



Federal Emergency Management Agency

Payment and Reporting System Grantee Guide

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1 OVERVIEW

SECTION 1

1.1 PAYMENT AND REPORTING SYSTEM OBJECTIVE

The objective of this Guide is to familiarize you with the Payment and Reporting System (PARS).

This Guide is divided into the following five (5) sections:

Section 1 provides an overview and objective of the Payment and Reporting System Guide.

Section 2 covers step-by-step instructions on how to register into the Payment and Reporting System, the email notifications and signing in.

Section 3 covers step-by-step instructions on how to make a payment request or view payment history.

Section 4 covers step-by-step instructions on the SF269 submission or viewing and modifying status reports.

Section 5 covers step-by-step instructions on how to change the password, email address and logout of the system.

Section 6 provides an overview of the online help that is available.

Section 7 provides an overview on passwords.

1.2 POPUP BLOCKERS

PARS uses pop-ups so check to make sure that the pop up blocker that you are using allows pop-ups for PARS.

1.3 GETTING STARTED

Type in the following web address <https://isource.fema.gov/sf269/>

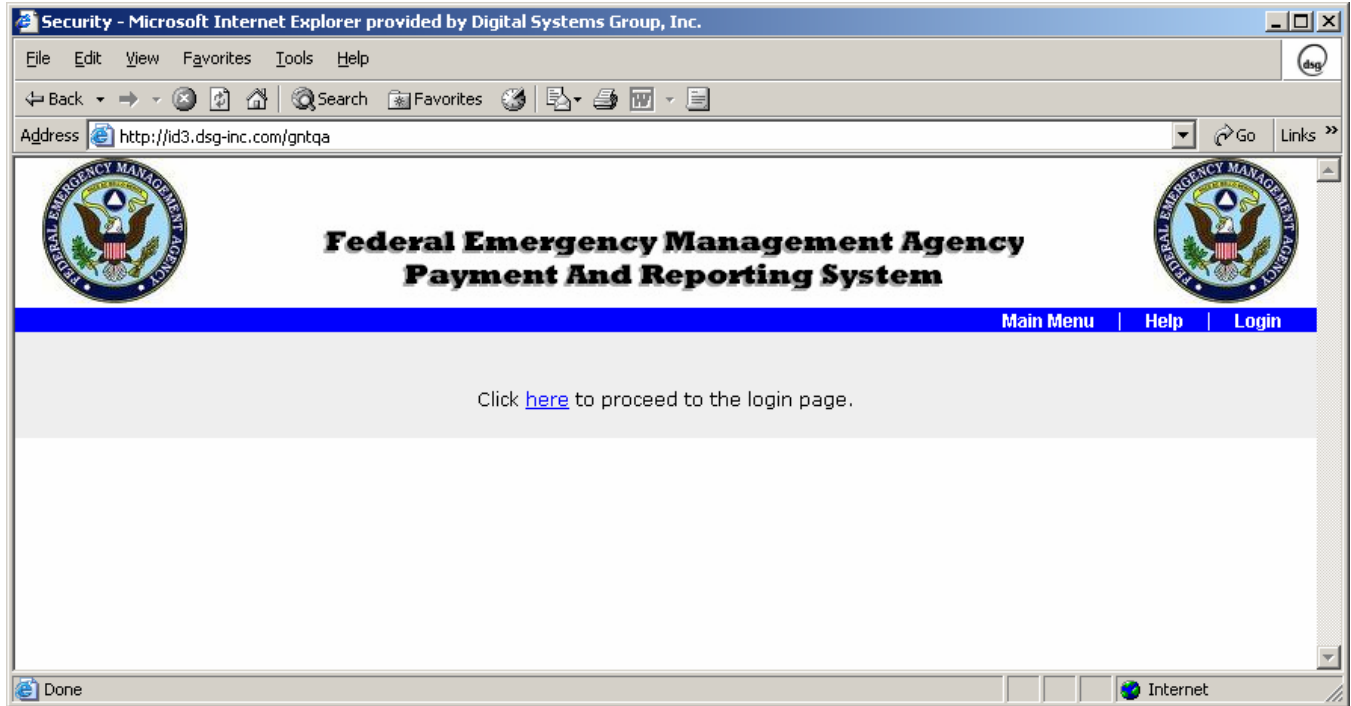


Figure 1.3-1 Payment and Reporting System

The **Payment and Reporting System** screen is displayed.

Click on the word ***here*** to proceed to the user login page.

2 REGISTRATION

SECTION 2

2.1 REGISTRATION

All new users must register in order to gain access to the system. The Payment and Reporting System (PARS) allows users to either complete and transmit their quarterly SF269 report online or make payment requests online.

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

[Main Menu](#) | [Help](#) | [Login](#)

[Users](#)
[Login](#)

User Log In

User Name:
Password: [Forgot Password?](#)
[New User? Register Here!](#)

To Get Started:
The online Web 269 System requires Internet Explorer 5.0 and Adobe Acrobat 6.0 or higher.

SF269 User Acceptance Statement
Users of this system acknowledge that intentional filing of false financial information is subject to prosecution and/or fines under 18 USC 1001, False Statements.

I Accept : ☐

For New Users:
Before accessing the online Web 269 System, you must become a Registered User by creating an account with us. If you are not a Registered User, please complete the [Online Registration Process](#) by [clicking here](#) and following the instructions.

The Online Registration Process will ask you to provide organization, grant, and contact information so that we can confirm your identity and create a user account. Once we approve your registration request, your account will be activated and you will be able to login to the Online SF-269 system.

For Registered Users:
To log in on this screen, enter your "user name" and "password." Use the User Name you supplied when you registered and your current password. The system is case sensitive, so be sure to use the correct UPPERCASE and lowercase letters.

After you have completed entry of your data into the 269 screen, be sure to use the "Submit" button to transmit your completed 269 to us. Other useful information concerning use of the Web 269 system is included in the "Help" button on the toolbar.

If you have forgotten your unique password, please click on ask-ogo@dhs.gov for password reset assistance.

If you have questions about the online system, please call the Customer Service Center at 1-866-9ASKOGO (1-866-927-5646) or write to us at ask-ogo@dhs.gov.

Figure 2.1-1 User Login/Registration Page

To apply for an online account, click on ***Online Registration Process***.

There are four (4) sections to this screen. These sections are **Account Information, Grantee Information, Contact Information** and **Grant Verification**.

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

[Main Menu](#) | [Help](#) | [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 Customer Service Center at 1-866-9ASKOGD (1-866-927-5646) or email your question to ask-ops@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: Select an 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.

2. Grantee Information

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

Organization Name: *

Figure 2.1-2 Section 1. Account Information

Section 1 - Account Information

All four fields in the Account Information section are mandatory and a system edit exists on the Vendor Number.

Enter the following data:

NOTE: Mandatory fields have an asterisk beside them.

Vendor Number – The Vendor Number must be the number assigned to you, as indicated on your grant award document.

NOTE: The vendor number must be the vendor that is associated to the grant that will be entered in Section 4.

Vendor Number.....Enter Vendor Number

NOTE: If the Vendor Number is entered incorrectly, when the “Continue to Next Step” is selected an error will be displayed at the top of the screen in red

informing the grantee that the Vendor ID is incorrect. This field must be corrected in order to proceed to the next step.

Email Address – The email address entered must be valid. The system will generate and send an email for verification. This email address will be used to provide the user system generated notifications.

Email AddressEnter Email Address

Desired User Name – The login to be used to access PARS. The user name must be at least three (3) characters and cannot exceed fifteen (15) characters.

Desired User NameEnter User Name

Account Type – There are two (2) options available. These options are **Used to File SF269 Reports** and **Used to Request Payments**.

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

Account Type.....Use the lookup to select the Account Type

Figure 2.1-3 Section 2. Grantee Information

Section 2 - Grantee Information

All fields are mandatory however; there are no edits in the Grantee Information section. It is up to the authorizing official to verify the data in these fields prior to approving.

Enter the following data:

Organization Name – The full name of your organization.

Organization NameEnter the Organization

Address – Address of your Organization.

AddressEnter the Address

City – City where your organization is located.

City.....Enter the City

Zip Code – Zip Code where your organization is located.

Zip Code.....Enter the Zip Code

Figure 2.1-4 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. It is up to the authorizing official to verify the data in these fields prior to approving.

Enter the following data:

Title – The title of the contact person (i.e., Mr., Mrs., Dr, etc.)

Title.....Enter the Title

First Name – The contact person's first name.

First Name.....Enter First Name

Last Name – The contact person's last name.

Last Name.....Enter Last Name

Phone Number – The contact person's phone number.

Phone NumberEnter Phone Number

FAX - The contact person's FAX number.

FAX.....Enter FAX

Figure 2.1-5 Section 4. Grant Verification Information

Section 4 – Grant Verification Information

Enter the following data:

NOTE: The following three (3) fields will be validated by the FEMA Administrator before your registration is approved.

Grant Number – A valid grant that is assigned to the vendor. The vendor can have numerous grants.

NOTE: Enter the Grant Number in all uppercase and as a 12 position alphanumeric string i.e., 2007ABCD0001. Do not use spaces or dashes i.e., 2007-ABCD-0001 or 2007-AB-CD-0001 or 2007 ABCD 0001.

Grant NumberEnter the Grant Number

Grant Start Date – The start date of the Grant.

Grant Start DateEnter the Start Date

Grant End Date – The end date of the Grant.

Grant End DateEnter the End Date

To save the entry, press the  button.

NOTE: When PARS has all the necessary information for registration, the *Online Registration Completed* screen will be displayed.

2.1.1 Errors

Errors will be displayed in red across the top of the screen.

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 2.1-6 Errors

NOTE:	If the Grant Number, Grant Start Date or Grant End Date is entered incorrectly no error will be displayed to the person registering. The approver will be notified that a registration has been attempted with invalid information.
--------------	--

2.1.2 Online Registration Completed

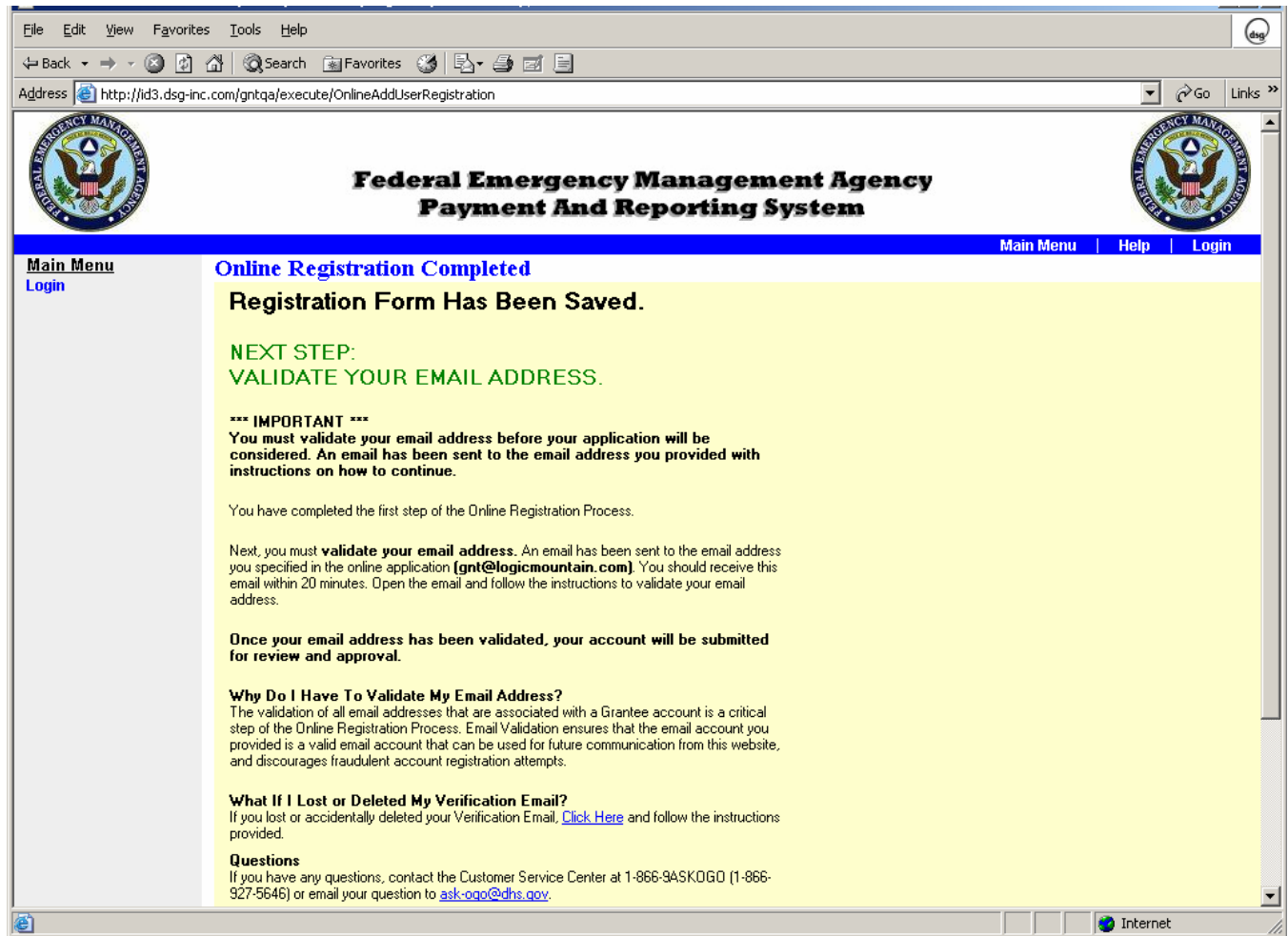


Figure 2.1-7 Online Registration Completed

An **Online Registration Completed** screen is displayed with instructions on how to validate your email address.

