



INVOICING JOB AID - MINI VIDEO SERIES

PART 1- GOAL, OVERVIEW OF THE PROCESS AND FILLING THE INVOICE TEMPLATE

March 2024

Disclaimer

- This invoicing job aid is not an exhaustive guide and is **only to be used for improving the grantees' awareness** needed to ensure error-proof invoicing
- All grantees are subject to stringent federal, state and local guidelines/laws and this document is not to be perceived as a substitute for the aforementioned guidelines/laws.
- Grantees/Sub-recipients must maintain financial records/supporting documentation to ensure compliance with Federal regulations and allow TNECD/Auditors access to these records for compliance checks.
- Enforcement actions, deficiency in internal controls & remediation plans would be recommended strictly in accordance with Federal regulations
- In the event of any discrepancy, Federal regulations will prevail over the content/references mentioned in this job aid.

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Mini Video Series – 1/5

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Goals

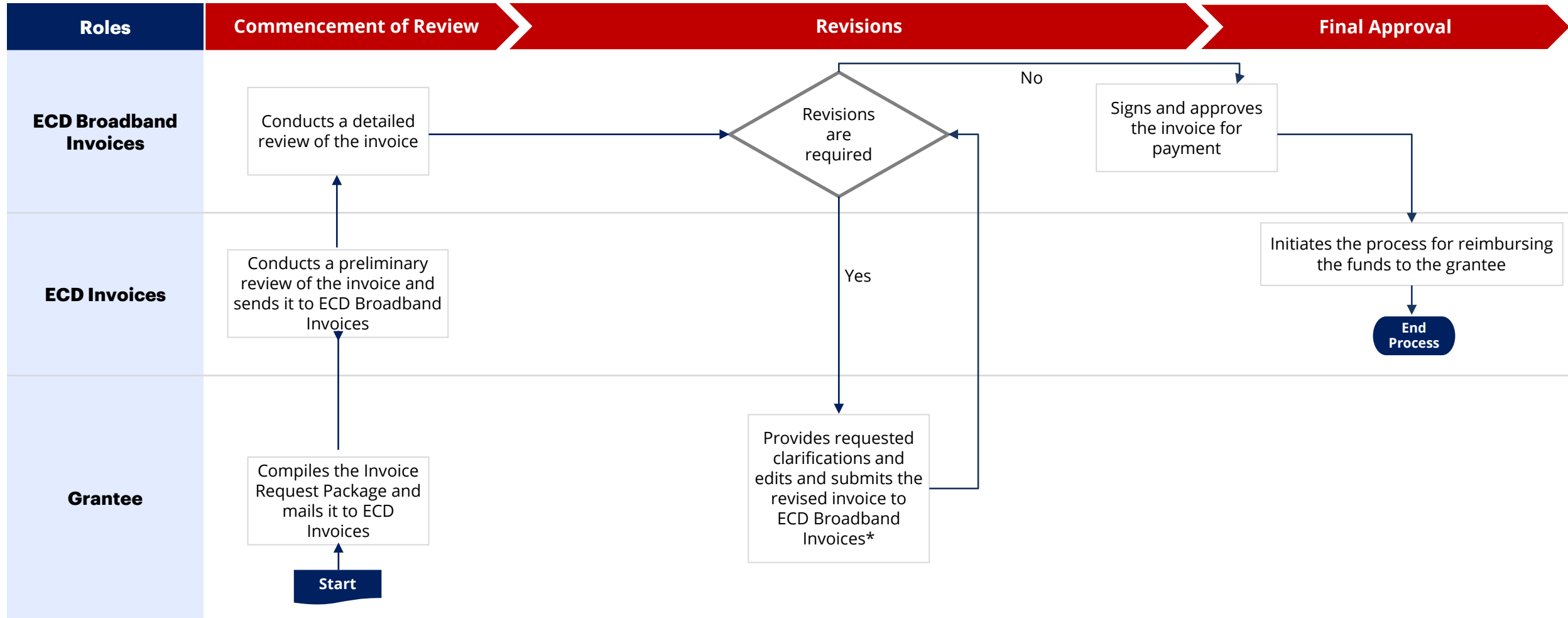
1. To provide an overview of the **ECD's invoicing guidelines**.
2. To understand **how ECD will review invoices** to ensure compliance with their policies and accounting guidelines throughout the lifecycle of the grant



