

# **SITE DEVELOPMENT GRANTS**

**Grants Management Webinar**

**February 2024**

# AGENDA


- Overview
- Contracts
- Reporting
- Procurement
- Construction
- Invoicing
- Files
- Monitoring
- Closeout
- Other requirements
- Questions

# OVERVIEW

- Funded through the Rural Economic Opportunity Act
- Purpose -
  - To make your site more attractive to companies looking to locate
  - To reduce the risk and time it will take to prepare your site for a client
  - To increase the inventory of high-quality and certified sites in the state
- Popular activities – tree clearing, grading, utility improvements

# CONTRACTS

- Contracts are in process. Please be patient!
- Do not begin work without a fully executed 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 <del>pregrant</del>	

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. 2	Budget

# Grant Compliance

## Grants Administration Website

- This link contains all the information you are required to submit to get your contract started and to manage your project
- Forms included
  - 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.)*

# AUDIT & TITLE VI COMPLIANCE

Audit & Title VI submissions must be updated annually by all active grantees and should be submitted using our online compliance submission form.

## *Items Needed for Compliance*

- Most Recent Audit
  - *If you are a City or County, you do not need to upload an audit.*
  - *If you are not audited, we need your form 990 if you are a nonprofit or an annual report that contains audited financials.*
- Corrective Action Plan
  - *If your organization had audit findings, upload a copy of your organization's Corrective Action Plan that describes how you will address each audit finding if that is not a part of the audit document.*

# AUDIT & TITLE VI COMPLIANCE

## *Items Needed for Compliance (cont.)*

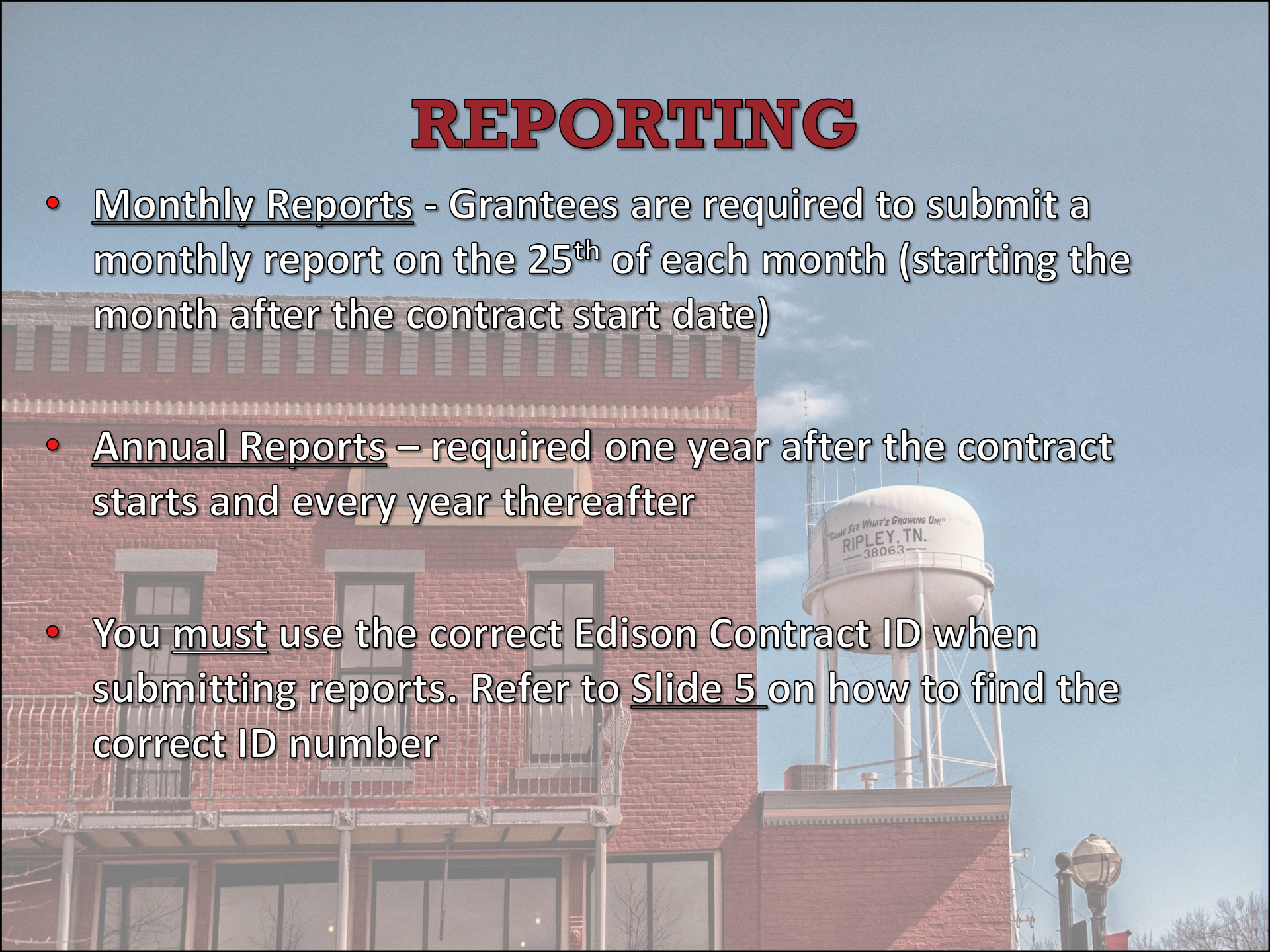
- Title VI Policy
  - *We will need a copy of your organizations Title VI non-discrimination policy.*
- Title VI Survey
  - *A blank copy of the survey can be found here.*
- Title VI Training Completion
  - *The Training quiz can be found here. We will need a copy of the certificate uploadded to submission form.*

