

# SIMON USER MANUAL

**Office of Criminal Justice Grants**

**Manual Version 2.3  
Updated October 2011**

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## Before you begin...

Before you begin the application process, you will need:

- 1) Announcement Code – This code was mailed to you from your program office. An announcement code is a security feature that allows you to access the appropriate blank application. Without the code you will not be able to begin the application process.
- 2) FLAIR Number – State Agencies must provide a FLAIR number.
- 3) Vendor (FEID) Number – Non-state agencies must provide a vendor (FEID) number. This is the FEID for the subgrantee, not the implementing agency. If you are unsure whether your agency is a State or local agency, or need to obtain your FLAIR or vendor ID, check with your agency's Chief Financial Officer or Finance Director. If your agency has previously applied in SIMON, this number is retained and you will not need it.
- 4) DUNS # - Both State and Non-state agencies must provide a DUNS # which can be acquired from Dun and Bradstreet. More information about this can be found below under the heading "Creating an organization in SIMON". Like the FEID, this number is retained from previous applications. You will only need it if your agency has never applied in SIMON.

Please consult this manual first for each section that you are attempting to complete. If, after reading the section you are still unable to solve your problem, you may contact the SIMON Specialist at the Office of Criminal Justice Grants for assistance.

- This SIMON user manual is periodically updated as changes are made to SIMON. Check back periodically for new versions by comparing the version number on the front page of the manual to that of your current copy.
- Once you have registered a user account and received a user name and password, you never have to register again. Next time you apply for a grant, you can simply log in, and go straight to Chapter 4, "The Application". The same goes for registration of your Organizations, and the corresponding officials. Please contact your grant manager if you have questions or if your registration information has changed.
- If you lose or forget your password, you can reset it by clicking "**Forgot your password?**" on the login screen. Follow the prompts to reset your password. If you still have problems signing in, remember that the user name is NOT case sensitive, but that the password is. If you are still unable to log in, contact the Office of Criminal Justice Grants.
- If you would like to print any screen in SIMON you may either use the printer icon in the upper right corner of the page, press Ctrl+P on your keyboard or click with your right mouse button and select "print" on the context menu. Note that many SIMON documents also have formatted PDFs available on the left sidebar.
- If you stay idle for 30 minutes, without changing screens, your session will time out. Two minutes before this happens, you will be warned by a pop-up, however, if your computer blocks pop-ups, you will not receive this warning.

## Chapter 1: Getting Started

A. **Request User Accounts:** Go to <http://simon.fdle.state.fl.us>

- 1) Click on the “**Register**” button located in the middle of your screen below “**Need an account?**” (figure 1.1)
- 2) A new window will pop up. (Figure 1.2) Fill out the request completely (Note: all fields with an asterisk (\*) are required.)
- 3) Click “**Submit.**”
- 4) Once your information has been reviewed, verified, and approved by the Office of Criminal Justice Grants, your username and password will be sent to the email address you provided. Please wait patiently. This email should take no more than 1 business day to reach you. Your password can later be reset if you choose to do so.
- 5) You can only have one user account. If the organization name, address, email, your name, position, or title changes, do not create a new account. To update your user information, contact the SIMON specialist or your grant manager at the Office of Criminal Justice Grants.

**Figure 1.1**

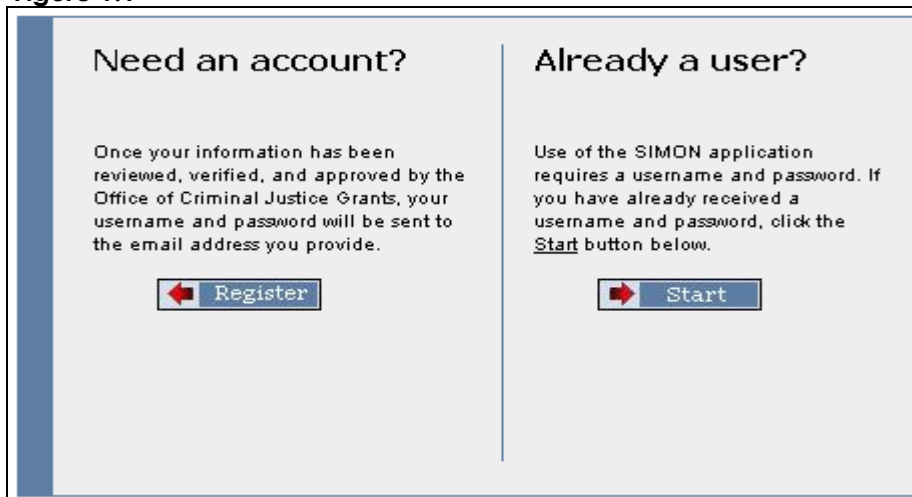


Figure 1.2

User - Basic Information		
First Name:	<input type="text"/>	*
MI:	<input type="text"/>	
Last Name:	<input type="text"/>	*
E-Mail Address:	<input type="text"/>	*
Organization Name:	<input type="text"/>	*
Title:	<input type="text"/>	*

User - Official Business Mailing Address		
Address 1:	<input type="text"/>	*
Phone:	<input type="text"/>	*
	(999-999-9999)	
Ext:	<input type="text"/>	
Address 2:	<input type="text"/>	
Suncom:	<input type="text"/>	
City:	<input type="text"/>	*
Fax:	<input type="text"/>	
State:	<input type="text" value="FL"/>	
Zip:	<input type="text"/>	*

Organization Contact Role Request	
If the organization(s) that you belong to already exists in the system, please select it(them) from the list below to request organization contact role.	
<b>Warning!! Please do not request contact role on organizations that you do not belong to, check correctness of organizations selected before submitting request.</b>	
Available Organizations:	Selected Organizations:
<div><div>Adgam, Inc.</div><div>Alachua County Board of Commissioners</div><div>Alachua County Health Department</div><div>Alachua County Sheriff's Office</div><div>Alachua Police Department</div></div>	<div><div>&gt;&gt;</div><div>&lt;&lt;</div></div> <div></div>
<div>Submit</div>	

## B. Log into SIMON

- 1) After receiving your username and password via email, log onto <http://simon.fdle.state.fl.us>. This is the "Welcome to SIMON" page.
- 2) Click the button in the middle of your screen labeled **"Start"** (Figure 1.1) under the "Already a User" title.
- 3) The login screen will open as a new window. (Figure 1.3) Enter your username and password into the appropriate fields and click **"Login."** Your browser may ask to save your password for future use. It is recommended that you do not do so on any shared computer.

- 4) Please note that while the user name is not case sensitive, the password is. If you enter your password incorrectly six times in a row, your account will be disabled, and you will be required to reset your password. To do so, click **"Forgot your password?"** and follow the prompts on the next screen. A link to reset your password will be sent to your registered email.

**Figure 1.3**



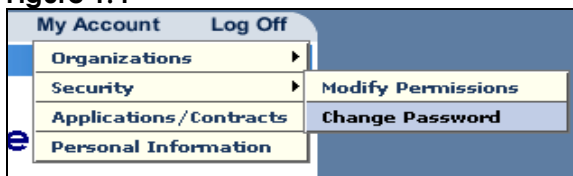
The screenshot shows a login interface titled "Login to SIMON". It contains two input fields: "Enter Username:" with the text "yourname-h" and "Enter Password:" with masked characters. Below the fields is a "Login" button with a red arrow icon. At the bottom, there is a link that says "Forgot your password?".

### **C. Changing Your Password:**

This step can be skipped altogether, but it is highly recommended that you change it to something unique that you are most likely to remember.

- 1) Log into SIMON by entering your new username and password.
- 2) Put your cursor over the "My Account" menu. When you see a drop-down list appear, mouse over **"Security"**. When you mouse over **"Security"**, another drop-down list will appear. Click on "Change Password" (Figure 1.4)
- 3) Complete the form and click **"Change Password"**.

**Figure 1.4**

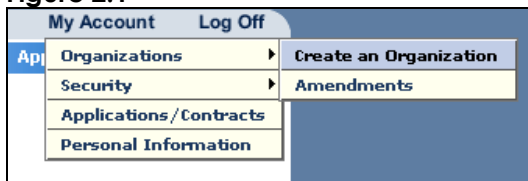


## Chapter 2: Find/Create Your Organization

### A. Search for your organization.

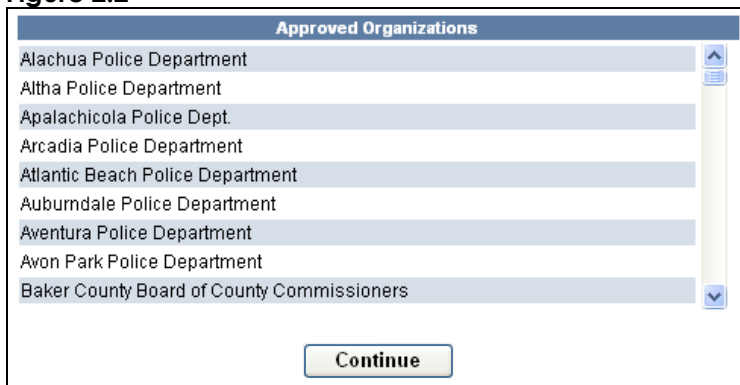
- 1) Log into SIMON
- 2) To find or create an organization, roll your mouse over "**My Account**" at the top of your screen. When the drop-down list appears, roll your mouse over "**Organizations**". When the next list appears, click on "**Create an Organization**". (Figure 2.1)

Figure 2.1



- 3) A list of approved organizations will appear on your screen. (Figure 2.2) Scan the list to see if your organization already exists in SIMON. If you are with a city, be sure to check for both your city name as well as "City of" followed by the name. If your organization's name appears in this list, you should move on to the next chapter of the user manual titled "The Application Process."
- 4) If your organization's name does not appear, click "**Continue**".

Figure 2.2



NOTE: If you are an applicant and your Subgrantee and Implementing agency organizations are NOT already in the system, you must now create them. Please note that in order to do this, you need to have your DUNS (Dun and Bradstreet) number and the Chief Officials' user names. If you do not know the user names of each of your officials, you will be given the opportunity to search for them. If you have not already created user accounts for your officials, you may create user accounts for them during the registration. Go to step B, "**Create your organization**".

## B. Create your organization.

NOTE: The only time you fill out an organization request is if your organization does not yet exist in SIMON. If your agency officials, addresses or name have changed, please either contact OCJG or have the Chief Official submit an organization amendment.

