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SC Cares – CRF Grant Management Services: Phase II

Office Hours

October 2020

Agenda

Topic	Slides
Overview of Phase II	3 – 4
Tips to expedite Phase II	5 – 9
Further detail on Phase II submission requirements	10 – 15
Next steps and Q&A	16 – 18
Appendix: Review of the SC CARES platform	*19 – 26*
Appendix: Review of eligibility and Duplication of Benefits (DOB)	*27 – 32*

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Overview of Phase II

Phase II begins on Oct 5 and ends on Nov 15.
We <u>highly</u> recommend submitting as much as possible by Nov 1.

Submission Details

- Phase II will begin on Monday, October 5, 2020

- Eligible timeline for expenses is July 1, 2020 through November 15, 2020

- Use the SC Cares Salesforce platform to submit eligible expenses just as in Phase I

- **Deadline to submit is November 15, 2020 →
  This is a <u>firm deadline</u>; there will be <u>no extensions</u>**

- Submit FEMA PA-eligible expenses to EMD directly, just as in Phase I

- <u>Note</u>: 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/cares-act/applying-sc-cares-act-funds

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Tips to expedite Phase II

These three tips will make Phase II go easier than Phase I

Tip 1: Use our Expense tool to summarize all your expenses

- This Excel-based tool will significantly help reduce processing time for your reimbursements. **We are now making it a <u>requirement</u> to include one completed tool as an attachment for each of your Financial Activities (FAs).**

- The tool is available to download on the AccelerateSC website and will be sent to you following this call.

- Using this tool will help summarize your expenses and allow our team to process more effectively, resulting in a faster payout and fewer coordinating calls with our staff.

[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	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
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
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
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

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These three tips will make Phase II go easier than Phase I

Tip 2: Check your attachments for Restricted or Confidential Information before submitting:

- Watch out for Restricted or Confidential Information (RCI) in your attachments and do not submit within your supporting documentation. Doing so will significantly cut down on our teams contacting you for revisions.

- We will send out guidance for <u>exactly</u> what constitutes RCI after this meeting, and it is repeated on <u>Slide 15 of this presentation</u>. This guidance is also always available on the AccelerateSC website.

- **Two rules of thumb should solve over 90% of problems:**

  - <u>Personal Information</u> → If the attachment includes more personal information about employees than what you could find in a phone book, it is RCI and must be redacted. <u>Examples</u>: SSNs, bank account information, full names and addresses of minors, etc.

  - <u>Health Information</u> → If someone could open the attachment and determine that a specific person contracted COVID-19, it is RCI and must be redacted. <u>Example</u>: Full employee names in any document used to justify COVID-19 sick leave reimbursement.

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7

These three tips will make Phase II go easier than Phase I

Tip 3: Ensure you provide proof of payment with your documentation:

To justify your **goods and services** expenses, our team is looking for three items**:**

1. **Intent to purchase:**

   - This is most often a **purchase order**
   - It could also be an email requesting a P-Card be used, an emergency authorization, etc.

2. **Proof of good or service delivery:**

   - This is most often an **invoice**
   - It could also be a record of third-party labor hours, an email confirmation, etc.

3. **Proof of payment:**

   - This is most often a **receipt or copies of a check**
   - It could also be a stamp on the invoice indicating "Paid" or similar, an email confirmation of payment (including last four digits of credit card), etc.
   - NOTE: For State Agencies, proof of payment can be a SCEIS document. It should include at minimum: Business Area; Fund; Cost Center; Functional Area; G/L Account; Fiscal Year; Ref Doc Number; and Amount

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These three tips will make Phase II go easier than Phase I

Tip 3: Ensure you provide proof of payment with your documentation:

To justify your **payroll, overtime, and sick leave** expenses, our team is looking for three items**:**

1. **Eligibility of time:**

   - This is most often a **description of employee activities or explanation of sick leave**
   - Description must include how activities <u>directly</u> relate to addressing COVID-19

