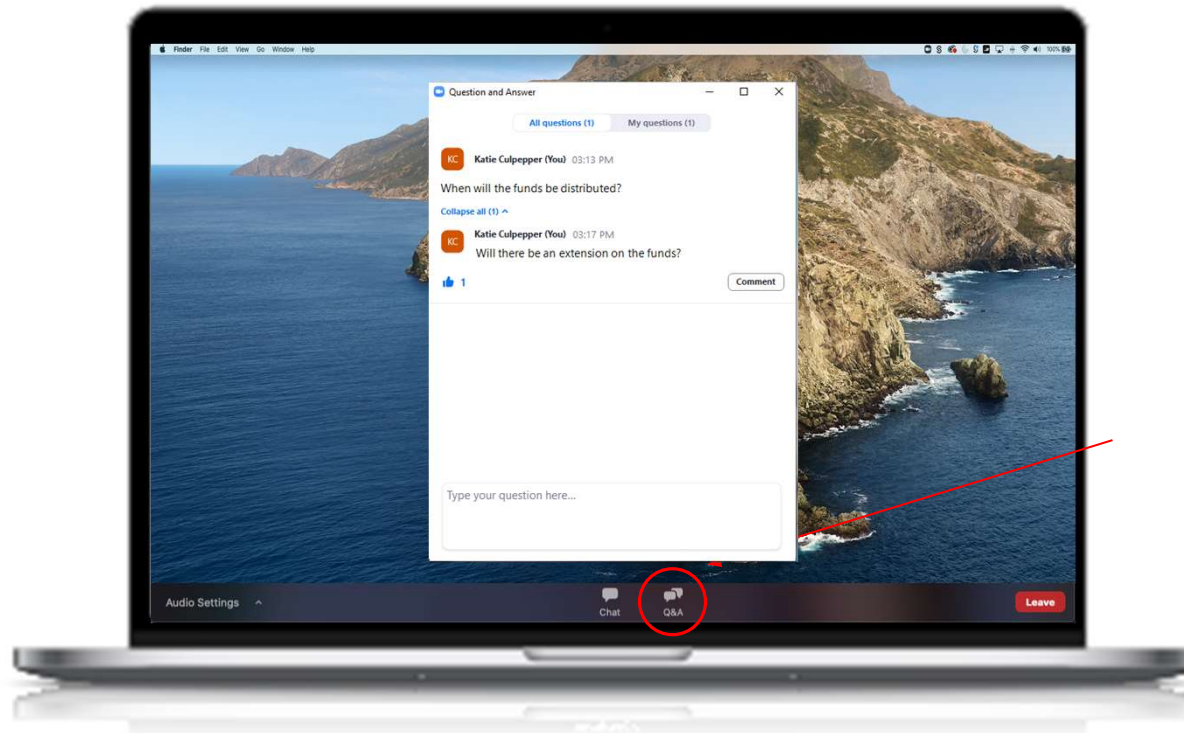




Department of
**Finance &
Administration**

TN CARES Act Local Government Program

*Recipient Briefing
Request for Funding (RFF) Process
October 7, 2020*



BRIEFING OBJECTIVES



Submitting an RFF: Reminders



Key dates and information resources



Eligible/Ineligible Expenditures



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**

Submitting an RFF – Process Updates



- Submitting RFFs prior to completed documentation
 - Submit RFF with all documentation that has been obtained to date
 - Include a listing of missing documentation in the narrative
 - RFFs will not be approved for funding disbursement until all required documentation is submitted

- Submitting RAVs and RFFs over the advance or allocation amount
 - Any amount above the total advance received needs to held and submitted as an RFF
 - As the total allocation is reached, RFFs should then be submitted separate
 - Although no guarantees on those above and beyond the allocation



Key Dates/Deadlines

Important Dates



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 substantiated into TN CAMS, or funds may be subject to de-obligation and reallocation.
- **October 9th** – Deadline for ALL jurisdictions to submit RFFs for 30% of their allocation 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
- Reach out to your assigned Local Government Coordinator for help with ensuring all **RFF (30% by 10/9/20)** submission deadlines are met



**Eligible/Ineligible
Expenses**



Category:
Payroll: Public Health/Safety

Category- Payroll for Public Health and Safety



- **Eligible Employees:**

- **Public Safety:** "police officers (including state police officers), sheriffs and sheriff deputies, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel"
- **Public Health:** "employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g. laboratory technicians) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel."

Category- Payroll for Public Health and Safety

- As of 9/21/20, OIG clarified that public health and safety **are presumed to be substantially dedicated** to mitigating or responding to the COVID-19 public health emergency
- 100% of payroll, including benefits, are eligible
- Hazard pay may be covered under this program if it is provided for performing hazardous duty or work involving physical hardship that in each case is related to COVID-19. If an employee is substantially dedicated to mitigating or responding to COVID-19 their hazard pay must still be paid only for the duties related to COVID-19.

Category- Payroll for Public Health and Safety



"Substantially Dedicated" Documentation NOT Required:

Per OIG 9/21/20 Updated FAQs

- ***FAQ #70 (a): Will a government have to demonstrate/substantiate that a public health or public safety employee's function/duties were in fact substantially dedicated to mitigating the emergency?***
 - No, the government will not have to demonstrate/substantiate that a public health or public safety employee's function/duties were substantially dedicated to mitigating the emergency but must maintain records and documentation supporting payroll amounts reimbursed using CRF proceeds. As indicated in Treasury's Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

Category: Payroll for Public Health and Safety

- ***FAQ #70(b): For payroll that was accounted for in the FY2020 budget but was then "presumed" to be substantially dedicated to mitigating the emergency, will the government have to demonstrate/substantiate that a public health or public safety employee's function was a substantially different use?***
 - No, the government will not have to demonstrate/substantiate that a budgeted public health or public safety employee's function was a substantially different use. As stated in Treasury's Guidance, within the category of substantially different uses, Treasury has included payroll and benefits expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency. The Treasury OIG does require the government to maintain budgetary records to support the fiscal years 2019 and 2020 budgets.

