



TDEC ARP Grant Town Hall Series 2024

June 13, 2024

Agenda

- Welcome
- Milestones Update
- Procurement Reminders & Demo
- Reimbursement Reminders & Demo
- Resources
- Wrap-up & Q&A

Meet the Facilitators



Jennifer Tribble
Director, Office of Policy and
Planning



Jaamal Whittington, EY
Procurement



Matt Haynes, EY
Reimbursement

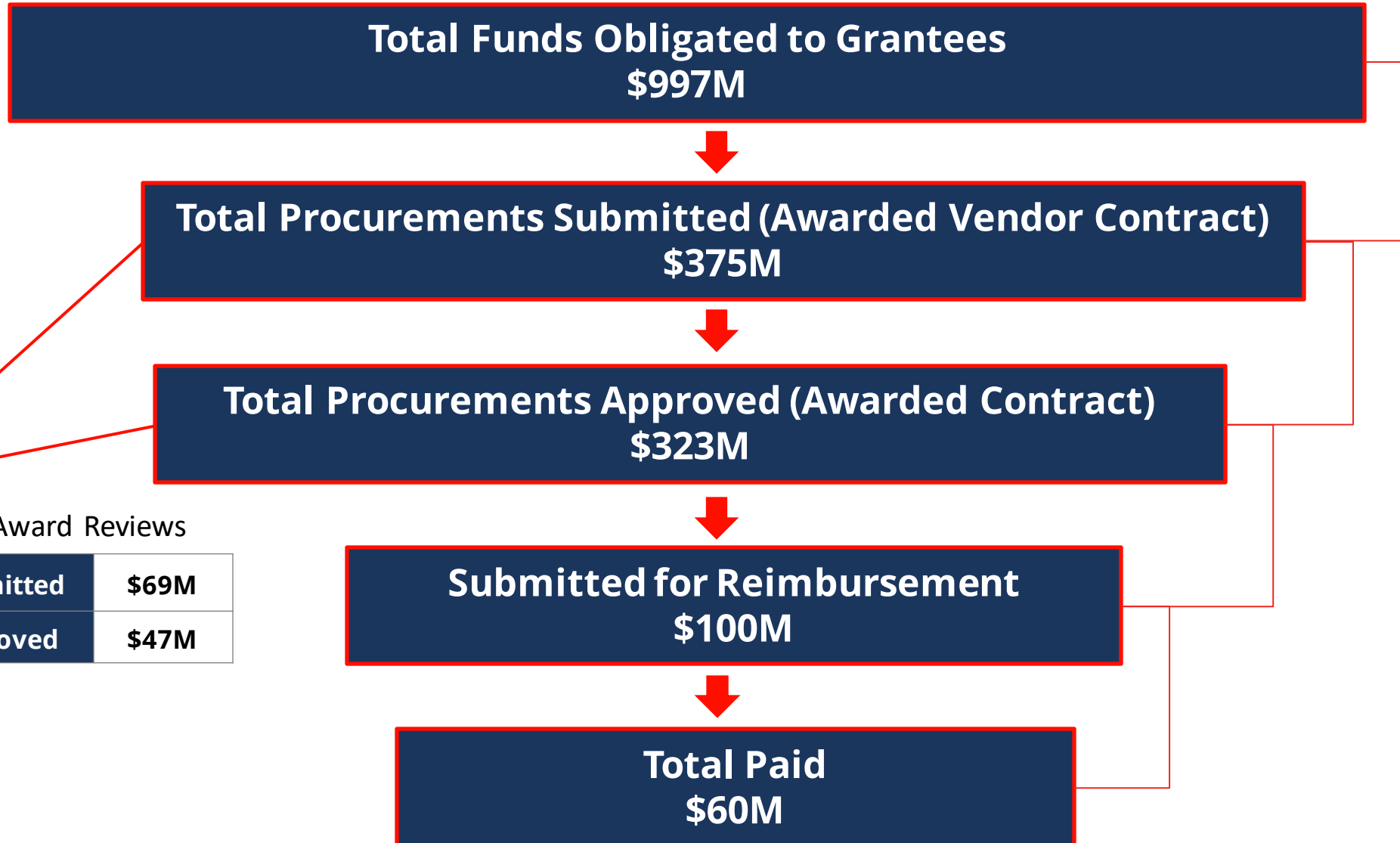


Jovanni Mahonez, EY
Communications



Current Fund Non-Competitive Distribution Status

as of June 12



Procurement Status Update

as of June 12

**1086 Approved
Procurements**

**294 Grants
1014 Projects**

**Engineering
Procurements**

723

**Construction
Procurements**

129

**Professional
Services
Procurements**

224

Reimbursement Status Update

as of June 12

Grantees with
Submitted
Reimbursements

171

Reimbursement
Requests
Received

323

Reimbursement
Requests
Approved

226

Total reimbursements requested: **\$100,079,880**

Total reimbursements paid: **\$60,354,372**



Non-Competitive Milestone Updates

Milestone Update: Completion Summary

as of June 12

Milestones Met	Grants ¹		Projects ²		Associated Funding ³	
	#	%	#	%	\$	%
April 30, 2024 – Contract Procurement Requirement	332	99%	1,143	98%	\$985,555,685.95	99%
May 30, 2024 – Project Procurement Requirement	317 ⁴	94%	1,118	96%	\$965,792,822.72	97%

Please note the below as it relates to the basis of the above metrics:

¹Total number of Grants: 337

²Total number of Projects: 1163– note that grant admin projects are excluded for the purposes of these calculations

³Total funding for non-competitive program: \$996,909,599

⁴Based on number of grantees with projects that have 0 procurements submitted when excluding grant administration, child procurements, AMP projects, and other exceptions





Procurement Reminders & How To

Procurement Reminders

- For procurements that have started (i.e. solicitation has taken place and a vendor has been selected), please complete the procurement activity in GMS.
 - For procurements that are in the pre-award stage, generally we would expect the contract to be executed in 60 days or less.
 - For efficient review and close out, please upload executed contracts as soon as possible.
- Procurement packages **must** be posted to [Go-DBE](#) to meet the requirements set in 2 CFR 200.321.
- Although TDEC has streamlined the procurement review process, it is the grantee's responsibility to maintain a procurement record that meets the requirements explicitly stated in 2 CFR 200 Procurement Standards.
- Existing contracts can be leveraged, but those contracts will need to be supported with documentation that meets the standards of 2 CFR 200.318 – 200.327.

