



# SC Cares – CRF Grant Management Services

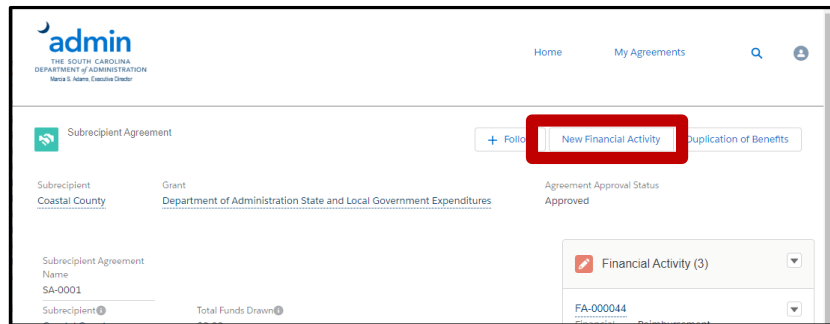
Office Hours

August 5, 2020

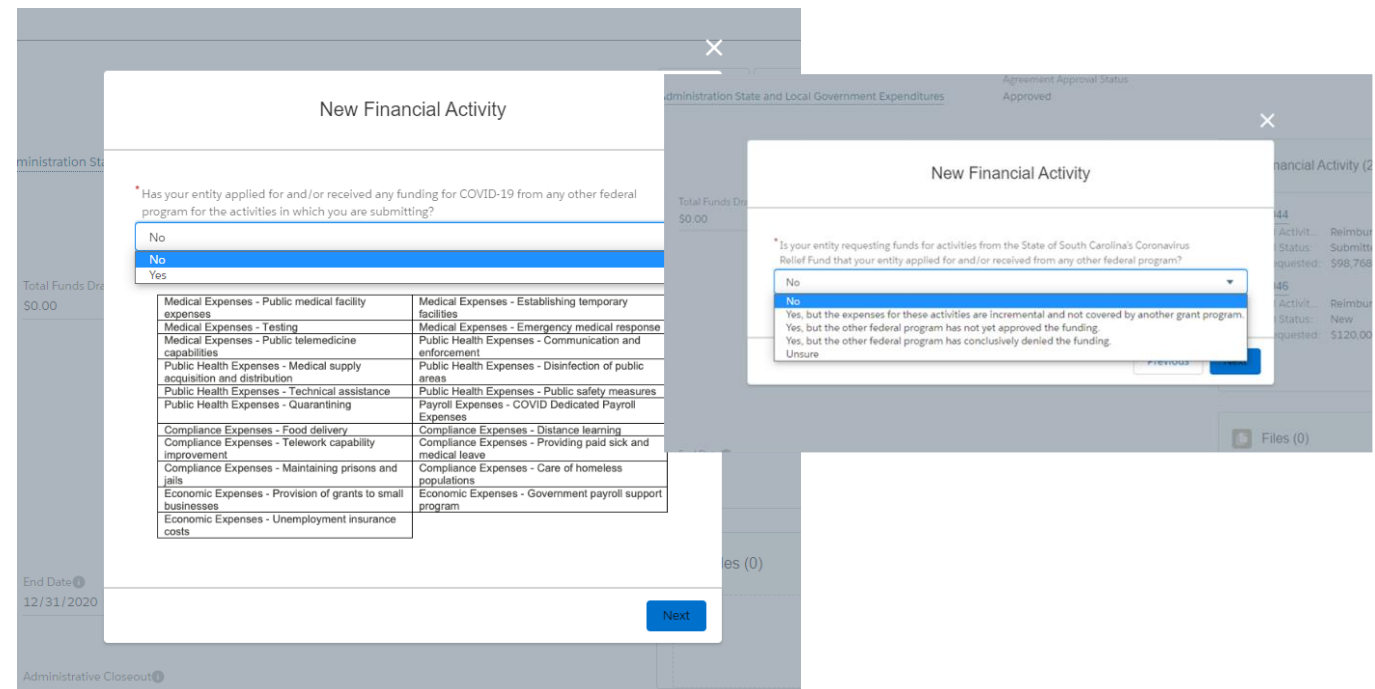


# Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process

## 1. Click on **New Financial Activity**



2. You will be asked a series of three questions to begin creating the agreement. For the first question provide a Yes or No answer and click **Next**. For the second question select the response that best describes your position for the Financial Activity you are submitting and click **Next**.



# Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

3. Make your request for reimbursement by entering your requested amount for each category in the column titled Funds Requested. Your expenses must be grouped by Financial Activity Cost Category and you can determine which category by reviewing the Activity column.

**[NOTE: If you do not have your expenses or backup information separated in appropriate Cost Categories, you can save your work and return later.]** You will need your request organized in these Cost Categories to continue.

Financial Activity Information

Funds Approved

System Information

Created By: Coastal Cloud, 7/2/2020, 10:19 AM

Last Modified By: dustynf18, 7/9/2020, 6:43 AM

### Financial Activity Cost Categories

FINANCIAL ACTIVITY BUDGET CATEGORY NAME	COST CATEGORY NAME	ACTIVITY	FUNDS REQUESTED	Overlap Indicator
FABC-00132	Compliance Expenses	Maintaining prisons and jails	<input type="text" value="0.00"/>	
FABC-00133	Compliance Expenses	Care of homeless populations	<input type="text" value="0.00"/>	<span style="color: red;">●</span>
		Provision of		

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Marcia S. Adams, Director

# Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

4. For each Cost Category where you request reimbursement, you must supply appropriate back up documentation. Backup can include payroll records, paid invoices, paid statements or anything you think may be applicable to your specific situation. You can reference the Accelerate SC website for specific details.

For each Cost Category entry click on the **“FINANCIAL ACTIVITY BUDGET CATEGORY NAME,”** the link with the FABC prefix and a five-digit number to the left of your requested amount.

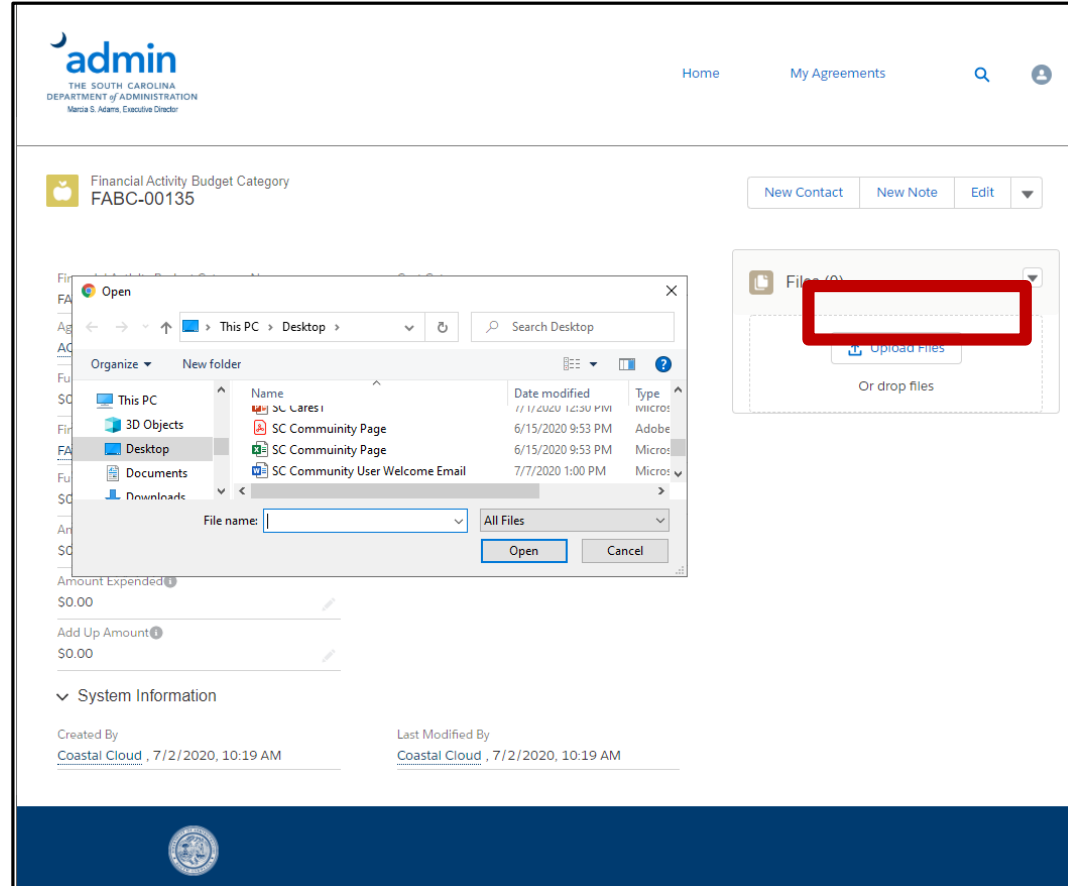
The screenshot displays a web interface for submitting financial activity. At the top, there are two input fields for 'Grant Source Amount'. Below these are sections for 'Financial Activity Information' and 'System Information'. The 'System Information' section shows 'Created By: Coastal Cloud, 7/2/2020, 10:19 AM' and 'Last Modified By: dustynf18, 7/9/2020, 6:43 AM'. A table lists four budget categories, with the first one, FABC-00135, highlighted by a red box. The table columns include the FABC ID, Economic Expenses, Government payroll support program, and a numerical value in a text box.

