

**SC Cares – CRF Grant Management Services** 

Office Hours

August 11, 2020



## Deadline to submit is extended

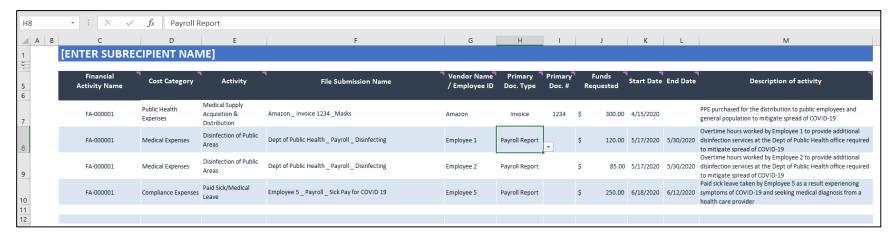
Submission deadline for Financial Activities:

Saturday, August 15 → Now Friday, August 21



## Additional documents available on Accelerate SC website

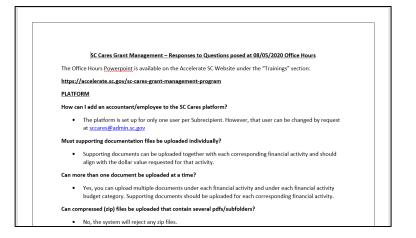
## 1 Expenditures template



## 2 Office hours presentations

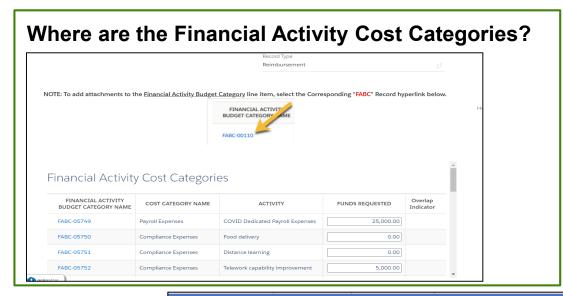


### Responses to Q&A





# Guidance on submitting consolidated Financial Activities



#### How do I submit a consolidated FA?

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

<u>For example</u>: 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-00001	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: <u>SCCares@admin.sc.gov</u>
- Trainings & Communications: <u>https://accelerate.sc.gov/sc-cares-grant-management-program</u>



# Additional questions?

