

Tennessee Community CARES Program Terms and Conditions Updates

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.

The Terms & Conditions of the TN Community CARES Program have been updated to reflect eligible expenses for the program that had already been outlined in program guidelines.

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

Summary of Terms & Conditions Updates

- 1. Item 20. Procurement:** This item has been updated to remove restrictions or prohibitions on equipment purchases and remove requirements for pre-approval of expenses greater than \$5,000. When equipment purchases meet other CRF and Community CARES eligibility requirements, these purchases will be allowed. The CARES Act and guidance issued by U.S. Treasury for CRF allow for the purchase of equipment if it is tied to an entity's response to COVID-19. All requests for reimbursement are being reviewed and will not be approved unless it is clearly justified that the expense, including equipment, meet the CRF eligibility.
- 2. Amendments and Changes to Terms and Conditions:** This item has been added to clarify that the Department of Finance & Administration may make changes to Terms and Conditions at any time, and if changes are deemed necessary, recipients will be notified of the changes in writing. Due to the changing guidelines through Frequently Asked Questions issued by the U.S. Department of Treasury and its fixed end date of December 30, 2020 for CRF, it is necessary to have flexibility to modify the Terms and Conditions and eligible uses of funds in programs quickly.
- 3. Item 27. No Acquisition of Equipment or Motor Vehicles:** This item has been removed in order to allow equipment and motor vehicle purchases. When equipment or motor vehicle purchases meet other CRF and Community CARES eligibility requirements, these purchases will be allowed. All requests for reimbursement are being reviewed and will not be approved unless it is clearly justified that the expense, including equipment and motor vehicles, meet the CRF eligibility.

Other Clarifications on Terms & Conditions

- 1. Item 18. Annual and Final Reports:** We will work to ensure that TN CAMS can provide the documentation necessary to satisfy reporting requirements.
- 2. Item 20. Procurement:** Several recipients have asked about this item requiring competitive procurement methods. However, this language specifies that if the recipient determines the use of a competitive procurement method is not practical, the recipient must maintain written documentation justifying the decision for use of a non-competitive procurement.



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- 3. Item 25. Tennessee Department of Revenue Registration:** This item will remain in the Terms & Conditions. If an entity is not registered with the Department of Revenue because there is no business reason for them to be then they can complete a questionnaire on Revenue's TN TAP page at <https://tntap.tn.gov/eservices/#1> and if their responses indicate that the entity does not need to be registered, they can enter their business contact information and the system will generate a letter for their records which is all that is required.