

## Eligible CARES ACT Activities

### Instructions on Submission of Audit Receipts

1. Once applicant receive email notification of 60 days since issuance of Grant Award, applicant will have approximately a week to gather receipts of expenditures for submission to [Receipts@fortbendcountytexas.gov](mailto:Receipts@fortbendcountytexas.gov)
  - You must retain all receipts for all expenditures related to the grant award. A suggested method is to track expenses by the date of purchase, the specific use, quantity, and price per unit, etc. Keep photocopies of equipment and other information that will provide evidence of the expenditure. Keep detailed and itemized receipts of all purchases and expenditures. ***If possible, have itemized receipts taped to a blank sheet of paper and the documented use listed next to the receipt and photocopied. Please provide specific, legible, and accurate information.***
2. Once all paperwork is gathered, applicant will need to fill out the Summary of Expenditure form with total amounts for each category of expenditure. This form should be attached to the original notification email, filled out completely, and returned with all supporting documentation to [Receipts@fortbendcountytexas.gov](mailto:Receipts@fortbendcountytexas.gov).
  - Supporting documentation should correlate with the Summary of Expenditure form and **ONLY INCLUDE AMOUNTS UP TO AWARD GRANTED. Anything in excess included will be returned to applicant to correct.** Highlight eligible expenses on itemized receipts and label receipts title of category.
  - It is imperative that all the receipts that you provide match the summary of expenditures document. Otherwise, this will be automatically rejected, and therefore, cause delays on the audit process completion.
  - Example:

QTY	ITEM	
1	GLUE STICK CLEARANCE 0476432068904	1.99
1	ROTARY CARD FILE 4329323455094	25.95
1	MAXLIFE CYAN TONER @ 18.49 ea 5422636437387	18.49
1	MAXLIFE DESKTOP LASERJET 2942897237346	149.67
SUBTOTAL		197.10
Tax		18.31
TOTAL		\$215.41

3. All expenditures and supporting documentation will be reviewed for compliance and placed in applicant's file for verification of CARES Act Activities. Once approved, applicant will receive communication with status update, remaining balances, and/or incomplete documentation.
  - As part of the program requirements and requirements of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, there are specific obligations that are required by you, the recipient of these funds, that you must comply with to avoid repayment or de-obligation of the grant award.

## Eligible CARES ACT Activities

### Instructions on Submission of Audit Receipts

4. If an expenditure is deemed ineligible, applicant will be notified of remaining balance and allowed until December 30, 2020 to turn in eligible receipts. Any remaining funds, and/or ineligible expenditures made by this date will be required to pay back the funds to **Fort Bend County** Attn: Accounts Payable at 301 Jackson St Ste 701 Richmond, Texas 77469.
  - Applicant will receive a Recapture Letter and Agreement to sign adhering to program requirements of repayments.