

FDLE's FY2020 Coronavirus Emergency Supplemental Funding (CESF) Program Frequently Asked Questions (FAQs)

The Florida Department of Law Enforcement (FDLE) received an award from the U.S. Department of Justice, Bureau of Justice Assistance to prevent, prepare for, and respond to the coronavirus pandemic. While this program is similar to the Edward Byrne Memorial Justice Assistance Grant (JAG) program, there are numerous differences.

To aid prospective applicants, and subrecipients, in understanding FDLE's Coronavirus Emergency Supplemental Funding (CESF) program, we have prepared a list of frequently asked questions. FDLE will update this document regularly as more questions arise.

Please do not hesitate to contact our office by phone at (850) 617-1250, or by email at criminaljustice@fdle.state.fl.us.

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Section 1 – General Information

1.1. What is the purpose of FDLE's FY2020 Coronavirus Emergency Supplementing Funding Program?

The purpose of the FDLE CESF program is to provide funding to assist eligible units of local government, state agencies, and state universities in preventing, preparing for, and responding to the coronavirus pandemic. Applications submitted seeking funding for goods or services that do not tie to this purpose will not be approved.

1.2. What is the federal award number for FDLE's Coronavirus Emergency Supplemental Funding (CESF) Program?

Florida's CESF program is authorized under the U.S. Department of Justice, Bureau of Justice Assistance, federal award number 2020-VD-BX-0174.

1.3. What is the Catalog of Federal Domestic Assistance (CFDA) number for the CESF Program?

The CFDA number is [16.034](#).

1.4. Who is eligible for FDLE's CESF funds?

There are two types of formula-driven allocations under FDLE's CESF program.

CESF Local Awards: Only units of local government appearing on the [CESF Local Allocation list](#) are eligible to apply under this program. For the purpose of this program, a unit of local government includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state, or a federally recognized Indian tribal government that performs law enforcement functions, as determined by the Secretary of the Interior. Please note: any unit of local government receiving a direct award from the Bureau of Justice Assistance under this program is not eligible to apply for FDLE's program.

CESF State Awards: Only state agencies or state universities appearing on the [CESF State Allocation list](#) are eligible to apply under this program.

1.5. How were FDLE's Local CESF allocations determined?

FDLE allocated local CESF funding based on the population of the eligible jurisdictions.

1.6. Why would a jurisdiction not receive an allocation?

Any unit of local government receiving a direct award from the Bureau of Justice Assistance is not eligible to apply for FDLE's CESF program. If you do not see your jurisdiction on the list, check the BJA allocation list [here](#).

FDLE determined eligibility based on whether local jurisdictions were eligible for FY2019 Edward Byrne Memorial Justice Assistance Grant (JAG) funding. If a jurisdiction does not appear on either

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list, it is likely they were not eligible for FY2019 JAG funding. For more information on the JAG program's formula requirements, click [here](#).

Section 2 – Application Submission Information

2.1 How do I submit an application for funding?

A prospective applicant appearing on one of FDLE's allocation lists must complete and submit an [Applicant Narrative Questionnaire](#), [Budget Detail Worksheet](#), and any additional forms to criminaljustice@fdle.state.fl.us.

2.2 My city received an allocation on FDLE's list. Does my city apply to FDLE for the CESF funds, or does the county apply on our behalf?

The entity named on the allocation list is the entity responsible for submitting the application. If Elm Tree City is the jurisdiction on the allocation list, they would apply.

2.3 When are applications due?

Application packets (narrative, budget, and associated forms) are due no later than 5:00 PM on Wednesday, July 1, 2020. FDLE strongly encourages eligible jurisdictions to submit applications prior to the deadline.

2.4 Will there be any extensions to the application deadline?

Applicants should submit all applications by the July 1, 2020 deadline. However, FDLE understands there may be some extenuating circumstances preventing applicants from being able to meet this deadline. Any applicant who is unable to meet this deadline must request an extension via email to criminaljustice@fdle.state.fl.us. The extension request must be submitted prior to the July 1, 2020 deadline, detail the reason for the delay in submission, and provide a date the submission can be expected. Extension requests submitted after the July 1, 2020 deadline, without prior written notification, will be denied.

2.5 What is the project period for this program?

Applicants may apply for a flexible project period beginning no earlier than January 20, 2020 and ending no later than January 31, 2022.

