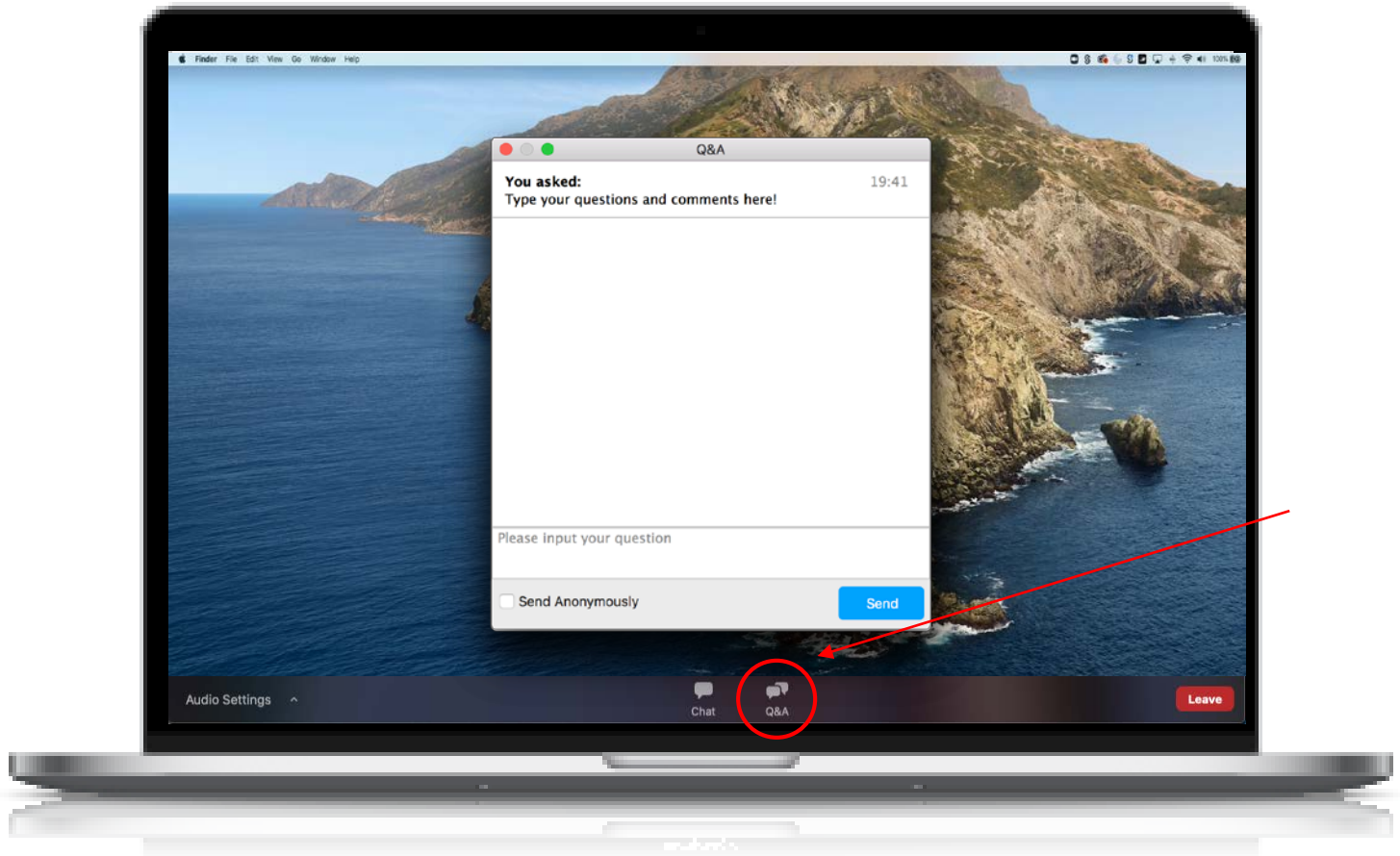




Department of  
**Finance &  
Administration**

# Coronavirus Relief Fund (CRF)

*Recipient Briefing*



# BRIEFING OBJECTIVES



**CRF General Information**



**Funding Disbursement in Tennessee CARES Act Management System (TN CAMS) & Program Overview**



**Eligible/Ineligible Expenditures**



**Information and Resource Locations**



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# CRF General Information

# Coronavirus Relief Fund (CRF)



- Title V of the CARES Act established the Coronavirus Relief Fund (CRF)
- \$150 billion appropriation to make payments for specified uses to states, Tribal governments, territories, and large units of local government
- U.S. Treasury's funding allocation methodology is based on relative state population

