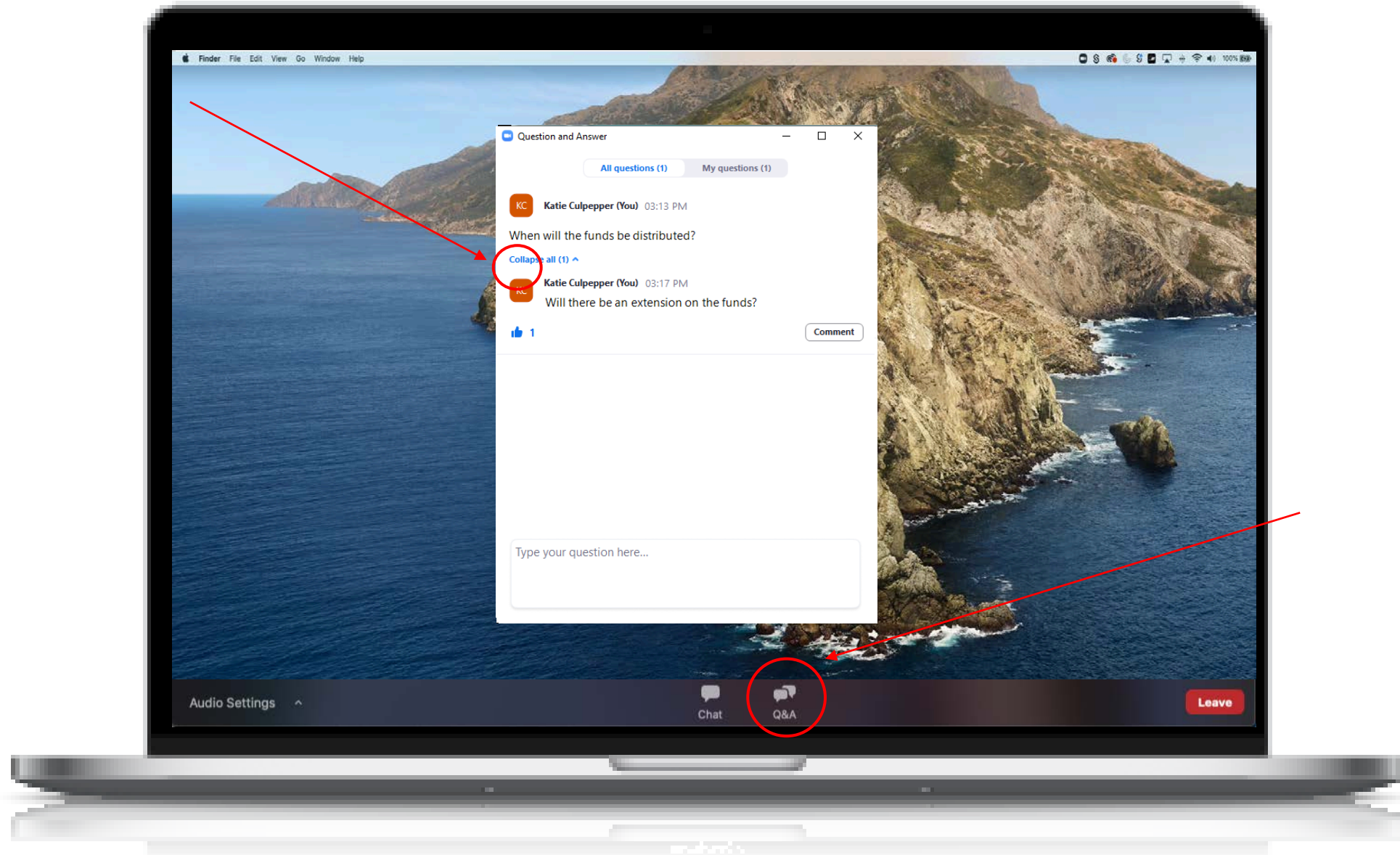




# TN Community CARES Funding Program

Hosted by  HORNE





**Melissa Poole, CPA**



**Anne Havard**



**Commissioner Danielle Barnes**







## Tennessee Community CARES Program Grant Recipient – Next Steps

### Background

The goal of the Tennessee Community CARES Program is to provide funding to 501(c)(3) non-profit organizations to allow them to respond to the impacts of COVID-19, specifically to be able to reach individuals that have lost wages and need financial, medical, housing, or food assistance, and to aid organizations in helping