02

Overview of the Process of Invoice Submission

A Snapshot of the Invoice Submission and Approval Process



*Any new invoice request that emerges due to a necessary split in the invoice in question due to vendor invoices crossing FYS, must be sent to ECD Invoices and not ECD Broadband Invoices

03

Filing Invoice Template

Invoice Template

Grant Budget

Invoice

Backup Detail

Instructions

The Invoice template comprises four tabs

1. Grant Budget
2. Invoice
3. Backup Details
4. Instructions

Backup Details Tab

The grantee must first fill the details in the Backup Detail tab of the invoice template as it is where the grantee will enter most of the reimbursement information.

- The grantee will need to find the appropriate budget line-item for the vendor invoice they are wanting to be reimbursed for.
- The information related to each individual vendor invoice must be typed in the **blue area** after the grantee has identified the budget line item that corresponds to the expense
- **Do not** combine multiple vendor invoices/receipts into one line
- **Do not** split one invoice/receipt over multiple lines unless you need to split it between multiple budget categories.
- Once the grantee has entered in the information in the light blue area, the template will auto calculate the match and the grant request amount.

Edison Address		Invoice Request Number:	1
Edison Location		Final Invoice Request? YES or NO?	
ECD Speedchart# or Program#:		Date of Invoice:	
Edison Contract ID# :			
ECD Department ID# (Please use through 6/30/2023)			
ECD Department ID# (Please use beginning 7/1/2023)			
Edison Vendor ID#:		Invoice Period:	Beginning End
County:		Contract Period	Begin Date End Date
Remit To:		Amount of this Request:	
		ECD Contact	Taylre Beaty, Broadband Director
		Grantee Contact Name	
		Email Address	
		Phone number	

Budget Line-Item	Payee/Vendor Name	Contractor Invoice Number	Contractor Invoice Date	Total Project Amount Invoiced	Amount of Grantee Participation	Amount Charged to Grant Contract
Construction (Including Inspection)						
A1						
A2						
A3						
A4						
A5						

Backup Details Tab

Please ensure to fill the correct details of the invoices such as invoice period, request number and other required information on the tab

- **Invoice Request Number** - It is the sequential number of grantee's project's invoice requests submitted to ECD. It will be 1 if this is the first request
- **Final Invoice Request** - This will be a 'Yes' if the invoice is the grantee's last request and will be a 'No' if the grantee plans to send more reimbursement requests to ECD in the future*
- **Invoice Date and Number for Material Inventory** - The invoice number column can be left blank. The invoice date must be a date that reflects the latest date in the supporting documentation provided for material inventory.
- **Invoice Date and Number for In-House Labor Costs**- The invoice number column can be left blank. The invoice date must be a date range that reflects the latest date in the supporting documentation provided for in-house labor costs.

The screenshot displays the 'Backup Detail' tab with the following sections:

- Edison Information:** Edison Address, Edison Location, ECD Speedchart# or Program#, Edison Contract ID#, ECD Department ID# (Please use through 6/30/2023), ECD Department ID# (Please use beginning 7/1/2023), Edison Vendor ID#, County.
- Invoice Details:** Invoice Request Number (1), Final Invoice Request? YES or NO?, Date of Invoice.
- Invoice Period:** Beginning, End.
- Contract Period:** Begin Date, End Date.
- Amount and Contact:** Amount of this Request, ECD Contact (Taylre Beaty, Broadband Director).
- Grantee Contact:** Grantee Contact Name, Email Address, Phone number.
- Budget Line-Item Table:**

Budget Line-Item	Contractor Invoice Number	Contractor Invoice Date	Total Project Amount Invoiced	Amount of Grantee Participation	Amount Charged to Grant Contract
Construction (Including Inspection)					
A1					
A2					
A3					
A4					
A5					



Note: Please remember that preceding a final invoice submission, a Closeout Report must be submitted. The final invoice cannot be approved for payment without the Closeout Report.

