



Online Activity Plan and Reporting Guide

Getting Started: The ThreeStar administrator will receive an email from ECD.ThreeStar@tn.gov. Once this email has been received, visit <https://www.tnecdit.net/ThreeStar/Account/Logon?ReturnUrl=%2fThreeStar%2f> to login to the ThreeStar Online System using the username and temporary password that was sent in the email. The system will prompt you to create a new password for yourself. Follow the directions, make sure the new password is accepted and click “Change Password”.

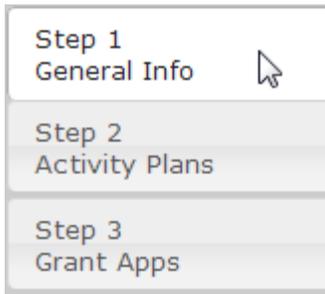
The image shows a sequence of three screenshots from the ThreeStar web application. The first screenshot is the 'Log On' page, which prompts the user to enter their username and password. The second screenshot is the 'Change Password' page, which requires the user to enter their current password, a new password (with a 'Password Accepted' message), and a confirmation of the new password (also with a 'Password Accepted' message). Below these fields, there is a section for a security question and answer. The third screenshot is a confirmation message that says 'Password Changed' and 'Your password has been changed successfully. Click here to proceed to the application.'

After your password has been changed successfully, you may begin the ThreeStar process outlined below.

There are two tabs in the top left. Clicking the tab with your county’s name will allow you to begin your ThreeStar participation process. Clicking the “Program Status” tab will allow you to see where your county stands at-a-glance. This area will be updated after ECD has reviewed and approved the items listed.

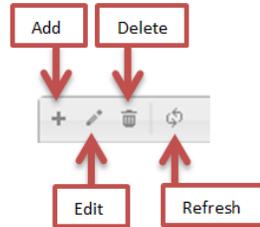


Step 1 - General Info – Contact Information and File Uploads



General Info – Contact Information and File Uploads

Please complete the following information by clicking on the Add/Edit Information link or by clicking on the Add, Edit or Cancel icons.



- 1. County Information:** Please complete the following information about the county's ThreeStar Administrator and the county's Joint Economic and Community Development Board (JECDB). The JECDB is to administer the ThreeStar program in your county, unless the JECDB has designated a local entity to administer the ThreeStar program on its behalf. Select [Add/Edit Information](#) to update this area.

Knox Program Status

General Info – Contact Information and File Uploads

Please complete the following information by clicking on the [Add/Edit Information](#) link or by clicking on the Add, Edit or Cancel icons. When finished, click save.

County Information:
The JECDB is to administer the ThreeStar program in your county, unless the JECDB has designated a local entity to administer the ThreeStar program on its behalf.

Please complete the following information about the county's ThreeStar Administrator and the county's JECDB.

Organization Name (JECDB, County, Chamber, ED Organization):
Administrator's Name:
Title:
Address:
City: State: tn Zip:
Phone/Fax:
Email:
Current Tier Level: Tier 1
JECDB Chair Name:

Is your county's JECDB a public body designated as sufficiently similar to the requirements of 6-58-114 by the Local Government Planning Advisory Committee (LGPAC)? Yes No

If the JECDB has designated a local government entity to administer the ThreeStar program on its behalf, you must submit a letter from the JECDB chair stating the designated administrator.

- 2. Files & Attachments:** Upload all program files to this area.
 - Uploads for Activity Plan submission include: JECDB Designation of Administrator letter (if applicable) and Fiscal Confirmation Letter (and meeting minutes documenting the letter)
 - Required uploads for Grant Application include: ACH, W-9, Title VI and Voided Check
 - To begin uploading files, select [Upload Files](#), complete the file description and add file. Note: only the following file types can be uploaded: PNG, GIF, JPG, PDF and BMP. All other files cannot be uploaded.

Files & Attachments

Upload all program files to this area. Select "Upload Files" below to add files.