2.6 Do all funds have to be expended immediately upon receipt of the grant?

No. Funds can be used across the entire allowable project period, provided the activities tie directly to preventing, preparing for, and/or responding to the coronavirus. FDLE strongly encourages applicants to plan for any resurgence of this virus in the coming months or years.

2.7 What is FDLE's timeline for application processing?

FDLE is reviewing and approving applications on a rolling basis upon receipt.

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2.8 We submitted our application. What happens next?

Upon receipt of an application packet, FDLE grant managers will review the information, format the application in FDLE's electronic grant management system (SIMON), and notify the application manager it is time to submit the application and obtain signature pages from the chief officials. Once executed signature pages are returned, FDLE will approve the subgrant and email a copy of the award documents to the key contacts listed in the application.

2.9 Who should we contact if we have questions while completing our application or want to check the status of a submitted application?

Applicants should contact our office at (850) 617-1250 with any questions. Alternatively, applicants may email criminaljustice@fdle.state.fl.us.

2.10 We received our approved subaward. What do we do now?

Once you receive your executed award documents, review them carefully. If there are any special conditions, contact our office at (850) 617-1250 for instructions on clearing your conditions. Please note, failure to promptly clear any withholding of funds conditions, will result in a delay in receiving your reimbursements.

Section 3 – Application Requirements and Forms

3.1 Who should be listed as the "Subgrantee" on the application?

An applicant must use the legal name for the unit of local government (i.e. City, Town, Village, etc.), state agency, or state university.

3.2 Who should be listed as the "Implementing Agency" on the application?

If the Subgrantee wants to allow a specific unit, agency, or subdivision to be able to complete reporting requirements and access the subaward, they can be added as the implementing agency. For example: The Elm County Board of Commissioners does not want to be responsible for all of the reporting; they may list the Elm County Sheriff's Office as the implementing agency to manage the subgrant since they will be using all of the funding.

3.3 What is a Data Universal Numbering System (DUNS) number and how is it obtained?

A DUNS number is a unique nine-digit identification number provided by Duns and Bradstreet. An organization only applies for a free, DUNS number one time.

If your organization already has a DUNS number, you can look it up at: <https://www.dnb.com/duns-number/lookup.html>.

If your organization does not have a DUNS number, you can register for one at: <https://www.dnb.com/duns-number/lookup.html>.

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3.4 What is the System for Award Management (SAM) and how is registration obtained?

All applicants under any U.S. Department of Justice, Office of Justice Programs (OJP) award, must maintain a current SAM registration. FDLE is unable to approve a subaward, or process a payment, for any applicant who does not have an active SAM registration.

Applicants should visit www.sam.gov to ensure their registration is up-to-date or renew their SAM registration, if necessary. This registration must be renewed annually. This process can take as long as 10 business days to complete if additional information is required.

3.5 What is the purpose of the Subrecipient Management Capabilities and Compliance Questionnaire (SMQ) form?

The SMQ is designed to aid FDLE in ensuring sufficient internal controls exist to manage federal grant funds in accordance with applicable laws, rules, and regulations. The form allows FDLE to identify any potential areas of noncompliance and address them proactively before the money is spent. For example: If an applicant states they do not have an inventory system, FDLE is able to notify the applicant through a subaward special condition the requirements they must adhere to in order to comply with [2 C.F.R. §200.313](#). Without this special condition, the applicant would likely be cited with a finding of noncompliance at the time of monitoring, and may be required to refund any reimbursement paid.

3.6 The Certification Regarding Lobbying, Debarment and Suspension, and Drug Free Workplace seems like three different certifications in one document. How do we know what we are required to certify for?

This certification is identical to the certification required when submitting a federal application in DOJ's Grant Management System. On page two of the FDLE certification form, there are three check boxes to indicate what the certification is for. Please note the following requirements:

Lobbying: The use of grant funds for direct or indirect lobbying purposes is strictly prohibited at the state and federal level regardless of award amount. However, *applicants receiving an award of \$100,000 or more* must certify in writing no funds will be used for lobbying activities.

Debarment and Suspension: Entering into an agreement with a non-federal entity that is suspended or debarred is strictly prohibited with federal funds. *All applicants* must certify they, or any additional third party under the federal award, is neither suspended nor debarred from receiving federal funding.

