



DIGITAL OPPORTUNITY (DO) GRANT PROGRAMS

Grant Compliance Documents & Processes Webinar

October 30, 2024



Congratulations!

**Thank you for your partnership in achieving
Tennessee's Digital Opportunity Vision**

Agenda

1. Timeline
2. Forms
3. Audit and Title VI
4. Pre-award expenses
5. Feedback Form



TN Digital Opportunity (DO) Vision



Vision: To ensure all Tennesseans have access to affordable and reliable internet service, dependable technology, and the digital literacy skills necessary to participate fully in the digital economy

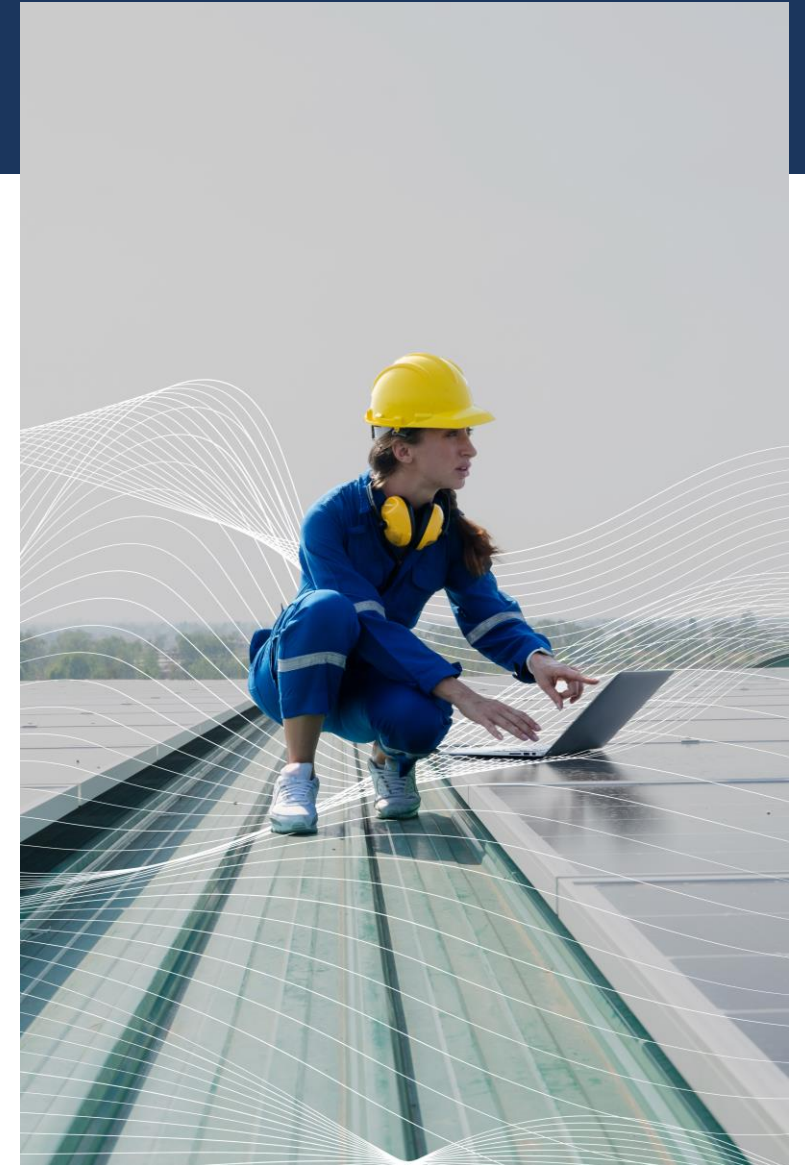
- *DSEW* – digital skills & workforce development
- *CCF* – facilities for connectivity and DO resources
- *BRC* – locally-led DO activities – public wi-fi; digital skilling; etc.

[Read TN's DO Plan Here](#)

Goals for Today's Webinar

1. Identify and discuss required **forms**;
2. Form requirements - **Edison/Reimbursements**;
3. Identify grantee **next steps** to complete forms;

Note: Forms are the biggest delays in processing contracts. Please make sure all legal names, addresses, and account numbers match or the contract and/or payments will be delayed.



