Department of Economic & Community Development

THREESTAR COMPLIANCE WEBINAR

Grants Management

August 14, 2025

- (9) New Three Star Grantees
  - Bledsoe County Board of Education $500,000
  - The Cocke County Partnership $100,000
  - Grundy County $1,000,000
  - Hancock County $1,000,000
  - Hardeman County $150,000
  - Lake County $750,000
  - Lauderdale County $250,000
  - Perry County $400,000
  - Tennessee College of Applied Technology Oneida/Huntsville (Scott County) $1,000,000

Congratulations!

Agenda

- Overview
- Contracts
- Compliance
- Procurement
- Financial Requirements
- Acquisition of Property
- Reporting
- Monitoring
- File Retention
- Closeout
- Final RFP
- Other requirements

Grant Compliance

The **Grants Administration Website** contains all the information you are required to submit to get your contract started and to manage your project.

- Grant Payment Setup Form, W9 & Direct Deposit Form
  (You have already done these)
- Audit & Title VI *(Must be submitted prior to requesting reimbursement)*
- Contract Scope Change Request
- Reimbursement Instructions
- Accrued Liability Instructions
- Cumulative Adjustment Instructions
- Budget Revision Form

Grant Administration Requirements

- Grants awarded for $75,000 or more are required to work with a third-party grant administrator
- The grant administrator must work for or be an employee of an established grant administration entity that has **3 or more years** of experience managing state or federal grants.
- If your grant administrator listed in the application is not with a professional grant administration firm, please provide a resume and job description for approval
- Grant administration cannot exceed 5% of the original grant award
- Example overview of qualifying admin costs (Found Here)

Audit & Title VI

Financial Audit
(Updated Annually)

Items Needed for Compliance

- Most Recent Audit
  - If you are a City or County, you do not need to upload an audit as long as it is filed with the Comptroller's Office.
  - 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 if it is not a part of the audit document.

Title VI Compliance
(Updated Every Three Years)

Items needed for Compliance

- A copy of your organizations Title VI Non-Discrimination Policy.
- Title VI Survey
- Title VI Training Certificate
  - The survey, training and quiz can be found on the submission website.

Things to Note

- These items must be submitted prior to requesting reimbursement
- If you have already submitted for another TNECD program this does not have to be submitted again.

Contracts

GOVERNMENTAL GRANT CONTRACT
(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date	End Date	Agency Tracking #	Edison ID
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
Grantee Legal Entity Name			**Edison Vendor ID**
Legal Name of your organization, including a dba, if applicable			The number associated with your entity
Subrecipient or Contractor		**CFDA #**	
☒ Subrecipient ☐ Contractor		**Grantee's fiscal year end** **This is the end of your fiscal year per your application and pregrant**	

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

Contracts

- When you receive the draft contract verify the information before returning it signed

- Do NOT start work until you have an executed contract - We can only reimburse for expenses during the approved contract period!

- Contracts outline eligible timeline, activities and budget

Procurement

- Procurement must be **competitive and transparent**
- Follow local procurement procedures and keep good documentation of the process and results
- Procurement of professional services should not be based on price but on meeting your qualifications

Procurement of Professional Services

Public advertising it not required, however you must follow TCA12-4-107, Contracts for Professional Services

The steps below are used for the procurement of grant administration, engineering/architectural services, project management, third-party training and design services. Contracts should be awarded based on qualifications, **not price alone**

Step	Activity	Documentation
1	Prior to the engagement of any professional services, a written request for statements of qualifications must be sent to at least three firms that offer the type of service the community wishes to procure	Copies of letters or emails sent
2	Once statements of qualifications are received back from the firms, a selection committee shall evaluate the responses and document the scoring and selection process	Responses received, scoring process and executed contract for professional services signed by the grantee

If a single response is received,
the grantee must draft a letter stating such

Acquisition of Property

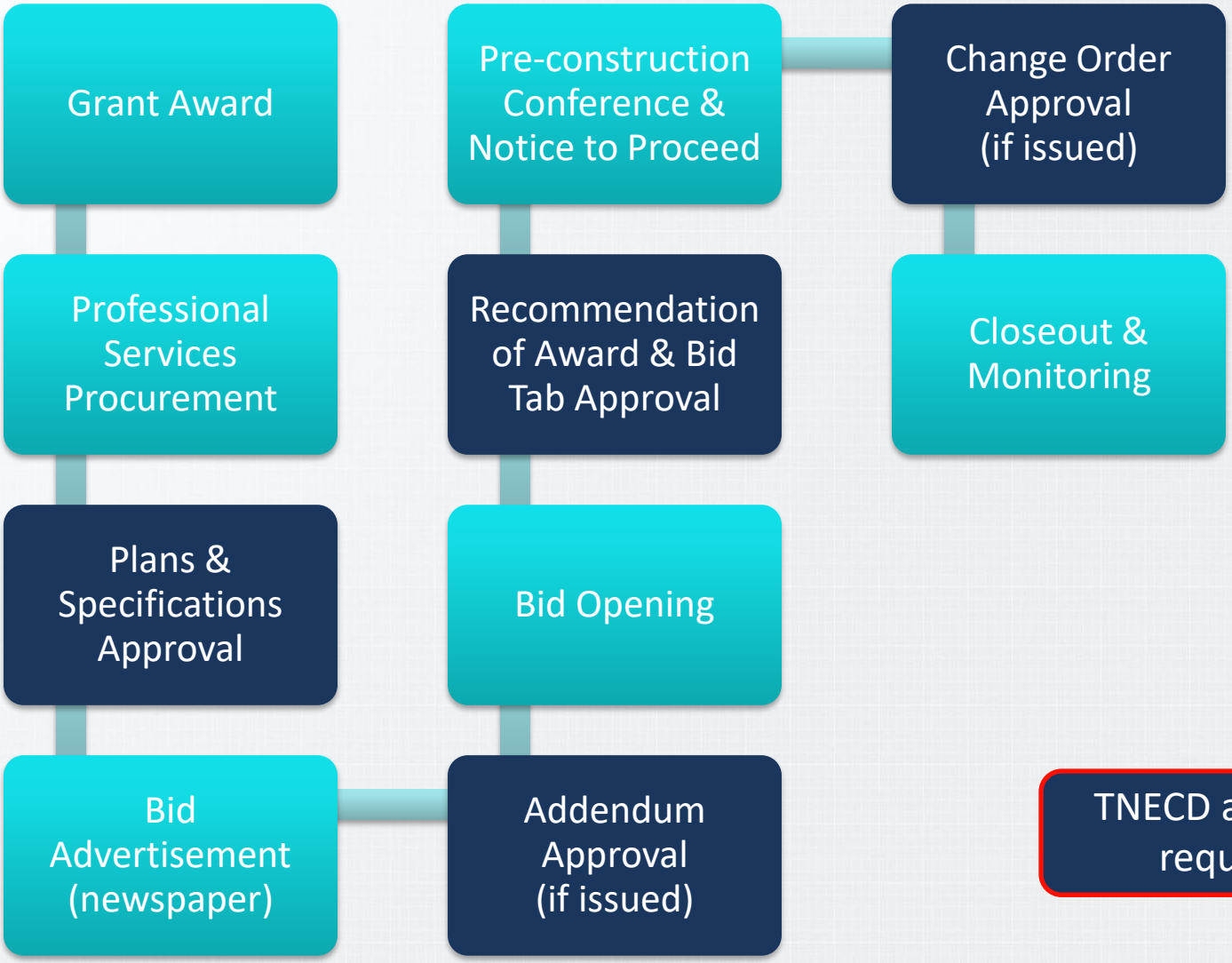
- Step 1: Required documentation prior to the approval of Property or Land Acquisition
  - Current Option/Purchase Agreement
  - Recent Title Search (within 90 days)
  - Letter from county auditor/tax assessor confirming the county's assessed valuation of the property, including an explanation of how valuations are determined in the county
  - Appraisal from a licensed appraiser showing justification of the purchase price