Drug Free Workplace: As a condition on all federal awards, recipients and subrecipients (at any tier) must make a good faith effort, on a continuing basis, to maintain a drug-free workplace. Although the requirements of [28 C.F.R. §83](#) apply to all recipients of federal awards, only state agencies are required to certify compliance with the drug-free workplace conditions on the form.

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3.7 How do I know which section of the EEO certification I need to complete?

FDLE strongly encourages all applicants to use the [EEO Reporting Tool](#) to complete their certification requirements. This tool will walk you through the process from start to finish and eliminate some of the confusion which can arise when using the PDF form.

The table below summarizes the EEO requirements under DOJ federal awards. Please note, the award amount does not necessarily mean the amount of the CESF application. The award amount threshold applies to the largest award received under ANY Department of Justice program (i.e. JAG, RSAT, Second Chance Act, etc.).

Criteria Condition	Requirement	Frequency
Does your organization meet one of the following criteria? <ul style="list-style-type: none"> Less than 50 employees Single, largest DOJ award is less than \$25,000 Tribal Government Educational Institution 	If yes, you must provide an EEO certification with your application.	EEO certifications are valid for <u>one year</u> after the date signed. Applicants/Subrecipients must recertify annually.
Does your organization have more than 50 employees <u>AND</u> receive a single DOJ award of \$25,000 or more?	If yes, you must provide an EEO certification with your application <u>and</u> complete the EEO Utilization Report through the EEO Reporting tool.	EEO certifications are valid for <u>one year</u> after the date signed. Subrecipients must recertify annually. EEO Utilization Reports are valid for <u>two years</u> from the date on the cover of the report.
Does your organization have more than 50 employees <u>AND</u> receive a single DOJ award of \$500,000 or more?	If yes, you must provide an EEO certification with your application, complete the EEO Utilization Report through the EEO Reporting tool, and obtain an Office for Civil Rights approval letter.	EEO certifications are valid for <u>one year</u> after the date signed. Subrecipients must recertify annually. EEO Utilization Reports and approval letters are valid for <u>two years</u> from the date on the cover of the report.

3.8 Our jurisdiction is funding overtime only, and is not hiring or retaining personnel with grant funds. Are we required to complete the Personnel Tracking Form?

If an applicant is only funding overtime, the form is not required.

3.9 Our jurisdiction obtained quotes for PPE. However, we have decided to purchase all of the items from the vendor who gave us the lowest quote. Since we are only using one vendor, do we have to submit a sole source form?

In this scenario, quotes were obtained; even though you are purchasing all items from a single vendor this does not mean it qualifies as a sole source procurement. Sole source procurement methods mean a vendor/provider was selected without considering other options; it is a non-competitive procurement. For more information on sole source procurements, review [Section 3.8 of the DOJ Grants Financial Guide](#), [Chapter 9 of the OJP Guide to Procurement Procedures for Recipients](#), and/or [2 C.F.R. §200.320\(f\)](#).

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Section 4 – Application Contacts

4.1 Who is the chief official (CO) of the subgrantee and/or implementing agency?

The chief official of the *subgrantee* is the individual serving as the head of the jurisdiction. For example: the county commission chairman, the city mayor, the head of the state agency, the president of a university.

The chief official of the *implementing agency* is an individual serving as the head of that agency or division. For example: if the implementing agency is a sheriff's office, the Sheriff is the chief official; if the implementing agency is a particular division of a state agency, the chief official may be the division Director.

4.2 Who is the chief financial officer (CFO) of the subgrantee and/or implementing agency?

The chief financial officer for the *subgrantee* is the individual who is responsible for managing all financial actions and has all the financial authority for the applicant jurisdiction. This may differ between jurisdictions. For example: the clerk, the comptroller, the chief financial officer, the finance director, the city/town manager, etc.

Similarly, the chief financial officer of the *implementing agency* is responsible for all financial actions within the implementing agency. Please note, all payments must be made to the subgrantee CFO; however, if an implementing agency CFO is included, they will be able to submit financial reports and request reimbursements.

