TN Department of
**Economic &
Community Development**

INVOICING JOB AID - MINI VIDEO SERIES

PART 5 – COMMON ERRORS TO AVOID, AND KEY RESOURCES & CONTACTS

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.

Mini Video Series – 5/5

01
Goals

02
Overview of the Process of Invoice Submission

03
Filling Invoice Template

04
Compiling Request Package

05
Eligible and Ineligible Expenses

06
Delivering the Package to ECD

07
Submitting Revisions

08
Review Timeline & Payment

09
Common Errors to Avoid

10
Key Resources and Contacts

Common Errors to Avoid (1/2)

- TN ECD has compiled a **list of recurring errors** in invoices to aid the grantees in preventing these mistakes in the future invoices and to ensure an **efficient and seamless payment process**

Section of the Invoice Request Package	Reminders
Cover Sheet and Backup Details Page	• Make sure that the details such as **invoice date and number** on the backup details sheet **match** with the details on the supporting documentation • Invoice dates in the back-up detail page(s) **cannot cross fiscal years**. 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 • The grantee will have to use the earliest and the latest invoice dates create the invoice period.
Supporting documentation	• Ensure to attach supporting documentation of all invoices listed on the back-up details page. • All the pages of the supporting documentation must be clear and legible.

Common Errors to Avoid (2/2)

Section of the Invoice Request Package	Reminders
Invoices – Supporting Documentation	• Please ensure that the invoice is **billed to the grantee's legal name**. • Unless provided direct instruction from ECD, please **do not make handwritten adjustments** on the invoices. • Please ensure to mention a description or at least the name of the item purchased on the invoice documentation. • Though TNECD will be able to pay charges on permits, subscriptions, licenses, and miscellaneous similar fees in most instances (at least with respect to TEBF-ARP), they will require communication with Grantee and possibly a "**Justification Memo**". • **Engineering expense** related mileage rate should be brought down to the state level regulations **($ 0.655/mile)** which also needs to be shown on the invoices.

Note* - Mileage expenses are eligible only for TEBF-ARPA, Last Mile, Middle Mile and DSEW grants

Common Errors to Avoid (2/2)

Section of the Invoice Request Package	Reminders
Invoices – Supporting Documentation	**Travel expenses**, which include the below listed expenses, must be summarized by the grantee as a single "Mobilization Cost" line-item for grants that permit such expenditures: • Mileage* (at the federal rate, which is $0.655/mile) • Lodging • Per diem (including meals)

Note* - Please retain this mileage rate within your internal records in the event of an audit. for your reimbursement invoice submission. Mileage expenses are eligible only for TEBF-ARPA, Last Mile, Middle Mile and DSEW grants

Key Contacts

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New invoice request must be sent to
ECD.invoices@tn.gov

Revised invoice request must be sent to
ECDBroadband.Invoices@tn.gov

Resources

Putting Together your Request Packet	https://www.tn.gov/content/dam/tn/ecd/documents/grants-management/Grantee%20Reimbursement%20Request%20Instructions.pdf
Capital Purchase Form	https://stateoftennessee.formstack.com/forms/broadband_capital_purchase
Closeout Report Form	https://stateoftennessee.formstack.com/forms/broadband_grant_quarterly_report
PDF version of all Five Parts of the Mini Video Series	https://www.tn.gov/ecd/rural-development/crd-grant-administration.html

Feedback

- Please scan the QR code on the slide to provide feedback on the mini video series.

- We would appreciate your valuable feedback in order to improve future training sessions.

- **Link -** https://forms.office.com/g/NeKKm4bBx4

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THANK YOU