- Step 2: Reimbursement request must be submitted at least 30 days prior to the closing date and must include
  - Preliminary Closing (HUD Settlement) Statement

- Step 3: Following the closing, TNECD must receive
  - Final Closing Statement
  - Transferred Deed

Check your contract scope for "contingent upon" requirements such as environmental due diligence

Construction Project Flowchart



Formal Bidding for Construction

- All construction activities must be competitively bid following applicable state and local procurement laws
- See our website for our bidding procedures and fillable bid packet
- Bid packets must be approved prior to being advertised. Addendums must also be submitted for approval to allow for at least 48 hours notice to bidders
- Publicly open bids must be documented via bid opening minutes
- Once bids are received, certified bid tabs must also be approved

Note: No contracts may be signed, and no work can be completed until after the grant contract with the State is executed

Construction Projects Continued

Items that require TNECD approval

- Plans & Specifications
- Addendums
- Certified (stamped) Bid tabs & Recommendation of Award
- Change Orders

Additional documents needed by TNECD

- Professional services procurement documentation
- Copy of bid advertisement
- Notice of Award & pre-construction conference
- Notice to Proceed
- Closeout documents (Notice of Completion & Release of Liens)

Escrow

TN Code Title 66. Property § 66-34-104 found here

- Escrow Requirement for construction projects $500,000 or greater
  - Retainage Agreement facilitated through a bank between the property owner & the contractor
  - Retainage is drawn down during the reimbursement process and deposited into the escrow account by the grantee
  - Sample letter being provided to grantees following the construction bid process
  - Upon successful completion of the project (release of liens/notice of completion received), the grantee will notify the bank to release the funds in escrow to the contractor
  - We will ask for proof of payment during monitoring to include payments that went to and from escrow

    - *Subsections (c), (d), and (j) do not apply to the state and any department, board, or agency thereof, including the University of Tennessee; counties and municipalities, and all departments, boards, or agencies thereof, including all school and education boards; and any other subdivision of the state*

Informal Purchases

- Typically $10,001 to $50,000
- Purchases that fall under the threshold for formal bidding may use the informal purchase method
- At least (3) quotes must be included to show lowest prices was selected
- All quotes must be signed by the vendor

Example

The grantee was awarded grant funds for large digital sign. The grantee contacted (3) sign vendors and received signed quotes from each one and selected the lowest cost sign.

Subject to local thresholds

Micro Purchases

- Typically $10,000 or less for goods; subject to local thresholds.

- At least (3) written quotes, such as screenshots from online shopping websites

Example

The grantee was awarded grant funds to purchase supplies for a lab. They visited (3) websites to price beakers; took a screen shot of each website and selected the lowest cost beakers.

Subject to local thresholds

Statewide Contract List

- List of active statewide contracts
- Check the usage instructions
- **Documentation to be Sent to ECD prior to purchase**
  - Letter of recommendation signed by the mayor on grantee letterhead (recommending award to the specified vendor)
  - Draft purchase order with detailed equipment costs and total
  - All required equipment vendor certifications signed by the selected vendor (found in Exhibit F-5 of the CDBG Manual)

Cooperative Purchase

- Under T.C.A. § 12-3-1205 local governments are allowed to utilize cooperative purchases agreements with other governments inside or outside the state.

- **Step 1: Approval to Procurement**
  - Adopted resolution agreeing to the terms of the master agreement of the cooperative purchase service/platform
  - Proof that the CoOp/Platform is compliant with TCA Code (usually listed somewhere on the CoOp website)
  - A letter from the community explaining the equipment to be purchased and requesting to use the specified service/platform to procure the equipment

- **Step 2: Approval to Purchase**
  - Letter of recommendation signed by the mayor on grantee letterhead (recommending award to the specified equipment vendor)
  - Draft purchase order with detailed equipment costs and total
  - All required equipment vendor certifications signed by the selected vendor (found in Exhibit F-5 of the CDBG Manual)

