

State of Tennessee

COMMUNITY CARES



DEPARTMENT OF HUMAN SERVICES
Grant Applicant Informational Packet

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Program Overview

Coronavirus Relief Fund

Through the CARES Act, Congress established the Coronavirus Relief Fund (“CRF”). This fund was established to provide ready funding to State, territorial, local and Tribal governments to address unforeseen financial needs and risks created by the COVID-19 public health emergency. The State of Tennessee (“the State”) received a direct allocation of \$2.36 B from this fund by the U.S. Department of the Treasury (“Treasury”). On July 21st, Governor Bill Lee announced the launch of the Tennessee Community CARES Program, a \$150 million commitment from the State’s CRF allocation.

These funds are subject to Treasury OIG audit and the Single Audit Act for total federal funds expended in excess of \$750,000.

The CARES Act provides that payments from the CRF may only be used to cover costs that:

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020

Expenses should fall within one of the following categories:

- Medical Expenses
- Public Health Expenses
- Payroll Expenses
- Public Health Compliance Expenses
- Economic Support Expenses
- Other Reasonably Necessary Expenses¹

¹ Treasury guidance provides further explanation of Other Reasonably Necessary Expenses. Find Treasury guidance at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>



TN Community CARES Program

The TN Community CARES Program is funded by the CRF. It will provide funding in the form of response and recovery grants to non-profit organizations to assist them with their ongoing efforts to address the ongoing health and economic impacts of COVID-19.

The goal of the TN Community CARES Program is to provide funding to non-profits 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-profits, but to provide funding to respond to the needs of the community.

The full program description is included as Appendix A.

Frequently Asked Questions can be found in Appendix C and will be updated at tncaresact.tn.gov/DHS

Eligibility

Program Guidelines

The funds set aside for this program first and foremost must comply with the CARES Act and Treasury guidance on the Coronavirus Relief Fund. The Program Guidelines are written to ensure compliance with these rules. The 2 essential pieces of those rules for this program, are that all funds are used for expenses that occurred from March 1, 2020 through Nov 15, 2020 and that the programs funded are connected to the COVID-19 pandemic.

Entities eligible for these funds must be a 501(c)3 and provide their IRS determination letter.

The program will not be available to organizations that have received funding through other funding opportunities for the same program. Costs or losses cannot be covered by this program if they have been, or will be paid, by other federal emergency relief funds, including the Paycheck Protection Program.

The system of record for the State of Tennessee is Tennessee Cares Act Administration System ("TN CAMS"). All documentation will be stored in this system.



Examples of Eligible Cost

Examples of activities prioritized and encouraged for funding under this program will include:

- Support for school-aged children and families related to education needs created or exacerbated by the COVID-19 outbreak;
- Any of the following activities for individuals or families who have been impacted by a loss of income or economic insecurity as a result of COVID-19:
 - Workforce training;
 - Emergency food assistance;
 - Case management or assistance in accessing an eligible state or federal public benefit;
 - Care for at-risk or vulnerable populations to mitigate COVID-19 effects and/or enable compliance with COVID-19 public health precautions;
 - Emergency financial assistance to prevent homelessness, eviction or foreclosure;
 - Other similar services designed to mitigate the negative health or economic impact of the COVID-19 public health emergency.
- Providing uncompensated care or assistance for disabled or other vulnerable population to address new financial, health, or educational challenges that are in response to COVID-19.
- Public Health Support activities such as uncompensated or unreimbursed costs for services or activities dedicated to mitigating or responding to the COVID-19 public health emergency, including but not limited to
 - Supports, education, and communication for individuals to increase access to testing and reliability of contact tracing;
 - Expenses for technical assistance on mitigation of COVID-19-related threats;
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency;
 - Mental and behavioral health services delivered in response to the COVID-19 public health emergency;
 - Expenses associated with supporting the housing or quarantining of COVID-19 positive individuals;