GMS Process for Requesting Procurement Approval

Step 1: Once logged in; Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the grant associated with the procurement activity.

Step 2: Select the application and click **“View”** to open the grant landing page.

The screenshot shows the GMS web application interface. At the top, there is a navigation bar with the TN Department of Environment & Conservation logo and a 'Home' link. Below the navigation bar, there is a note: "Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Click on the Submit Affiliation Request button. Current session: You are logged in as Sunshine, City of, to switch your organization click the Switch Organization button on the top right." Below the note, there is a row of links: "Submit Affiliation Request", "How to Affiliate Tutorial", "Procurement Guidelines", and "Change Password".

The main content area is divided into two sections. The left section is titled "Funding Opportunities" and shows a list of grants. The right section is titled "My Applications" and shows a table of active grants. The table has columns for Application ID, Activity Type, Organization, Status, and Last Modified. The first three rows of the table are highlighted with a light blue background. The first row is for Application ID 7, Activity Type "DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program", Organization "Sunshine, City of", Status "Approved", and Last Modified "06/27/2023 03:53PM". The second row is for Application ID 8, Activity Type "DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program", Organization "Sunshine, City of", Status "Approved", and Last Modified "06/27/2023 03:53PM". The third row is for Application ID 9, Activity Type "RES Planning Grant", Organization "Sunshine, City of", Status "Approved", and Last Modified "06/13/2023 09:12AM".

Below the table, there is a section titled "Requires Attention" with a bell icon. It shows counts for "PENDING (0)", "COMPLETED (0)", "PROCUREMENTS (PENDING) (86)", "PROCUREMENTS (SUBMITTED) (75)", and "PROJECTS (68)". Below this, there is a table with columns for "#", "Application ID", "Activity Type", "Organization", "Status", and "Last Modified". The table is currently empty, with the text "No matching records found" displayed below it.

GMS Procurement Process: Manage Projects Tab

Step 3: Navigate to the **Manage Projects** tab. The **Projects** from the application are set and can be selected to start the procurement process.

Step 4: Select a project from the established list, to create a procurement activity. Hit **Create Procurement** button. (The **Procurement Activity** landing page will then open on the screen.)

2022-8899 ()

Application Status: Approved Application Type: DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program

Application ID: 2022-8899 () You have \$25.00 remaining out of \$25.00

Step 3 MANAGE PROCUREMENTS PURPOSE AND OVERVIEW TIMELINE, ELIGIBILITY & FUNDING SELECTION CRITERIA RESOURCES AND CONTACT TITLE VI COMPLIANCE GENERAL INFORMATION BUDGET AND ATTACHMENTS GENERAL PROPOSAL INFO

Projects

Procurements can be entered as needed for each project by clicking the Create Procurement button next to the corresponding project.

#	Project ID	Project Name	Status	Total Amount	Total Committed	Total Paid	Total Remaining
1	DW-IP-1	Project 1	Submitted	\$100,000.00	\$0.00	\$0.00	\$100,000.00
2	WW-IPD-1	Waste Water Project 1	Submitted	\$500,000.00	\$0.00	\$0.00	\$500,000.00
				\$600,000.00	\$0.00	\$0.00	\$600,000.00

Procurements

Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount
DW-IP-1	Concrete	Concrete Co.	2022-8899-DW-IP-1-PRO33566016	Procurement	Approved	\$100,000.00	\$0.00	\$0.00	\$100,000.00
WW-IPD-1	Water Tower	Water Inc.	2022-8899-WW-IPD-1-PRO33566098	Procurement	Approved	\$500,000.00	\$0.00	\$0.00	\$500,000.00
DW-IP-1	Water Tower	Drinking Water Company	2022-8899-DW-IP-1-PRO33612276	Procurement	Submitted	\$12,000.00			\$12,000.00

Save Draft

Note: Once a procurement activity is created it will appear at the bottom of this tab

GMS Procurement Process: General Information Tab

Note: In this section, fields marked with a red asterisk (*) are required in order to submit for review.

Step 5: Start by completing the following items within the **General Information Tab:**

- **Actual** project type
- Item or Service Procured
- Description of how procurement relates to the project

Tip: Be sure to frequently click **"Save Draft"** to ensure progress is not lost

2022-8267-SW-IPD-1-PRO34276026

GENERAL INFORMATION ATTESTATION

Procurement Details

Project ID
SW-IPD-1

* Project Type
--Select One--

* Item or Service Procured

* Description of how procurement relates to project

* Is this your first procurement associated with the project(s) involved?
 Yes No

* Please select which applies to your organization

Note: When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity (which is \$50,000 for the State of Tennessee), formal procurement methods are required. The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.318 through 200.327. Use of the local policy is ONLY allowable if the rules of said policy are more restrictive in nature compared to those listed in the noted 2 CFR 200 Subpart D regulations.

Helpful Hint: If the procurement was performed prior to participation in this grant, please indicate what procurement guidelines you followed.

We follow state procurement guidelines
 We follow federal procurement guidelines
 ONLY for purchases of \$10,000 or less - We follow local procurement guidelines

* Please upload your organization's procurement procedures

What is the effective date or revisions date of your existing procurement policy?
mm/dd/yyyy

* Select Threshold of Procurement

Guidance: The \$50,000 threshold is not an exception for Grantees or project owner to not follow their local purchasing/procurement policies. It is critical that local (city, county or utility districts) procurement policies are examined for lower formal procurement threshold and additional requirements. If the local policy states a lower threshold for formal procurement, then the acquisition is required to follow the formal procurement process. If the procurement policy states that formal procurement or solicitation procedures are required at a purchasing threshold lower than \$50,000, you are required to follow your policy. Please select the "\$50,000 or the Procurement Policy Requirement" option.

Save Draft Submit

GMS Procurement Process: General Information Tab Cont.

Step 6: Next, complete the following items within the **General Information Tab**:

- Is this your first procurement associated with the project(s) involved?
- Select which applies to your organization
- Upload your organization's procurement procedures
- What is the effective date or revisions date of your existing procurement policy?

Main 2022-8267-SW-IPD-1-PRO34276026

GENERAL INFORMATION ATTESTATION

Procurement Details

Project ID
SW-IPD-1

* Project Type
--Select One--

* Item or Service Procured

* Description of how procurement relates to project

* Is this your first procurement associated with the project(s) involved?
 Yes No

* Please select which applies to your organization

Note: When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity (which is \$50,000 for the State of Tennessee), formal procurement methods are required.