<b>FABC-00135</b>	Economic Expenses	Government payroll support program	<input type="text" value="3,000,000.00"/>
FABC-00136	Economic Expenses	Unemployment insurance costs	<input type="text" value="5,000,000.00"/>
FABC-00137	Other COVID-19 Related Expenses	Other COVID-19 Related Expenses	<input type="text" value="0.00"/>
FABC-00138	Medical Expenses	Public medical facility expenses	<input type="text" value="0.00"/>

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# Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

5. You will see an Upload area on the record page. You can drag files to the upload area or select **Upload Files** and select files from your computer.



# Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

6. After your support upload is complete you can title your uploaded documents by clicking on the inverted triangle to the right and selecting Edit File Details. Complete the dialog box with the Financial Activity Number and your organizations name. Also include as much detail as possible to describe the files contents. Click **save**, close the dialog box (**Click X**) and close the record page (**Click X**).

The image shows two screenshots from the SC Cares platform. The top screenshot displays a file upload interface for a 'Financial Activity Budget Category' (FABC-00792). A red box highlights the 'Edit File Details' option in the file management menu. The bottom screenshot shows the 'Edit CCLogo' dialog box with the following fields:

- Title:** FA-000040 - Coastal County
- Description:** For expenses related to Public Telemedicine

At the bottom of the dialog box, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box. A red 'X' icon in the top right corner of the dialog box indicates the close button.

# Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

7. Complete the entry and upload for your next Cost Category. When all cost categories have been completed and support documents have been uploaded, scroll to the bottom of the Cost Category table. Click the **check boxes** indicating that all information you have submitted is true, complete and accurate and that you have not requested reimbursement for these activities from another funding source. Then click **Save**.

FINANCIAL ACTIVITY  
BUDGET CATEGORY NAME  
FABC-00110

During this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the subrecipient agreement. I understand that the information being provided will be used to determine the reimbursement amount from the State. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

