

# CERT Periodic Expenditure Report (“PER”) Preparation 101

November 6, 2024



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# Session Objectives

- Understand Grant and Contract Requirements
- Understand Contract Compliance
- Understand Allowable vs. Unallowable Costs
- Understand the Match Requirements
- Understand the PER Worksheet
- Understand the Required Supporting Documentation
- Understand the Budget Revision Request Process
- Understand how to use the Laserfiche Submission Portals



# Grant and Contract Requirements

- Contract Dates: October 1, 2024 to August 31, 2025
- All required documentation must be on file with Volunteer Florida before reimbursements will begin.
  - Signed Contract
  - W9;
  - EFT Form;
  - Most Recent Audited Financial Statements;
  - Approved Budget, and;
  - Other Documents as Required per Contract.
- The contract is a “cost reimbursement” contract.
  - This means that all costs requested for reimbursement must be paid by the organization prior to requesting for reimbursement



# Examples

**Scenario:** You are creating your first quarter invoice (October, November, and December 2024) and want to know if you can request reimbursement for these expenditures on the invoice under the cost reimbursement definition provided. Assume all costs are in the approved budget.

1. Background check costs incurred on October 1<sup>st</sup> paid by check on October 15<sup>th</sup>?
2. Approved equipment purchased on December 1<sup>st</sup> and paid for on January 3<sup>rd</sup>?
3. Training certifications incurred on October 15<sup>th</sup> paid by check on November 15<sup>th</sup>?
4. Salary paid on October 4<sup>th</sup> for time worked September 16 – September 29, 2024?
5. Volunteer Hours served and recorded for the period of September 1<sup>st</sup> to December 31<sup>st</sup>?
6. Registration fees purchased on December 1<sup>st</sup>, paid by credit card on December 1<sup>st</sup>, and the credit card statement was paid on January 25<sup>th</sup>?



# Contract Compliance

- Read the entire contract and be familiar with all provisions;
- Pay attention to due dates and required reporting;
- Submit timely and complete invoices by the due date; and
- Be familiar with all Contract Attachments

Compliance will ensure there are no paybacks for unallowable costs; will ensure there are no delays in processing your reimbursement request or forfeiture of payments; and will allow you to fully expend and match your grants.



# Contract Compliance

- Important Dates to Remember
  - Quarterly invoices are due by the **15<sup>th</sup>** of the month following the end of each quarter and must include a PER Form and all supporting documentation (January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, Sept 15<sup>th</sup>);
  - A Final Invoice can be submitted and is due **no later than** 30 days after the contract ends; that date will be September 30, 2025, and must also include a PER Form and all supporting documentation.



# Allowable Costs

- Costs eligible for reimbursement:
  - All Costs **MUST** be in your approved budget.
  - All Cost **MUST** be related to the following as noted in NOFO:
    - **Planning** – Allowable planning that support the CERT mission can be found at <https://www.ready.gov/citizen-corps>
    - **Organization** - Staffing Activities linked to accomplishing the activities outlined in Program Work Plan.
    - **Training** – NIMS trainings can be found at <https://www.fema.gov/nims-training>
    - **Exercise** – Requires participation in three exercises in a 12-month period.
    - **Equipment** – Allowable equipment can be found at <https://www.fema.gov/authorized-equipment-list>
    - **M&A** – Not to exceed 5% of total grant award.



# Unallowable Costs

- Costs that are not in the approved budget;
- Food and beverages purchased, but not sent to VF for processing through the Division of Emergency Management at least **25 days** prior to the event and approved and in the approved budget;
- Per diem claimed over the State of Florida rate of **\$36 per day**;
- Mileage claimed over the State of Florida rate of **\$.445 per mile**;
- Trainings that do not relate directly to the scope of your program and benefit the CERT program;
- Taxes of any kind; and
- Volunteer hours claimed over the Florida Independent Sector Rate of **\$31.61/per hour**.





# State of Florida Travel

- The State of Florida's maximum mileage reimbursement rate is **\$0.445 per mile.**
- No reimbursement for mileage and gas (one or the other and must be the most cost efficient using state/federal funds).
- Lodging should not exceed **\$225** per night.
- Meals cannot exceed state of Florida per diem rates:
  - Breakfast – cannot exceed \$6 per person;
  - Lunch – cannot exceed \$11 per person;
  - Dinner – cannot exceed \$19 per person.