The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.318 through 200.327. Use of the local policy is ONLY allowable if the rules of said policy are more restrictive in nature compared to those listed in the noted 2 CFR 200 Subpart D regulations.

Helpful Hint: If the procurement was performed prior to participation in this grant, please indicate what procurement guidelines you followed.

We follow state procurement guidelines
 We follow federal procurement guidelines
 ONLY for purchases of \$10,000 or less - We follow local procurement guidelines

* Please upload your organization's procurement procedures

* What is the effective date or revisions date of your existing procurement policy?
mm/dd/yyyy

* Select Threshold of Procurement

Guidance: The \$50,000 threshold is not an exception for Grantees or project owner to not follow their local purchasing/procurement policies. It is critical that local (city, county or utility districts) procurement policies are examined for lower formal procurement threshold and additional requirements. If the local policy states a lower threshold than the \$50,000 threshold, then the acquisition is required to follow the formal procurement process. If the procurement policy states that formal procurement or solicitation procedures are required at a purchasing threshold lower than \$50,000, you are required to follow your policy. Please select the "\$50,000 or the Procurement Policy Requirement" option. NEXT

Save Draft Submit

GMS Procurement Process: General Information Tab Cont.

Step 7: Continue to complete the mandatory items within the **General Information Tab - Select Threshold of Procurement**. Depending on selection, a new dropdown of questions will appear, and additional tabs will populate specific to the procurement threshold.

Tip: *If your organizational procurement procedures indicate a formal procurement process is needed, select the option “**Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process**”.*

The screenshot shows the 'GENERAL INFORMATION' tab for a procurement process with ID 2022-8267-SW-IPD-1-PRO34276026. The 'Step 7' indicator is highlighted in the left sidebar. The main content area is titled 'Select Threshold of Procurement' and includes a date picker for the effective date of the procurement policy. Below this, a guidance note explains the \$50,000 threshold. Three radio button options are provided for selecting the procurement threshold: 'Less than or equal to \$10,000', 'Greater than \$10,000 and less than or equal to \$50,000', and 'Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process'. A dropdown menu for 'Procurement Threshold (<= \$10,000)' is visible. Below the dropdown, there are input fields for 'Enter amount of purchase' and 'Name of Vendor/Supplier'. A note states that purchases below \$10,000 do not require a procurement package. At the bottom, there are 'Save Draft' and 'Submit' buttons, and a 'NEXT' arrow.

GMS Procurement Process: Stages of Procurement

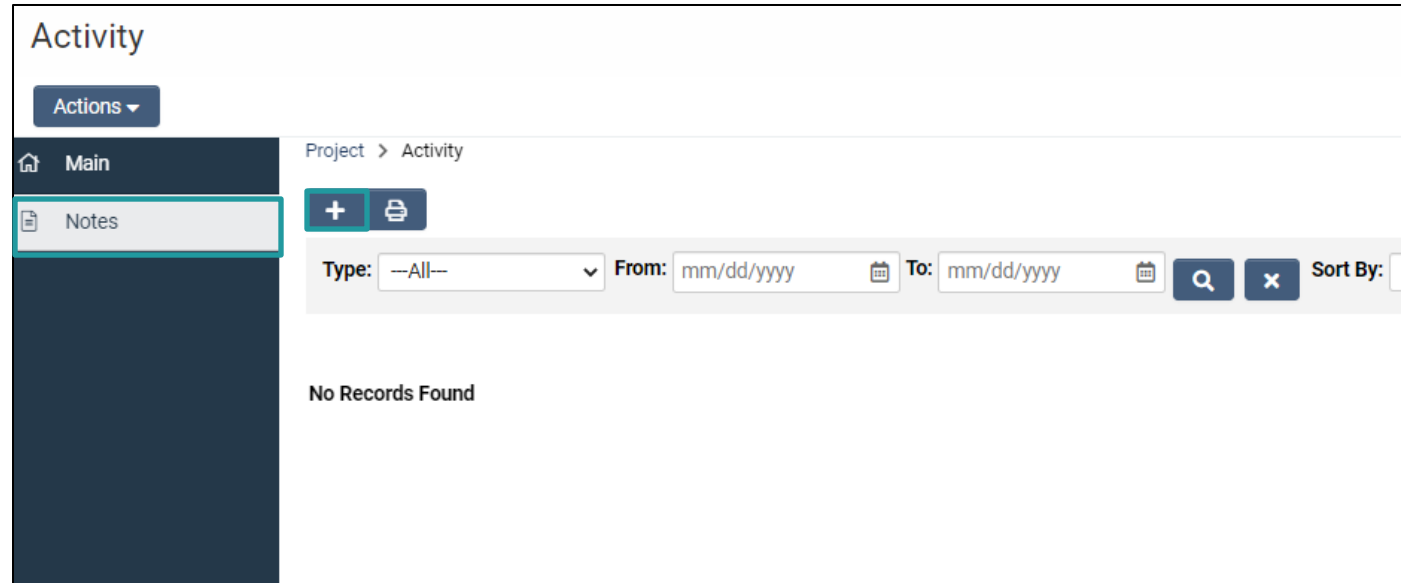
- **Pre-Bid:** In this stage, prior to posting the solicitation, TDEC will review and confirm all pre-bid documents which includes the Bid or Proposal supplemental information, advertisement, and procurement policies.
- **Pre-Award:** In this stage, prior to awarding a contract to a vendor, but after received responses are evaluated, TDEC will review the formal procurement activity. For projects not yet started, this stage will result in an Authority to Award (ATA).
- **Awarded Contract:** In this stage, after a contract has been executed, TDEC will review and provide final approval of the executed contract. Once approval is received, the grantee may submit reimbursements for the approved procurement.