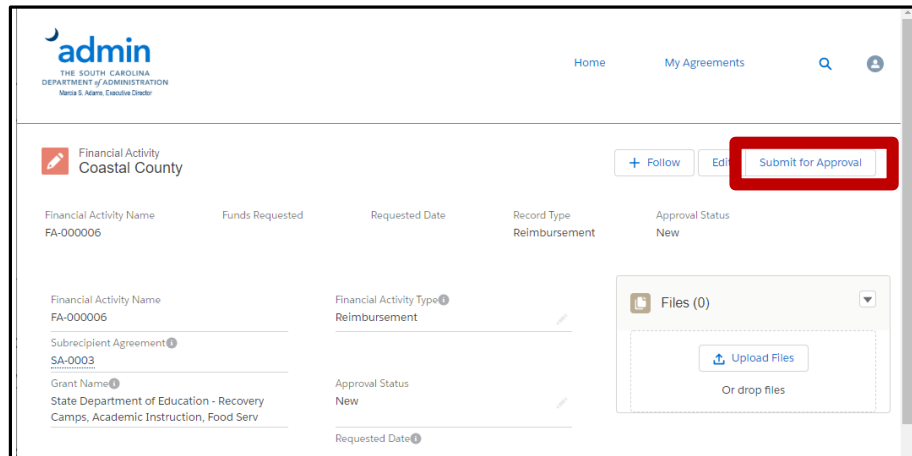
I certify that the specific activities and costs in this project application were not requested from another funding source or, if they were requested, that other source has not yet approved the funding. Further, I certify that if the Subrecipient does receive funding for the specific activities and costs in this project application, I must notify the State, and funding will be reconciled or eliminate the application.

Save

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# Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

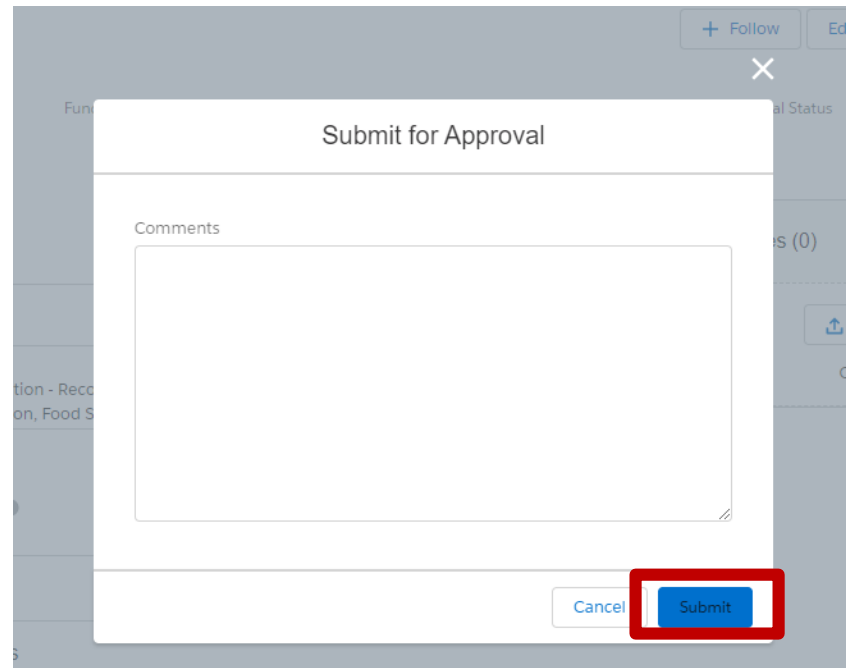
8. Once your entries are complete and saved you can submit your request by clicking the **Submit for Approval** button on the upper right.



The screenshot shows the 'admin' portal for the South Carolina Department of Administration. The main content area displays a 'Financial Activity' entry for 'Coastal County'. The entry details include: Financial Activity Name (FA-000006), Funds Requested, Requested Date, Record Type (Reimbursement), and Approval Status (New). A 'Submit for Approval' button is highlighted with a red box. Below the entry details, there is a 'Files (0)' section with an 'Upload Files' button and a note 'Or drop files'.

9. You will have an opportunity to include comments if needed. Make sure to click the **Submit** button at the bottom of the comments box to complete your submission.

You will receive a confirmation email of your submission and may track your submission at any time by returning to the portal.



The screenshot shows a modal dialog box titled 'Submit for Approval'. It contains a 'Comments' section with a text area for entering comments. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.



