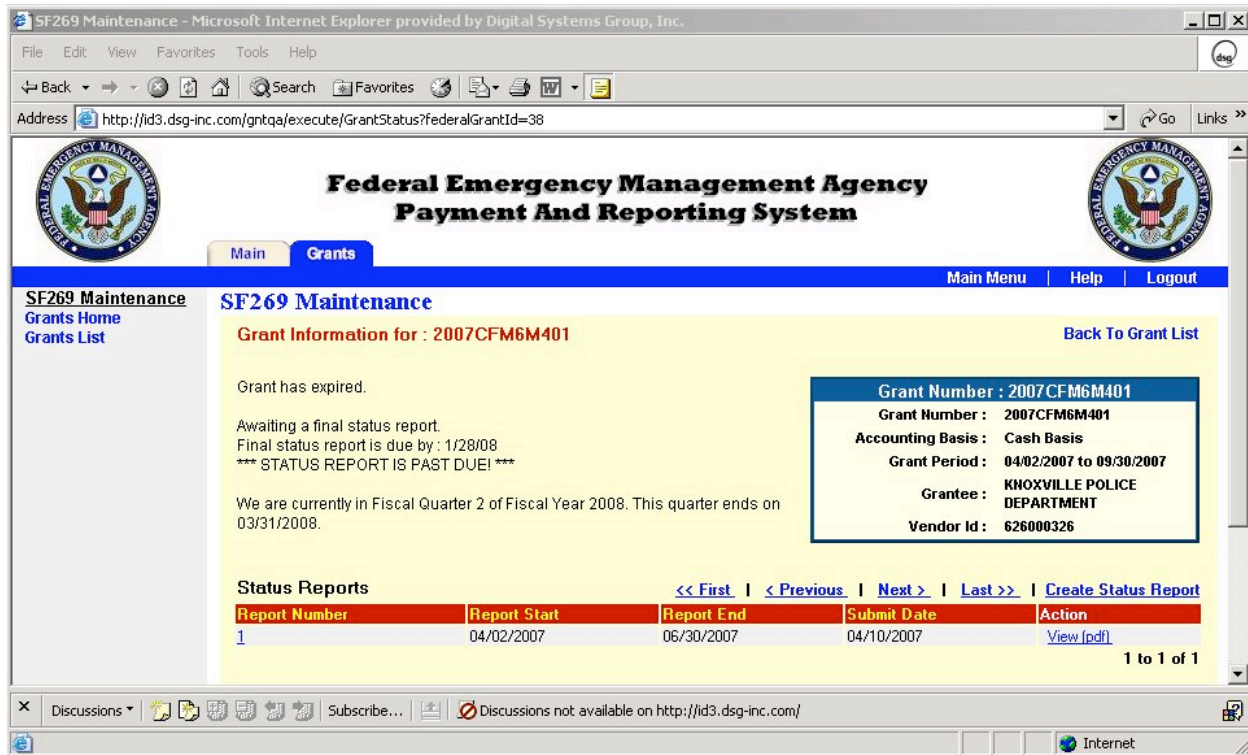


Figure 6.1-3. Grant Information (with Status Reports Table)

The Grant Information page is displayed.

The general information includes the grant status, an indication as to whether any status reports are due at this time, and the current fiscal quarter.

The summary block in the right corner provides the Grant Number, Accounting Basis, Grant Period, Grantee, and the Vendor ID.

The bottom of the page contains a table of status reports, including the Status Report Number, Report Start and End Dates, Submit Date, as well as an Action column.

6.2 CREATING THE SF269

Use PARS to create and route the new financial status reports for your grant, in addition to viewing grant information and the previous financial status reports (SF269As). When a status report is created, it is electronically submitted through a CRON job to IFMIS.

NOTE: Grantees are required to submit a financial status report for each active grant within 30 days of the end of the quarter. The final financial status report is due 90 days (with a 30-day grace period) after the end date of the award.

From the Grant Information page (Figure 6.1-3), showing the grant for which you wish to create a report, select the **Create Status Report** link above the Status Reports Table.

FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on next page)

Submit Form

| | | | | | | |
|---|--|--|--|--|----------------------|--|
| 1. Federal Agency and Organizational Element to which Report is Submitted Federal Emergency Management Agency (FEMA) | | 2. Grant or Award Number Assigned by FEMA 2007CFM6M401 | | OMB Approval No. 1121-0264 Expire: 01/3/2008 | Page 1 | of 1 pages |
| 3. Recipient Organization (Name and complete address, including ZIP code) KNOXVILLE POLICE DEPARTMENT KNOXVILLE, TN 27927 | | | | | | |
| 4. Vendor Number 626000326 | | 5. Recipient Internal code or Identifying Number (if any) 12324 | | 6. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual |
| 8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) 04/02/2007 | | To: (Month, Day, Year) 09/30/2007 | | 9. Period Covered by this Report From: (Month, Day, Year) To: (Month, Day, Year) | | |
| 10. Transactions: | | | | I Previously Reported | II This Period | III Cumulative |
| a. Total outlays | | | | \$10.00 | \$0.00 | \$10.00 |
| b. Recipient share of outlays | | | | \$10.00 | \$0.00 | \$10.00 |
| c. Federal share of outlays | | | | \$0.00 | \$0.00 | \$0.00 |
| d. Total unliquidated obligations | | | | | | \$0.00 |
| e. Recipient share of unliquidated obligations | | | | | | \$0.00 |
| f. Federal share of unliquidated obligations | | | | | | \$0.00 |
| g. Total Federal share (Sum of lines e and f) | | | | | | \$0.00 |
| h. Total Federal funds authorized for this funding period | | | | | | \$4,100.00 |
| i. Unobligated balance of Federal funds (Line h minus line g) | | | | | | \$4,100.00 |
| 11. Indirect Expense | | | | | | |
| a. Type of Rate (place "x" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed | | | | | | |
| b. Rate 0.00% | | c. Base \$0.00 | | d. Total Amount \$0.00 | | e. Federal Share \$0.00 |
| 12. Remarks: attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. | | | | | | |
| A. Block/Formula passthrough \$0.00 | | | | PROGRAM INCOME: | | |
| B. Federal Funds Subgranted \$0.00 | | | | C. Forfeited \$0.00 | E. Expended \$0.00 | |
| | | | | D. Other \$0.00 | F. Unexpended \$0.00 | |
| 13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents. | | | | | | |
| Typed or Printed Name and Title | | | | Telephone (Area code, number and extension) | | |
| Signature of Authorized Certifying Official | | | | Date Report Submitted 02/28/2008 | | |