## *Things to Note*

- This must be submitted prior to requesting reimbursement
- Please only submit the form once, with all the required documents attached to that one submission
- If you already submitted this within the last year for another Rural Development program, you do not need to complete this again until next year

# REPORTING

- Monthly Reports - Grantees are required to submit a monthly report on the 25<sup>th</sup> of each month (starting the month after the contract start date)
- Annual Reports – required one year after the contract starts and every year thereafter
- You must use the correct Edison Contract ID when submitting reports. Refer to Slide 5 on how to find the correct ID number





# PROCUREMENT

- Procurement must be competitive and transparent
- Follow local procurement procedures and keep good documentation of the process and results
  - Generally, communities can accept quotes for items up to a certain level (~\$25,000) but must do formal bidding for items above that amount
  - Procurement of professional services should not be based on price but on meeting your qualifications
- We will review procurement at monitoring

# PROCUREMENT

- Professional Services (engineer and administrator)
  - 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
  - If you are using the Development District to administer the grant, you do not have to use a formal procurement process for admin
  - If you only receive one response back when procuring professional services, draft a single response memo and keep it on file
- Construction
  - Must be advertised in a public newspaper
  - Must give bidders a minimum of two weeks before receiving bids
  - Bids must be publicly opened and read aloud
  - Must have two bids, or show what efforts were made to obtain bids
  - Must be awarded to lowest, most responsive bidder (approval from ECD required if not the lowest bid)

# CONSTRUCTION BID PROCESS

- Review Bidding Procedures on the website
- Submit bid documents electronically to TNECD and wait for approval prior to bid advertisement
- Before advertising also have approval from other appropriate State agencies (For water and sewer this would be TDEC)
- Requirements of the Tennessee Contractors Licensing Act of 1994 should be followed concerning information on the outside of the contractor's bid submittal envelope
- Addendums must be sent to [Kirby.Lewis-Gill@tn.gov](mailto:Kirby.Lewis-Gill@tn.gov) for approval prior to issuing
- Open Bids
- Submit certified detailed bid tabs and accompanying information to [Kirby.Lewis-Gill@tn.gov](mailto:Kirby.Lewis-Gill@tn.gov)

# CONSTRUCTION

The background image shows a close-up view of a train car, likely a hopper or similar construction-related vehicle, on a set of tracks. The car is white and has various mechanical components, including a large cylindrical tank and a complex arrangement of pipes and chains. The tracks are made of steel rails on a bed of gravel. The sky is clear and blue.

- Construction can begin only when a letter from ECD approving the bid tabs has been issued
- Notice of Award and Pre-construction Conference must be submitted to ECD
- Notice to Proceed must be submitted to ECD
- All change orders must be approved by ECD prior to execution

# INVOICING

- Once you have received your executed contract, you will receive by email an invoice template that is specific to this grant. The completed invoice template & all supporting documentation must be submitted to TNECD ([ecd.invoices@tn.gov](mailto:ecd.invoices@tn.gov)) for you to be reimbursed.

Questions about the invoicing process?

