



# HISTORIC DEVELOPMENT GRANT PROGRAM

Grants Management Webinar

June 2024

# Agenda

- Overview
- Contracts
- Procurement
- Financial Information
- Files
- Monitoring
- Reporting
- Other requirements

# Overview

- Purpose -

The Governor and Legislature recognize that historic buildings and their preservation expand the state's economy, create new employment opportunities, revitalize and renew communities, create an environment for investment, and promote tourism and rural economic development.

- 26 awards totaling \$5.7 million

- Activities – eligible rehabilitation expenses that follow the Secretary of the Interior Standards

- Congratulations! Now the real work begins!

# Contracts

- Emailed this spring or going out soon – wait until fully executed contract until you begin work you want to be reimbursed for or want to use as match!
  - **We can only reimburse for expenses during the approved contract period!**
- Contracts are active for three years
- Contracts outline eligible activities and budget
- **Extensions are not allowed, so make sure this works for your timelines** – construction season, specialized work, staffing changes due to COVID, supply chain issues, etc.

# Contracts

- Where to find items in your contract

 <b>GOVERNMENTAL GRANT CONTRACT</b> (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)			
<b>Begin Date</b>	<b>End Date</b>	<b>Agency Tracking #</b>	<b>Edison ID</b>
You cannot incur expenses before this date	You cannot incur expenses after this date	The number of the program internally (budget)	The number for this contract, also referred to as a "PO" number
<b>Grantee Legal Entity Name</b>			<b>Edison Vendor ID</b>
Legal Name of your organization, including a dba, if applicable			The number associated with your entity
<b>Subrecipient or Contractor</b>		<b>CFDA #</b>	
<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		Grantee's fiscal year end This is the end of your fiscal year per your application and <b>pregrant</b>	

Section	Description
A	Scope of Services and Deliverables
B	Term of Contract
C	Payment and Conditions
D	Standard Terms and Conditions
E	Special Terms and Conditions
Attach. A	Detailed Scope of Services
Attach. B	Budget



# Contracts – Scope of Work

A.1. The Grantee shall provide the scope of services and deliverables (“Scope”) as required, described, and detailed in this Grant Contract.

A.2. The Grantee shall utilize funds to rehabilitate the historic building as described in Attachment A – “Historic Preservation Certification Application Part 2 – Description of Rehabilitation”.

A.3. The Grantee shall submit photos and documentation to show completion of scope of work or, as required, a "Historic Preservation Certification Application Part 3 - Request for Certification of Completed Work" for review and approval by the State Historic Preservation Office prior to close-out of this grant and reimbursement under Section C.3. of this Grant Contract.

A.4. The Grantee shall complete the work in compliance with the Secretary of the Interior’s Standards for, 36 CFR 67. Information on the Standards is available from the National Park Service (<https://www.nps.gov/tps/standards/rehabilitation.htm> ).

A.5 The Grantee shall not sell, transfer, or otherwise dispose of the property described in Section A.2 during the Terms of this Grant Contract.

# Contracts – Budget

- You can only be reimbursed for expenses that fit within the **line-items** funded in the contract budget
- We can do budget revisions quickly and easily if you have funding in a line-item. If you need to move funding to a line-item that is \$0, then it requires a contract amendment

# Contracts – Grant Compliance Packet

## Grants Administration Website

- This page contains all kinds of important information to help manage your grant contracts from start to finish. The Grantee Compliance Packet linked on the first tab will guide you through all the grants management forms TNECD uses.
- Sections/Forms included in Compliance Packet
  - Contract – Grant Payment Setup Form, Direct Deposit Form, W9 (You have already done these)
  - Compliance - Audit & Title VI submissions should be updated annually by all active grantees and can be submitted through our online compliance submission form.
    - ❖ (Must be submitted prior to requesting reimbursement and it needs to be updated annually)
  - Administration – Contract scope change request, reimbursement instructions, submission of yearly audit and corrective action plan, cumulative adjustment instructions, Budget Revision Form (Will be needed during the course of the project)



# Procurement

- **Procurement must be competitive and transparent**
- Follow procurement procedures and keep good documentation of the process and results
  - We recommend accepting a minimum of (3) quotes for items up to a certain level (maybe \$25,000) and formal bidding for items above that amount
- TNECD can give guidance on procurement to make sure yours is fair and transparent.
- We will review procurement at monitoring!
- If you have completed the procurement for your project, send us the documents ASAP so we can get them reviewed for compliance.