To claim breakfast travel must begin before 6:00 a.m. and go beyond 8:00 a.m.

To claim lunch travel must begin before 12:00 p.m. and go beyond 2:00 p.m.

To claim dinner travel must begin before 6:00 p.m. and go beyond 8:00 p.m.



# Match Requirements

- There is a 100% match requirement (dollar-for-dollar);
- Can be cash or in-kind;
- Can use State and Federal funds to match as long as the funders are aware and have approved the use;
- Must not be used to meet match for any other funding source;
- Must be documented;
- Volunteer hours can be used for match.
  - Hours must be within the contract period of October 1, 2024 – August 31, 2025;
  - Hours must be documented and provided along with quarterly invoices (VF can provide a sample form to be used; it should include name of volunteer, dates and times of volunteer hours and should be certified with a signature);
  - Hours must be valued at the **\$31.61 per hour** which is the Florida Independent Sector Rate for the value of volunteer hours.



# Match Requirements

- Match must be met before all funds will be reimbursed.
- The same documentation will be required for match expenditures as is for the reimbursable expenditures.
- Do not wait until the end of the contract year to submit for match expenditures as reimbursements can and will be held until proper match is reported and documented.



# Match Requirements

If you do not meet the match requirement for the funds expended, the allowable grant funds will be adjusted and you will only receive funds equal to the match funds you have provided documentation for.

For example, if your grant is \$5,000 then you have a \$5,000 required match. If you only provide documentation for \$4,652 in match expenditures, the maximum funds you can receive from this grant would be \$4,652.



# Periodic Expense Report (PER)

LEGAL APPLICANT (LEAD AGENCY):				
PROGRAM:				
INVOICE DATES	1-Oct-24	TO	31-Dec-24	
PROGRAM YEAR:	2023-2024			
		MONTHLY INVOICE		
		CERT / Citizens Corps	Match	Total
<b>A. Planning</b>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>A. Planning</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>B. Organization</b>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>B. Organization</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>C. Training</b>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>C. Training</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>D. Exercise</b>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>D. Exercise</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>E. Equipment</b>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>E. Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>F. Management and Administration</b>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>F. Management and Administration</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SUBTOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PER AMOUNTS:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
CERT / Citizens Corp / Match Share:		#DIV/0!	#DIV/0!	#DIV/0!
<b>APPROVED BY (must be typed or signed by program):</b>				
<b>Date PER sent to Volunteer Florida</b>				

# Supporting Documentation

## A. Planning

- Copies of the completed plan;
- Contracts or agreements with consultants or sub-contractors;
- Documentation of hours worked and proof of payment to employee;
  - Timesheets that note hours specific to CERT grant activities, that are certified, signed and dated by the employee and the supervisor for each pay period and must include the pay period dates;
  - Proof of payment can include either Paystubs, Earning Statements, or Payroll Journals and must include pay period dates and the pay date
- Invoices, itemized receipts, support of expenses and proof of payments
  - If paid by check, then a copy of the cancelled check
  - If paid by credit card, a copy of the invoice, itemized receipt, or other support of expense along with a copy of the credit card statement noting the charged expense and proof of payment for the credit card statement.



# Supporting Documentation

## B. Organization

- For salaries:
  - Timesheets that note hours specific to CERT grant activities, that are certified, signed and dated by the employee and the supervisor for each pay period and must include the pay period dates;
  - Proof of payment can include either Paystubs, Earning Statements, or Payroll Journals and must include pay period dates and the pay date
  
- For expense items:
  - Invoices, itemized receipts, other support of expenses and payments (i.e., cancelled checks, credit card statements, etc.);
    - If paid by check, then a copy of the cancelled check
    - If paid by credit card, a copy of the invoice, itemized receipt, or support of expense along with a copy of the credit card statement and proof of payment for the credit card statement
  - All documentation for reimbursement must be clearly visible and can be highlighted, underlined, and/or circled on the required supporting documentation.



# Supporting Documentation

## C. Training

- When attending a training:
  - Certificates, sign-in sheets or instructor certified rosters (including titles and dates and times) and agendas are required.
  