Sole Source

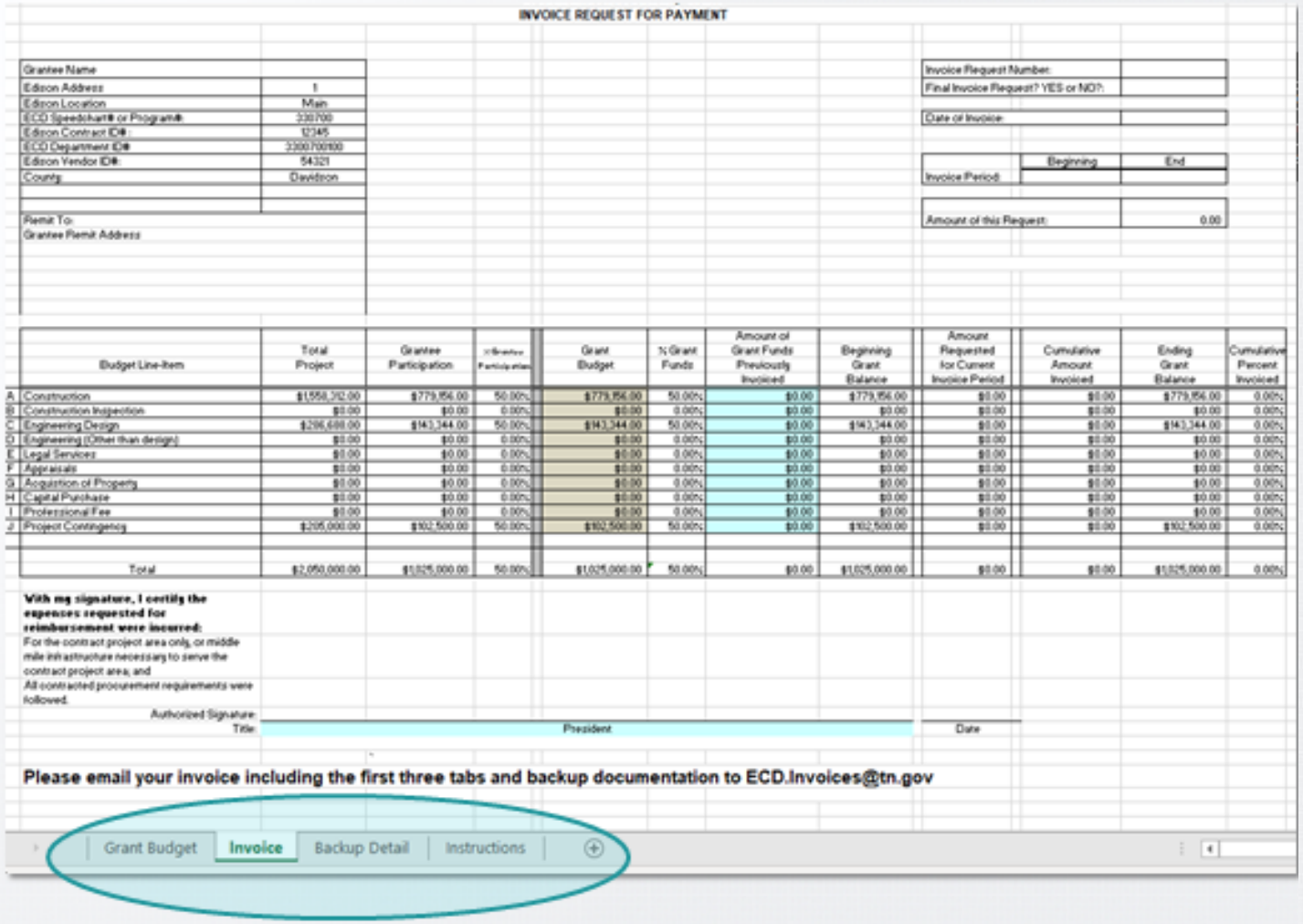
- May be allowed in very special circumstances
  - Single source of availability
  - Compatibility
- The selected vendor must still agree to sign all applicable certifications and affidavits.
- Inform your project manager if using this method.
- Vendor must document that they have sole source rights.
- Must be heavily documented in a memo provided to TNECD.
- Approval by TNECD before purchase.

Invoicing

- Once you have received your executed contract, you will receive an invoice template that is specific to this grant
- Reimbursable grant - work must be completed and paid for by the grantee in order to submit a reimbursement request
- All back-up documentation must show dates of service and include a description of the services provided or work completed
- Each invoice must include proof of payment in the form of a copy of a canceled check, bank statement, or credit card statement
- The completed invoice template & all supporting documentation must be submitted to TNECD (ecd.invoices@tn.gov) for you to be reimbursed

Requesting Reimbursement

Completing the 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®:	2300700100
Edison Vendor ID®:	54321
County:	Davidson

Remit To:
Grantee Remit Address:

Invoice Request Number:		
Final Invoice Request? YES or NO?:		
Date of Invoice:		
	Beginning	End
Invoice Period:		
Amount of this Request:		0.00

	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	$1,558,312.00	$779,156.00	50.00%	$779,156.00	50.00%	$0.00	$779,156.00	$0.00	$0.00	$779,156.00	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%
	Total	$2,050,000.00	$1,025,000.00	50.00%	$1,025,000.00	50.00%	$0.00	$1,025,000.00	$0.00	$0.00	$1,025,000.00	0.00%

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

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

Grant Budget | Invoice | Backup Detail | Instructions

Grant Budget Tab

	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	Deprecitation	$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

The Budget tab documents the original contract budget and any budget revisions that are made throughout the project.

If you revise the budget through TNECD, you'll get a new Invoice Template. We can't process any requests unless they are on the most up to date template.

