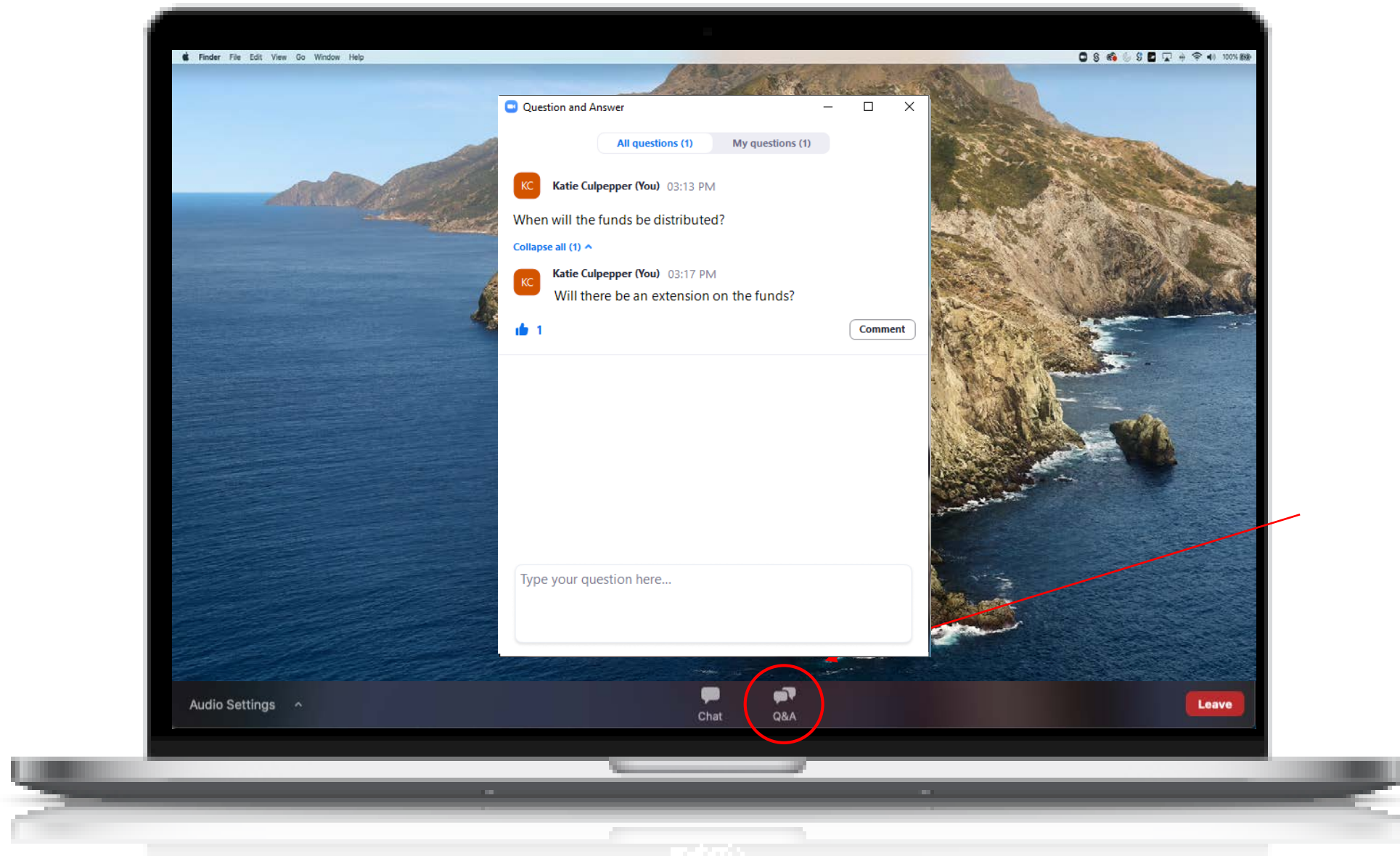




Coronavirus Agricultural and Forestry Business Fund (CAFB Fund)