- 1) Enter the name of your organization in the first field. (Figure 2.3)
- 2) Click the appropriate organization type (State or non-state agency). If your organization is a non-state agency, you will need to select your county from the drop-down list.
- 3) Enter your organization's FEID/vendor number. Your finance department should have this number on file. If you chose "State Agency" this field will not appear.
- 4) Enter your organization's DUNS # (Dun and Bradstreet). This number can be obtained free of charge by calling 1-800-333-0505. Be sure to inform the operator that you are applying for a federal grant. If you are unsure whether your organization has one, ask your Finance Officer or visit the Dun and Bradstreet website at [http://www.dnb.com/US/duns\\_update](http://www.dnb.com/US/duns_update)

Figure 2.3

Organization Information	
Organization Name: (Do not use abbreviations.)	<input type="text"/> *
Select Organization Type:	<input type="radio"/> State Agency <input type="radio"/> Non-State Agency / University *
FEID #: (Enter a 9 digit FEID # / Vendor #. Only numbers allowed - no dashes or spaces.)	<input type="text"/> *
	County: <input type="text" value="Alachua"/> *
DUNS #: (Enter only numbers)	<input type="text"/> *
Chief Official Information	
Enter the SIMON username of the individual that will fill the role of Chief Official for this Organization.	
Select:	<input type="text" value="CO has approved user account in SIMON and will enter login Id."/> *
CO's SIMON login Id: <input type="text"/>	
Chief Financial Officer Information	
Enter the SIMON username of the individual that will fill the role of Chief Financial Officer for this Organization. The user must already have an approved user account in SIMON. (Max 50 characters)	
Select:	<input type="text" value="CFO is same as CO"/> *



- 5) Enter your Chief Official (CO)
  - a. From the drop-down menu, select the appropriate action (CO has approved user account in SIMON and will enter login id; Search for user account in SIMON; Create new user account) (Figure 2.4)

**Figure 2.4**

**Chief Official Information**

Enter the SIMON username of the individual that will fill the role of Chief Official for this Organization.

**Select:** CO has approved user account in SIMON and will enter login Id. ▼ \*

CO has approved user account in SIMON and will enter login Id.

Search for CO's user account in SIMON.

Create new user account

- b. If you already know your Chief Official's username, select "CO has approved user account" and enter the user name in the provided field and proceed to input your CFO information.
- c. If you do not know your CO user name, select the search option.
  - i. Enter your Chief Official's last name and click search. (Figure 2.5)
  - ii. If your Chief Official's name appears in the list of approved user accounts, click the button next to correct name.

**Figure 2.5**

**Chief Official Information**

Enter the SIMON username of the individual that will fill the role of Chief Official for this Organization.

**Select:** Search for CO's user account in SIMON. ▼ \*

First Name:  Last Name:

Name	Address	Primary Organization
<input type="radio"/> Smith, Rodney	16908 Northeast Pear Street Blountstown 32424	Blountstown Police Dept.
<input type="radio"/> Smith, Mike	171 1/2 North Lake Avenue Pahokee 33476	City of Pahokee
<input type="radio"/> Smith, Rodney	20580 Central Avenue West Blountstown 32424	Blountstown Police Dept.
<input type="radio"/> Smith, William	6000 - 54th Avenue North Kenneth City	Town of Kenneth City

- d. If your CO's name does not appear, select the "create new user account" option from the drop-down menu. (Figure 2.6)

**Figure 2.6**

- e. Fill out the form entirely. Fields with an asterisk (\*) are required. DO NOT click submit until you have completed the CFO information below.
- 6) Enter your Chief Financial Officer (CFO)
    - a. From the drop-down menu, select the appropriate action (CFO is same as CO; CFO has approved user account in SIMON and will enter login id; Search for user account in SIMON; Create new user account. (Figure 2.7)

**Figure 2.7**

- b. If CFO and Chief Official are the same person, select that option and click submit. Continue to the next chapter of the user manual titled **"The Application Process."** Otherwise, continue on to the next step.
- c. If you already know your CFO's user name, select **"CFO has approved user account"** and enter the user name in the correct field.

- d. If you do not know your CFO user name, select the search option.
- e. Enter your CFO's last name and click **"Search"**. (Figure 2.8)

**Figure 2.8**

	Name	Address	Primary Organization
<input type="radio"/>	Smith,Rodney	16908 Northeast Pear Street Blountstown 32424	Blountstown Police Dept.
<input type="radio"/>	Smith,Mike	171 1/2 North Lake Avenue Pahokee 33476	City of Pahokee
<input type="radio"/>	Smith,Rodney	20580 Central Avenue West Blountstown 32424	Blountstown Police Dept.

- f. If your CFO's name appears in the list of approved user accounts, click the button next to correct name.
- g. If your CFO's name does not appear, select **"Create New User Account"** from the drop-down menu. (Figure 2.9)

**Figure 2.9**

- h. Fill out the form entirely. Fields with an asterisk (\*) are required.
- i. Click **"Submit"** when you are finished.

**NOTE:** After submitting this request, you will receive an email either approving or rejecting the request. This will not occur instantly. Please be patient. This email should not take more than one business day to reach you.

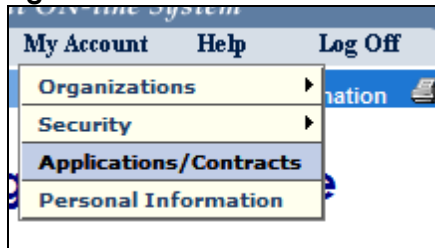
## Chapter 3

### The Application Process

#### A) Create a New Application

- 1) Mouse over the "My Accounts" menu. When the drop-down list appears, click on "**Applications/Contracts**". (Figure 3.1)
- 2) Click on the "**Create New Application**" link in the middle of the screen.

Figure 3.1



- 3) You will now need to enter the Announcement code that was mailed to your program office. Next, if your project is a continuation of a previous year's project, check the box next to "Continuation". (Figure 3.2) A new box will appear, requesting a "Previous Subgrant Number". (Figure 3.3)

Figure 3.2

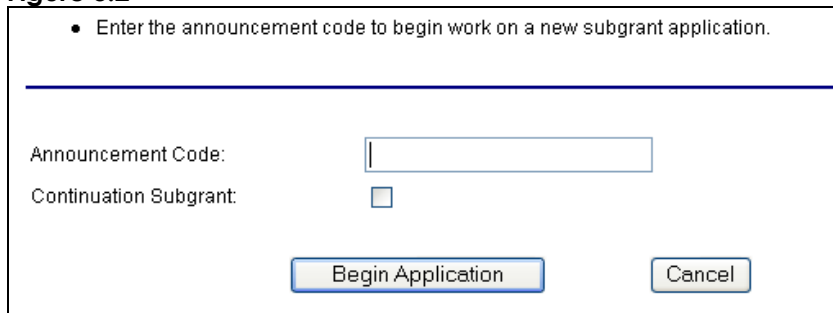
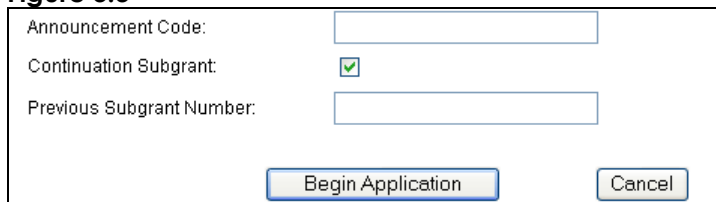
A screenshot of a web form titled 'Enter the announcement code to begin work on a new subgrant application.' The form contains two input fields: 'Announcement Code:' and 'Continuation Subgrant:'. The 'Continuation Subgrant:' field has a checkbox next to it. At the bottom of the form are two buttons: 'Begin Application' and 'Cancel'.

Figure 3.3

A screenshot of the same web form as in Figure 3.2, but with the 'Continuation Subgrant:' checkbox checked. A new input field, 'Previous Subgrant Number:', has appeared below the 'Continuation Subgrant:' field. The 'Begin Application' and 'Cancel' buttons remain at the bottom.

- 4) Click **"Begin Application"**
  - a. If you did not choose a continuation project, go to step 5 below.
  - b. If you chose a continuation project and entered the previous year's subgrant number, you will notice that the next screen pre-fills most of the project information for you. You will need to enter the current project's start and end dates. (Figure 3.4). After choosing the dates, scroll to the bottom of the screen and click "Save". Then, click on the red **"Application Status"** link on the left sidebar to see what sections you still need to complete prior to submission. You can proceed to those sections by clicking on the sidebar links which correspond to each section of the application. You may wish to read the rest of this section for help with any individual screens in the application.

**Figure 3.4**

**Project Information**

Project Title: (max 130 cha)

Subgrantee:

Implementing

Previous Sub:

Project Start Date:

		November, 2006						
		<	Today					>
wk		Sun	Mon	Tue	Wed	Thu	Fri	Sat
43						1	2	3
44		5	6	7	8	9	10	11
45		12	13	14	15	16	17	18
46		19	20	21	22	23	24	25
47		26	27	28	29	30		

Select date

- c. If you are unsure whether your project is a continuation project, contact your grant manager at the Office of Criminal Justice Grants.
- 5) You will now see a **"Lock Transaction"** button in the middle of your screen. Click it to continue with the application. (Figure 3.5) Locking an application means that it is "checked out" for your account only. This prevents multiple users from accidentally working on the same page at the same time. If another user needs to work on the application, be sure to click **"Unlock Transaction"** on this page when you are finished working.

**Figure 3.5**

To edit this transaction, you must click the 'Lock Transaction For Editing' button.

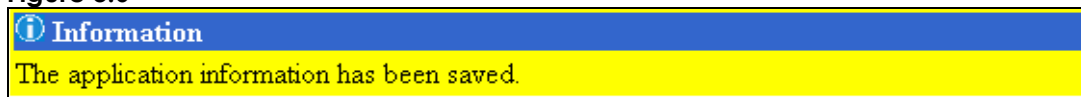
Lock Transaction For Editing

- 6) In the left column on the screen, click the folder icon next to **"Project Overview."**
- 7) Opening the folder will show the **"General Project information"** link. Click it.

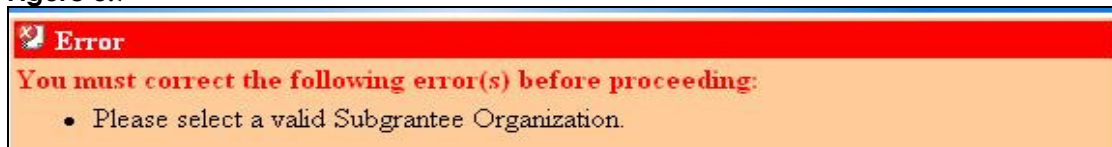
## B. Entering General Project Information

- 1) In the text box next to **"Project Title"**, enter the name of your project.
- 2) Select your organization from the drop-down list next to **"Subgrantee"**, then select the Implementing Agency from the drop-down list next to **"Implementing Agency."** In some cases, the Subgrantee organization is also the Implementing Agency. If that is the case, select your organization as the Subgrantee AND the Implementing Agency.
- 3) Enter the project start and end dates in the next two blanks by using the date picker (See figure 3.4). If you are unsure about the dates, call your Grant Manager.
- 4) In the **"Problem Identification"** box, identify the problem for which you are requesting funds. Please note:
  - a. If you leave the screen idle for 30 minutes, the system will time out and you will have to log in again. "Idle" means that you have not clicked moved between screens in SIMON. Scrolling and typing do not result in communication with the server and will not reset the timer.
  - b. We strongly recommend that you prepare this section in a word processor document, run spell check, then copy and paste the answer into the SIMON system by using the mouse to highlight the text, then using keyboard commands Ctrl+C to copy, then placing the cursor in the box in SIMON and pressing Ctrl+V to paste. The right click paste function of your mouse will NOT work in SIMON.
- 5) Now you will summarize the project in the box next to **"Project Summary"**. This section can be lengthy as well so it is recommended that you first prepare it in Microsoft Word. After pasting the text into SIMON, click Save.
- 6) After clicking save you will either see a yellow note at the top of your screen stating that the application information has been saved, or a red error message stating that by not completing a required field, there is an error (Figures 3.6 and 3.7).