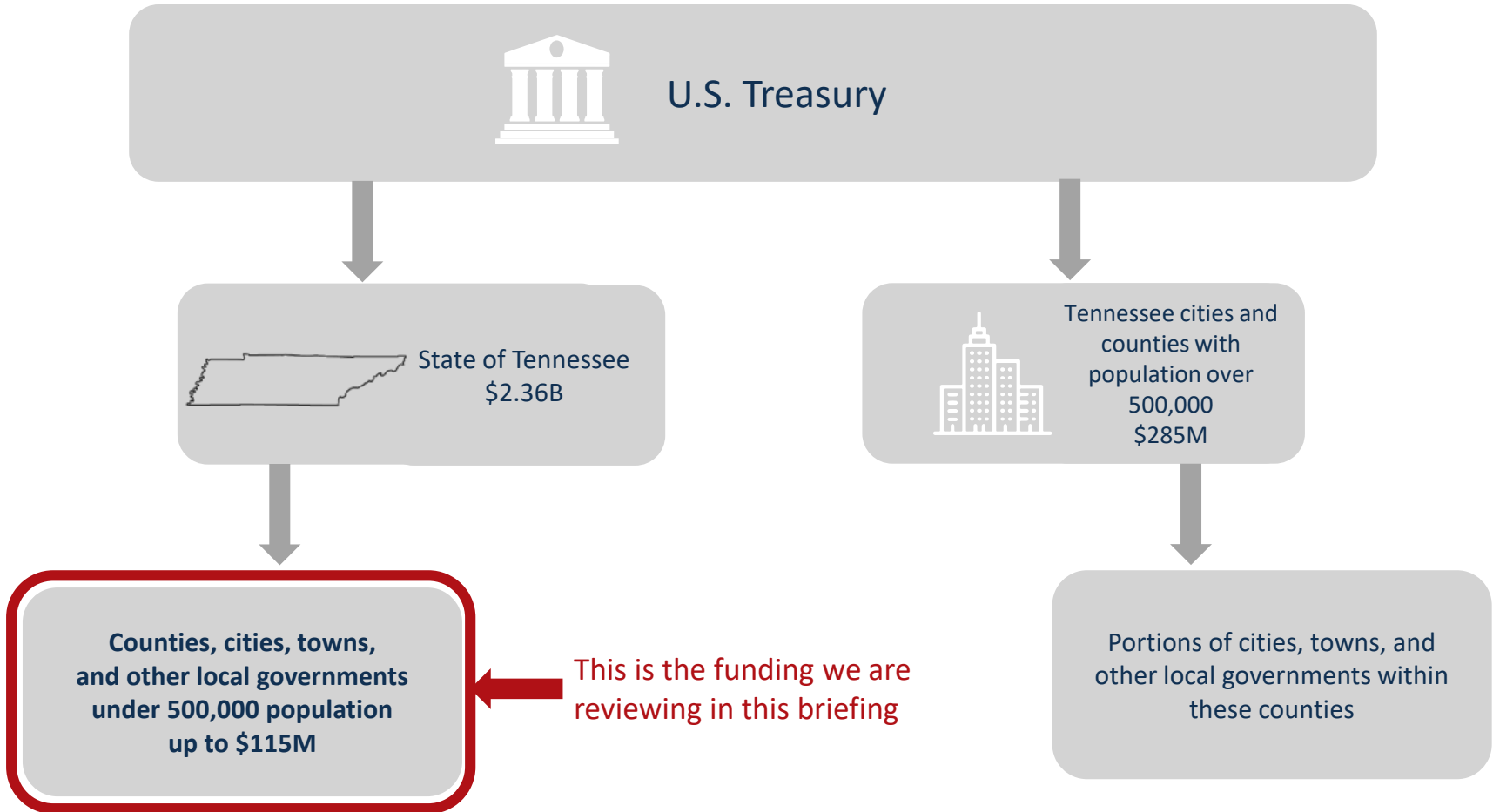
# Eligible Recipients



- States
- Units of Local Government (County, cities, municipality, town, township, village, parish, borough, etc.) with population 500,000+
- Tribal Governments
- The District of Columbia
- U.S. Territories (Puerto Rico, USVI, Guam, Northern Mariana Islands, American Samoa)
- Smaller local governments (population of 500,000 or less)\*

