

State of South Carolina 2015 Severe Flooding Guidance

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This document will provide the guidance to State agencies when processing transactions related to the 2015 severe flooding. The agencies should continuously monitor and collect cost related to the 2015 severe flooding:

- All storm related expenditures incurred (FEMA reimbursable / FEMA Ineligible Expenditures) should be recorded to IO number 98000008.
- State Agencies should contact FEMA / EMD as needed for additional guidance related to FEMA reimbursable expenditures.
- All agencies should track employee's hours to properly record the hours related to the flooding to the IO.
- When reclassing salary expenses to the IO, the related Fringe must be reclassified to the IO also.
- When issuing a PO, the agencies must include the IO on the PO to ensure the storm related expenditures are captured.
- Agencies upon receipt of an approved funding, should submit a SCEIS Help Desk Incident with the completed template information for establishing their grant master data. The SCEIS team is assisting with the setup of Grant master data to ensure consistency.
- Agencies should record all costs incurred to date and JE any cost incurred that were not recorded to the IO no later than 5 PM on Friday January 29th.
- It is crucial for agencies to recognize and record the cost incurred to date by January 29th so that these amounts can be properly reflected in statewide reports that are run routinely to review and assess the cost related to the 2015 severe flooding.
- Agencies will continue to monitor costs and record on ongoing basis additional costs incurred after the January 29th cutoff.
- FEMA requires submission of Project Worksheets within **60 Calendar Days** of the kick off meeting with the State Agency.