**Figure 3.6**



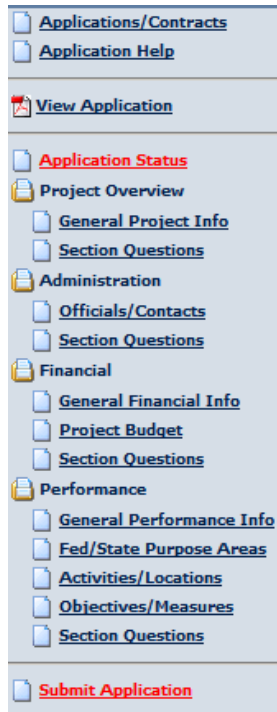
**Figure 3.7**



The only other change you will see on your screen is the appearance of a long list of links in the left column on your screen. This sidebar lists all necessary steps to be completed in this application process. (Figure 3.9)

### C. Get acquainted with the Application Status Screen

Figure 3.8



- 1) On the left side of the screen you will see a long list of links. (Figure 3.8) Near the top of this list is a red link, "**Application Status**". You should check this link periodically when you finish a section to ensure that you have completed it properly. You should work straight down the list of links in the sidebar to prevent confusion. While some sections are not used for every type of grant, you should click on every item in this list in order to be sure that you have completed the application.
- 2) Click on "**Application Status.**"
- 3) Once you have already completed both pages in the "**Project Overview**" section, the status will be complete. (Figure 3.9) Once the status shows complete for the section, you may move on to the next section, "**Administration.**" If it shows incomplete, make sure you have finished both the "**General Project Info**" page and the "**Section Questions**" page below it.

Figure 3.9

Section	Status
Project Overview	Complete
Administration	Incomplete
Financial	Incomplete
Performance	Incomplete

### D. Administration

- 1) In the left column, click on "**Officials/Contacts**" which can be found under the Administration category.
- 2) The Chief Officials and Chief Financial Officers for the Subgrant and Implementing Agency are listed. The Application Manager is automatically listed as whoever is filing out the application. (Figure 3.10)

**Figure 3.10**

The following contacts have been assigned to this subgrant application.

- Use this [link](#) for definitions and instruction related to this page.
- The Subgrantee Chief Official and Chief Financial Officers are assigned when the subgrantee agency is selected. The Implementing Agency Chief Official is assigned when the implementing agency is selected. After application approval, to modify these individuals submit an organization amendment by selecting the "My Account >> Organizations >> Organization Amendment" menu option.
- The Implementing Agency Chief Official can be added by selecting the "Assign Role" button.
- After approval, the Project Director role can be assigned to another individual through Grant Adjustment.
- Select the "Assign Role" button to add a role to the application/subgrant.
- Select the "Remove" hyperlink to remove the role from the application/subgrant role.

---

Subgrant Role	Org	Name	Phone	User Status	Reset
<a href="#">Subgrantee Chief Official</a>	X	Carlos Alvarez	303-375-5071	Approved	
<a href="#">Implementing Agency Chief Official</a>	O	Carolina Montoya	305-514-6087	Approved	
<a href="#">Subgrant Chief Financial Officer</a>	X	Rachel Baum	305-375-4419	Approved	
<a href="#">Application Manager</a>	X	Lawanda Scott	305-514-6000	Approved	

- 3) You **must** add at least a project director to complete this section.
- 4) It is not necessary to add a Performance or Financial Contact, but you may if you wish to divide the tasks amongst different people.
  - a. Click on the "**Assign Role**" button.
  - b. In the first drop-down box, select the role you wish to assign.
  - c. In the next drop-down box, select the appropriate action (Existing Organization Contacts; Existing SIMON user; New User)
  - d. If they are already an Organization Contact, select whether they are a contact for the Subgrantee or Implementing Agency, and then select their name from the drop-down list and click "**save**". (Figure 3.11)

**Figure 3.11**

User Role(s): \*

Select User From: \*

Contact(s): ☐ Subgrantee ☒ Implementing Agency

\*

---

- e. If they are in SIMON but not a contact with your organization, select the "**Existing SIMON user**", select which organization you wish them to be associated with, enter their last name in the appropriate field, and click "**search**"



- f. If the name appears in the user list, click the radio button next to the name selecting them and click **“save.”** (Figure 3.12)

**Figure 3.12**

User Role(s):  \*

Select User From:  \*

Organization:  \*

First Name:  Last Name:

Name	Address	Primary Organization	Status
<input type="radio"/> Smith ,Rodney	20580 Central Av. West Blountstown 32424	Blountstown Police Dept.	Approved
<input checked="" type="radio"/> Smith ,Mike	171 1/2 North Lake Avenue Pahokee 33476	City of Pahokee	Approved
<input type="radio"/> Smith ,Rodney	20580 Central Av. West	Blountstown Police Dept.	Approved

- g. If the name does not appear in the user list, select the **“New User”** option in the **“Select User From”** drop-down box.
- h. Select the organization with which you wish to associate them and fill out the form completely, then click **“save.”** (Figure 3.13)

**Figure 3.13**

User Role(s):  \*

Select User From:  \*

Organization:  \*

**User - Basic Information**

First Name:  \*

MI:

Last Name:  \*

E-Mail Address:  \*

Title:  \*

**User - Official Business Mailing Address**

Address 1:  \* Phone:  \* Ext:

(999-999-9999)

Address 2:  Suncom:

City:  \* Fax:

State:  Zip:  \*

- i. Their status will appear as **“pending”** in the officials/contacts screen until their user account is approved by the SIMON Administrator. (Figure 3.14)

**Figure 3.14**

Assign Role					
Subgrant Role	Org	Name	Phone	User Status	Reset
<a href="#">Subgrantee Chief Official</a>	X	Carlos Alvarez	303-375-5071	Approved	
<a href="#">Implementing Agency Chief Official</a>	O	Carolina Montoya	305-514-6087	Approved	
<a href="#">Financial Contact</a>	O	John Smith	999-999-9958	Pending	<a href="#">Remove</a>
<a href="#">Subgrant Chief Financial Officer</a>	X	Rachel Baum	305-375-4419	Approved	
<a href="#">Project Director</a>	X	Michaela Doherty	305-514-6038	Approved	
<a href="#">Performance Contact</a>	X	Michaela Doherty	305-514-6038	Approved	<a href="#">Remove</a>
<a href="#">Application Manager</a>	X	Michaela Doherty	305-514-6038	Approved	<a href="#">Remove</a>

- 5) Repeat the previous steps for each contact you wish to assign.

**NOTE:** Each role has specific permissions for what they can and can not do in SIMON. Please be sure you are assigning the correct roles to the correct user before submitting your application. Please refer to the chart on page 19 or click on the role name in SIMON to see what it is allowed to do.

- 6) Check your roles for accuracy. If you wish to change your project director after the application is approved, you will need to submit a formal contract adjustment. It is much easier to correct a project director at this time than it will be later.
- 7) If your Chief Official or CFO are incorrect, please follow the instructions in **Chapter 7: Organization Amendments** to correct them. Officials cannot be changed from this screen. The Implementing Agency CFO, however, is not required and can be removed from this screen.
- 8) Click "**Section Questions**" under the administration section on the left sidebar and answer any questions. There are not always section questions for every section, but you should check them each every time to be sure that some have not been added.
- 9) Check your "**Application status**" by clicking on the red link at the top of the list. The status next to the Administration section should say "**complete**". If it does not, make sure that you have added a project director and checked the administration "**Section Questions**" (Figure 3.15).

**Figure 3.15**

Section	Status
Project Overview	Complete
Administration	Complete
Financial	Incomplete
Performance	Incomplete

	Subg. CO	Subg. CO Designee	Imp. Age. CO	Imp. Age. CO Designee	Subg. CFO	Subgr. CFO Designee	Imp. Age. CFO	Imp. Age. CFO Designee	Application Manager	Project Director	Performance Contact	Financial Contact
Create Organization	X	X	X	X					X	X		
Edit Organization	X	X	X	X								
Submit Application	X	X	X	X					X	X		
Edit Application	X	X	X	X					X	X		
Edit Application Overview	X	X	X	X					X	X		
Edit Application Contacts	X	X	X	X					X	X		
Create Grant Adjustments	X	X	X	X					X	X		
Edit Grant Adjustments	X	X	X	X					X	X		
Submit Grant Adjustments	X	X	X	X								
Edit Application Performance Info	X	X	X	X					X	X	X	
Create Performance Report	X	X	X	X					X	X	X	
Edit Performance Report	X	X	X	X					X	X	X	
Delete Performance Report	X	X	X	X					X	X	X	
Submit Performance Report	X	X	X	X					X	X	X	
Edit Application Financial Info	X	X	X	X	X	X	X	X	X	X		X
Create Expenditure Report					X	X	X	X	X	X		X
Edit Expenditure Report					X	X	X	X	X	X		X
Delete Expenditure Report					X	X	X	X	X	X		X
Submit Expenditure Report					X	X	X	X				
Create Cash Advance					X	X	X	X	X	X		
Submit Cash Advance					X	X	X	X				
Edit PGI Information					X	X	X	X	X	X		X
Edit PGI Expenditures					X	X	X	X	X	X		X
Delete PGI Expenditure Report					X	X	X	X	X	X		X
Submit PGI Expenditure Report					X	X	X	X				
Submit PGI Closeout					X	X	X	X	X			
Create PGI Budget					X	X	X	X	X			X
Submit PGI Budget					X	X	X	X				
Delete PGI Budget					X	X	X	X	X			X
Financial Closeout Request					X	X	X	X	X			
Create/Submit Refund Request					X	X	X	X				
Submit Rescission Request	X	X	X	X								
Unlock Transaction									X			

## E. Financial

- 1) Click on the "**General Financial Info**" link which can be found under the "**Financial**" section in the left sidebar.
- 2) First, select the appropriate field for your sub-grant from the drop- down list under the Financial Reporting Frequency (Figure 3.19)
- 3) Click the appropriate "Agency Type" (state or non-state).
- 4) The next box is for your Vendor/FEID or FLAIR number. If you are a non-state agency, your number should already be in the box and you can skip this step. If you are a state agency, you will need to enter your 21 digit FLAIR number here. If you are a non-state agency and your number does NOT appear in this box or appears incorrectly, please contact the Office of Criminal Justice Grants.
- 5) Choose whether or not your project will generate any income with the **Yes** or **No** radio buttons. Then click "**Save**".