prevent the spread of COVID-19 through providing access to supplies. These funds are not intended to provide financial stabilization for non-profit organizations, but to provide funding to respond to the needs of the community.

### Terms & Conditions

**Please review the attached TN Community CARES Terms & Conditions.**

You will be required to agree to these Terms & Conditions for any request for reimbursement through the TN Community CARES Program.

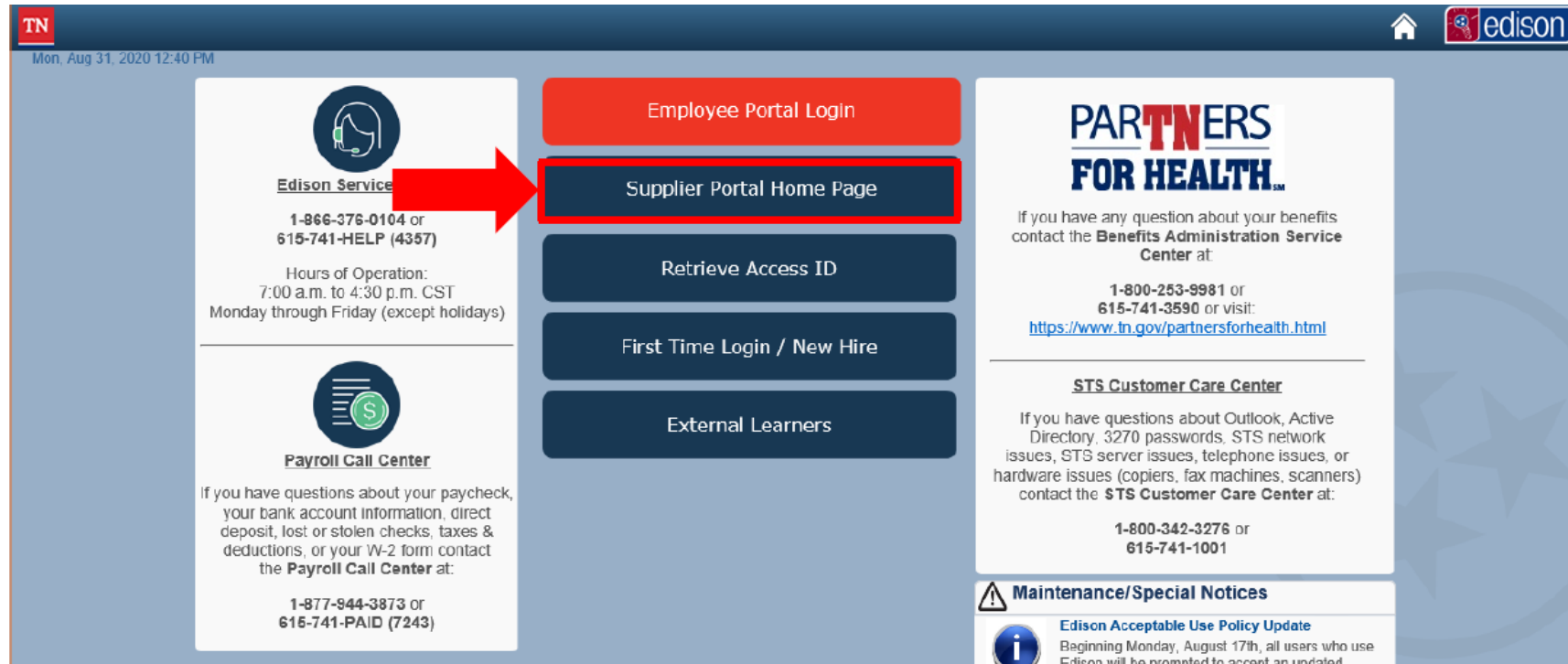
If you have any questions about the Terms & Conditions, please reach out to your Grant Administrator.