GMS Procurement Process: Thresholds of Procurement

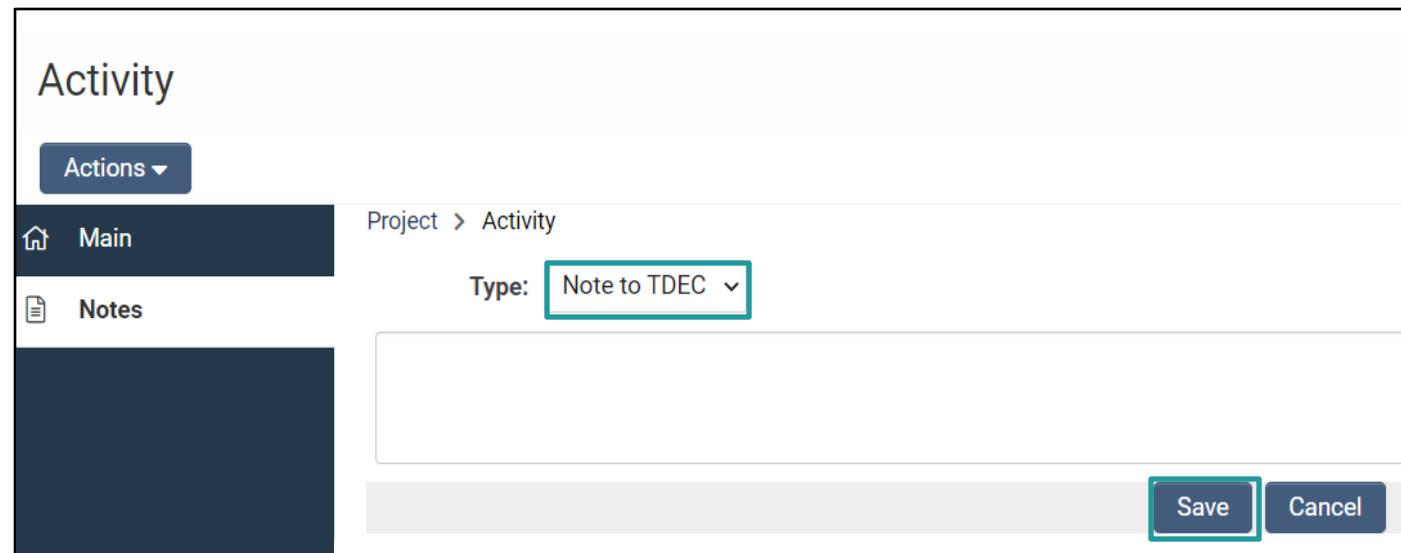
- For additional instructions on completing a procurement activity associated with the procurement threshold “**Less than or equal to \$10,000**” see **steps 8-11** on [slides 13-14](#) in the GMS User Guide
- For additional instructions on completing a procurement activity associated with the procurement threshold “**Greater than \$10,000 and less than or equal to \$50,000**” see **steps 12-22** on [slides 15-19](#) in the GMS User Guide
- For additional instructions on completing a procurement activity associated with the procurement threshold “**Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process**” see **steps 23-51** on [slides 20-35](#) in the GMS User Guide

Process for Requesting Support

- To contact the TDEC team with a procurement issue, click the **Notes** tile located on the toolbar to the left.
- Click the (+) button and a pop-up window will open.
- Select “**Note to TDEC**” from the **Type** drop-down menu. Enter any question or comment for the TDEC team in this text field.
- Upon saving the message, the system will notify the TDEC team. The TDEC team will then review and respond to the inquiry.
- GMS will alert the inquirer of a response via email.



The screenshot shows the 'Activity' page in a web application. On the left, there is a navigation menu with 'Main' and 'Notes' tiles. The 'Notes' tile is highlighted. Below the menu is an 'Actions' dropdown. The main content area shows 'Project > Activity' with a '+' button and a printer icon. Below these are search filters: 'Type: --All--', 'From: mm/dd/yyyy', 'To: mm/dd/yyyy', a search button, and a 'Sort By:' dropdown. The message 'No Records Found' is displayed in the center.



The screenshot shows the 'Activity' page with the 'Notes' tile selected in the navigation menu. The 'Type' dropdown menu is open, and 'Note to TDEC' is selected. Below the dropdown is a large text input field. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.



Reimbursement Reminders & How To

Reimbursement Process Barriers

Reasons for Requests for Information (RFIs)

Category	Issue	Issue
Invoice Errors	Invoices missing signatures from the Engineer of Record (PE) <u>AND</u> project owner/authorized Grantee representative with signature blocks that clearly identify the signatory	No clearly identifiable periods of performance on invoices and applications for payment
Missing Deliverables	Required deliverables for PDC projects include ESU approved PER and Plans and Specs; these must be submitted before requesting reimbursement for construction related costs	Requests for reimbursement are above 90% of project costs with missing deliverables; the maximum allowable reimbursement is 90% of the total individual project costs until all deliverables required are submitted for PDC and Construction projects
Proof of Payment Errors	Proof of payment does not clearly tie to or identify expenditures	Not submitting proof of payment for prior reimbursements in subsequent RFRs

GMS Process for Requesting Reimbursement

Step 1: Once logged in; Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the grant associated with the reimbursement activity.

Step 2: Select the application and click **“View”** to begin the reimbursement activity.

The screenshot shows the GMS web application interface. At the top, there is a navigation bar with the TN Department of Environment & Conservation logo and a 'Home' link. Below the navigation bar, there is a note: "Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Click on the Submit Affiliation Request button. Current session: You are logged in as Sunshine_City_of, to switch your organization click the Switch Organization button on the top right." Below the note, there is a row of links: "Submit Affiliation Request", "How to Affiliate Tutorial", "Procurement Guidelines", and "Change Password".

The main content area is divided into two sections. The left section is titled "Funding Opportunities" and shows a list of opportunities. The right section is titled "My Applications" and has a sub-tab "Step 1" highlighted. Below the "My Applications" header, there are three tabs: "IN PROGRESS (32)", "ACTIVE (39)", and "COMPLETED (5)". The "ACTIVE (39)" tab is selected, and a table of active applications is displayed. The table has columns for Application ID, Activity Type, Organization, Status, and Last Modified. The first three rows are highlighted with a light blue background. The first row has Application ID 7, Activity Type "DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program", Organization "Sunshine, City of", Status "Approved", and Last Modified "06/27/2023 03:53PM". The second row has Application ID 8, Activity Type "DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program", Organization "Sunshine, City of", Status "Approved", and Last Modified "06/27/2023 03:53PM". The third row has Application ID 9, Activity Type "RES Planning Grant", Organization "Sunshine, City of", Status "Approved", and Last Modified "06/13/2023 09:12AM". Each row has a "View" button to its right. A "Step 2" label is placed over the first row of the table.

Below the table, there is a section titled "Requires Attention" with a sub-tab "PENDING (0)". Below this, there is a table with columns for Application ID, Activity Type, Organization, Status, and Last Modified. The table is empty, and the text "No matching records found" is displayed below the table.

