



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

Vendor Registration (Attachments 2, 2a, 2b)

Every individual or entity contracting with the State of Tennessee must comply with applicable legal and regulatory requirements, including vendor registration. Please review and follow instructions included in Attachments 2, 2a, and 2b. Applicants should review the State's Central Procurement Office's website located at <https://www.tn.gov/generalservices/procurement.html> to obtain a vendor registration application. The vendor registration application may be found under the "Supplier Information" header then by clicking the "Edison Supplier Portal." The vendor registration application may be completed and submitted online. If you experience difficulty, please email Supplier.Maintenance@tn.gov. Other forms and instructions may be obtained in person from: Central procurement Office, 3rd Floor William R. Snodgrass Tennessee Tower, 312 Rosa L Parks Ave., Nashville, TN 37243-1102.

Department of Revenue (Attachment 3)

Applicants must register with the Department of Revenue. To register, go to: <https://tntap.tn.gov/eservices/>. Under the "registration" header, click on the "Register a New Business" link. Please review and follow instructions included in Attachment 3.

The System for Award Management (SAM) Registration (Attachment 4)

Register to do business with the U.S. government. The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM> Create, update, or renew your entity registration at: <https://www.sam.gov/SAM/>.



Tennessee Community CARES Program Grant Recipient – Next Steps

DUNS Number (Attachment 4)

You need a Data Universal Numbering System (DUNS) to register for your entity in SAM. DUNS Numbers are unique for each physical location you are registering. If you do not have one, request a DUNS number for free to do business with the U.S government by visiting Dun & Bradstreet (D&B) at <https://fedgov.dnb.com/webform>.

Requests for Reimbursement

Reimbursement of Eligible Expenses

TN Community CARES Program grants are reimbursement grants, providing funding to grant recipients after expenses have been incurred. Therefore, it is expected that organizations have the capabilities to fund these activities upfront. The Grantee must follow state and federal guidance on allowable expenses and certain procedures to obtain the reimbursement of project expenses. Reimbursements are provided after the organization has submitted sufficient documents to verify expenses.

Logging Into the TN CARES Act Management System (CAMS)

After an organization's application is approved by a Grant Administrator and the State of Tennessee, access to the TN CARES Act Management System (CAMS) will be provided to the recipient. You can expect to receive access to CAMS no earlier than Tuesday, September 8, 2020.

You will be provided log-in information for two contacts per organization. This will be based on the Primary and Secondary Contact information submitted in the grant application. If you experience difficulty with logging into CAMS, please contact your Grant Administrator, who can then facilitate support.

Request for Funds Form (RFFs)

You can find a screenshot of the Request for Funds form in Appendix D of the Recipient Packet found at <https://tncaresact.tn.gov/sites/default/files/RecipientPacket.pdf>. The RFF form will be submitted in CAMS. Every submission will require a consent that all Terms & Conditions have been reviewed. Terms & Conditions can be found attached.

Payment Information

All payments will be processed through TN CAMS as RFFs are approved by a 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, please refer to the above information and attached for information on how to obtain a Supplier ID. Your Grant Administrator will provide direction for you to obtain an ID for your payment to be processed.

September 1, 2020