Backup Details Tab

Grant Budget

Invoice

Backup Detail

Instructions

- **Invoice Period** – This is based on the invoice dates of the vendor invoices entered on the backup detail column ‘Contractor Invoice Date’. The grantee will have to use the earliest and the latest invoice dates create the period.
- **Invoice Period (if the reimbursement invoice contains inventory and labor costs)** – In this case, apart from the invoice dates of the vendor invoices, the earliest and the latest date on the supporting documentation of inventory and labor related costs must be considered to create the period.
- **Date of Invoice** - This is the date on which the grantee will be sending this reimbursement request to ECD. In case of revisions that would require a change in the invoice amount, the date of the invoice must be changed to reflect the date on which the revised invoice was sent to ECD.
- **Note** : Duplicate invoices are the responsibility of ISPs. Even if ECD pays a duplicate invoice, ISP will be responsible for paying ECD back

Backup Details Tab

Grant Budget

Invoice

Backup Detail

Instructions

Points to Note

- **Invoice Period** – The invoice period must not cross Fiscal years. The dates of all the vendor invoices, material inventory and in-house labor being claimed in a grantee’s invoice request must fall within the same Fiscal period.

Case 1: Contract Period 09/06/2022 to 08/31/2025

- For example, a reimbursement invoice request 1 contains invoice dates that span from 03/15/23 through 10/30/23.
- This will not be considered appropriate. In this case the grantee will be asked for revisions.
- The grantee will be asked to resubmit the reimbursement invoice request 01 by excluding all invoices dated in FY 24 (post 06/30/23) and retaining invoices dated in FY 23 (pre 06/30/23) from reimbursement invoice request 01. The revised invoice request 1 must be sent to **ECDBroadband.Invoices@tn.gov**
- The excluded invoices dated in FY 24 must be added to the upcoming reimbursement invoice request 02 and submitted to **ECD.invoices@tn.gov**

Backup Details Tab

Grant Budget

Invoice

Backup Detail

Instructions

Points to Note

Case 2 (Exception) - Contract Period 09/06/2022 to 08/31/2025 ; Allowable back date is 03/15/21

- For example, a reimbursement invoice request can contain invoice dates that span from 06/15/21 through 10/30/22 and this is appropriate.
- Exception is made for make-ready invoices or inventory dates that precede the contract start date with the allowable back date specified in the grant contract*
- Costs that were accrued prior to the start date are automatically “rolled” into the next fiscal year for payment.

Grant Specific Allowable Back Dates for Make Ready Inventory

- TEBF – ARPA – 3rd March 2021
- Middle Mile – 15th March 2021
- Last Mile - 15th March 2021
- Broadband Ready Communities – 3rd March 2021
- Digital Skills, Education and Workforce - No back date
- Connected Community Facilities - 15th March 2021

Invoice Tab

The Invoice tab forms the cover sheet of the invoice request package, and the grantee must open this tab after completely filling the required information on the Backup Detail tab

Edison Address				Invoice Request Number: 1	
Edison Location				Final Invoice Request? YES or NO?: no	
ECD Speedchart# or Program#:				Date of Invoice: 12/20/23	
Edison Contract ID#:				Invoice Period: Beginning 09/09/22 End 09/30/23	
ECD Department ID# (Please use through 6/30/2023)				Contract Period: Begin Date 09/09/22 End Date 09/31/25	
ECD Department ID# (Please use beginning 7/1/2023)				Amount of this Request: 220,703.30	
Edison Vendor ID#:				ECD Contact: Taylre Beaty, Broadband Director	
County:					
Remit To:					
0					

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 (including Inspection)	\$23,561,815.71	\$10,602,816.71	45.00%	\$12,958,999.00	55.00%	\$0.00	\$12,958,999.00	\$220,703.30	\$220,703.30	\$12,738,295.70	1.70%
B Engineering and Design	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
D Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 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%
F Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G Project Contingency	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total	\$23,561,815.71	\$10,602,816.71	45.00%	\$12,958,999.00	55.00%	\$0.00	\$12,958,999.00	\$220,703.30	\$220,703.30	\$12,738,295.70	1.70%

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: _____ Date: _____

Please email your invoice including the first three tabs and backup documentation to ECD.Invoices@tn.gov

The information in this section will be auto populated from the backup detail sheet.

Points to Note:

- If the data it is not populating, please go back to the backup detail tab and fill it in.
- The invoice request should not overdraw the grant funds available to the project. Please check 'Ending Grant Balance' to ensure this.