**Figure 3.19**

<b>Project Title:</b>	Purchase of Tasers
You have selected the option to enter the General Financial Information for your subgrant application.	
<ul style="list-style-type: none"><li>• Use this <a href="#">link</a> for definitions and instructions related to this page.</li><li>• All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.</li></ul>	
Note: All fields with an * are required.	
<b>Financial Reporting Frequency</b>	
Select the financial reporting frequency you wish to use for this subgrant: <input type="text" value="yearly"/> *	
<b>Subgrantee SAMAS/Vendor Number</b>	
Agency Type:	<input type="radio"/> State Agency <input checked="" type="radio"/> Non-State Agency *
Enter your SAMAS or Vendor Number: (State agencies must enter a SAMAS Number. Non-State Agencies must enter a Vendor Number.)	<input type="text" value="123456789"/> *
<b>Project Generated Income</b>	
Will the project activities generate income(PGI) ? <input type="radio"/> Yes <input checked="" type="radio"/> No *	
<input type="button" value="Save"/>	

- 6) Click on the "**Project Budget**" link below "**General Financial Info**" on the sidebar.
- 7) Enter your desired figures into the chart and click "**Calculate**" to ensure that your numbers fit into the set ranges. There is no need to enter dollar signs or commas, as the system will manage them automatically. (Figure 3.20)

**Figure 3.20**

Budget Status		
	Percentage Allowed	Current Budget Percentage
Maximum percentage of total budget which can be federally funded:	90.0%	89.99
Minimum percentage of total budget which must be match funded:	10.0%	10.01

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$2,000.00	\$1,112.00	\$3,112.00
Operating Capital Outlay	\$8,000.00	\$0.00	\$8,000.00
Indirect Costs	\$0.00	\$0.00	\$0.00
--- TOTALS ---	\$10,000.00	\$1,112.00	\$11,112.00

Calculate
Reset

- 8) Next, scroll down to the budget narrative section.
- 9) Enter the specific type of items to be purchased and the associated costs. Provide sufficient detail to demonstrate a relationship to the grant's "**Problem Identification**" and "**Project Summary**," When describing items, do not identify them by brand name or model number, as these specifics may not be available or optimal at the time of purchase. The budget narrative should include the following:
  - a. Budget Category
  - b. Description of items or services purchased for each budget category.
  - c. Unit cost per item
  - d. Total costs
  - e. Source of local government cash match. (If applicable)
- 10) Once you have entered your project budget and budget narrative, click "save". If there was a problem with the numbers, an error message will appear and you will be asked to make changes and recalculate.
- 11) Click on the "**Section Questions**" link under the Financial Section in the sidebar. If any questions appear, answer them. Otherwise, the system will tell you there are no questions for this section.
- 12) Check your application status. The financial section should now be complete (Figure 3.21)

**Figure 3.21**

Section	Status
Project Overview	Complete
Administration	Complete
Financial	Complete
Performance	Incomplete

## F. Performance

### 1) Federal Purpose Area

- a. Click on the **“General Performance Info”** link under “Performance” in the sidebar. Depending on which Federal program you are participating in, this link may or may not be present in the sidebar. If not, go on to the **“Fed/State Purpose Area”** link on the sidebar. If the General Performance Info link is present, continue with item b.
- b. Select the appropriate Performance reporting frequency from the drop-down list and click “save”.
- c. Click the **“Fed/State Purpose Area”** link under “General Performance Info” in the sidebar.
- d. Click on **“Add Federal Purpose Area”** link (Figure 3.22)

**Figure 3.22**

- e. Click the checkbox next to the Federal Purpose Area (only one) that best applies to your application (Figure 3.23). Click Save.

**Figure 3.23**

	Code	Description
<input type="checkbox"/>	001	Law Enforcement Programs
<input type="checkbox"/>	002	Prosecution and Court Programs
<input type="checkbox"/>	003	Prevention and Education Programs
<input type="checkbox"/>	004	Corrections and Community Corrections Programs
<input type="checkbox"/>	005	Drug Treatment Programs
<input type="checkbox"/>	006	Planning, Evaluation, & Technology Improvement

### 2) State Purpose Area

- a. Depending on which Federal Program you are participating in, this link may or may not be a part of your application. If it is not there, proceed to the next link in the list, Activities/Locations. If your list does include State Purpose Area, please continue with the next step.
- b. Click on **“SPA(s)”** next to your Federal Purpose Area. (Figure 3.24a).

**Figure 3.24a**

Federal Purpose Area(s)				
<a href="#">Add Federal Purpose Area</a>				
Code	Description	Validity	Show	Remove
001	Law Enforcement Programs	Valid	<a href="#">SPA(s)</a>	<a href="#">Remove</a>

- c. Another section will appear below which will prompt you to add a State Purpose area
- d. Click the **"Add State Purpose Area"** link. (Figure 3.24b)
- e. Click the checkbox next to the State Purpose area (only one) that best applies to your application and click **"Save"**.

**Figure 3.24b**

Federal Purpose Area(s)				
<a href="#">Add Federal Purpose Area</a>				
Code	Description	Validity	Show	Remove
001	Law Enforcement Programs	Valid	<a href="#">SPA(s)</a>	<a href="#">Remove</a>
State Purpose Area(s) for Federal Purpose Area 001				
<a href="#">Add State Purpose Area</a>				
There are no State Purpose Areas for the selected criteria.				

3) Activities/Locations

- a. Depending on which Federal Program you are participating in, this link may or may not be a part of your application. If it is not there, proceed to the next link in the list, **"Objectives/Measures,"** If your list does include Activities/Locations, please continue reading here.
- b. Click on the **"Activity Locations"** link on the sidebar in the Performance section.
- c. Click **"SPA(s)"** next to your Federal Purpose area. The State Purpose Area(s) will appear. Click **"Activity(s)"** next to your state purpose area.
- d. Click the **"Manage Activities/Locations"** link (Figure 3.25)

**Figure 3.25**

State Purpose Area(s) for Federal Purpose Area 001			
Code	Description	Validity	Show
001	Law Enforcement Support	Valid	<a href="#">Activity(s)</a>
Activities/Locations(s) for Federal Purpose Area and State Purpose Area			
<a href="#">Manage Activities/Locations</a>			
There are no Activity Locations selected for this subgrant application.			

- e. A series of boxes will now appear. They contain options that will identify your activity and location. Please select one option per box section, then click **"Save"**. (Figure 3.26)

**Figure 3.26**

Activity: Alcohol Enforcement

Target Group: Businesses

Geographic Area: City-Wide

Location Type: Airport

Save Cancel

- f. Click the **"Qts"** link which appears under the **"Questions"** column on the right side of the chart on your screen.
- g. If there are any questions to answer related to the Activities and Locations they will appear at this time. Answer them and click **"Save"**. If there are no questions, go to the next link in the left sidebar: **"Addresses"**.

**\*\*After clicking "save", your screen will look similar to Figure 3.27.**

**Figure 3.27**

Activities/Locations(s) for Federal Purpose Area and State Purpose Area						
<a href="#">Manage Activities/Locations</a>						
Activity	Target Group	Geographic Area	Location Type	Status	Questions	Remove
Alcohol Enforcement	Businesses	City-Wide	Airport	Active	<a href="#">Qts</a>	<a href="#">Remove</a>

- h. If your program involves more than one activity/location, you may now add another activity/location by clicking the **"Manage Activities/Locations"** link on your screen. If your program has just one activity/location, continue with the next step

#### 4) Addresses

- a. Depending on which Federal Program you are participating in, this link may or may not be a part of your application. If it is not there, proceed to the next link in the list, **"Objectives"**. If your list does include Addresses, please continue.
- b. Click the **"Addresses"** link on the left sidebar.
- c. Select your Federal and state purpose areas from the drop-down lists.



- d. Fill in the button next to the Geographic Area that shows up on your screen (Figure 3.28). Click **"Select,"**

**Figure 3.28**

**Federal Purpose Area:** 002 [View](#)

**State Purpose Area:** 09C [View](#)

Geographic Area	Location Type	Target Group	Activity
City-Wide	Boys and Girls Clubs	Drug Offenders	Law Enforcement

[Select](#)

- e. After you click **"Select"**, a **"Manage Addresses"** link will appear. Click it.
- f. Now click the **"Add Address"** link, Fill out the form with the address of the location and click **"Save,"**
- g. Check the box next to the address you just entered, and click **"Save"** (Figure 3.29).
- h. Now proceed to the next link in the sidebar: **"Objectives"**.

**Figure 3.29**

[Add Address](#)

**Juvenile Detention Facility Addresses**

Address Title	Address
<input checked="" type="checkbox"/> <a href="#">detention center</a>	123 Main St., Gainesville, FL, 32605

[Save](#) [Cancel](#)

## 5) Objectives/Measures

- a. Please read the instructions for the entire section before beginning. The objective module has many links and screen changes and can become confusing.
- b. First, click on the **"Objectives/Measures"** link in the sidebar on the left of your screen.
- c. Click **"SPA(s)"** next to your Federal Purpose area, then click Objective(s) next to your state purpose area.

- d. Click the **“Manage Objectives”** link that appears. (Figure 3.30)
- i. Choose the objective or objectives that apply to your application, by clicking the corresponding box, then click **“Save”**.

**Figure 3.30**

**Objective(s) for Federal Purpose Area 001 and State Purpose Area 001**
[Add Project Specific Objectives](#)

	Objective	Objective Description	Required	Type
<input type="checkbox"/>	001.01	New Hire		Uniform
<input type="checkbox"/>	001.02	Overtime		Uniform
<input type="checkbox"/>	001.03	Procuring equipment, technology, and other material directly related to basic law enforcement functions.		Uniform
<input type="checkbox"/>	001.04	Indemnification Insurance		Uniform

- ii. Your screen should now look similar to **Figure 3.31**. If you chose only one objective, then only one objective will be listed.
  - iii. If you wish to include an objective that is not included in the list that appears for you, Contact the Office of Criminal Justice Grants and ask for assistance
- e. Now, under the word **“Show”** in the blue chart on your screen, is the **“Measures”** link. This is listed for each objective you chose. Click it.

**Figure 3.31**

Objective(s) for Federal Purpose Area 001 and State Purpose Area 001					<a href="#">Manage Objectives</a>	
Code	Objective Description	Type	Show	Action		
001.01	New Hire	Uniform	<a href="#">Measures</a>	<a href="#">Remove</a>		
001.02	Overtime	Uniform	<a href="#">Measures</a>	<a href="#">Remove</a>		
001.03	Procuring equipment, technology, and other material directly related to basic law enforcement functions.	Uniform	<a href="#">Measures</a>	<a href="#">Remove</a>		
001.04	Indemnification Insurance	Uniform	<a href="#">Measures</a>	<a href="#">Remove</a>		

- f. Your screen will tell you that there are no measures selected for the above objective and the objective will be listed at the top of the screen. Click on the **“Manage Measures”** link that appears on the left side of the white portion of your screen (Figure 3.32).