*\*Funding to small local governments passes through either their state or county government*

# Funding Flow



# CRF Characteristics



- Transfers of federal financial assistance, not grants
- Subject to U.S. Treasury oversight
- Subject to Treasury OIG audit and Single Audit Act for total federal funds expended in excess of \$750,000
- More flexibility in types of purchases
- Covers costs incurred due to Coronavirus emergency





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**Eligible/Ineligible  
Expenditures**

# Definition of Eligible Expenditures



1

Necessary expenditures incurred due to the public health emergency;

2

Costs not accounted for in the most recently approved budget as of March 27, 2020; and

3

Costs were incurred between March 1, 2020 and December 30, 2020

# Examples of Eligible Expenditures



- ✓ 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
- ✓ Distant learning
- ✓ Economic support expenses
- ✓ Expenses associated with the issuance of tax anticipation notes

# Examples of Ineligible Expenditures



- X Government revenue replacement
- X State share of Medicaid
- X Damages covered by insurance
- X Expenses that have been or will be covered by another federal program
- X Reimbursement to donors for donated items or services
- X Workforce bonuses other than hazard pay or overtime
- X Severance Pay or Legal Settlements
- X Government prepayments on contracts not consistent with its ordinary course policies and procedures
- X Lobbying or similar ineligible expenses

# Stafford Act Public Assistance



- All expenses submitted will be subject to review by Tennessee Emergency Management Agency for eligibility or prior claims for Stafford Act Public Assistance.
- If eligible for Stafford Act Public Assistance, claims will be processed through TEMA, NOT CRF.
- The State of Tennessee will cover all local cost-share for Stafford Act claims, which is otherwise  $\frac{1}{2}$  of the non-federal cost-share or 12.5% of the total claim.



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**Funding Disbursement in  
Tennessee CARES Act  
Management System (TN CAMS)  
& Program Overview**

# Portal Launch



- Launch date – Email invitation to primary contacts for TN CAMS access will be distributed after attendance to this Townhall presentation. *LIMITED TO 2 PER JURISDICTION for system access - primary & one secondary contact.*
- Funding process requires the local government designated official to first review and acknowledge the Recipient Guidelines, which include the Terms and Conditions within TN CAMS. Then complete Request for Advance (RFA) or Request for Funding (RFF).

# RFA & RFF Process



- Recipients may submit an RFA to receive an immediate advance of 30% once RFA is processed.
- Once advance is received, local governments should begin providing documentation to support qualified expenditures. Documentation will be required to be uploaded to TN CAMS.
- Remaining 70% may be requested by completing RFF in TN CAMS, once the 30% has been spent and sufficiently documented.
- RFAs are not required, and in fact an RFF may be more beneficial to many local governments based on costs already incurred.



# Funding Disbursement



- Department of Finance & Administration will manage disbursement and payments will be made to the same account where monthly shared state tax payments are received.
- Timeline for payment initiation will start on August 17.
- Local governments are permitted to record claims over and above their allocation. Claims will be processed should additional funds be made available. Local governments are encouraged to submit all eligible expenses to ensure these claims are processed in a timely manner.

# Important Dates



## IMPORTANT DATES TO NOTE-

- **August 15<sup>th</sup>**- Recipients must register in TN CAMS and attend required Townhall or risk losing their allocation.
- **September 1<sup>st</sup>** – Deadline to request advance, if advance is desired.
- **September 30<sup>th</sup>**- 30% advance must be spent and required documentation submitted into TN CAMS, or funds may be subject to de-obligation and reallocation.
- **November 1<sup>st</sup>**- Deadline to submit RFFs requesting reimbursement.