- Any other expense incurred in relation to non-profit missions to directly support the public health response to COVID-19.
- Any other non-profit support provided to Tennessee business entities such as:
 - Technical assistance and support in enrolling and participating in a federal, state, or local benefit program;
 - Education on safe practices in response to COVID-19;
 - Acquisition or purchase of personal protective equipment or reimbursing costs associated with mitigating the spread of COVID-19;
 - Expenses related to mitigating the spread of COVID-19;
- Reimbursement of unreimbursed expenses incurred by a non-profit due to the COVID-19 emergency, including but not limited to increased payroll costs, PPE, or any other measures taken to protect the employees and population served by the non-profit;
- Support targeted for any at-risk, vulnerable, or underserved community for any eligible activity;
- Past and future reimbursement for the required Non-Federal Cost-Share of Stafford Act assistance for COVID-19-related costs that satisfy the CRF eligibility criteria AND the FEMA Public Assistance eligibility criteria;
- Reimbursement for any of the eligible costs incurred in the period from March 1 to Nov 30;

Examples of Ineligible Cost

Activities that are not eligible for funding include:

- Expenses that have been or will be reimbursed under any Federal Program, such as the FEMA Public Assistance program;
- Reimbursement of donors for donated items or services, previously donated; this includes reimbursement for items purchased by the non-profit with funds specifically donated and designated for the response to COVID-19
- Any expense not related to the current COVID-19 public health emergency;
- Damages covered by insurance;
- Workforce bonuses or severance pay;
- General economic development or capital improvement projects that are not necessary expenditures due to the COVID-19 public health emergency.
- Any costs incurred prior to March 1, 2020.
- Any costs incurred after Nov 15, 2020.



Grant Administrators

Role of Grant Administrator

The grant administrator will be responsible for outreach, marketing, and reporting of funds they administer. The state of Tennessee's CARES Act compliance partner, HORNE LLP, will work with the grant administrators to facilitate outreach and provide training on program specifics where needed. All reporting will be done through the TN CAMS system. The grant administrator will take applications, approve funding, and monitor the programs as funds are spent. The grant administrator will also be responsible for coordinating with TEMA on Stafford eligible expenses so that those expenses can be evaluated by TEMA.

List of Grant Administrators

United Way of Greater Knoxville

<https://www.uwgk.org/>

United Way of Chattanooga

<https://unitedwaycha.org/>

Second Harvest Food Bank of Middle TN

<https://www.secondharvestmidtn.org/>

United Way of Greater Nashville

<https://www.unitedwaynashville.org/>

United Way of the Mid-South

<https://www.uwmidsouth.org/>

Women's Foundation for a Greater Memphis

<https://www.wfgm.org/>



Application Process

Application Information

Applications will be taken through TN CAMS and be distributed to Grant Administrators. Applications will be live from 9:00am CST on August 1st through midnight on August 15th. If all funds are not depleted in the first round of applications, a second round of applications will be open from September 1st through September 15th. During an open application period, applications can be found at tncaresact.tn.gov/DHS.

Grant Administrators will evaluate applications and notify applications of their decision no earlier than August 17th. As approved applicants are notified, they will be provided access to TN CAMS. At this time, request for funds may be submitted for approval as funds are expended.

A full list of questions and required documents that should be included in the application is included in Appendix B.

Evaluation of Applications

The application is standardized across all grant administrators and was developed to accomplish 3 main objectives: 1) to assess your organizations ability to comply with federal guidelines associated with the funds, 2) to assess the financial stability of your organization, and 3) determine what activities you will use the funds to perform and what population those funds will impact.

Request for Funds

Logging into CAMS

After an application has been approved by the grant administrator, access to CAMS will be provided to the recipient. You will be provided log-in information for two contacts per organization. This will be based on the Primary and Secondary Contact submitted in the application. Should you have trouble logging into CAMS, please contact your grant administrator, who can then facilitate support.



Request for Funds Form

Attached in Appendix D is a screenshot of the request for funds form that will be submitted in TN CAMS. Every submission will require a consent that all terms and conditions have been reviewed. Terms and Conditions will be available when they are finalized at tncaresact.tn.gov/DHS

Payment Information

All payments will be processed through TN CAMS as RFFs are approved by the grant administrator. To receive a payment, you must have a supplier ID on file with the State of Tennessee. If you do not have a supplier ID, your grant administrator will provide direction for you to obtain an ID for your payment to be processed.



Appendix A- Program Description

For non-profits wishing to receive response and recovery grants, instructions for grant proposals will be issued by the Department of Human Services and its partner non-profit grant administrators on August 1, 2020. Grant applications will remain open until August 15th and any awards will have a de-obligation date of November 15.

