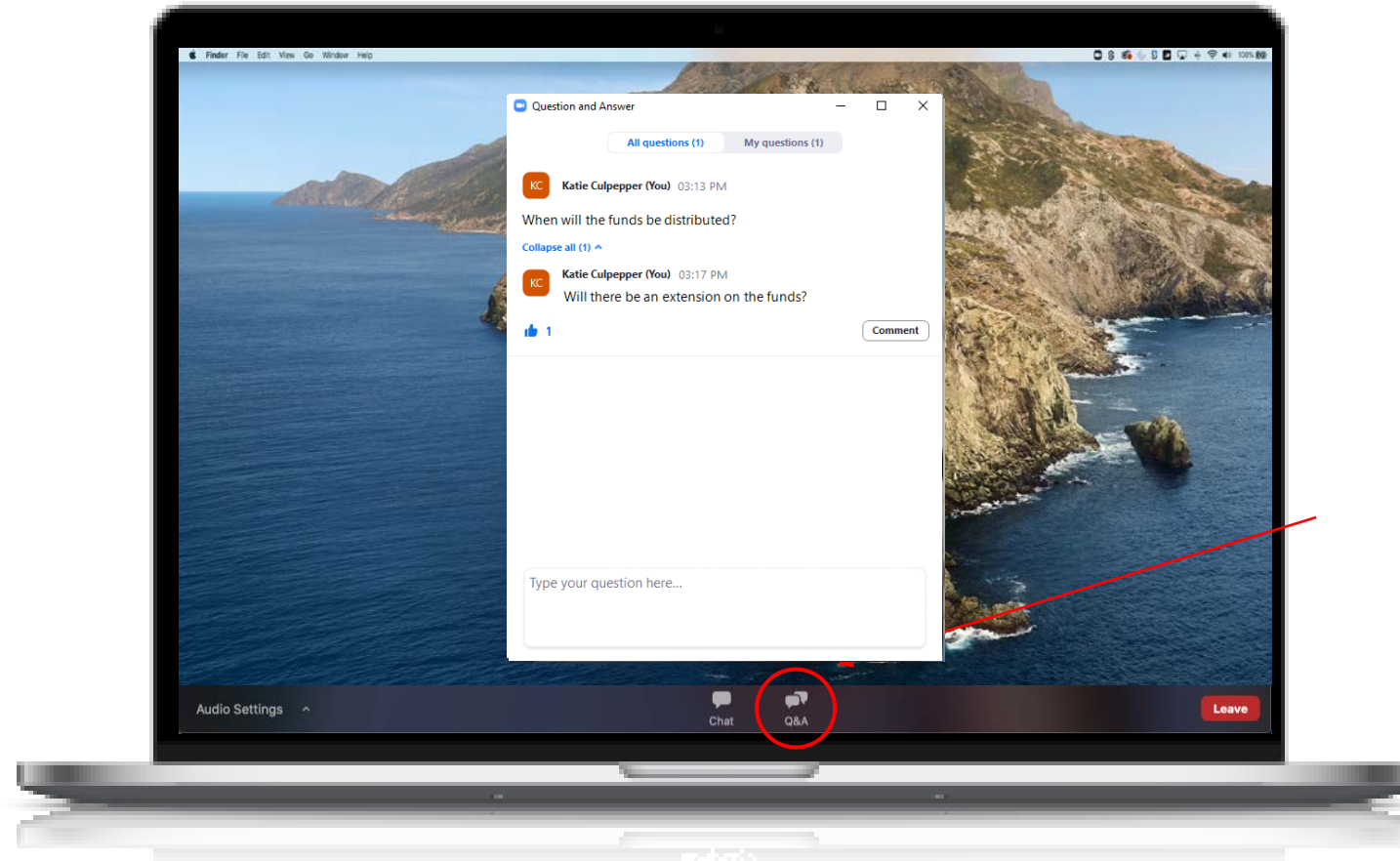




Department of
**Finance &
Administration**

TN CARES Act Local Government Program

*Recipient Briefing
Request for Funding (RFF) Process
October 21, 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



Final Deadline-

- **November 1st**- Deadline to submit RFFs requesting reimbursement. All jurisdictions must submit RFFs for 100% of their allocation into to TN CAMS, or funds may be subject to de-obligation and reallocation.



**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:
Distance Learning



Eligible Expenses:

Expenses incurred while enabling students to receive education remotely (e.g., Purchase of equipment to assist with distance learning, such as laptops or tablets)

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.



- **Documents:**

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



Category:
Telework for Public Employees

Category: Telework for Public Employees



Eligible Expenses:

Online meeting capabilities. For example, the purchase of Zoom subscriptions as public meetings are conducted digitally, or employees are forced to work remotely.

Purchase of equipment assisting with teleworking, such as phones, computers, etc.
IT Costs related to upkeep and maintenance of newly purchased equipment.

Narrative:

The city of_____ purchased 12 Lenovo ThinkPads to allow our employees to work from home to promote social distancing to mitigate the COVID-19 pandemic. It was not in our jurisdiction's budget as of March 1, 2020.

Documents:

Invoice

Proof of Payment (receipt)

Proof of Delivery (if applicable)



***Purchases of Property or Equipment

Building Purchases/Improvements; Purchases of Equipment



FAQ 59: Updated October 19, 2020

May payments from the Fund be used for real property acquisition and improvements and to purchase equipment to address the COVID-19 public health emergency?

The expenses of acquiring or improving real property and of acquiring equipment (e.g., vehicles) may be covered with payments from the Fund in certain cases. For example, Treasury's initial guidance referenced coverage of the costs of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs, as an eligible use of funds. Any such use must be consistent with the requirements of section 601(d) of the Social Security Act as added by the CARES Act.

As with all uses of payments from the Fund, the use of payments to acquire or improve property is limited to that which is necessary due to the COVID-19 public health emergency. In the context of acquisitions of real estate and acquisitions of equipment, this means that the acquisition itself must be necessary. In particular, a government must (i) determine that it is not able to meet the need arising from the public health emergency in a cost-effective manner by leasing property or equipment or by improving property already owned and (ii) maintain documentation to support this determination. Likewise, an improvement, such as the installation of modifications to permit social distancing, would need to be determined to be necessary to address the COVID-19 public health emergency.

Building Purchases/Improvements; Purchases of Equipment

FAQ No. 59 *(continued)

Previous guidance regarding the requirement that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 focused on the acquisition of goods and services and leases of real property and equipment, but the same principles apply to acquisitions and improvements of real property and acquisitions of equipment. Such acquisitions and improvements must be completed and the acquired or improved property or acquisition of equipment be put to use in service of the COVID-19-related use for which it was acquired or improved by December 30. Finally, as with all costs covered with payments from the Fund, such costs must not have been previously accounted for in the budget most recently approved as of March 27, 2020.



**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?