Invoice Tab

The grantee must fill the 'Amount of Grant Funds Previously Invoiced' in the Invoice tab.

Edison Address		Invoice Request Number: 1	
Edison Location		Final Invoice Request? YES or NO?: no	
ECD Speedchart# or Program#:		Date of Invoice: 12/20/23	
Edison Contract ID#:			
Edison Department ID# (Please use through 6/30/2023)			
Edison Department ID# (Please use beginning 7/1/2023)			
Edison Vendor ID#:			
County:			
Remit To:		Invoice Period: Beginning 09/08/22 End 06/30/23	
0		Contract Period: Begin Date 09/08/22 End Date 08/31/25	
		Amount of this Request: 220,703.30	
		ECD Contact: Tayire Beatty, Broadband Director	

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 (Including Inspection)	\$23,561,815.71	\$10,602,816.71	45.00%	\$12,958,999.00	55.00%	\$0.00	\$12,958,999.00	\$220,703.30	\$220,703.30	\$12,738,295.70	1.70%
B Engineering and Design	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
D Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 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%
F Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G Project Contingency	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total	\$23,561,815.71	\$10,602,816.71	45.00%	\$12,958,999.00	55.00%	\$0.00	\$12,958,999.00	\$220,703.30	\$220,703.30	\$12,738,295.70	1.70%

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: _____

Please email your invoice including the first three tabs and backup documentation to ECD.Invoices@tn.gov

Amount of Grant Funds Previously Invoiced

- If this is the first request, then this will be zero.
- If this is second request or beyond, this will need to be filled in based on the grantee's previous invoices.

Signature

- Please do not type out the signature on the excel sheet as we do not accept them.
- The steps for signing will be explained in the upcoming slides

Grant Budget Tab

The Grant Budget tab shows the grantee's contract budget, and if there are any budget revisions or amendments the changes will be reflected in this tab

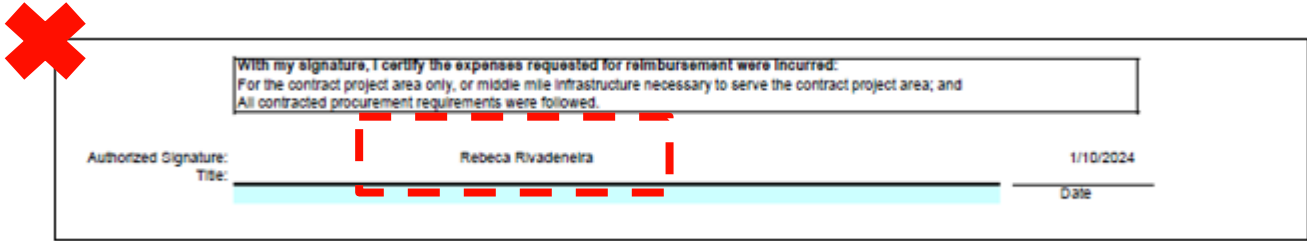
Total Project Amount	#####																
Grant Amount	#####																
Percent of Grant Funds(Match Requirement (%)	69.69%																
Budget Line-Item	Initial Total Project Budget	Revision 1	Revision 2	Revision 3	Revision 4	Revision 5	Revision 6	Revision 7	Current Project Budget	Grant Budget	% Project Funds	Grantee Match	% Project Funds				
A Construction (Including Inspection)	#####								#####	#####	69.69%	\$1,449,022.50	30.31%				
B Engineering and Design	\$0.00								\$0.00	\$0.00	0.00%	\$0.00	0.00%				
C Legal Services	\$0.00								\$0.00	\$0.00	0.00%	\$0.00	0.00%				
D Appraisals	\$0.00								\$0.00	\$0.00	0.00%	\$0.00	0.00%				
E Acquisition of Property	\$0.00								\$0.00	\$0.00	0.00%	\$0.00	0.00%				
F Capital Purchase	\$0.00								\$0.00	\$0.00	0.00%	\$0.00	0.00%				
G Project Contingency	\$0.00								\$0.00	\$0.00	0.00%	\$0.00	0.00%				
Total	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	#####	69.69%	\$1,449,022.50	30.31%				

Budget Line Items of the Grant.

