

# SC CARES NONPROFIT RELIEF GRANT PROGRAM

## Frequently Asked Questions

### Grant Program Questions

#### **Q. WHAT IS THE NONPROFIT BUSINESS RELIEF GRANT PROGRAM?**

A. The SC CARES Nonprofit Relief Grant Program, as authorized by Act 154 of 2020, will award \$25 million in grant funds to nonprofit organizations to reimburse qualifying expenditures for providing services or for revenue loss due to COVID-19, between March 1-Dec. 1, 2020.

#### **Q. WHEN DOES THE APPLICATION PROCESS BEGIN AND END?**

A. The application for the Minority and Small Business Relief Grant Program opens on Oct. 19, 2020. Applications must be completed by 11:59 p.m., Nov. 1, 2020.

#### **Q. FROM WHERE IS THE GRANT MONEY COMING?**

A: South Carolina has received funds through the Coronavirus Aid, Relief, and Economic Security Aid, also known as the CARES Act. The CARES Act established the \$150 billion Coronavirus Relief Fund, which will be used to assist states and local governments impacted by the COVID-19 pandemic.

#### **Q. HOW DO I APPLY FOR THE NONPROFIT RELIEF GRANT PROGRAM?**

A. Go to <https://sccares.force.com/SmallBusiness/s/login/SelfRegister> to register and access the application portal.

#### **Q. HOW DOES MY NONPROFIT QUALIFY FOR THE PROGRAM?**

To qualify for the Nonprofit Relief Grant Program, a business:

- Must be designated as a 501(c)(3) nonprofit organization by the IRS;
- Must be in operation from Sept. 13, 2019, to present;
- Must be physically located in South Carolina (must provide address, including street address, city, and county in which they are located and a mailing address for the organization, if different);
- Must NOT be listed on the Federal debarment list per the System for Award Management (SAM) website;
- Must apply on their own behalf and will not be allowed to utilize a fiscal receiver for this grant;
- Must be in good standing with the state and provide the following:
  - Nonprofit filed the appropriate 990, 990-EZ, or 990-N; and
  - Nonprofit is registered with the South Carolina Secretary of State, if required (i.e., charitable organization).
    - Current registration letter if registered as a charity.

**Q. DO YOU HAVE TO BE REGISTERED WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)?** (Date added 10.29.20)

A. No. The SAM-related issue that would prevent you from receiving this grant, is if you were listed on the Federal disbarment list found on the SAM website.

**Q. IF A NONPROFIT HAS AN OFFICE PHYSICALLY LOCATED IN SOUTH CAROLINA, BUT THE ORGANIZATION'S HEADQUARTERS IS LOCATED IN A DIFFERENT STATE, IS THE NONPROFIT STILL ELIGIBLE TO APPLY?** (Date added 10.29.20)

A. Yes. In the application, the nonprofit will need to indicate the primary city and county in which it provides services or operates in South Carolina.

**Q. ARE 501(c)6 and 501(c)4 ORGANIZATIONS ELIGIBLE?**

A. No. Only 501(c)3 nonprofits are eligible for the nonprofit grant program. Only for-profit business enterprises are eligible for the Minority and Small Business Relief Grant Program.

**Q. SHOULD NONPROFITS BE STRICTLY HUMAN SERVICES-RELATED OR MAY ANY 501(c)3 APPLY?**

A. Any 501(c)3 may apply.

**Q. A CHURCH IS A NONPROFIT UNDER 501(c)(3), BUT IT NORMALLY DOES NOT NEED TO FILE FORM 990. IS A CHURCH ELIGIBLE TO APPLY?** (Date added 10.29.20)

A. Churches are eligible to apply. In lieu of the Form 990, please provide verifiable documentation to support your reported 2019 gross receipts (e.g., financial statements or a certified accountant statement). In the application, please indicate clearly that this application is for a church that is excepted from filing with the IRS in the "Description of impact of overall services provided" field and enter the date of application submission as the "Date of Last Filing" field. This requirement will be disregarded for churches that are excepted from filing with the IRS.