# FEMA PA vs. CRF eligibility – Overview

- In order to **maximize the available benefits**, the State is coordinating reimbursement between two programs:
  - The SC Department of Administration’s SC CARES Grant Management Program (“SC CARES” or “SC Cares”), overseeing the CRF program
  - The SC Emergency Management Division (“SCEMD” or “EMD”), overseeing the FEMA PA program
- Subrecipients who are eligible for the FEMA PA program **must submit FEMA PA-eligible expenses (must be \$3,300 or more/project) to the FEMA PA program to be reimbursed by SCEMD**. SCEMD will pay the approved federal share, as well as the non-federal share on payments as they are processed through the FEMA PA program. PA project applications must be submitted via FEMA’s [Grants Portal \(http://grantee.fema.gov\)](http://grantee.fema.gov).
  - Note: Non-federal share match from the CRF program is subject to availability. Eligible subrecipients must submit their FEMA PA applications for expenses from March 1, 2020 – June 30, 2020 by 8/15/2020 to receive the 25% non-federal share payment.
- If SC CARES determines that an expense submitted for reimbursement through CRF is FEMA PA-eligible, **it will be returned to the subrecipient** to be submitted through EMD into the FEMA PA program. More specifically, you will see that the Financial Activity (FA) in the SC CARES portal is approved, but any FEMA PA-eligible expenses will not be included in the Approved Funding amount. **Additionally, a member of our team will reach out to you to discuss our finding and confirm that you have not already attempted to secure FEMA PA funding for those expenses.**

# FEMA PA vs. CRF eligibility – Detail

CRF Activities	Description
Public telemedicine capabilities	Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
Medical supply acquisition and distribution	Expenses for acquisition and distribution of medical and protective supplies <b>unrelated to emergency protective measures.</b>
Public safety measures	Expenses for public safety measures in direct response to COVID-19 <b>associated with reopening public spaces/facilities.</b>
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. <b>Includes items such as Hazard pay / premium pays that are not in pre-disaster policies.</b>
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.
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.
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 necessary expenses incurred due to the public health emergency that meet the CRF program eligibility criteria.

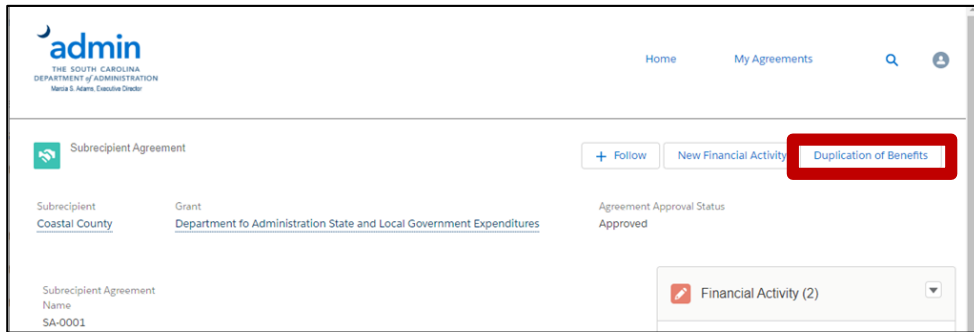
# FEMA PA vs. CRF eligibility – Detail (cont.)

FEMA PA Activities*	Description
Public medical facility expenses	COVID-19-related expenses of running 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.
Communication	Expenses for communication 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 related to providing <b>emergency protective measures</b> .
Disinfection of public areas	Expenses for disinfection of public areas and other facilities 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 in direct response to COVID-19.
Quarantining	Expenses for quarantining individuals in non-congregate shelter.
COVID Dedicated Payroll Expenses	Payroll expenses for employees providing emergency protective measures related to COVID-19. Payroll expenses are typically overtime hours and must be <b>in alignment with pre-disaster policies to be eligible for FEMA PA reimbursement</b> .
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.
Prisons and jails	COVID-19-related expenses for disinfection and temporary social distancing measures in state prisons and county jails to enable compliance with COVID-19 public health precautions.

