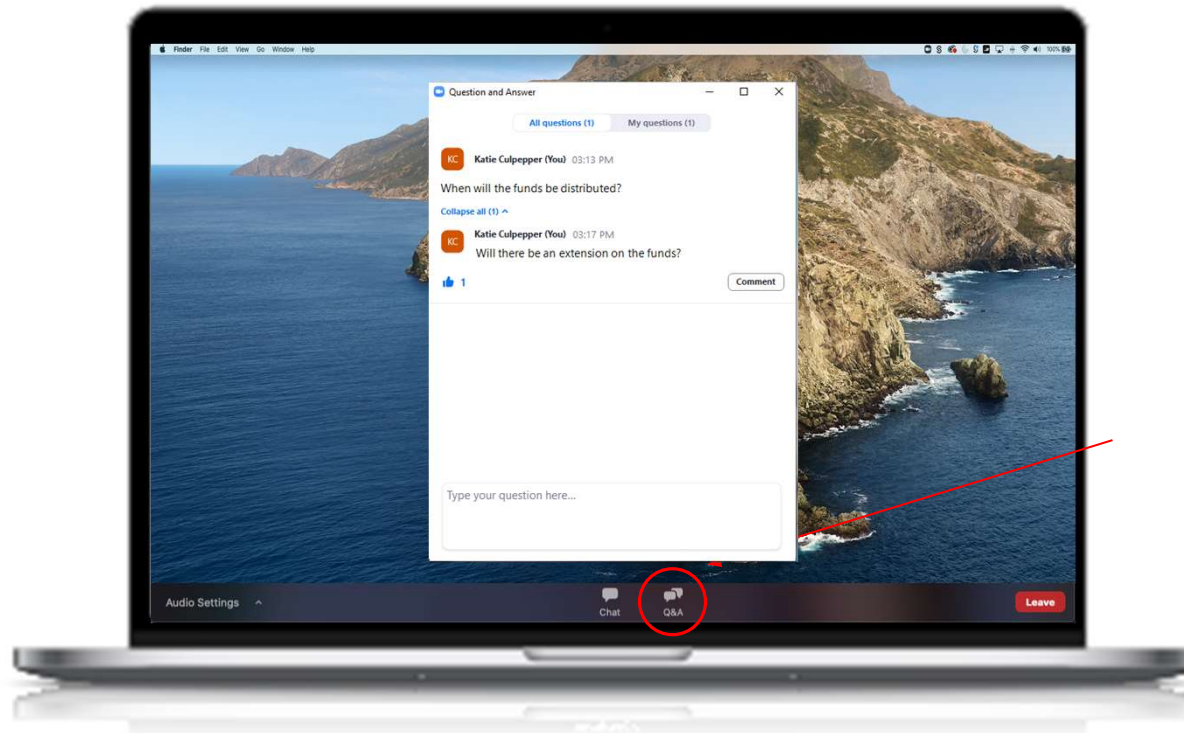




Department of
**Finance &
Administration**

TN CARES Act Local Government Program

*Recipient Briefing
Request for Funding (RFF) Process
September 30, 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 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



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
- If RFA was received, the RFA must be substantiated before any RFFs can be submitted in TN CAMS RFF
- Reach out to your assigned Local Government Coordinator for help with ensuring all **RFA (9/30/20) and RFF (30% by 10/9/20)** submission deadlines are met



**Eligible/Ineligible
Expenses**



Category:
Items Not Listed Above

Category: “Items Not Listed Above”



Eligible Expenses:

- Expenses meet the three-prong eligibility test but do not otherwise fall under one of the other 17 OIG reporting categories
- **Three-Prong Eligibility Test:**
 1. Necessary expense “due to” COVID-19
 2. Was not accounted for in the state or local government budget as approved on March 27, 2020
 3. The cost was incurred between March 1-December 30, 2020

Three-Prong Eligibility Test: Necessary due to COVID-19

- Expenditures must be incurred "due to" the COVID-19 public health emergency
- Key test: This expense would not have occurred "but for" COVID-19
- Expenses that the jurisdiction would have incurred regardless of COVID are NOT Eligible

Three-Prong Eligibility Test: Unbudgeted as of March 27, 2020

- Inquiry: Was the expense a line item in the jurisdiction's budget as of March 27, 2020?
 - If no, then move to the next prong in the test
 - If yes, then it may still be eligible if the amount budgeted was insufficient to cover the cost of the increase that was directly "due to" COVID-19

Three-Prong Eligibility Test: Costs incurred 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.

Category: “Items Not Listed Above”

Sample RFF #1



Expenses Sought:

- Tipping fees, which are costs related to the storage and processing of waste

Narrative:

- “Because of COVID-19, more people were at home from March through June, 2020 and there was a significant increase in the volume of trash and brush to be picked up and disposed of. We exceeded annual budget as of March 27, 2020 by \$61,644.12 for tipping fees to dispose of trash and brush. During March through June our actual costs were \$507,524.40 compared to the budget equally allocated to those four months of \$429,949.00 making the amount over budget for those four months \$77,575.40. This substantiated the over budget amount was caused by COVID-19.”