Standard Form 289a (REV. 2002)

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is 90 minutes per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Federal Emergency Management Agency, 500 C Street S.W., Washington, DC 20472.

Submit Form

Figure 6.2-1. SF269A

The SF269A Report template is displayed.

NOTE: Data can be entered in fields only that are yellow. Lines 1-4 are populated by the system.

Enter the following data:

Ln 5, Recipient Internal Code or Identifying Number... Enter, if required, an identifying number assigned by your organization for internal use

Ln 6, Final Report..... Select Yes if you have finished expending funds and recording your required match for this award, regardless of whether the funds have been or will be reimbursed by the Federal Government, or select No

Ln 7, Basis..... Select Cash or Accrual to indicate the basis for your accounting system in recording transactions related to this award

Ln 9, From Enter Date, mm/dd/yyyy

Ln 9, To Enter Date, mm/dd/yyyy

Enter the From and To dates for the current reporting calendar quarter as listed below:

Reporting Quarter

Reports Due Not Later Than

Jan 1 thru Mar 31

April 30

Apr 1 thru Jun 30

July 30

Jul 1 thru Sep 30

October 30

Oct 1 thru Dec 31

January 30

Ln 10B, Receipt Share of Outlays..... Enter Outlay that when combined with 10C sums to amount on 10A

Ln 10C, Federal Share of Outlays..... Enter Outlay that when combined with 10B sums to amount on 10A

Ln 10E, Recipient Share of Unliquidated Obligations .. Enter, if required, this amount of unliquidated obligations, that when combined with 10F sums to the amount on 10D

Ln 10F, Federal Share of Unliquidated Obligations..... Enter, if required, this amount of unliquidated obligations, that when combined with 10E sums to the amount on 10D

| |
|--|
| NOTE: Indirect Expense will be completed only if you have a Federally approved Indirect Cost Rate agreement with your cognizant agency. |
|--|

Ln 11A, Type of Rate..... Check, if required, the type of rate

Ln 11B, Rate..... Enter, if required, the indirect cost rate in effect during this reporting period

Ln 11C, Base Enter, if required, the amount of the base against which the cost rate is applied

Ln 11D, Total Amount..... Enter, if required, the total amount of indirect costs charged during this current reporting period

Ln 11E, Federal Share Enter, if required, the Federal Government share of the amount reported

Ln 12, Remarks Enter, if required

Ln 12A, Block/Formula Passthrough..... Enter, if required, the cumulative amount of Federal funds your State agency has passed through to local units of government, or other specified groups or organizations as directed by the legislation of the program

Ln 12B, Federal Funds Subgranted..... Enter, if required, the cumulative amount of Federal funds sub-granted, including amounts sub-granted to State agencies

| | |
|--|---|
| <i>Ln 12C, Forfeit.....</i> | <i>Enter, if required, the cumulative Federal portion of forfeited assets</i> |
| <i>Ln 12D, Other.....</i> | <i>Enter, if required, the cumulative Federal portion of program income earned from other than forfeited assts</i> |
| <i>Ln 12E, Expended.....</i> | <i>Enter, if required, the cumulative amount of program income from all sources, including forfeited assets and interest earned, which have been expended by your organization</i> |
| <i>Typed or Printed Name and Title.....</i> | <i>Enter your name and title</i> |
| <i>Telephone</i> | <i>Enter area code, number, and extension</i> |

To route the form, click the **Submit Form** button.

6.2.1 Receiving Error Messages

The system imposes many edits on the SF269A entry.

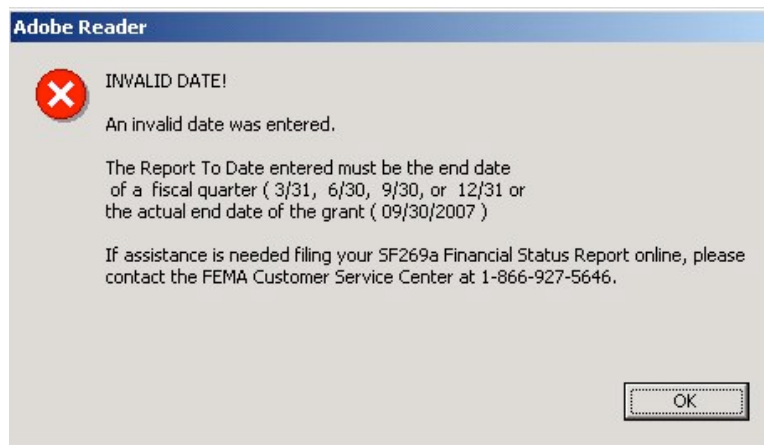


Figure 6.2-2. Sample Error Notification

The SF269A will not be saved if there is an error. An error message is displayed detailing the error for correction and re-submittal. If you need assistance filing your SF269A, contact the Customer Service Center at 1-866-927-5646 or send an email to ask-gmd@dhs.gov.