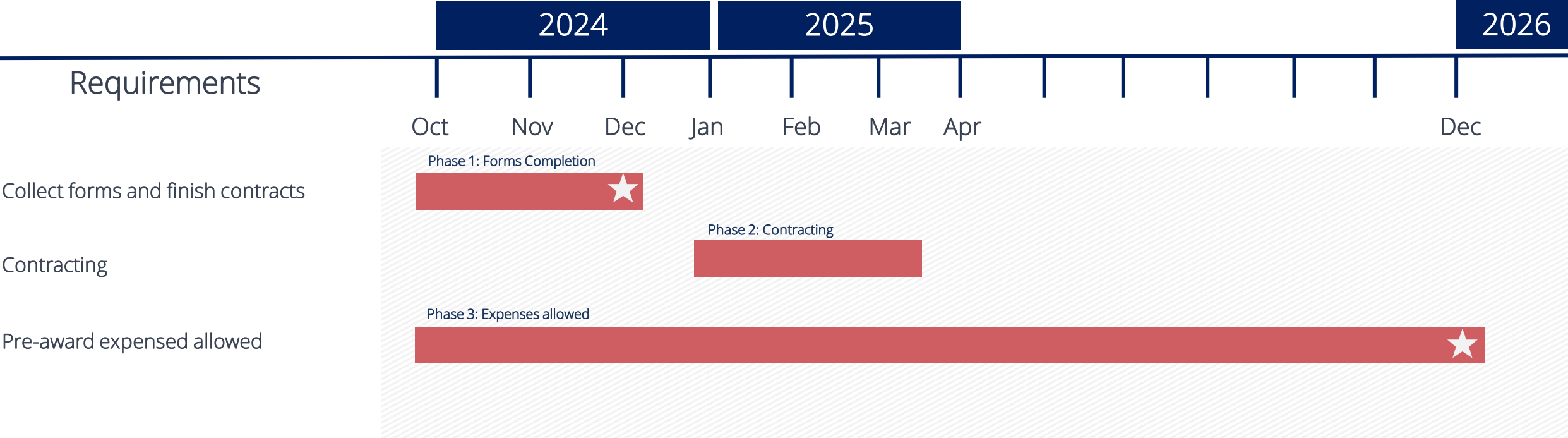
The background features a dark blue gradient. On the left side, there are several overlapping, semi-transparent stars of varying shades of blue. A large, faint circular graphic, possibly a globe or a stylized 'O', is visible behind the stars. The text '1. Timeline' is centered on the left side of the image.

1. Timeline

Timeline

- We will be collecting forms and finishing contracts in December.
- Please do not expect your grant contracts earlier than January 2025
- Reimbursements can begin after the grant contract is signed.
 - Please note that certain pre-award grant expenses are retroactive from October 28th, 2024 – see award notices for more details.
- The deadline for expending grant funds is October 2026. This is a hard deadline.

Timeline



2 Forms

You only need to take action on the following forms if you receive a revision request via SmartSimple

Required Fiscal Forms

Forms required before grant activities begin:

1. Grant Payment Setup Form (GPSF) - [Link](#)
2. Supplier Direct Deposit Authorization (SDDA) Access Form- [Link](#)
3. W-9 - [Link](#)

Grant Payment Setup Form (GPSF)




Link

- This form tells us how to set up your contract.
 - Legal name, address, FEIN, and banking information
 - **Legal name and address should match your W-9 form**
 - TNECD Program Name -
 - Connected Community Facilities
 - Digital Skills, Education, & Workforce Development
 - Broadband Ready Communities
- Ensure form is dated and signed with a **hand-written signature** or Adobe digital signature with a certificate.
- Upload completed forms to **SmartSimple**.

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Grant Payment Setup Form

 TN Department of Economic & Community Development

This form is used by TNECD to set up a grantee's payments and develop the grant contract and should be submitted when the project is awarded.
Provide an answer for all questions, including N/A for Not Applicable.
There are two steps required to ensure your entity can receive grant funds from the State of Tennessee.