Category: Payroll for Public Health and Safety

- ***FAQ #71: Is the government required to perform any analysis or maintain documentation of the “substantially dedicated” conclusion for payroll expenses of public safety, public health, health care, and human service employees?***
 - No, the government is not required to perform an analysis or maintain documentation of the substantially dedicated conclusion for payroll expenses of public safety, public health, health care, and human service employees. As indicated in Treasury’s Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

Category: Payroll for Public Health and Safety

Sample RFF #1



Narrative:

- "The City of _____ is submitting March 1st to May 31st payroll for our Police Department. Public safety employees are deemed substantially dedicated to the City's response to COVID-19."

Supporting Documents:

- Payroll registers for each pay period claimed (in excel format as well as PDF preferred)
- Payroll policy (including overtime policy)
- Employee roster (including the employee's pay rate and fringe benefit rate)

Category: Payroll for Public Health and Safety

Sample RFF #2



Narrative:

- “Throughout the COVID-19 Crisis our Fire Department employees have served as first responders for our community. Fire Fighters and First Responders are considered substantially dedicated and we are submitting their Payroll from March 1st to August 30th .”

Supporting Documents:

- Payroll registers for each pay period claimed (in excel format as well as PDF preferred)
- Payroll policy (including overtime policy)
- Employee roster (including the employee’s pay rate and fringe benefit rate)



Category:
Public Health Expenses-Administrative Leave

Category: Public Health Expenses-Administrative Leave

- **Eligible Expenses:**

- Expenses of providing paid sick and paid family medical leave to public employee to enable compliance with COVID-19 public health precautions are eligible costs.
- Administrative leave costs may be covered under this program if:
 - (1) the leave is over and above normal budgeted leave that would be provided to employees; and
 - (2) the leave is necessary to ensure safety and reduce the spread of COVID-19 infections.

Category: Public Health-Administrative Leave

Sample RFF #1



Narrative:

- "On August 4, 2020, our city water clerk was informed that a member of her household had contracted COVID and she had been exposed. To prevent spread in the city facilities, our employee quarantined at home from 8/5/2020 to 8/11/2020 and was unable to work. Per our attached COVID-19 administrative leave policy, we continued to pay the full salary and benefits for this employee for this week until they were able to safely return to work. Our policy is not to require employees to take their allocated sick or administrative leave for COVID-related illness or quarantine, and so we consider this an unbudgeted expense."

Supporting Documentation:

- Payroll registers for each pay period claimed (in excel format as well as PDF preferred)
- Payroll policy (including overtime policy)
- Employee roster (including the employee's pay rate and fringe benefit rate)
- COVID-19 admin/sick leave policy
- Timesheets or other documentation indicating leave was related to COVID-19

Category: Public Health-Administrative Leave

Sample RFF #2



Narrative:

- “Since March 1st we’ve closed public buildings and had employees either work from home or utilize paid leave. This request is regarding the expense related to employee’s who were forced to stay home but were paid. The City of _____ has closed 2 time since the start of the COVID-19 Crisis, for a total of 12 business and 8 employees have had to take COVID Paid leave during those shutdowns. This leave was not counted as the already accrued paid leave of these employees and was coded as COVID-19 Leave. “

Supporting Documentation:

- Payroll registers for each pay period claimed (in excel format as well as PDF preferred)
- Payroll policy (including overtime policy)
- Employee roster (including the employee’s pay rate and fringe benefit rate)
- COVID-19 admin/sick leave policy
- Timesheets or other documentation indicating leave was related to COVID-19



Category:
"PPE"

Category: “PPE”

Sample RFF



Narrative:

- This request for personal protective equipment expenses is for items protecting our employees and our customers in compliance with CDC recommendations to provide social distances and cleaning work areas and to reduce to spread of COVID-19. These expenses were not budgeted as of March 27, 2020.

Supporting Documentation:

- Check stubs
- Invoices and receipts
- Packing slips for receiving information
- Credit card statements.



Category:
Telework

Category: Telework

Sample RFF #1



Narrative:

- “The City of _____ purchased thirteen Dell laptops for use by City employees to work remotely. This will allow employees to work safely from home and mitigate the spread of COVID-19 by limiting the number of people in the office and the amount of contact with possibly contaminated people or equipment. These laptops represent the minimum capabilities necessary for remote access to city software and remote meetings. They were not in our budget as of March 1, 2020.”

Supporting Documentation:

- Invoice from Dell for laptops
- Copy of check to Dell USA
- Packing receipt included with laptops from Dell

Category: Telework

Sample RFF #1



Narrative:

- “ _____ County purchased 40 Office 2019 Professional Plus licenses to match the quantity of work from home laptops previously purchase. This will enable users to maintain as high of level of functionality as possible while working from home or remotely, thus reducing possible exposure or spready of COVID-19 among county employees.”

Supporting Documentation:

- Invoice from Microsoft
- Copy of debit card purchase with bank statement line highlighted
- Download confirmation with attestation to installation on all units.



**Resources for
Program Information**

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?