# Procurement

- Professional Services (engineering and/or some inspection services)
  - Send at least 3 letters to companies who could provide the service
  - Give them time to respond
  - Have a selection committee and qualifications to select service provider
  - Document the process
- Let us know if you have questions before you sign contracts
- Professional services contracting (engineers, architects, etc.) should not be based on price but are based on meeting your qualifications

# Monthly Report

- A monthly report is required and is due the 25<sup>th</sup> of each month
- This is your opportunity to spend 5-10 minutes to bring us up to speed on your project and if you need any help. Once you hit 50% complete, we will schedule a monitoring visit
- You must use the correct Edison Contract ID when submitting reports. Refer to Slide 5 on how to find the correct ID number.
- <https://www.tn.gov/e cd/rural-development/historic-development-grant-program/historic-development-grant-program-monthly-report.html>

# Annual/Closeout Report

- An annual report is required a year after the contract starts and every year until the closeout report is received
- The closeout report is basically the same as the annual report with information on final spending and once you are ready to submit final invoice reimbursement.
- Closeout/Final Report is due 30 days after the project is completed
- You will report on metrics/outcomes, successes, setbacks, and funds spent
- To approve final invoice and close the grant project, you must submit a closeout report, complete a monitoring review, have the NPS Part 3 approved by SHPO, and submit a Certificate of Occupancy
- [https://stateoftennessee.formstack.com/forms/historic\\_development\\_grant\\_program\\_report](https://stateoftennessee.formstack.com/forms/historic_development_grant_program_report)

# Monitoring

- The TN Historical Commission will be conducting monitoring during the project
- These will be in-person to go over procurement and to make sure the contract was followed
- The main focus of the monitoring is to ensure that you followed the contract, followed procurement policies, maintained good records, and that your construction activities align with the NPS Part 2 Form in the contract



# Financial Requirements

- An invoice template will be provided to grantees after the contract is approved. The completed form & all supporting documentation must be submitted for TNECD to reimburse you.
- Written instructions on how to complete the forms are on the HDGP website and can be found on the first tab of the paperwork.
- **For this HDGP grant round, you can submit (2) invoices during your grant contract, one at the midpoint (up to 85% of the grant funds available) and one at the end (remaining balance) of the project.**
- Questions about the invoice process?

Contact

Alaire Brown

Director of Grants Management

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615.339.7654

**INVOICE REQUEST FOR PAYMENT**

Grantee Name	
Edison Address	1
Edison Location	Main
ECD Speedchart# or Program#:	330700
Edison Contract ID# :	12345
ECD Department ID#:	3300700100
Edison Vendor ID#:	54321
County:	Davidson

Remit To:	
Grantee Remit Address	

Invoice Request Number:	
Final Invoice Request? YES or NO?:	

Date of Invoice:	
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Invoice Period:	Beginning	End

Amount of this Request:	0.00
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Budget Line-Item	Total Project	Grantee Participation	% Grantee Participation	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
A Construction	\$1,558,312.00	\$779,156.00	50.00%	\$779,156.00	50.00%	\$0.00	\$779,156.00	\$0.00	\$0.00	\$779,156.00	0.00%
B Construction Inspection	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C Engineering Design	\$286,688.00	\$143,344.00	50.00%	\$143,344.00	50.00%	\$0.00	\$143,344.00	\$0.00	\$0.00	\$143,344.00	0.00%
D Engineering (Other than design)	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
F Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G Acquisition of Property	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
H Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
I Professional Fee	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
J Project Contingency	\$205,000.00	\$102,500.00	50.00%	\$102,500.00	50.00%	\$0.00	\$102,500.00	\$0.00	\$0.00	\$102,500.00	0.00%
<b>Total</b>	\$2,050,000.00	\$1,025,000.00	50.00%	\$1,025,000.00	50.00%	\$0.00	\$1,025,000.00	\$0.00	\$0.00	\$1,025,000.00	0.00%

**With my signature, I certify the expenses requested for reimbursement were incurred:**  
 For the contract project area only, or middle mile infrastructure necessary to serve the contract project area; and  
 All contracted procurement requirements were followed.

Authorized Signature:		Date:	
Title:	President		

**Please email your invoice including the first three tabs and backup documentation to [ECD.Invoices@tn.gov](mailto:ECD.Invoices@tn.gov)**

# Financial Requirements

Total Project Amount	\$50,000.00									
Grant Amount	\$50,000.00									
Percent of Grant Funds/Match Requirement (%)	100.00%									
Budget Line-Item	Initial Total Grant Budget	Revision 1/ Amendment	Revision 2/ Amendment	Revision 3/ Amendment	Revision 4/ Amendment	Revision 5/ Amendment	Revision 6/ Amendment	Revision 7/ Amendment	Current Project Budget	
A Salaries, Benefits & Taxes	\$0.00								\$0.00	
B Professional Fee, Grant & Award	\$50,000.00								\$50,000.00	
C Supplies, Telephone, Postage & Shipping,	\$0.00								\$0.00	
D Travel, Conferences & Meetings	\$0.00								\$0.00	
E Interest	\$0.00								\$0.00	
F Insurance	\$0.00								\$0.00	
G Specific Assistance to Individuals	\$0.00								\$0.00	
H Deprecitation	\$0.00								\$0.00	
I Other Non-Personnel	\$0.00								\$0.00	
J Capital Purchase	\$0.00								\$0.00	
K Indirect Cost	\$0.00								\$0.00	
L In-Kind Expense	\$0.00								\$0.00	
Total	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	