GMS Process for Requesting Reimbursement

Step 3: Click on the **Activities** tab on the left-hand side of the toolbar. The **Activities** landing page will then open on the screen.

2022-8899 ()

How to Create New Activity

Application Status: Approved Application Type: DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program

Application ID: 2022-8899 () **You have \$25.00 remaining out of \$25.00**

MANAGE PROCUREMENTS PURPOSE AND OVERVIEW TIMELINE, ELIGIBILITY & FUNDING SELECTION CRITERIA RESOURCES AND CONTACT TITLE VI COMPLIANCE GENERAL INFORMATION BUDGET AND ATTACHMENTS GENERAL PROPOSAL INFI >

Projects

Procurements can be entered as needed for each project by clicking the Create Procurement button next to the corresponding project.

#	Project ID	Project Name	Status	Total Amount	Total Committed	Total Paid	Total Remaining	
Open Create Procurement	1	DW-IP-1	Project 1	Submitted	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Open Create Procurement	2	WW-IPD-1	Waste Water Project 1	Submitted	\$500,000.00	\$0.00	\$0.00	\$500,000.00
					\$600,000.00	\$0.00	\$0.00	\$600,000.00

Procurements

Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount	
Open	DW-IP-1	Concrete	Concrete Co.	2022-8899-DW-IP-1-PRO33566016	Procurement	Approved	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Open	WW-IPD-1	Water Tower	Water Inc.	2022-8899-WW-IPD-1-PRO33566098	Procurement	Approved	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Open	DW-IP-1	Water Tower	Drinking Water Company	2022-8899-DW-IP-1-PRO33612276	Procurement	Submitted	\$12,000.00			\$12,000.00

[Save Draft](#)

GMS Process for Requesting Reimbursement

Step 4: After the activities page loads, navigate to the **Request for Grant Reimbursement** tab.

Step 5: Create a new **Request for Grant Reimbursement** by clicking the (+) button.

Note: Reimbursement can only be requested for projects with approved procurements.

The screenshot shows the GMS web application interface. The left sidebar contains navigation options: Main, Notes, and Activities. The main content area displays a breadcrumb trail: 2022-8899 () > COLLABORATIVE APPLICATION REVIEW > TITLE VI TRAINING CERTIFICATION > REQUEST BUDGET REVISIONS > BUDGET ACCEPTANCE > SUB-CONTRACTS > REQUEST FOR GRANT REIMBURSEMENT. The 'REQUEST FOR GRANT REIMBURSEMENT' tab is highlighted with a red box labeled 'Step 4'. Below the breadcrumb trail, there is a search bar and a 'Reimbursement List View' dropdown. A '+' button is highlighted with a red box labeled 'Step 5'. Below this, a table lists reimbursement requests.

Application ID	Reimbursement ID	Activity Type	Organization	Application Type	Form completed by	Status	Invoice Number	Reimbursement Request #:	Payment Amount	Grant Balance	Last Modified	Modified By
2022-8899	10059	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Test Organization Contact 1	Draft					04/18/2023 04:42PM	Test Organization Contact 1
2022-8899	10060	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Test Organization Contact 1	Draft					04/18/2023 05:07PM	Test Organization Contact 1
2022-8899	10057	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Kyle Bangug	Submitted	10001		\$100.00		04/19/2023 10:25AM	Test Organization Contact 3

GMS Reimbursement Process: General Tab

Step 6: Navigate to the **General** tab.

Step 7: Click the **Enter Expenditures** button to begin the reimbursement activity.

A new pop-up window will open.

Note: In this section, fields marked with a red asterisk (*) are required in order to submit for review.

TN Department of Environment & Conservation

Actions ▾

2022-8899 ()

Grant > Activity

GENERAL SUPPORTING DOCUMENTATION CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS

Step 6 Activity Type: Request For Grant Reimbursement

Status: Draft

Organization: Sunshine, City of

▼ Expenditures and Individual Accountability Report

Reimbursement ID

10066

* Expenditure Report

Enter Expenditures Step 7

▼ Reimbursement Form

Click "Save Draft" to update after entering values in the Expenditures Report

Reimbursement Request Summary

Category	Total Grant Contract Budget	Previously Submitted Grant Contract Expenditures	Current Funds Requested (Amount Due)	Total Grant Contract Expenditures	Contract Balance	Total Grantee Contract Match	Previously Submitted Grantee Match	Current Grantee Match	Total Grantee Match Expenditures	Grantee Match Balance
1.2: Salaries, Benefits & Taxes	\$8,000,000.00	\$1.00	\$0.00	\$1.00	\$4,999,999.00	\$8,000,006.00	\$3,000.00	\$0.00	\$3,000.00	\$4,997,006.00
4, 15: Professional Fee, Grant & Award	\$8,000,000.00	\$1,000.00	\$0.00	\$1,000.00	\$4,999,000.00	\$8,000,000.00	\$800.00	\$0.00	\$800.00	\$4,999,200.00
18: Other Non-Personnel	\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$8,000,000.00	\$8,000,000.00	\$700.00	\$0.00	\$700.00	\$4,999,300.00
20: Capital Purchases	\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$8,000,000.00	\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$8,000,000.00
25: GRAND TOTAL	\$20,000,000.00	\$1,001.00	\$0.00	\$1,001.00	\$19,998,999.00	\$20,000,006.00	\$4,200.00	\$0.00	\$4,200.00	\$19,995,806.00

GMS Reimbursement Process: Match Individual Accountability / Equipment Report (IAR)

Step 8: Navigate to the **Match Individual Accountability/ Equipment Report (IAR)**.

Step 9: Enter the match (co-funding) information. To begin entering the details, click the **(+)** under the category of the match:

- In-Kind (Volunteer/Equipment/Land Match)
- Grantee Staff Workforce
- Match Documentation – Professional Fees, Grant Award Costs
- Match Documentation – Capital Purchase Costs

The text fields for entering match details will populate on the screen.

Step 8

Match Individual Accountability/Equipment Report (IAR)



For more information on Co-funding requirements, please see the Implementation Guide.

Match documentation should be uploaded to reimbursements at least quarterly. Match documentation related to In-Kind Labor, Volunteer, Equipment or Land, or for costs that are not related to specific grant-funded procurements available in the below dropdowns, enter in the appropriate sections below.

