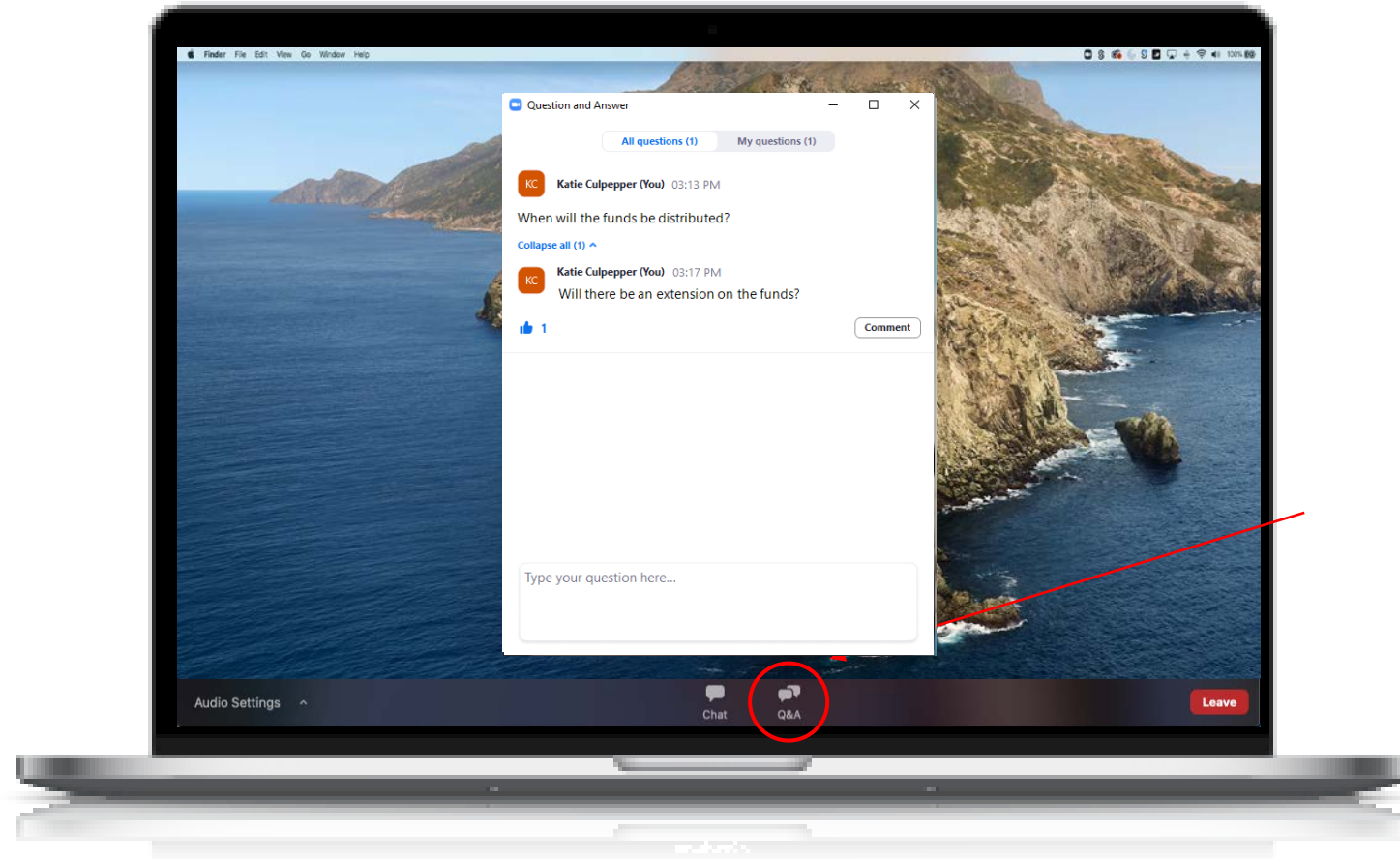




Department of
**Finance &
Administration**

TN CARES Act Local Government Program

*Recipient Briefing
Request for Funding (RFF) Process
October 14, 2020*



BRIEFING OBJECTIVES



Submitting an RFF: Reminders



Key dates and information resources



Eligible/Ineligible Expenditures



TN

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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



- 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 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 be held and submitted as an RFF
 - As the total allocation is reached, RFFs should then be submitted separately
 - Although no guarantees on those above and beyond the allocation



Key Dates/Deadlines



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.



**Eligible/Ineligible
Expenses**



- Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
- Were not accounted for in the budget most recently approved as of March 27, 2020 for the State or government;
- Costs must be incurred between March 1-December 30, 2020.



Category:
Medical Expenses



- **Eligible Medical Expenses:**

- COVID-19 related expenses of public hospitals, clinics, and similar facilities.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.

- **Sample Narrative:**

- “A health clinic owned and operated by the County, purchased 1,500 COVID-19 tests in order to serve the public within the jurisdiction. This RFF is for COVID-19 test expenses for the month of May 2020. The invoice, proof of payment, and proof of delivery are attached below.”



- **Supporting Documentation:**

- 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



Category:
Payroll



- **Public Health and Safety Employees:**
 - Deemed substantially dedicated to mitigating or responding to COVID-19
 - 100% of payroll, including benefits, reimbursable
 - Overtime
 - Hazard pay
- **Other Budgeted Personnel who are “substantially dedicated” to mitigating or responding to COVID-19:**
 - Employees must be shown to be “substantially dedicated” through proper documentation in order to be eligible for 100% payroll reimbursement
 - Overtime
 - Hazard pay
- **Employees who spend some time on COVID -19 but are not “substantially dedicated”**
 - Only the portion of their time dedicated to COVID-19 is reimbursable
 - Hazard pay



Category:
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.



- **Documents:**

- Detailed narrative describing how the expenses submitted were necessary as a result of the COVID-19 public health emergency
- 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



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 Expenses/Administrative Leave



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 register
- Paystubs/direct deposit receipt
- Employee roster
- Employee handbook (for prior admin leave policy)
- Updated COVID-19 admin/sick leave policy



Category:
"PPE"

Category- “PPE”



Personal Protective Equipment:

- Expenses related to the acquisition of masks, gloves, face shields, protective clothing, etc.

Narrative:

- The city of _____ had to purchase face masks for the fire department due to the mandated procedures put in place for the COVID-19 pandemic. The face masks will help protect employees from each other when working in close proximity. We also purchased gloves to help mitigate the spread of COVID-19 when using shared equipment and surfaces.

Documents:

- Invoice
- Proof of payment (receipt)
- Proof of delivery (if applicable)



**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?