6.3 SUBMITTING THE REPORT

Once the grantee has clicked the Submit Form button, and all information presented on the form is entered correctly, a message is displayed on the page indicating successful submission.

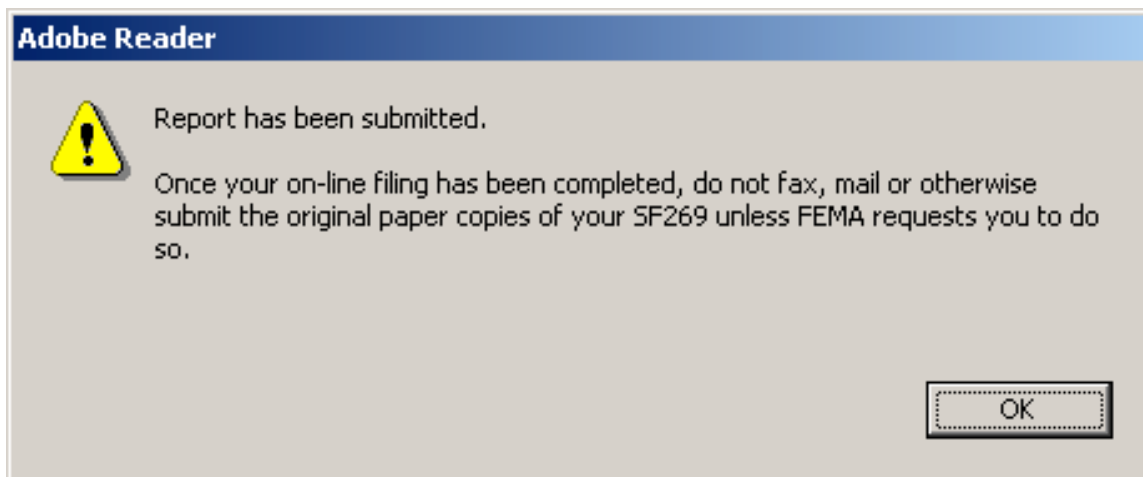


Figure 6.3-1. Report Has Been Submitted

Once the report has been submitted electronically, the grantee should not FAX, mail, or otherwise submit the SF269 unless FEMA requests that it be done.

6.4 VIEWING THE STATUS REPORTS TABLE

Once the submission has been accepted, the report entry is displayed in the Status Reports Table (refer to Figure 6.1-3). The system assigns a sequential number as the report number. (You may access the Status Reports Table by following the procedures in section 6.1.)

This table consists of the Report Number, Report Start, Report End, and Submit Date, as well as an Action column.

6.4.1 Displaying a Report

To view an existing report, from the Status Reports Table (Figure 6.1-3), select the **View (PDF)** link in the Action column of the row containing the desired output.

This option enables you to modify certain fields.

NOTE: Only current quarter reports can be modified.

SECTION 7

CHANGING USER SYSTEM SETTINGS

7.1 ACCESSING THE USERS OPTIONS

Under Users, located on the sidebar of the Main Menu page, three options are offered: Change Password, Change Email, and Logout.

See section 2.1.1 for the procedures to change your password and section 2.2 for the procedures to log out.

7.1.1 Changing the Contact Email Address

From the Main Menu (Figure 2.1-3), select **Change Email**, located under Users on the sidebar.

The screenshot shows the 'Change Contact Email Address' page within the Federal Emergency Management Agency Payment And Reporting System. The page has a blue header with the agency logo on the left and right, and the title 'Federal Emergency Management Agency Payment And Reporting System' in the center. Below the header, there are tabs for 'Main' and 'Grants'. A blue navigation bar contains links for 'Main Menu', 'Help', and 'Logout'. On the left side, there is a sidebar with 'Configuration' and 'Notification' links. The main content area is yellow and contains the title 'Change Contact Email Address.' followed by 'Contact: Catherine Foster' and an 'E Mail' field with the value 'foster@dsg-inc.com'. Below the email field are 'SAVE' and 'RESET' buttons. At the bottom right, there is a copyright notice: '© 2001-2004, Digital Systems Group, Inc. build: 20080226_1512 {02/26/2008 03:13 PM gntqa}'.

Figure 7.1-1. Change Contact Email Address

The Change Contact Email Address page is displayed.

Email..... Enter in the new email address

Click the **SAVE** button to save the new email address.

ADDENDUM A (MARCH 2008)

CANCELING A GRANT PAYMENT REQUEST

A.1 CANCELING A PAYMENT REQUEST AND RECEIVING CONFIRMATION

PARS allows you to cancel a payment request from a list that shows only those payment requests that are eligible to be canceled; that is, only those picked up for payment processing, yet still in a “requested” status. They haven’t yet been put through IFMIS processing for disbursement.