- When conducting training, the sub-recipient shall provide:
  - Sign-in sheets or instructor certified rosters (including titles and dates and times);
  - Course material and an agenda
  
- Applicable procurement support (quotes, FDEM Sole Source Form, State Term Contract #, or Competitive bid results).
  - Invoices, itemized receipts, support of expenses and payments (i.e., cancelled checks, credit card statements, etc.);
    - If paid by check, then a copy of the cancelled check
    - If paid by credit card, a copy of the invoice, itemized receipt, or support of expense along with a copy of the credit card statement and proof of payment for the credit card statement
  - All documentation for reimbursement must be clearly visible and can be highlighted, underlined, and/or circled on the required supporting documentation





# Supporting Documentation

## D. Exercise

- When conducting an exercise, the sub-recipient shall provide:
  - After Action Report/improvement plan and sign-in sheets (including titles and dates and times);
    - If paid by check, then a copy of the cancelled check
    - If paid by credit card, a copy of the invoice, itemized receipt, or support of expense along with a copy of the credit card statement and proof of payment for the credit card statement
  - All documentation for reimbursement must be clearly visible and can be highlighted, underlined, and/or circled on the required supporting documentation.
  
- When participating in an exercise, the sub-recipient shall provide:
  - Certificates, sign-in sheets or instructor certified rosters (including titles and dates and times).



# Supporting Documentation

## E. Equipment

- FEMA AEL reference numbers shall be provided for all equipment purchases;
- Do not use generic FEMA AEL numbers for items with specific AEL numbers;
- Invoices, itemized receipts, other support of expenses and payments (i.e., cancelled checks, credit card statements, etc.);
  - If paid by check, then a copy of the cancelled check
  - If paid by credit card, a copy of the invoice, itemized receipt, or support of expense along with a copy of the credit card statement and proof of payment for the credit card statement
- All documentation for reimbursement must be clearly visible and can be highlighted, underlined, and/or circled on the required supporting documentation.
- Copies of services or maintenance agreements;
- Applicable procurement support (quotes, FDEM Sole Source Form, State Term Contract #, or competitive bid results).



# Supporting Documentation

## F. Management and Administration Costs

- For salaries:
  - Timesheets that note hours specific to CERT grant activities, that are certified, signed and dated by the employee and the supervisor for each pay period and must include pay period dates;
  - Proof of payment can include either Paystubs, Earning Statements, or Payroll Journals and must include pay period dates and the pay date
  
- For expense items:
  - Invoices, itemized receipts, support of expenses and payments (i.e., cancelled checks, credit card statements, etc.);
    - If paid by check, then a copy of the cancelled check
    - If paid by credit card, a copy of the invoice, itemized receipt, or support of expense along with a copy of the credit card statement and proof of payment for the credit card statement
  - All documentation for reimbursement must be clearly visible and or (highlighted, underlined, and/or circled on the required supporting documentation).

\*Please remember that costs for M&A activities are only allowed up to 5% of the total award amount and must be in the approved budget and will require documentation.

# Documentation Samples

- Timesheet
- Payroll Documentation
- Fringe Benefits Documentation
- Expense Support and Documentation
- Travel Expenses Documentation
- Volunteer Hours Documentation



# Budget Revisions

- If you find that you need to revise your original approved budget, you can request a Budget Revision.
  - You must request approval from Volunteer Florida for any costs not in the approved budget prior to purchasing.
  - The Budget Revision Request Form should be completed and include signatures and dates and should be sent directly to your Program Manager for review and approval.
  - Budget Revision can not include costs that were already incurred and paid for prior to the revision request date that were not in the original budget. (no retroactive costs)



# Budget Revision

- All Budget Revision Requests and justification of the request **MUST** be submitted to your VF Program Manager for review and approval.
- Grantees may submit a **maximum of four (4)** Budget Revision Requests per contract year.
- Final Budget Revision Requests must be received by your VF Program Manager no later than \_\_\_\_\_
- Grantees must respond to any request for clarification within **5 business days** or the Budget Revision Request will be voided and new request will need to be submitted to be considered.