## Tennessee CARES Act Management System

[Home](#)

### [Local Government](#)

[Allocations](#)

[FAQ](#)

### [Non-Profit](#)

[FAQs](#)

### Coronavirus Relief Funds

Through the Coronavirus Relief Fund (CRF), the CARES Act provides payments to state, local and tribal governments navigating the impact of the COVID-19 outbreak. The total CRF funding allocated to the state of Tennessee is approximately \$2.36 billion.



Governor Bill Lee appointed the Financial Stimulus Accountability Group to create a strategic spending plan that maximizes CRF to ensure local needs are met while also safeguarding the health and wellbeing of Tennesseans. The overall goal of this action plan is to meet the needs of our citizens in the most efficient way possible, while also ensuring that the state and those seeking relief comply with federal regulations and guidelines.

### Tennessee CARES Act Management System (TN CAMS)

The Tennessee CARES Act Management System (TN CAMS) is our state system of record for CRF programs. Through TN CAMS, citizens can submit applications (where necessary), requests for funding and upload required support documents.

The first two programs announced by Governor Lee were designed to support local governments and non-profit 501c3 organizations.

On July 20, 2020 Governor Lee announced an additional \$115 million for Local Governments to support COVID-19 response. Details on these funds can be found [here](#).

On July 21, 2020 Governor Lee announced that Tennessee's nonprofit organizations will be eligible to apply for \$150 million in grant funds for COVID-19 recovery efforts. Details on the nonprofit grants can be found [here](#).

As additional aid for recovery efforts are announced, Tennesseans will be able to gain access to information about these programs [here](#).

**[tncaresact.tn.gov](https://tncaresact.tn.gov)**



## Request for Advance

I understand that in accordance with Title V of the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act), the Inspector General of the Department of the Treasury has monitoring and oversight authority of the receipt, disbursement, and use of all Coronavirus Relief Funds provided directly to states, tribal governments, and units of local government with populations that exceed 500,000. As a result, all requests for funding are subject to review and audit by the State of Tennessee as responsible entity.

I also understand if sufficient progress is not made towards expenditure of advanced funds and/or the jurisdiction fails to meet the requirements set forth in the terms and conditions, the State of Tennessee Governor's office or designated agent may implement sanctions as necessary up to and including termination of funds. 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.

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

Please Sign

Sign above

**SUBMIT**

All advanced funds will require receipts and/or invoices as well as proof of payment provided after the procurement process is complete. Expenses must meet 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 categorizeable as one of the following:

- Payroll for public health and safety employees substantially dedicated to reponse 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





## Additional Contact Form

### Secondary Contact Information

Name

Email

Phone

I would like to deactivate my account and request an additional contact

### Additional Contact Information

Name

Email

Phone

Please fill out this form if you would like to request a secondary contact for your organization. Each field is required to ensure TN CAMS has the appropriate information necessary for your team. You may request an additional contact for your organization; however, requesting an additional contact will deactivate your account once the additional contact has been created.

SUBMIT



# Information and Resource Locations



# Resources

The following U.S. Treasury informational documents are available at [Treasury.gov](https://www.treasury.gov):

- [Data sources and the distribution methodology for units of local government.](#)
- [Listing of eligible units of local government.](#)
- [Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments](#)
- [Coronavirus Relief Fund Frequently Asked Questions](#)
- [Payments to States and Eligible Units of Local Government](#)

# Reminders

- Funding and documentation will be handled using the Tennessee CARES Act Management System (TN CAMS).
- Portal access is limited to two approved users.
- TN CAMS may be accessed at [tncaresact.tn.gov](https://tncaresact.tn.gov).
- Allocation amounts and FAQs can be found in the program guidelines at [tncaresact.tn.gov](https://tncaresact.tn.gov).
- For users with portal access needing technical support, please email [support@tncaresact.com](mailto:support@tncaresact.com).

# Reminders

- Local Governments must register with TN CAMS by August 15, or they risk forfeiting their allocation.
- Advances must be requested by September 1.
- All advances must be spent, and documentation must be submitted by September 30, or those funds may be subject to reallocation.
- The deadline to submit RFFs for reimbursement funds is November 1.

# Department of Finance & Administration

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# HORNE Team



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# Questions?