- Uploads for Activity Plan submission include: JECDB Designation of Administrator letter (if applicable) and Fiscal Confirmation Letter (and meeting minutes documenting the letter)
- Required uploads for Grant Application include: ACH, W-9, Title VI and Voided Check

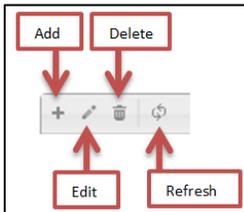
[Upload Files](#)

3. Contacts: Update administrator's contact information and add additional administrators.

The primary account administrator may double click on the name to add/update your contact information. The name and email will come prepopulated by ECD. The other fields must be filled in by the administrator.

Contacts:							
You may add additional administrators to your ThreeStar web portal. To add a contact, select the 'plus sign' icon. To edit, select the 'pencil' icon or double click the name of the account you wish to edit. To delete, select the 'trash can' icon. When finished, click "save".							
+ [trash] [refresh] Page 1 of 1 5 View 1 - 1 of 1							
Primary	Name	Title	Address	Phone	Email	Active	
<input checked="" type="checkbox"/>	Tim Burchett		, TN			<input checked="" type="checkbox"/>	

Additional administrators may be added to the ThreeStar web portal. To **add** a contact, select the 'plus sign' icon. To **edit**, select the 'pencil' icon or double click the name of the account you wish to edit. To **delete**, select the 'trash can' icon. When finished, click "Save".



By adding a new administrator to the list, you are allowing this person to have access to the system. **You should limit access to only those who will enter information into the system.** You will complete the information requested and click "Save" and the system will automatically send the new contact and email containing their username and temporary password. For security purposes, the new contact will not receive the ThreeStar system URL in this email. You will need to provide this URL to them.

<https://www.tnecdit.net/ThreeStar/Account/Logon?ReturnUrl=%2fThreeStar%2f>

Add New Contact to List

Backup Contact Updated: Jan 1, 0001

Name: Amy New

Title: Director

Display Name: Amy New

Address: 1 Main Street

City: Nashville State: TN Zip Code: 37243

(Required) Email: ecd.threestar@tn.gov Email Accepted

Phone: 615-253-1948 FAX Number: 615-741-5554

Mobile Phone: Account is active

Web Access Information

(Required) Name: amynew User Name Accepted

Question: What is your hometown?

Answer: Monterey

Last Login:

Account is Locked

Send UserName and Password

Is primary contact

4. Joint Economic & Community Development Board Meeting Minutes: Upload JECDB meeting minutes for the past year (minimum of 4 meetings required).

Select Icons below to add, edit or delete meeting minutes. When finished, click “Add”.



Complete the description of the meeting minutes and “Add” file.

Note: only the following file types can be uploaded: PNG, GIF, JPG, PDF and BMP. All other files cannot be uploaded.

Add New JECDB Meeting Minute to List ✕

Title:

Date:

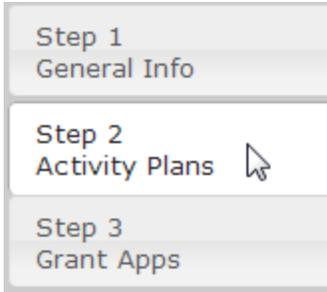
Full Board

Executive Committee

Document:

Note: Only the following file types can be accepted: PNG, GIF, JPG, PDF and BMP. All other files cannot be uploaded.

Step 2 – Complete the Activity Plan

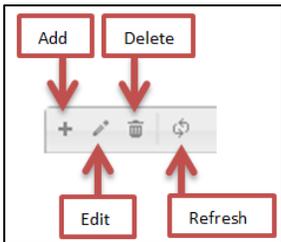


Add new Activity Plan - Answer the questions below for each pillar.

The Activity Plan will assess and help plan for activities in each of the five program pillars.

1. Jobs & Economic Development
2. Fiscal Strength & Efficient Government
3. Public Safety
4. Education & Workforce Development
5. Health & Welfare

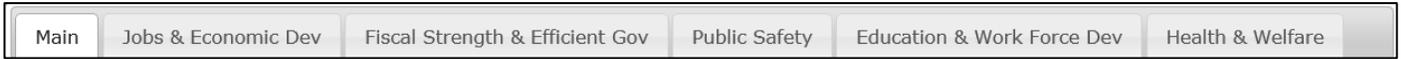
1. Add new Activity Plan: Start now by clicking the Add or Edit icons to create a new activity plan or edit an existing plan. Each area must be complete before submitting.