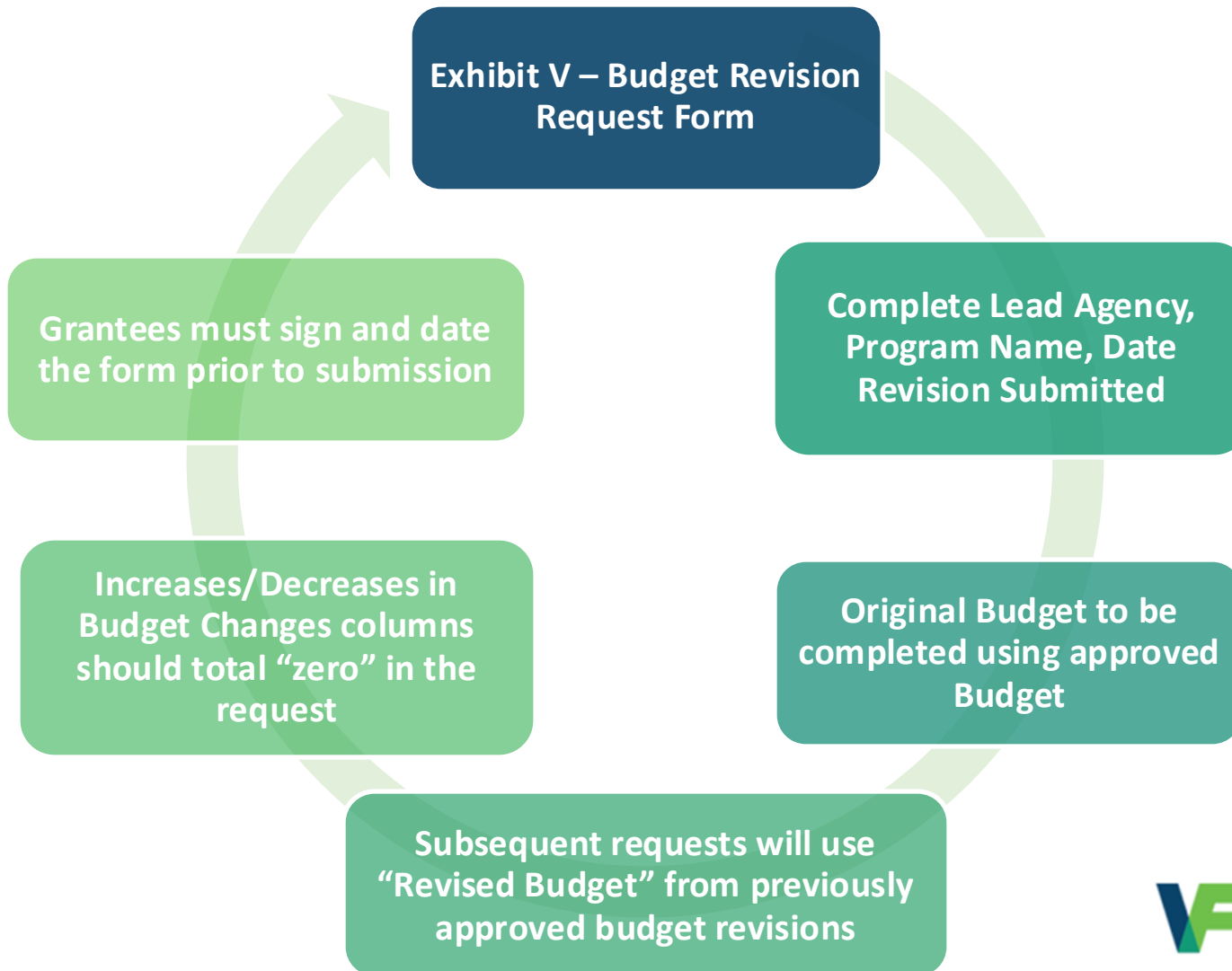
# Budget Revision

- Grantees must complete the Lead Agency and Program Name and the date the revision was submitted.
- 1<sup>st</sup> Budget Revision Request: Original Budget section is completed utilizing the original approved budget in your contract package.
- All subsequent requests will utilize the “Revised Budget” from the previously approved Budget Revision Request.
- Grantees must sign and date the Budget Revision Request Form prior to submitting. Please note an electronic signature is acceptable.
- All requested revisions must include justification and calculations provided in equation format in the last column.
- The Total Budget amounts must remain unchanged after the increases and decreases in the budget revision request are made.





# Budget Revisions



# Invoice Submission Process

- You will submit your quarterly invoices via the Laserfiche Portal including the PER invoice coversheet and all supporting documentation **no later than** fifteen (15) days after the end of each quarter.
- This is a cost reimbursement grant, therefore only expenses that are paid in the quarter should be included on the PER.
- The PER **must** be signed and dated.
- Volunteer Florida, per contract, has forty (40) days from receipt of a correct and complete invoice to provide payment. This time period will start over if we have to request clarifications or need documentation.