Please note that on Oct. 7, 2020, the South Carolina Supreme Court determined that Article XI, Section 4 of the South Carolina State Constitution prohibits providing CARES Act funds directly to private educational institutions. Therefore, a private educational institution associated with the church is not eligible to receive a grant award through the SC Cares Nonprofit Relief Grant Program as that program is funded through the CARES Act.

**Q. CAN A PRIVATE SCHOOL RECEIVE A GRANT AWARD THROUGH THE SC CARES NONPROFIT RELIEF GRANT PROGRAM CREATED BY ACT 154 OF 2020?** (Date added 10.29.20)

A. On Oct. 7, 2020, the South Carolina Supreme Court determined that Article XI, Section 4 of the South Carolina State Constitution prohibits providing CARES Act funds directly to private educational institutions. Therefore, a private educational institution is not eligible to receive a grant award through the SC Cares Nonprofit Relief Grant Program as that program is funded through the CARES Act.

**Q. IF A NON-PROFIT PROVIDED A PASS-THROUGH GRANT FOR TRANSACTIONAL WORK, ARE THOSE GRANTS ELIGIBLE FOR REIMBURSEMENT THROUGH THE NONPROFIT RELIEF GRANT PROGRAM?** (Date added 10.29.20)

A. No, they are not eligible.

**Q. SHOULD A DONATION FROM A BUSINESS TO A NONPROFIT FOR PASS-THROUGH WORK BE INCLUDED AS A NON-TRANSACTIONAL GRANT? (Date added 10.29.20)**

A. No. Only federal, state, or local government aid related to COVID-19 or challenges due to the economic impact of the public health emergency should be included.

**Q. HOW IS GRANT FUNDING DETERMINED?**

A. Grant funding eligibility and the grant reimbursement amount will be based on the financial and other information provided in the application, along with the required documentation. Grant eligibility will only be considered up to the grant award maximum amount of \$50,000.

**Q. ARE THERE CERTAIN PRIORITIES TO DETERMINE NONPROFIT GRANT AWARDS?**

A. Priority will be given to applicants that did not receive other assistance, such as a Paycheck Protection Program loan or other CARES funds; and priority will be given to applicants with expenditures related to food assistance, including prepared meals; rent or mortgage assistance; utilities assistance; mental health counseling; health care services, including access to health care supplies, mental health, and behavioral health; criminal domestic violence and children's advocacy services; and arts and cultural items or activities.

**Q. WHAT IS THE APPROVAL PROCESS FOR MY APPLICATION?**

Applications will be evaluated and awarded by a panel consisting of:

- the Director of the Department of Social Services, or his designee;
- the Director of the Department of Mental Health, or his designee;
- the Director of the Department of Consumer Affairs, or her designee;
- the Director of the Department of Health and Human Services, or his designee;
- the Director of the Department of Alcohol and Other Drug Abuse Services, or her designee;
- the Secretary of State, or his designee;
- the Director of the South Carolina Arts Commission, or his designee;
- the Director of the Department of Archives and History, or his designee; and
- the Executive Director of the South Carolina State Housing Finance and Development Authority, or her designee.

If approved, applicants will receive a notification indicating grant approval and the dollar amount of the grant. Grant awards will be issued to qualifying grant recipients through South Carolina Department of Administration (Admin). Admin will attempt to notify those applicants who are denied after the award notifications are sent.

**Q. ARE APPLICATIONS BEING REVIEWED ON A ROLLING BASIS AS RECEIVED, OR WILL THEY BE REVIEWED AFTER THE APPLICATION CLOSES?**

A. All applications received before 11:59 p.m. EST, Nov. 1, 2020, will be considered. There is no preference for applying early, and applications will not be reviewed until after the deadline. We encourage applicants to take time and consideration to ensure a complete and accurate application is submitted.

## **Q. HOW CAN NONPROFITS USE THE GRANT FUNDS?**

A. Grant proceeds may be used for reimbursement of qualifying expenditures incurred or expected to be incurred between March 1-Dec. 1, 2020.