2.1.3 Email Notifications

An email will be sent to the person registering to verify their email address.

May 07, 2007

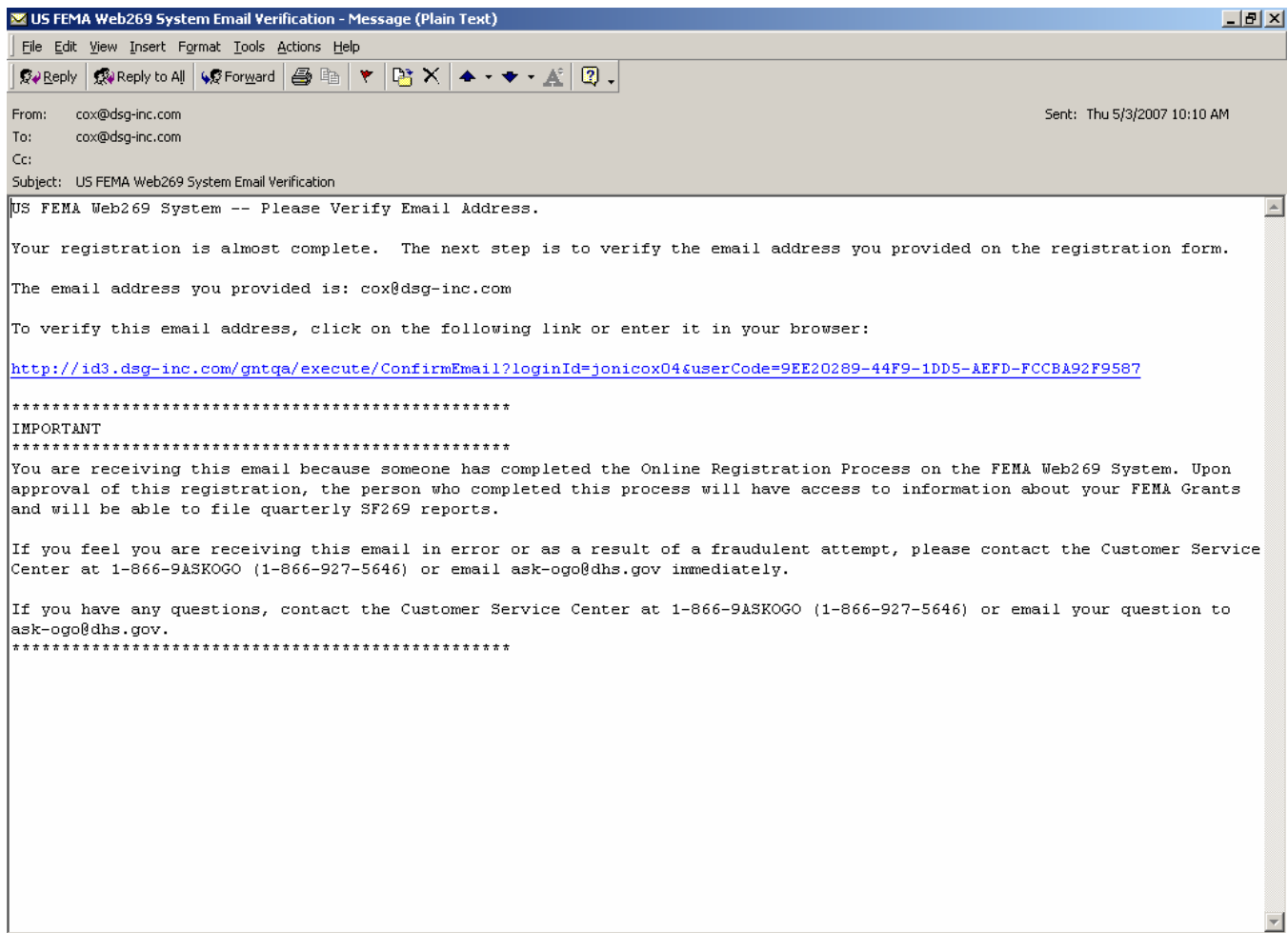


Figure 2.1-8 Email

To verify the email address, click on the link.

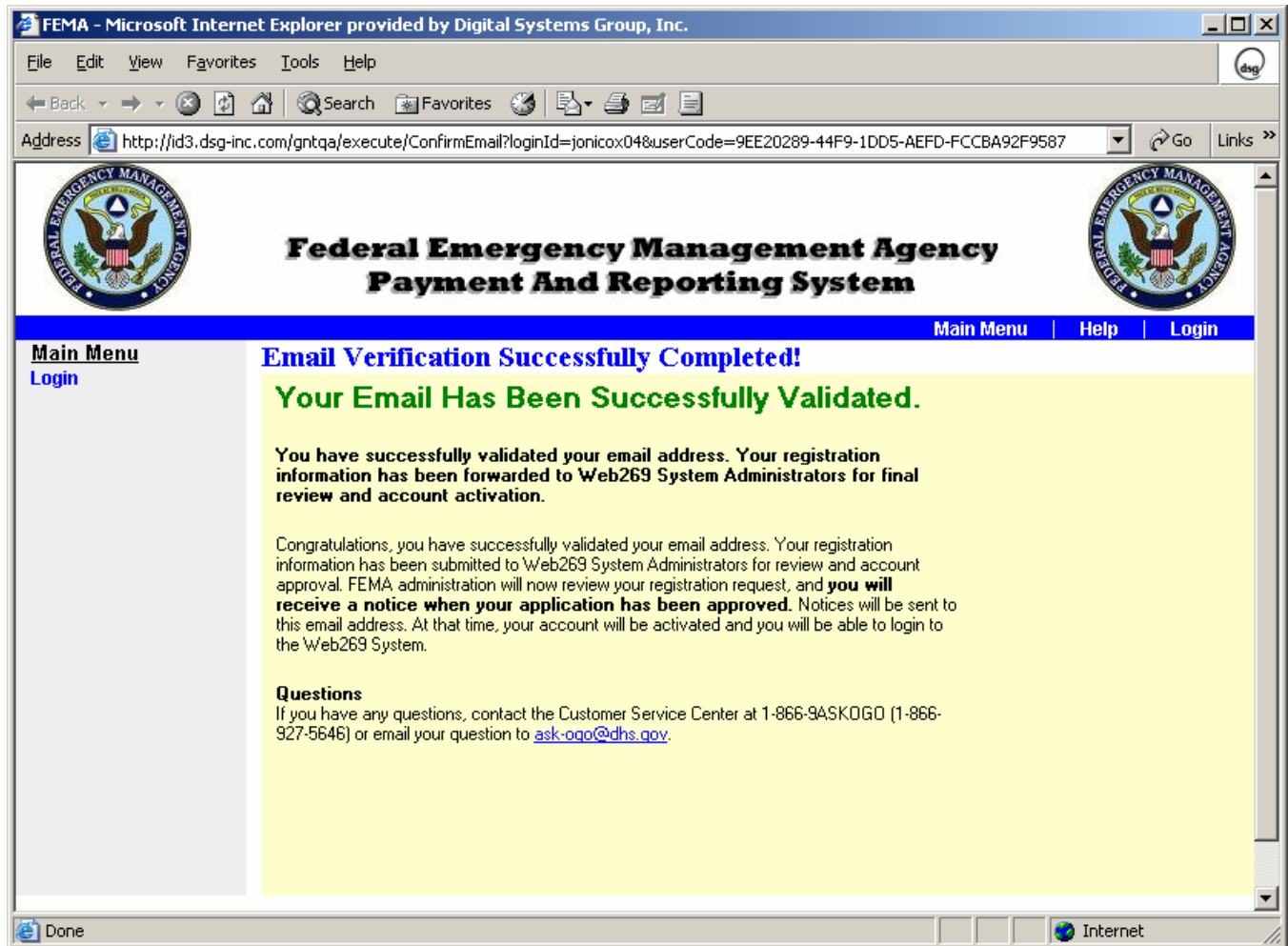


Figure 2.1-9 Email Verification

The **Email Verification Successfully Completed** screen is displayed.

May 07, 2007

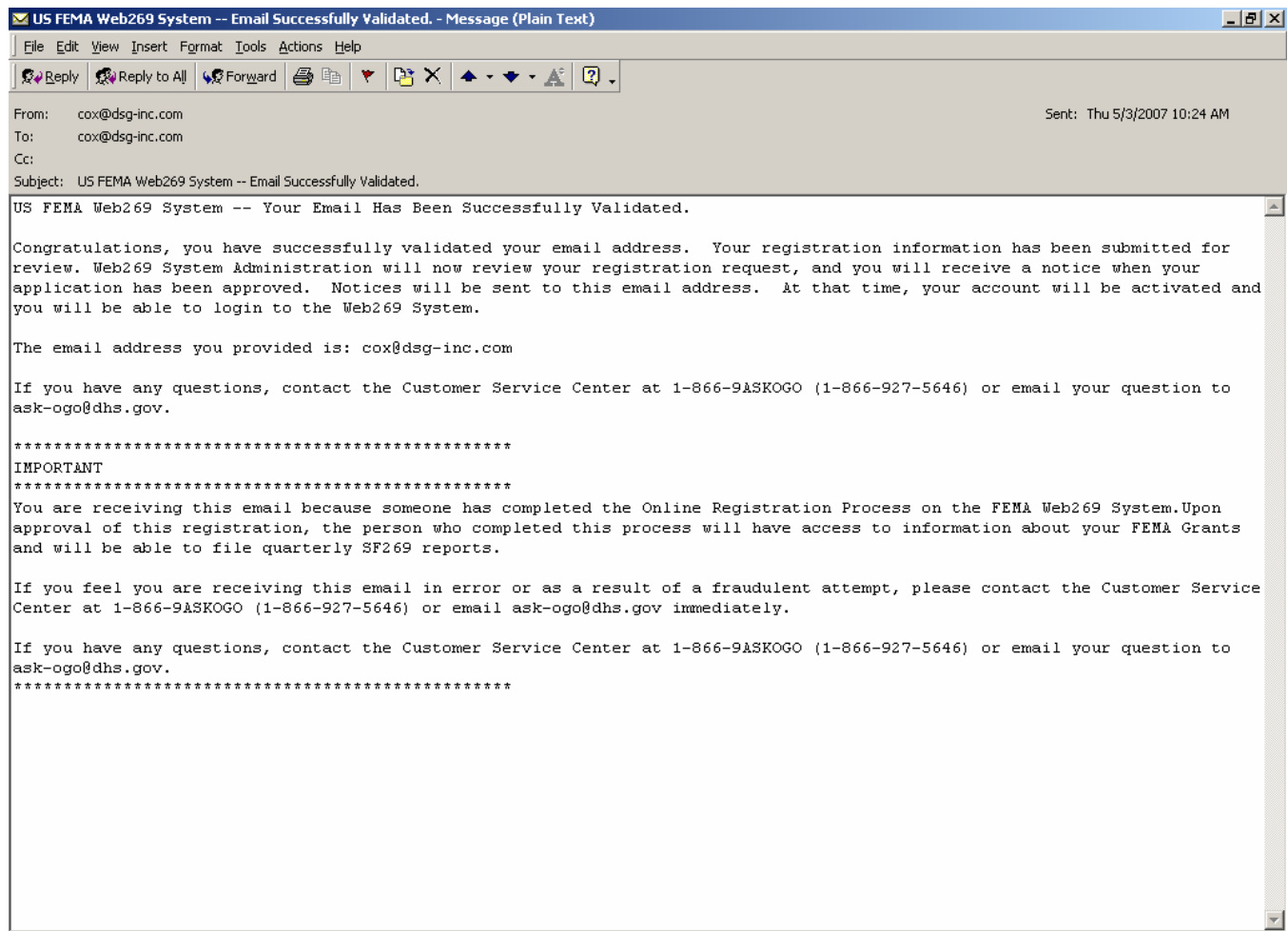


Figure 2.1-10 Successfully Validated Email Address

You will receive an email when the email address has been successfully validated.

The registration information has been submitted to Payment and Reporting System (PARS) Administrators for review and account approval. FEMA administration will now review your registration request, and you will receive a notice when your application has been approved.

Notices will be sent to this email address. At that time, your account will be activated and you will be able to login to PARS.