**Recipient Briefing
Introduction to the Tennessee CARES Act Management System (TN CAMS)**





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Briefing Objectives

- 1) CAFB Fund Overview and Funding Process
- 2) Introduction to the TN CARES Act Management System (TN CAMS)
- 3) Submitting a Request for Funding (RFF)
- 4) Reminders & Information Resources



CAFB Fund Overview and Funding Process

CAFB Fund Overview

- Funds are from Tennessee's share of the Coronavirus Relief Fund, created by the CARES Act
- Funds will be made available on a reimbursement basis
- Funds may only be used on costs incurred (or loss of net income incurred) between March 1, 2020 – October 31, 2020.
- Deadline to submit RFFs is November 10, 2020.

Overview of Funding Process

1. Notification of allocated funds
2. Attend required webinar briefing on TN CAMS
3. Log into TN CAMS account
4. Submit Request for Funding (RFF)
5. RFF will go through review process
6. If RFF information is sufficient, funds will be transferred via paper check

Introduction to the TN CARES Act Management System (TN CAMS)

Introduction to TN CAMS

- The Tennessee CARES Act Management System (TN CAMS) is the state system of record for Coronavirus Relief Fund programs.
- Through TN CAMS, recipients may submit Requests for Funding (RFFs) to request all or a portion of their allocated funds.
- Dashboard page will allow recipients to view their total allocation, amount in process, and amount disbursed.

Introduction to TN CAMS

- Access email should be received within 2 business days following your attendance to a CAMS Training webinar
- TN CAMS may be accessed at the following link: <https://tncaresact.tn.gov/>
- Each organization is limited to 2 user accounts.



Submitting a Request For Funding (RFF)

Submitting a Request for Funding (RFF)

- Components of an RFF:
 - Request Amount & Expense Date
 - Expense Category
 - Narrative
 - Supporting Documentation

Submitting a Request for Funding (RFF)

- Request Amount & Expense Date
 - Request amount should be less than or equal to your allocated amount
 - Option to have one expense date or input a range of dates if the cost was incurred over a period of time

Submitting a Request for Funding (RFF)

Expense Category

- Reference the Expense Category Guide located in the Recipient Information Packet before submitting RFFs
- Please aggregate expenses by category in order to limit the number of RFFs submitted

Submitting a Request for Funding (RFF)

- Narrative
 - Please provide as much detail as possible about the expenses you are claiming
 - Narrative must include explanation of why the expenses were necessary due to the COVID-19 pandemic, or a statement that loss of net income was incurred due to the COVID-19 pandemic
 - For Business Disruption, please provide an explanation of how you arrived at your calculation and whether other federal funds were included in your calculation.

Submitting a Request for Funding (RFF)

- Supporting Documentation
 - Please refer to the Required Supporting Documentation Guide within the Recipient Information Packet before submitting an RFF.
 - The more organized and detailed information you can provide will expedite the processing of your RFF.

Submitting a Request for Funding (RFF)

- Supporting Documentation
 - Business Disruption
 - 2019 and 2020 Income Statement or Profit & Loss Statement for period you are claiming loss for
 - 2019 and 2020 Bank Statements for the period you are claiming loss for
 - 2019 Income tax return (Or most recent year filed)
 - If you received any COVID-related funding through other programs, please include documentation showing the amount.

Submitting a Request for Funding (RFF)

- Supporting Documentation
 - Pandemic Costs, Supply Chain Enhancement, Meat Processing Expansion
 - Purchased goods/services:
 - Invoice or Receipt
 - Proof of Payment
 - Proof of Delivery
 - Payroll:
 - Payroll Register for dates claimed
 - Employee Roster with pay rate, fringe benefit rate, and employee title
 - Proof of Payment
 - Statements detailing work performed

RFF Submission Demonstration

Reminders & Information Resources

Reminders

- TN CAMS may be accessed at tncaresact.tn.gov.
- FAQs and Recipient Information Packet can be found in the program guidelines at tncaresact.tn.gov.
- For users with portal access needing technical support, please email support@tncaresact.com.
- TDA Business Consultants serve as your resource through this process.
- November 10 is the deadline to submit RFFs

Questions?

Thank you!



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