Supporting documentation:

- Proof of actual expenditures (checks, check stubs, and expenditure summaries)
- Proof of Budgeted expenditures

Category: “Items Not Listed Above”

Sample RFF #2



Expenses Sought:

- One (1) roll off truck
- Six (6) open top receiver boxes

Supporting Documentation:

- Narrative in the form of signed letter of need from department head
- Quotes on 2 different roll off trucks to demonstrate reasonableness of expense
- Charts demonstrating increase in waste due to COVID to support narrative
- Quotes on open tops/receiver boxes
- Invoices for all purchased items
- Signed contract with written delivery date within eligible period
- Proof of delivery/operational status
- Proof of payment

Category: “Items Not Listed Above” Sample RFF #2



Narrative:

The main goal of _____ County Solid Waste is to dispose of solid waste, construction and demolition waste (C&D), hazardous waste, burn pile, and recycling properly and follow all state rules and regulations. During the COVID-19 public health emergency, trash, construction and demolition, brush, and recycling has increased by fifty percent (50%). The number of tons coming into all five convenience centers exceeded the amount of capacity for the county's daily operation. All five centers hold 72 tons a day of trash and when 18,500 plus residents are home due to stay at home guidelines, the trash went from commercial to residential and exceeded the county's usual daily tonnage by fifty percent. The total increase from January to July was 943.81 tons of solid waste, C&D, burn pile, and recycling. The Solid Waste Department exceeded capacity by over 85 tons each month. The solid waste department was forced to pause certain operations March through April and send commercial haulers and contractors to the cities of Jackson and Selmer. Residents waited in long lines at the county convenience centers with spring cleaning loads backed out in the roadway and the facilities were forced to temporarily cease accepting trailer loads of brush and C&D from residents (furniture, brush, leaves, flowers, tables, washers, dryers, microwaves) potentially causing wildfire risk as yard waste was not properly disposed. This also created a litter problem on roadways and public access areas. Residents would dump furniture on the roadway out of frustration and the Solid Waste Department would incur additional cost deploying employees to address the hazards. The county was also forced to stop taking household waste for a few months due to COVID and had to ask residents to keep their waste at home until further notice. Due to COVID, the county truck driver hauls five to six boxes a day and cannot keep up with the number of tons coming into the centers. The part time driver hauls three to four boxes a day during COVID as well. The county has 32 receiver boxes and open tops and could not keep the boxes hauled and empty for the next day due to increased waste volume. An urgent need during COVID is another roll of truck because the two drivers (one full, one part) could not keep up with increases in C&D and waste in the trucks the county currently has. Additionally, the county cannot utilize multiple drivers at the same time while maintaining adequate social distancing in the vehicles. The solid waste department has attached a chart to show the increase in all waste types, quotes for the receiver and open top boxes to handle the residential increase in waste, and a quote for a roll off truck to help socially distance the employees and allow the Chester County department to handle the waste increase.

Category: “Items Not Listed Above” Sample RFF #3



Expenses Sought:

- 2 pieces of heavy machinery

Supporting documentation:

- Bulldozer Contract – sales order
- Bulldozer Quote
- Signed letter of need from Solid Waste Department Director
- Invoice for equipment
- Proof of payment
- Proof of delivery/operational status

Category: “Items Not Listed Above”

Sample RFF #3



Narrative:

- The County Solid Waste department consists of a Class III/IV landfill, a recycling center and a Class I convenience center. The Class III/IV landfill permit was extended and approved in March 2010 to consist of six (6) cells totaling 25.35 acres adjacent to the existing permitted site. The existing site was closed on November 13, 2017 and the first of the six (6) additional cells (Cell 1) was opened. This was a 4.32 acre cell (Apprx. 123,000 cu yds) that was anticipated to last about 6 years of disposal (Approximately 20,000 cu yds/year on a normal year). Within the last 6 months the county has had an insurgence of refuse placed within the cell and it appears to be approximately $\frac{3}{4}$ full. The department will be forced to excavate the adjacent cell (Cell 3) next summer which is just shy of the 4 year mark. All the Class I waste must be handled and transported to a Class I disposal facility. As can be seen from the table above, Tipton County has experienced roughly a 12% increase within the first 6 months of the calendar year. The FY disposal costs have increased from approximately \$340,000 in FY 2019 to just over \$375,000 in FY 2020. It is assumed that COVID-19 is the main supporting cause for the increase in Class I and Class III/IV volumes. The county had to appropriate an additional \$50,000 to procure 10 additional 40 yard roll off boxes during May to be able to handle the increased volume of Class I. Traffic, many days, were extended out the gate of the solid waste facility. As more citizens stay home, more garbage is generated locally and citizens are cleaning up and out pretty much everything. The existing excavator and dozer have run all day, every day and continue to do so. Hours building on our equipment due to the insurgence of refuse could place a burden on the operational cost as the life expectancy of the equipment has shortened drastically. Now the county will be forced to utilize the equipment even more by the construction of the new Class III/IV cell. Adding an additional Caterpillar D6 medium bulldozer using the state contract discount of 32% to achieve a total price of \$367,875.58 would reduce strain on Tipton County's existing equipment and allow the department to handle the massive increase in solid waste output in the county which is expected to continue through the end of the year as county citizens remain at home in compliance with State and CDC guidelines.



**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?