May 07, 2007

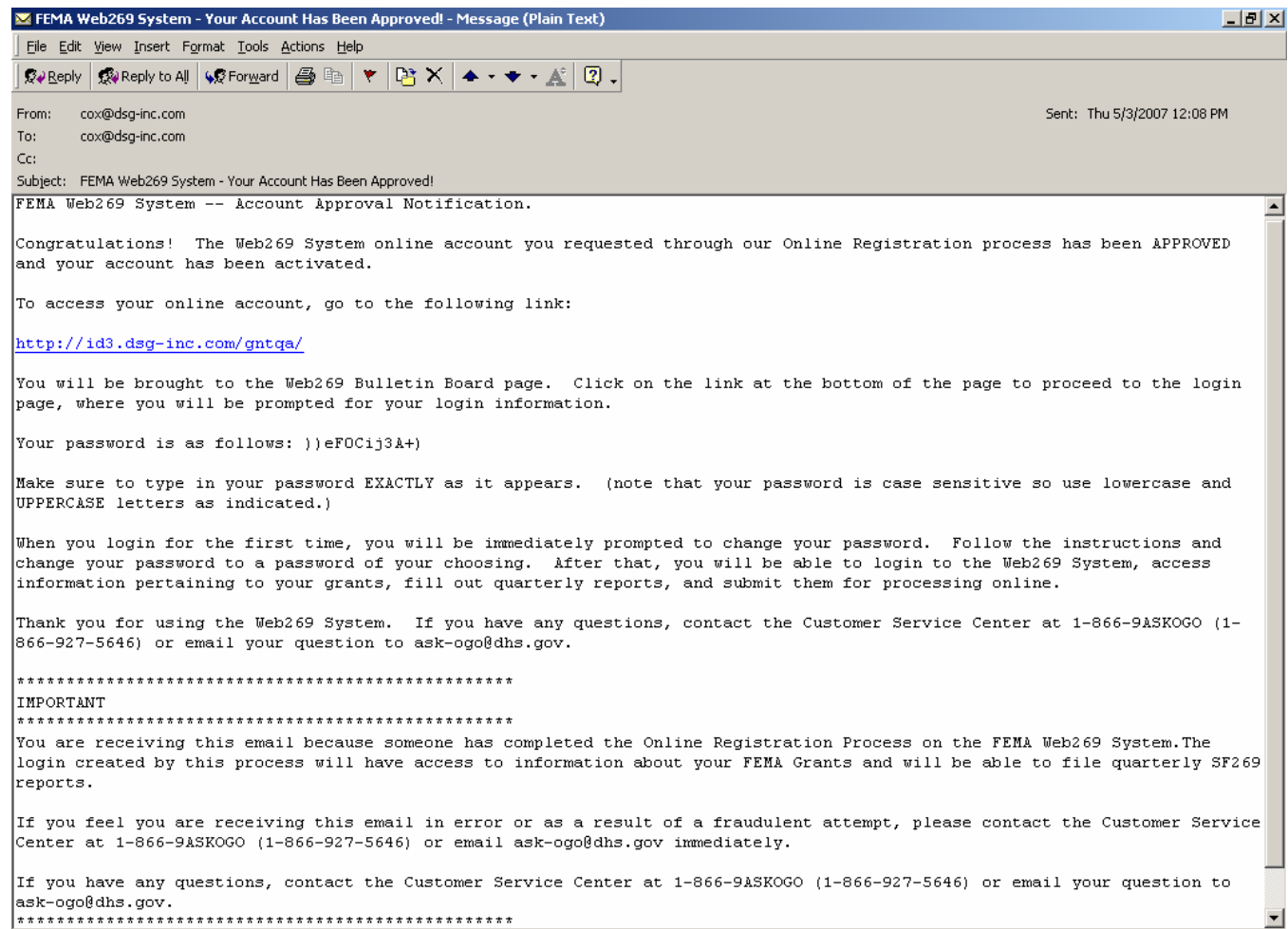


Figure 2.1-11 Account Approval Notification

Once the registration has been approved, an email will be sent to you with a system-generated password.

2.1.4 Signing In the First Time

To access your online account the first time, go to the link supplied in the email.

May 07, 2007

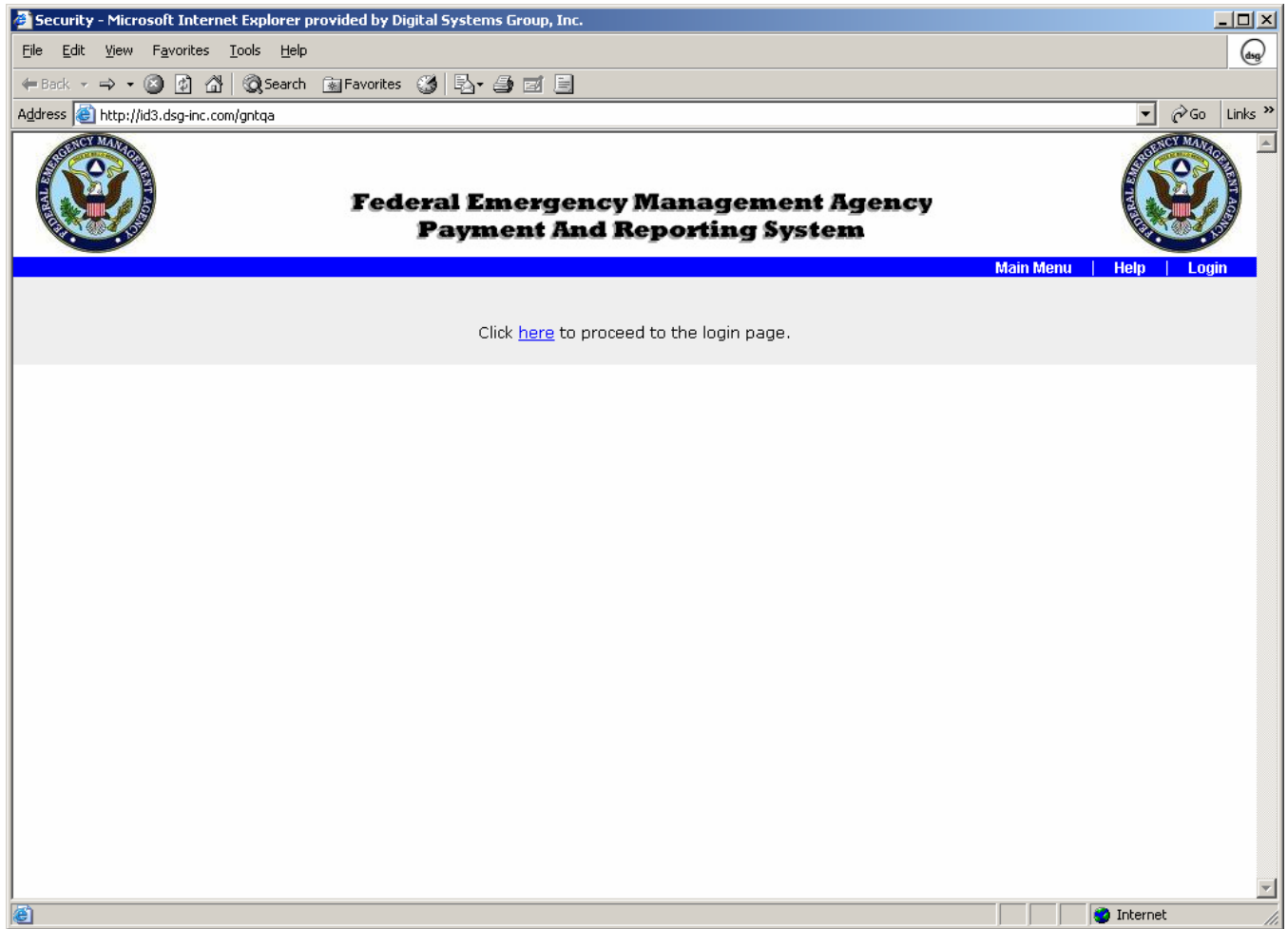


Figure 2.1-12 Payment and Reporting System

The **Payment and Reporting System** screen is displayed.

Click on the word *here* to proceed to the login page.

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

[Main Menu](#) | [Help](#) | [Login](#)

Users
[Login](#)

User Log In

User Name:
 Password: [Forgot Password?](#)
[New User? Register Here!](#)

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For Registered Users:
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If you have forgotten your unique password, please click on ask-ogo@dhs.gov for password reset assistance.

If you have questions about the online system, please call the Customer Service Center at 1-866-9ASKOGO (1-866-927-5646) or write to us at ask-ogo@dhs.gov.

Discussions | | [Subscribe...](#) | Discussions not available on <http://id3.dsg-inc.com/>

Figure 2.1-13 User Login/Registration Page

To login enter your *User Name* and the *Password* that was supplied in the email. You must accept the SF269 User Acceptance Statement by checking the box beside *I Accept*.

Press the button to proceed.

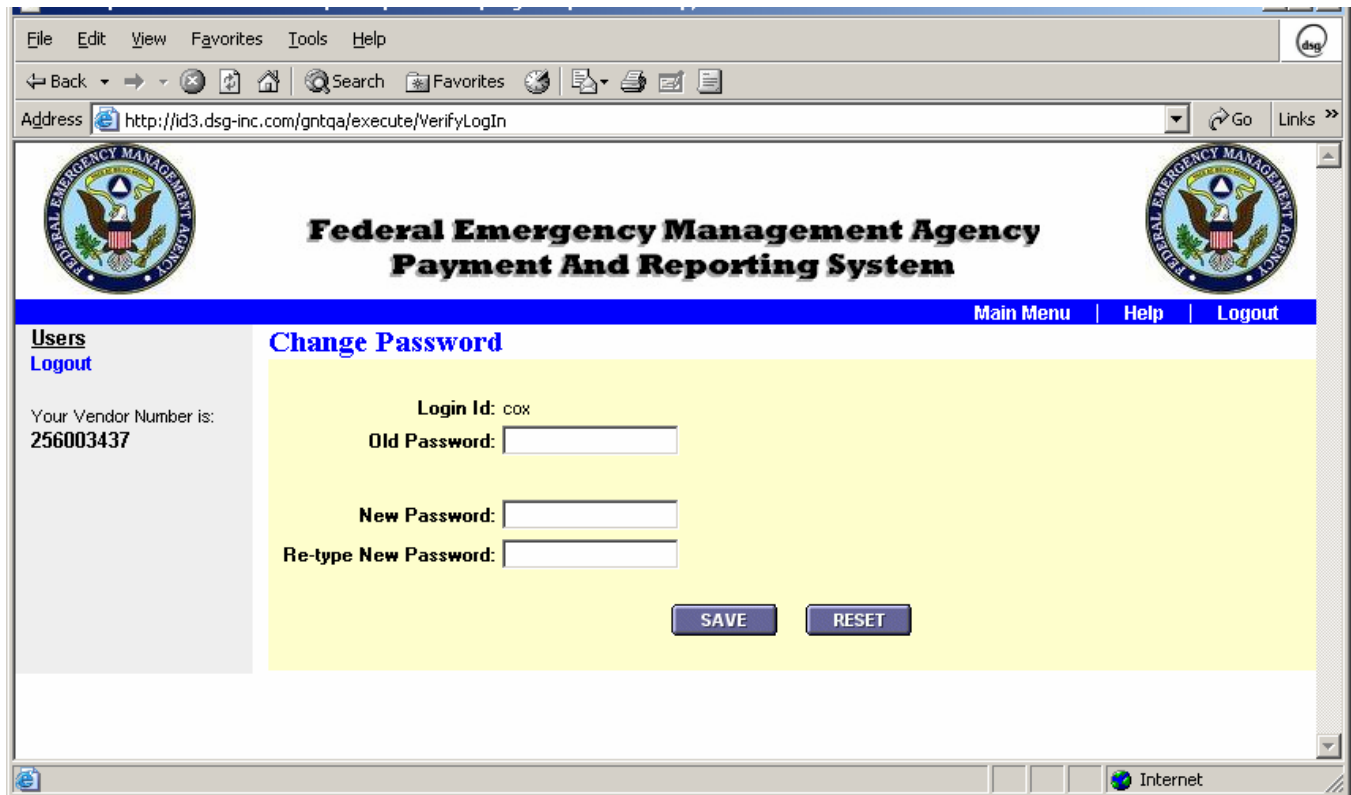


Figure 2.1-14 Change Password

The **Change Password** screen is displayed.

Enter the following data:

Old Password.....Enter Password Supplied in Email

New PasswordEnter New Password

NOTE: New 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.

Re-Type New Password.....Re-enter New Password

Press the **SAVE** button to proceed.

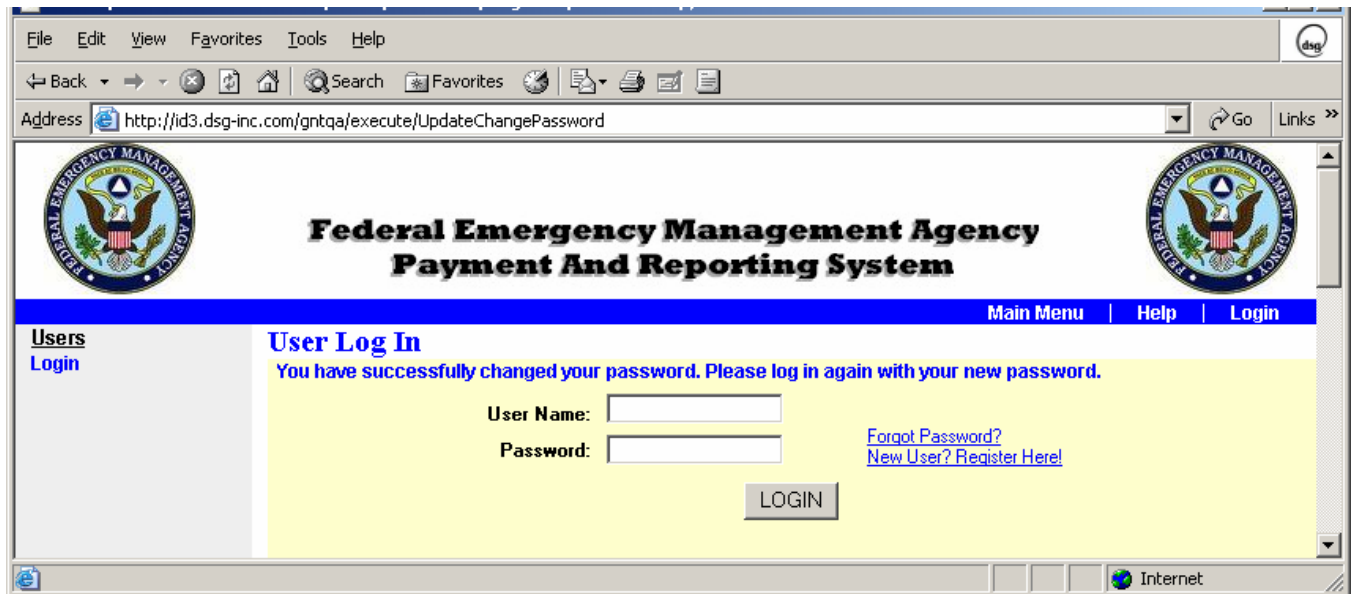


Figure 2.1-15 User Log In

The User Log In screen is displayed with the following message:

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

Enter the following data:

User Name***Enter your User Name***

Password.....***Enter your New Password***

Check the ***I Accept*** box.