2. **Proof of hours worked or sick leave taken:**

   - This is most often **timesheets**
   - Please also provide a summary of time by employee or by pay period to expedite processing

3. **Proof of payment:**

   - This is most often a **payroll register broken down by pay period**
   - If your payroll tool exports into Excel and you send us an Excel file, we must <u>also</u> receive a statement from you that the Excel file is a direct pull from your payroll system

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Further detail on Phase II submission requirements

Phase II Submission Requirements

Documentation Requirements

Sufficient documentation is required for each Financial Activity (FA) submission into CRF. Insufficient documentation will result in the rejection of the activity back to the Subrecipient (SR) for rework. The following documentation is required for each FA submission:

- A full budget approved on or before March 27th, 2020 (FY19-20)
  - Do not reattach if budget was already submitted in Phase 1.
- An expense report of all expenses/costs submitted for reimbursement.
  - Excel template is available on AccelerateSC
- All required backup documentation to support submitted expenses
- A certification that there is no Duplication of Benefits with any other aid program in expenses submitted to CRF.
  - This is a portion of the application in Salesforce, but Subrecipients can also submit a typed letter attached with their application

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Phase II Submission Requirements

Expense Report Requirements

To expedite the review and processing of reimbursements in Phase II, Expense reports will be **required** for each submitted Financial Activity. Templates for these reports are available on the AccelerateSC website. Expense reports must be formatted in accordance with the following criteria:

- Separated by Financial Activity Budget Category (FABC) – a separate spreadsheet for each FABC is required, with each expense requested for reimbursement as a line item.

- Each expense line item within the FABC spreadsheet should include the:

  - Incurred cost

  - Date of purchase

  - Vendor name

  - Item description

  - Page number of related documentation in each FABC

- The total expenses claimed of all line items must equal the amount requested within each FABC. **The level of documentation required for the validation of expenses is based on which Financial Activity type is being submitted.**

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Phase II Submission Requirements

Cost Category 1: Purchased Goods/Services

<u>To validate expenses under this FA category, reviewers require three items be included in the submission:</u>

1. Proof of expense incurred (invoice or receipt).

2. Authorization to purchase goods/services (PO or contract). If Subrecipient does not have either of these (because the expense is a small purchase or emergency purchase), a typed note uploaded into Salesforce with other supporting documentation is sufficient.

3. Proof of payment (an uploaded check, EFT detail or at minimum, an approved purchasing department stamp or credit card number on the receipt).

NOTE: If a Subrecipient has made purchases using a "P-Card" or other pre-authorized form of payment by their Purchasing department, a statement of authorization and receipt is sufficient in place of a purchase order.

Phase II Submission Requirements

Cost Categories 2-5: Payroll, Overtime Pay, and Hazard Pay, and Paid Sick/Medical Leave

<u>To validate expenses under this FA category, reviewers require two items be included in the submission:</u>

1. A print-out from the Subrecipient's system showing payroll or a labor summary; ideally, this includes a full payroll register or a check/actual payment date

Note: if claimed Payroll is greater than $50,000, a full payroll register **must** be submitted.

2. Evidence that employees were performing COVID-related tasks (that do not quality for FEMA Public Assistance). This can be uploaded as a typed narrative for each department being claimed or included with a description of duties in a timesheet or payroll register.

<u>Further, it may also be required and is preferable to include:</u>

3. Additional evidence of the number of hours worked by employees (timesheets or hours record from the system, etc.)

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Restricted and Confidential Data Requirements

In accordance with the State of South Carolina's guidelines regarding restricted and confidential data, Subrecipients are required to redact the following information to protect the privacy of their employees and constituents when submitting expenses to SC CARES:

- Home Addresses of employees
- Bank Account or Routing Number information of employees – usually found on check/payment statements
- Social Security Numbers of employees (including the last four digits of the SSN)
- Phone numbers or email addresses of employees attached to their full name
- Full names of employees/families of employees taking sick leave – usually found in sick leave timesheets or payroll
- Full Names of employees who are quarantined/confirmed positive for COVID-19
- Full names or addresses of children in foster care or care of the state
- Full names or home addresses of constituents

- When submitting documentation to justify expenses through CRF, Subrecipients must pay special attention to the information included about their employees or constituents that could be used to identify them.
- If a document which contains restricted or confidential data is uploaded in a Financial Activity, it will be quarantined, blocked from further review, and sent back to the Subrecipient for redactions.
- An SC Cares Review Team member will be in contact with the Subrecipient to let them know to expect their submission to be returned for corrections.