Backup Detail Tab

This was established during contracting

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

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 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:	
Your organization's info	

Invoice Request Number:	1
Final Invoice Request? YES or NO? :	YES
Date of Invoice:	10/20/20

	Beginning	End
Invoice Period:	10/01/20	10/17/20

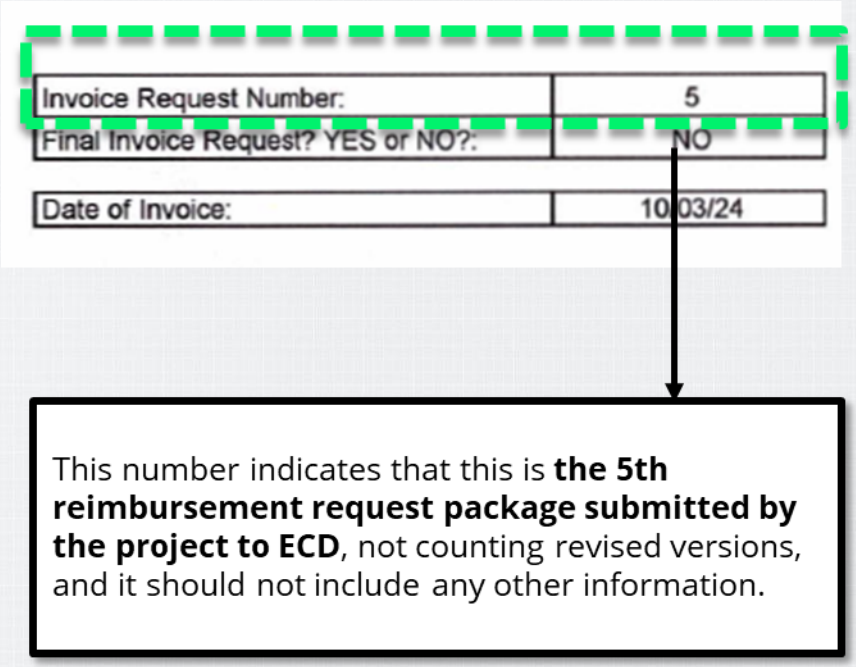
Amount of this Request:	30,000.00
ECD Prog. Mgr., Title	
Grantee Contact Name	
Email Address	
Phone number	

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				50.00%	50.00%
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
Construction Inspection				0.00%	0.00%
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
Engineering Design				50.00%	50.00%
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

Grant Budget | Invoice | **Backup Detail** | Instructions

Backup Detail Tab
Invoice Request Number

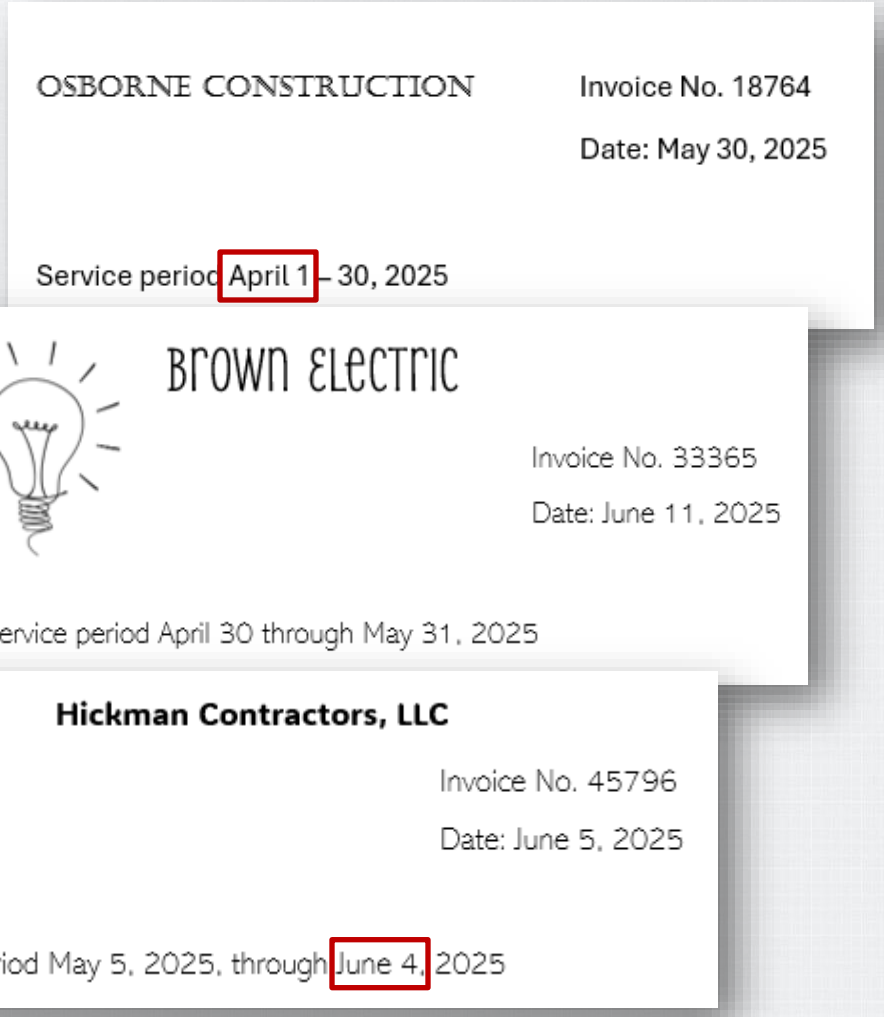
- Ensure to include the sequential number of grantee's project's invoice requests submitted to ECD.
- For example, it will be 1 if this is the first request.



Backup Detail Tab
Determining Invoice Period

- The invoice period on the backup detail tab needs to be filled out based on the earliest and the latest **service dates** represented in the invoices included in the reimbursement request.
- Include service dates from the same fiscal year in a request, which runs from July 1 to June 30.

	Beginning	End
Invoice Period:	04/01/25	06/04/25



Backup Detail Tab
Budget Line Items

- Each line entered on the backup detail tab should represent 1 individual receipt/vendor invoice.