4.3 Can a chief official or chief financial officer designate someone to handle all grant-related tasks on their behalf?

Yes. The authority of any chief official or chief financial officer can be delegated to another individual. However, documentation delegating this authority must be provided and maintained in the grant file. This documentation may include minutes from a board meeting, a section of the jurisdiction's charter, or written notice on official letterhead signed by the official. Any chief official or chief financial officer wishing to delegate their authority under this program to another person must submit documentation via email to criminaljustice@fdle.state.fl.us.

4.4 Who can serve as the project director?

Anyone is able to serve as the project director. However, the assigned project director should be an individual who is familiar with the grant in all aspects – financial and programmatic. There is no requirement for the project director to be a supervisor. When selecting the project director, applicants should ensure the individual reads the solicitation, standard conditions, and the [DOJ Grants Financial Guide](#).

4.5 Who can serve as the application manager?

Anyone is able to serve as the application manager. However, the assigned application manager should be an individual who is familiar with the grant in all aspects – financial and programmatic.

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The application manager will serve as FDLE's key point of contact for grant-related matters. When selecting the application manager, applicants should ensure the individual reads the solicitation, standard conditions, and the [DOJ Grants Financial Guide](#).

Section 5 – Allowable Costs

5.1 Do ALL funds awarded under CESF have to be used for activities related to the coronavirus?

Yes. The purpose of the CESF funding is to help eligible entities prevent, prepare for, and respond to the coronavirus pandemic. Applications submitted which seek funding for goods or services that do not tie to this purpose will not be approved.

5.2 Are CESF funds limited to only criminal justice activities?

FDLE *strongly encourages* applicants to use funding to support our criminal justice partners; however, CESF funds are not limited to criminal justice activities as long as the purpose ties to preventing, preparing for, and/or responding to the coronavirus pandemic.

5.3 Can CESF funds be used as match for FEMA relief funding?

No. Federal funds may not be used as match for other federal funds.

5.4 Our agency purchased Personal Protective Equipment (PPE) in early March. The grant announcement did not come out until May. Can we go back and claim those costs?

Yes, provided you do not supplant and all items were obligated on or after January 20, 2020. Below are two scenarios to help explain this concept.

Scenario 1: If you had money budgeted for the PPE, you cannot replace those budgeted funds with CESF funds. However, if the amount of the March expenditures exceeded the amount budgeted for PPE, you can use the CESF to *supplement* your budgeted funds.

Scenario 2: If you did not have funds budgeted for PPE and you had to re-allocate funds which were initially budgeted for another purpose in order to purchase the PPE, you are able to recover those funds. For example, if you had to reallocate travel funds to purchase PPE, you could request reimbursement.

5.5 Can CESF funds be used for salaries?

Yes, if the salaries are necessary for preventing, preparing for, and/or responding the coronavirus. However, you must ensure you are not supplanting any budgeted salary costs. Below are three scenarios to help explain this concept:

Scenario 1: The Elm County Sheriff's Office (ECSO) has a budget for 30 deputies. ECSO wants to relieve some strain on their operating budget so they want move the costs associated with one of the positions to the grant since it is available. This is supplanting and is prohibited.

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Scenario 2: The Elm County Board of Commissioners has decided to cut a position in their public health department to relieve budget strain. However, they know this position is important, especially during the coronavirus pandemic, but they have no other options. They may retain this position and pay salary costs with CESF funds; however, documentation of the impending lay-off must be maintained in the grant file.

Scenario 3: Elm County Sheriff's Office has a budget for 30 deputies and is fully staffed. However, ECSO has two deputies on extended leave and needs to hire additional deputies to assist, which would bring their total number of deputies to 32 and exceed locally budgeted funds. Grant funds can be used to pay the salaries of the two new deputy positions as it is *supplementing* not supplanting.

5.6 Can funds be used for hazard pay?

Yes, if the hazard pay is in accordance with the applicant's written pay policy, and is incurred while preventing, preparing for, and/or responding the coronavirus.

5.7 Can CESF funds be used for death benefits?

Yes, if the death resulted from coronavirus and is paid in accordance with the applicant's written policy.

5.8 Can CESF funds be used for overtime?

Yes, if the overtime is required to prevent, prepare for, or respond to the coronavirus.

5.9 Can CESF funds be used to purchase PPE, including PPE to provide to jails, prisons, or even the public?

Yes. CESF funds can be used to purchase PPE, including PPE to provide to jails, prisons, or even the public, as long as it is to prevent, prepare for, and/or respond the coronavirus.