- This tab documents the original contract budget and any budget revisions that are made.
- If you revise the budget, you'll get a new Invoice Request Form and we can't process any requests unless they are on the new form – so don't wait until you need the funds to request a budget revision

# Financial Requirements

21 **Be resubmitted with correct address.**

22				Amount	
23	<b>Budget Line-Item</b>	Contractor	Contractor	Requested	Amount
24	Payee/Vendor Name	Invoice	Invoice	For	Charged to
25		Number	Date	Reimbursement	Grant Contract
27	<b>Salaries, Benefits &amp; Taxes</b>				0.00%
28	A1				\$0.00
29	A2				\$0.00
30	A3				\$0.00
31	A4				\$0.00
32	A5				\$0.00
33	A6				\$0.00
34	A7				\$0.00
35	A8				\$0.00
36	A9				\$0.00
37	A10				\$0.00
38	A11				\$0.00
39	A12				\$0.00
40	A13				\$0.00
41	A14				\$0.00
42	A15				\$0.00
43					
44	Total Salaries, Benefits & Taxes			\$0.00	\$0.00
46	<b>Professional Fee, Grant &amp; Award</b>				100.00%
47	B1				\$0.00
48	B2				\$0.00
49	B3				\$0.00
50	B4				\$0.00

- This tab is where you list expenses incurred – one line for each vendor invoice or receipt you are requesting reimbursement for
- Match these rows (A1, E3, etc.) with the backup documentation and label all of the backup documentation so we can easily find the information

# Financial Requirements

**INVOICE REQUEST FOR PAYMENT**

Grantee Name		Invoice Request Number:	1
Edison Address		Final Invoice Request? YES or NO?:	YES
Edison Location		Date of Invoice:	10/20/20
ECD Speedchart# or Program#:		Invoice Period:	Beginning
Edison Contract ID#:			End
ECD Department ID#:		10/01/20	10/17/20
Edison Vendor ID#:		Amount of this Request:	
County:		30,000.00	
Remit To:		ECD Prog. Mgr., Title	
Your organization's info		Grantee Contact Name	
		Email Address	
		Phone number	

  

Budget Line-Item	Contractor Invoice	Contractor Invoice	Total Project	Amount of	Amount
Payee/Vendor Name	Number	Date	Amount	Grantee	Charged to
			Invoiced	Participation	Grant Contract
<b>Construction</b>				50.00%	50.00%
A1 Example Construction	112	10/01/20	\$50,000.00	\$25,000.00	\$25,000.00
A2				\$0.00	\$0.00
A3				\$0.00	\$0.00
A4				\$0.00	\$0.00
A5				\$0.00	\$0.00
A6				\$0.00	\$0.00
A7				\$0.00	\$0.00
A8				\$0.00	\$0.00
A9				\$0.00	\$0.00
A10				\$0.00	\$0.00
<b>Total Construction</b>			\$50,000.00	\$25,000.00	\$25,000.00
<b>Construction Inspection</b>				0.00%	0.00%
B1				\$0.00	\$0.00
B2				\$0.00	\$0.00
B3				\$0.00	\$0.00
B4				\$0.00	\$0.00
B5				\$0.00	\$0.00
B6				\$0.00	\$0.00
B7				\$0.00	\$0.00
B8				\$0.00	\$0.00
B9				\$0.00	\$0.00
B10				\$0.00	\$0.00
<b>Total Construction Inspection</b>			\$0.00	\$0.00	\$0.00
<b>Engineering Design</b>				50.00%	50.00%
C1 Example Engineering	223	10/17/20	\$10,000.00	\$5,000.00	\$5,000.00
C2				\$0.00	\$0.00
C3				\$0.00	\$0.00

This information was established during contracting.

The blue areas on this tab must be filled out and will automatically populate the invoice cover page.

The totals will automatically calculate as you add line items in each section.

The information for each vendor invoice you claim for reimbursement will need to be entered in the corresponding budget sections. In addition, the backup documents that contain the vendor invoices and proof of payment will need to be labeled, based on the line they are listed on in this tab (A1 C1, etc..).





# Financial Requirements

- The "Invoice" tab (shown below) will serve as the cover sheet and must be signed and dated when submitted.