- **Step 1:** Confirm your entity is a supplier/vendor for the State of TN or set up your entity as a supplier/vendor using the W-9
- **Step 2:** Confirm your direct deposit information or set up a bank account to receive funds using the Supplier Direct Deposit form

You will receive an invoice template that contains the information provided below after your project's contract is approved. You will use that template to request payment on your grant.

TNECD Program Name: _____

Grantee's Legal Name: _____

Step 1:

Has your entity previously received funds from the state? Yes No

If yes, please provide your FEIN _____

If no, please complete the W9 located [here](#) and return to ECD.Invoices@tn.gov

Step 2:

Grantee mailing address: _____

Last four digits of the bank account number to be used for this grant: _____

Has the bank account above previously received state funds through ACH? Yes

If yes, and there is no change to your account, **no further information is required.**

If no, or if you want to change account information, please complete the Supplier Direct Deposit Authorization [form](#) and mail the original to State of Tennessee Supplier Maintenance using the instructions on the form. For new accounts, select "New" in Section 1 - Type of Request. For changes, select "Change Existing Account."

Sign and date below and return to TNECD by email (ECD.Invoices@tn.gov).

Grant Payment Setup Form Checklist

- The Legal Entity/Business Name on the Grant Payment Setup form (GPSF) matches what is listed on your Edison, W-9 and SDDA (if applicable)
- The FEIN (Or SSN for Sole Proprietors) listed on the GPSF matches what is listed on the W-9 and the SDDA (if applicable)
- The address listed on the GPSF matches what is listed on the W-9
- The GPSF and the W-9 have a handwritten or Adobe digital signature with a certificate summary on it
- If applicable, the SDDA has been completed according to instructions and contains hand-written signatures
- All forms have been dated within the last 365 days
- The GPSF and the W9 will be returned to TNECD
- The SDDA form has been mailed to the State's Supplier Maintenance Office



- This form is used, along with the GPSF, to update Edison.
- Information must match what was provided on the GPSF (Legal Entity/Business name(s), Address, and FEIN)
- No alterations are accepted on this form such as strikethrough, white-out, writing over text, etc.
- Ensure form is dated and signed with a hand-written signature or Adobe digital signature with a certificate.
- Additional instructions on how to fill out the form can be [found here](#)
- Please share your completed form via SmartSimple – with revisions, if necessary

The image shows the Form W-9, 'Request for Taxpayer Identification Number and Certification'. It includes sections for: 1. Name of entity/individual; 2. Business name; 3a. Federal tax classification; 3b. Partnership/Trust/LLC information; 4. Exemptions; 5. Address; 6. City, state, and ZIP code; 7. List account number(s); Part I. Taxpayer Identification Number (TIN); Part II. Certification; Sign Here; and General Instructions.



Please make sure you are using the 2024 W9 version.

Supplier Direct Deposit Authorization (SDDA) Access Form- 1/2



Link

- If the bank account requested on the GPSF has not previously been used by the State, or you are changing bank account information, you will need to complete this form.
 - Steps:
 1. Complete SDDA Access Form (link on slide 10) & email to Supplier Maintenance.
 2. Work with Supplier Maintenance to complete SDDA.
 - They will email you regarding SDDA process and form.
 - CHECK SPAM BOX FOR THEIR EMAILS.



- Disclaimer – TNECD does not manage Supplier Maintenance or the SDDA process.

TN

STATE OF TENNESSEE
DEPARTMENT OF FINANCE & ADMINISTRATION
DIVISION OF ACCOUNTS – SUPPLIER MAINTENANCE
SDDA ACCESS FORM

Should you have any questions or need assistance, contact Supplier Maintenance at 615-741-9745 or FA.SupplierSupport@tn.gov.

Suppliers use this form to request access to the Supplier Direct Deposit Authorization (SDDA) form. The SDDA form is completed by suppliers to add, change, or remove bank account information on file with the State of Tennessee.
All fields on this form are required. If nonapplicable, enter N/A in the field(s).

