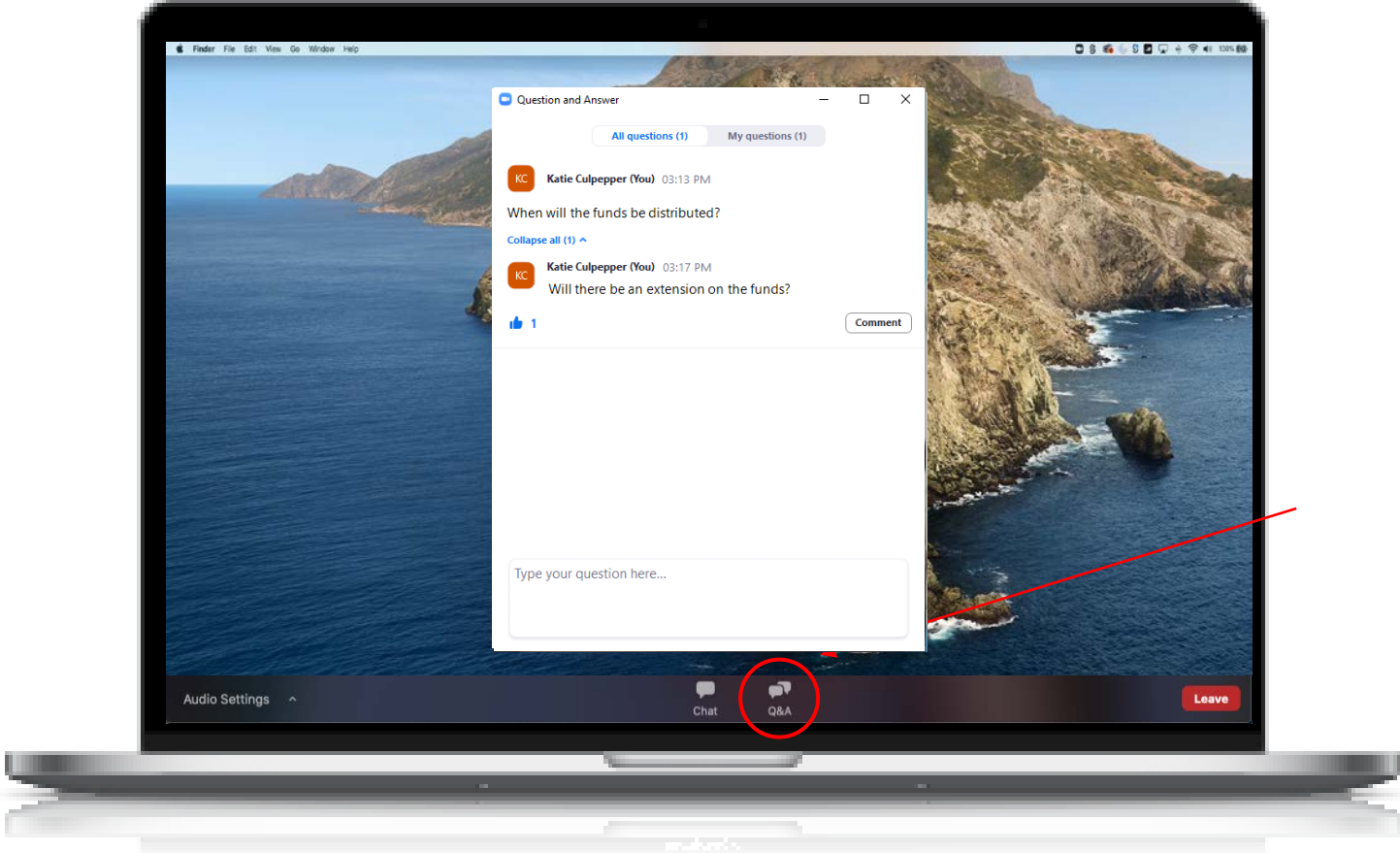




Department of  
**Finance &  
Administration**

## TN CARES Act Local Government Program

*Recipient Briefing  
Request for Funding (RFF) Process  
October 28, 2020*



# BRIEFING OBJECTIVES



**Submitting an RFF: Reminders**



**Key dates and information resources**



**Eligible/Ineligible Expenditures**



## Submitting an RFF: Reminders

**TN**

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- Tutorial video on RFF submission can be found on each jurisdiction's dashboard
- Recipient Guidelines are attached to each 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
  - Documentation should be uploaded to related RFF as it is received
  - November and December estimated expenses should be submitted in separate RFFs
  - RFFs will not be approved for funding disbursement until all required documentation is submitted



- Submitting RFFs over the advance or allocation amount
  - Any amount submitted above the total allocation amount should be submitted in a separate RFF
  - There are no guarantees that requests submitted beyond the allocation will be funded





**Key Dates/Deadlines**



## Final Deadlines-

- **November 2<sup>nd</sup>** - Deadline to create new RFFs in TN CAMS. All jurisdictions must submit RFFs for 100% of their allocation into to TN CAMS, or funds may be subject to de-obligation and reallocation.
- **December 15<sup>th</sup>** - Deadline to submit documentation for expenses incurred in November.
- **January 15<sup>th</sup>** - Deadline to submit documentation for expenses incurred in December.



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Key Reminders:  
Eligible/Ineligible Expenses

# CRF: 18 Categories Eligible Expenses

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1. Administrative Expenses	10. Medical Expenses
2. Budgeted personnel and services diverted to a substantially different use	11. Nursing home assistance
3. COVID-19 testing and contact tracing	12. Payroll for public health and safety employees
4. Economic Support (other than Small Business, Housing, and Food Assistance)	13. Personal Protective Equipment (“PPE”)
5. Expenses Associated with the Issuance of Tax Anticipation Notes	14. Public health expenses
6. Facilitating distance learning	15. Small business assistance
7. Food programs	16. Unemployment benefits
8. Housing support	17. Worker’s compensation
9. Improve telework capabilities of public employees	18. Items not listed above



- 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.

## CRF: “costs incurred” between March 1-December 30, 2020



- Per Treasury, a cost is incurred when the good or service is rendered to the jurisdiction
- It is not enough to pay for the good or service by 12/30/20
- Delivery must be complete by 12/30/20
- Proof of delivery or completion of the service is required
- Exception: If the good was contemplated in the contract to be delivered by 12/30/20 and unforeseen supply chain demands delayed delivery, the expense is still eligible.

# 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](https://tncaresact.tn.gov).
- Allocation amounts and FAQs can be found in the program guidelines at [tncaresact.tn.gov](https://tncaresact.tn.gov).
- For users with portal access needing technical support, please email [support@tncaresact.com](mailto:support@tncaresact.com).
- Local Government Coordinators serve as your resource through this process.

# Department of Finance & Administration

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Questions?