

SC Cares – CRF Grant Management Services

Office Hours



The Coronavirus Relief Fund (CRF) dedicates payments for specified uses to states and certain local governments

- The State of South Carolina was allocated \$1.905B, which is being administered by the SC Dept. of Administration (DOA)
- On June 25th, the General Assembly enacted a joint resolution (Act 142) to authorize expenditure of the first \$1.3B of the CRF
- Phase I provides reimbursement of expenditures incurred March 1, 2020, through June 30, 2020, that were necessary for the response to the COVID 19 public health emergency
- Expenses for July 1 forward will be considered by the General Assembly at a later date

The \$1.3B of CRF funds for Phase I is distributed via various programs

Item	Department	Purpose	Amount	Eligible Entities
A.	Department of Employment and Workforce	Unemployment Trust Fund	\$500,000,000	• DEW
B.	State Department of Education	<ol style="list-style-type: none"> 1. Academic Recovery Camps 2. Five Days of Instruction 3. Food Service 	\$222,700,000	• DoE
C.	Department of Administration	State and Local Government Expenditures	\$270,000,000	• State agencies, institutions of higher learning, counties, municipalities, and special purpose districts to apply for reimbursement
D.	Department of Health and Environmental Control	Statewide Testing and Monitoring	\$42,437,873	• DHEC
E.	Adjutant General-Emergency Management Division	PPE Stockpile and Supply Chain Plan	\$16,804,115	• EMD
F.	Department of Administration- Executive Budget Office	Hospital Relief Fund	\$125,000,000	• Healthcare system
G.	Office of Regulatory Staff	<ol style="list-style-type: none"> 1. Broadband Mapping, Planning, and Infrastructure 2. Hotspots- minimum 100,000 household 	\$50,000,000	• ORS

There are three primary criteria that must be met for an expense to be eligible for reimbursement

The CARES Act indicates that payments from the CRF may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020

Additional details from U.S. Treasury on the CRF program and eligible activities are available here:

- [U.S. Treasury Coronavirus Relief Fund Guidance](#)
- [U.S. Treasury Coronavirus Relief Fund FAQs](#)

Expenses that are FEMA PA eligible should continue to be submitted to the SC Emergency Management Dept. (EMD)

- To maximize available funds for the State, entities must submit FEMA PA eligible expenses to EMD
- EMD will pay the approved federal and non-federal shares on payments as they are processed through the FEMA PA program for Phase I expenses
- If DOA determines an expense submitted through CRF is FEMA PA eligible, it will be returned to subrecipient to be submitted into FEMA PA program

Given several activities in CRF are also eligible under FEMA PA, activities not eligible under FEMA PA should be prioritized when submitting to the CRF SC Cares Salesforce platform

Activities that are CRF eligible should be submitted via the SC Cares platform

Activities to submit to CRF

- Public telemedicine capabilities (labor will be FEMA)
- Medical supply acquisition and distribution for non-emergency protective measures
- Public Safety measures related to reopening of public spaces / facilities
- COVID Dedicated Payroll Expenses (regular time, Items such as Hazard pay / premium pays that are not in pre-disaster policies)
- Distance learning
- Telework capability improvement
- Providing paid sick and medical leave
- Care of homeless populations
- Provision of grants to small businesses
- Government payroll support program
- Unemployment insurance costs

Submit these expenses to SC Cares!

Activities to submit to FEMA PA

- Public medical facility expenses
- Establishing temporary medical facilities
- Testing
- Emergency medical response
- Communication and enforcement
- Medical supply acquisition and distribution
- Disinfection of public areas
- Technical assistance
- Public safety measures
- Quarantining
- COVID Dedicated Payroll Expenses (primarily overtime only, and must be in alignment with pre-disaster pay policies)
- Food delivery to vulnerable populations to enable compliance with COVID-19 public health precautions.
- Maintaining prisons and jails

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
 - Summary of expenses with supporting narrative emphasizing the relevance to COVID-19 per financial activity
- 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

Overtime payroll expenses may be reimbursed in Phase I and have additional documentation requirements

- **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

At this time, overtime expenses will be prioritized. Other payroll expenses will be considered for reimbursement as funds are available.

Process of submitting Financial Activities

- Submit your financial activities in the following format:
 - Financial Activity 1: Expenses for purchased goods / services
 - Financial Activity 2: Payroll 1 for non-FEMA PA eligible overtime only
 - Financial Activity 3: Payroll 2 for regular time (as needed, *may be paid at a later date*)
 - Financial Activity 4: Payroll 3 for premium pay / hazard pay (as needed, *may be paid at a later date*)

Timeline for CRF Payments

- Week of July 20: Opening of window for submissions to CRF SC Cares platform
 - Window for this Phase I of potential reimbursement is open until August 15 to submit financial activities for all requests reimbursement for expenses from March – June 30, 2020.
- July 21 – 23: Host office hour sessions for subrecipients of different groups to pose questions
 - Additional sessions may be held as needed in the coming weeks

Next steps and resources available

NEXT STEPS

- Provide signers for agreements if not completed already
- Review and sign subrecipient agreements if not completed already
 - Enter TBD on the FAIN number field
- Submit CRF-only eligible expenses via CRF SC Cares platform in a Financial Activity
 - Submit FEMA PA eligible expenses to EMD
- Note: please include comments and as much detail as possible when explaining expenditures and providing justification



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?