Press the **LOGIN** button to proceed.

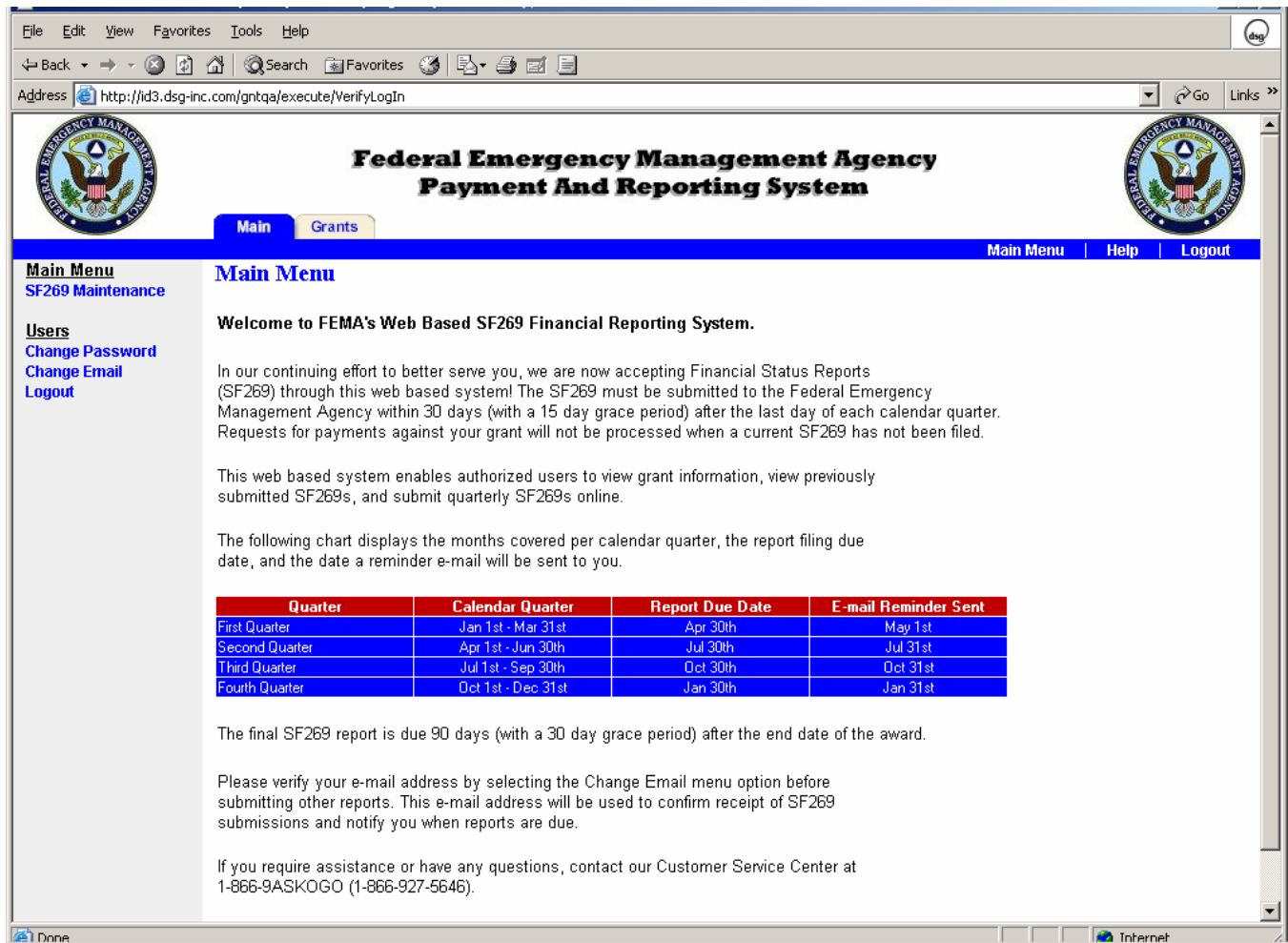


Figure 2.1-16 Main Menu

The **Main Menu** is displayed.

NOTE: Only the Grants or the Payment tab will be displayed according to the Account Type selected during Registration.

3 PAYMENT REQUEST

SECTION 3

3.1 PAYMENT REQUEST

After you login (with the Account Type of Used to Request Payments) the Main Menu is displayed.

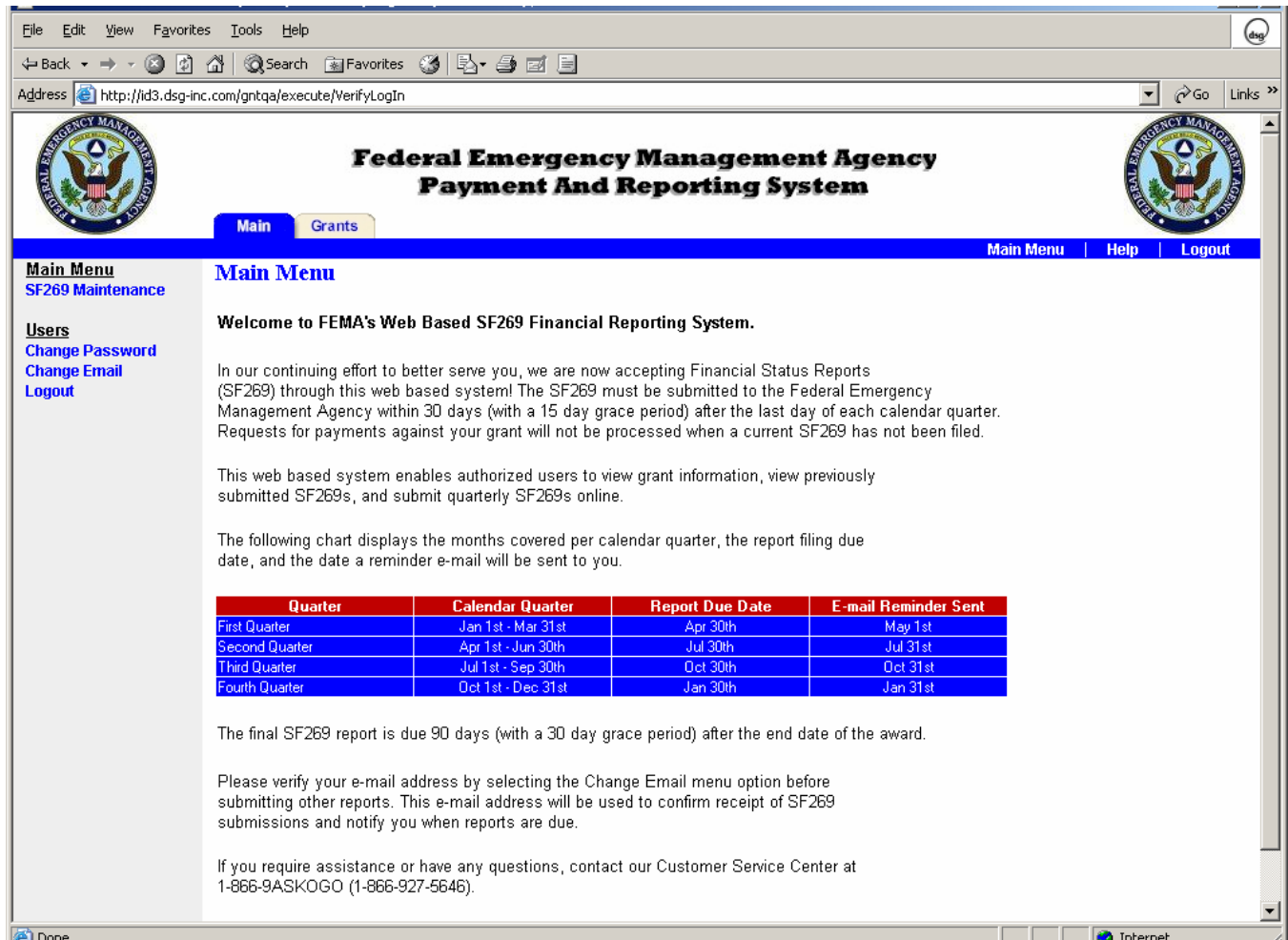


Figure 3.1-1 Main Menu

Select the **Payments** tab.

NOTE: Prior to Requesting a Payment the Grant must have been accepted by the FEMA Administrator. If it has not been accepted the following error will be displayed. **GRANT HAS NOT BEEN ACCEPTED! Grant has not yet been marked as accepted. Unable to request payments at this time.**

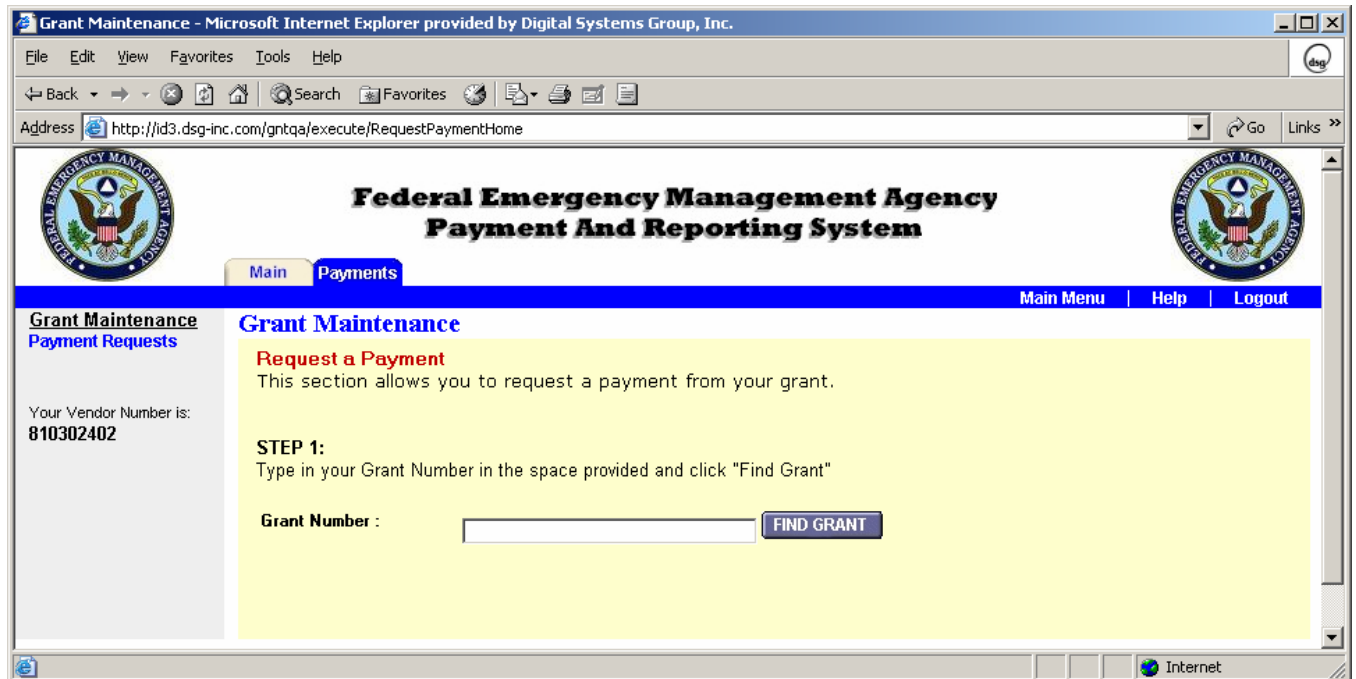


Figure 3.1-2 Request a Payment

The **Request a Payment** screen is displayed.

Enter the following data:

Grant Number – The number that has been assigned to the Grant. This number must already be in the system.

Grant Number*Enter the Grant Number*

Press the **FIND GRANT** button.

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address <http://id3.dsg-inc.com/gntqa/execute/RequestPaymentFindGrant?currentAction=PaymentEntry> Go Links >>

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

Main Codes Grants **Payments** Security Reports

Main Menu Help Logout

Grant Maintenance
Payment Requests

Request a Payment
This section allows you to request a payment from your grant.