The Tennessee Community CARES Program will provide \$150 million in direct federally funded aid to non-profit organizations located across Tennessee and serving Tennesseans. Examples of activities prioritized and encouraged for funding under this program will include:

Support for school-aged children and families related to education needs created or exacerbated by the COVID-19 outbreak;

- Any of the following activities for individuals or families who have been impacted by a loss of income or economic insecurity as a result of COVID-19:
 - Workforce training;
 - Emergency food assistance;
 - Case management or assistance in accessing an eligible state or federal public benefit;
 - Care for at-risk or vulnerable populations to mitigate COVID-19 effects and/or enable compliance with COVID-19 public health precautions;
 - Emergency financial assistance to prevent homelessness, eviction or foreclosure;
 - Other similar services designed to mitigate the negative health or economic impact of the COVID-19 public health emergency.
- Providing uncompensated care or assistance for disabled or other vulnerable population to address new financial, health, or educational challenges that are in response to COVID-19.
- Public Health Support activities such as uncompensated or unreimbursed costs for services or activities dedicated to mitigating or responding to the COVID-19 public health emergency, including but not limited to:
 - Supports, education, and communication for individuals to increase access to testing and reliability of contact tracing;
 - Expenses for technical assistance on mitigation of COVID-19-related threats;
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency;



- Mental and behavioral health services delivered in response to the COVID-19 public health emergency;
 - Expenses associated with supporting the housing or quarantining of COVID-19 positive individuals;
 - Any other expense incurred in relation to non-profit missions to directly support the public health response to COVID-19.
- Any other non-profit support provided to Tennessee business entities such as:
 - Technical assistance and support in enrolling and participating in a federal, state, or local benefit program;
 - Education on safe practices in response to COVID-19;
 - Acquisition or purchase of personal protective equipment or reimbursing costs associated with mitigating the spread of COVID-19;
 - Expenses related to mitigating the spread of COVID-19;
- Reimbursement of unreimbursed expenses incurred by a non-profit due to the COVID19 emergency, including but not limited to increased payroll costs, PPE, or any other measures taken to protect the employees and population served by the non-profit;
- Support targeted for any at-risk, vulnerable, or underserved community for any eligible activity;
- Past and future reimbursement for the required Non-Federal Cost-Share of Stafford Act assistance for COVID-19-related costs that satisfy the CRF eligibility criteria AND the FEMA Public Assistance eligibility criteria;
- Reimbursement for any of the eligible costs incurred in the period from March 1 to Nov 15;

All grants will be required to follow the US Department of Treasury's [additional guidance on Coronavirus Relief Fund allowable expenditures](#). The US Department of Treasury is also regularly updating Frequently Asked Questions, which can be found on the [Coronavirus Relief Fund webpage](#).



Appendix B- Application Requirements

The following fields will be required to apply:

Organization Name:

DUNS Number:

Organization Phone:

Organization Website:

Address:

City/Town:

State:

Zip:

County:

A signed Conflict of Interest Statement and attestation no other CARES funding has been received by your organization for this program.

An IRS determination letter affirming your tax-exempt status.

Audited or reviewed financial statements from one of the last three years, including any single audits from the last three years.

A copy of your 2019 Annual Operating Budget.

A list of your Board of Directors and Organizational Chart.

A description of the roles of staff and/or board members play in financial management. Who would be responsible for financial management and oversight related to this funding and what is their role within your organization? (500 word limit)

Counties your organization serves.

The primary communication your organization serves (Rural, Urban, Both)

The primary populations that your organization serves.

A description of your experience with receiving federal grants and complying with the terms of federal grants.

Primary and Secondary Contact Information (Name, Email, Phone #).

Description and documentation of how these funds will be used in response to COVID-19.

The intended community the funds will benefit and the estimated number of individuals expected to benefit from the funds.

A description of the desired outcomes or known outcomes from these funds, including how success of the program will be defined.



Amount of funding requested and a budget for how they funds will be used.

Whether the funds will be used for programs that are currently operational or a new program that will be launched. If it is a new program, detailed description and plans to launch the program quickly and compliantly.

Any activities or steps your organization has already taken to respond to COVID-19.

Provide any increased demand for services (waiting lists, increases in volume, or increased referrals as a result of COVID-19).

Provide estimates of any lost revenue/income after March 1, 2020, due to COVID-19?