A qualifying expenditure is an expenditure of funds related to services provided to people in response to the COVID-19 public health emergency. Qualifying expenditures may also include lost revenue as a result of the COVID-19 public health emergency. Qualifying expenditures **do not** include any expenditure that qualified the nonprofit entity to receive federal emergency relief funds, including the Paycheck Protection Program (ex. Paycheck Protection Program, etc.).

Grant funds received are not be used for the same costs covered by CARES Act funds (i.e. PPP, SBA EIDL, etc.); other Federal grants or Loans the nonprofit has received as a result of the COVID-19 health emergency; other local grants in response to the COVID-19 health emergency; or business interruption insurance payments due to the COVID-19 health emergency.

## **Q. SHOULD ECONOMIC INJURY DISASTER LOAN (EIDL) ADVANCE FUNDS BE LISTED ON THE EIDL LINE OR OTHER FEDERAL GRANTS?**

A. EIDL Advance and loan funds should be listed on the EIDL line of the calculation worksheet.

## **Q. WHY ARE EIDL LOANS INCLUDED, AS THEY MUST BE REPAYED?**

A. Per South Carolina Legislation (Act 154), priority for these funds will be provided to applicants that did not receive other assistance, including Paycheck Protection Program (PPP) loans or other CARES Act funds. As such, full values from SBA grant and/or loans must be reported. Both the PPP and EIDL funding received will need to be included in the submission. Act 154 states that “The definition of qualifying expenditure does not include any expenditure that qualified the nonprofit entity to receive federal emergency relief funds, including the Paycheck Protection Program, if the nonprofit entity has, or will, receive the federal emergency relief funds.”

## **Q. IF A NONPROFIT RECEIVED A FEDERAL PAYCHECK PROTECTION PROGRAM (PPP) LOAN, IS THE NONPROFIT INELIGIBLE FOR THIS GRANT? (Date added 10.29.20)**

A. If you received any federal loans, such as the Paycheck Protection Program, you are eligible but will not receive priority.

## **Q. ARE ALL FUNDS TO BE REPORTED ON A CASH OR ACCRUAL BASIS?**

A. All funds should be reported on a cash basis.

## **Q. HOW WILL THE GRANTS BE DISTRIBUTED?**

A. The approved grant amounts will be between \$2,500 and \$50,000 based on the actual amount of qualifying expenditures, not to exceed \$50,000.

Priority will be given to applicants that did not receive other assistance, such as a Paycheck Protection Program loan or other CARES funds; and priority will be given to applicants with expenditures related to food assistance, including prepared meals; rent or mortgage assistance; utilities assistance; mental health counseling; health care services, including access to health care supplies, mental health, and

behavioral health; criminal domestic violence and children's advocacy services; and arts and cultural items or activities.

**Q. WHEN WILL I KNOW IF MY APPLICATION IS APPROVED FOR A GRANT, AND WHEN WILL I RECEIVE THE FUNDS?**

A. Award notifications will be sent in early December. Funds will be disbursed in mid-December.

**Q. IF MY APPLICATION IS APPROVED FOR A GRANT, HOW MUCH MONEY WILL I RECEIVE?**

A. The program will provide grant awards of between \$2,500–\$50,000. This will vary depending on application and requests made.

**Q. IF MY APPLICATION IS APPROVED FOR A GRANT, WHO WILL PROVIDE THE FUNDS?**

A. Grant awards will be issued to qualifying grant recipients through South Carolina Department of Administration.

## **Application Questions**

**Q. HOW DO I APPLY FOR THE NONPROFIT RELIEF GRANT PROGRAM?**

A. Go to <https://sccares.force.com/SmallBusiness/s/login/SelfRegister> to register and access the application portal.

**Q. DO I NEED TO REGISTER TO APPLY FOR THE NONPROFIT RELIEF GRANT PROGRAM?**

A. Yes, you will need to register to access the application portal. Go to <https://sccares.force.com/SmallBusiness/s/login/SelfRegister> to register and access the application portal.