STEP 2:
Enter the dollar amount of your payment request in the space provided below.
then click the "Submit Payment Request" button.

GRANT INFORMATION for : 2007CFM6M401

Grant Number: 2007CFM6M401
Grantee Name: KNOXVILLE POLICE DEPARTMENT
Acceptance Date: 04/04/2007
Holds? NO HOLDS! This grant has no active holds.

Grant Amount:	4100.00	
Amount Previously Disbursed:	0.00	view payment history
Amount On Hold:	0	
Amount Available:	4100.00	

Payment Request Amount: \$ enter the amount you are requesting in dollars.

Period Covered FROM:

Period Covered TO:

SUBMIT PAYMENT REQUEST

Done Internet

Figure 3.1-3 Request a Payment

The **Request a Payment** screen is displayed.

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

Enter the following data:

Payment Request Amount – The amount being requested can be equal to or less than the amount available.

NOTE; **The accumulative Requested Amount can never exceed the total Grant amount.**

Payment Request Amount.....Enter Amount

NOTE: **The Period Covered From and To cannot overlap with another payment request. If the period overlaps the following error is displayed. “Unable to Process PAYMENT REQUEST!” Period Covered FROM Date must be after the last Period Covered TO Date. Payment Request was not processed. Please choose a valid Period Covered FROM Date and try again.**

Period Covered From –Start date of the payment.

Period Covered From.....Enter a Start Date

Period Covered To – End date of the payment.

Period Covered To.....Enter an End Date

Press the  button.

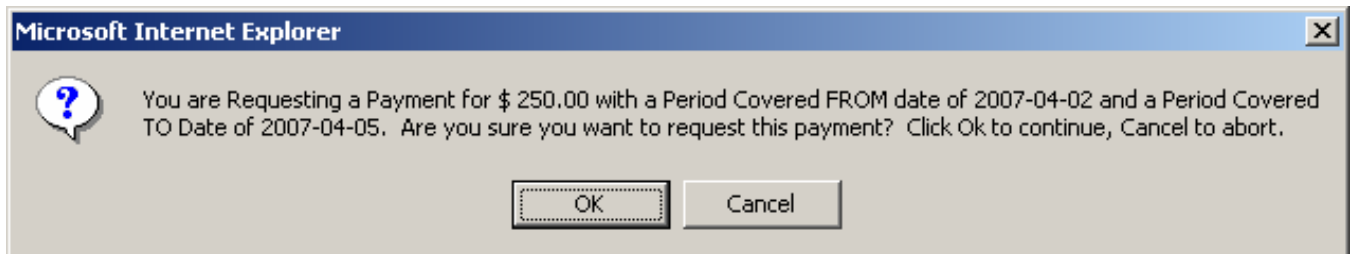


Figure 3.1-4 Confirmation

A **Confirmation** screen is displayed.

Press the  button to **Continue**.

To **Cancel**, press the  button to abort.

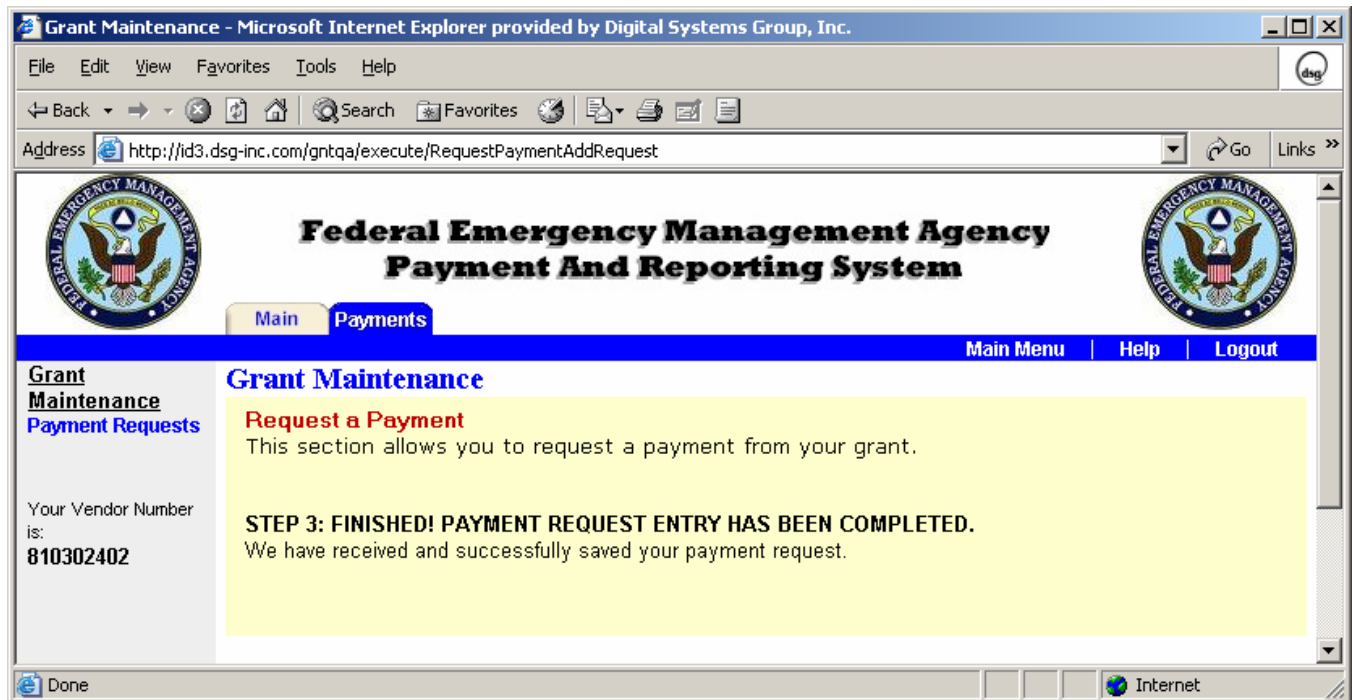


Figure 3.1-5 Payment Request Entry Completed

The system will display a message:

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

NOTE: At this time FEMA will process your payment request.

3.1.1 View Payment History

From the **Request a Payment** screen select *View Payment History*.

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 features the FEMA logo and the title "Federal Emergency Management Agency Payment And Reporting System". A navigation bar includes links for Main, Codes, Grants, Payments (selected), Security, and Reports. A secondary bar has Main Menu, Help, and Logout. The left sidebar shows a tree view with Grant, Maintenance, and Payment Requests. The main content area is titled "Grant Maintenance" and includes a "Request a Payment" section with a description: "This section allows you to request a payment from your grant." Below this is a "VIEW PAYMENT HISTORY" section. A table titled "Payment History for Grant 2007CFT70001" displays the following data:

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 3.1-6 Payment History

The **Payment History** screen is displayed.

This screen displays the **Accept Date**, all **Requests for Payments** and their **Amounts**, all **Holds** placed on a **Grant** and notice of the **Payment** when it has been **Disbursed**.

4 SF269 SUBMISSION

SECTION 4

4.1 SF269 SUBMISSION

Select the **Grants** tab.

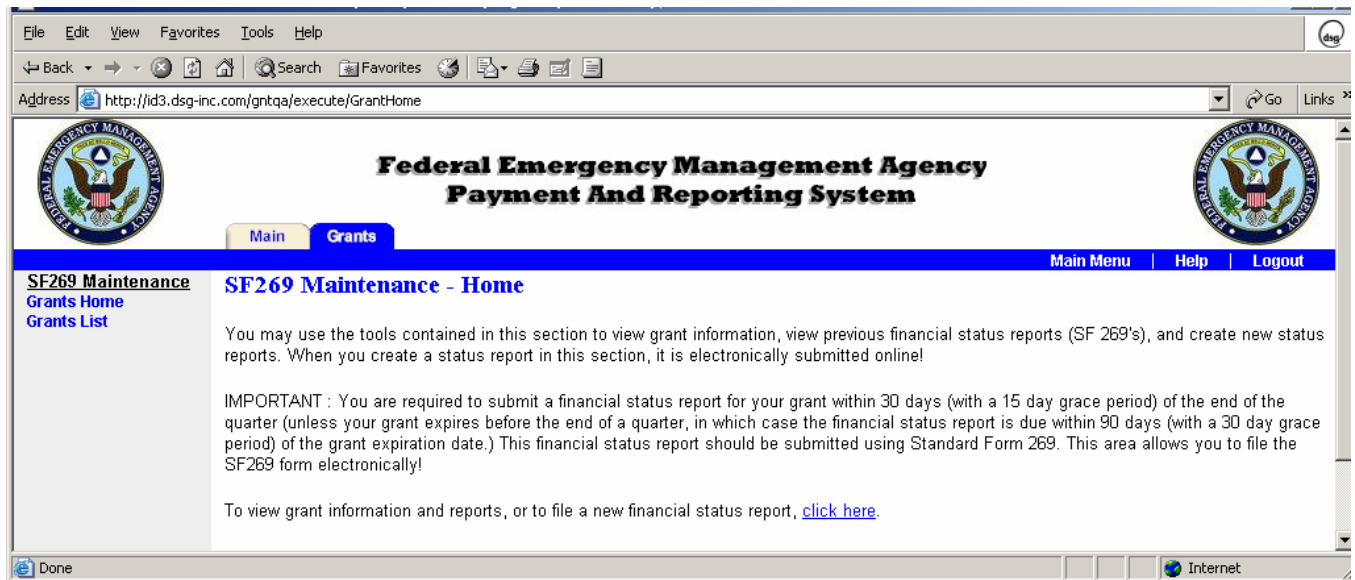


Figure 4.1-1 Grants Home Page

The **Grants Home** page is displayed.

This section enables you to view grant information, view previous financial status reports (SF 269's), and create new financial status reports. When a status report is created in this section, it is electronically submitted online to FEMA.

NOTE: Grantees are required to submit a financial status report for each active grant within 30 days (with a 15 day grace period) 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.

To view grant information and reports, or to file a new financial status report press on *click here*.

The screenshot shows a web browser window titled "SF269 Maintenance - Microsoft Internet Explorer provided by Digital Systems Group, Inc.". The address bar shows the URL: <http://id3.dsg-inc.com/gntqa/execute/Grant?currentMode=Browse¤tAction=Browse>. The page features the FEMA logo and the title "Federal Emergency Management Agency Payment And Reporting System". A navigation bar includes "Main", "Grants", "Main Menu", "Help", and "Logout". On the left, a sidebar shows "SF269 Maintenance", "Grants Home", and "Grants List" (highlighted in red). Below this, it says "Your Vendor Number is: 256003437". The main content area is titled "SF269 Maintenance" and "Browse Grants". It contains a table with the following data:

Grant Number	Vendor Id	Grant Start Date	Grant End Date	Action
2007 CFM6108	256003437	03/09/2007	09/30/2007	View Grant Info
2007CF1003	256003437	03/09/2007	09/30/2007	View Grant Info
2007CFM61004	256003437	03/09/2007	09/30/2007	View Grant Info
2007CFT70004	256003437	03/08/2007	09/30/2007	View Grant Info
2007CFT71005	256003437	03/09/2007	09/30/2007	View Grant Info
2007CFTX1234	256003437	03/08/2007	09/30/2007	View Grant Info

Navigation links: << First | < Previous | Next > | Last >> | Search

1 to 6 of 6

Click on the name of a grant or "View Grant Info" to view grant information and edit/add status reports.

Figure 4.1-2 Grant List

The **Grant List** is displayed.

To process a report for a grant select either the *Grant Number* or *View Grant Info* located under the **Action** column.

May 07, 2007

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address <http://id3.dsg-inc.com/gntqa/execute/GrantStatus?federalGrantId=8> Go Links

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

Main Grants

Main Menu Help Logout

SF269 Maintenance
Grants Home
Grants List

SF269 Maintenance

Grant Information for : 2007CFT70001 [Back To Grant List](#)

Grant is active.

You have no status reports due at this time.

We are currently in Fiscal Quarter 3 of Fiscal Year 2007. This quarter ends on 06/30/2007.

Grant Number : 2007CFT70001

Grant Number : 2007CFT70001
Accounting Basis : Accrual Basis
Grant Period : 03/08/2007 to 09/30/2007
Grantee : MT BOARD OF CRIME CONTROL
Vendor Id : 810302402

Status Reports [<< First](#) | [< Previous](#) | [Next >](#) | [Last >>](#) | [Create Status Report](#)

Report Number	Report Start	Report End	Submit Date	Action
1	03/08/2007	03/31/2007	04/10/2007	View [pdf]

1 to 1 of 1

Done Internet

Figure 4.1-3 Grant Information for (Grant Number)

The **Grant Information for (Grant Number)** screen is displayed.

To Create a SF269 select *Create Status Report*.

http://id3.dsg-inc.com/gntqa/SF269ARev2003.pdf - Microsoft Internet Explorer provided by Digital Systems Group, Inc.

