



New Mexico
**Department of Finance
and Administration**

Local Government Division

PARS Standard Operating Procedures (SOP) for LGD Grantees

Purpose: Provide clear, easy-to-follow procedures for grantees (entities) to use the Project Accountability Reporting System (PARS) to submit Notices of Obligation (NOOs) and Pay Requests.

Scope: These SOPs apply to all entity PARS users (Entity Initiators and Entity Approvers) interacting with PARS at <https://platform.dfa.nm.gov/>.

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Instructions for Grantees (Entity Initiators & Approvers)

Roles and Access

- **Entity Initiator:** Can initiate NOOs and Pay Requests for projects the entity oversees; can correct or delete submissions sent back by an approver or LGD.
- **Entity Approver:** Reviews and either Approves or Denies requests initiated by an Initiator. Approvers cannot initiate requests.
- **Dual Role:** Can act as Initiator or Approver but cannot perform more than one action on the same request.

Before you begin: Access & MFA

1. Open a browser and go to: <https://platform.dfa.nm.gov/> .
2. Log in with your email and password.
3. If you don't have access, click **Request Access**.
4. If you forgot your password, click **Forgot Password** to get a temporary password.
5. Complete Multi-Factor Authentication (MFA) — choose to receive the code by phone (text) or email and enter the code when prompted.

Tip: Use the same MFA method every time to reduce login friction.

If you encounter system issues (login, MFA, access), use the **Request Access** or **Forgot Password** links from the log in page <https://platform.dfa.nm.gov/login.html> or contact your Grant Manager (contact information on page 7.).

Navigation of the System

- **Projects** — lists all projects your entity oversees.
- **My To-Do List** — items awaiting your action.
- **All Requests** — full history of NOOs and Pay Requests for your entity.
- **Coming soon! Dashboard** — metrics and reporting (read-only for most users).

How to submit a Notice of Obligation (NOO) — Entity Initiator/Approver

1. From **Projects**, select the project that has an active grant agreement.
2. Click **New Request in Project Profile** → choose **Notice of Obligation**.
3. Review the auto-populated fields (request date, to/from fields, grant number, grant termination date,).
4. Add required attachments:
 - **Mandatory:** one backup document (Quote or Contract)
 - **Optional:** additional supporting documents (Purchase Order, specs, approvals).

5. Add at least one **Vendor/Contractor** with the obligation amount.
6. Enter the total obligation amount.
7. Sign & Update Status after all have been reviewed and verified.

After submission (Initiator)

- The NOO moves to the Entity Approver's **My To-Do List**.
- If denied by Approver or LGD, you will receive a notification; you can edit and resubmit or cancel.

NOO: Approver actions (Entity Approver)

1. Open **My To-Do List**, find the NOO, and click **Review and Sign**.
2. Options:
 - **Approve** — forwards the NOO to LGD for review.
 - **Deny** — returns it to the Initiator with a required comment about reason.
3. If approved and subsequently approved by LGD staff, the NOO populates in **All Requests**, and the Initiator may submit Pay Requests referencing that NOO.

Deobligation (Entity Initiator)

1. Choose the **Deobligation** option within the NOO workflow.
2. Enter justification and select the NOO to deobligate.
3. Enter Deobligation amount and submit.

Increasing Vendor Obligation

1. Choose this option to increase vendor amount of previously approved NOO/Vendor
2. Choose NOO/Vendor from dropdown
3. Upload copy of document showing amount to increase, i.e., change order, shipping or tax costs.

How to submit a Pay Request — Entity Initiator/Approver

Precondition: A grant agreement and an approved NOO for the project.

1. From the project profile, click **New Request** → choose **Pay Request**.
2. Verify auto-populated grantee information.
3. Select whether this is the **Final Request for Payment** (Yes/No):
 - **No** — system treats the amount as a standard payment against the grant.
 - **Yes** — system will mark the remainder as a **Reversion Amount** if applicable.