2. Complete the Activity Plan: Starting with the “Main” tab, answer the questions under each of the six (6) tabs.

NOTE: Remember to “Save” before advancing to the next pillar or closing out of the Activity Plan. Do not submit Activity Plan until you’ve completed the general questions and the questions in all 5 pillars. You will need to return to the “Main” tab once all areas have been completed in order to submit the Activity Plan to ECD.

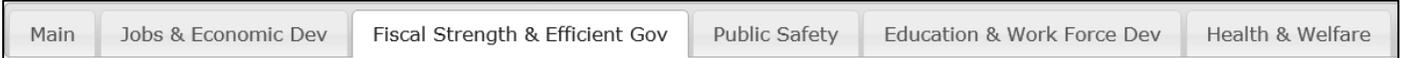
1. Main: Answer the questions about your county.



2. Click “Save” and advance to the “Jobs & Economic Development” tab.



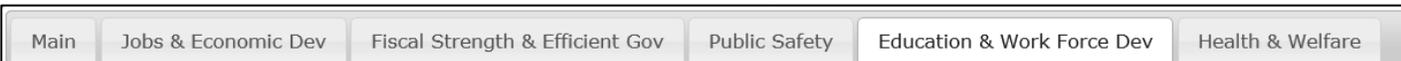
3. Click “Save” and advance to the “Fiscal Strength & Efficient Government” tab.



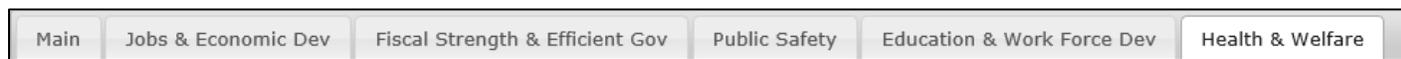
4. Click “Save” and advance to the “Public Safety” tab.



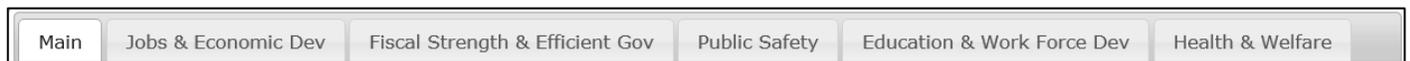
5. Click “Save” and advance to the “Education & Workforce Development” tab.



6. Click “Save” and advance to the “Health & Welfare” tab.



3. Submission: After you’ve visit each of the six (6) pillars and completed the Activity Plan and documented the ThreeStar requirements have been completed, you may submit your plan to ECD. Return to the “Main” tab and visit the “Submit Activity Plan Now” area at the bottom.



Important: Once you confirm the two items below have been completed and click “Save”, an email will be sent to ECD to process your Activity Plan. The Activity Plan will be locked and no further changes can be saved. Any additional changes will have to go through ECD after the Activity Pan has been submitted.

Submit Activity Plan Now

*NOTE: Below, you must confirm the Activity Plan has been completed and all supporting documents have been uploaded to the system before **submitting the Activity Plan to ECD**. Once both items are checked and the application is saved, an email will be sent to ECD to process your Activity Plan. The Activity Plan will be locked and no further changes can be saved. Any additional changes will have to go through ECD after an Activity Plan is submitted.*

Yes, I have completed the ThreeStar Activity Plan.

Yes, I have uploaded all supporting documents to the “Files & Attachments” area in Step 1.



Step 3. Grant Application (Tier 2 & Tier 3 counties eligible for \$10,000/year grant)

Step 1
General Info

Step 2
Activity Plans

Step 3
Grant Apps

There is a \$10,000 annual grant for Tier 2 and Tier 3 counties to serve as seed money for activities (not to offset general operating expenses) focused on improving at least one of the measured areas of the program: health and welfare, public safety, and education and workforce development.

To be eligible for a ThreeStar grant, you must meet the ThreeStar requirements listed on the scorecard and submit an activity plan addressing all 5 pillars.

- 1. Begin your application:** If you are a Tier 2 and Tier 3 county and you have completed step 1 and step 2 of the ThreeStar process, you may begin your grant application. Select the Add or Edit icons to create a new grant application or edit an existing application.

