



Bureau of Criminal Justice Grants

Law Enforcement Salary Assistance

Post-Award Instructions

Introduction

Law Enforcement Salary Assistance (LESA) funds may only be used to provide salary increases over and above current, locally approved salaries from July 1 through June 30 of the award year. These funds cannot be used for any other purpose. Eligibility is limited to deputy sheriffs and correctional officers employed by sheriff's offices or boards of county commissioners.

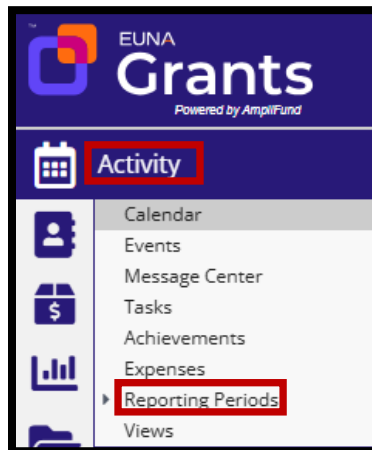
Reporting Requirements

The Recipient is responsible for closing each Reporting Period within the Criminal Justice Grants (CJG) electronic grant management system on a quarterly basis. The Recipient must close each reporting period no later than 15 days after the end of each quarter and upload a Quarterly Payroll Certification (QPC) to the Reporting Period.

A copy of the QPC report was provided at the time of award execution. If you have questions about the form, or need an additional copy, reach out to the CJG Grant Manager assigned to your award. The reporting schedule is outlined in **Appendix A**.

Creating and Closing the Reporting Period

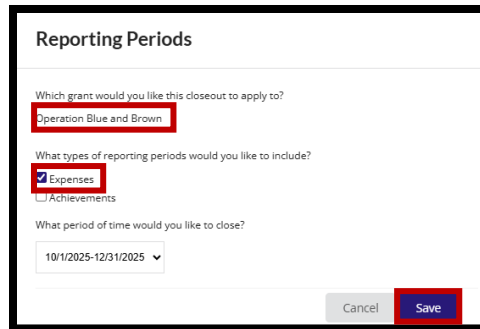
1. Log in to the grant management system (<http://www.gotomygrants.com>).
2. To locate the "Reporting Periods" screen, click on Activity → Reporting Periods" on the menu bar.



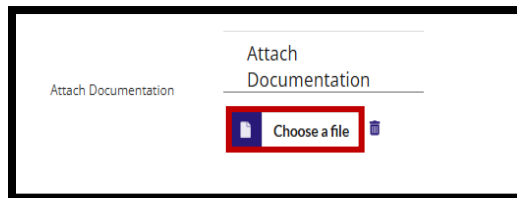
3. Select the SFA grant associated with the reporting period you are creating and submitting.
4. Click the "+" icon in the upper-right corner to create a new reporting period.



5. Check the box next to “Expenses” and select the applicable reporting period from the drop-down box. Click “Save.”

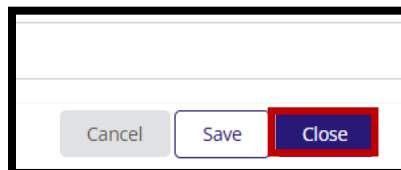


6. On the “Reporting Period” screen, under “Overall Expense Details”, scroll down and click on “Choose a file” to upload a copy of the QPC report for the applicable quarter.



7. Select “Close” when finished.

Note: Selecting “Save” does not close and submit the reporting period. This option should only be used if you have an internal organization process or procedure that requires a second-level verification of entries prior to submitting to CJG.



Amendments

The Department may administratively amend or modify the agreement at any time, provided the modifications are within the original scope and purpose of the project. Written notice of such changes will be provided to the Recipient.

Non-monetary Amendments: Amendment requests that do not affect the total award amount may be submitted by the Recipient through the Department’s electronic grant management system. This shall be restricted to notifying the Department of changes in the key personnel identified in the agreement.

Monetary Amendments: Amendments to the monetary amounts of this award are not permitted unless the Recipient does not expend all funds allocated under this agreement at the conclusion of the final quarter. In that instance, the Department’s Grant Manager will process an administrative amendment to decrease the award for closeout.

Extensions: Extensions to this agreement are not permitted.

Payments

The Department shall disburse funds under this agreement to the Recipient in four equal, quarterly cash advances. The Department shall initiate the disbursement of each cash advance upon receipt of the required Quarterly Payroll Certification (QPC) for the previous quarter, provided no other outstanding reporting requirement exists as outlined in the agreement.

Payments under this agreement will be disbursed in the form of a paper check (warrant) or via direct deposit (EFT) in accordance with §215.422, Florida Statutes. This election is determined by the Recipient's own selection in the state's vendor information system. A Recipient that wishes to enroll in direct deposit payment can access information on the process on the Florida Department of Financial Services website at <https://www.myfloridacfo.com/division/aa/vendors>.

Appendix A: Reporting Schedule

The documents outlined below must be provided to CJG within the grant management system (GMS) or the Florida Sheriff's Association (FSA) by the specified deadlines in order to avoid delays in payment. Items required prior to the initial payment must be submitted directly to the CJG Grant Manager (GM) via email.

Due Date	Report Name	Related Reporting Period	Submit to:
Prior to initial payment	1) Spending Plan - New Award Year 2) Executed agreement - New Award Year 3) Local operating budget - Previous Award Year	N/A	CJG GM
Jul 15	Quarterly Payroll Certification (Q4, previous award year)	Apr 1 – Jun 30	GMS
Oct 6	CJG will submit the Recipient's Spending Plan to the FSA	N/A	FSA
Oct 15	Quarterly Payroll Certification (Q1, current award year)	July 1 – Sep 30	GMS
Nov 1	Approved local operating budget (current award year)	N/A	CJG GM
Jan 15	Quarterly Payroll Certification (Q2, current award year)	Oct 1 – Dec 31	GMS
Apr 15	Quarterly Payroll Certification (Q3, current award year)	Jan 1 – Mar 31	GMS
Jul 15	Quarterly Payroll Certification (Q4, current award year)	Apr 1 – Jun 30	GMS