

From: South Carolina Recovery <no-reply@screcoverygrants.org>
To: Kester, Tonykester@aging.sc.gov
Date: 11/17/2015 3:59:12 PM
Subject: Kickoff Meetings and PA Funding Agreements

Good Afternoon,

Below are some reminders from the SCEMD team to assist in our mutual efforts to accelerate the availability of funds for Public Assistance Applicants.

- Kickoff Meetings

The kickoff meeting is an integral step in the Public Assistance process. This meeting allows applicants to meet with their assigned FEMA/SCEMD team, discuss the PA process, and identify and discuss disaster related damages with FEMA.

To schedule a kickoff meeting (if you have not already done so), please contact Amy Shorter of our staff at (803) 239-7897 or ashorter@emd.sc.gov. We have openings for meetings to be conducted as soon as next week (11/23-11/25).

- Public Assistance Funding Agreements

In order to receive payment from SCEMD, all applicants are required to sign the Public Assistance Funding Agreement. To access the Funding Agreement for your organization, please follow the below steps:

- 1) Login to SCRecoveryGrants.org
- 2) Select 4241 from the Grant Listing (under "Accounts")
- 3) Select "View Funding Agreement"
- 4) From the Funding Agreement page select "Funding Agreement Template".

Once the agreement is signed by the appropriate individual, please scan and attach to the Funding Agreement page in SCRecoveryGrants.org as follows:

- 1) Navigate to the Funding Agreement page (steps 1-3) above
- 2) Scroll down and select "Add Document"
- 3) Attach the document
- 4) Select Advance (left corner of the page)

Applicants may also choose to email the signed agreement to esf14a@emd.sc.gov. Once the agreement is executed, we will attach a copy to SCRecoveryGrants.org.

If you should have questions or require additional assistance, please feel free to contact your designated SCEMD representative or Allen Fountain, State Public Assistance Officer at (803) 413-5242 or afountain@emd.sc.gov.