SECTION 1: SUPPLIER INFORMATION
The information provided in this section must match the supplier information on file with the State of Tennessee or your request will be delayed.

Name (as shown on your income tax return):

Business Name, if different from above:

Taxpayer Identification Number (TIN):

Select SSN (Social Security Number) or EIN (Employer Identification Number) for the TIN provided: SSN or EIN

Address:

City: State: Zip:

Provide the name(s) of the state department/agency you are receiving payments from or expecting to receive payments from:

SECTION 2: REQUESTER'S INFORMATION – For SSNs, the requester and supplier must be the same.

Name:

Title, if supplier is an entity:

Phone Number:

Email Address:

SECTION 3: SIGNATURE – Complete 1. or 2. below. Do not complete both.

1. Click the digital signature box below to digitally sign the form. **You will not be able to make changes to the form after your digital signature has been applied.**

After digitally signing and saving the form, click the **Submit** button below to email the form to FA.SupplierSupport@tn.gov.

SUBMIT

2. Print the form, hand sign below, then scan the form and email it to FA.SupplierSupport@tn.gov.

Print Name: _____

or

Signature: _____

Date: _____

For internal use only:

FA-1133 (Rev. 3/0/24) RDA SW20

Supplier Direct Deposit Authorization (SDDA) – 2/2



- The following information must be precise for SDDA approval:
 - The Legal Entity/Business name(s)
 - FEIN number (MUST match the information listed on the GPSF & W-9 submitted to ECD)
 - Address – must match what is in Edison (supplier profile)
 - Banking information



Note: The Supplier Maintenance Office will reach out to the email listed in Section 2 of the form if they have questions after the form has been received. Ensure that person checks their spam/junk folder for emails from supplier.maintenance@tn.gov.

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Taxpayer Identification Number (TIN): _____

Select SSN (Social Security Number) or EIN (Employer Identification Number) for the TIN provided: SSN or EIN

Address: _____

City: _____ State: _____ Zip: _____

Provide the name(s) of the state department/agency you are receiving payments from or expecting to receive payments from: _____

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SUBMIT

2. Print the form, hand sign below, then scan the form and email it to FA_SupplierSupport@tn.gov.

Print Name: _____

Signature: _____

Date: _____

For internal use only:

FA-1135 (Rev. 10/24) RDA SW20

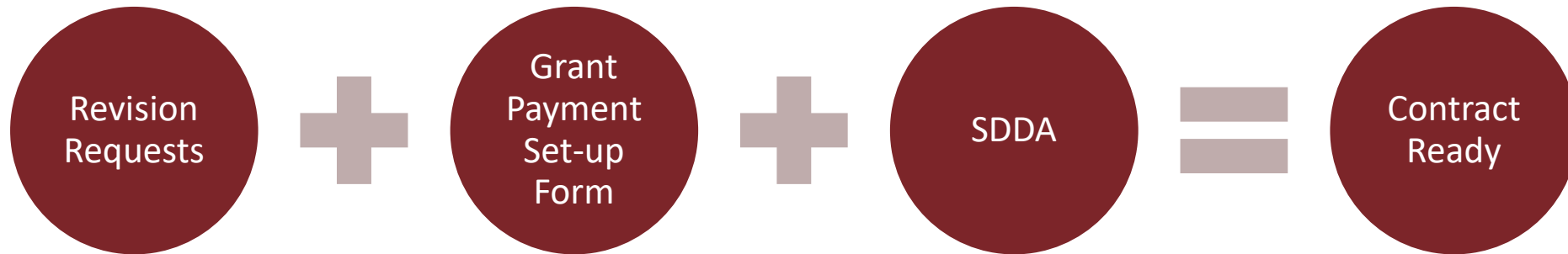
Next Steps For GPSF, W9 & SDDAs – Scenario 1

- 1-2 weeks.
- Scenario 1 – Grantee has received funds from state in past, no new banking information.
 - GPSF edits only.



