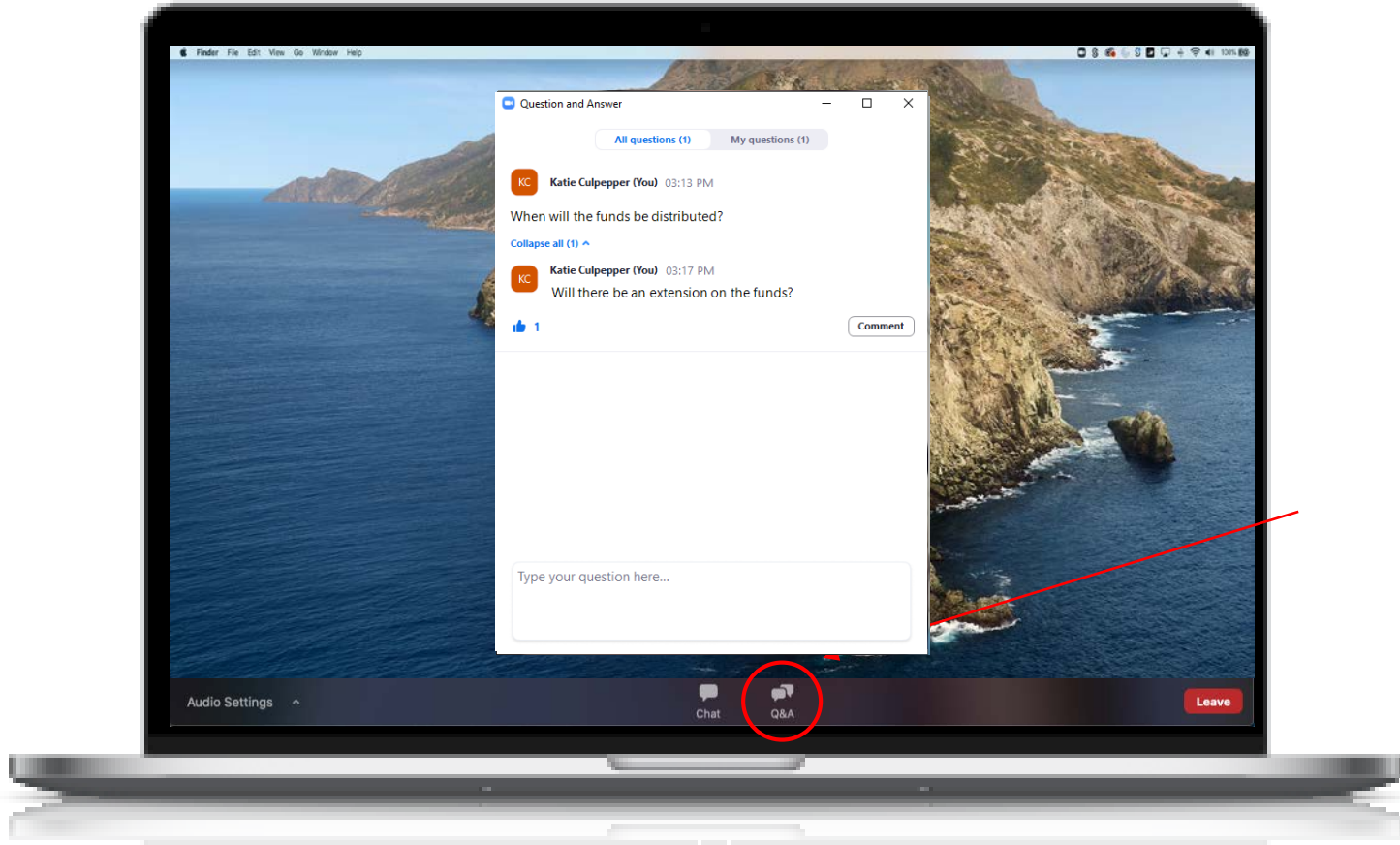




Department of
**Finance &
Administration**

TN CARES Act Local Government Program

*Recipient Briefing
Request for Funding (RFF) Process
September 9, 2020*



BRIEFING OBJECTIVES



Submitting an RFF: Reminders



Eligible/Ineligible Expenditures



Key dates and information resources



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Submitting an RFF: Reminders

Submitting an RFF – Reminders



- Tutorial video on RFF submission can be found on each jurisdiction's dashboard
- Instructional video should be watched prior to submitting the first RFF
- Recipient Guidelines need to be read prior to submitting the first RFF