From the Request a Payment, Step 2 page (refer back to Figure 5.1-2), click the **Cancel Payment Request** link, adjacent to the Amount Available value.

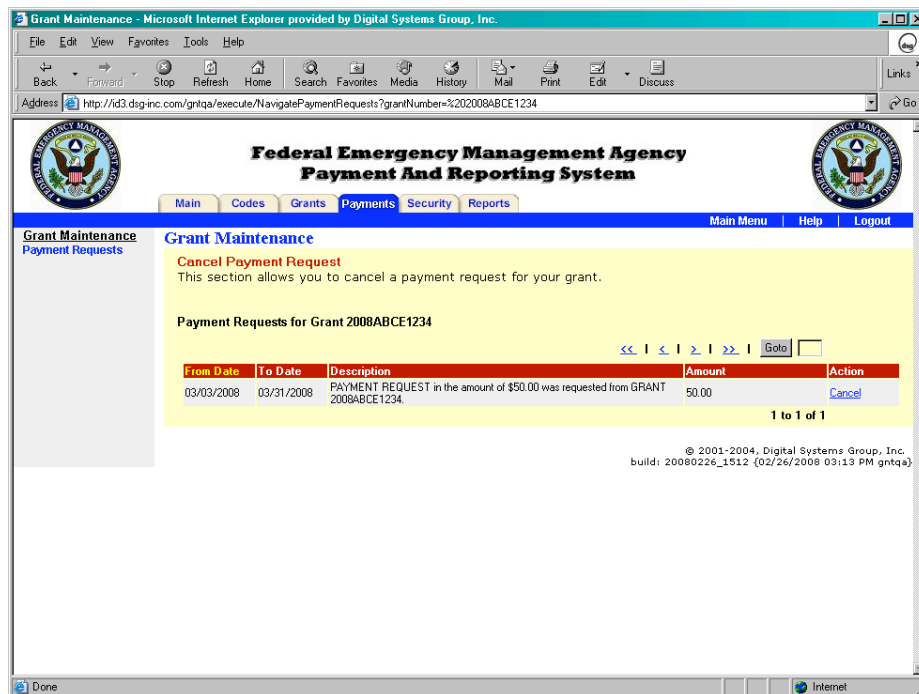


Figure A.1-1. Cancel Payment Request Page

The Cancel Payment Request page is displayed with a table of only those payment requests for the designated grant that may be canceled. Each entry indicates the From Date, the To Date, the description, and the amount.

Click the **Cancel** link in the Action column of the row holding the payment request you wish to void.

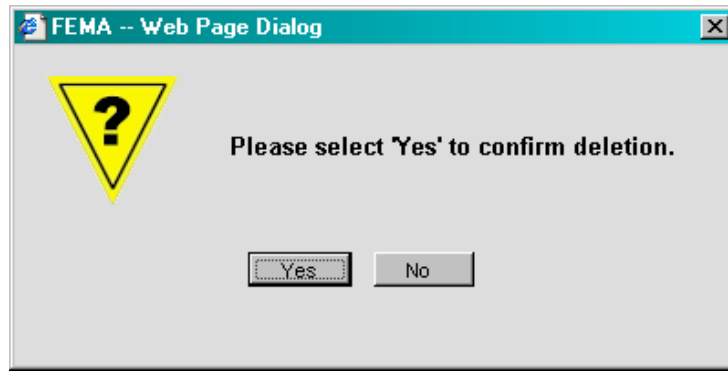


Figure A.1-2. Cancel Payment Confirmation Dialog

A Confirmation dialog box is displayed.

Click the button to affirm that you want to cancel the payment request and to execute the process. The Cancel Payment Request page (Figure A.1-1) is redisplayed for you to void another request, if desired.

Note that the payment request you canceled is logged in the payment history (refer to Figure 5.2-1) with the date of cancellation and a description containing the period and amount.

You receive an email with the subject, "FEMA Grant Payment and Reporting System — Payment Requested CANCELED." This notification recaps the period for the payment request, the amount, the user who canceled the request, and the date of cancellation.

ADDENDUM B (MAY 2008)

PARS REPORTS

B.1 ACCESSING THE PARS REPORTS

Access to the PARS reports is available by clicking on the **Reports** tab from the Main Menu.