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				25.00%	75.00%
A1 ABC Construction (123 Example Sq)	123	10/20/21	$2,500.00	$624.98	$1,875.02
A2 ABC Window (123 Example Sq)	1234	09/03/21	$725.00	$181.24	$543.76
A3 ABC Building Supply (123 Example Sq)	12345	07/01/21	$108.29	$27.07	$81.22
A4				$0.00	$0.00

Backup Detail Tab
Contractor Invoice Number

Budget Line-Item Payee/Vendor Name	Contractor Invoice Number	Contractor Invoice Date
Construction		
A1 Osborne Construction	18764	05/30/25
A2 Hickman Contractors, LLC	45796	06/05/25
A3 Brown Electric	33365	06/11/25

- The contractor invoice number can be found on the vendor invoice/ supporting documentation

Backup Detail Tab
Contractor Invoice Date

Budget Line-Item Payee/Vendor Name	Contractor Invoice Number	Contractor Invoice Date
Construction		
A1 Osborne Construction	18764	05/30/25
A2 Hickman Contractors, LLC	45796	06/05/25
A3 Brown Electric	33365	06/11/25

Hickman Contractors, LLC

Invoice No. 45796

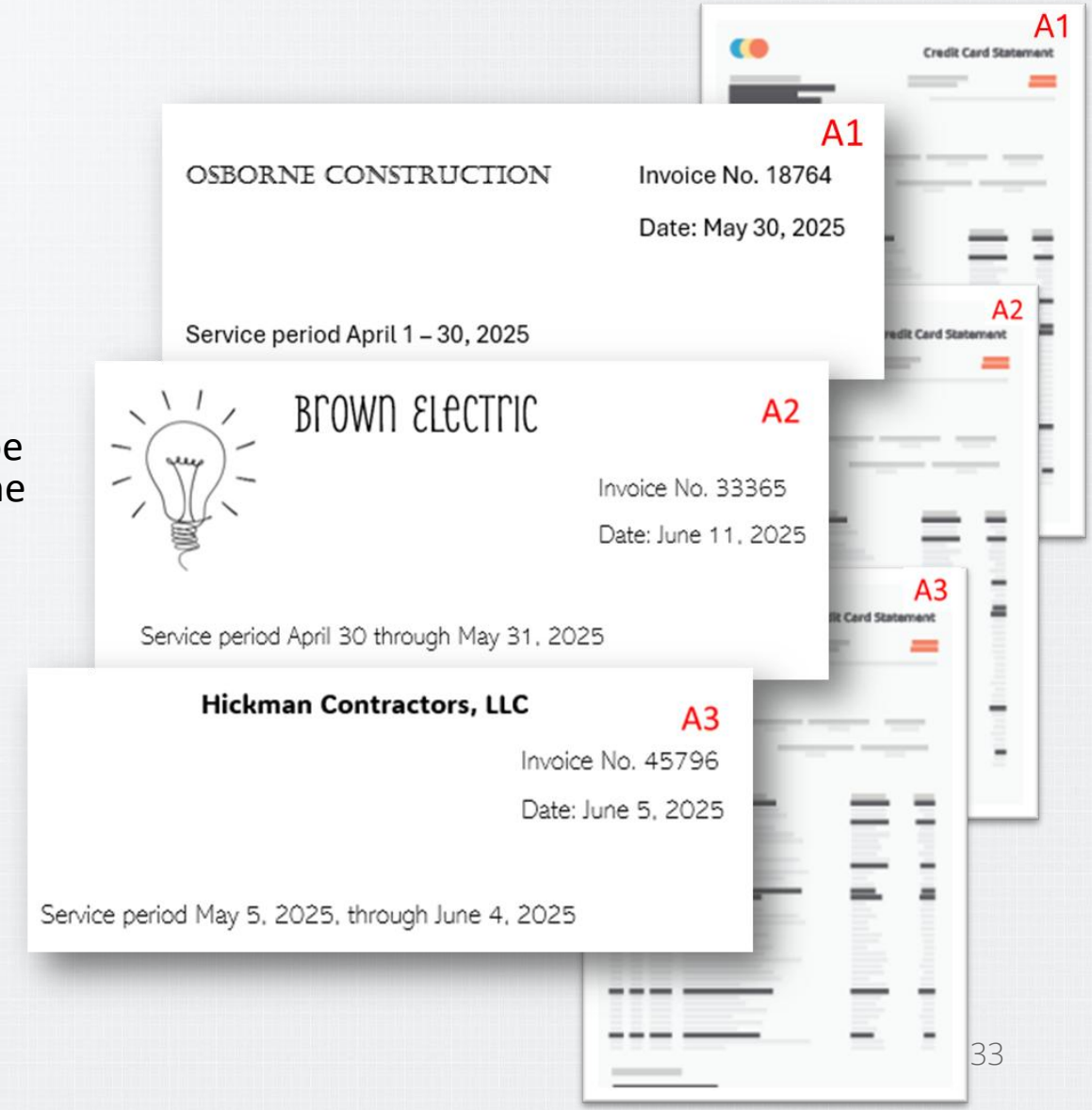
Date: June 5, 2025

Service period May 5, 2025, through June 4, 2025

Labeling and Proof of Payment

- Each receipt/vendor invoice must have proof of payment. TNECD accepts copies of the cancelled check, bank/credit card statements, or a detailed check stub.
- Each vendor invoice needs to be labeled to connect it back to the appropriate line item in the backup detail tab

Budget Line-Item	Payee/Vendor Name
Construction	
A1	Osborne Construction
A2	Brown Electric
A3	Hickman Contractors, LLC



Quality Invoices

Engineering Services through 02-02-25

50% of Lump Sum Amount of $114,000.00 — $57,000.00

TOTAL AMOUNT DUE THIS STATEMENT — **$57,000.00**

For Professional Services Rendered Through 3/28/2025

	Fee	% Complete	Billings To Date	Billings Previous	Billings Current
1000 - Survey & GIS Development	162,000.00	40.00	64,800.00	40,354.20	24,445.80
2000 - Water Distribution System Modeling	156,000.00	3.00	4,680.00	0.00	4,680.00
3000 - Wastewater System Modeling	180,000.00	0.00	0.00	0.00	0.00