**Broadband Accessibility Grant - 2018  
INVOICE REQUEST FOR PAYMENT**

<b>Grantee Name</b>	
Edison Address	1
Edison Location	Main
ECD Speedchart# or Program#:	330700
Edison Contract ID#:	12345
ECD Department ID#:	3300700100
Edison Vendor ID#:	54321
County:	Davidson
Remit To: Grantee Remit Address	

Invoice Request Number: \_\_\_\_\_  
 Final Invoice Request? YES or NO?: \_\_\_\_\_  
 Date of Invoice: \_\_\_\_\_  
 Invoice Period: Beginning End  
 Amount of this Request: 0.00

This column will need to be filled out based on your previous request, starting with reimbursement request two.

These will be auto populated from the Backup Detail tab

Budget Line-Item	Total Project	Grantee Participation	% Grantee Participation	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
A. Construction	\$1,558,312.00	\$779,156.00	50.00%	\$779,156.00	50.00%		\$779,156.00	\$0.00	\$0.00	\$779,156.00	0.00%
B. Construction Inspection	\$0.00	\$0.00	0.00%	\$0.00	0.00%		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C. Engineering Design	\$286,688.00	\$143,344.00	50.00%	\$143,344.00	50.00%		\$143,344.00	\$0.00	\$0.00	\$143,344.00	0.00%
D. Engineering (Other than design)	\$0.00	\$0.00	0.00%	\$0.00	0.00%		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E. Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
F. Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G. Acquisition of Property	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
H. Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
I. Professional Fee	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
J. Project Contingency	\$205,000.00	\$102,500.00	50.00%	\$102,500.00	50.00%	\$0.00	\$102,500.00	\$0.00	\$0.00	\$102,500.00	0.00%
<b>Total</b>	<b>\$2,050,000.00</b>	<b>\$1,025,000.00</b>	<b>50.00%</b>	<b>\$1,025,000.00</b>	<b>50.00%</b>	<b>\$0.00</b>	<b>\$1,025,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,025,000.00</b>	<b>0.00%</b>

**With my signature, I certify the expenses requested for reimbursement were incurred:**  
 For the contract project area only, or middle mile infrastructure necessary to serve the contract project area; and  
 All contracted procurement requirements were followed.

Authorized Signature: \_\_\_\_\_ Title: President Date: \_\_\_\_\_

A signature and date are required in order to process the request. We do not accept typed signatures. It must be a wet signature or digitally verified.

This is where you can check to see if your 1<sup>st</sup> invoice is at the 85% or below mark, and your final invoice is not overdrawing the grant amount available.

**Please email your invoice including the first three tabs and backup documentation to [ECD.Invoices@tn.gov](mailto:ECD.Invoices@tn.gov)**



# Financial Requirements

- Reimbursable grant - work must be completed and paid for by grantee in order to submit an invoice to the State
  - Proof of payment is required when submitting the reimbursement request. Acceptable forms of proof of payment include a copy of a cancelled check or a bank/card statement
- Information for all applicable fields must be completed on the invoice template prior to submission
- The invoice coversheet must be signed and dated prior to submission
- **All back-up documentation must show dates of service and include a description of the service provided or work completed**
  - **The final invoice must include a certificate of occupancy and the Secretary of the Interior Part 3 form approval email from SHPO**
- All requests must be submitted to [ecd.invoices@tn.gov](mailto:ecd.invoices@tn.gov)

# Financial Requirements

## Helpful Tips Based on Common Mistakes

- When you are ready to submit the request combine your signed invoice coversheet, backup detail pages, and backup documentation into **ONE** pdf document.
- For each line on the backup detail tab there should be a receipt/vendor invoice and proof of payment.
- The request should be in order and there should be handwritten/typed labels on each page of the document to tie it back to the backup detail lines.
- Information for all applicable fields must be completed on the invoice template and the coversheet must be signed and dated prior to submission.
- Submit completed reimbursement package to [ecd.invoices@tn.gov](mailto:ecd.invoices@tn.gov)

# FINANCIAL REQUIREMENTS

## Payment Timeline



# Files

- Can keep files electronically or in hard copy
- TNECD must be able to access them on a monitoring visit
- Keep contract, invoices, bid documents, all ECD communication, and all other relative documentation
- Keep files for 5 years after the close of the contract



# Other Requirements

- We want your success stories! Take pictures! Let us know these funds create jobs and economic impact in your communities.
- Think about outcomes throughout the project
- All documents must be submitted electronically
- Projects must be completed in 36 months – but you can definitely finish sooner
- It is important that you ask when you have questions as soon as they arise, rather than waiting until too late
- Periodically review this presentation

# Questions?

Kim Parks

[Kim.Parks@tn.gov](mailto:Kim.Parks@tn.gov)

Alaire Brown

[Alaire.Brown@tn.gov](mailto:Alaire.Brown@tn.gov)

<https://www.tn.gov/ecd/rural-development/historic-development-grant-program.html>