# Invoice Processing Steps

Once an invoice is received it is:

- Reviewed by the VF fiscal staff. Once VF fiscal staff has reviewed, if there are no issues the invoice will be processed as is. If there is more information needed, the staff will send a notification from the Laserfiche system noting the requested invoice revisions, documentation or clarifications, and the grantee will have 5 business days to submit requests back to the VF office.
- If revisions are not received within the 5 business days, VF will revise the invoice based on costs that they deem allowable based on the supporting documentation provided and issue a check for those allowable costs. You will receive an email noting what has been removed from the VF fiscal staff.
- If there is anything that you believe we should have additional information to aide us in review, please include it in the invoice submission. **THE MORE DOCUMENTATION THE BETTER!**

Document, document, document – remember if it's not in writing then it did not happen.



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# Questions? Comments? Concerns?



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# Laserfiche Training

*Invoice Submission and  
Documentation Portal Training*



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# Session Objectives

Know the Laserfiche Submission Portals and Web Addresses

Understand How to Use the Invoice Submission Portal

Understand How to Use the Invoice Update Portal

# Laserfiche Invoice Submission Portal

<https://volunteerfl.mccicloud.io/Forms/SGP>

Sub-grantee Submission Portal

**\*\*This is the Portal that will be used for all ORIGINAL Invoice Submissions each quarter**



## PER Information

Funding Source\*

Community Emergency Response Team ▾

PER Quarter\*

▾

PER Year\*

▾

Sub-Grantee Organization\*

▾

Supporting Documents\*

Upload

Drag and drop documents here to upload them with the submission. Please note only PDFs and Excel documents can be uploaded.

## Submitter Information

First Name\*

Last Name\*

Title

Email\*

Phone Number\*

Format is XXX-XXX-XXXX.

Submit



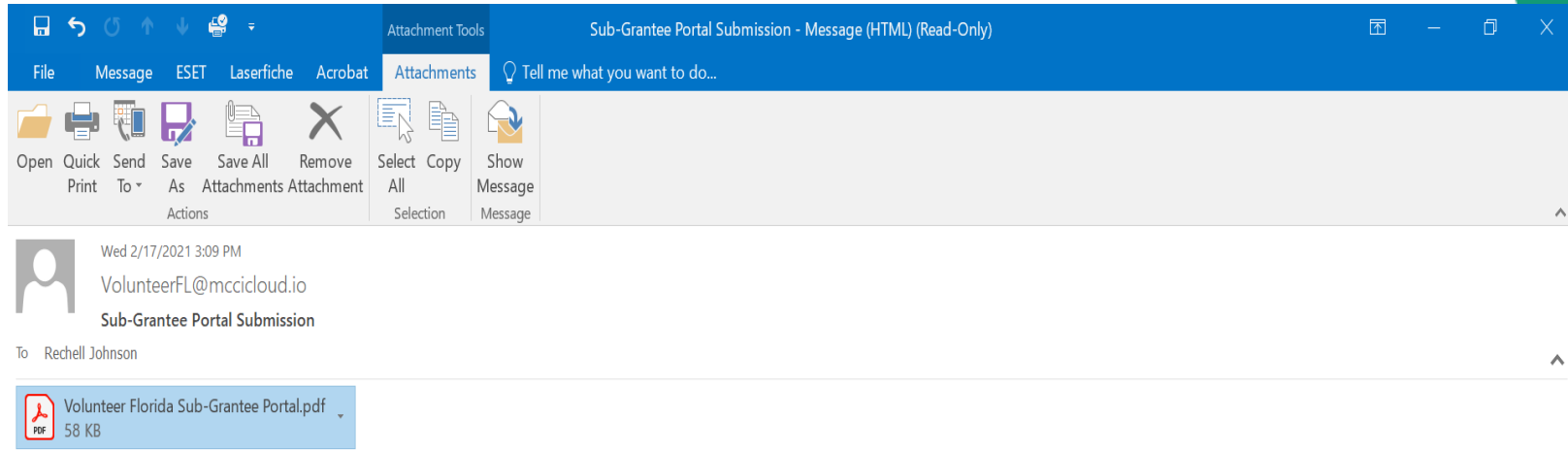
# Step-by-Step PER Information

- Choose your funding source by clicking on the dropdown arrow (*Community Emergency Response Team*)
- Choose PER Quarter by clicking on the dropdown arrow
- Choose PER Year by clicking on the dropdown arrow (*2024-2025*)
- Choose your Organizations name by clicking on the Sub-Grantee Organization dropdown arrow
- You will then Upload your file by clicking on the Upload Button and adding file from documents (or you can click on file and drag it into the Supporting Documents field)