Current Billings 29,125.80

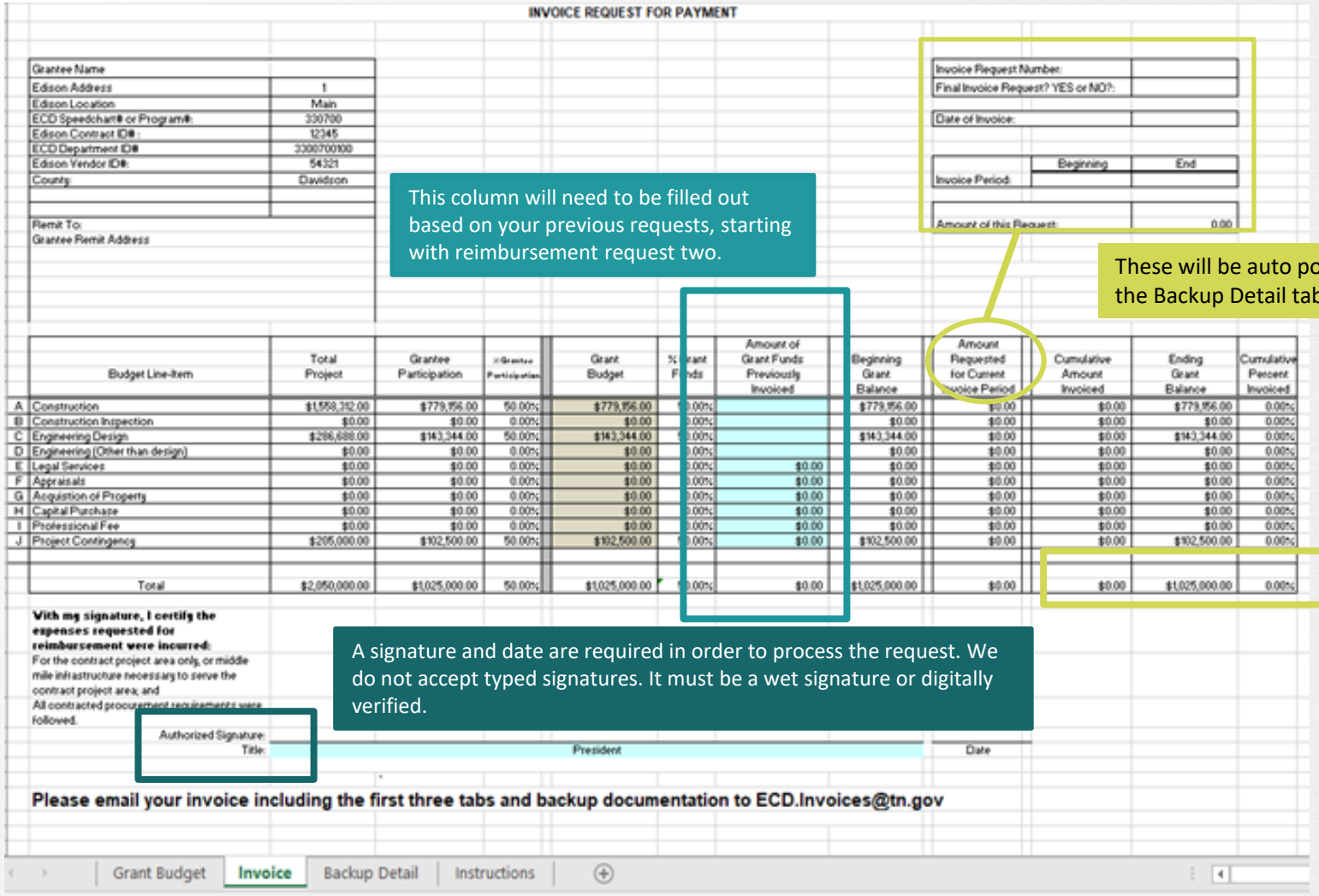
Amount Due This Bill 29,125.80

For services performed 04/01/25 - 04/30/25

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
System Investigation	185,000.00	2.84	0.00	5,250.00	5,250.00
Infiltration and Inflow Reduction and Elimination Plan	15,000.00	0.00	0.00	0.00	0.00
Total	200,000.00	2.63	0.00	5,250.00	5,250.00

Invoice total **5,250.00**

Invoice Tab



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

Remit To:
Grantee Remit Address

Invoice Request Number:		
Final Invoice Request? YES or NO?:		
Date of Invoice:		
	Beginning	End
Invoice Period:		
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	% 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	$1,558,312.00	$779,156.00	50.00%	$779,156.00	0.00%		$779,156.00	$0.00	$0.00	$779,156.00	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%
C	Engineering Design	$286,688.00	$143,344.00	50.00%	$143,344.00	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%
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	Acquistion 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	0.00%	$0.00	$102,500.00	$0.00	$0.00	$102,500.00	0.00%
	Total	$2,050,000.00	$1,025,000.00	50.00%	$1,025,000.00	0.00%	$0.00	$1,025,000.00	$0.00	$0.00	$1,025,000.00	0.00%

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.