5.10 Can CESF funds be used for supplies and equipment necessary for teleworking?

Yes. CESF funds can be used to purchase supplies and equipment necessary for teleworking, as long as it is to prevent, prepare for, and/or respond the coronavirus.

5.11 Can CESF funds be used to cover the costs of cleaning a government building after an individual tests positive for coronavirus?

Yes. CESF funds can be used to cover the costs of cleaning after an individual tests positive for coronavirus. This includes facility cleaning and/or uniform cleaning services.

5.12 Can CESF funds be used for lodging costs for first responders who have been in contact with coronavirus-positive individuals?

Yes. CESF funds can be used cover lodging costs for first responders who have been in contact with coronavirus-positive individuals. The costs must adhere to the applicant's written

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travel/lodging policy. In the event the applicant does not have a written policy, the [federal GSA rates](#) may apply.

5.13 Can CESF funds be used to build isolation facilities or renovations to facilitate social distancing?

Yes. CESF funds can be used build isolation facilities or for minor renovation provided the activities are necessary for preventing, preparing for, and/or responding to the coronavirus. Construction or remodeling activities under a federal award are subject to all National Environmental Policy Act (NEPA) requirements. Applicants are advised that the process for NEPA approvals under a grant is often long and tedious. As a result, FDLE strongly discourages CESF funds being used for these purposes.

5.14 Can CESF funds be used for transitional housing for reentry clients or victims of domestic violence?

Yes, provided the purpose of the transitional housing is to prevent, prepare for, and/or respond to the coronavirus.

5.15 Can CESF funds be used for standard law enforcement equipment such as ballistic vests, tasers, or firearms?

No. In general, it is difficult to link standard law enforcement equipment to preventing, preparing for, and/or responding to the coronavirus at this time.

5.16 Can CESF funds be used for community outreach and education initiatives?

Yes, provided the outreach and education initiatives directly tie to preventing, preparing for, and/or responding to the coronavirus. *Purchasing of trinkets (playing cards, pens, buttons, bracelets, whistles, etc.) for these outreach and education activities is prohibited.*

5.17 Can CESF funds be used to purchase and provide coronavirus testing to individuals, including employees and/or the public?

Yes, purchasing and providing testing to employees and members of the public is allowable under the CESF program.

5.18 Can CESF funds be used to purchase unmanned aircraft systems (UAS), unmanned aircraft (UA), and/or unmanned aerial vehicles (UAV)?

Yes, the purchase UAS/UA/UAV equipment is allowable under the CESF program provided there is a clear tie to preventing, preparing for, and/or responding to the coronavirus. The purchase of UAS/UA/UAV equipment with federal funds requires documented compliance with all applicable federal regulations and also requires *prior approval* from FDLE and DOJ. Applicants proposing to use funds for UAS/UA/UAV items must complete and submit the [UAS Requirements Checklist](#) and all supporting documentation to FDLE prior to procuring the equipment. FDLE will seek DOJ approval on behalf of subrecipients.

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5.20 Our jurisdiction requested we deploy message boards to communicate information to the public such as curfews, testing locations, etc. Can CESF funds be used to purchase message boards?

Yes, the purchase of electronic message boards is allowable provided its purpose clearly ties to preventing, preparing for, and/or responding to the coronavirus.

Section 6 – Reporting

6.1 My jurisdiction was allocated a large amount of money. We would like to give a portion of this funding to another entity. Is this allowable?

Yes, this is allowable. The two scenarios below explain how this may occur.

Scenario 1: The applicant can purchase or pay for services on behalf of the other entity and request reimbursement. This may require the execution of a memorandum of understanding between the entities. Below are two examples of this scenario:

- Elm County is using CESF funds to purchase PPE. The county wants to purchase enough PPE for the county and the two cities within its jurisdiction. The county issues a single purchase order, receives all the PPE, and then delivers each city's portion to them.
- Elm County is using CESF funds to contract with a cleaning service for decontamination cleanings when an employee tests positive. Elm County wants to expand the cleaning services to the two cities within its jurisdiction. Elm County enters into the agreement with the cleaning vendor and lists all three locations for service. When one of the cities needs the decontamination cleaning, they contact Elm County to have the vendor provide services. The vendor bills Elm County for the services provided.

