

Good morning,

You are receiving this email because your local government is eligible to receive funding distributions from the State of Tennessee under the Coronavirus Local Fiscal Recover Fund (FRF). As you may know, the FRF was created under the American Rescue Plan Act to provide eligible local governments with funding to aid in responding to the COVID-19 pandemic, supporting economic recovery, and strengthening financial stability. As required by U.S. Treasury guidance, the State of Tennessee will distribute FRF funds totaling \$438,055,590 to eligible non-entitlement units of local government (NEUs), which are local governments typically serving a population under 50,000. Funds will be distributed to NEUs in two equal tranches approximately one year apart with allocations determined using a methodology provided by U.S. Treasury.

The Department of Finance and Administration will administer distributions to NEUs in collaboration with its consultant HORNE LLP through the state's ARPA program management portal. NEUs who wish to receive their allocation will need to submit a request for payment along with the related documentation required by U.S. Treasury in the portal. Further information on required documentation and how to submit a request for payment is included below.

It should be noted that while NEUs will receive funds through a transfer from the state, NEUs will be considered a direct recipient of U.S. Treasury and, as such, will be responsible for reporting on their compliance with use of FRF directly to U.S. Treasury and will be financially liable for any NEU expenditures that are deemed by U.S. Treasury to be ineligible. Further information regarding distributions to NEUs and resources available to local governments regarding FRF and its eligible uses as well as information for NEUs who do not wish to receive their FRF allocation are available on the state's website: <https://www.tn.gov/finance/coronavirus-local-fiscal-recovery-fund---state-guidance-for-local-governments.html>

Submitting a request for payment

Prior to submitting a request for payment, NEUs should gather all of the required documentation listed below:

- Local government name, Entity's Taxpayer Identification Number, and address
- DUNS number
 - NEUs must have DUNS number prior to submitting request for payment. If your local government does not have a DUNS number, please visit <https://fedgov.dnb.com/webform/> to complete the registration process
- Authorized representative name, title, and email
- Contact person name, title, phone, and email
- Financial institution information
- Total annual budget, defined as most recent budget in effect as of January 27, 2020, including both operating and capital budgets
- Signed Award Terms and Conditions Agreement as provided by Treasury - https://home.treasury.gov/system/files/136/NEU_Award_Terms_and_Conditions.pdf
- Signed Assurance of Compliance with Title VI of the Civil Rights Act of 1964 as provided by Treasury - https://home.treasury.gov/system/files/136/Title_VI_Assurances.pdf
- SAM.gov registration (not required to receive allocation from the state, but will be required by U.S. Treasury for financial and programmatic reporting purposes)

To provide NEUs access to the portal, the state will create accounts in the portal for user(s) from each local government based upon its records. Once the account has been created, the portal user will receive an email from NoReply-OutSystems@hornellp.com providing instructions on how to log into to their account. Once logged in, the portal user will be able to submit a request for payment. Detailed instructions on how to navigate the portal and how to submit a request for payment will be sent to the portal user from TNARPA.support@hornellp.com after an account has been created for a user.

The portal may also be accessed by registered users using the following link:
https://horne2.outsystemsenterprise.com/PM_Tennessee/Login

Please direct any questions regarding the use of the portal, required documentation, or other inquiries regarding distributions to NEUs to TNARPA.support@hornellp.com, and a representative will reach out to assist you.

-Eugene

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