4. Confirm or select the correct Fiscal Year

FY2022, = July 1, 2022-June 30, 2023;

FY2023 = July 1, 2023 -June 30, 2024;

FY2025 = July 1, 2024–June 30, 2025;

FY2026 = July 1, 2025–June 30, 2026.
5. Upload required documents (both **Proof of Payment** and **Invoice** are mandatory).
6. Complete the **Progress Status Update** narrative (you can use the AI-assisted text generator to draft this, then edit to ensure accuracy).
7. Complete required **Certifications** (checkboxes/statements in the form).
8. Sign & Update Status after all have been reviewed and verified.

After submission from Initiator

- The Pay Request moves to the Entity Approver's **My To-Do List** for review.

Pay Request: Approver actions (Entity Approver)

1. Open **My To-Do List**, select the Pay Request, and click **Review and Sign**.
2. Options:
 - **Approve** — forwards to LGD staff and ASD for processing.
 - **Deny** — returns to Initiator with comments for correction.

Once ASD approves, the Pay Request will appear as **Paid** in **All Requests**.

Disbursement in Lieu of Reimbursement Request

Available to Grantees who may not have the funding in their general fund to pay a vendor/contractor.

- Click on Requests for Disbursement in Project Profile of specific project which disbursement will be utilized.
- Initiator must complete all questions in form Approve and update status.
- Approver will review, approve and update status.
- Grant Manager will review for completeness and Approve or Deny.
- If approved, the request will move to LGD-Budget & Finance Bureau for final review and approval by reviewing budget submitted in LGBMS. Grantee will be notified if denied.
- Upon approval, Grantee will follow the disbursement process which includes submitting Pay Request to include invoice and copy of the approved Disbursement form. The vendor must be paid with 5 days of receiving funds and must provide proof of transaction to Grant Manager and provide copy of cleared check when available.

Helpful definitions & fields to monitor

- **Amount Obligated:** The total amount requested/approved under NOOs.
- **Obligated Balance:** NOOs submitted minus expenditures (tracked by pay requests).
- **Grant Balance:** Total funding for the grant minus amount expended and AIPP if applicable.

Common errors & troubleshooting (Grantees)

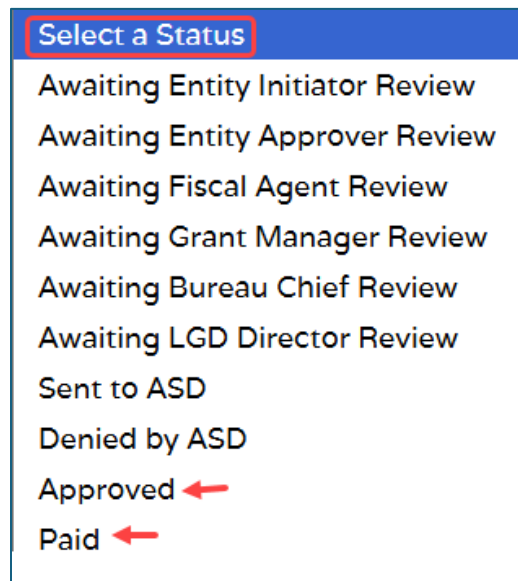
- Missing mandatory documents (Quote/Contract for NOO; Proof of Payment + Invoice for Pay Request) — submission will be rejected. Proof of payment for a check must show the front and back image of the check that shows the bank processed the check. If submitting proof of payment as an ACH a copy of the bank statement must be included.
- Incorrect fiscal year selected — choose the FY that corresponds to the expense date range.
- Vendor details are missing or incorrect — include vendor name and exact amount requested. Tip: if grantee is using CES or Gordian please name as 'CES/Vendor Name'. This will assist in tracking multiple CES vendors/contractors for obligations and expenditures.

Print/Save Approved NOOs and Paid Pay Requests

It is recommended to print/save PDF at each level of approval for your files. Request PDF option is available under your signature box.

You may also request the PDF by following instructions below.

1. From All Requests click on Select a Status
2. Choose project
3. Choose from dropdown
 - Approved for NOOs
 - Paid for Pay Requests
4. From Request PDF, choose View Request PDF
5. Choose option to download or print



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