# REMINDER: Please complete the Duplication of Benefits (DOB) form

To do so, navigate to your Subrecipient Agreement within the Salesforce tool and:

1. Click on Duplication of Benefits



2. You will be presented with a list of other COVID-19 Grant programs. Please review the list carefully and include the amount and detailed description for any other grants you have applied for or received funds from. Receiving funds from other sources does not disqualify you from this program.

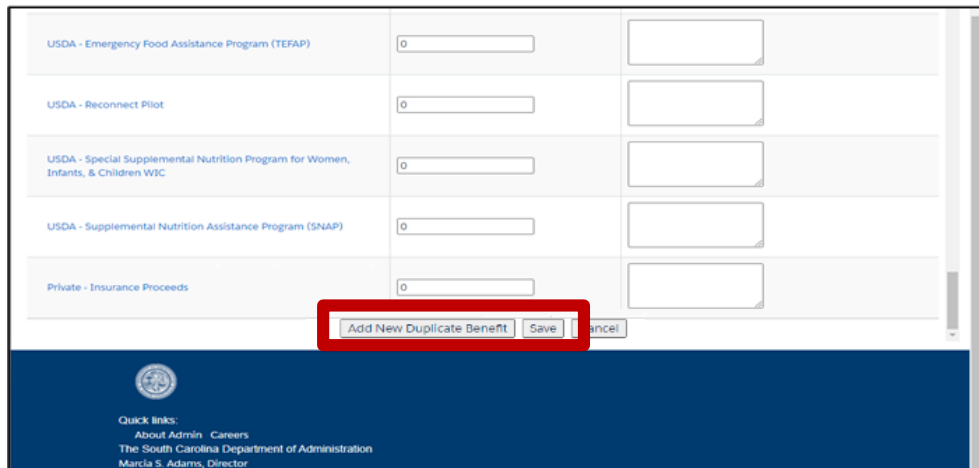
The screenshot shows a table of COVID-19 Grant programs. The table has three columns: 'NAME', 'FUND AMOUNT', and 'DESCRIBE INTENT OF FUND USE'. The 'DHS - FEMA Emergency Food and Shelter' row is highlighted with a red box. The 'FUND AMOUNT' for this row is '50000'. The 'DESCRIBE INTENT OF FUND USE' for this row is 'Support for Ace Homeless Shelter, Salvation Army Shelter,'.

NAME	FUND AMOUNT	DESCRIBE INTENT OF FUND USE
CPB - Corporation for Public Broadcasting	0	
DHS - FEMA Emergency Food and Shelter	50000	Support for Ace Homeless Shelter, Salvation Army Shelter,
DHS - FEMA Emergency Management Performance Grants	0	
DHS - FEMA Public Assistance	0	

# REMINDER: Please complete the Duplication of Benefits (DOB) form (cont.)

To do so, navigate to your Subrecipient Agreement within the Salesforce tool and:

3. If you requested or received funds from a program not listed, click **Add New Duplicate Benefit** to create a new line. When you have completed the list make sure to click **Save**. You should update this list anytime you request or receive funds from other sources.



The screenshot displays a table of benefit programs within a Salesforce interface. The table has three columns: the first column lists the program names, the second column contains a dropdown menu with a '0' selected, and the third column contains a text input field with a small icon in the bottom right corner. The programs listed are: USDA - Emergency Food Assistance Program (TEFAP), USDA - Reconnect Pilot, USDA - Special Supplemental Nutrition Program for Women, Infants, & Children WIC, USDA - Supplemental Nutrition Assistance Program (SNAP), and Private - Insurance Proceeds. Below the table, there are three buttons: 'Add New Duplicate Benefit', 'Save', and 'Cancel'. The 'Add New Duplicate Benefit' button is highlighted with a red rectangular box. At the bottom of the page, there is a blue footer with the text: 'Quick links: About Admin Careers The South Carolina Department of Administration Marcia S. Adams, Director'.

# Next steps and resources available

## NEXT STEPS

- Use the SC Cares Salesforce platform to submit eligible expenses
- 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](mailto:SCCares@admin.sc.gov)
- Trainings & Communications:  
<https://accelerate.sc.gov/sc-cares-grant-management-program>

# Additional questions?