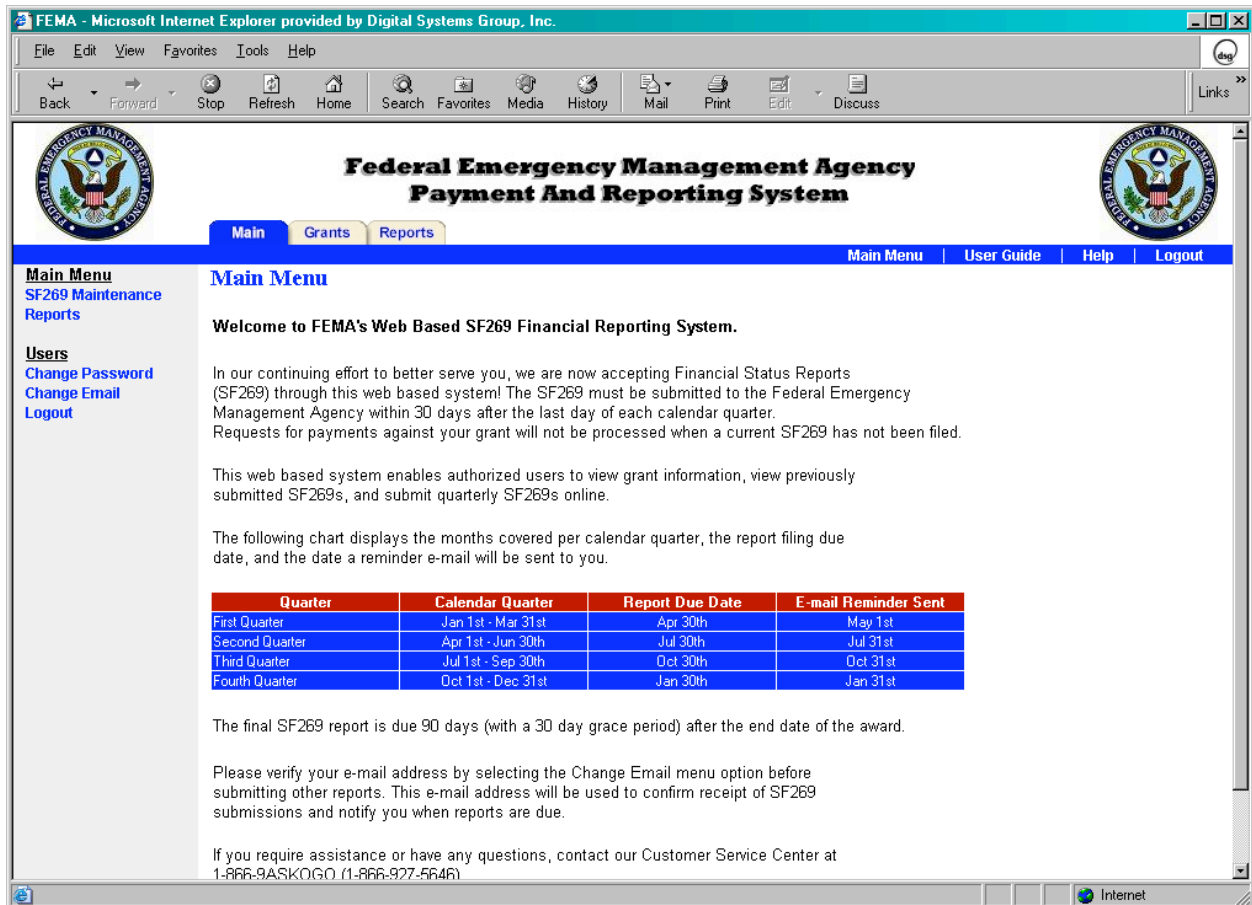


Figure B.1-1. Report Tab on Main Menu

B.2 GRANT LIST REPORT

This report displays Grant information. The report may be produced showing either summary (Grant List) or detail (SF269 reports). The report may be generated by clicking the **Grant List Report** link under the Report Name column, or the **View Report** link under the Action column.

