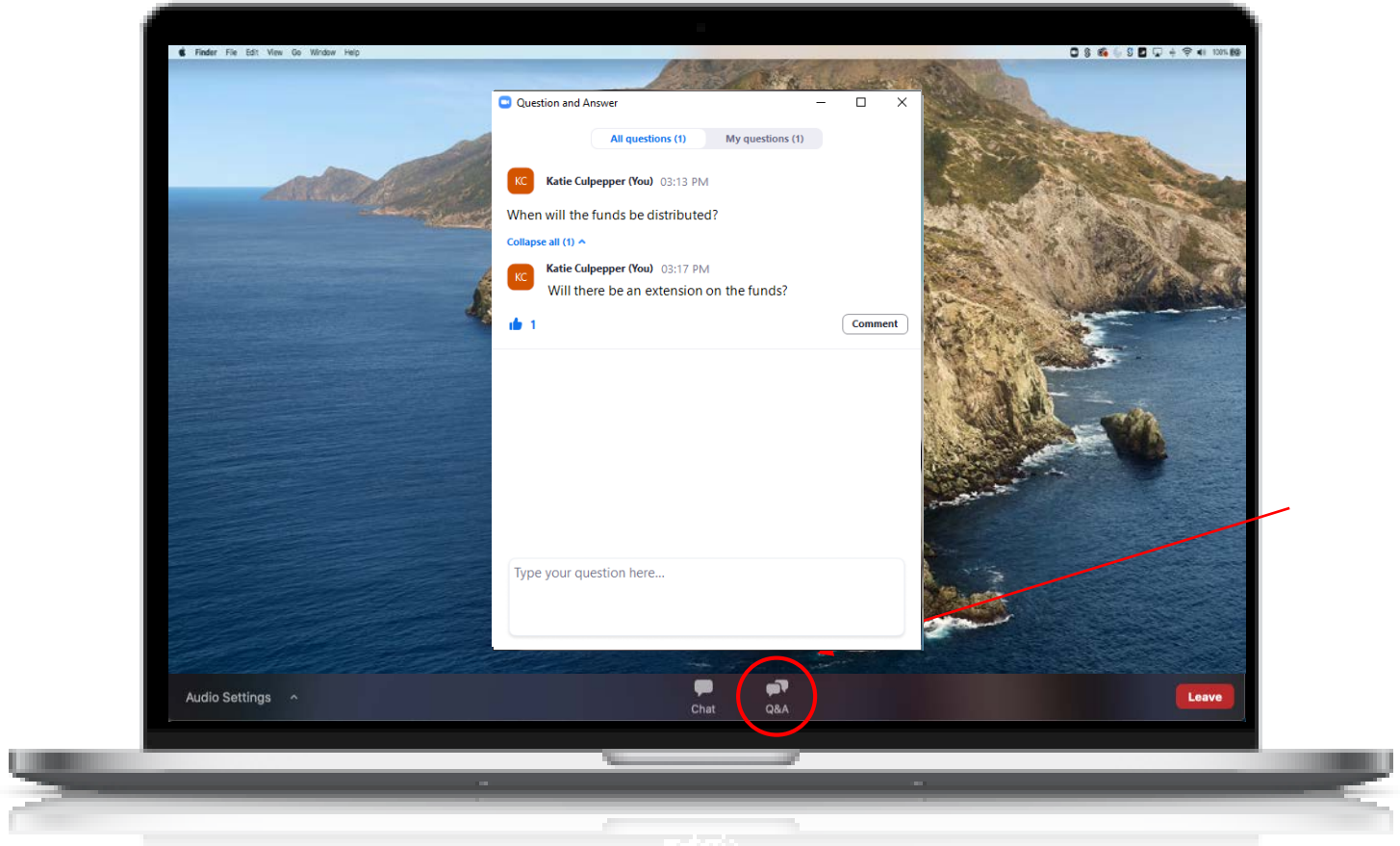




Department of
**Finance &
Administration**

TN CARES Act Local Government Program

*Recipient Briefing
Request for Funding (RFF) Process
September 16, 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**

Submitting an RFF – Process Updates



- Submitting RFFs prior to completed documentation
 - Working on a process in TN CAMS for this type situation
 - 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



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**Eligible/Ineligible
Expenses**

RFF Example- Food Programs



- **Food Programs**
 - Programs dedicated to supporting individuals impacted during the COVID-19 crisis by providing nutritional support and all other associated costs
- **Narrative**
 - The County purchased various bulk food items and hygiene products in an effort to aide the community impacted by the COVID-19 public health emergency. The County partnered with the County's Help Center to deliver boxes to community members directly impacted by COVID-19. Specifically, County employees with EMA & EMS built food boxes (135+) and delivered them to food drive locations which were distributed in April and May 2020. In order to complete these food drives, the County rented a large walk-in freezer to store frozen food in until it could be given out. The County also partnered with a local delivery service and stored frozen and cold foods in a refrigerated truck. The County paid for the diesel fuel to run the unit 24/7 for three weeks. These products where not budgeted in the budget as of March 27, 2020 and were incurred by the County as a direct result of COVID-19.



- **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 (i.e. bank statement, credit card statement)
- Detailed narrative describing how the expenses submitted were necessary as a result of the COVID-19 public health emergency

RFF Example- Medical Expenses



- **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.
- **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.

Medical Expenses – 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



- **Nursing Home Expenses**

- Expenses related to mitigating or responding to the COVID-19 public health emergency in assisted living or nursing home facilities.
 - Transportation of patients to and from facility
 - Acquiring and distributing PPE for residents or staff
 - Expenses establishing telemedicine capabilities for facilities
 - Disinfecting of public areas or facilities
 - Testing
 - Conversion of space to ensure social distancing and compliance with other CDC recommended polices
- **Remember – Support is not eligible if subrecipient relationship is created**

Nursing Home Expenses – Narrative & Document Examples



- **Narrative**

- The City purchased 18 tablets with wireless connectivity and video-conferencing capability to allow residents access to telemedicine consultations with their usual medical providers including primary care and specialist. The interface will allow the City to protect the residents from possible exposure to COVID-19 by having to leave the property unnecessarily for routine medical appointments.

- **Documents:**

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

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Questions?