FY 2021-2022 Local Government Direct Appropriation Grants –

 Frequently Asked Questions

1. **Do I need to send documentation via US Mail?** No, it is not necessary to send the documentation via US Mail. All signed and completed documentation can be submitted via Direct.Grants@tn.gov .
2. **Who can sign the letter of agreement as an “official” on behalf of the city/county?** It should be either the City Manager, Mayor, or County Executive if possible, however any official who is authorize by your local authority to enter into contracts or memoranda of agreements on behalf of your city can sign.
3. **Can I use an electronic signature?** Yes, electronic signatures are sufficient.
4. **How do I ensure my award is sent to the correct address?**  The payment will be issued to the address you enter on the letter of agreement. If this address is not currently on file with the state, you will need to submit a new W9 along to add that address. You can also review your agency’s supplier profile if you are not sure. This can be found by logging into the supplier portal <https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST>
5. **How do I update ACH information with Tennessee to receive direct payments rather than a check payment?** That information can be updated through the supplier portal <https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST> and there is a Supplier Direct Deposit Authorization form that can be downloaded and mailed in. You can also reach out to Supplier.Maintenance@tn.gov with questions on that process or any updates you may need to make to your city’s profile.

Mail the ORIGINAL form to the address below. Mark the outside of the envelope “CONFIDENTIAL”.

State of Tennessee

Attn: Supplier Maintenance

21st Floor WRS Tennessee Tower

312 Rosa L Parks Ave

Nashville, TN 37243

1. **Do we have to submit a plan or application to receive the grant award?**  No plan or application is required.
2. **When will payment be issued?** Payments cannot be processed before July 1, 2021. All awards submitted to Direct.Grants@tn.gov prior to July 1st should be issued by July 31, 2021. Any submissions received after July 1, 2021 should be issued within 30 days from submission, if there is no change to the remit to address or supplier information in Edison.
3. **What can the funds be utilized for?** The direct appropriation grant award allows the local governing body to determine the needs of that city or county that most need to be met. Expenditures should be non-recurring in nature, can potentially replace lost revenue, and do not have to be related to COVID-19. Funds should be accounted for in compliance with the requirements of 4-3-304 and are subject to review by the Comptroller of the Treasury.
4. **What is the deadline to spend these funds?** The intention is that these funds be spent within Fiscal Year 2022 though there is no statutory deadline. Grant awards must be claimed no later than June 30, 2022 or any unspent balance of said appropriation shall revert to the general fund.