**Q. IS THERE ANYTHING I NEED TO DO BEFORE I START MY APPLICATION?**

A. Once signed in to the portal, you will need to download and complete the following documents before you begin the application.

- Electronic Payment Enrollment Form
- Grant Agreement
- Nonprofit Relief Grant Amount Calculation Form
  - The Nonprofit Relief Grant Amount Calculation Form is VERY IMPORTANT. You will use the information in this form to fill out Section 3 — Funding and Eligibility Information. You will need to complete this document before beginning the application.

**Q. I HAVE FILLED OUT THE NONPROFIT RELIEF GRANT AMOUNT CALCULATION FORM, AND I HAVE CALCULATED MY GRANT REQUEST TOTAL. IF MY APPLICATION IS APPROVED, IS THIS THE AMOUNT I WILL RECEIVE?**

A. The grant award panel will have the discretion to determine amounts less than or greater than the calculation amount on the spreadsheet.

## **Q. WHAT GOES UNDER THE PERSONAL PROTECTIVE EQUIPMENT (PPE) COLUMN IN THE WORKSHEET?**

A. PPE Expenditures are any costs needed to provide personal protective equipment to employees or customers, retrofit a business to adhere to public health protocols, or to ensure safety.

## **Q. WHAT NEEDS TO BE SUBMITTED IN THE EXPENSES CATEGORY? (Date added 10.29.20)**

A. Expenses incurred and paid to date are entered in the Calculation Worksheet. Documentation supporting qualifying expenditures is required to be uploaded and submitted with the applications.

## **Q. WHEN COMPLETING THE CALCULATION WORKSHEET, IF YOU ARE ONLY REQUESTING REIMBURSEMENT FOR ONE SECTION (EITHER LOSS REVENUE OR QUALIFYING EXPENDITURES), WHAT SHOULD YOU ENTER IN THE OTHER SECTION? (Date added 10.29.20)**

A. Applicants must enter zero (0) in the field of the section they are not requesting reimbursement for. Once zero is entered, the field will turn green.

## **Q. SHOULD ANY NON-FEDERAL AID RECEIVED FOR COVID-RELATED EXPENSES BE INCLUDED ON THE WORKSHEET? (Date added 10.29.20)**

A. Yes, include all money or aid the organization has received as relief from COVID-19 provided by federal, state or local governments.

## **Q. I'M HAVING DIFFICULTY SAVING MY CALCULATION WORKSHEET, WHAT SHOULD I DO?**

A. If you are getting a warning message while trying to save your worksheet, press the "continue" button and proceed to save the document. This does not impact the calculations, and you should be able to save the document successfully. Applicants should save a copy of their worksheet and ensure that they are saving their work frequently. This will then be uploaded to the grant management portal. Click here to watch a video tutorial on how to save your worksheet: <https://stream.sc.gov/admdto/UploadingCalculationWorksheetTutorial.mp4>.

## **Q. WHAT REQUIRED DOCUMENTS DO I NEED TO COMPLETE MY APPLICATION?**

A. Here are the required documents needed to complete an application:

1. Documentation of nonprofit operations:
  - Form W-9 (with Social Security Number, Employer Identification Number or Individual Taxpayer Identification Number) for the business tax ID.
  - Current registration letter or Letter of Existence
  - Verification of 501(c)(3) Status — IRS Determination Letter
  - IRS Form 990/990N
  - 2019 Gross Receipts (Timeframe: March 1-Dec. 1, 2019)
  - 2020 Gross Receipts (Timeframe: March 1-Dec. 1, 2020)
  - Year-to-date Budget (Preferably through September 2020)
2. Documentation of Qualifying Expenditures:
  - For Revenue Loss (Section 3 of application worksheet):
    - 2019 tax filing(s), either quarterly or the full year (required); and
      - One (1) of the following:

