

Greetings.

This email contains important updates and information on what you can expect next week as we draw closer to the launch of the SC CARES Grants Management Platform.

You have already received the following details from us:

- An overview of the program and what to expect was sent on June 29, and
- A survey to obtain points of contact from your respective organizations was sent on July 2.

As we move forward, we want to communicate what you can expect next week, specifically on Jobs Aids, Training Sessions, Application Key Dates, and Call Center & Office Hours.

Job Aids. Job aids are step a step by manual (with screenshots and accompanying text instructions) that explain how to navigate the Grant Management Platform. These will be made available on Tuesday, July 14 to allow you to review prior to the scheduled training sessions.

Training Sessions. In addition to the job aids, we are offering two virtual training opportunities (below) to all subrecipients prior to the platform launch. The content will be the same for both sessions and you only need to attend one. The purpose of these training sessions is to walk users through the steps and activities they will perform on the tool in order to submit applications, and to answer any questions that arise. Participation is highly encouraged! This is in preparation of the SC CARES Grant Management Platform launch scheduled for Monday, July 20. Training session details are as follows:

Training Session #1

- Date/Time: Wed. 7/15/20 @ 3:00-4:00pm EST
- Location: Virtual
- Details:
<https://coastalcloud.zoom.us/j/95570002438?pwd=aUR6eE1vdkUxZDhvTE00bUZtTjVsdz09>

Training Session #2

- Date/Time: Thu. 7/16/20 @ 3:00-4:00pm EST
- Location: Virtual
- Details:
<https://coastalcloud.zoom.us/j/95570002438?pwd=aUR6eE1vdkUxZDhvTE00bUZtTjVsdz09>

Application Submission and Timeline. In order to manage the expected high volume of submissions, subrecipients are asked to limit their reimbursement request submissions to no more than two between July 20 and August 15. All expenses incurred through June 30 may be combined into these two submissions. All reimbursement requests must be received by August 21.

In addition, all subrecipients will be required to submit a report of their projected expenses that are to be incurred between July 1 and December 30. This report will assist the State in identifying the additional needs of all impacted stakeholders. This report must also be received by August 15. Additional details will follow on that submission process.

Call Center & Office Hours. In addition to the training sessions listed above, we will also be establishing two additional support forums to assist you throughout the process. First, a call center will be launched starting July 20 to provide technical and programmatic support to subrecipients. Secondly, the Grants Management team will host dedicated office hours with experts on the platform, federal guidance related to eligible expenses, and other questions regarding the overall process. Additional information will be provided on both of these support forums within the next week.

Should you have any questions regarding this communication, please feel free to contact us at sccares@admin.sc.gov.

Thank you for your time and attention.

Regards,

SC CARES Grants Management Program