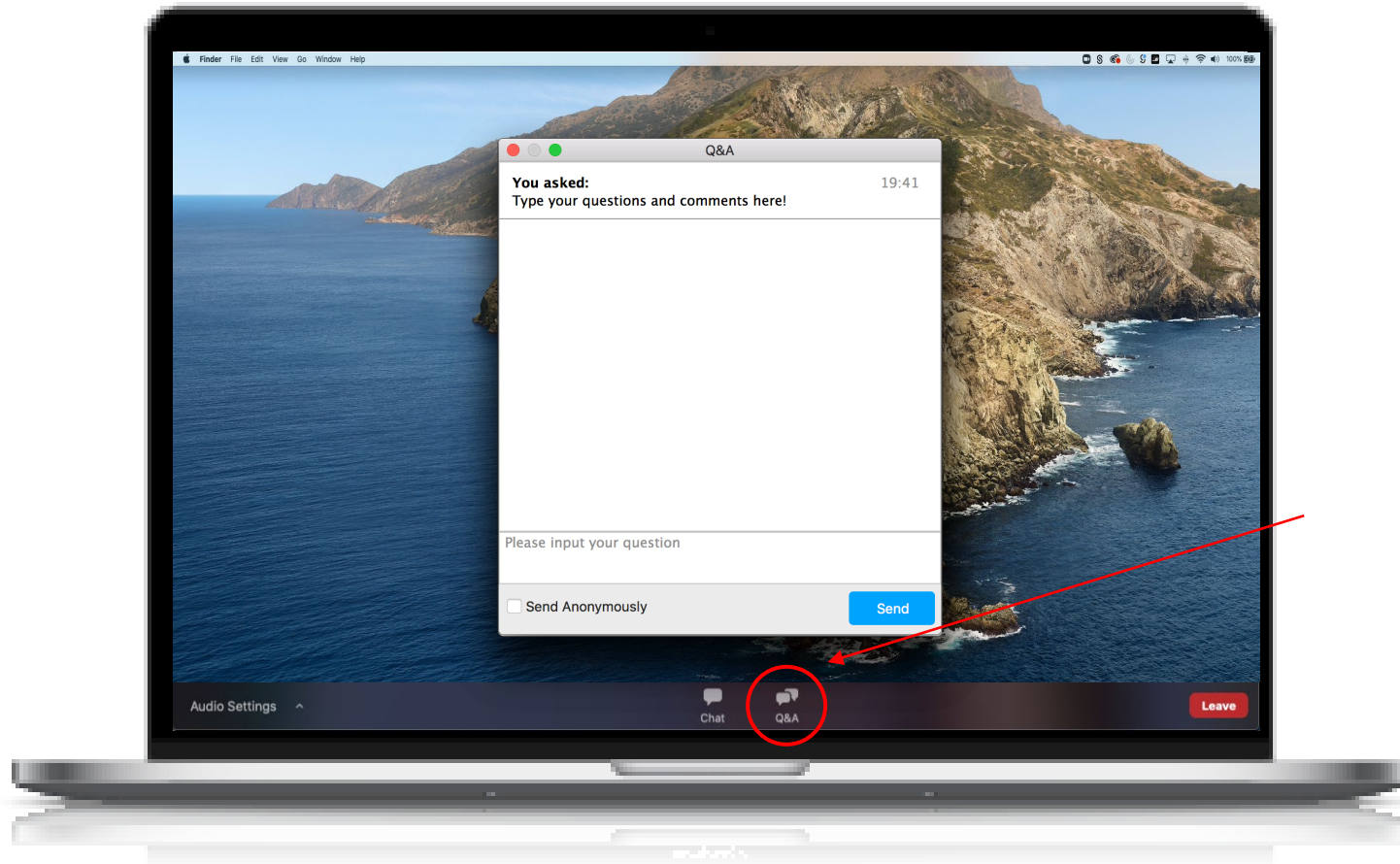




Department of
**Finance &
Administration**

Local Government Training Program

Spend Plan Development



Q&A

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Objectives

- Premium Pay Recap
- Spend Plan Development
- Next Steps



Premium Pay Recap

Premium Pay: Steps to Eligibility

- Are you providing premium pay to an **eligible worker**?
 - “an employee of a State, Local, or Tribal Government.” (*IFR pg. 48*)
- Was that eligible worker part of a **critical infrastructure sector** at the time they performed the essential work?
 - Examples listed by Treasury: (*IFR pgs. 46, 48*)
 - Staff at nursing homes, hospitals, and home care settings;
 - Workers at farms, food production facilities, grocery stores, and restaurants;
 - Janitors and sanitation workers;
 - Truck drivers, transit staff, and warehouse workers;
 - Public health and safety staff;
 - Childcare workers, educators, and other school staff;
 - Social service and human services staff.
 - If not listed by Treasury they must be shown to be “critical to the health and well-being of the residents.” (*IFR pg. 48*)