**Figure 3.32**

**Measures(s) for FPA 001 and SPA 001 and Objective 001.01**
[Manage Measures](#)

There are no Measures selected for the above Objective.

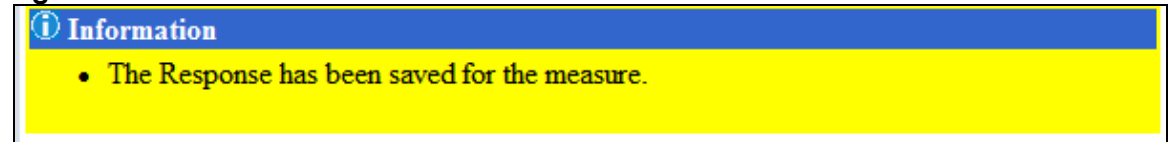
- g. Click the box next to the measure you wish to select, and then click **"Save"**.
- h. Your screen will now look like figure 3.33. This screen is similar to the one where you clicked on the first **"Add/Edit link"**, except that instead of selecting the Add/Edit link under Measures, this time you will select **"Response"** under **"Show,"**

**Figure 3.33**

Measures(s) for FPA 001 and SPA 001 and Objective 001.01				
			<a href="#">Manage Measures</a>	
Code	Measure Description	Status	Show	Action
Part 1	<b>Application :</b> How many new additional law enforcement officers or necessary support personnel will be employed?	Active	<a href="#">Response</a>	

- i. Respond to the question and then click **"Save"**. Your screen should give you a yellow banner across the top indicating that the response for the measure was saved (Figure 3.34).

**Figure 3.34**



- j. If you chose more than one objective earlier in this section, move up on your screen and click **"Response"** for each objective you set.
- k. You are almost done! On the sidebar, click the **"Section Questions"** link. Answer any questions that may appear and click "save". You have now finished all sections of the application.

## Chapter 4

### Submit Application

#### A. Check Status and Submit Application

- 1) Click on the **“Submit Application”** link near the bottom of the left sidebar. This will take you to a page with your application’s status chart.
- 2) This chart will inform you as to whether or not you have missed any steps along the way. If you have, a large red box will appear listing any missing information or steps. Follow the directions in the box to correct the error, or contact the Office of Criminal Justice Grants for assistance. If the application is filled out completely, then all sections will be listed “complete” (Figure 4.1).

Figure 4.1

Section	Status
Project Overview	Complete
Administration	Complete
Financial	Complete
Performance	Complete

**ADDITIONAL FORMS AND DOCUMENTS**  

Prior to submitting your on-line application, print out the following documents and insert them into your hard copy application. All documents with an \* are required to process your application. To print the hard-copy application, follow the instructions in the on-line User Manual under “Check Application Status” on page 20.

(\* = Required for processing application)

- [Standard Conditions \\*](#)
- [Certifications and Authorizations \\*](#) (This includes EEO Certifications, ADP Approval, and Sole Source Justification letters)

- 3) Any additional forms or documents required for submission will appear farther down on the screen. Click the links to open and print them. You **must** print the required documents at this time.
- 4) Click **“Submit”**.
- 5) After clicking **“Submit”**, you will be returned to the main overview screen and will receive a message indicating that submission was successful. (Figure 4.2)

Figure 4.2

**Application/Contract Overview**

**Information**

- The subgrant application has been forwarded to the system administrator for review. An email will notify you of the status of your application after the review has been completed.

- 6) Your application will move from the **“Saved/Returned Applications”** section, to the **“Submitted Applications”** section. (figure 4.3) The link below **“Reference Number”** is your application's identification number. Clicking the link will open a PDF document of your application. You must print out **two original signed copies** of your application and submit them by mail along with any additional forms or documents to the Office of Criminal Justice Grants.

**Figure 4.3**

[Create New Application](#)

Saved/Returned Applications				
Project Title (Edit)	Program	County	Status	Reference Number (View/Print)

Submitted Applications				
Project Title	Program	County	Status	Reference Number (View/Print)
SINGING FOR SOBRIETY	JAGC	Alachua	Pending-SAA	<a href="#">2006-JAGC-281</a>

Awarded Applications				
Project Title	Program	County	Status	Contract Number (View/Print)

Applications Not Awarded				
Project Title	Program	County	Status	Contract Number (View/Print)

- 7) This concludes the application process.

## Chapter 5

### Grant Adjustments

After your application has been awarded, sometimes it is necessary to make adjustments to your grant. In order to make any changes, refer first to this section of the manual, then, if you still need help, contact the Office of Criminal Justice Grants for assistance.

Remember, only the Chief Official, Application Manager or Project Director may create grant adjustments and only the Chief Official or their official designee may submit one.

#### A. Log into SIMON

- 1) Go to <http://simon.fdle.state.fl.us>
- 2) Click "**Start**". A new window will open. Enter your username and password into the appropriate fields and click "**Log in.**" Please note that your username is not case sensitive, but your password is.

#### B. Getting back into your application

- 1) Mouse over the "**My Account**" menu at the top of the page. Then click on "**Application/Contracts**," in the drop-down menu.
- 2) You will see your application under the "**Awarded Applications**" section. Click on your project title. If your application is listed in a status other than "Awarded," you may not adjust it at this time. Please contact your grant manager at the Office of Criminal Justice Grants for instructions.
- 3) Click on the "**Grant Adjustments**" link found in the left column on your screen.
- 4) Click "**Create New Grant Adjustment**" in the middle of your screen. If the link is not present, either you do not have the permissions required to create a grant adjustment, or one has already been created for your grant. If one has already been created, click on its adjustment number in the saved adjustments category below and continue with the next step.
- 5) When you click this link, a new list of links appears in the column on the left side of your screen. These pages are identical to the original application.
- 6) Click the "**Lock Transaction for editing**" button in the middle of the screen to check the adjustment out for your account. Only one user can work on an adjustment at a time. If it is already locked by someone else, have that person unlock it when they are finished so that you will be able to lock it and make changes yourself.

### C. Make/Verify Adjustments

- 1) Click on any section of the grant that you would like to adjust, and make appropriate changes. Be sure to save after any changes where a save button is available. For more information about specific contract pages, read **Chapter 3: The Application Process**.
- 2) Now that you have edited the section, check to see that the document now reads correctly by clicking the red **"Amendment Summary"** link on the sidebar. It is near the top. This page will list the four sections of your grant, as well as any modifications you have made to any section. (See figure 5.1) Click the **"View Changes"** link to verify that the modifications are correct. This will show a window with the old value, as well as the new one. Changes are highlighted in green. (See Figure 5.1)

**Figure 5.1**

Content Modified	
Budget Narrative	
Old Value	Amended Value
THE BUDGET CATEGORY IS MULTIJURISDICTIONAL TASK FORCES, THE GRANT FUNDS WILL BE USED TO BUY SEVERAL ITEMS OF EQUIPMENT, PAY OVERTIME AND USED FOR THE PURCHASE OF ILLEGAL DRUGS DURING UNDERCOVER OPERATIONS. SALARIES OVERTIME (750-800 HOURS) 25,012.00 EXPENSES 16,830.00 DRUG BUY MONEY 10,030.00 AIRFARE 2,000.00 AIRFREIGHT 780.00 COLLAR 160.00 CHOKE CHAINS 40.00 HARNESS 320.00 LEASHES 280.00	THE BUDGET CATEGORY IS MULTIJURISDICTIONAL TASK FORCES, THE GRANT FUNDS WILL BE USED TO BUY SEVERAL ITEMS OF EQUIPMENT, PAY OVERTIME AND USED FOR THE PURCHASE OF ILLEGAL DRUGS DURING UNDERCOVER OPERATIONS. SALARIES OVERTIME (750-800 HOURS) 25,012.00 EXPENSES 14,830.00 DRUG BUY MONEY 10,030.00 COLLAR 160.00 CHOKE CHAINS 40.00 HARNESS 320.00 LEASHES 280.00 MUZZLES 560.00 WATER BOWLS 48.00

- 3) If you need to make more changes, use the sidebar to access the appropriate section of the contract. After verifying that the changes are correct, return to the sidebar and click **"Amendment Document."** This will open a PDF of the changes made to the grant.
- 4) You are no longer required to mail this document to the Office of Criminal Justice Grants. You are encouraged to print keep a copy for your records.

#### D. Submitting your Grant Adjustment

**Note:** Only the **Chief Official** of the subgrantee or implementing agency or their **official designee** may perform the final submission of a grant adjustment.

- 1) When you have printed the Amendment Document and are ready to submit your grant adjustment, click on the red “**Contract Amendment Status**” or the red “**Submit Adjustment**” link in the list on the left of your screen. These are the same submit links you used when you submitted your application initially.
- 2) In the box labeled “**Adjustment Justification**”, briefly explain the purpose of the adjustment and why it is needed.
- 3) Carefully read the paragraph below certifying that you have the authority to submit the document, then check the box to agree.
- 4) Click “Submit” to electronically sign and submit your grant adjustment to OCJG in SIMON. If there are any other issues or problems with your contract, you will be contacted by your grant manager.
- 5) When the adjustment is approved, an email will be sent to the **Application Manager**, the **Project Director** and the user who submitted the adjustment.



## Chapter 6

### Performance Reporting

#### A. Log into SIMON

- 1) Go to <http://simon.fdle.state.fl.us>
- 2) Click "**Start**". A new window will open. Enter your username and password in the appropriate fields and click "**Log in.**" Please note that your username is not case sensitive, but your password is.

#### B. Getting back into your application

- 1) Mouse over the "**My Account**" link at the top of your screen, then click "**Application/Contracts.**"
- 2) You will see your application located in the "**Awarded Applications**" section.
- 3) Click on your project title.

#### C. Create a Performance Report

- 1) Click on the "**Performance Reports**" link on the left sidebar. (See figure 6.1)

Figure 6.1



- 2) Click “**New Performance Report**” (Figure 6.2).

**Figure 6.2**

The screenshot shows a web interface titled "Performance Report Summary" in a blue header bar. Below the header, the contract number "2006-JAGC-ALAC-8-M8-242" is displayed in bold. A message states: "You have selected the option to manage your Performance Reports." Below this message is a bulleted list: "• You may create a new Performance Report by selecting the New Performance Report hyperlink below." and "• Performance Reports listed as 'Saved/Returned' table are available for editing." At the bottom of the list is a blue hyperlink labeled "New Performance Report".

- 3) On the next screen (figure 6.3), enter your narrative, describing performance activities for the reporting period. Click “**Save**”. The reporting period is filled in for you. You cannot change these pre-filled dates.