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Next steps and Q&A

Next steps and resources available

NEXT STEPS

- Use the SC Cares Salesforce platform to submit eligible expenses as in Phase I
- Submit FEMA PA-eligible expenses to EMD directly as in Phase I
- <u>Note</u>: 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
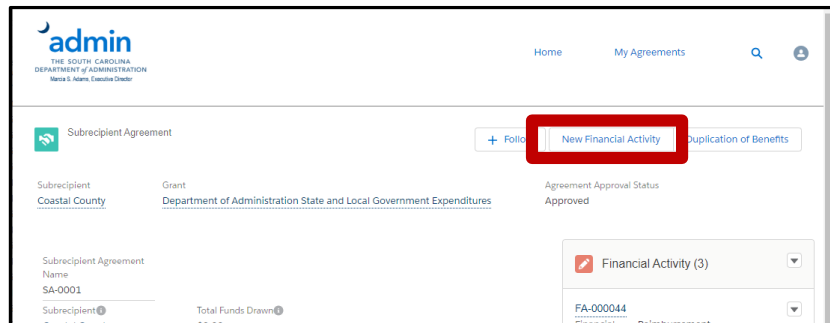
Additional questions?

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Appendix:
Review of the SC CARES platform

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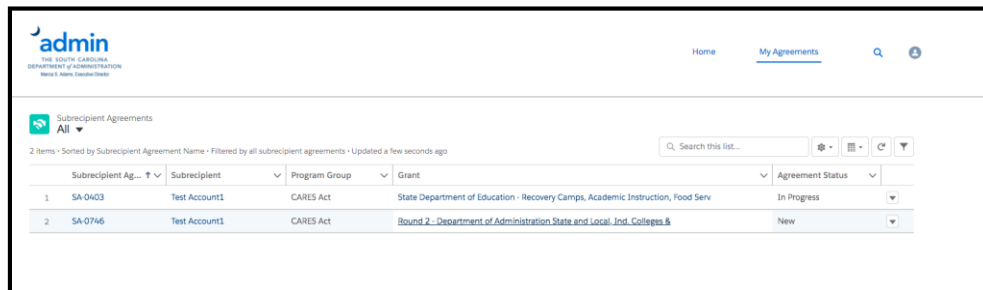
Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process