Premium Pay: Steps to Eligibility

- Did the eligible worker perform **essential work**?
 - “work involving regular in-person interactions or regular physical handling of items that were also handled by others.” (*IFR pf. 47*)
 - Can’t be for telework!
- Is your **payment methodology** in line with the IFR?
 - Not to exceed an additional rate of \$13/hour or \$25K per worker
 - Can be retroactive for work dating back to March 2020
 - Can’t be used to reimburse a local government for payments made to workers BEFORE March 3, 2020. It is okay for the work to have been before March 3, 2020 but not for payments made prior to that date.



Spend Plan Development

Local Government Technical Assistance Overview

- All local governments who receive funds under the FRF will be responsible for reporting requirements imposed by Treasury and will be financially liable for any expenditures that are deemed ineligible.
- Objective of the program is to aid local governments in addressing the challenges presented by managing this unprecedented funding.

Local Government Technical Assistance Overview

- Program open to counties, metropolitan cities, and NEUs.
- Assistance includes of eligibility review of annual spend plans
- Spend plan will consist of a listing projects to be funded using the local government's FRF allocation and will include detailed information on the COVID-19 impacts addressed by each project .

Spend Plan Eligibility Review Overview

- Local governments may submit one annual spend plan for review by the state and its contractor, which will then be reviewed for eligibility. The state and its contractor will provide guidance and feedback regarding the eligibility of expenses based on the information provided in the spend plan.
- As the local governments are direct recipients of U.S. Treasury, the state and its contractor cannot issue approval of projects funding using FRF dollars.
- Eligibility review of spend plans will not transfer the liability for any ineligible expenditures to the State

Spend Plan Eligibility Review Overview

*****DISCLAIMER REGARDING ELIGIBILITY REVIEW STATEMENTS*****

- The State of Tennessee will review all spend plans submitted by local units of government in an effort to assist you with the compliant use of your American Rescue Plan (ARP) allocation. The information provided in our review is meant to be advisory in nature and is not a determination of eligibility or fact finding. This review is meant to assist you, the local government, in assessing your priority spending projects as they relate to the guidelines provided by U.S. Treasury regarding ARP eligible expenditures. All local governments will ultimately be liable for any expenditures that are not in compliance with U.S. Treasury guidelines. Participating in this review process does not eliminate the local government's obligation to comply with U.S. Treasury eligibility and reporting guidelines.

Spend Plan Template

- Spend plan template was developed based on the information provided in the interim final rule and is subject to change depending upon issuance
- Spend plan template includes information needed to determine the eligibility of projects and information that will be required for reporting to U.S. Treasury.
- Spend plan template must be completed for each project the local government wishes to have reviewed for eligibility. This can include planned projects as well as projects that are completed or underway.
- Project is defined as a new or existing eligible government service or investment funded in whole or in part by FRF funding that should be defined to include only closely related activities directed toward a common purpose. Projects should be scoped to align to a single Expenditure Category.

Spend Plan Template: General Information

- The information requested in the General Information section is required for all projects included in the plan.
 - Local Government Name:
 - Project Name:
 - Category
 - Expenditure Category (EC)
 - If Expenditure Category chose above was an “other” category, please provide category description:
 - Brief Description of Project (50 - 250 Words):

Spend Plan Template: General Information

- Estimated Project Cost:
- Will project be fully funded using the local government's FRF allocation?
- If you answered "no" to the question above, describe the source of funding for the portion not funded with FRF dollars
- Period of performance start date
- Period of performance end date
- Was project planned/budgeted prior to March 3, 2021?
- Are all costs of project covered with FRF dollars incurred after March 3, 2021?
- Status of project as of date of submission [Not Started, Completed less than 50%, Completed 50 or more, Completed]

Spend Plan Template: General Information

- How do you intend to regularly monitor and document project successes and outcomes?
- Will the project involve subawards greater than \$50,000?
 - If you answered “yes” to the question above, select the type(s) of subawards to be issued under this project:
 - If you answered “yes” to the question above, provide an estimate of the number of subawards over \$50k to be given under this project:
- Do you intend to enter into any subrecipient funding agreements in the administration of this project?
 - If you answered “yes” to the question above, please describe how you intend to monitor and document subrecipients' successes and outcomes throughout the life of the project?