Contact

Alaire Brown

Director of Grants Management

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

615-339-7654

# INVOICING

- Reimbursable grant - work must be completed in order to submit an invoice to the State
- All back-up documentation must show dates of service and include a description of the service provided or work completed
- Submit invoices no more than monthly and no less than quarterly to [ecd.invoices@tn.gov](mailto:ecd.invoices@tn.gov)

# INVOICING PROCESS

Submit completed request to [Ecd.invoices@tn.gov](mailto:Ecd.invoices@tn.gov)

TNECD Fiscal will log request and send it to the program staff to review

Program staff will review and send it back to Fiscal team

Fiscal team will review and then input request into the payment system

Once in the payment system, it goes through up to three additional fiscal reviews

Reimbursement paid out to the grantee

# INVOICE TEMPLATE

## 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

Invoice Request Number:	1	
Final Invoice Request? YES or NO? :	YES	
Date of Invoice:	01/01/21	
Invoice Period:	Beginning	End
	09/01/20	11/01/20
Amount of this Request:	480.00	

Remit To:	
Grantee Remit Address	

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	\$500.00	\$100.00	20.00%	\$400.00	80.00%	\$0.00	\$400.00	\$480.00	\$480.00	(\$80.00)	120.00%
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	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$100.00	\$20.00	20.00%	\$80.00	80.00%	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00	0.00%
Total	\$600.00	\$120.00	20.00%	\$480.00	80.00%	\$0.00	\$480.00	\$480.00	\$480.00	\$0.00	100.00%

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: \_\_\_\_\_ Title: President Date: \_\_\_\_\_



# INVOICE TEMPLATE

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 Depreciation	\$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 Template. We can't process any requests unless they are on the new form.

# INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	
Edison Location	
ECD Speedchart# or Program#:	
Edison Contract ID#:	
ECD Department ID#	
Edison Vendor ID#:	
County:	
Remit To:	
<b>Your organization's info</b>	

Invoice Request Number:	1
Final Invoice Request? 'YES or NO?':	YES
Date of Invoice:	10/20/20
Invoice Period:	Beginning: 10/01/20      End: 10/17/20

Amount of this Request: 30,000.00

ECD Prog. Mgr., Title	
Grantee Contact Name	
Email Address	
Phone number	

Budget Line-Item	Contractor	Contractor	Total	Amount of	Amount
Payee/Vendor Name	Invoice	Invoice	Project	Grantee	Charged to
	Number	Date	Amount	Participation	Grant Contract
			Invoiced		
<b>Construction</b>					
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
Total Construction			\$50,000.00	\$25,000.00	\$25,000.00
<b>Construction Inspection</b>					
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
Total Construction Inspection			\$0.00	\$0.00	\$0.00
<b>Engineering Design</b>					
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

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

The totals will automatically calculate as you add lines in each budget section

This was established during contracting

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.).

# INVOICE TEMPLATE

## Broadband Accessibility Grant - 2018 INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	1
Edison Location	Main
ECD Speedchart# or Program#	330790
Edison Contract ID#	12345
Edison Department ID#	3306700100
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 requests, starting with reimbursement request two.

These will be auto populated from the Backup Detail tab

Budget Line-Item	Total Project	Grantee Participation	Indirect 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	\$1,558,352.00	\$779,176.00	50.00%	\$779,176.00	50.00%	\$0.00	\$779,176.00	\$0.00	\$0.00	\$779,176.00	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>	<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.

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.

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

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

# INVOICING

## Helpful Tips Based on Common Mistakes

- If you are completing a property purchase, we need your reimbursement request in one month before the property closing date.
- When you are ready to submit the request combine your signed invoice coversheet, backup detail pages, and backup documentation into ONE pdf document.
- The request documentation should be in order it was added to the backup detail lines. There should be handwritten/typed labels on each page of the document to tie it back to the backup detail lines.

# INVOICNG

## Helpful Tips Based on Common Mistakes

- The invoice period on the backup detail tab needs to be filled out based on the earliest and the latest service dates found in the reimbursement request.
- Information for all applicable fields must be completed on the invoice template and the coversheet must be signed and dated prior to submission.
  - Please don't forget to double check that the "Amount of Grant Funds Previously Invoiced" column has been updated prior to signing the coversheet.

# FINANCIAL REQUIREMENTS

- 5% Retainage must be held on all construction contracts. Construction contracts over \$500,000 must put retainage into an escrow account.
- TNECD can only reimburse 75% of the Engineering Design grant amount line item prior to having your bid documents approved.
- The 1<sup>st</sup> construction invoice can only be paid if we have reviewed and approved your bid tabulations.
- To receive final payment for construction, a Notice of Completion must be published in the paper and a notarized Release of Liens must be obtained from the contractor. Both must be included with the invoice.
- Administration and Engineering cannot be increased without written permission from ECD, and administration cannot exceed 4% of original grant award.

