

Subject: Coronavirus Relief Fund Point of Contact

From: Brian Gaines

Good afternoon.

Earlier this week, you received an email from Marcia Adams that discusses the next steps in the reimbursement process for the Coronavirus Relief Fund. As mentioned in the email, each agency and higher education institution must identify one point of contact that will be responsible for submitting your agency's reimbursement request using the online portal. The contact identified will be required to participate in the virtual training. This person does not have to be your agency's Chief Financial Officer but should be someone with familiarity and access to your agency's financial records.

Using the link below, please provide the name and contact information for your agency's assigned point of contact. This should be provided to us by **Wednesday, July 8th**.

[SC CARES Act Subrecipient Point of Contact](#)

Thank you,
Brian