Provide estimates of any increased expenses after March 1, 2020 due to COVID-19?

The current size of your organization's reserves and any restrictions on those reserves.

Details around any additional CARES Act or other federal funding you have received, including, but not limited to, the FEMA PA program, funding from other jurisdiction from their CRF, and Paycheck Protection Program Loans.



Appendix C- Frequently Asked Questions

General

When can applications be submitted?

Answer

Applications will be accepted from 9:00am August 1st through August 15th at midnight. All applications will be evaluated based on merit and no funds will be awarded until after the application window has closed. If all funds are not depleted during the first round of applications, an additional window will open September 1st through September 15th.

Are grants awarded on a first-come, first-serve basis?

Answer

No, all applications received during the application window will be evaluated and awards will be made based on the application's merit. For more information on how applications will be evaluated, please see the downloadable recipient packet on the "Grant Information" tab at tncaresact.tn.gov/DHS

What is the deadline to spend the grant funds?

Answer

Recipients must spend funds and submit the appropriate reporting requirements by November 15 or else funds will be subject to de-obligation.

What are the reporting requirements?

Answer

Organizations should submit supporting documentation for their expenditures as incurred, but at minimum on a monthly basis. This reporting will include submitting reports on funds expended, including a narrative on the progress of proposed programs and any necessary supporting documents substantiating eligible expenses.

How will organizations provide substantiating documentation for program expenses?

Answer

Recipients will utilize the TN CAMS system to upload the required information for the expenses they have incurred.



Do organizations have to be a registered 501c3 to be eligible for the program?

Answer

Yes, your organization should be a registered 501c3 and provide your IRS determination letter with your application.

Are there any 501c3 organizations that are not eligible?

Answer

No, all 501c3 organizations are eligible for the program. It is important to note that while your organization may be eligible to apply, duplication of benefits is strictly prohibited. If your organization was eligible for any other federal funding or CARES Act funds, you may only apply for funds under the TN Community CARES program that are within the program guidelines and that have not already been funded by another eligible program.

Can our organization apply for a grant less than \$25,000 or receive funding from another non-profit that receives a larger grant amount?

Answer

No, the minimum grant amount for this program is \$25,000. You may not receive funding from another non-profit, as the program does not allow sub-recipients. Partnering with other non-profits are allowed, but each organization must apply for their own grant and report their own expense for reimbursement.

Where can I get confirmation that my grant submission was received?

Answer

You should receive an automated email as confirmation of your application being received from no-reply@tncaresact.com.

Do I have to select the administrator for my region or can I choose any administrator?

Answer

You may chose any administrator from the list to apply through. For guidance on selecting the right administrator for your organization, please see the Grant Administrator page at tncaresact.tn.gov/DHS



Where can I find the conflict of interest statement I am required to sign and upload with my application?

Answer

The conflict of interest statement should be a signed statement on official letterhead attesting that: based upon reasonably inquiry, neither the organization, its employees, nor any affiliated individual who will perform services under this potential contract, as a result of this application, have a possible or perceived conflict of interest. There is not a standard form for this statement.

Eligible Expenses

Are expenses that are reimbursable under Stafford Act Public Assistance eligible expenses under the Community CARES Program?

Answer

While several expenses will be considered eligible expenses under both programs, duplication of benefits is strictly prohibited. All expenses that have been (or will be) reimbursed under FEMA PA are not eligible expenses under the Community CARES Program. As a part of the review of supporting documentation, any expenses that may be covered by FEMA will be sent to TEMA for review.

Can organizations use the grant award to reimburse eligible expenses incurred prior to the receipt of their grant award?

Answer

Grant funds may be used to cover eligible costs incurred from March 1, 2020 – November 15, 2020. If eligible costs were incurred prior to receipt of the grant award, they may be covered by the grant as long as they were not incurred before March 1, 2020 and the required supporting documentation was maintained.

Can grant funds be used to reimburse donors for goods that have been previously donated to the organization?

Answer

No, the guidance provided by the U.S. Treasury regarding the Coronavirus Relief Fund (CRF) prohibits CRF from being used to reimburse donors for goods they have previously donated to an organization.



Can an organization use funds to purchase personal protective equipment?

Answer

Yes, this would be an eligible expense as long as the personal protective equipment is used for purposes of preventing the spread of COVID-19 and was used for the programmatic purposes described in your application for the funds. The expense must be incurred between March 1, 2020 – November 15, 2020.