## Step-by-Step Submitter Information

- Enter the Submitter's First Name
- Enter the Submitter's Last Name
- Title is an Optional Field
- Enter the Submitter's Email Address
- Enter the Submitter's Phone Number
- Click on Submit

# Sample Submission Confirmation Email



Rechell-

Thank you for submitting your PER for 01-January/2021. Your Instance ID is 78. Please use this if you need to update your submission. Thank you.

**-Rechell Johnson**

Financial Analyst

T: 850.414.7400

M: 850.294.4752

[Rechell@volunteerflorida.org](mailto:Rechell@volunteerflorida.org)

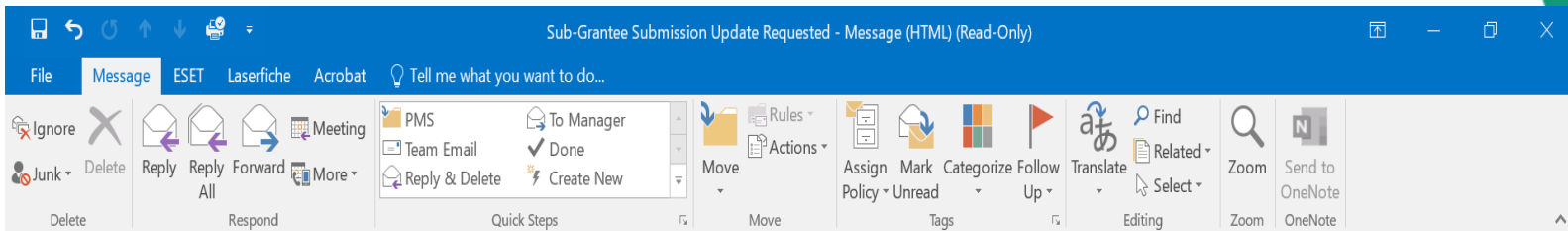
[www.volunteerflorida.org](http://www.volunteerflorida.org)



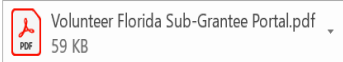
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# Sample Submission Update Requested Email



Wed 2/17/2021 3:35 PM  
VolunteerFL@mccicloud.io  
Sub-Grantee Submission Update Requested  
To Rechell Johnson



Good Morning/Afternoon-

Thank you for submitting your monthly invoice. We have reviewed your invoice submission and have the following comments and or requests for further clarification:

- **Update**
- **This**
- **Now**

Please provide the requested information and documentation no later than the close of business five (5) business days after this email has been sent.

If we do not receive the requested information by this date, we will remove the expenses in question and process your invoice.

You may submit the update [by clicking here](#). Your Instance ID is 78. The rest of the information you'll need to fill out the Update is contained in the attached document.

Please let me know if you have any questions or concerns regarding this request.

# Laserfiche Invoice Update Portal

<https://volunteerfl.mccicloud.io/forms/SGUP>

Sub-grantee Update Portal

**\*\*This is the Portal that will be used for all UPDATES to invoices and additional documentation or clarification requests.**



## Sub-Grantee Update Portal

*Note: If you're not sure what information to put in, please refer to the email request for an update to your submission.*

Instance ID\*

Funding Source\*

PER Quarter\*

PER Year\*

Sub-Grantee Organization\*

Email Used For Submission\*

Corrected Documents\*

# Step-By-Step Update Portal

- Enter your Instance ID Number from the Confirmation Email
- Choose your Funding Source by clicking on the dropdown arrow
- Choose the PER Quarter for the invoice you are responding to by clicking on the dropdown arrow
- Choose the PER Year for the invoice you are responding to by clicking on the dropdown arrow
- Choose the Organizations Name from the Sub-Grantee Organization dropdown arrow
- Enter the Submitter's Email Address from the original submission
- Upload the requested and corrected documents
- Click on Submit



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# Finance Contact Information

Tracie Lambright  
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Financial Analyst I  
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(850) 354-9114



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