### State of Tennessee Grant Requirements



# Next Steps:

Register with the State of Tennessee as a vendor.



The screenshot shows the Edison Service website interface. At the top, there is a header with the TN logo, a home icon, and the Edison logo. Below the header, the date and time are displayed as "Mon, Aug 31, 2020 12:40 PM". The main content area is divided into several sections. On the left, there are two service cards: "Edison Service" with contact information (1-866-376-0104 or 615-741-HELP (4357)) and "Payroll Call Center" with contact information (1-877-944-3873 or 615-741-PAID (7243)). In the center, there is a vertical column of buttons: "Employee Portal Login", "Supplier Portal Home Page" (highlighted with a red border and a red arrow pointing to it from the Edison Service card), "Retrieve Access ID", "First Time Login / New Hire", and "External Learners". On the right, there is a section for "PARTNERS FOR HEALTH" with contact information for the Benefits Administration Service Center (1-800-253-9981 or 615-741-3590) and a link to the website. Below this is a section for "STS Customer Care Center" with contact information (1-800-342-3276 or 615-741-1001). At the bottom, there is a "Maintenance/Special Notices" section with a link to the "Edison Acceptable Use Policy Update".

TN

Mon, Aug 31, 2020 12:40 PM

Edison

**Edison Service**

1-866-376-0104 or  
615-741-HELP (4357)

Hours of Operation:  
7:00 a.m. to 4:30 p.m. CST  
Monday through Friday (except holidays)

**Payroll Call Center**

If you have questions about your paycheck,  
your bank account information, direct  
deposit, lost or stolen checks, taxes &  
deductions, or your W-2 form contact  
the **Payroll Call Center** at:

1-877-944-3873 or  
615-741-PAID (7243)

Employee Portal Login

**Supplier Portal Home Page**

Retrieve Access ID

First Time Login / New Hire

External Learners

**PARTNERS  
FOR HEALTH**

If you have any question about your benefits  
contact the **Benefits Administration Service  
Center** at:

1-800-253-9981 or  
615-741-3590 or visit:  
<https://www.tn.gov/partnersforhealth.html>

**STS Customer Care Center**

If you have questions about Outlook, Active  
Directory, 3270 passwords, STS network  
issues, STS server issues, telephone issues, or  
hardware issues (copiers, fax machines, scanners)  
contact the **STS Customer Care Center** at:

1-800-342-3276 or  
615-741-1001

**Maintenance/Special Notices**

**Edison Acceptable Use Policy Update**  
Beginning Monday, August 17th, all users who use  
Edison will be prompted to accept an updated



# Next Steps:

## Register with Sam.gov using your DUNS number



### Quick Start Guide for Contract Registration

#### Helpful Information

##### What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

##### What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) Number to register your entity in SAM. DUNS Numbers are unique for each

#### Steps for Registering

1. Type [www.sam.gov](http://www.sam.gov) in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address), then Log in.
3. On the My SAM page select Entity Registrations and then select Register New Entity.
4. Select your type of Entity.
5. If you are registering in SAM.gov so you can conduct business with the government through contracts, select "I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs."
6. Complete the Core Data section:
  - Validate your DUNS Number information.
  - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Remember your MPIN as it will serve as your electronic signature for the IRS Consent to Disclosure of Tax Information on the following page.
  - Enter your CAGE Code if you have one. CAGE codes are tied to DUNS Numbers and cannot be reused. Don't worry if you don't have a CAGE Code for the DUNS Number you are registering: one will be assigned to



## Next Steps:

Review Terms & Conditions

State of Tennessee  
Coronavirus Relief Fund (CRF)

Recipient Guidelines



# CAMS Demo

Log



TENNESSEE CARES ACT MANAGEMENT SYSTEM

Log in

Login by username/email address

You can use your username or email address to login.