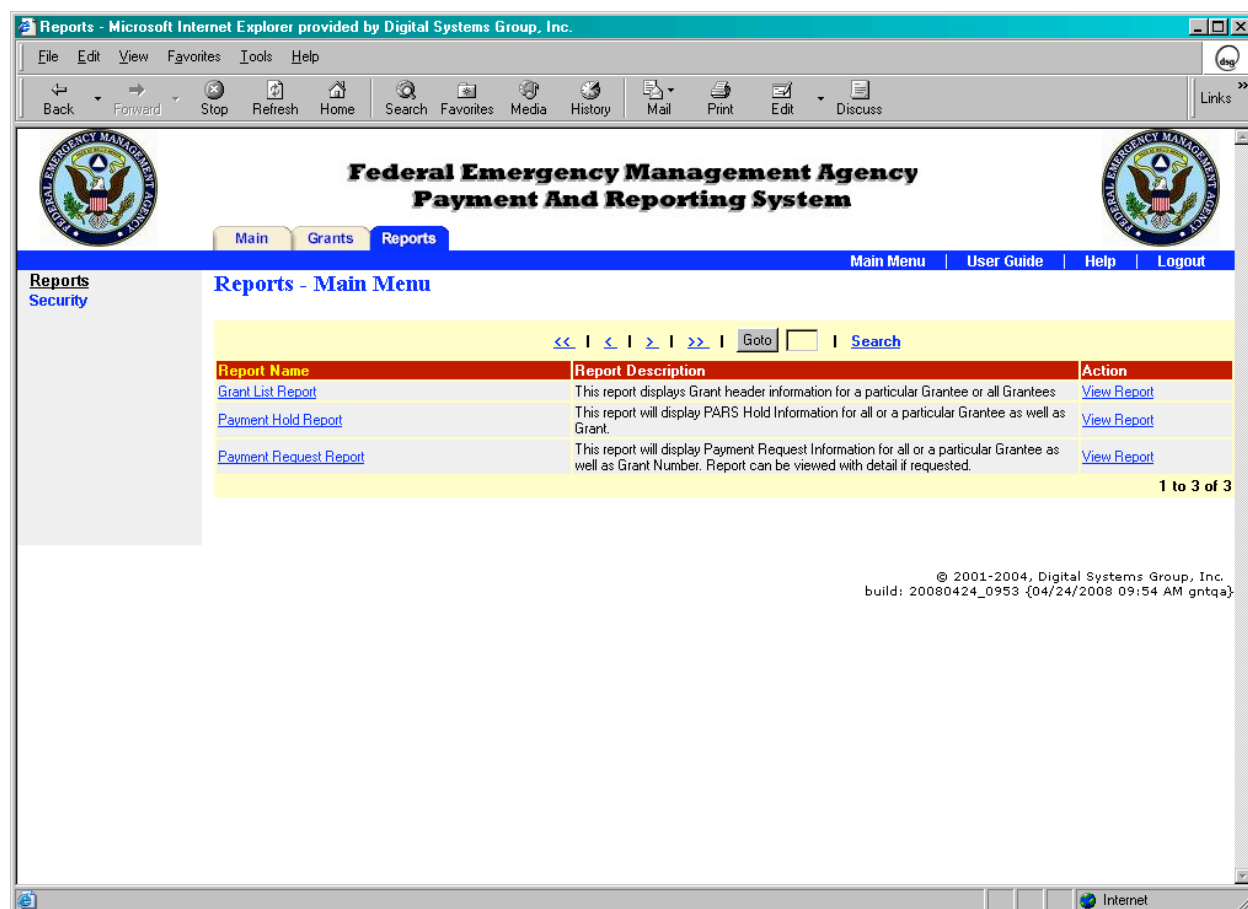


Figure B.2-1. Grant List Report on Report – Main Menu Page

The Grant List Report can be produced showing either summary or detail information. This is determined by selecting the appropriate value from the **Select Report Detail** parameter dropdown. The value **Grant List** will produce a summary listing of Grants. The value **Grantee Detail** will display both Grant Summary information as well as detail of associated SF269 reports for each Grant.

The value in the parameter **Grantee ID (Account Number)** field is defaulted to the appropriate value for the Grantee signed on and cannot be changed.

The value in the parameter **View Report As** is defaulted to HTML which will display the report in a html formatted web page.

Figure B.2-2. Grant List Report Parameters

To produce the report, click on the **View Report** link. A new window will be opened containing the report data.

A summary report shows the following columns along with a grand total for Authorized Amount:

| Grant Number | Grantee Id | Grantee Name | Grant Start Date | Grant End Date | Current Authorized Amount |
|--------------|------------|--------------|------------------|----------------|---------------------------|
|--------------|------------|--------------|------------------|----------------|---------------------------|

A detail report shows the Grant information listed above along with the following:

| Report Period | Period End Date | Submit Date | Period Outlay | Cumulative Outlay | Unobligated Balance | Period Authorized Amt |
|---------------|-----------------|-------------|---------------|-------------------|---------------------|-----------------------|
|---------------|-----------------|-------------|---------------|-------------------|---------------------|-----------------------|

B.3 PAYMENT HOLD REPORT

This report will display PARS Hold Information for a Grantee. The report may be produced for all Grants assigned to the Grantee or for a single Grant. The report may also be produced showing either summary information or detail information. Clicking the **Payment Hold Report** link under the Report Name column, or the **View Report** link under the Action column generates the report.

