

SC CARES Grant Management Program

Eligible Expenses and Documentation Requirements

Eligible Expenses: There are six potential categories to apply for with several activities under each:

Category	Activity	Description
Medical Expenses	Public medical facility expenses	COVID-19-related expenses of public hospitals, clinics, and similar facilities.
	Establishing temporary facilities	Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
	Testing	Costs of providing COVID-19 testing, including serological testing.
	Emergency medical response	Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
	Public telemedicine capabilities	Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
Public Health Expenses	Communication and enforcement	Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
	Medical supply acquisition and distribution	Expenses for acquisition and distribution of medical and protective supplies.
	Disinfection of public areas	Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
	Technical assistance	Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
	Public safety measures	Expenses for public safety measures undertaken in response to COVID-19.
	Quarantining	Expenses for quarantining individuals.
Payroll Expenses	COVID Dedicated Payroll Expenses	Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
Compliance Expenses	Food delivery	Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
	Distance learning	Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
	Telework capability improvement	Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
	Providing paid sick and medical leave	Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
	Maintaining prisons and jails	COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.

Category	Activity	Description
	Care of homeless populations	Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
Economic Expenses	Provision of grants to small businesses	Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
	Government payroll support program	Expenditures related to a State, territorial, local, or Tribal government payroll support program.
	Unemployment insurance costs	Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
Other COVID-19 Related Expenses	Other COVID-19 Related Expenses	Other COVID-19 related expenses that do not fit into the activities and categories above.

Additional details on Coronavirus Relief Fund program and eligible activities are available here: [U.S. Treasury Coronavirus Relief Fund FAQs](#)

Documentation Requirements: Documentation of each expenditure and its relationship to COVID-19 is subject to audit and must be provided upon request. All submissions will require the following types of documentation:

- General Subrecipient Documentation:
 - **Budget** – approved as of March 27, 2020
 - **Expenditure Report (or equivalent)** – Used to account for payments made for eligible expenses included in reimbursement requests
- For Purchased / Contracted Goods and Services:
 - **Invoice(s) / receipts of purchases** – Should include description that ties to COVID activity, date of purchase, vendor name, and dollar value
 - **Contracts and/or purchase orders** – For purchases associated with submitted invoices
- For Labor / Payroll Expenses:
 - **Certified Payroll Records** – Support costs incurred for payroll expenses related to addressing the public health emergency due to COVID– 19 *broken out by regular time and overtime*
 - **Activity log / description of work done by employees included on payroll** – Describe activities and confirm that employees are substantially dedicated to mitigating or responding to the COVID-19 public health emergency

Note: Reimbursement of payroll for the first phase of funding will be prioritized for **overtime** for employees substantially dedicated to mitigation or responding to the COVID-19 public health emergency first. Other types of payroll (e.g., premium pay, hazard pay, regular time, etc.) will be considered for reimbursements as funds allow.

Duplication of Benefits: Duplication of Benefits (DOB) occur when multiple funding sources are used for the same expense. DOB may result in noncompliance with Federal guidelines and potential recapture of funds. To avoid this scenario, the SC CARES team has developed a section of the application for you to provide data around other grant funding sources you have applied or will apply for. This is done in order to coordinate the benefits received and maintain

compliance. In advance of your financial activity submissions, please have the following prepared:

- Name of COVID-19 grant funding source (e.g. FEMA PA, HHS Provider Relief)
- Amount of funds anticipated / received
- Intended use of funds

Should you have any questions, please feel free to contact us at sccares@admin.sc.gov.