Upload match documentation in the supporting documentation tab, including "_MATCH" in the file names

***Disclaimer: Please report cumulative totals, per volunteer/employee/equipment. For example- each line item can support x employee for working y hours, or x material at y amount/value. As a grantee, you are required to keep detailed information to support those cumulative totals. Volunteer/Organization name can be reported as a cumulative totals.

Step 9

In-Kind (Volunteer/Equipment/Land Match)

Date	In-Kind Item/Volunteer Name/Land Match	Work or Item Description	Hours/Quantity/If Land-enter 1	Rate of Pay or Value of Item(s) or Land Match (\$)	Gross Pay or Value
Total:					\$0.00



Grantee Staff Workforce

Date	Employee Name	Work Description	Hours	Rate of Pay or Value (\$)	Gross Pay or Value
Total:					\$0.00



Match Documentation - Professional Fees, Grant Award Costs

Match Source	Vendor/Description	Invoice #(s)	Invoice Date(s)	Total Invoice Amount	Amount to Match (\$)
Total:					\$0.00



Match Documentation - Capital Purchase Costs

Match Source	Vendor/Description	Invoice #(s)	Invoice Date(s)	Total Invoice Amount	Amount to Match (\$)
Total:					\$0.00



Save Clear

GMS Reimbursement Process: Expenditure Report

Step 9: Navigate to the **Expenditure Report**.

Step 10: To begin entering expenditure details, click the (+) under the **Procurement** field and options of approved procurements for the grant will appear.

Step 11: For each procurement, complete the requested fields:

- Procurement
- Invoice #
- Invoice Date
- Total Invoice Amount
- Amount Requested for Reimbursement
- Amount of Match (co-funding)

The text fields for entering match details will populate on the screen.

Step 9 **Expenditure Report**

i Enter expenditures in the sections below. Reimbursements must be broken down by project and procurement/supplier. Grantees will need to enter multiple line items if the request includes multiple projects or suppliers. To begin entering expenditures, select the dropdown for the Procurement field and options of approved Procurements for the grant will show. The approved procurements are in the form (Project ID – Supplier – Procured Item or Service). Select the approved procurement ID/project to request reimbursement for and complete the details.

Salaries, Benefits Taxes (1,2)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Test Project ID 2, Test		mm/dd/yyyy	\$0.00		

Step 10 **+** **Step 11**

Calculated Total In-Kind Value from IAR from Grantee Staff Workforce:

Total:			\$0.00	\$0.00
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Professional Fees, Grant Award (3,4)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)

+

Calculated Total - Match - Professional Fee, Grant and Award:

Total:			\$0.00	\$0.00
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Note: Co-funding minimums must be satisfied prior to closeout and are reviewed on a grant basis, rather than a project basis. While there is no requirement that co-funding contributions be submitted on each reimbursement request, it's best practice to submit at least quarterly, and co-funding will be reviewed on an incremental basis.

GMS Reimbursement Process: Expenditure Report Cont.

Step 12: Continue completing the requested field for each applicable **Expenditure** field:

- Salaries, Benefits, Taxes (1,2)
- Professional Fees, Grant Award (3,4)
- Other Non-Personnel (18)
- Capital Purchase (20)

The text fields for entering match details will populate on the screen, including the **Grant Total** fields.

Step 13: Click **Save**.

Step 12

Salaries, Benefits Taxes (1,2)					
Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Test Project ID 2: Test		mm/dd/yyyy	\$0.00		
Calculated Total In-Kind Value from IAR from Grantee Staff Workforce:					\$0.00
Total:				\$0.00	\$0.00

Professional Fees, Grant Award (3,4)					
Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Calculated Total - Match - Professional Fee, Grant and Award:					\$0.00
Total:				\$0.00	\$0.00

Other Non-Personnel (18)					
Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Calculated Total - In-Kind (Volunteer/Equipment/Land Match):					\$0.00
Total:				\$0.00	\$0.00

Capital Purchase (20)					
Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Calculated Total - Match Documentation - Capital Purchase:					\$0.00
Total:				\$0.00	\$0.00

Grand Total					
			Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
			\$0.00	\$0.00	\$0.00

Step 13 Save Clear

GMS Reimbursement Process: Expenditure Report Cont.

Step 14: Once the expenditures are entered and the summary tables populate, enter **Yes** or **No** for the following questions:

- Does this request include reimbursement for a contract containing construction activities?
- Does this request include reimbursement for project(s) containing construction activities that have already started?
- Does this request exceed 25% of the total project budget?

The screenshot shows a web form titled "Expenditures and Individual Accountability Report". It includes a "Reimbursement ID" field with the value "10090". Below this is a section for "Expenditure Report" with a button labeled "Enter Expenditures". There are two informational messages: one about retainage requirements and another about site inspection for large initial reimbursements. The form contains three questions, each with radio button options: "Does this request include reimbursement for a contract containing construction activities?" (Step 14), "Does this request include reimbursement for project(s) containing construction activities that have already started?" (Step 15), and "Does this request exceed 25% of the total project budget?". At the bottom, there are "Save Draft" and "Submit" buttons, and a "NEXT" button with a right-pointing arrow.

Step 15: Click **Save Draft**.

GMS Reimbursement Process: Summary Tables

Step 16: In the reimbursement activity, click **Save Draft**. After saving the draft, the *Reimbursement Request Summary Table* will update. This table details the grant budget balance after the reimbursement submittal.

Reimbursement Request Summary Table

Category	Total Grant Contract Budget	Previously Submitted Grant Contract Expenditures	Current Funds Requested (Amount Due)	Total Grant Contract Expenditures	Contract Balance	Total Grantee Contract Match	Previously Submitted Grantee Match	Current Grantee Match	Total Grantee Match Expenditures	Grantee Match Balance
1,2: Salaries, Benefits & Taxes	\$5,000,000.00	\$0.00	\$500.00	\$500.00	\$4,999,500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
4, 15: Professional Fee, Grant & Award	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00

Reimbursement Request Project Summary Table

The *Reimbursement Request Project Summary Table* will also update. This table details the individual project's budget balance after the reimbursement submittal.