- Most recent Form 990 or Form 990-N
  - Financial Statements
  - Certified Accountant Statement
  - Available 2020 tax filings documentation
    - If the organization does not have 2020 tax documentation, the organization must provide a self-certification statement.
      - **(Date added 10.29.20)** If providing a self-certification statement, please attest to the monthly gross revenue amounts not included in any 2020 tax documentation provided. If no 2020 tax documentation is being provided, then please provide monthly gross revenue numbers for each month in 2020. All self-certifications should include a statement such as “I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate denial from the program and/or penalties as specified by law.”
  - For Qualifying Expenditures (only submit documentation for those requested in Section 4 of application worksheet):
    - Certified Payroll Records
    - Activity log/description of work done by employees
    - Invoices(s)/receipt(s) of purchase
    - Contract(s) and/or purchase order(s)
    - Fixed Cost Documentation
    - Rent, lease or mortgage statements for real property (not to include personal residence)
    - Rent, lease or purchase statement for business property (not to include personal residence)
    - Utility bill(s) (not to include utilities for personal residence)
3. Documentation required by state to pay applicant if grant funds are awarded:
    - Electronic Payment Enrollment Form
  4. Grant Agreement
  5. Calculation Spreadsheet

**Q. ARE NONPROFITS REQUIRED TO ENTER FUNDS RECEIVED FROM CAPITAL CAMPAIGNS AND RESTRICTED CASH FUNDS AS PART OF THEIR GROSS RECEIPTS? **(Date added 10.29.20)****

A. Yes, all receipts should be reported. We understand that these funds have restricted uses; however, the calculation is reviewing top line gross receipts for nonprofit entities.

**Q. SHOULD THE 2019 AND 2020 GROSS RECEIPT INFORMATION BE BY THE CALENDAR YEAR OR THE ORGANIZATION'S FISCAL YEAR? **(Date added 10.29.20)****

A. Gross receipts should be reported monthly for the months of March-Dec. 1, 2019, and for the same period in 2020.

## **Q. HOW DO YOU DOCUMENT PAY OWED TO STAFF? (Date added 10.29.20)**

A. This grant is only for expenses incurred and paid. (Invoices, receipts, payroll documentation, etc.) However, if a nonprofit couldn't pay employees because of lost revenue, the nonprofit may document this in the "Loss in Gross Receipts" section.

## **Q. HOW LONG IS THE APPLICATION?**

A. The application is divided into six sections:

- I. Identifying Information
- II. Registration Information
- III. Funding and Eligibility Information
- IV. Additional Aid
- V. Agreements and Signatures
- VI. Attachments Acknowledgement

## **Q. ARE ALL SECTIONS OF THE APPLICATION REQUIRED?**

A. You must complete all sections of the applications. Within each section, you will see fields with a red star (\*). Any field with a red star (\*) means that field must be completed. If the field is asking for a dollar amount, and you don't have an amount to enter, you must enter "0" (zero). If you answer "Yes" to a "Yes or No" question, and the question has an additional "If Yes, explain" field, you will need to provide an answer for that field. Once you have successfully completed a section, the section will turn green.

## **Q. IF INDIVIDUALS GAVE FUNDS TO SUPPORT A NONPROFIT DURING THE COVID-19 PANDEMIC, SHOULD THE NONPROFIT REPORT THOSE FUNDS IN THE ADDITIONAL AID SECTION? (Date added 10.29.20)**

A. No. These types of funds would be part of the organization's gross revenue and would not need to be reported as additional aid if they came from individuals.

## **Q. WHAT DOES THE SYMBOL "i" MEAN THROUGHOUT THE APPLICATION?**

A. If you see the symbol "i," use your cursor to hover over the symbol. This will give you information on how to complete that field.

## **Q. WHAT ABOUT ORGANIZATIONS THAT SUPPORT MULTIPLE COUNTIES, IS THE PRIMARY COUNTY CONSIDERED THE OFFICE ADDRESS?**

A. For nonprofit organizations supporting multiple counties, the primary city and county of service is the city or county where they are headquartered. Organizations can share the details of their geographic reach in the "service area" question in the application.