Scenario 2: The applicant may issue a tiered subaward to the third party. This allows the third party to purchase or pay for services in accordance with their own policies and procedures. If an applicant is considering this scenario, please call our office at 850-617-1250 to discuss the applicable pass-through requirements.

6.2 My jurisdiction is ready to submit a request for reimbursement under our approved subgrant. What documentation must we provide?

The CESF program requires the submission of *100% back-up documentation* for every line item within each reimbursement request. The specific documentation will be detailed within each deliverable statement in the approved subaward's project summary (scope of work) section. Failure to promptly provide this documentation will result in the delay of your reimbursement.

6.3 Can my agency request reimbursement before the end of the reporting period?

No. FDLE's electronic grant management system (SIMON) does not allow for the submission of reimbursement requests before the last day of the project period.

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6.4 Can my agency request reimbursements monthly but report performance quarterly?

No. The frequency of financial and performance reporting must match.

6.5 We do not have any expenditures to claim for the current reporting period. Do we still need to submit an expenditure report in SIMON?

Yes. You are required to submit an expenditure report at the end of each reporting period regardless if you are claiming reimbursement. If you have no expenditures to claim, submit a \$0.00 expenditure report before the deadline.

6.6 We do not have any performance to report for current reporting period. Do we still need to submit a performance report?

Yes. You are required to submit a performance report at the end of each reporting period regardless if you have had grant activity or not. If you have no activity to report, be sure to explain why no activity occurred in the narrative section of the performance report.

Section 7 – SIMON System Accounts

7.1 I don't know if I have a SIMON account. How do I register for one?

To register for a SIMON account, please visit www.simon.fdle.state.fl.us, and click the "Register" button. Enter all information, and click "Submit". A SIMON Help Desk member will review and approve the user account.

Please note the SIMON Help Desk will not approve duplicate user accounts. If you submit a user account request, but have one already, the Help Desk will reject the request and an email will be sent to the address you entered. Please contact the SIMON Help Desk at (850) 617-1250 for assistance in recovering your previous account.

7.2 I have an old SIMON account from a previous employer. I have since changed agencies. Do I need a new SIMON account?

Yes. If you change agencies, you must register for a new account. We cannot change your organization due to record retention purposes.

7.3 I recently changed my name, address, title, phone, email, etc. How can I update this on my SIMON profile?

To update any information within your SIMON profile, please contact the SIMON Help Desk at (850) 617-1250, or by email at criminaljustice@fdle.state.fl.us. We are able to update any information except the agency name, as discussed in question 6.6 above.

7.4 My jurisdiction has not applied for a grant in recent years and a number of our chief officials and key contacts have changed. How do I get this updated for our CESF award?

To update the chief official or chief financial officer on your award, please ensure the new chief official has registered for a SIMON User Account. Once the registration is approved, contact the

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SIMON Help Desk at (850) 617-1250, or send an email to criminaljustice@fdle.state.fl.us. The Help Desk will need the organization name, previous chief official's name, and new chief official's name.

Please be aware, the SIMON Help Desk checks the organization's website or recent news articles to verify the accuracy of the change. If the SIMON Help Desk cannot verify the information, they may request documentation (such as meeting minutes) be provided before approving the chief official change.

7.5 In reviewing our SIMON application, I noticed our FEID and DUNS number were incorrect. How can we get this updated?

To update the FEID and/or DUNS number for an organization, send an email to our SIMON Help Desk at criminaljustice@fdle.state.fl.us. The email should include the organization name, previous number, new number, and include documentation to support the change, such as a document showing the new FEID and/or DUNS number.

Please remember the DUNS number in SIMON and on the subaward must match the DUNS number attached to the SAM registration. If the DUNS number has changed, you will need to verify another SAM registration is not required.

7.6 I believe our bank account changed since the last time we had a grant from FDLE? How do we verify our bank information to ensure payments are processed to the right account?

FDLE's SIMON System interfaces with the Statewide Vendor File within FLAIR to coordinate payments and electronic fund transfers (EFTs). If you are concerned about the bank account used to process payments from the State of Florida, contact the Department of Financial Services, Direct Deposit Section at (850) 413-5517, or by email at DirectDeposit@MyFloridaCFO.com.