Next Steps For GPSF, W9 & SDDAs – Scenario 2

- 4-6 weeks (more if SDDA is rejected).
- Scenario 2 – Grantee has received funds from state in past, new banking information.
 - GPSF edits, SDDA process
 - Work with ECD to ensure addressing matches



Next Steps For GPSF, W9 & SDDAs – Scenario 3

- 6-8 weeks (more if SDDA is rejected).
- Scenario 3 – Grantee has not received funds from state in past.
 - A correct W9 will be required as first step (setting up your supplier profile).
 - SDDA form will need to be completed (adding your banking information to your supplier profile).



Resolution for CCF Grantees



- Resolutions are required for local governments.
 - Must be passed by the appropriate legislative body.
 - Town/City Council, County Commission etc.
- Applicants should submit a resolution to specifically address this grant opportunity (Connected Community Facilities Program (CCF) Round 2) and include the commitment to the **matching funds**.
- **Resolution is required before contracting**

The background features a dark blue gradient. On the left side, there are several overlapping, semi-transparent five-pointed stars in a lighter shade of blue. A large, faint circular arc is also visible, partially overlapping the stars. The text '3 Audit & Title VI' is centered horizontally in the upper half of the image.

3 Audit & Title VI

Introduction to Audit & Title VI

- TNECD Broadband has created a form to simplify the submission of Audit and Title VI paperwork: [Link](#)
- Each section contains directions and links for the items we are requesting to be uploaded.
- TNECD cannot pay any reimbursement requests unless we have an active Title VI submission on file
- The next few slides detail what is needed for each section of the form



Note: This section is only applicable to you if your grant award letter or revision request expressly states that you are missing Title VI or Audit information

Audit Submission

TNECD is required to review each grantee's most recent audit annually. This helps the program manager determine the risk level of the grantee and the level of monitoring needed

Items Needed for Compliance:

- Most Recent 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.



Note:

- A Management Decision Letter will be issued by TNECD if there are audit findings to acknowledge the CAP
- Grantees with multiple or severe audit findings related to grant or fiscal management will be subject to higher levels of monitoring

Title VI Submission

Items needed for compliance

- 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](#)
 - The survey must provide contact information and racial composition of service area and governing board and requires signature from grant contact
- Title VI Training Completion
 - The training quiz can be [found here](#). We will need a copy of the certificate uploaded to submission form
 - If you have taken another Department's training, we will accept that certificate in lieu of the ECD training certificate.



Note: A copy of the completed and passed training must be uploaded, and it must be dated within the last 3 years.



4. Pre-Award Expenses

Pre-Award Expenses

The following expenses are applicable before you sign your grant as of the date of the award letter:

- CCF: All categories after date of award letter to expedite construction (October 28)
 - Pre-Award spending is allowed and can help you meet your December 2026 deadline
- DSEW: Supplies and Grant Administration after date of award letter (October 28)
- BRC: N/A

Invoice Template

- This document will be sent to the grantee contact via email once the contract is approved
- A completed and signed invoice template, along with supporting documentation, is required for each reimbursement request.
- We ask that grantees submit reimbursement request no more than monthly and no less than quarterly to ECD.Invoices@tn.gov
- Additional instructions can be [found here](#).

Resources and Contacts

- You have access to our [post award guidebook](#) that outlines all your responsibilities. The guidebook highlights key points regarding procurement thresholds, equipment rules, Davis-Bacon Act requirements, record-keeping, site visits, audit requirements for non-profit subrecipients, reporting timelines, invoicing, and other common questions.
- Please note that these are your PoCs for the following grants:
 - CCF: Codi.Drake@tn.gov
 - BRC: ciara.carl@tn.gov
 - DSEW: codi.drake@tn.gov or ciara.carl@tn.gov

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5. Feedback Form

Let us know how we did! (and log your attendance)



Please mark your attendance on the form by scanning this code. Please let us know how we did and what you would like us to prioritize in upcoming webinars and office hours. You can also use this space to share with us your pointed questions that you would like us to get back to you on.