



# Tennessee NF/ACLF Staffing Assistance Program

Informational Webinar

November 16th, 2022

# Agenda

- Webinar Purpose
- Eligible and Ineligible Expenses
- Preparing to Register for the Program
- Registering for Edison and SAM.gov
- Required Documentation
- What to Expect Next

# Webinar Purpose

- \$50 Million have been allocated to provide relief to Nursing Facilities and Assisted Care Living Facilities across the State that expanded their staffing resources to treat patients/residents with COVID-19
- This webinar will prepare you to register for the program and to create your requests for reimbursement
- The webinar will allow you to get a head start on collecting the necessary documentation and information needed to submit your claim(s)



# Eligible and Ineligible Expenses

# Eligible/Ineligible Expenses

## Eligible Expenses

- Hazard pay for staff;
- Overtime pay for critical staff;
- Payments to a supplemental staffing agency;
- Housing and travel costs for staff to the extent such is not already covered by the staffing contract; and/or
- Pay differentials for staff willing to work shifts beyond their normal schedule.

Eligible Expenses must have been incurred between the dates of **March 4, 2021 and December 31, 2021**

## Ineligible Expenses

- Expenses incurred outside of the period of performance (March 4, 2021-December 31, 2021)
- Materials Costs
- Lobbying expenses

## Ineligible Uses of Funds

- Duplicated funding (Funding for expenses already paid via other federal funding)



# Preparing to Register for the Program

# Preparing to Register for the Program

- Ensure that your facility has an “Active” registration through SAM.gov, the System for Award Management
  - To avoid a delay in payment, register as soon as possible
- Ensure that your facility has completed the Vendor Registration Form for Edison, the State of Tennessee’s accounting platform
- Ensure that we have the proper contact information for the representative of your facility that will be responsible for registering and making requests. Please ensure we have the accurate:
  - Email
  - Phone Number
  - Name
  - Title

# Preparing to Register for the Program (Continued)

- Collect all necessary information about your facility. This information includes:
  - License number
  - Tax Identification Number (TIN)
  - Your Entity Type
    - Sole Proprietorship
    - C-Corp/S-Corp
    - Partnership
    - Non-Profit
    - Limited Liability Company (LLC)
    - Etc.





# Registering in SAM.gov and Edison

# SAM.gov Registration

- To Register for SAM.gov, visit the SAM.gov registration portal
- To ensure you have all the necessary information and documentation, download the Entity Registration Checklist
- Visit <https://secure.login.gov/> to create an account for SAM.gov. Once you've created an account, you may return to SAM.gov to login to register and receive a Unique Entity ID
- **\*Note: first-time registrations may take multiple weeks; PLEASE REGISTER ASAP\***
- Please ensure that your facility's SAM.gov registration will remain active for the duration of the Program

# SAM.gov (Continued)

## Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

### Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



#### 3 Prepare Your Data

##### For a Registration

For registration, you are required to enter a lot of information about your entity. Below are questionnaires and checklists to help you gather what you need to complete your registration.

[Download our Entity Registration Checklist](#)

##### For a Unique Entity ID only

If you are only requesting a Unique Entity ID and not completing a registration, you only need to provide to provide your legal business name and physical address.

[Video: Get a Unique Entity ID](#)

[Entity Information Home](#)

### Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)



[Check Registration Status](#)

### Already Registered?

You must renew your registration every 365 days to keep it active. You can make updates to your registration anytime or during renewal. If you're already registered, you already have a Unique Entity ID.

# SAM.gov (Continued)

 An official website of the United States government [Here's how you know](#) ▾

 LOGIN.GOV

## Sign in

Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account

[Sign in with your government employee ID](#)

# SAM.gov (Continued)

LOGIN.GOV

## Create your account

Enter your email address

**Select your email language preference**  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

**Submit**

# Edison Registration

- Access the [Vendor Registration Form](#) to sign up for the State of Tennessee's Accounting System, Edison
- Registering for Edison is required for your facility to receive payment
- To register in Edison, you will need:
  - Your designated authorized agent's contact information
  - Facility name and license number
  - Your organization's Tax Identification Number (TIN)
  - IRS form W-9, Request for Taxpayer Identification Number and Certification

# Edison Registration(Continued)

Tennessee Department of Health

Vendor Registration Form

Name\*

First Name

Last Name

Phone\*

Email\*

Facility Name\*

Facility License Number\*

Facility Type\*

- Nursing Facility
- Assisted Care Living Facility

Facility Address\*





# Required Documentation



# Required Documents: Contracting Expenses

- Claim Summary
- Grant Budget Form
- Purchasing Policy
- Procurement Documentation
- Contract Documentation
- Invoices
  - Invoice details Third-Party Proof of Payment
  - *Cancelled check or Bank Statement*
- Check Detail/General Ledger
  - *If check is covering more than one invoice*

# Required Documents: Contracting Expenses

- Ensure that you have all necessary documentation for any reimbursements related to contracting costs. Please gather the following prior to completing your request for reimbursement:
  - Purchasing Policy
  - Fully executed contract
  - Procurement documentation for all contracting expenses you would like reimbursed (if applicable, solicitations, bids, scoring, responses, etc.)
  - Invoice(s)
  - Detailed check ledger, cancelled checks, or bank statements showing funds being disbursed from Grantee's bank account to contractor

# Required Documents: Existing Staff Expenses

- Claim Summary
- Grant Budget Form
- Personnel Policy
- Timesheets
- Paystubs
- Payroll Register & Corresponding Bank Statement

# Required Documentation: Existing Staff Expenses

- Ensure that you have all necessary documentation for your staff-related costs for which you will be requesting reimbursement. Please gather the following prior to completing your request for reimbursement:
  - Relevant Payroll Policies (Regular, overtime, compensatory, exempt and/or comp time payroll policies)
  - Approved time for each claimed employee for each day claimed
  - Payroll documentation detailing the claimed employee's wages and benefits (pay stubs, payroll registers showing names but no social security numbers)
  - Proof of payment for each claimed employee for each claimed pay period
    - Cancelled checks
      - Front and back of check with back of check showing third party verification of processing; or
      - Front of check with corresponding bank statement showing payment from Grantee's bank account to employee, typically through a payroll register; OR
    - Bank statement(s) showing funds being disbursed from Grantee's bank account to employee via ACH with corresponding employee listing showing disbursement of funds.



**What to Expect Next**

# What to Expect Next

- You will receive an email when the program officially begins detailing the basic steps to register and request reimbursements
- A webinar will be held in December 2022 to walk you through the process step-by-step
- Throughout the process of creating your reimbursement request and awaiting approval, you will receive updates at key points in the process
- Program will be active and accepting requests for reimbursement through January 17, 2023
- Check the [Tennessee NF/ACLF Grant Program website](#) for updates or email the [NF/ACLF inbox](#) with questions
  - Web Page: [tn.gov/health/lrcf%5dtn.gov/health/lrcf](https://tn.gov/health/lrcf%5dtn.gov/health/lrcf)
  - E-mail: [nf-aclf.grant@tn.gov](mailto:nf-aclf.grant@tn.gov)

# What to Expect Next

Prior to the December program start date, we recommend that you gather all necessary documentation and register your organization within SAM.gov and Edison. This is what you may expect between now and February 2023:

A 3D-rendered winding road with white dashed lines, curving from the bottom left towards the top right. Four red-bordered callout boxes are connected to the road by red vertical lines. The boxes contain text about upcoming events and deadlines.

**An additional webinar will be held in December**

**You will receive updates throughout the process**

**Final Deadline for Request for Reimbursements TBD**

**You will receive basic steps and info via E-mail**