Year	Locked	Submitted By	Submitted On	Update By	Update On
2014	<input type="checkbox"/>	county.mayor		Feb 14, 2014 11	

Important: If you are **not ready to submit** your application to ECD and you would like to return and edit the application at another time, do not confirm and just click “save” so you may return to the application at another time.



When you return to edit an existing application, select the application you wish to edit, and click edit.

Year	Locked	Submitted By	Submitted On	Update By	Update On
2014	<input type="checkbox"/>	county.mayor		Feb 14, 2014 11	

Year	Locked	Submitted By	Submitted On	Update By	Update On
2014	<input type="checkbox"/>	county.mayor		Feb 14, 2014 11	

- 2. Complete requested information:** Once you have added a new Grant Application, you may begin answering the grantee information below. Note: The FEIN number listed in this area must match the FEIN on all supporting financial documents submitted with this application.

Grant Application

County Name:

Grantee Organization Name:

Grantee Administrator's Name:

Grantee Administrator's Title:

Address:

City: State: Zip:

Phone/Fax:

Email:

Federal Employer Identification # (FEIN):

(Please be sure this FEIN# matches the FEIN# on the ACH and W-9)

Once you complete the Grantee information, you will continue by selecting the pillar(s) your county plans to address with the \$10,000 ThreeStar grant. You may select more than one.

<input type="checkbox"/> Jobs & Economic Development
<input type="checkbox"/> Fiscal Strength & Efficient Government
<input type="checkbox"/> Public Safety
<input type="checkbox"/> Education & Workforce Development
<input checked="" type="checkbox"/> Health & Welfare

Once you have selected the pillar(s), describe in detail the activity and process your county will implement to address and improve its pillar area, along with the budget.

<input checked="" type="checkbox"/> Public Safety	
What activity will take place?	
<input type="text"/>	
What is your timeline for this project:	
<input type="text"/>	
Is this a new program or project?	<input type="checkbox"/> Yes
Who will oversee this program or project?	Name: <input type="text"/> Organization: <input type="text"/>
What is the total budget for this pillar area?	<input type="text" value="0"/>
What is the budget breakdown for this project or program?	<input type="text"/>

3. Supporting financial documents: Download, complete and upload the supporting financial documents. The following documents are required for contracting and reimbursement: ACH, W-9, Title VI and Voided check. Please download and complete the available documents.

The supporting financial documents are required for contracting and reimbursement. Please download and complete the documents below. You may scan and upload these below.

[ACH \(download here\)](#)
[W-9 \(download here\)](#)
[Title VI Survey \(download here\)](#)

After filling out the four (4) supporting financial documents (ACH, W-9, Title VI and Voided check), you need to upload the completed documents in “Files & Attachments” area in Step 1 of the online system.

Step 1 General Info
Step 2 Activity Plans
Step 3 Grant Apps

To begin uploading files, select **Upload Files**, complete the file description and add file. Note: only the following file types can be uploaded: PNG, GIF, JPG, PDF and BMP. All other files cannot be uploaded.

Files & Attachments

Upload all program files to this area. Select "Upload Files" below to add files.

- Uploads for Activity Plan submission include: JECDB Designation of Administrator letter (if applicable) and Fiscal Confirmation Letter (and meeting minutes documenting the letter)
- Required uploads for Grant Application include: ACH, W-9, Title VI and Voided Check

[Upload Files](#)

4. Submission: After you've completed the grantee information, completed the project(s) information, and uploaded the supporting financial documents to the "Files & Attachments" area, you are ready to submit the grant application.

You now need to confirm the two items below have been completed and click "save". When you do so, an email will be sent to ECD to process your Grant Application. The Grant Application will be locked and no further changes can be saved. Any additional changes will have to go through ECD after the Grant Application has been submitted.

Submit Grant Application Now

NOTE: Once you confirm the two items below have been completed and click "save", an email will be sent to ECD to process your Grant Application. The Grant Application will be locked and no further changes can be saved. Any additional changes will have to go through ECD after the Grant Application has been submitted.

- Yes, I have completed the ThreeStar Grant Application and all ThreeStar requirements have been documented with the Activity Plan.
- Yes, I have uploaded all supporting financial documents (ACH, W-9, Title VI and Voided Check) to the "Files & Attachments" area in Step 1.