Signing the Coversheet on Invoice Tab

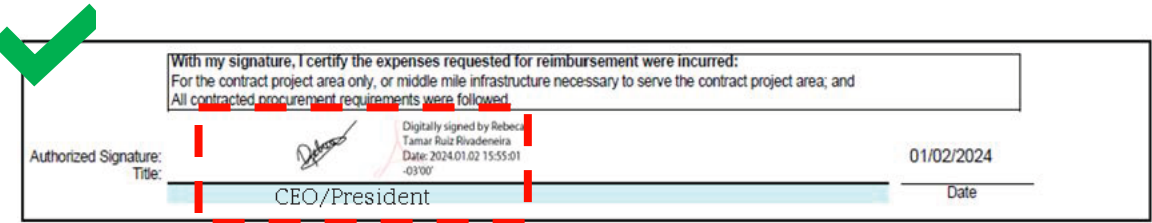
Once it is confirmed that the information has been entered and auto populated correctly, and adjusted the Amount Previously Invoiced (if needed), the grantee will need to print (or print to pdf) the invoice and the backup detail tab.

- You will then need to sign the signature line and date the request at the bottom of the invoice tab page, prior to submitting the request. Ensure to include the title of the person signing.
- ECD does not accept typed out signatures.

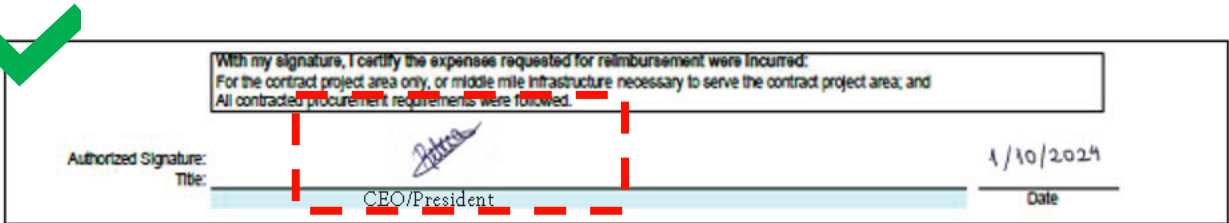


A red 'X' is placed over the top-left corner of the form. The form contains a certification box at the top with the text: "With my signature, I certify the expenses requested for reimbursement were incurred: For the contract project area only, or middle mile infrastructure necessary to serve the contract project area; and All contracted procurement requirements were followed." Below this, the "Authorized Signature:" field contains the typed name "Rebeca Rivadeneira" and the "Date:" field contains "1/10/2024". The "Title:" field is empty. A red dashed line is drawn across the signature and date fields.

- It must be a digitally verified signature (in case of a pdf) or a wet signature (in case of a printout).



A green checkmark is placed over the top-left corner of the form. The form contains a certification box at the top with the text: "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." Below this, the "Authorized Signature:" field contains a digital signature and the text "Digitally signed by Rebeca Tamar Ruiz Rivadeneira Date: 2024.01.02 15:55:01 -03'00'". The "Date:" field contains "01/02/2024". The "Title:" field contains "CEO/President". A red dashed line is drawn across the signature and date fields.



A green checkmark is placed over the top-left corner of the form. The form contains a certification box at the top with the text: "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." Below this, the "Authorized Signature:" field contains a handwritten signature. The "Date:" field contains "1/10/2024". The "Title:" field contains "CEO/President". A red dashed line is drawn across the signature and date fields.

Project Contingency Costs

- Project contingency fund is a reserve of funds that can be moved to any line item. There are no eligible expenses in project contingency per se.
- A budget revision must be requested from ECD. To initiate this process, you need to fill a budget revision document that will be provided to the grantee upon request.
- Upon receipt, the budget office of ECD will provide you with a revised invoice template by reallocating funds under 'Project Contingency' to the requested budget category.

Reminders

- All date fields must be completed. This includes but is not limited to the invoice date, invoice period, signature line (all of coversheet) and invoices dates and numbers on backup details pages.
- This information should also match the period or specific date and invoice number on the supporting documentation.
- The date of the invoice as well as the invoice period* begin date cannot precede the contract begin date.
- When completing the invoice template, please ensure these dates are no sooner than the contract begin date*





Department of
**Economic &
Community Development**

THANK YOU