You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Print Form Highlight fields

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 2007CFT70001		OMB Approval No. 1121-0264 Expires: 01/3/2008	Page 1	of 1 pages
3. Recipient Organization (Name and complete address, including ZIP code) MT BOARD OF CRIME CONTROL RUSSELTON, PA 15076						
4. Vendor Number 810302402	5. Recipient Internal code or identifying Number (if any) [REDACTED]		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) 03/08/2007		To: (Month, Day, Year) 09/30/2007		9. Period Covered by this Report From: (Month, Day, Year) [REDACTED]		
10. Transactions:			I Previously Reported	II This Period	III Cumulative	
a. Total outlays			\$20.00	\$0.00	\$20.00	
b. Recipient share of outlays			\$10.00	\$0.00	\$10.00	
c. Federal share of outlays			\$10.00	\$0.00	\$10.00	
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 c and f)					\$10.00	
h. Total Federal funds authorized for this funding period					\$100,176.00	
i. Unobligated balance of Federal funds (Line h minus line g)					\$100,166.00	
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. Forfeit \$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 [REDACTED]				Telephone (Area code, number and extension) [REDACTED]		
Signature of Authorized Certifying Official [REDACTED]				Date Report Submitted 04/17/2007		

Standard Form 269a (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

1 of 2

Figure 4.1-4 SF269

The **SF269 Report** is displayed.

Enter the following data:

NOTE: **Data can only be entered in lines that are yellow. Lines 1-4 will be system populated.**

Line 5 Recipient Internal Code or Identifying Number – An identifying number assigned by your organization for internal use.

Recipient Internal Code or Identifying Number.....Enter if required

Line 6 Final Report – If you have finished expending funds and recording your required match related to this award, regardless of whether they have been or will be reimbursed by the Federal Government, check Yes. Otherwise, check No.

Final ReportSelect Yes or No

Line 7 Basis – Indicates whether the accounting system uses a cash or accrual basis for recording transactions related to this award.

Basis.....Select Cash or Accrual

Line 9 From and To Dates – 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

FromEnter Date mm/dd/yyyy

ToEnter Date mm/dd/yyyy

Lines 10A – 10C (Total, Receipt and Federal) – Refer to cash outlays. The total of lines 10 B and 10c will equal the amount reported on line 10A.

Receipt Share of OutlaysEnter Amount

Federal Share of Outlays.....Enter Amount

NOTE: **The totals 10E and 10F should equal the amount in 10D.**

Lines 10D – 10F (Unliquidated Obligations) – Refer to the amount of unpaid obligations or accounts payable you have incurred. If you are reporting on a “Cash” basis this amount should be 0.

Recipient Share of Unliquidated ObligationsEnter if required

Federal Share of Unliquidated Obligations.....Enter if required

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

Type of Rate – Indicated the type of rate you have.

Type of Rate.....Check if required

Rate – The indirect cost rate in effect during this current reporting period.

RateEnter if required

Base – The amount of the base against which the cost rate is applied.

Base.....Enter if required

Total Amount – Total amount of indirect costs charged during this current reporting period.

Total AmountEnter if required

Federal Share – The Federal Government share of the amount reported.

Federal Share.....Enter if required

Remarks.....Enter if required

Block/Formula Passthrough – Cumulative amount of Federal funds your State agency has passed-through to local units of government, other specified groups or organizations as directed by the legislation of the program.

Block/Formula PassthroughEnter if required

Federal Funds Subgranted – The cumulative amount of Federal funds subgranted including amounts subgranted to State agencies.

Federal Funds Subgranted.....Enter if required

Forfeit – The cumulative Federal portion of forfeited assets to be sued in this grant whether the assets were forfeited as a result of this grant or another grant.

Forfeit.....Enter if required

Other – The cumulative Federal portion of program income earned from other than forfeited assts.

Other.....Enter if required

Expended – The cumulative amount of program income from all sources including forfeited assets and interest earned, which have been expended by your organization.

ExpendedEnter if required

Typed or Printed name and Title.....Enter your Name and Title

TelephoneEnter Area Code, Number and Extension

To **Submit** the form, press the **Submit Form** button.

4.1.1 Errors

There are many edits on SF269. The SF269 will not save if there is an error. An error message will be displayed detailing the error. Correct and resubmit. If you need assistance filing your SF269a, please contact the new Customer Service Center at 1-866-9ASKOGO (1-866-927-5646) or write to us at ask-ogo@dhs.gov.

4.2 SUBMISSION

When Submit has been pressed and all information presented on the form is entered correctly, a message will be displayed on the screen indicating successful submission.

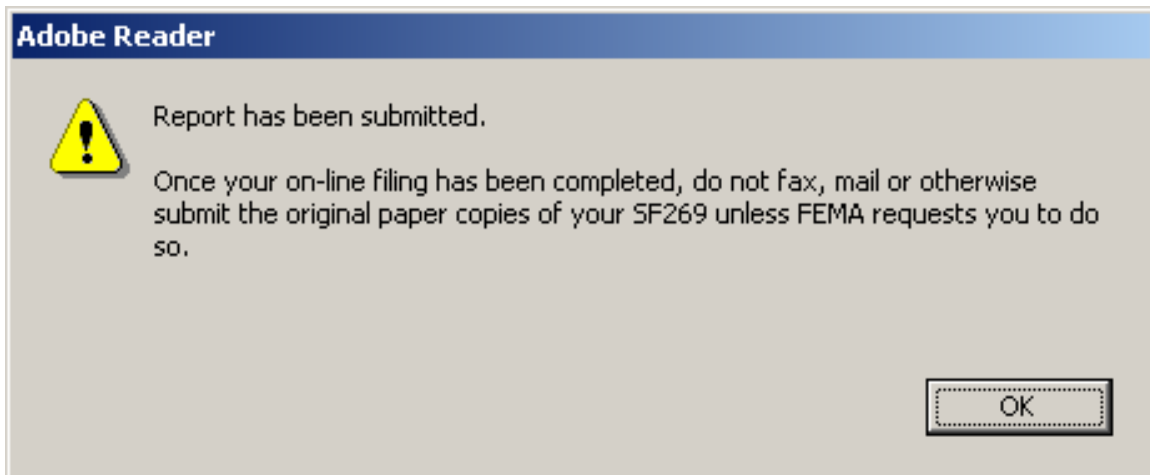


Figure 4.2-1 Report has been submitted.

Once the report has been submitted electronically do NOT fax, mail or otherwise submit the SF269 unless FEMA requests that you do so.

4.3 STATUS REPORTS

Once the submission has been accepted it will be displayed under Status Reports. The system will assign a sequential number as the Report Number.

The screenshot shows a web browser window titled "SF269 Maintenance - Microsoft Internet Explorer provided by Digital Systems Group, Inc.". The address bar shows "http://id3.dsg-inc.com/gntqa/execute/GrantStatus?FederalGrantId=1". The page features the FEMA logo and the title "Federal Emergency Management Agency Payment And Reporting System". A navigation bar includes "Main", "Grants", "Main Menu", "Help", and "Logout".

On the left, a sidebar for "SF269 Maintenance" includes links for "Grants Home" and "Grants List", and displays the "Your Vendor Number is: 256003437".

The main content area is titled "SF269 Maintenance" and "Grant Information for : 2007 CFM6108". It states: "Grant is active. You have no status reports due at this time. We are currently in Fiscal Quarter 2 of Fiscal Year 2007. This quarter ends on 03/31/2007." A summary box on the right lists: "Grant Number : 2007 CFM6108", "Accounting Basis : Accrual Basis", "Grant Period : 03/09/2007 to 09/30/2007", "Grantee : TSHP OF WEST DEER - POLICE DEPARTME", and "Vendor Id : 256003437".

The "Status Reports" section includes a table with the following data:

Report Number	Report Start	Report End	Submit Date	Action
1	03/09/2007	03/31/2007	03/19/2007	View (pdf)

Navigation links include "<< First", "< Previous", "Next >", "Last >>", and "Create Status Report". The page indicates "1 to 1 of 1" reports.

Figure 4.3-1 Status Report List

The **Status Report List** is displayed.

This list consists of the **Report Number**, **Report Start**, **Report End**, **Submit Date** and an **Action** column.

4.3.1 View Report

To **View** an existing report select *View (pdf)* in the **Action** column.

This option enables the user to modify certain fields.

NOTE: Only current quarter reports can be modified.

5 USERS

SECTION 5

5.1 USERS

Under the **Users** menu located under the **Main Menu** there are three (3) options: These options are **Change Password**, **Change Email** and **Logout**.

5.1.1 Change Password

From the **Main Menu** select *Change Password* located under the **Users** menu.

Figure 5.1-1 Change Password

The **Change Password** screen is displayed.

Enter the following data:

Old Password – This is your current password that you wish to change.


Old Password.....Enter your present Password

NOTE: **New 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.**

New Password – This is the new password.

New PasswordEnter your New Password

Re-type New Password.....Re-enter your New Password.

Press the  button to save the new password.

A message is displayed to the screen:

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

5.1.2 Change Email

From the **Main Menu** select *Change Email* located under the **Users** menu.

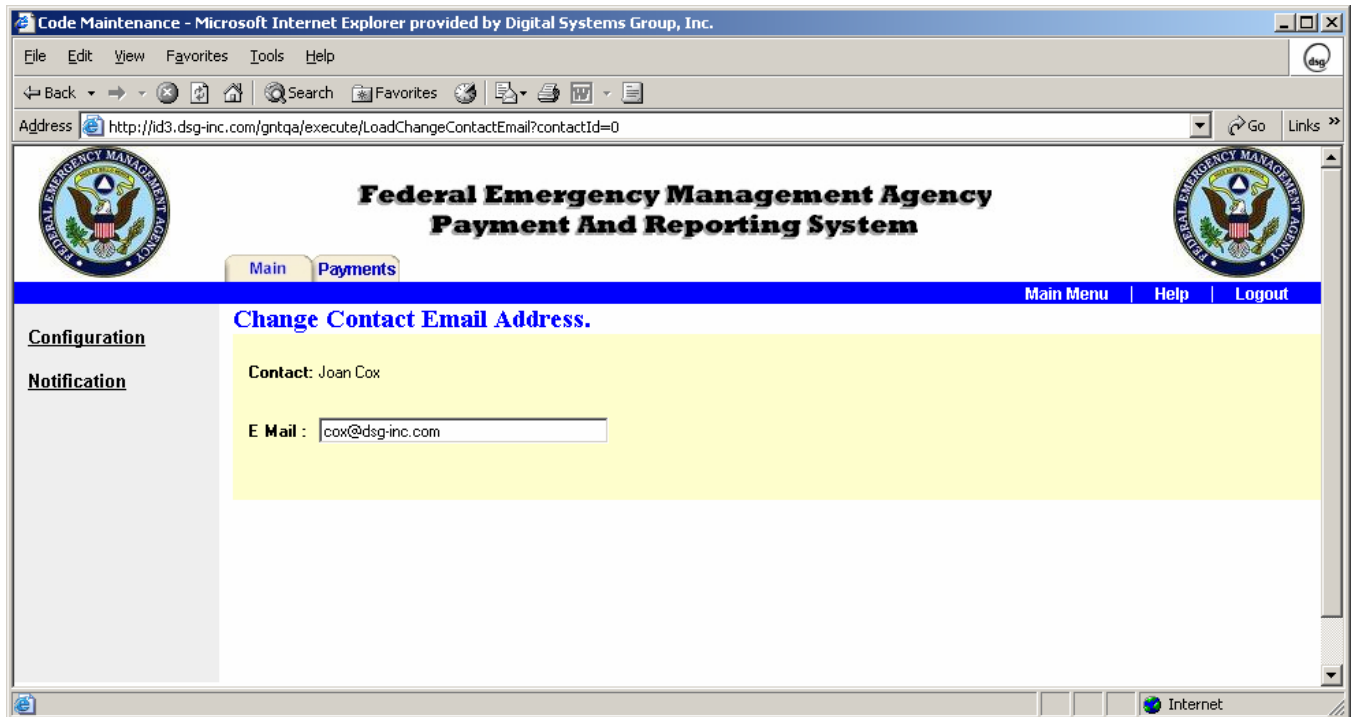



Figure 5.1-2 Change Contact Email Address

The Change Contact Email Address is displayed.

EmailEnter in the New Email Address

Press the  button to save the new email address.

5.1.3 Logout

From the **Main Menu** select *Logout* located under the **Users** menu.

The system will automatically log the user out and return them to the **User Login** screen.

6 ONLINE HELP

SECTION 6

6.1 ONLINE HELP

Online help is available in the Payment and Reporting System.

