

Thursday, April 29, 2021

9:00 a.m. CST
 Phone Line: 855.315.0069
 Weblink:
<https://tngov.webex.com/tngov/j.php?MTID=mf170de933d3ebc02237b837000cdf781>
 Meeting number: 185 684 8594

2:00 p.m. CST
 Phone Line: 855.315.0069
 Weblink:
<https://tngov.webex.com/tngov/j.php?MTID=med98ea642be2b55578dcd1753045992b>
 Meeting number: 185 867 3228

Wednesday, May 5, 2021

9:00 a.m. CST
 Phone Line: 855.315.0069
 Weblink:
<https://tngov.webex.com/tngov/j.php?MTID=m4588673fd2fb9bff9206399c2b0c4f2e>
 Meeting number: 185 968 3186

2:00 p.m. CST
 Phone Line: 855.315.0069
 Weblink:
<https://tngov.webex.com/tngov/j.php?MTID=ma08ba9d728bd7e389bf3ba1a61009fb9>
 Meeting number: 185 336 7917

At this briefing, information will be presented on becoming an applicant, eligibility, and documentation. We will go over program requirements, special issues (Time Extensions, Progress Reports, Improved/Alternate Projects), payments, final inspections, and closeout. It is very important that those who need to know eligibility attend, as well as those who will be responsible for documenting the costs, submitting pay requests and quarterly reports, and managing the projects through closeout.

Needed Actions:

Please fill out the attached **Applicant Registration Form**, gain the Applicant Agent signature, and email to your respective Public Assistance Specialist immediately. If you do not have scanning or email capabilities, mail to: TEMA Public Assistance Division, 3041 Sidco Drive, Nashville, TN 37204; contact your specialist to let them know to expect it in the mail.

The **Title VI Survey is not required at this time**. Since contracting and payments will not begin before Federal Fiscal Year 2022 surveys will be requested, we are waiting until that time to avoid completing two surveys.

FEMA's Request for Public Assistance form is now electronically submitted through a Grants Portal (<https://grantee.fema.gov/>). If you do not have access, or need your password reset, contact your Public Assistance specialist. The **deadline for electronic submission of the Request for Public Assistance is May 20, 2021**. If you need assistance with your Request for Public Assistance, Your TEMA Public Assistance Specialist will be happy to assist you through the process.

The State of Tennessee Department of Finance and Administration's Supplier Direct Deposit Authorization form can be provided if needed, to ensure accurate account connections for direct deposit disaster payments. The following are the processes depending upon what is needed for your community/organization.

- If you are a new vendor for the State of Tennessee, complete the form and send to your Public Assistance Liaison for processing;
- If you are an existing vendor, but have a change that is not related to banking information, log on to the Edison Vendor website at https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST and make the changes needed; or
- If you are an existing vendor and need to change banking information, complete the provided form and follow form's instructions for submitting to the state.

A Supplier Direct Deposit Authorization form is only needed if there are changes.

<u>Public Assistance Specialist</u>	West TN Region & State Agencies	Middle TN Region	East TN Region
	Michael Cavett 615.741.3785 Michael.Cavett@tn.gov	Kelly Jo Dyer 615.741.3753 Kelly.Jo.Dyer@tn.gov	Kelli Bader 615.741.3758 Kelli.Bader@tn.gov

We look forward to serving you.