Spend Plan Template: COVID-19 Impact

- The information included in the COVID-19 Impact section is required for all expenditure categories except Payroll Costs for Public Health, Safety and Other Public Sector Staff (EC 1.9), Premium Pay (EC 4.1 - 4.2), and Infrastructure (5.1 - 5.17).
 - Identify the need or harm that occurred due to or was exacerbated by the COVID-19 pandemic that this project addresses:
 - Describe how this project positively addresses the need or harm identified above:

Spend Plan Template: COVID-19 Impact

- Does this project promote equitable outcomes for populations disproportionately impacted by the COVID-19 pandemic?
 - If you answered “yes” to the question above, describe how the identified population was disproportionately impacted by the pandemic:
 - If you answered “yes” to the question above, describe how this project promotes equitable outcomes among this population:
- Is the project based on evidence-based interventions?
 - If you answered “yes” to the question above, provide brief description of the evidence base for the interventions funded by the project:
 - If you answered “yes” to the question above, provide the total funds allocated in project to evidence-based interventions:

Spend Plan Template: Public Health and Safety Payroll

- The information included in this section is required ONLY for expenditure category Payroll Costs for Public Health, Safety and Other Public Sector Staff (EC 1.9).
 - Select the sectors for which payroll costs are being claimed: [Public Health, Safety, Other]
 - If you selected “other” in the menu above, describe the other sectors.
 - Provide a description of the positions of employees for which payroll costs are being claimed:
 - Describe COVID-19 related activities performed related to mitigating or responding to the COVID-19 Public Health Emergency:
 - Are the employees claimed under this project primarily dedicated to responding to the COVID-19 public health emergency? [Yes/No]
 - Describe the methodology for how you determined the extent to which the employee, division, or operating unit is engaged in activities that respond to COVID-19:
 - Provide number of government FTEs being supported by this funding:

Spend Plan Template: Premium Pay

- The information included in this section is required ONLY for Premium Pay expenditure categories (EC 4.1-4.2).
 - Will this project support public sector employees or provide grants to private employers?
 - Select the critical sector(s) in which the employees supported by these funds are employed:
 - If you selected “Other” from the menu above, list the sector(s).
 - If you selected “Other” from the menu above, describe why this sector was critical in providing for the health and well-being of your local government’s citizens.
 - Describe the type of positions to be supported with these funds:
 - Are the employees in the positions described above being compensated for essential work as defined by Treasury performed during the public health emergency?

Spend Plan Template: Premium Pay

- Describe the methodology used to determine these employees were essential workers:
- Describe the premium pay rate to be awarded under this project by employee:
- Will the premium pay increase any employee's pay to above 150 percent of the State's average annual wage for all occupations or their residing county's average annual wage, whichever is higher?
 - If you answered “yes” to the question above, provide justification of how the premium pay is responsive to workers performing essential work during the public health emergency:
- Is the premium pay entirely additive to the employees' regular rate of wages and other remuneration and not used to reduce or substitute for a worker's normal earnings?
- Provide the dates on which these employees will receive premium pay:
 - Start date:
 - End date:

Spend Plan Template: Infrastructure – Water & Wastewater

- The information included in this section is required ONLY for Clean Water and Drinking Water expenditure categories (EC 5.1-5.15).
 - Is this project utilizing matching funds from the state’s ARPA water and wastewater program?
 - If you answered “yes” to the question above, no further information is required. If you answered “no” to the question above, please provide the following information:
 - Does this project seek to promote the enhancement of a water or sewer system?
 - If yes, please describe how this project is in alignment with the EPA’s Clean Water State Revolving Fund or the Drinking Water State Revolving Fund:
 - Does this project positively address the negative impacts of climate change?
 - If yes, please describe how this project addresses the negative impacts of climate change:
 - Please describe how this project will improve overall water or sewer infrastructure and promote efficiencies in this area of delivery:

Spend Plan Template: Infrastructure – Broadband

- The information included in this section is required ONLY for Broadband expenditure categories (EC 5.16-5.17).
 - Is this project utilizing matching funds from the state’s ARPA broadband program?
 - If you answered “yes” to the question above, no further information is required. If you answered “no” to the question above, please provide the following information:
 - Does this project intend to render reliable broadband service that will provide at least 100 MBPS download/100 MBPS upload speeds?
 - If yes, please describe how such reliable services will be rendered and to whom:
 - If no, please describe why rendering services of 100 MBPS download/100 MBPS upload is not feasible:
 - Please describe the population of households and/or commercial businesses that you intend to serve with this project:

Portal Information

- Information included in the template must be submitted in the state's online ARPA program management portal.
- Portal will open for spend plan submissions in January 2022.
- Further instructions on how to access and use the portal will be provided prior to the opening of the portal.



Next Steps

Next Steps

- Exercise caution in considering the eligibility of expenditures and management of related projects when obligating and expending funds.
- Begin developing spend plan in preparation of portal launch in January 2022.
- Be on the look out for communications from the state regarding FRF updates and portal access.

Questions?

Please contact TNARPA.Support@hornellp.com.