Project ID	Supplier	Total Supplier Contract Budget	Previously Submitted Supplier Contract Expenditures	Current Funds Requested	Total Supplier Contract Expenditures	Remaining Supplier Contract Balance
DW-IP-1	company	\$500,000.00	\$510.00	\$40,000.00	\$40,510.00	\$459,490.00
Total DW-IP-1 Total		\$500,000.00	\$510.00	\$40,000.00	\$40,510.00	\$459,490.00
SW-CoStd-1	Construction Inc.	\$500,000.00	\$60.00	\$40,000.00	\$40,060.00	\$459,940.00
Total SW-CoStd-1 Total		\$500,000.00	\$60.00	\$40,000.00	\$40,060.00	\$459,940.00
WW-IPD-1	Water Inc.	\$500,000.00	\$624.00	\$5.00	\$629.00	\$499,371.00
Total WW-IPD-1 Total		\$500,000.00	\$624.00	\$5.00	\$629.00	\$499,371.00
Total Grand Total		\$1,500,000.00	\$1,194.00	\$80,005.00	\$81,199.00	\$1,418,801.00

GMS Reimbursement Process: Reimbursement Form

Step 17: Navigate to the **Reimbursement Form** section. Here you will see the *Summary Tables* as described in the previous slide.

Step 18: Enter the **Remit Address** and the **Service Date Period**.

Tip: Be sure to frequently click **“Save Draft”** to ensure progress is not lost.

▼ Reimbursement Form **Step 17**

Click "Save Draft" to update after entering values in the Expenditures Report

Reimbursement Request Summary

Category	Total Grant Contract Budget	Priority/Submitted Grant Expenditures	Current Funds Released (Amount Due)	Total Grant Contract Expenditures	Contract Balance	Total Grants Contract Match	Priority/Submitted Grants Match	Current Grants Match	Total Grants Match Expenditures	Grants Match Balance
U.S. Service Contract & Fees	\$8,000,000.00	\$800,011.00	\$0.00	\$800,011.00	\$4,499,989.00	\$8,000,000.00	\$18,588.00	\$0.00	\$18,588.00	\$4,981,412.00
A. To Professional Fee Grant & Award	\$8,000,000.00	\$2,818.00	\$0.00	\$2,818.00	\$4,997,181.00	\$8,000,000.00	\$2,838.00	\$0.00	\$2,838.00	\$4,997,181.00
U.S. Contract Personnel	\$8,000,000.00	\$10.00	\$0.00	\$10.00	\$4,999,990.00	\$8,000,000.00	\$80.00	\$0.00	\$80.00	\$4,999,910.00
U.S. Contract Purchase	\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$4,999,990.00	\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$4,999,990.00
TOTAL	\$80,000,000.00	\$802,791.00	\$0.00	\$802,791.00	\$38,497,260.00	\$80,000,000.00	\$21,506.00	\$0.00	\$21,506.00	\$38,978,794.00

Reimbursement Request Project Summary

Project ID	Supplier	Total Supplier Contract Budget	Priority/Submitted Supplier Contract Expenditures	Current Funds Released	Total Supplier Contract Expenditures	Contract Balance
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Remit Address

IMPORTANT: If the Remit Address has changed since the last reimbursement request or grant, you must complete this [form](#). If you would like to submit or update information for direct deposit, you must complete this [form](#). For either request, you must mail the ORIGINAL form to the address below. Mark the outside of the envelope **“CONFIDENTIAL”**.

State of Tennessee
Attn: Supplier Maintenance
21st Floor WRS Tennessee Tower
312 Rosa L Parks Ave
Nashville, TN 37243

Expect a minimum of 10-15 business days for processing. Please enter below the date the address was mailed to let the grant program know when a new Remit Address has been submitted to Supplier Maintenance.

*** Street Address 1:**

Street Address 2:

*** City:**

*** State:**

*** Zip Code:**

*** Service Date Period**


Dates of service covered in this request (Example: xx/xx/xxxx to xx/xx/xxxx)

Step 18

Save Draft **Submit** **NEXT >**

GMS Reimbursement Process: Supporting Documentation Tab

Step 19: Navigate to the **Supporting Documentation** Tab.

Step 20: Click the **upload** button () to upload the required reimbursement documentation:

- Invoices for expenses
- Documentation for grantee staff workforce, *if in-kind item identified in approved contract*
- Proof of Payment to Vendor for each line item
- Retainage documentation (*if applicable, refer to ATA*)
- Proof of Payment for In-Kind labor

Step 21: Click **Save Draft**.

Note: Invoices are required for all expenses.


2022-8899 ()

Submission Manager > Grant > Activity **Step 19**

GENERAL **SUPPORTING DOCUMENTATION** CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS INTERNAL


*** Invoices for expenses** **Step 20**

Required for all expenses.



Documentation for Grantee Staff Workforce


Only necessary if In-Kind Item Identified in Approved Contract.



Proof of Payment to Vendor For Each Line Item


Upload one of the following for each contracted payment: Check Register, Copy of Check Issued, Cancelled Check or Credit Card Statement

Upload Proof of Payment:



Upload a copy of the Escrow account statement showing the account balance meeting the 5% retainage requirement has been met.


File Name should be in the format of: Project ID-Escrow Statement-Vendor-Statement Date. File Description should contain the reimbursement request amount followed by the 5% retainage amount (Example: Request \$200,000, Retainage \$10,000)



Proof of Payment for In-Kind Labor

(If applicable) Upload copies of the following: Signed Timesheets, Signed List of Employees, Hours Worked

Upload Proof of In-Kind:



[< BACK](#)

Step 21 **Save Draft** **Submit** **Delete**

GMS Reimbursement Process: Certification Tab

Step 22: Navigate to the **Certification** tab.

Step 23: Review and check off the **Attestation** to acknowledge understanding.

Step 24: Sign and Date accordingly.

The input of reimbursement details is now complete!