1. Click on **New Financial Activity**
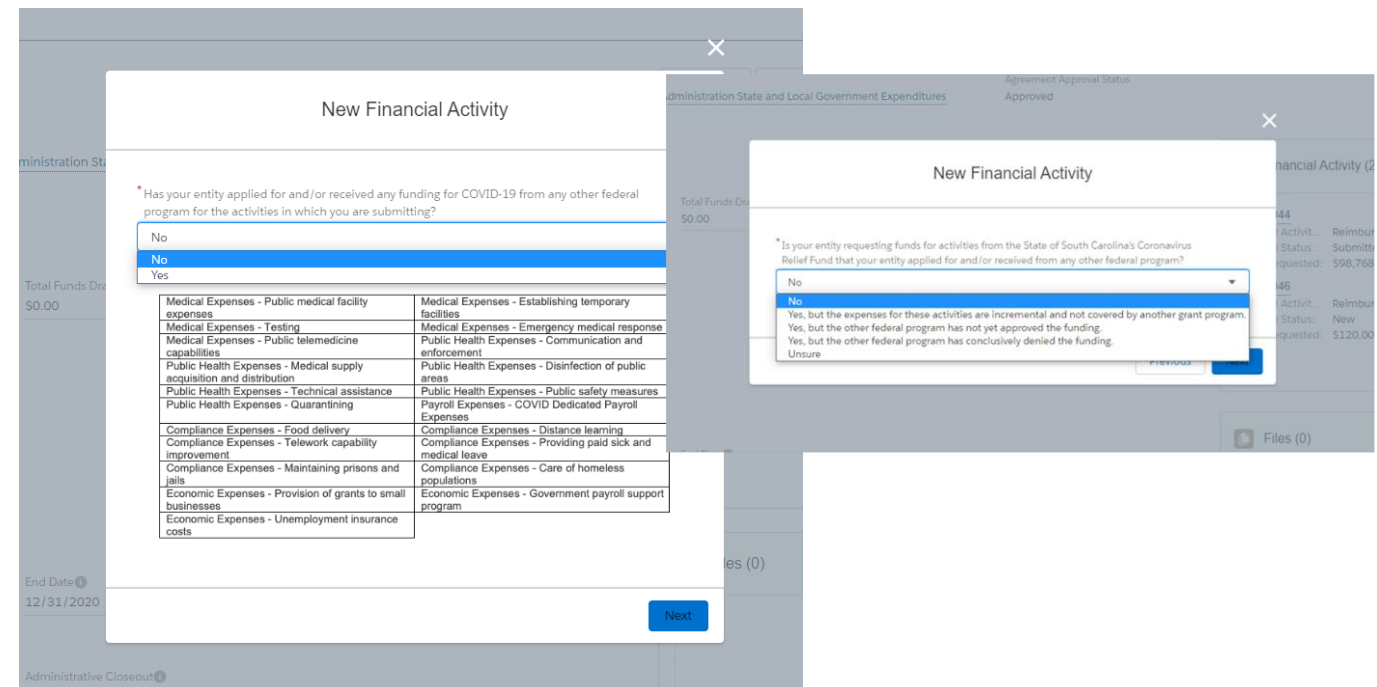
2. You will be given the choice of Phase I or Phase II agreements. This is for **Phase II**.

3. 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.)

4. 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.

This process has changed slightly since Phase I. Now, once you select the classification for expenses, it will limit the available Cost Categories to only ones applicable to that classification.

Example: If you select "Financial Activity 3: Payroll – Regular time" as the classification, then you will only see Payroll Expenses in the Cost Category options.