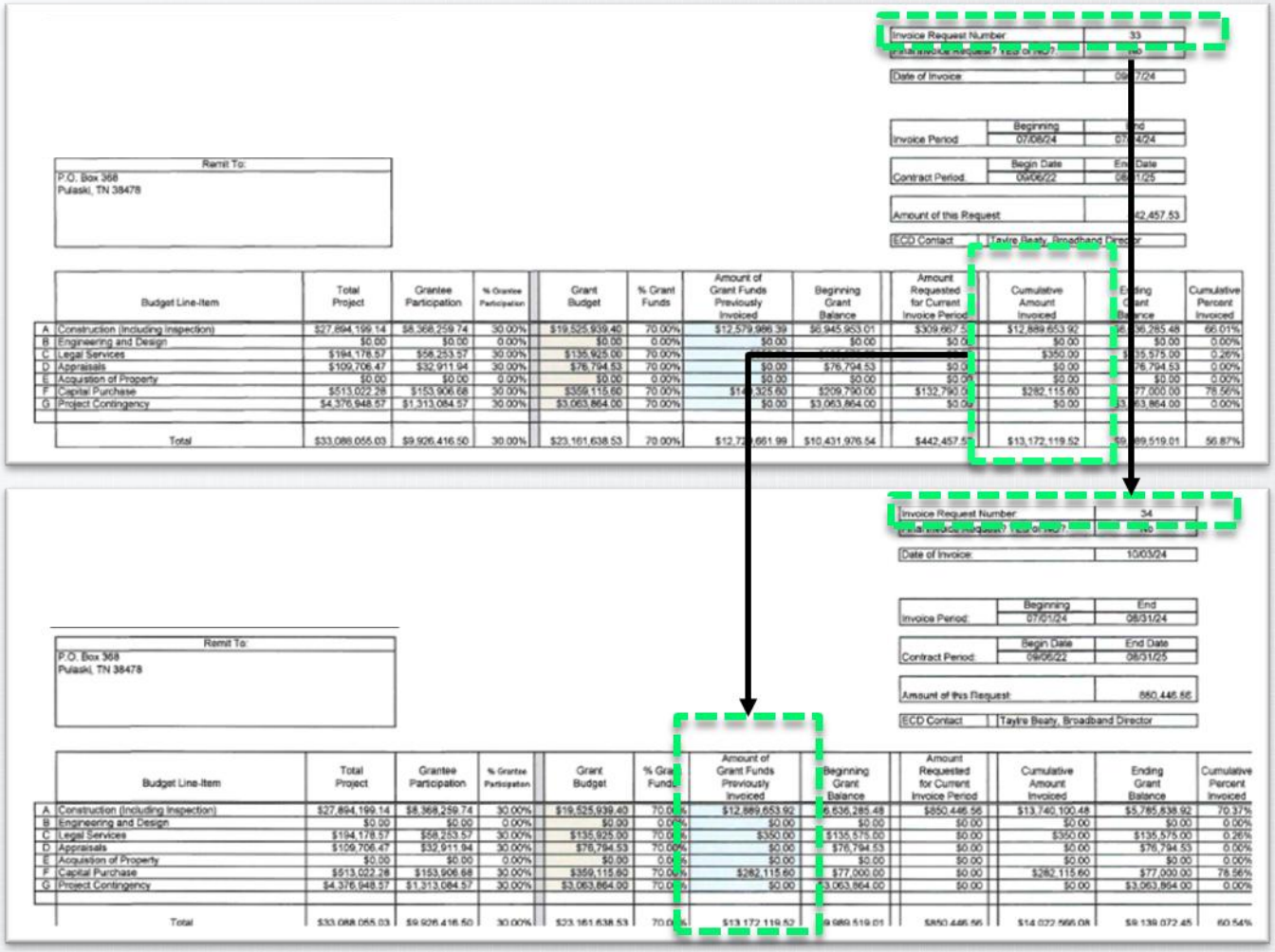
A signature and date are required in order to process the request. We do not accept typed signatures. It must be a wet signature or digitally verified.

Authorized Signature:
Title: President Date

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

Grant Budget | Invoice | Backup Detail | Instructions

Invoice Template
Amount of Grant Funds Previously Invoiced



Invoice Request Number	33
Final Invoice Request? YES or NO?	No
Date of Invoice	09/07/24

	Beginning	End
Invoice Period	07/08/24	07/04/24

	Begin Date	End Date
Contract Period	09/06/22	08/31/25

Amount of this Request	442,457.53
ECD Contact	Taytre Beaty, Broadband Director

Remit To:
P.O. Box 368
Pulaski, TN 38478

	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)	$27,894,199.14	$8,368,259.74	30.00%	$19,525,939.40	70.00%	$12,579,986.39	$6,945,953.01	$309,667.5[illegible]	$12,889,653.92	$6,636,285.48	66.01%
B	Engineering and Design	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.0[illegible]	$0.00	$0.00	0.00%
C	Legal Services	$194,178.57	$58,253.57	30.00%	$135,925.00	70.00%	[illegible]	[illegible]	[illegible]	$350.00	$135,575.00	0.26%
D	Appraisals	$109,706.47	$32,911.94	30.00%	$76,794.53	70.00%	$0.00	$76,794.53	$0.0[illegible]	$0.00	$76,794.53	0.00%
E	Acquisition of Property	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.0[illegible]	$0.00	$0.00	0.00%
F	Capital Purchase	$513,022.28	$153,906.68	30.00%	$359,115.60	70.00%	$14[illegible],325.60	$209,790.00	$132,790.0[illegible]	$282,115.60	$77,000.00	78.56%
G	Project Contingency	$4,376,948.57	$1,313,084.57	30.00%	$3,063,864.00	70.00%	$0.00	$3,063,864.00	$0.0[illegible]	$0.00	$3,063,864.00	0.00%
	Total	$33,088,055.03	$9,926,416.50	30.00%	$23,161,638.53	70.00%	$12,72[illegible],661.99	$10,431,976.54	$442,457.5[illegible]	$13,172,119.52	$9,989,519.01	56.87%

Invoice Request Number	34
Final Invoice Request? YES or NO?	No
Date of Invoice	10/03/24

	Beginning	End
Invoice Period	07/01/24	08/31/24

	Begin Date	End Date
Contract Period	09/06/22	08/31/25

Amount of this Request	850,446.56
ECD Contact	Taytre Beaty, Broadband Director

Remit To:
P.O. Box 368
Pulaski, TN 38478

	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)	$27,894,199.14	$8,368,259.74	30.00%	$19,525,939.40	70.00%	$12,889,653.92	$6,636,285.48	$850,446.56	$13,740,100.48	$5,785,838.92	70.37%
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	$194,178.57	$58,253.57	30.00%	$135,925.00	70.00%	$350.00	$135,575.00	$0.00	$350.00	$135,575.00	0.26%
D	Appraisals	$109,706.47	$32,911.94	30.00%	$76,794.53	70.00%	$0.00	$76,794.53	$0.00	$0.00	$76,794.53	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	$513,022.28	$153,906.68	30.00%	$359,115.60	70.00%	$282,115.60	$77,000.00	$0.00	$282,115.60	$77,000.00	78.56%
G	Project Contingency	$4,376,948.57	$1,313,084.57	30.00%	$3,063,864.00	70.00%	$0.00	$3,063,864.00	$0.00	$0.00	$3,063,864.00	0.00%
	Total	$33,088,055.03	$9,926,416.50	30.00%	$23,161,638.53	70.00%	$13,172,119.52	$9,989,519.01	$850,446.56	$14,022,566.08	$9,139,072.45	60.54%