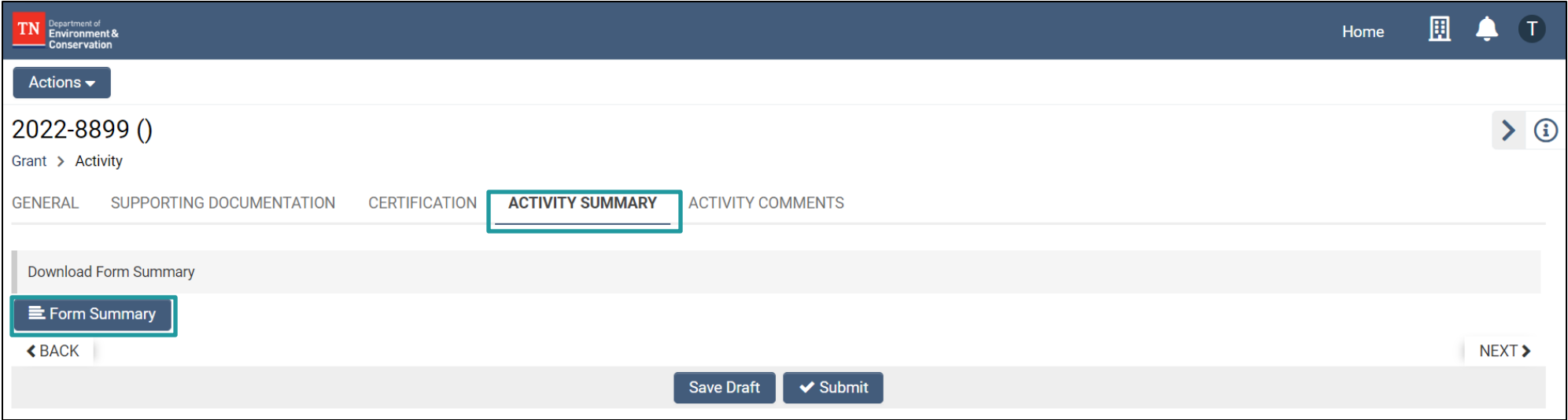
Step 25: Click the **Submit** button and the reimbursement request will be submitted to the TDEC team for review.

The screenshot shows the 'CERTIFICATION' tab in the GMS Reimbursement Process. The interface includes a header with the TN Department of Environment & Conservation logo and navigation links for Home, a calendar, a notification bell, and a user profile icon. Below the header, there is an 'Actions' dropdown menu and a breadcrumb trail: '2022-8899 () > Grant > Activity'. The 'CERTIFICATION' tab is highlighted, with other tabs including 'GENERAL', 'SUPPORTING DOCUMENTATION', 'ACTIVITY SUMMARY', and 'ACTIVITY COMMENTS'. A checkbox labeled 'Step 23' is checked, with the text: 'I certify to the best of my knowledge and belief that the data above is correct, all expenditures were made in accordance with the contract condition, and payment is due and has not been previously requested'. Below this, there is a form for signing and dating, with fields for 'Subrecipient Name', 'Subrecipient Title', and 'Date Signed' (05/02/2023). The 'Date Signed' field is highlighted with a 'Step 24' callout. At the bottom, there are buttons for '< BACK', 'Save Draft', 'Submit', and 'NEXT >'. The 'Submit' button is highlighted with a 'Step 25' callout.

GMS Reimbursement Process: Activity Summary Tab

Tip: To download a summary of the reimbursement form, navigate to the **Activity Summary** tab and click the **Form Summary** button.

A pop-up window with a .pdf summary of the form will appear. Save the document to your computer.





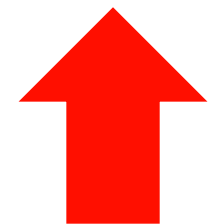
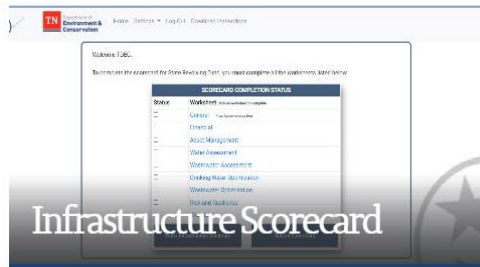
Q&A, Resources, & Feedback Survey

Site Inspection Contact Update & Live Q&A

- ***A new email address has been developed to assist entities in the site inspection process. Please reach out to ARPSiteInspections@cecinc.com with any site inspection questions or concerns.***
- We will begin the Q&A with pre-submitted questions. Once we have answered those questions, please feel free to use the raise hand function to ask a question.
- You may also use the chat for any comments, questions, or insights related to the topics presented today.

Additional Resources

- The [TDEC ARP website](#) is updated frequently with new information related to the Non-Competitive and Competitive Grant Programs
- The resources page includes many implementation materials for grant recipients, including:
 - ❑ Implementation Guidance
 - ❑ AMP Guidance
 - ❑ Quick Reference Guides
 - ❑ Workshop and Webinar Materials
 - ❑ Demonstrations and Tutorials



<https://www.tn.gov/environment/arp.html>

Feedback Survey

- Thank you for attending today's town hall!
- Please take 5 minutes to complete the [feedback form](#).
- Your feedback helps us plan additional town halls and provide you with the most relevant resources and information.
- Contact our team with any specific questions at TDEC.ARP@tn.gov.

June ARP Town Hall Feedback Survey



Modifications & Amendments



Modification and Amendment Reminders

- The non-competitive grant contract was created through a process known as a Delegated Grant Authority.
 - As a Delegated Grant Authority, TDEC requested nine (9) Rule Exception Requests to the base contract template to fit the unique needs of the ARP funding.
- Due to this process, modifications **cannot** be made to the grant contract for scopes of services or specific conditions.
 - The only conditions that may be modified upon request are the overall budget, change in water infrastructure type being covered, or potentially project award type.
- As projects have kicked-off, we understand there are unique circumstances grantees are tackling and additional modifications may need to be requested.
- Grantees should notify TDEC before September 30, 2024.
 - Grantees should ensure modifications still address critical needs and non-compliance and there is no impact on partner entities.

Request Process and Next Steps

- Permissible requests should be communicated as soon as possible to the EY/TDEC team. Permissible requests include:
 - Moving <20% between budget line-item categories (ex. PFGA to Capital Purchases)
 - Moving costs between projects but within the same budget line-item category (ex. DW-PDC-1 PFGA to DW-PDC-2 PFGA)
 - Changes to deliverables dates
 - Extreme circumstances with appropriate justification
- Once received, requests are reviewed by the EY/TDEC team and undergo thorough financial and technical compliance reviews.
 - Requests for information are submitted to grantees as needed.
 - Conference calls with grantees are scheduled to discuss the request as needed.
- If requests are approved, changes will be reflected in GMS.

Request Justification and Materials Needed

- An example of modification request is re-budgeting of projects between budget line items. In order to review a request like this, grantees should provide:
 - **Original** budget line item detail and **proposed** budget line item detail per project
 - Include project ID, item for reclassification, and amount (grant contract and grantee match amount as applicable)
 - Justification and supporting documentation
 - Clear and strong justification discussing environmental, regulatory, economic change
 - Impacts to critical and significant non-compliance scorecard needs
 - Engineering support as needed
 - Other documentation needed on a case-by-case basis