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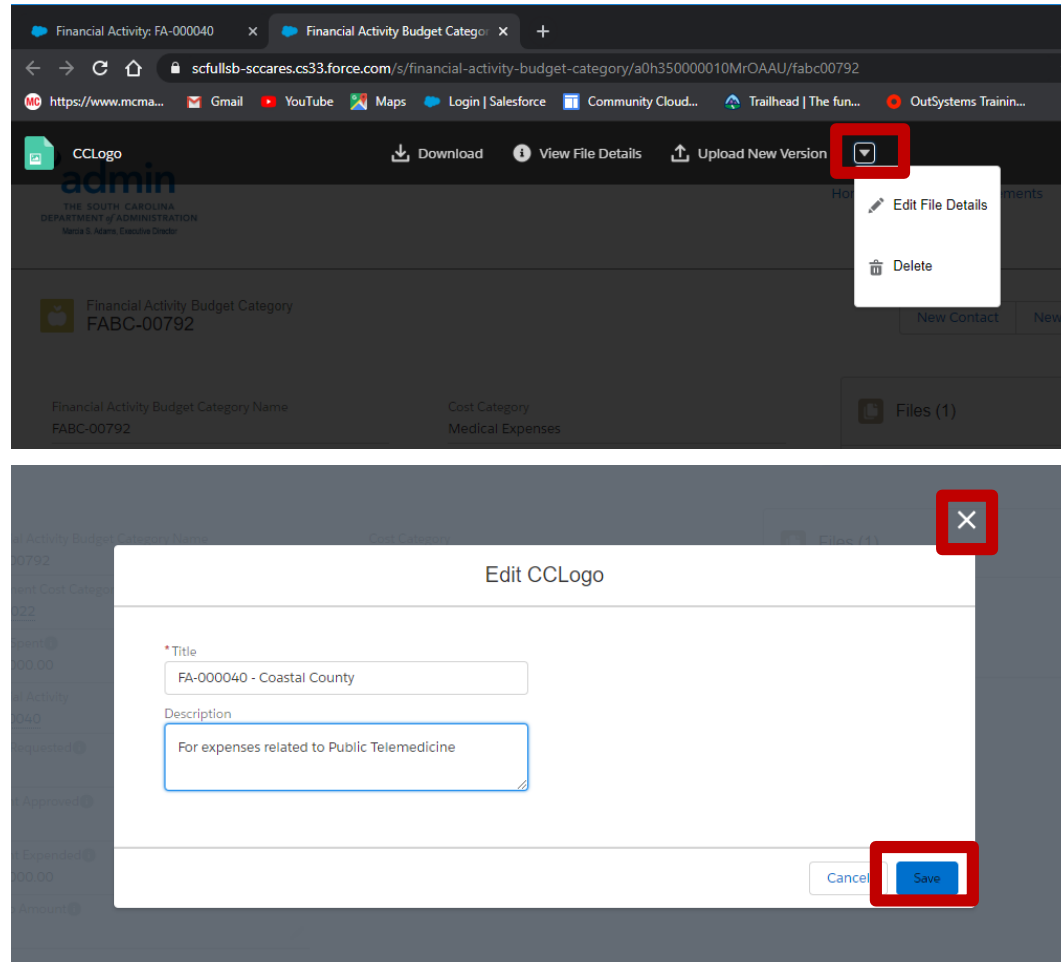
Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

5. 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.

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

6. 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.
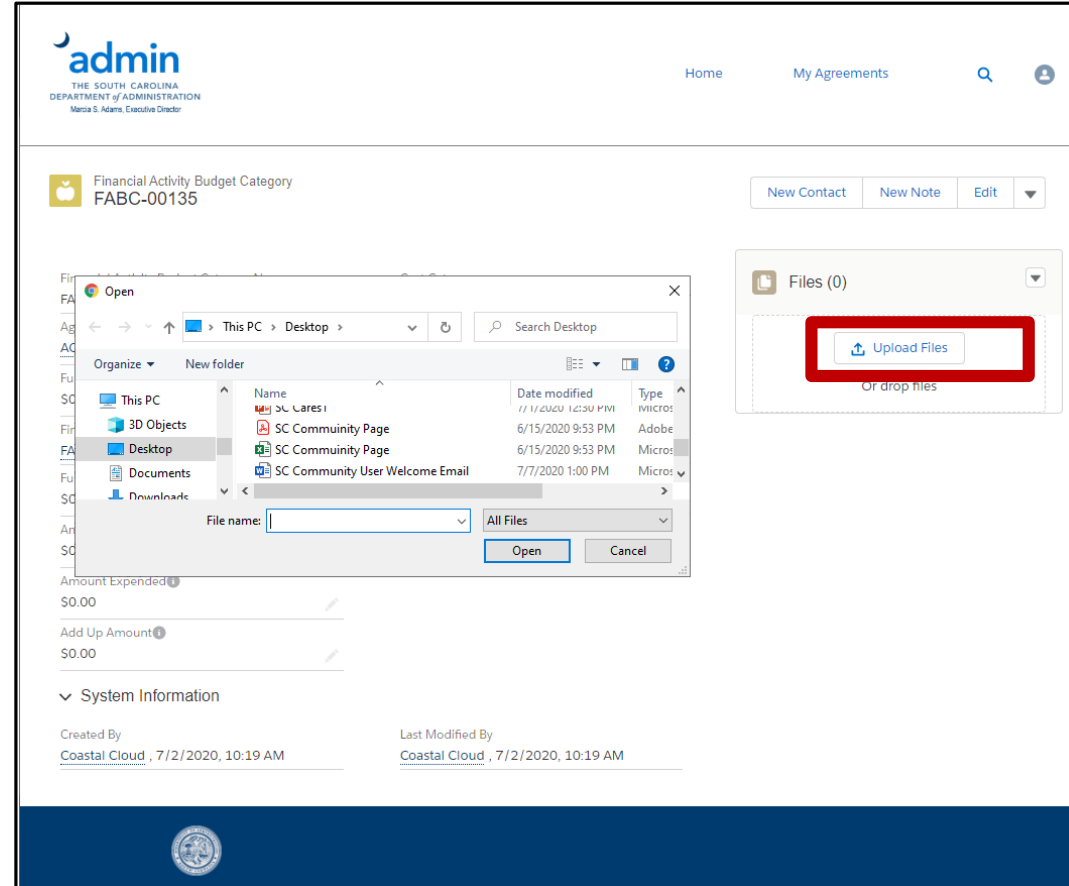
Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)