Submitting an RFF – Reminders



- Please ensure support and narratives are organized and detailed to expedite review and funding process
- Detailed narrative is required for all RFFs submitted
- Aggregate expenses within the same category when submitting RFFs



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**Eligible/Ineligible
Expenses**

RFF Example- COVID-19 Testing & Contact Tracing



- COVID-19 Testing & Contract Tracing
 - All expenses related to testing and tracing COVID-19 infections (e.g., supplies, equipment required to operate a testing site, and conducting tracing activities)
- Narrative
 - On 04/17/2020 an employee was confirmed to have been exposed to COVID-19. In order to control the spread of COVID-19 among employee whose duties require interaction with the members of the public, the City purchased 50 rapid result COVID-19 tests. These tests were administered to city employees who were in contact with the exposed employee, in order to trace the potential spread among city personnel.



- Documents:
 - Invoice/ receipt, if applicable, including;
 - Date of transactions
 - Vendor name and address
 - Brief description of services performed, or items leased/rented
 - Cost of Items Purchased
 - Shipping/receiving documents showing date of receipt, if applicable
 - Check copy or other proof of payment
 - Detailed narrative describing how the expenses submitted were necessary as a result of the COVID-19 public health emergency

RFF Example- Public Health Expenses



- Public Health Expenses
 - Expenses incurred attempting to limit the spread of COVID-19 among the public (e.g., installing plexi glass barriers to comply with social distancing measures, sanitization/disinfection)
- Narrative
 - In order to comply with social distancing measures recommended by the Center for Disease Control and to ensure the safety of public employees and the public at large, the City installed plexi glass barriers at all utility customer service stations. These barriers are meant to limit contact between members of the public and city employees to limit the spread of COVID-19.

Public Health Expenses – Document Examples



- Documents:
 - Invoice/ receipt, if applicable, including;
 - Date of transactions
 - Vendor name and address
 - Brief description of services performed, or items leased/rented
 - Total cost claimed
 - Shipping/receiving documents showing date of receipt, if applicable
 - Check copy or other proof of payment
 - Detailed narrative describing how the expenses submitted were necessary as a result of the COVID-19 public health emergency

RFF Example- Facilitating Distance Learning



- Facilitating Distance Learning
 - Expenses incurred while enabling students to receive education remotely (e.g., Purchase of equipment to assist with distance learning, such as laptops or tablets)
 - **Remember – Support is not eligible if subrecipient relationship is created**
- Narrative
 - The County has coordinated with the local board of education and purchased a variety of computer equipment, in order to ensure that children have the capabilities to learn remotely. These expenses include 50 laptops, 25 tablets, and 40 hotspots. This equipment was purchase by the County and donated to the board of education. The board of education has provided documentation of how the purchased items were distributed and are currently being used.

Facilitating Distance Learning – Document Examples



- Documents:
 - Invoice / receipt supporting expenses claimed. Including:
 - Date of purchase
 - Vendor Name and Address
 - Brief description of items purchased
 - Cost of items
 - Shipping/receiving documents showing date of receipt, if applicable
 - Check copy, or other proof of payment
 - Detailed narrative describing how the expenses submitted were necessary as a result of the COVID-19 public health emergency



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Key Dates and Information Resources



IMPORTANT DATES TO NOTE-

- **August 21st**- Recipients must register in TN CAMS and attend required Townhall or risk losing their allocation.
- **September 1st** – Deadline to request advance, if advance is desired.
- **September 30th**- 30% advance must be spent and required documentation submitted into TN CAMS, or funds may be subject to de-obligation and reallocation.
- **November 1st**- Deadline to submit RFFs requesting reimbursement.

Important Reminders



- Payments – handled by Department of Finance & Administration and disbursed to monthly shared state tax account
- Local governments are permitted to record claims over and above their allocation
 - At this time, no guarantees that additional funding will be made available
- If RFA was received, the RFA must be substantiated before requesting additional funding through the RFF process.

Important Reminders



- TN CAMS may be accessed at tncaresact.tn.gov.
- Allocation amounts and FAQs can be found in the program guidelines at tncaresact.tn.gov.
- For users with portal access needing technical support, please email support@tncaresact.com.
- Local Government Coordinators serve as your resource through this process.

Department of Finance & Administration

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Questions?