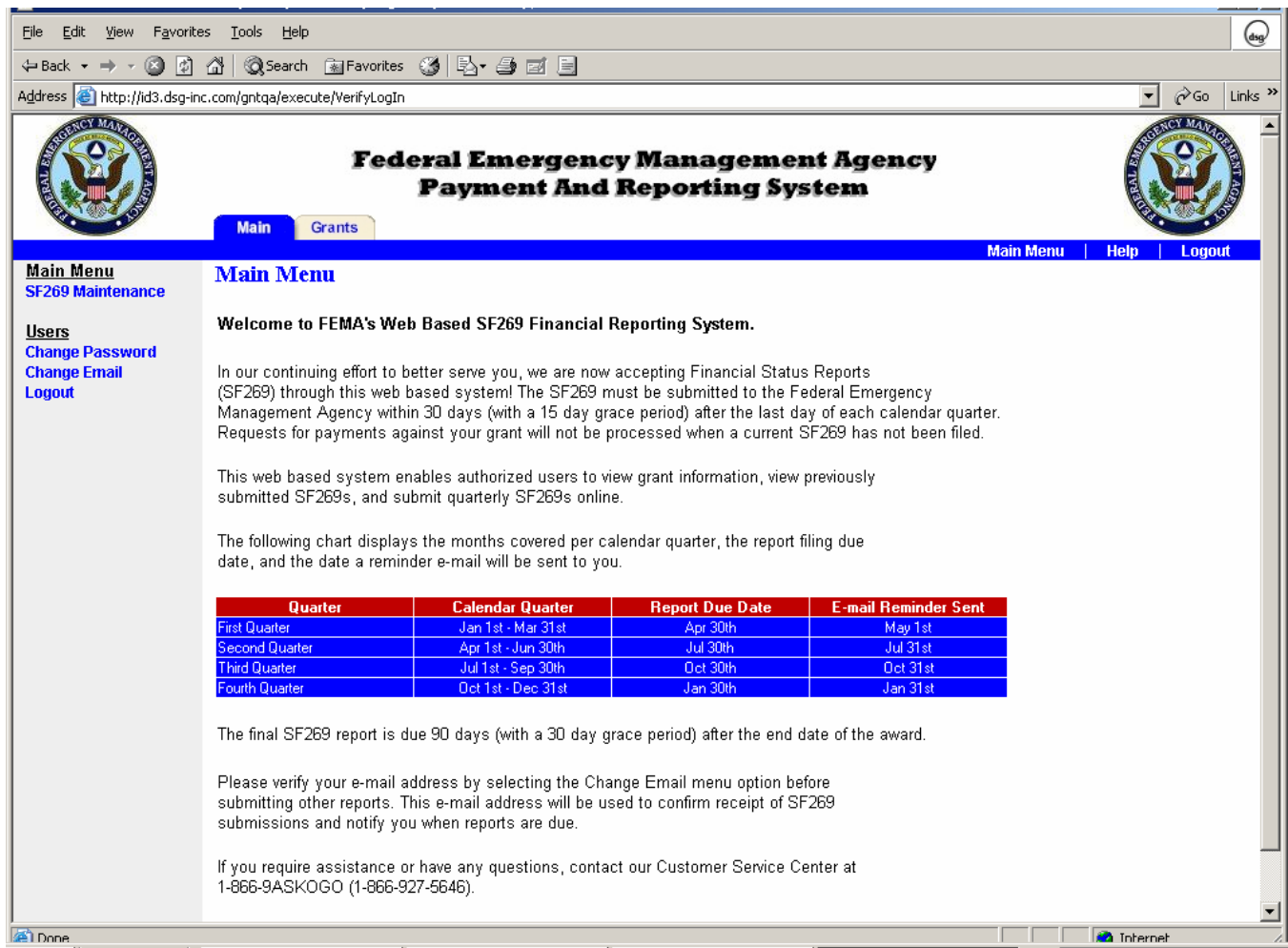


Figure 6.1-1 Main Screen

To access the **Help** anywhere in the system select **Help** located on the blue bar across the top of the screen.

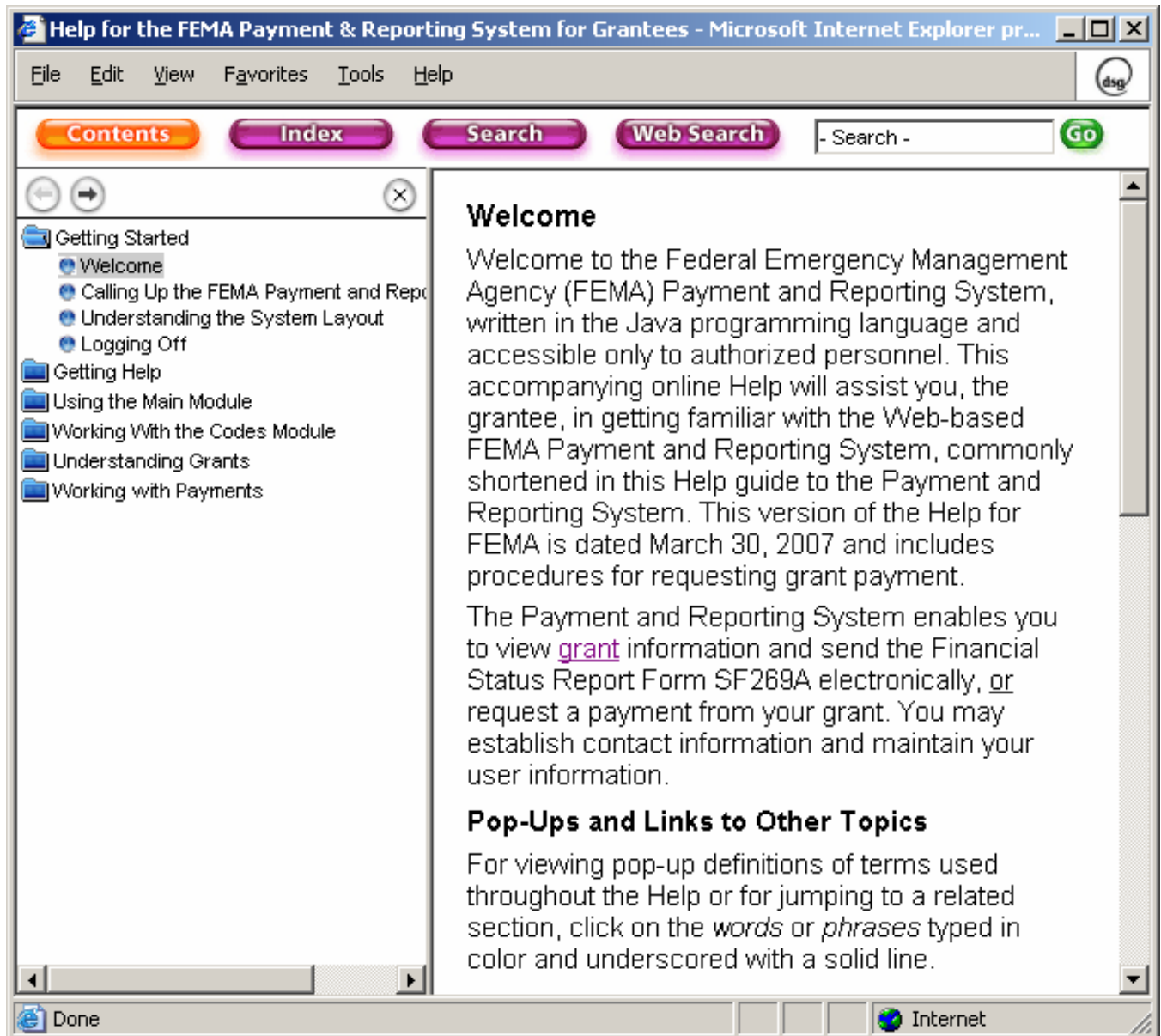


Figure 6.1-2 Online Help Welcome

The **Online Help Welcome** screen is displayed.

6.1.1 Contents

A **Table of Contents** is available by clicking on the *Contents* button.

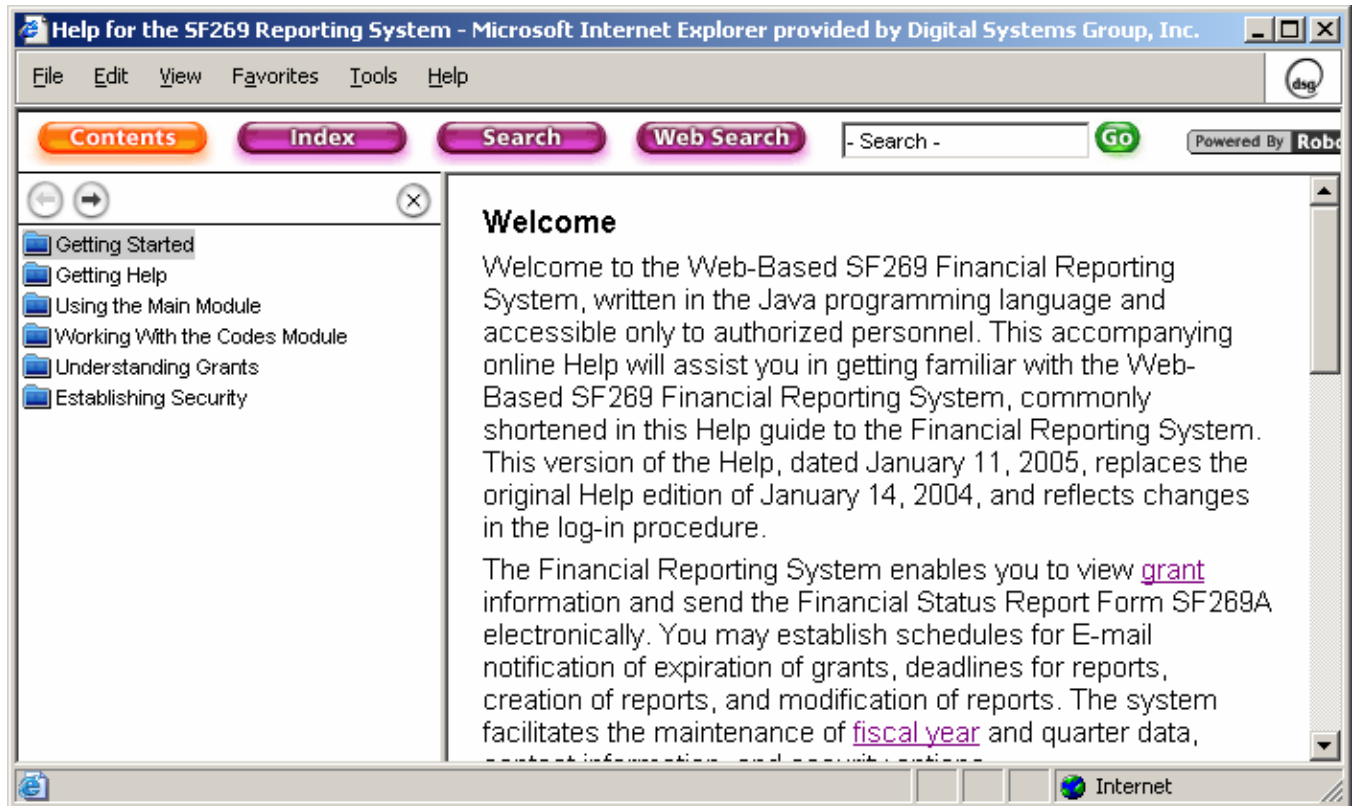


Figure 6.1-3 Contents

The **Table of Contents** is displayed down the left side of the screen.

A user drills down by selecting a folder. When the folder is selected additional topics are displayed. Information pertaining to the topic selected is displayed in the right hand box on the screen. Words or phrases typed in color and underscored when selected display a popup

6.1.2 Index

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

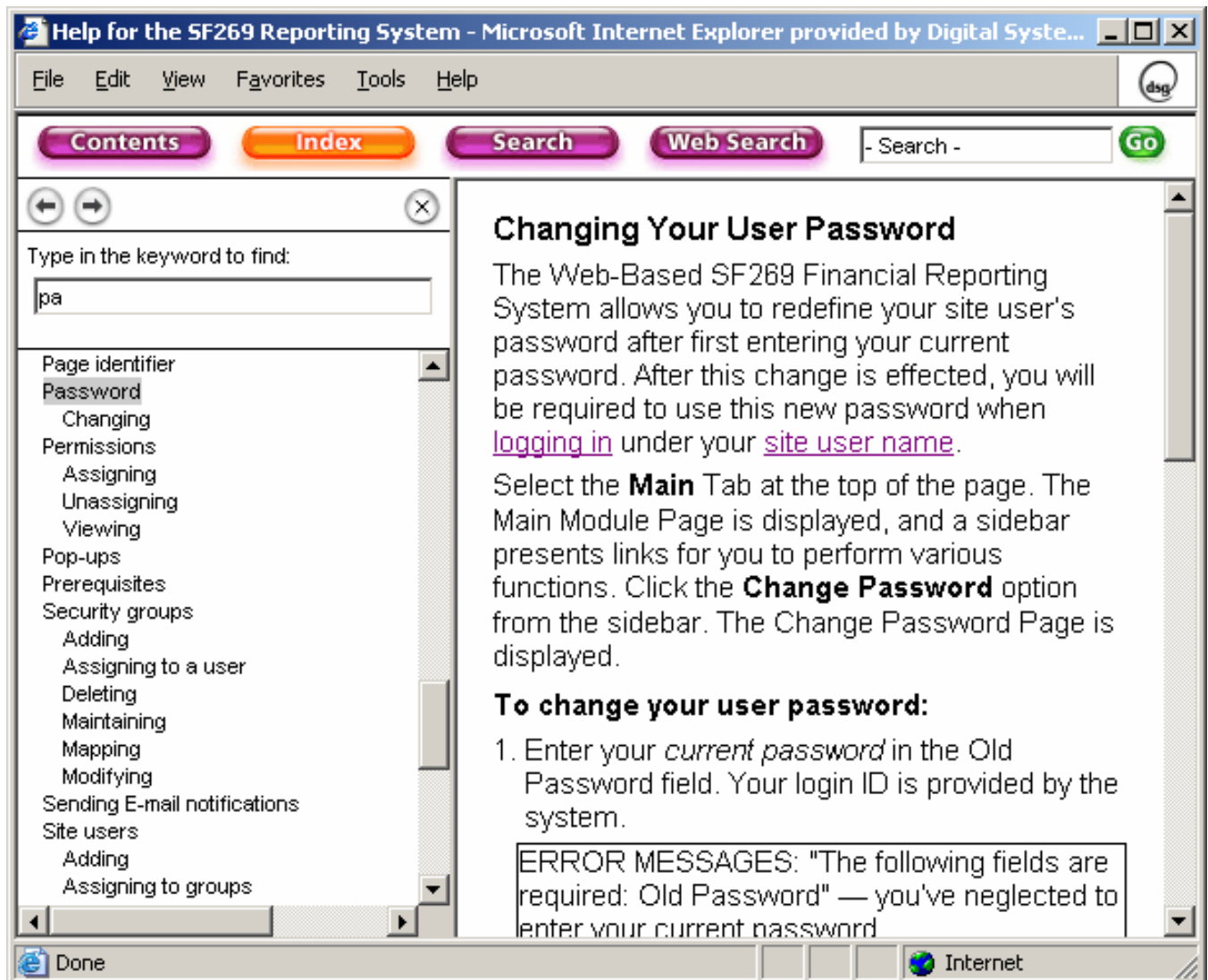


Figure 6.1-4 Index Help

To limit the search type in the field a word or a string.