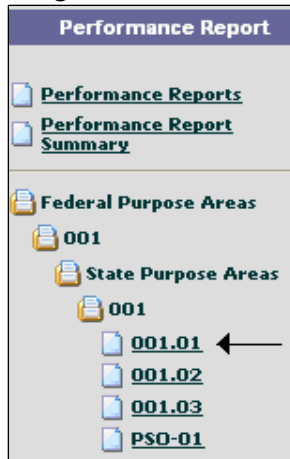
**Figure 6.3**

The screenshot shows a web interface titled "New Performance Report" in a blue header bar. Below the header, the contract number "Contract Number: 2006-JAGC-ALAC-8-M8-242" is displayed. Underneath is the section header "Performance Report". The "Reporting Period" is shown as "11/04/2005 - 11/25/2005" with date pickers. Below this is a label "Narrative :" followed by a large text area for input. At the bottom right of the text area is a small asterisk "\*". A "Save" button is located at the bottom center of the page.

- 4) Next, click the “**Lock Transaction for Editing**” button in the center of the page. This checks the report out for your account so that only you can work on it. You must do this to edit or submit the report.

- 5) With the transaction locked, the report now contains buttons for **“Save”**, **“Submit”** and **“Delete”**. You are not ready to submit the report, however, until you finish the individual objective questions (Figure 6.5).

**Figures 6.4 and 6.5**



- 6) On your left sidebar are links which correspond to each objective in your contract. Click each one and answer the questions presented, being sure to save on each separate page before moving on (Figure 6.4)

A screenshot of the "Performance Report" main form. At the top, it displays "Subgrant Number: 2007-JAGC-DADE-1-P3-152". Below this, a yellow box contains the message: "To edit this transaction you must acquire a lock on it. Transaction currently locked by: Carolina Montoya" with an "Unlock Transaction" button. The main section is titled "Performance Report" and contains a "Reporting Period" field set to "04/01/2007 - 06/30/2007". Below this is a "Narrative" section with a text area containing "testing!!". At the bottom, there are three buttons: "Save", "Submit", and "Delete".

#### **D. Submit a Performance Report**

- 1) After you have answered all of the measures, click **“Performance Report Summary”** on the left sidebar. This link returns you to the main narrative.
- 2) If it is the end of the reporting period, click **“Submit”**. If it is not the end of the reporting period, you will have to come back to the performance report section to submit the report after the reporting period is over.
- 3) If you choose to create more than one performance report, you can manage them by clicking the **“Performance Reports”** link on the sidebar. They will be listed separately on the performance reports screen (Figure 6.6).

Figure 6.6

Performance Report Summary			
<hr/>			
2006-JAGC-ALAC-8-M8-242			
<hr/>			
You have selected the option to manage your Performance Reports.			
<ul style="list-style-type: none"><li>• You may create a new Performance Report by selecting the <a href="#">New Performance Report</a> hyperlink below.</li><li>• Performance Reports listed as "Saved/Returned" table are available for editing.</li></ul>			
<a href="#">New Performance Report</a>			
<b>Request Num</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status</b>
<u>1</u>	11/04/2005	11/25/2005	Saved

- 4) To print your performance reports, click on the Request number of the report, then print the PDF document.
- 5) If you have already submitted the report and need to change something, contact OCJG to have it returned.
- 6) Once you have created a performance report and saved it, it is available for editing before submitting. However, when you click the request number to edit, you will then have to 'lock' the transaction for editing or your edits will not be saved. Remember, if you are not submitting the report at that time, click "Unlock Transaction" when you are finished to open it for others.

## Chapter 7

### Organization Amendments

From time to time, Officials such as the Mayor, Chief of Police, Chairperson or Sheriff may change. When this happens, it is necessary to make an organization amendment to update the information listed for your organization.

**Note:** If the Project Director changes, you are required to submit a formal grant adjustment rather than an Organization Amendment. See “**Chapter 5: Grant Adjustments**”

If you wish to change the Application Manager, Performance Contact, or Financial Contact, you can do so without a grant adjustment. Open the grant; click the “**Subgrant Officials**” link on the left. To remove a contact, click the remove link next to the contact you are wishing to remove. Refer to **Chapter 3, Section D: Administration** for more details.

#### A. Create a user Account for the new user

- 1) Follow directions for creating a new user account for your chief official in **Chapter 1: Getting Started**.
- 2) Only a **current chief official** can create an organization adjustment. If you are not a chief official or one is not available, contact the Office of Criminal Justice Grants to have the adjustment handled manually.
- 3) Otherwise, log into SIMON under the account of the current Chief Official.

#### B. Create an Organization Amendment

Amendments are changes to organization name, identification numbers or officials. **Only a current chief official** can create one. These steps will not work if you are not a chief official.

- 1) Mouse over “**My Account**” at the top of your screen. Then, mouse over “**Organizations**”, then click “**Organization Amendment**”.
- 2) Select your organization from the drop-down menu that appears. If your organization name does not appear in the drop-down menu, contact the Office of Criminal Justice Grants for assistance.
- 3) After clicking on your organization name, click “**View**”, then “**Create new amendment**” on the next screen. If that link does not appear, make sure there are no saved amendments. You may only make one amendment at a time.
- 4) Read the instructions carefully. You can change any field you wish by simply putting the new, necessary data into the blank spaces. **Anything you are not changing should be left blank.**

- 5) Click **“Submit”**. This submits the organization amendment request to the system administrator. Please be patient, as with other SIMON processes, it may take 1 business day for the amendment to be approved or rejected.

**Figure 7.1**

	<b>Standard Permission Levels for City, Town or County Officials</b>	<b>Standard Permission Levels for Police Department or Sheriff's Office Officials</b>
<b>Mayor</b>	Chief Official	Contact
<b>Chairman</b>	Chief Official	Contact
<b>City Manager</b>	Chief Official	Contact
<b>Chief of Police</b>	Contact	Chief Official
<b>Sheriff</b>	Contact	Chief Official
<b>City/County Clerk</b>	Chief Financial Officer	Chief Financial Officer*
<b>Finance Director</b>	Chief Financial Officer	Chief Financial Officer
<b>Project Director</b>	Contact**	Contact**

\*The City/County Clerk is generally the CFO for the local law enforcement agency, however it is also common for the agency to have their own finance officer.

\*\*The project director ordinarily is not one of the officials, however if an official is taking a direct role in the grant process, it is possible that they will be in both positions.

## Chapter 8 Expenditure Reporting

### A. Create an Expenditure Report

- 1) Log into your SIMON account; go to **"My Account"**, then **"Applications/Contracts"** and click on the title of the contract you will be entering an expenditure report for.
- 2) Click **"Financial Management"** on the left sidebar. In the center of the screen, select **"Expenditure Report"** in the drop-down box. (figure 8.1)

**Figure 8.1**

Rqst#	Date	Type	Amount	Status	Status Date
1	02/27/2006	Expenditures	0.00	Saved	02/27/2006

- 3) Click the **"Lock Transaction for Editing"** button to continue with your expenditure report (Figure 8.2).
- 4) This screen is a summary of expenditures. The grey boxes are automatically generated subtotals. To edit each section, you will need to click the corresponding link in the left sidebar.
- 5) Please note that the reporting period on the screen is pre-filled with what was chosen as the reporting frequency in the application process and cannot be changed without submitting a grant adjustment

**Figure 8.2**

BUDGET CATEGORIES	SUBTOTALS
Salaries and Benefits	\$0.00
Contractual Services	\$0.00
Expenses	\$0.00

## B. Enter Line Items for Budget Categories

NOTE: For simplicity, two different budget categories will be explained here: Salaries and Benefits and Contractual Services. The other sections operate in the same fashion.

### 1) Salaries and Benefits

- a. On the sidebar, click on the budget category (Salaries & Benefits, Contractual Services, etc.) On the category screen, click **"Add New Line Item"** (Figure 8.3). This example shows the **"Salaries and Benefits"** budget category.
- b. Enter the data into the white boxes. **Always click the "calculate" button at the bottom of the screen, followed by "save" (not shown in picture).** The areas in gray will automatically be calculated for you. (Figure 8.4 on next page)

Figure 8.3

The screenshot shows a web interface for managing line items. At the top, there's a blue header bar with the text 'Edit Expenditure Report | Manage Line Items'. Below this, a horizontal line separates the header from the main content area. The main content area has a title 'Contract Number: 2006-JAGC-STLU-1-M8-164'. Below the title, there are four fields: 'Expenditure Req#: 1', 'Reporting Period: 10/01/2005 - 12/31/2005', 'Charge To Cash Advance?: NO', and 'Line Item Category: Salaries and Benefits'. To the right of the 'Line Item Category' field, there is a link 'Click Here' with a downward arrow pointing to a button labeled 'Add New Line Item'. Below the 'Add New Line Item' button, there is a table with seven columns: 'Name of Employee', 'Job Title', 'Total Hours Worked', 'Hours worked on Project', 'Regular Salaries & Benefits Chaged to Project', 'Overtime Salaries & Benefits Chaged to Project', and 'Total Chaged to Project'. The table has a row for '--- Totals ---' with values: '\$0.00', '\$0.00', and '\$0.00'.

Name of Employee	Job Title	Total Hours Worked	Hours worked on Project	Regular Salaries & Benefits Chaged to Project	Overtime Salaries & Benefits Chaged to Project	Total Chaged to Project
--- Totals ---				\$0.00	\$0.00	\$0.00

- c. If there are other expenditures in different budget categories, choose the next budget category from the sidebar, then click **"Add New Line Item"** again.
- d. After completing the form and returning to the Manage Line Items screen in **Figure 8.3** you will see the details of the category you just entered. Now it is time to submit.
- e. To submit, select the red **"Expenditure Report Status"** link from the sidebar. At the bottom of that screen you will see a "Submit" button. Click it to submit your expenditure report. You do not need to submit a paper copy, though you may print one out for your records.
- f. **Remember: Only the CFO or their Designee is able to submit the report. If you are preparing the report for your CFO, make sure you have saved all your information and clicked "Unlock" before logging out of SIMON.**



Figure 8.4

<b>Name of Employee</b>	K. Albritton *	
<b>Employee Title</b>	Detective *	
	<b>Regular Pay</b>	<b>Overtime Pay</b>
<b>Type of Work Performed on Project</b>	Investigations	
<b>Total Hours Worked</b>	172.0	
<b>Hours Worked on Project</b>	172.0	0.0
<b>Gross Salary for Pay Period</b>	\$2,668.10	
<b>Overtime Pay Rate per hour</b>		\$0.00
<b>Charges To Project</b>	\$2,668.10	\$0.00
<b>Health</b>	\$565.69	\$0.00
<b>Insurance</b>	\$0.00	\$0.00
<b>Life Insurance</b>	\$1.55	\$0.00
<b>Retirement</b>	\$487.28	\$0.00
<b>FICA</b>	\$180.36	\$0.00
<b>Others</b>	\$0.00	\$0.00
<b>Others Description</b>		
<b>Total Benefits Paid this Period</b>	\$1,234.88	\$0.00
<b>Total Benefits Charged to Project</b>	\$1,234.88	\$0.00
<b>Total Charges to Project</b>	\$3,902.98	\$0.00

☐ Admin Override

## 2) Contractual Services

- a. The Contractual Services category is different from the other categories because it contains a Sub-report option. Sub-reports provide details of the charges that were made for Contractual Services. This takes the form of a separate expenditure report which exists entirely inside a single contractual services line item. If you need help determining whether you need to include any sub-reports, contact your grant manager.
- b. Click on **"Contractual Services"** under **"Line Item Details"** from the sidebar. Click on **"Add New Line Item"**. Complete the fields.
- c. Fill in the required information in the **"Edit Line Item"** screen; make sure to select **"Yes"** for Contractual Services Line Item Details (Figure 8.5). This will create a sub-report for you to fill out. If you are unsure about whether you should answer **"Yes"** to Contractual Services Line Item Details, contact your grant manager.

