



SC Cares – CRF Grant Management Services

Office Hours

August 11, 2020



Deadline to submit is extended

Submission deadline for Financial Activities:

~~Saturday, August 15~~ → **Now Friday, August 21**

Additional documents available on Accelerate SC website

1 Expenditures template

H8															
	A	B	C	D	E	F	G	H	I	J	K	L	M		
1			[ENTER SUBRECIPIENT NAME]												
5			Financial Activity Name	Cost Category	Activity	File Submission Name	Vendor Name / Employee ID	Primary Doc. Type	Primary Doc. #	Funds Requested	Start Date	End Date	Description of activity		
7			FA-000001	Public Health Expenses	Medical Supply Acquisition & Distribution	Amazon _ Invoice 1234 _Masks	Amazon	Invoice	1234	\$ 300.00	4/15/2020		PPE purchased for the distribution to public employees and general population to mitigate spread of COVID-19		
8			FA-000001	Medical Expenses	Disinfection of Public Areas	Dept of Public Health _ Payroll _ Disinfecting	Employee 1	Payroll Report		\$ 120.00	5/17/2020	5/30/2020	Overtime hours worked by Employee 1 to provide additional disinfection services at the Dept of Public Health office required to mitigate spread of COVID-19		
9			FA-000001	Medical Expenses	Disinfection of Public Areas	Dept of Public Health _ Payroll _ Disinfecting	Employee 2	Payroll Report		\$ 85.00	5/17/2020	5/30/2020	Overtime hours worked by Employee 2 to provide additional disinfection services at the Dept of Public Health office required to mitigate spread of COVID-19		
10			FA-000001	Compliance Expenses	Paid Sick/Medical Leave	Employee 5 _ Payroll _ Sick Pay for COVID 19	Employee 5	Payroll Report		\$ 250.00	6/18/2020	6/12/2020	Paid sick leave taken by Employee 5 as a result experiencing symptoms of COVID-19 and seeking medical diagnosis from a health care provider		
11															
12															

2 Office hours presentations

SC Cares – CRF Grant Management Services

Office Hours

August 5, 2020



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3 Responses to Q&A

SC Cares Grant Management – Responses to Questions posed at 08/05/2020 Office Hours

The Office Hours [Powerpoint](#) is available on the Accelerate SC Website under the “Trainings” section:
<https://accelerate.sc.gov/sc-cares-grant-management-program>

PLATFORM

How can I add an accountant/employee to the SC Cares platform?

- The platform is set up for only one user per Subrecipient. However, that user can be changed by request at sccares@admin.sc.gov

Must supporting documentation files be uploaded individually?

- Supporting documents can be uploaded together with each corresponding financial activity and should align with the dollar value requested for that activity.

Can more than one document be uploaded at a time?

- Yes, you can upload multiple documents under each financial activity and under each financial activity budget category. Supporting documents should be uploaded for each corresponding financial activity.

Can compressed (zip) files be uploaded that contain several pdfs/subfolders?

- No, the system will reject any zip files.

Guidance on submitting consolidated Financial Activities

Where are the Financial Activity Cost Categories?

Record Type
Reimbursement

NOTE: To add attachments to the Financial Activity Budget Category line item, select the Corresponding "FABC" Record hyperlink below.

FINANCIAL ACTIVITY BUDGET CATEGORY NAME

FABC-00110

Financial Activity Cost Categories

FINANCIAL ACTIVITY BUDGET CATEGORY NAME	COST CATEGORY NAME	ACTIVITY	FUNDS REQUESTED	Overlap Indicator
FABC-05749	Payroll Expenses	COVID Dedicated Payroll Expenses	25,000.00	
FABC-05750	Compliance Expenses	Food delivery	0.00	
FABC-05751	Compliance Expenses	Distance learning	0.00	
FABC-05752	Compliance Expenses	Telework capability improvement	5,000.00	

How do I submit a consolidated FA?

Invoices should be consolidated into individual cost categories within a single Financial Activity submission.

For example: All payroll related expenses should be consolidated into a single line item. Supporting documentation should show all costs components of this line item.



[ENTER SUBRECIPIENT NAME]										
Financial Activity Name	Cost Category	Activity	File Submission Name	Vendor Name / Employee ID	Primary Doc. Type	Primary Doc. #	Funds Requested	Start Date	End Date	Description of activity
FA-000001	Payroll Expenses	COVID Dedicated Payroll Expenses	Dept of Public Health _ Payroll _ PPE Distribution	Employee 1	Payroll Report		\$ 5,000.00	5/1/2020	6/30/2020	Overtime hours worked by Employee 1 to work a drive-up tent stationed in front of City Hall that provides masks and information to the public.
FA-000001	Payroll Expenses	COVID Dedicated Payroll Expenses	Dept of Public Health _ Payroll _ PPE Distribution	Employee 2	Payroll Report		\$ 5,000.00	5/1/2020	6/30/2020	Overtime hours worked by Employee 2 to work a drive-up tent stationed in front of City Hall that provides masks and information to the public.
FA-000001	Payroll Expenses	COVID Dedicated Payroll Expenses	Dept of Public Health _ Payroll _ PPE Distribution	Employee 3	Payroll Report		\$ 5,000.00	5/1/2020	6/30/2020	Overtime hours worked by Employee 3 to work a drive-up tent stationed in front of City Hall that provides masks and information to the public.
FA-000001	Payroll Expenses	COVID Dedicated Payroll Expenses	Dept of Public Health _ Payroll _ PPE Distribution	Employee 4	Payroll Report		\$ 5,000.00	5/1/2020	6/30/2020	Overtime hours worked by Employee 4 to work a drive-up tent stationed in front of City Hall that provides masks and information to the public.
FA-000001	Payroll Expenses	COVID Dedicated Payroll Expenses	Dept of Public Health _ Payroll _ PPE Distribution	Employee 5	Payroll Report		\$ 5,000.00	5/1/2020	6/30/2020	Overtime hours worked by Employee 5 to work a drive-up tent stationed in front of City Hall that provides masks and information to the public.
FA-000001	Compliance Expenses	Telework capability improvement	Amazon _ Invoice 1234 _ Laptops	Amazon	Invoice	1234	\$ 5,000.00	5/5/2020		Laptops purchased for employees to improve public safety by allowing employees to work from home.

Next steps and resources available

NEXT STEPS

- Use the SC Cares Salesforce platform to submit eligible expenses
- **Reminder: Deadline for submission has been extended to Friday, August 21!**
- Submit FEMA PA-eligible expenses to EMD directly
- Note: Please contact us immediately if you have any remaining issues signing subrecipient agreements or accessing the SC Cares platform



RESOURCES AVAILABLE

- Call center: (803) 670-5170
8:30AM – 5PM Eastern
- Email: SCCares@admin.sc.gov
- Trainings & Communications:
<https://accelerate.sc.gov/sc-cares-grant-management-program>

Additional questions?