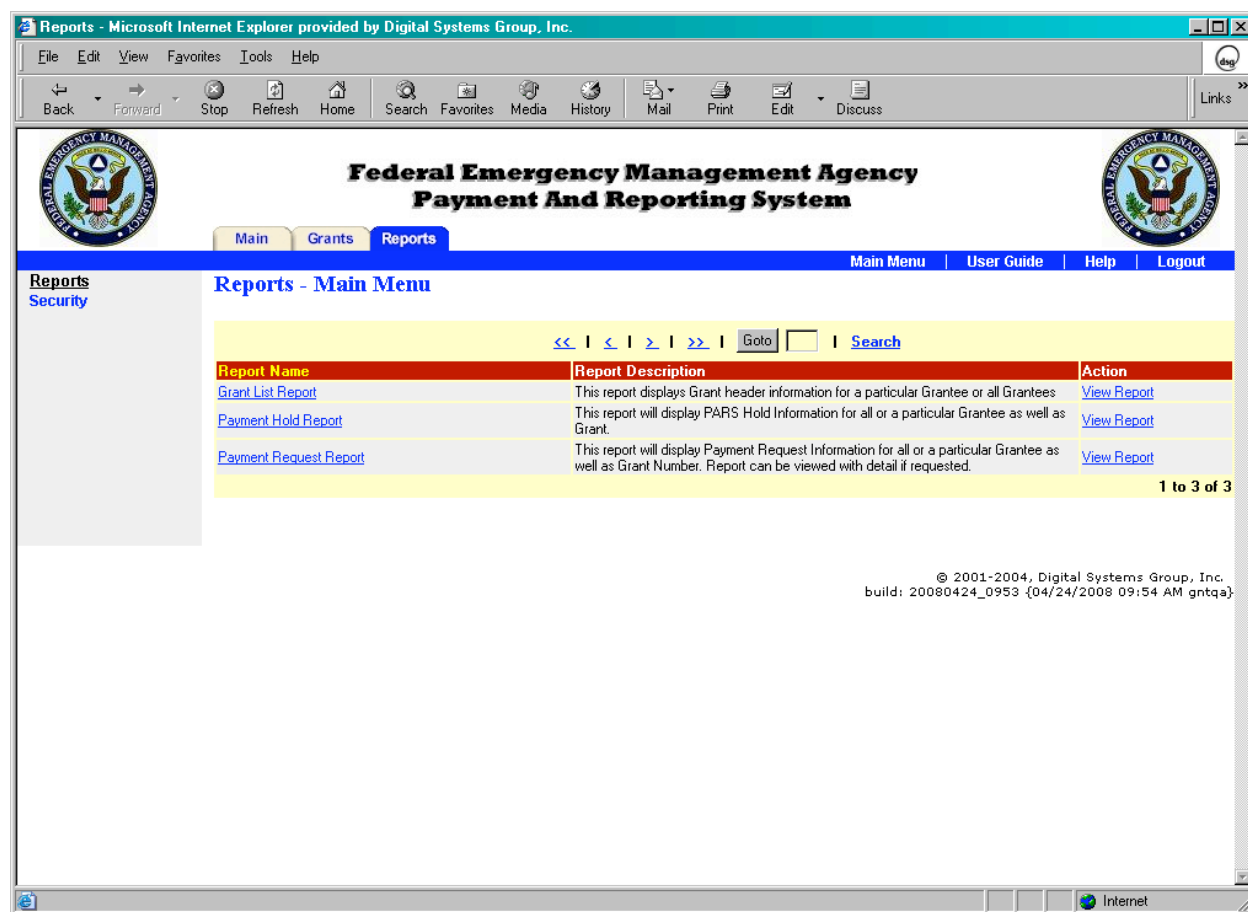


Figure B.3-1. Payment Hold Report on Report – Main Menu Page

The Parameter Selection page for the Payment Hold Report determines the data produced on the report.

The value in the parameter **Grantee ID (Account Number)** field is defaulted to the appropriate value for the Grantee signed on and cannot be changed.

The report can be produced showing all of the Grants assigned to a Grantee or only a specific Grant. To select a specific grant, either type in a valid grant number in the **Grant Number** field or use the search feature. If this field is left blank, all of the grants will be shown.

The **Select Report Detail** parameter either summary or detail information. The value **Summary** will produce a summary listing, the value **Detail** will display summary information for the Grant as well as detail of associated holds for each Grant.

The value in the parameter **View Report As** is defaulted to HTML which will display the report in a html formatted web page.

Figure B.3-2. Payment Hold Report Parameters

To produce the report, click on the **View Report** link. A new window will be opened containing the report data.

A summary report shows the following columns along with grand totals for the Hold Amounts:

| Grant Number | Grantee Id | Grantee Name | Grant Start Date | Grant End Date | Accepted Date | Current Hold Total | Released Hold Total |
|--------------|------------|--------------|------------------|----------------|---------------|--------------------|---------------------|
|--------------|------------|--------------|------------------|----------------|---------------|--------------------|---------------------|

A detail report shows the information listed above along with the following:

| Hold Date | Hold Reason | Hold Amount | Hold Status | Hold Removed Date | Hold Removed Reason |
|-----------|-------------|-------------|-------------|-------------------|---------------------|
|-----------|-------------|-------------|-------------|-------------------|---------------------|

B.4 PAYMENT REQUEST REPORT

This report will display PARS Payment Request Information for a Grantee. The report may be produced for all Grants assigned to the Grantee or for a single Grant. The report may also be produced showing either summary information or detail information. Clicking the **Payment Request Report** link under the Report Name column, or the **View Report** link under the Action column generates the report.