**Figure 8.5**

**Vendor:**(max 100 characters)

\*

**Description of Services Provided (Provide Unit Cost if Applicable):** (max 255 characters)

\*

**Date Paid:**   \* (M/D/YYYY)

**Check Number:**  \*

**Does this Contractual Service Line item need further breakout into sub-categories of:**

- Salaries and Benefits
- Contractual Services
- Expense
- Operating Capital Outlay
- Indirect Costs?


☐ Yes ☐ No \*

**Recurring Expense**(Automatically copies ☐ into next report):

3) Click **“Save”** at the bottom of the screen.

a. Your newly added sub-report is now listed above. Click on the number under **“Sub-report Details”** (Figure 8.6).

**Figure 8.6**

[Edit Expenditure Report](#) | [Manage Line Items](#) 

---

**Contract Number: 2006-JAGC-STATE-7-M8-257**

---

**Expenditure Req# :** 1

**Reporting Period :** 10/01/2005 - 12/31/2005

**Line Item Category :** Contractual Services

---

✓ Recurring Expense [Add New Line Item](#)

Vendor	Description of Service Provided (Provide the Unit Cost if Applicable)	Date Paid	Check Number	Amount	Sub Report Details
✓ <a href="#">Max Solutions</a>	Support	04/28/2006	1002	0.00	<u>1</u>
<b>--- Total ---</b>				\$0.00	

4) You are now in the **“Edit Contractual Services Report”** screen. Notice you now have a new line item sidebar for this sub-report (Figure 8.7).

Figure 8.7

**FOLE** My Account Admin Search Log Off User Manual  
Edit Contractual Services Report

**Expenditures**

- [Back to main Expenditure Report](#)
- Contractual Services**
  - Line Item Details
  - Salaries & Benefits
  - Contractual Services
  - Expenses
  - Operating Capital Outlay
  - Indirect Costs

**Contract Number: 2006-JAGC-STATE-7-M8-257**

Subgrantee : Florida Department of Law Enforcement  
Title: SubReport

BUDGET CATEGORIES	SUBTOTALS
Salaries and Benefits	\$0.00
Contractual Services	\$0.00
Expenses	\$0.00
Operating Capital Outlay	\$0.00
Indirect Costs	\$0.00
<b>--- TOTALS ---</b>	<b>\$0.00</b>

- 5) Click on the budget category for which you need to add line item details.
  - a. Example: Click "**Salaries and Benefits**" on the Contractual Services sidebar shown in **Figure 8.7**, then "**Add New Line Item**". Fill in the required information and click "**Save**". Do this for the remaining line items. Once you are finished, click on the red "**Back to main Expenditure Report**" link on the left sidebar (Figure 8.7 above).
- 6) If there are items in other budget categories that require line item details, click on those category links on the sidebar ("**Expenses**", etc.) and repeat the steps above.
- 7) When you are finished entering your line items, click on the "**Expenditure Report Status**" link on the sidebar. You will return to the screen "**Edit Expenditure Report**" (Figure 8.2 above).
- 8) You will see the report you just entered listed in the table. If everything looks correct, click "**Submit**" to digitally sign the report and submit it to OCJG.

**Note: Only the CFO or their Designee is able to submit the report. If you are preparing the report for your CFO, make sure you have saved all your information and clicked "Unlock" before logging out of SIMON.**

Figure 8.8

**FOLE** My Account Admin Search Log Off User Manual

**Subgrant Management**  
2006-JAGC-279

**Subgrant Financial Overview**

**Contract Number: 2006-JAGC-STATE-9-M8-260**

New Transaction:

Rqst#	Date	Type	Amount	Status	Status Date
1	03/27/2006	Expenditures (03/09/2006-03/10/2006)	0.00	Pending-SAA	03/27/2006
2	03/27/2006	Expenditures (03/01/2006-03/10/2006)	233000.00	Pending-SAA	03/27/2006
3	03/27/2006	Expenditures (03/01/2006-03/10/2006)	0.00	Pending-SAA	03/27/2006
4	03/27/2006	Expenditures (03/01/2006-03/10/2006)	0.00	Saved	03/27/2006

**Financial Reports**

- 9) After submitting, you will be returned to the Subgrant Financial Overview Screen (Figure 8.8). This shows all expenditure reports you have generated, as well as the status of each report. Any that you have submitted will be listed as **Pending-SAA**, which means it is awaiting approval. Once it has been processed and approved, the status will change to **Approved**.
- 10) By logging into SIMON and clicking the "**Financial Management**" link on the sidebar, you can check to see if your report has been approved. If you need to, you can print a copy of your report by clicking the request number. This will open a PDF document, which you can print and/or save for your records.

## Chapter 9 PGI Reporting (Project Generated Income)

Not all grants have PGI. Contact your Grant Manager if you are not sure if your grant has PGI.

PGI has three components:

- A. PGI Earnings Reporting
- B. PGI Budget Request
- C. PGI Expenditure Reporting

### A. PGI Earnings Reporting:

- 1) Log into SIMON. Mouse over **"My Account"** on the header and click **"Applications/Contracts."**
- 2) Click the project title of the grant you wish to work on.
- 3) Go to bottom of the sidebar and click **"PGI Reports Management"** (Figure 9.1)
- 4) Click **"New PGI Earnings and Expenditures Report"** (Figure 9.1)
- 5) Click **"Lock Transaction for Editing"**. (Figure 9.2)

**Figure 9.1**

Rqst#	Reporting Period	PGI Earned	Expenses Reported	Status	Status Date
1	(11/24/2005-11/30/2005)	1000.00	0.00	Approved	02/08/2006
2	(12/01/2005-12/31/2005)	0.00	723.00	Approved	02/08/2006

- 6) The PGI Earnings and Expenditures Report will appear. (See Figure 9.2) You will notice the reporting period is pre-filled. You cannot edit the reporting period. Enter the PGI earnings in the "Total PGI for this Period" box. (This is indicated with an asterisk) Click **"Save"**, then **"Submit"**.

- 7) You will be returned to the page in figure 9.1. Your PGI request is now listed in the box. If you would like to print the report, click on the Request number in the “**Rqst**” column.
- 8) **Note: Only your agency’s CFO may submit this report. If you are filling it out for the CFO, click “Save” and then “unlock”. If you do not unlock, no one else will be able to access it for submission or editing. If you are opening a saved report to edit or submit, you must click “Lock Transaction” to continue.**

Figure 9.2

**PGI Earnings and Expenditures Report**

To edit this transaction you must acquire a lock on it.  
Transaction currently locked by: Joe Flint  
[Unlock Transaction](#)

---

**Subgrant Number: 2006-JAGC-GLAD-1-M8-166**

---

Subgrantee :	Glades County Board of Commissioners
PGI Report # :	3
Reporting Period :	04/01/2006 - 06/30/2006
Total PGI for This Period :	\$0.00*
Federal Budget Percentage :	100.0
Reportable PGI :	\$0.00
Status :	Saved

---

You can only report the PGI earned for this reporting period. You are not allowed to report PGI Expenditures in this report, as there is no PGI Budget approved for this grant. To expend the PGI earned you must submit Budget and get it approved.

---

[Submit](#) [Save](#) [Delete](#) [Close](#)

#### B. Create a PGI Budget Request:

- 1) Log into SIMON. Mouse over “**My Account**” on the header and click “**Applications/Contracts.**”
- 2) Instead of clicking “**PGI Reports Management**” on the left sidebar, click on “**PGI Budget Management**”. Then, click the “**New PGI Budget**” link that appears in the upper right corner of the screen.

- 3) Select which budget category (or categories) you would like to put funds in. Fill in the amount you would like to put into that category. In the Budget Narrative box, list items you would like to purchase with PGI funds, by budget category. (Figure 9.3)
- 4) After you have entered the numbers, click the Calculate button. (Not shown). After calculating the amount, click the **"Submit"** button at the bottom of the screen (not shown). It will return you to the screen where it lists the request numbers. Click the Request number in the **"Rqst"** column.

**Figure 9.3**

Subgrant Number: 2006-JAGC-XXXX-X-XX-XXX			
Project Title :	Title of your project Here		
Subgrantee :	Your City or County		
Total PGI :	\$ Amount of money you have reported		
Approved Budget :	\$ In budget from a previous budget request. (For this example, amount is \$2997.90).		
Total PGI Unbudgeted :	\$ Total you have earned, but not budgeted. (Available for budget)		
Approved Expenditure :	\$0.00		
Project Start Date :	10/01/2005		
Project End Date :	09/30/2006		
Application Contact:	SIMON contact person's name here		

Budget Category	Old Budget	New Budget	Budget Difference (New - Old)
Salaries and Benefits	\$0.00	<input style="width: 80%;" type="text"/>	
Contractual Services	\$0.00	<input style="width: 80%;" type="text"/>	
Expenses	\$2,997.90	\$5000.00	\$2002.10
Operating Capital Outlay	\$0.00	<input style="width: 80%;" type="text"/>	
Indirect Costs	\$0.00	<input style="width: 80%;" type="text"/>	
--- TOTALS ---	\$2,997.90	<input style="width: 80%;" type="text"/>	\$2002.10

**Budget Narrative: \***

**Expenses Budget Category:**

**In-car video camera equipment**

**Installation of cameras**

**Shipping and Handling**

**Total: \$5,000**

NOTE: You will not be able to enter a PGI Expenditures report until the budget is approved.

### C. PGI Expenditure Reporting

- 1) Click **"PGI Reports Management"** on the sidebar.
- 2) Click **"Create New PGI Earnings/Expenditures"**. Choose the Budget Category by clicking the Budget Category links on your sidebar.
- 3) If your PGI Budget reflected the purchase of some type of equipment, you would click **"Expenses"** on the sidebar (Figure 9.4), and then click **"Add New Line Item"** on the following screen. (Figure 9.5)

Figure 9.4

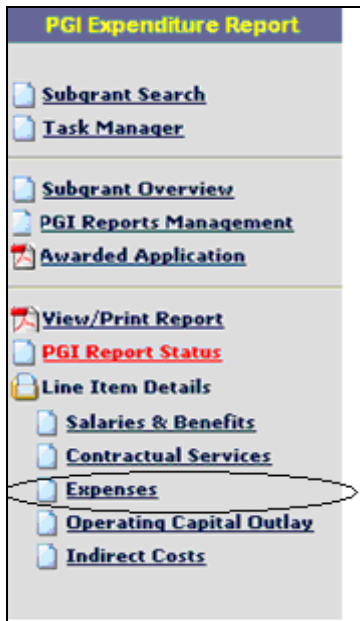


Figure 9.5

The image shows the 'Manage Line Items' screen for Contract Number 2006-JAGC-STATE-7-M8-242. The screen displays the following information:

- Contract Number: 2006-JAGC-STATE-7-M8-242
- Expenditure Req#: 3
- Reporting Period: 01/01/2006 - 01/31/2006
- Charge To Cash Advance: NO
- Line Item Category: Expenses

A 'Click Here' button points to the 'Add New Line Item' link. Below this, there is a table with the following columns: Vendor, Description of Item, Date Paid, Check Number, and Amount. The table currently shows a total of \$0.00.

