CESF Post Award Instructions

After an applicant's award has been approved, the next step will be submission of monthly or quarterly performance and expenditure reports in SIMON. Performance reports should be received prior to reimbursement requests. Please refer to the Performance Reporting section in the SIMON User manual (https://simon.fdle.state.fl.us/simon/) for instructions.

Key details regarding expenditure reporting are listed below.

1. If there is a special condition(s) on the award marked "WITHHOLDING OF FUNDS", no claims for reimbursement can be paid until all withholding conditions are cleared. The claim will be returned in SIMON and the Project Director and Chief Financial Officer (CFO) of the grant will be notified that the condition must be satisfied prior to reimbursement approval. Once the condition is satisfied, the CFO must resubmit the reimbursement request.

2. When a claim for reimbursement is submitted in SIMON, all items must be clearly tied to the approved grant budget. Backup documentation, along with proof of payment for each item, must be emailed to your assigned FDLE grant manager. Failure to submit the documentation will result in the expenditure report being returned in SIMON. The CFO can resubmit when all backup documentation has been received. Backup documentation should include:
    a. Salaries/Benefits or overtime require both timesheets and paystubs, or appropriate documentation showing the amount paid to the individual.
    b. All other categories require procurement documentation (i.e. quotes, bids, etc.), purchase orders, invoices, and cancelled checks or bank/credit card statements.
    c. All line-items claimed must be highlighted on the backup documentation sent to your FDLE grant manager.

3. Ensure the expenditure report contains sufficient detail to process the payment. The fields required per budget category are as follows:
    a. Salaries/Benefits (including overtime): a brief description of the activity performed, the date(s) worked, and the date(s) paid.
    b. Contractual Services: a brief description of the activity performed, the date(s) worked, and the date(s) paid.
    c. Expenses/Operating Capital Outlay: a description of the item(s) purchased (must be on the approved budget) and the cost per an item.

4. If paid with a p-card or credit card, the check number field must say "credit card" or "p-card."

5. Only items ordered and paid for **within the grant period** are allowable.

6. Each item claimed for reimbursement will be carefully reviewed to ensure it relates to preparing for, preventing, and/or responding the coronavirus and is allowable within the approved budget.

MONTHLY REPORTING SCHEDULE		
Reporting Period	**Performance Report Due Dates**	**Expenditure Report Due Dates**
January	February 15	February 28
February	March 15	March 30
March	April 15	April 30
April	May 15	May 30
May	June 15	June 30
June	July 15	July 30
July	August 15	August 30
August	September 15	September 30
September	October 15	October 30
October	November 15	November 30
November	December 15	December 30
December	January 15	January 30

QUARTERLY REPORTING SCHEDULE		
Reporting Period	**Performance Report Due Dates**	**Expenditure Report Due Dates**
January 1 – March 31	April 15	April 30
April 1 – June 30	July 15	July 30
July 1 – September 30	October 15	October 30
October 1 – December 31	January 15	January 30