## **Q. AM I ABLE TO SAVE AND COME BACK TO MY APPLICATION?**

A. Yes. Applications can be saved and revisited prior to the 11:59 p.m., Nov. 1, 2020, deadline. Remember to keep your login information (username and password) in a safe place. You will need this information to access your application. Once you log back into the application portal, click "Applications" at the top right screen. Click the application ID number (SA-0000) to revisit the application. **Do not click** on the blue "Nonprofit Relief Program" button at the bottom of the screen.



**Q. WHERE DO I UPLOAD MY DOCUMENTATION?**

A. The “Files” section is at the bottom of the application page. You will need to upload your required and supporting documents here when completing Section VI, including the Electronic Payment Enrollment Form.

**Q. WHAT IF I DO NOT HAVE ACCESS TO ELECTRONIC COPIES OF MY DOCUMENTS? MAY I SCAN THEM?**

A. Yes. All documents must be scanned if electronic copies do not exist. Applicants are encouraged to contact their financial institution to obtain electronic copies of records. Applicants have the option to either upload each statement individually or combine all statements as one document and upload that one document.

**Q. DO APPLICANTS HAVE TO UPLOAD ALL BANK STATEMENTS AND UTILITY BILLS OR OTHER PROOF OF OPERATING COSTS, OR JUST FILL OUT THE SPREADSHEET?**

A. In addition to filling out the spreadsheet, applicants must upload the relevant documentation to justify all the claimed expenditures.

**Q. HOW WILL I KNOW MY APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED?**

A. Once your application is submitted, you will receive an email indicating you have successfully submitted your application. Additionally, a green pop-up box will appear at the top of your screen. You can view your completed application under the “Application” link at the top right in the application portal.

**Q. WHAT IF MY APPLICATION IS INCOMPLETE?**

A. Prior to the application deadline of 11:59 p.m., Nov. 1, 2020, if you need to make any changes to your application you may contact the SC CARES Call Center by phone (803-670-5170) or by email (SCCares@admin.sc.gov) and request that your application be returned to you for editing.

If you are only needing to upload additional documents to your application, you do not need to call or email to have your application returned to you, you may simply upload the additional documentation to your submitted application. All required documentation must be uploaded and submitted with the application in order to be complete. Applications missing required documentation after 11:59 p.m., Nov, 1, 2020, may be determined incomplete, and ineligible for funding. Once reviewed by the panel, if your application is needing additional documentation/information you may be notified for corrections.

**Q. WHAT IF I HAVE SUBMITTED MY APPLICATION, BUT THEN I REALIZE I NEED TO MAKE A CHANGE?**

A. If revisions on the submitted applications are needed, please follow this process:

- Email SCCares@admin.sc.gov with the application number and request for the application be returned for rework.
- The applicant will then adjust fields of the application and include updated attachments.
- The applicant will then resubmit application once revisions are completed before Nov. 1, 2020.

**Q. WHAT IF I HAVE SUBMITTED MY APPLICATION WITH A PREVIOUS VERSION OF THE CALCULATION WORKSHEET? (Date added 10.29.20)**

A. Applicants must revise the worksheet. This can be done without reopening their application by uploading the correct worksheet to the application.

**Q. I HAVE SUBMITTED MY APPLICATION BUT NEED TO UPLOAD ADDITIONAL DOCUMENTS. AM I ABLE TO DO SO?**

A. After submission, additional documents can be uploaded until the deadline of 11:59 p.m., Nov. 1, 2020.

**Q. WHAT IS A PAYMENT REMITTANCE ADDRESS?**

A. If your application is approved, this is the address to which any awarded grant funding will be sent.

**Questions about Qualifying Expenditures**

**Q. WHAT IS CONSIDERED A “QUALIFYING EXPENSE?”**

A. A qualifying expense is any expense that your organization has incurred in relation to providing your services in response to COVID-19.

**Q. WHAT IS CERTIFIED PAYROLL? WHAT YEAR OF CERTIFIED PAYROLL SHOULD THE NONPROFIT PROVIDE?**

A. Payroll expenditures must be supported by payroll records generated off an automated system, or a formal payroll record signed off on by an authorized representative of the entity. Current year payroll records for the qualifying payroll expenses should be used.