Vendor	Description of Item	Date Paid	Check Number	Amount
--- Total ---				\$0.00

- 4) Clicking **"Add New Line Item"**, will bring you to the Edit Line Item screen, which is identical to the ones you use in general Expenditure Reporting. (See Figure 9.6)



Figure 9.6

**Contract Number:** 2006-JAGC-STATE-7-M8-242

**Expenditure Req# :** 3  
**Reporting Period :** 01/01/2006 - 01/31/2006  
**Charge To Cash Advance:** NO  
**Line Item Category :** Expenses

**Vendor:** (max 100 characters)  \*

**Description of Item:** (max 255 characters)  \*

**Date Paid:**  ... \*

**Check Number:**  \*

**Amount:**  \*

- 5) Enter the Vendor, Description of Item, Date paid, Check number and the amount, then click **"Save"**.
- 6) It returns you to the **"Manage Line Items"** screen featured in **Figure 9.7**. You will see the item you just entered listed in the table. If you need to list any other items purchased, click **"Add new Line Item"** again, and enter the data. If not, go to the next step.
- 7) Once you are done entering line items, click **"PGI Report Status"** on the left sidebar. (Figure 9.8)

Figure 9.7

**Contract Number:** 2006-JAGC-STATE-7-M8-242

**Expenditure Req# :** 3  
**Reporting Period :** 01/01/2006 - 01/31/2006  
**Charge To Cash Advance:** NO  
**Line Item Category :** Expenses

**Add New Line Item**

Vendor	Description of Item	Date Paid	Check Number	Amount
Test	Test	01/13/2006	12345678	100.0000
--- Total ---				\$100.00


Figure 9.8

**PGI Expenditure Report**


- [Subgrant Search](#)
- [Task Manager](#)
- [Subgrant Overview](#)
- [PGI Reports Management](#)
- [Awarded Application](#)
- [View/Print Report](#)
- [PGI Report Status](#)
- [Line Item Details](#)
  - [Salaries & Benefits](#)
  - [Contractual Services](#)
  - [Expenses](#)
  - [Operating Capital Outlay](#)
  - [Indirect Costs](#)


- 8) The report you just entered will be listed in the table. If everything looks correct, click **“Submit”** to submit the Expenditure report request to the System. It will then prompt you to print the document. Click the link provided on the screen to print, then have it signed by the CFO and send to OCJG for processing.
- 9) After submitting, you will be returned to the PGI Earnings and Expenditures Report Summary Screen (Figure 9.9). This shows all PGI reports you have generated, as well as the status of each report. Your new report will appear as **Pending-SAA**, which means it is on the State Adminstrating Agency side of the system. Once it has been processed and approved, the status will be **“Approved”**.
- 10) By logging into SIMON and clicking the **“PGI Reports Management”** or **“PGI Budget Management”** links on the sidebar, you can check to see if your report has been approved.


**Figure 9.9**





Subgrant Management


 Subgrant Search


 Task Manager


 View Subgrant


 Subgrant Overview


 Financial Management


 Performance Reports


 Grant Adjustments


 Monitoring Reports


 Conditions Management


 Financial Closeout Audit


 Subgrant Closeout Audit

 Subgrant Rescission

 Financial Reports

 PGI Reports Management




 PGI Budget Management

 PGI Closeout Audit

PGI Earnings and Expenditures Report

Contract Number: 2006-JAGC-STATE-7-M8-242

New PGI Earnings and Expenditures Report

Rqst#	Reporting Period	PGI Earned	Expenses Reported	Status	Status Date
 1	<a href="#">(11/24/2005-11/30/2005)</a>	1000.00	0.00	Approved	02/08/2006
 2	<a href="#">(12/01/2005-12/31/2005)</a>	0.00	723.00	Approved	02/08/2006
 3	<a href="#">(01/01/2006-01/31/2006)</a>	0.00	100.00	Pending-SAA	02/08/2006

## Chapter 10

### Requesting a Refund

#### A. Requesting a Refund

- 1) Log into SIMON, go to **"My Account"**, **"Application/Contracts"**, then click the title of your project to open it.
- 2) Click **"Financial Management"**
- 3) Select **"Refund"** from the drop-down box.
- 4) Fill out the form and click **"Submit."** (Figure 10.1)

**Figure 10.1**

The screenshot shows the 'Requesting a Refund' form in the SIMON system. On the left is a sidebar with navigation links: Subgrant Search, Task Manager, View Subgrant, Subgrant Overview, Financial Management (selected), Grant Adjustments, Monitoring Reports, Subgrant Tracking Overview, Conditions Management, Financial Closeout Audit, Subgrant Closeout Audit, Subgrant Rescission, Financial Reports, Subgrantee Contacts, and Comments. The main form area has a header section for subgrant identification with fields for Year (2007), Pgm (JAGD), County (ALAC), Seq # (2), EO (P4), and Seq # (023). Below this is the 'subgrant Number :'. The main form fields include: Subgrantee (City of High Springs), Date Of Request (03/19/2007) with a 'Clear' button, Cash on Hand (Subgrantee) (\$1,000.00), Refund Amount (empty field with an asterisk), Check Number (empty field with an asterisk), and Application Contact (Ray F. Kaminskis). A red note states: 'Note: If the refund amount is less than \$1.00, please do not mail a check to FDLE. This amount will be paid for by FDLE, however this CASH REFUND REQUEST must still submitted for processing. Complete required fields, submit in SIMON, print out hard copy, sign and mail to Office of Criminal Justice Grants.' Below the note is the 'Reason For Refund' field (empty text area with an asterisk). At the bottom are 'Submit' and 'Cancel' buttons.

- 5) After submitting you will be returned to the **"Financial Management Overview"** screen. Click on the **"Rqst #"** to print a copy for your records.
- 6) Mail your refund check to OCJG. Note that if the refund is less than \$1.00, you do not need to send a check, though you do still need to file a refund.

## Chapter 11

### Financial Closeout Audit:

#### A. Financial Closeout Audit

- 1) To determine if you are ready to closeout, log into SIMON, go to **"My Account"**, **"Applications/Contracts"**, then click the title of your project to open it.
- 2) Click the **"Financial Closeout Audit"** link on your sidebar. You will be given a list of steps that have to complete before proceeding
  - a. Typically, if an error message (Figure 11.1) appears it is because you have not yet submitted your final expenditure report, or, if you have submitted the expenditure report, it has not yet been processed and approved. Once the expenditure report has been approved, you will generally be ready to submit the closeout. If you have any questions about closeouts, contact your grant manager.

**Figure 11.1**

<ul style="list-style-type: none"> <li><a href="#">Subgrant Search</a></li> <li><a href="#">Task Manager</a></li> <li><a href="#">View Subgrant</a></li> <li><a href="#">Subgrant Overview</a></li> <li><a href="#">Financial Management</a></li> <li><a href="#">Performance Reports</a></li> <li><a href="#">Grant Adjustments</a></li> <li><a href="#">Monitoring Reports</a></li> <li><a href="#">Subgrant Tracking Overview</a></li> <li><a href="#">Conditions Management</a></li> <li><a href="#">Financial Closeout Audit</a></li> <li><a href="#">Subgrant Closeout Audit</a></li> <li><a href="#">Subgrant Rescission</a></li> <li><a href="#">Financial Reports</a></li> <li><a href="#">Subgrantee Contacts</a></li> <li><a href="#">PGI Reports Management</a></li> <li><a href="#">PGI Budget Management</a></li> <li><a href="#">PGI Closeout Audit</a></li> <li><a href="#">PGI Reports</a></li> <li><a href="#">Comments</a></li> </ul>	<div style="text-align: right; margin-bottom: 10px;"><b>Contract Number:</b> 2006-JAGC-BAKE-2-M8-217</div> <hr/> <p><b>Closeout Type:</b> Financial Closeout  <b>Closeout Status:</b> Not Initiated</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0; color: red;">       The system Audit Process indicates that this Financial is not ready for closeout. The following issues must be resolved prior to submitting the closeout request.     </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 40%;">Audit Findings...</th> <th style="width: 60%;">Steps to resolve...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Unexpended Funds (F&amp;A)</td> <td style="padding: 5px;">           The system audit indicates that there is \$42,334.11 of unclaimed funds from the approved budget. To closeout you must follow these steps...           <ul style="list-style-type: none"> <li>Submit a grant adjustment request to reduce the budget allocation (or)</li> <li>Submit an expenditure report to balance your expenditures with the approved budget.</li> </ul> </td> </tr> <tr> <td style="padding: 5px;">Budget Vs Expenditures Audit</td> <td style="padding: 5px;">           Expenditures audit found the following discrepancies while matching approved expenses with current approved budget.           <ul style="list-style-type: none"> <li>The approved federal budget (\$64,973.00) doesnot match with approved federal expenses (\$22,638.89).</li> </ul>           Before submitting closeout you must fix above problem(s) by submitting grant adjustment or expenditure report to balance expenditures with budget allocation amounts.         </td> </tr> </tbody> </table> <div style="border: 1px solid red; padding: 5px; margin-top: 10px; color: red;">       After you resolve all audit finding you will be able to getback to this page and print the Closeout documents and Submit the Closeout request online.     </div>	Audit Findings...	Steps to resolve...	Unexpended Funds (F&A)	The system audit indicates that there is \$42,334.11 of unclaimed funds from the approved budget. To closeout you must follow these steps... <ul style="list-style-type: none"> <li>Submit a grant adjustment request to reduce the budget allocation (or)</li> <li>Submit an expenditure report to balance your expenditures with the approved budget.</li> </ul>	Budget Vs Expenditures Audit	Expenditures audit found the following discrepancies while matching approved expenses with current approved budget. <ul style="list-style-type: none"> <li>The approved federal budget (\$64,973.00) doesnot match with approved federal expenses (\$22,638.89).</li> </ul> Before submitting closeout you must fix above problem(s) by submitting grant adjustment or expenditure report to balance expenditures with budget allocation amounts.
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- 3) If there are no problems, click **"Print Closeout Documents"**. Open the PDF file and print a copy for your records.
- 4) Once you have printed the documents, click the **"Submit"** button.