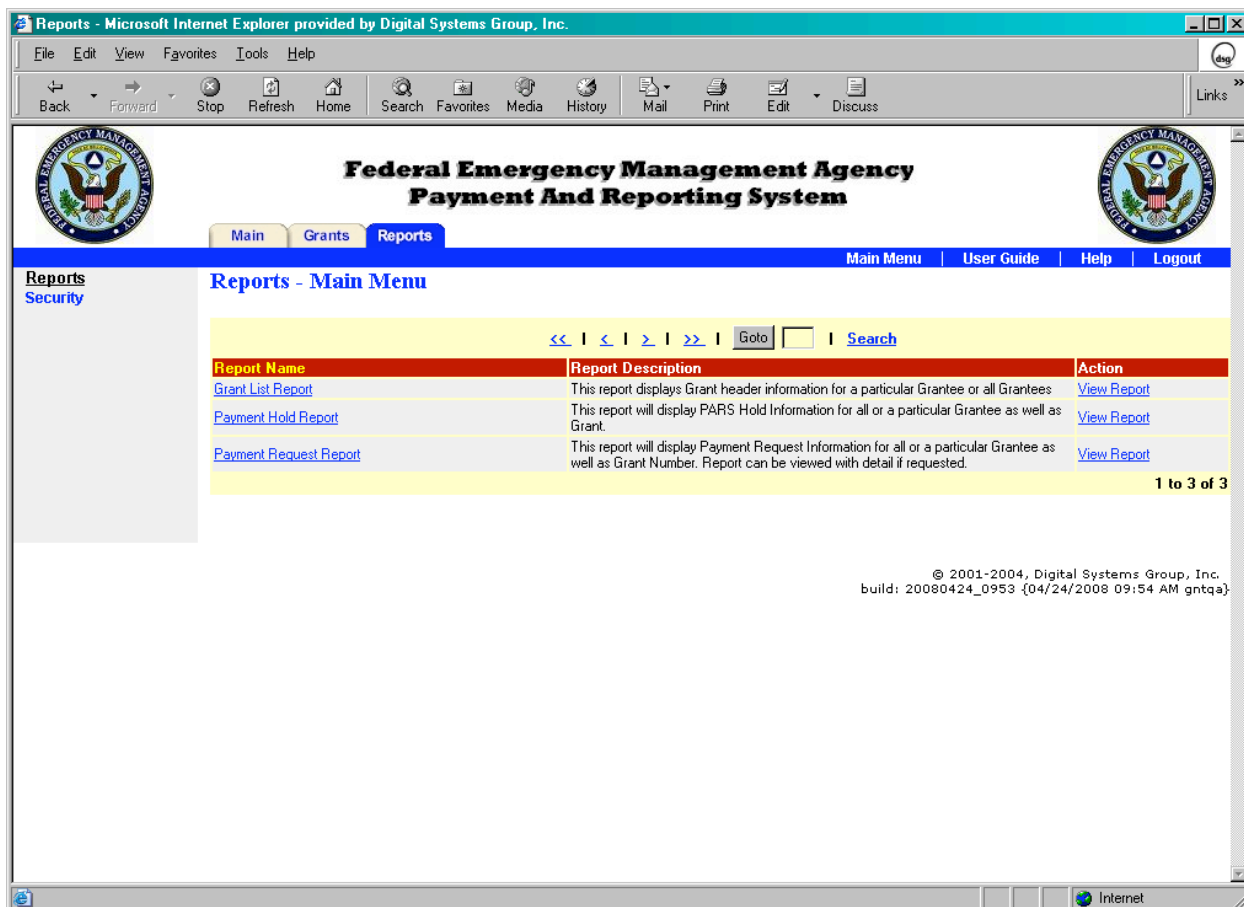


Figure B.4-1. Payment Request Report on Report – Main Menu Page

The Parameter Selection page for the Payment Request Report determines the data produced on the report.

The value in the parameter **Grantee ID (Account Number)** field is defaulted to the appropriate value for the Grantee signed on and cannot be changed.

The report can be produced showing all of the Grants assigned to a Grantee or only a specific Grant. To select a specific grant, either type in a valid grant number in the **Grant Number** field or use the search feature. If this field is left blank, all of the grants will be shown.

The **Select Report Detail** parameter either summary or detail information. The value **Payment List** will produce a summary listing, the value **Payment Detail** will display summary information for the Grant as well as detail of associated payment requests for each Grant.

The value in the parameter **View Report As** is defaulted to HTML which will display the report in a html formatted web page.

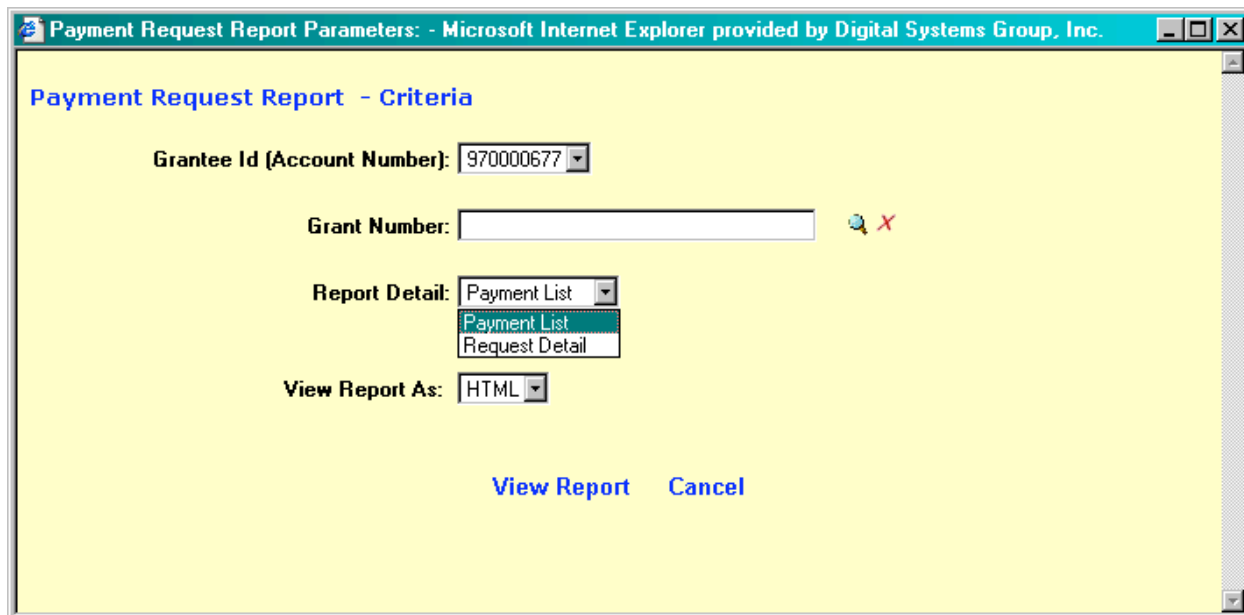


Figure B-4.2. Payment Request Report Parameters

To produce the report, click on the **View Report** link. A new window will be opened containing the report data.

A summary report shows the following columns along with grand totals for the Award Amount and Total Payments:

| Grant Number | Grantee Id | Grantee Name | Current Award Amount | Total Payments |
|--------------|------------|--------------|----------------------|----------------|
|--------------|------------|--------------|----------------------|----------------|

A detail report shows the information listed above along with the following:

| Request Date | Description | Payment Amount | From Date | To Date |
|--------------|-------------|----------------|-----------|---------|
|--------------|-------------|----------------|-----------|---------|