

TO: Vendors and Grantees of the Tennessee Department of Health

FROM: Monique Anthony, MPH, CHES, Director
Tennessee Department of Health, Office of Minority Health and Disparities Elimination

DATE: March 25, 2021

SUBJECT: **Invoice for Reimbursement Guidelines for Community-Based Vaccine Activities**

The Tennessee Department of Health's Vaccine-Preventable and Immunization Program Grant Application for The American Rescue Plan Act of 2021 funds, included a budgeted and CDC approved grant amount to faith-based organizations and community health partners such as hospital strike teams, FQHCs and faith-based clinics in the amount of **one million dollars and zero cents, (\$1,000,000.00)** to be used during State Fiscal Year 2021. **These funds can only be used to support the activities for community-based vaccine mobilization (i.e. vaccination events, open and closed pods, staffing, supplies, etc.). Please see below for allowable expenses. These funds cannot be used to support events, activities, staffing, supplies, etc. that are currently funded by other entities such as local, metro, and city government.**

These American Rescue Plan Act funds do not require a Letter of Agreement or Memorandum of Understanding, due to their pre-approved status by CDC for use by your agency. The period of performance for these funds is 03/13/2021 - 6/30/2022 and are to be expended as described in the budget and justification. Allowable expenses are those in accordance with the allowable expense listed below.

Award Period: March 13, 2021 – June 30, 2022

Allowable Expenses:

Maximum Invoice Amount - \$8,000 per event per organization

COVID-19 Wraparound Services including but not limited to:

Logistics	Facility Use
Vaccination personnel	Post-event cleaning of facilities
Vaccination supplies	Security
Patient transportation	

Vaccination supplies will include Adhesive Bandages, Alcohol Prep Pads, Sharps Containers, Refrigerator Gel Packs, Disposable Gloves, Masks, Face Shields, Cotton Balls, Hand Sanitizer, SaniCloths etc.

Patient transportation reimbursement includes transportation to any vaccine appointment including vaccine pop-up sites.

Registering as a New Vendor: All organizations must be registered as a state vendor. The turnaround time for reimbursement is typically two weeks.

- If an organization is not a registered vendor with the State, they can register themselves at [Supplier Maintenance Website](#). The Supplier Maintenance Direct Deposit form (attached in email) must be mailed and the W9 must be attached when registering through this site. Please note all W9 forms must be signed in ink and must be the latest IRS-W9 form version (attached in email).
- A vendor can also be added to Edison to receive payment by submitting a W9 internally to TDH

contact Darryl Jackson, Darryl.Jackson@tn.gov or Vanessa White, Vanessa.White@tn.gov. All vendors still will have to mail all direct deposit request to the address listed on the authorization form.

Invoicing: Please complete the attached the State Invoice Reimbursement template and submit all invoices and W-9 form to MinorityHealth.Forms@tn.gov within 30 days in which the costs were incurred or services were rendered. When submitting an invoice, please make sure the signature is signed and dated before scanning and emailing. If the attached invoices are not signed, we will have to return them to you to be corrected before we can process them for payment. Please note: The address on the W-9 must match the address on the invoice.

Reporting requirements: In addition to the invoice submission, please include a one-page summary of the COVID-19 Vaccine Community event. In this summary, please include: a description of the event, your target community, the total number of people vaccinated, the vaccine statistics in your county, any organizational next steps to mobilize the vaccine, connect your targeted community to resources, address potential barriers to vaccine distribution, provide accurate messaging for vaccine readiness to your targeted community, and identify "Health Equity Champions" in your community, county or region.

In acceptance of these terms, please submit a completed W-9 form, State Invoice Reimbursement form, and invoice to the OMHDE for the full amount of the services provided. If applicable, please include receipts. All vendor invoices submitted for payment must contain an invoice number, date, name, and address of the vendor. When submitting invoice via email, the subject line for all submissions should read as follows: Minority Health - American Rescue Plan Act Funding, your organization name, month/year, and invoice #. For example, Subject: Minority Health - American Rescue Plan Act Funding, Church of Christ, Invoice #2, Oct. 2021. The point of contact for this funding is Monique Anthony at Monique.Anthony@tn.gov 615-253-8347.

Thank you for helping us protect, promote, and improve the health and prosperity of people in Tennessee.