# PROJECTS WITH MULTIPLE GRANT SOURCES

- Must follow SDG requirements
- Anything bid with SDG contract becomes part of our project
- Paid by percentage of line item in budget



# FILES

- You may 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 relevant documentation
- Keep files for 5 years after the close of the contract

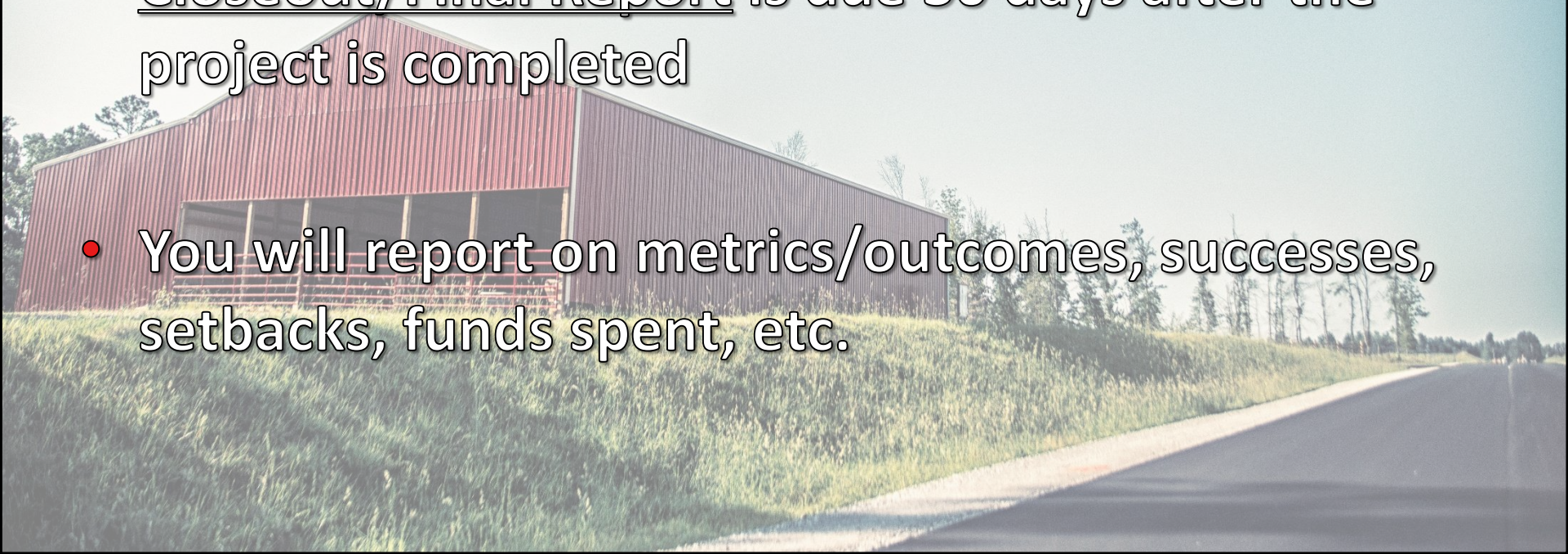


# MONITORING

- TNECD will conduct monitoring once the project is 50% complete
- These may be on site or conducted remotely
- TNECD also requires monthly reports to review progress and answer any questions

# CLOSEOUT/FINAL REPORT

- The closeout report is basically the same as the annual report with information on final spending
- Closeout/Final Report is due 30 days after the project is completed
- You will report on metrics/outcomes, successes, setbacks, funds spent, etc.



# OTHER REQUIREMENTS

- We want your success stories! Remember to take photos prior to work beginning.
- Think about outcomes throughout the project.
- All documents must be submitted electronically.
- It is important that you ask questions as soon as they arise, rather than waiting until too late.
- If site is not certified and is over 20 acres, certification must be actively pursued. If site is due for recertification, recertification must be actively pursued.

# QUESTIONS?

Kirby Lewis-Gill

[Kirby.Lewis-Gill@tn.gov](mailto:Kirby.Lewis-Gill@tn.gov)

Alaire Brown

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

<https://www.tn.gov/ecd/rural-development/tnecd-site-development/select-tennessee-site-development-grant.html>