7. 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**).

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

8. 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**.

Completing the Financial Activity (FA) submissions on the SC Cares platform – Review of process (cont.)
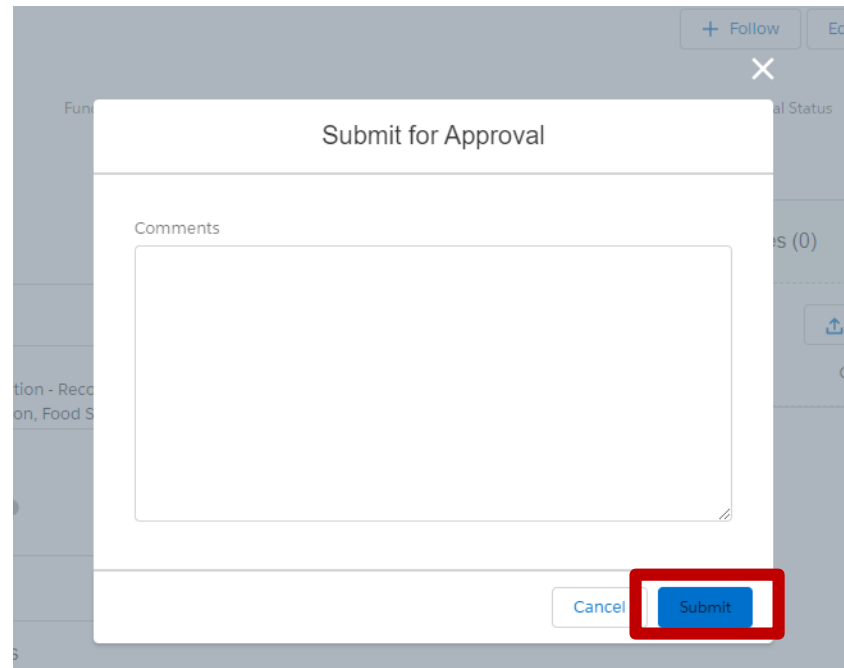
9. Once your entries are complete and saved you can submit you request by clicking the **Submit for Approval** button on the upper right.

10. 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.

Appendix:
Review of eligibility and Duplication of Benefits (DOB)

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).
- 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.**

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28

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 **unrelated to emergency protective measures**.
Public safety measures	Expenses for public safety measures in direct response to COVID-19 **associated with reopening public spaces/facilities.**
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. **Includes items such as Hazard pay / premium pays that are not in pre-disaster policies.**
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.

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*The PA small project threshold is $3,300, so projects with costs that total less than that amount will not be eligible for FEMA PA reimbursement.

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 **emergency protective measures**.
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 **in alignment with pre-disaster policies to be eligible for FEMA PA reimbursement.**
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.

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*The PA small project threshold is $3,300, so projects with costs that total less than that amount will not be eligible for FEMA PA reimbursement.

30

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.

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.