Password

Enter the password that accompanies your username.

LOG IN

I'd like to [reset my password](#).

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# Required Documentation- Purchases of materials

1. Invoice/Receipt
2. Proof of Payment
3. Proof of delivery or shipment (including date of delivery)

## Requirements for ALL request for reimbursements:

1. A description of what this purchase was used for, including what line item in the budget that was submitted with your application it relates to, how it was used for programming that was responding to or preventing the spread of COVID-19. **Remember the most important thing for these funds and that they have a clear connection to COVID-19.**
2. If you received other federal funds, you need to include a reconciliation and documentation that this was not already reimbursed by other means.



## Required Documentation- Contracted Services

1. Copy of contract, lease agreement or rental agreement
2. A copy of any contract modifications
3. Invoice/Receipt
4. Proof of Payment

### Requirements for ALL request for reimbursements:

1. A description of what this purchase was used for, including what line item in the budget that was submitted with your application it relates to, how it was used for programming that was responding to or preventing the spread of COVID-19. **Remember the most important thing for these funds and that they have a clear connection to COVID-19.**
2. If you received other federal funds, you need to include a reconciliation and documentation that this was not already reimbursed by other means.



# Required Documentation- Equipment usage or mileage

1. Time/mileage log for time claimed (Must include equipment name/description, department that used the equipment, equipment operator, dates the equipment was used, usage rate (either hourly or mileage), the hours or miles claimed, and the total claim amount.)
2. Statements detailing work performed (if absent from equipment log)
3. Fixed asset list or other documentation to demonstrate that the equipment was owned by the recipient
4. Schedule of equipment rates used
5. Documentation of how rates were calculated
6. Time sheets for the equipment operators for the time period being claimed

## Requirements for ALL request for reimbursements:

1. A description of what this purchase was used for, including what line item in the budget that was submitted with your application it relates to, how it was used for programming that was responding to or preventing the spread of COVID-19. **Remember the most important thing for these funds and that they have a clear connection to COVID-19.**
2. If you received other federal funds, you need to include a reconciliation and documentation that this was not already reimbursed by other means.



# Required Documentation- Payroll

1. Payroll register for dates claimed
2. Employee Roster (should include employee pay rates, fringe benefit rates, and employee titles)
3. Proof of payment
4. Timesheets
5. Statements detailing work performed (if absent from timesheet)
6. Payroll policy (should include overtime and hazard pay policies)

## Requirements for ALL request for reimbursements:

1. A description of what this purchase was used for, including what line item in the budget that was submitted with your application it relates to, how it was used for programming that was responding to or preventing the spread of COVID-19. **Remember the most important thing for these funds and that they have a clear connection to COVID-19.**
2. If you received other federal funds, you need to include a reconciliation and documentation that this was not already reimbursed by other means.



## Examples of descriptions

*Organization ABC is submitting for reimbursement cost related to providing meals to the elderly. These cost were incurred to prevent the spread of COVID-19, but allowing those over 65, who are considered high risk, to have a nutritious meal without having to leave their home. This cost fed 50 people during the week of May 1-7. The purchase was budgeted for in our grant application as a part of this program on the line called "food purchases."*

*Organization ABC is submitting for reimbursement cost related to providing meals to the elderly. These cost were incurred to prevent the spread of COVID-19, but allowing those over 65, who are considered high risk, to have a nutritious meal without having to leave their home. This expense is related to the payroll of employees that delivered the meals. They are paid \$15 an hour, and spent 2 hours a day delivering meals. This was included in our budget for this grant in the line "delivery cost".*





# Questions

[Tncaresact.tn.gov/DHS](https://Tncaresact.tn.gov/DHS)