Helpful Tips

Based on Common Mistakes

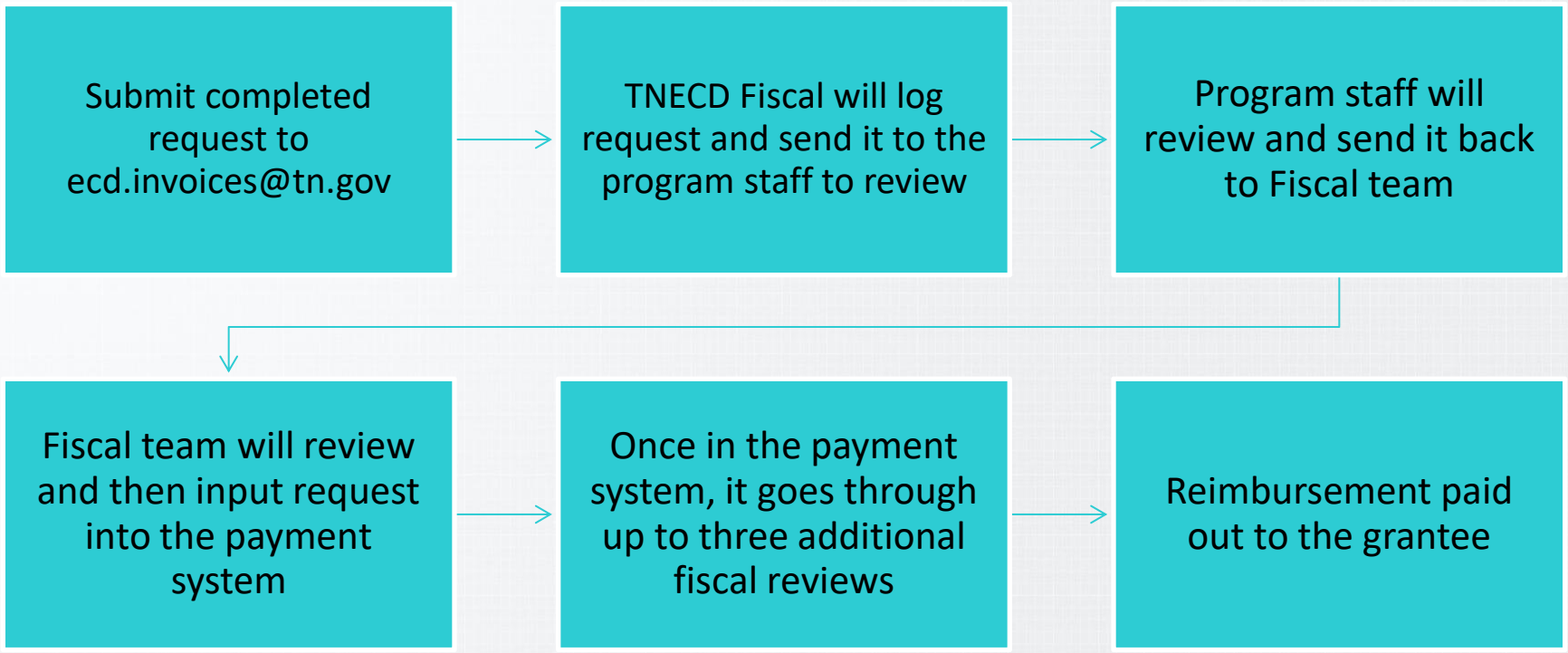
- When you are ready to submit the request combine your signed invoice coversheet, all backup detail pages, and backup documentation into **ONE** pdf document.

- The request should be in order and there should be handwritten/typed labels on each page of the document to tie it back to the backup detail lines.

- 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.**

- Submit invoices no more than monthly and no less than quarterly to ecd.invoices@tn.gov

Payment Timeline



Please allow at least 4-5 weeks for processing invoices from submission date. If changes are required between the program staff review and/or fiscal staff review this estimated timeline starts over.

Reporting

- Annual Reports – Due each year on the contract anniversary date
- Quarterly Reports
  - Q1: January - March, due by April 25
    Q2: April - June, due by July 25
    Q3: July - September, due by October 25
    Q4: October - December, due by January 25

GOVERNMENTAL GRANT CONTRACT
(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date	End Date	Agency Tracking #	Edison ID
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

Grantee Legal Entity Name	Edison Vendor ID
Legal Name of your organization, including a dba, if applicable	The number associated with your entity

Subrecipient or Contractor	CFDA #
☒ Subrecipient ☐ Contractor	Grantee's fiscal year end This is the end of your fiscal year per your application and pregrant

Monitoring

- TNECD will be initiate monitoring once the project exceeds 50% completion
- These may be on site or conducted remotely
- The main focus of the monitoring is to ensure that you did what you said you were going to do and what the contract said you were going to do, that you followed procurement policies, and that you have good records
- TNECD will review timeliness of quarterly and annual progress reporting to determine reporting compliance.

Files

- Can keep files electronically or in hard copy
- **Basic Recommended File System:**
  - Application File
  - Contract file
  - Procurement
  - Financial Management
  - State Monitoring
  - Reporting
  - Closeout
- Keep files for 5 years after the close of the contract

Closeout Report

- The closeout report is basically the same as the annual report with information on final spending. All required reporting is to be on file before closeout and final reimbursement can be processed.

- Closeout/Final Report is due 30 days after the project is completed.

- Link to Reporting Website

Final Reimbursement Request

- Final reimbursement request or request for payment (RFP) needs to be submitted within 60 days of contract end date
- No invoices should be dated past the contract end date
- All necessary reports should have been submitted before final RFP

Other Requirements

- We want your success stories! Take pictures! Let us know how this helps you understand your systems, apply for other funds, prevent problems, etc.
- Think about outcomes throughout the project
- All documents must be submitted electronically. Recommended Subject line for emails: Grantee-ThreeStar-Edison Contract ID#- Subject of email.
- Projects must be completed within the contract period – but you can definitely finish sooner
- It is important that you ask when you have questions as soon as they arise, rather than waiting until too late
- Periodically review this presentation

Contact Information

Brooxie Carlton | Assistant Commissioner
615-336-2481
brooxie.carlton@tn.gov

Alaire Brown| Director of Operations
615-339-7654
Alaire.brown@tn.gov

Sarah Elizabeth Hickman-McLeod | Rural Development Program Manager
615-906-4941
sarah.hickman-mcleod@tn.gov

Questions?