Select a topic on the left side of the screen. Information pertaining to the topic selected is displayed in the right hand box on the screen.

6.1.3 Search

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

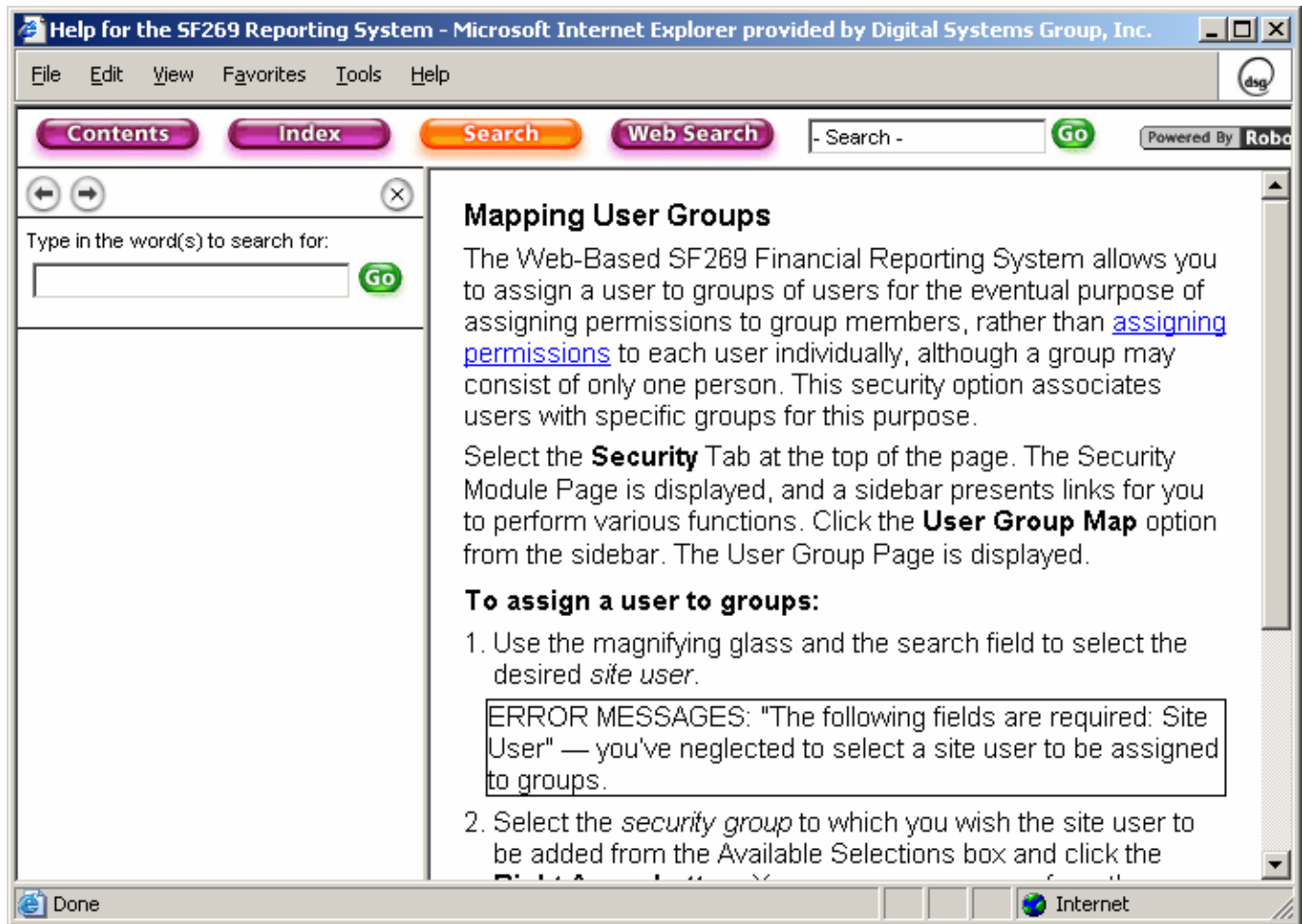


Figure 6.1-5 Search

Type in the word(s) to search for then press **Go**.

A list of topics will be displayed that pertain to the search criteria.

Select the topic.

6.1.4 Popup

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.

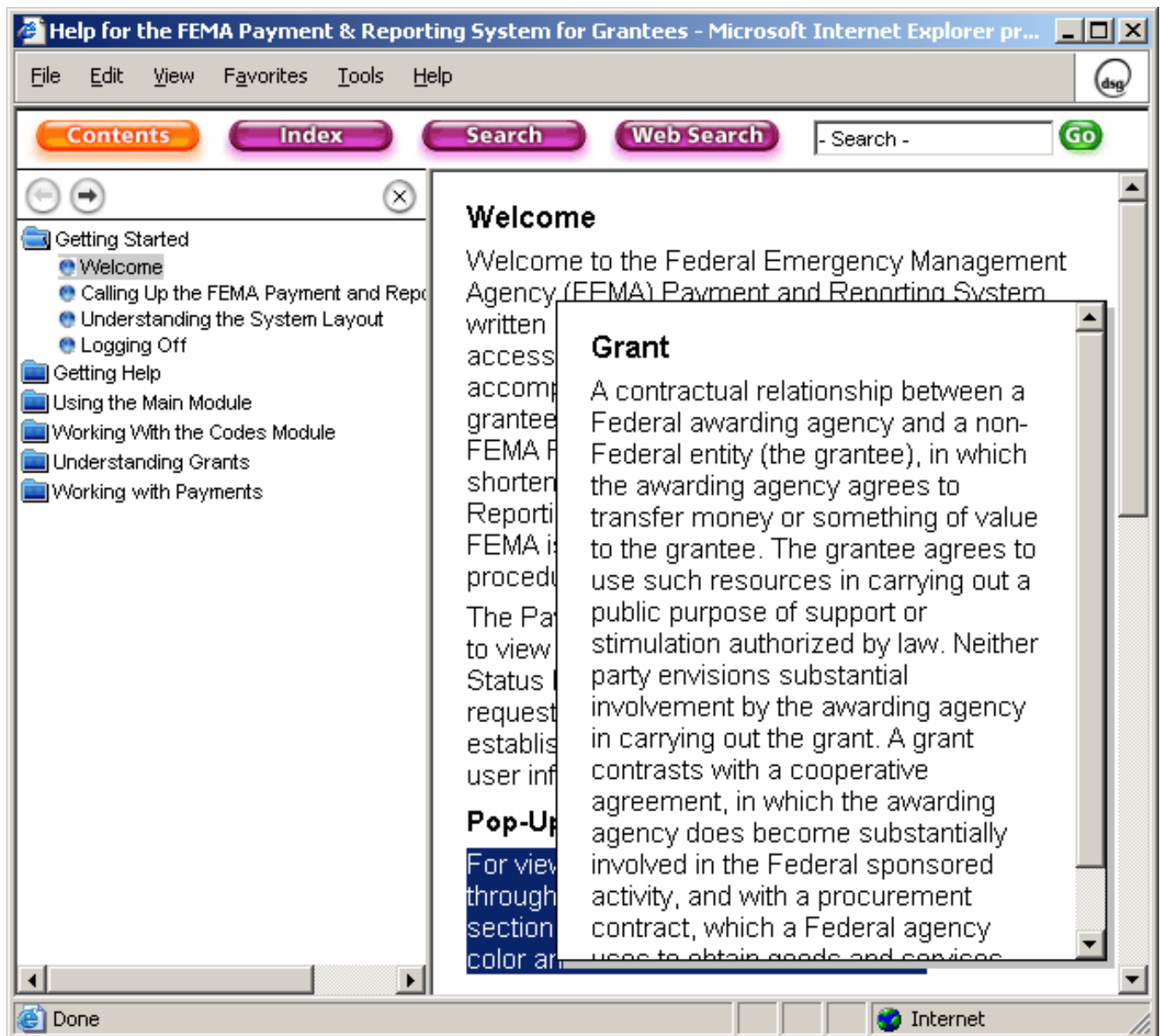


Figure 6.1-6 Popup Help

When a words or phrases typed in color is selected a popup is displayed. To get out of the popup click outside of the popup box.

7 PASSWORDS

SECTION 7

7.1 PASSWORDS

Passwords are set to expire every 90 days.

The user will be notified starting seven (7) days prior to expiration of their password.

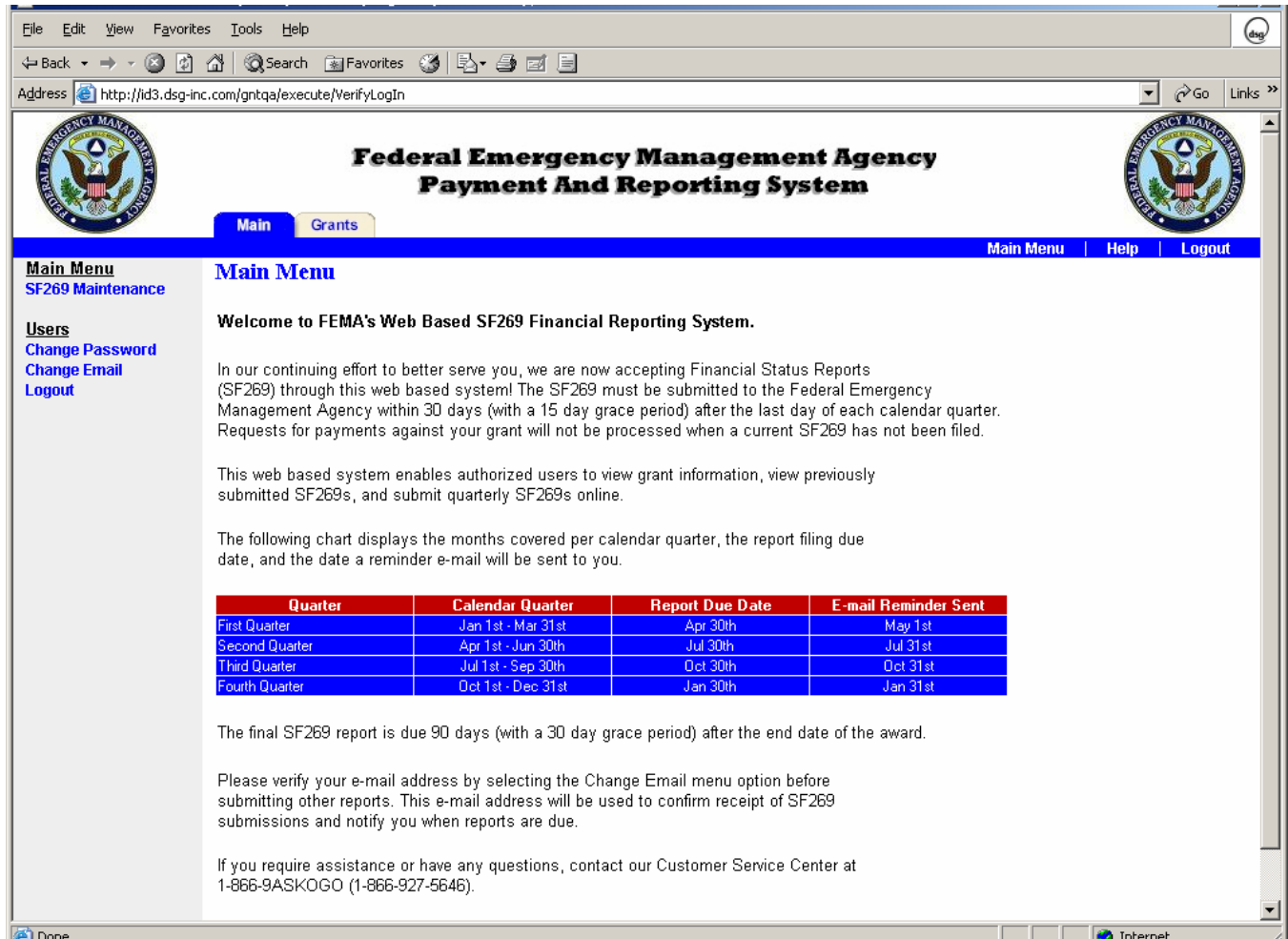


Figure 7.1-1 Password Expiring Message

A message is displayed in red across the top of the screen informing the user that their password will expire in X amount of days. This notification will be displayed every time a user signs into the system beginning seven (7) days prior to expiration.

Passwords 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.