**Q. WHAT KIND OF DOCUMENTATION OF PAYROLL IS ACCEPTABLE? (Date added 10.29.20)**

A. Any documentation the organization provides its accountant/bookkeeper that shows what each employee is to be paid per pay period is acceptable as documentation of payroll. This could also be a summary document from the bookkeeper that shows the amount each employee was paid and the work dates for that payroll period.

**Q. ARE COSTS OF INSURANCE CONSIDERED AN OPERATING COSTS?**

A. Yes, costs of insurance are eligible under operating costs. For example, a nonprofit that has been paying for insurance on its building and contents, even though the facility was closed or partially capacity, can use the cost of insurance as eligible operating costs.

## Questions on Revenue Loss

**Q. SPECIFICALLY, IF APPLICANTS HAVE SIGNIFICANT FUNDRAISING OR REVENUE EVENTS BETWEEN DECEMBER AND MARCH OF EACH YEAR, HOW WILL THE COVID IMPACT ON DROP IN REVENUE BE CALCULATED OR CONSIDERED?**

A. Only qualifying expenditures and revenue losses from the time period of March 1-Dec. 1, 2020, may be considered. Predicted losses after Dec. 1 may not be considered.

**Q. IF A NONPROFIT ONLY WANTS TO APPLY FOR LOST REVENUE, IS THAT ALLOWED? (Date added 10.29.20)**

A. Yes.

## Miscellaneous Questions

**Q. I RECEIVED FUNDS FROM THE PAYCHECK PROTECTION PROGRAM (PPP), AM I ELIGIBLE TO APPLY AND CLAIM PAYROLL COSTS NOT COVERED BY THE PPP FUNDS?**

A. Yes, recipients of PPP funds are eligible to apply; however, they may only submit expenditures that have not been reimbursed as part of a different program.

**Q. IN THE DOCUMENT SECTION THAT ASKS FOR THE STATE OF SC TO SIGN, DOES THAT MEAN THE PRINTED DOCUMENT NEEDS TO BE NOTARIZED?**

A. No. Nothing on this application requires notarization.

**Q. WHERE CAN A NONPROFIT PROVIDE COMMENTS?**

A. There are several fields in the application for an applicant to expand on answers to prior questions.

**Q. WHEN THE FORM ASKS ABOUT BEING CLOSED, WHAT IF THE NONPROFIT WAS INITIALLY “FULLY CLOSED” BUT IS NOW “PARTIALLY CLOSED”? HOW SHOULD THE NONPROFIT ANSWER?**

A. Nonprofits fully closed for any period of time should select “fully closed” and explain in detail the duration for which they were fully closed and the duration for which they were operating under reduced capacity in the subsequent explanation section.

## **Questions Regarding Application Assistance**

### **Q. WHAT IF I NEED HELP WITH MY APPLICATION?**

A. A knowledgeable and friendly staff is available to guide people through the process. Applicants can call 803-670-5170 between 8:30 a.m.-5 p.m., Monday through Friday. Applicants can also email questions to [SCCares@admin.sc.gov](mailto:SCCares@admin.sc.gov). Applicants can also reach out to collaborating organizations who can help with filling out the application. [Click here for the list.](#)

### **Q. WILL THE SC CARES CALL CENTER BE OPEN ON SATURDAY, OCT. 31 AND SUNDAY, NOV. 1? (Date added 10.29.20)**

A. Yes. The SC CARES Call Center will be open with limited staff from 8 a.m.-4:30 p.m., Saturday, Oct. 31, and Sunday, Nov. 1. Throughout the weekend, applicants can also email questions to [SCCares@admin.sc.gov](mailto:SCCares@admin.sc.gov).

### **Q. IS THERE A RESOURCE TO ASSIST VISUALLY IMPAIRED APPLICANTS?**

A. Please use the following resource for assisting visually impaired applicants:

Kisa Grate, CMCS  
Director of Training and Employment  
SC Commission for the Blind  
Office: (803) 898-8786  
Email: [Kisa.Grate@sccb.sc.gov](mailto:Kisa.Grate@sccb.sc.gov)