Can the funds be used for the purchase of hand sanitizer and cleaning products for donation to individuals and businesses?

Answer

Yes, this would be an eligible expense as long as the goods are used for purposes of preventing the spread of COVID-19 and was used for the programmatic purposes described in your application for the funds. The expense must be incurred between March 1, 2020 – November 15, 2020.

Can the funds be used to cover payroll expenses for employees?


Answer

Yes, the funds may be used to cover payroll expenses, but **only** for employees who are substantially dedicated to programs that are responding to COVID-19. These employees who are deemed substantially dedicated to COVID-19 can have their payroll from March 1-November 15, 2020 reimbursed in full. If the employee was only partially dedicated to COVID-19 then you would only be able to seek a portion of their payroll to be reimbursed and documentation would need to be supplied regarding the percentage of time and hours spent working on COVID-19 related activities. If your organization received a Payroll Protection Loan or other federal funding, you may not use funding from the TN Community CARES program to also cover that same payroll.



Appendix D- TN CAMS Screenshot

Log In


HOME

Request for Funding

Specify Cost, Date(s), and Association

Is this a joint expense with another jurisdiction?
 Yes No

Have you applied for any other source of federal funding for the expenses for which you are seeking an advance or reimbursement in this request?
 Yes No

Have you been granted any other federal funds for the expenses for which you are seeking an advance or reimbursement in the request?
 Yes No

Was the expense incurred over multiple dates?
 Yes No

Request Amount

Expense Category

- None -
- Payroll for public health and safety employees substantially dedicated to response or mitigation of COVID-19
- Budgeted personnel and services diverted to a substantially different use due to COVID-19
- Improvements to telework capabilities of public employees
- Medical Expense
- Public Health Expense
- Distance Learning
- Economic Support Expenses
- Expenses associated with the issuance of tax anticipation notes

The request must demonstrate that the cost meets all of the following criteria:

- Necessary expenditures incurred due to the public health emergency
- Costs are not accounted for in the most recently approved budget
- Costs were incurred and expended between March 1, 2020 and December 30, 2020

Additionally, the costs must be clearly categorizable as one of the following:

- Payroll for public health and safety employees substantially dedicated to response or mitigation of COVID-19
- Budgeted personnel and services diverted to a substantially different use due to COVID-19
- Improvements to telework capabilities of public employees
- Medical expenses
- Public health expenses
- Distance learning
- Economic support
- Expenses associated with the issuance of tax anticipation notes

Please provide any additional information that supports your determination that these expenses are eligible and necessary and meet the requirements set forth in section 601(d) of the Social Security Act as outlined in the U.S. Treasury Guidance.

Upload Supporting Documentation

SUPPORTING DOCUMENT	COMMENT
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Choose File No file chosen </div> <p style="font-size: 0.8em; margin: 0;">One file only</p> <p style="font-size: 0.7em; margin: 0;">100 MB limit</p> <p style="font-size: 0.7em; margin: 0;">Allowed types: pdf, jpg, jpeg, png, bmp, eps, ttf, psd, pnd, odt, rtf, html, xlsx, ppt, doc, docx, ppt, power, xls, xlsx, xml, xml, mpeg, mp4, mp3, wav, flac, zip, rar, tar, gz, sig, the, zip</p>	
<div style="display: flex; align-items: center; gap: 5px;"> ADD <input style="width: 30px; text-align: center;" type="text" value="1"/> more items </div>	

Attached is a listing of supporting documentation that is required for different types of expense submitted for reimbursement. By checking this box, I certify that I have attached all required documentation. I also acknowledge that additional information or documentation may be requested during the review of this Request.

I acknowledge

I certify to the best of my knowledge and belief that the Request and supplementing documentation is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Additionally, I acknowledge that County/City has an affirmative obligation to identify and report any duplication of benefits. I understand that the State has an obligation and the authority to deobligate or offset any duplicated benefits. I further understand, all funds are subject to recapture and repayment for non-compliance and could require repayment at a later date should an audit determine payments to be an unallowable cost.

Finally, I certify that I have read and agree to the terms and conditions as outlined in the State of Tennessee's Coronavirus Relief Fund Recipient Guidelines.

I acknowledge

SUBMIT

