<table>
<thead>
<tr>
<th>Topic</th>
<th>Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing GMS</td>
<td>3</td>
</tr>
<tr>
<td>GMS Process for Requesting Procurement Approval</td>
<td>5</td>
</tr>
<tr>
<td>GMS Engineering and Admin Services Approval Process</td>
<td>37</td>
</tr>
<tr>
<td>GMS Process for Requesting Reimbursement</td>
<td>39</td>
</tr>
<tr>
<td>GMS Title VI Training Certification</td>
<td>54</td>
</tr>
<tr>
<td>GMS Process for Deliverables</td>
<td>62</td>
</tr>
<tr>
<td>GMS Process for Site Inspections</td>
<td>70</td>
</tr>
<tr>
<td>Additional Resources</td>
<td>76</td>
</tr>
</tbody>
</table>
Accessing GMS
Accessing GMS

Step 1: Navigate to the TDEC Grants Management System (SmartSimple).

Step 2: Enter login credentials and click “Login”. The My Applications pane will open upon login.

Tip: If accessing the system for the first time, you will need to register. Click on the “Register here” button on the bottom left corner and see registration tutorial video for additional support.
GMS Procurement Approval Request Process
GMS Process for Requesting Procurement Approval

**Step 1:** Once logged in; Navigate to the My Applications tab and click the Active tab. Then, identify the grant associated with the procurement activity.

**Step 2:** Select the application and click “View” to open the grant landing page.
**Step 3:** Navigate to the Manage Projects tab. The Projects from the application are set and can be selected to start the procurement process.

**Step 4:** Select a project from the established list, to create a procurement activity. Hit Create Procurement button. (The Procurement Activity landing page will then open on the screen.)

**Note:** Once a procurement activity is created it will appear at the bottom of this tab.
GMS Procurement Process: General Information Tab

**Note:** In this section, fields marked with a red asterisk (*) are required in order to submit for review.

**Step 5:** Start by completing the following items within the **General Information Tab**:

- **Actual** project type
- Item or Service Procured
- Description of how procurement relates to the project

**Tip:** Be sure to frequently click “Save Draft” to ensure progress is not lost.
Step 6: Next, complete the following items within the **General Information Tab**:

- Is this your first procurement associated with the project(s) involved?
- Select which applies to your organization
- Upload your organization's procurement procedures
- What is the effective date or revisions date of your existing procurement policy?
Step 7: Continue to complete the mandatory items within the General Information Tab - Select Threshold of Procurement. Depending on selection, a new dropdown of questions will appear, and additional tabs will populate specific to the procurement threshold.

Tip: If your organizational procurement procedures indicate a formal procurement process is needed, select the option “Greater than $50,000 or the Procurement Policy Requires Formal Solicitation Process”.
GMS Procurement Process: Stages of Procurement

- **Pre-Bid:** In this stage, prior to posting the solicitation, TDEC will review and confirm all pre-bid documents which includes the Bid or Proposal supplemental information, advertisement, and procurement policies.

- **Pre-Award:** In this stage, prior to awarding a contract to a vendor, but after received responses are evaluated, TDEC will review the formal procurement activity. For projects not yet started, this stage will result in an Authority to Award (ATA).

- **Awarded Contract:** In this stage, after a contract has been executed, TDEC will review and provide final approval of the executed contract. Once approval is received, the grantee may submit reimbursements for the approved procurement.
GMS Procurement Process: Thresholds of Procurement

- For additional instructions on completing the procurement activity associated with the procurement threshold “Less than or equal to $10,000” see steps 8-11 on slides 13-14

- For additional instructions on completing the procurement activity associated with the procurement threshold “Greater than $10,000 and less than or equal to $50,000” see steps 12-22 on slides 15-19

- For additional instructions on completing the procurement activity associated with the procurement threshold “Greater than $50,000 or the Procurement Policy Requires Formal Solicitation Process” see steps 23-51 on slides 20-35
Step 8: If the procurement threshold “Less than or equal to $10,000” is selected, enter the requested details in the corresponding fields:

- Enter amount of purchase
- Name of Vendor/Supplier
- Upload the required procurement documentation

Tip: Be sure to frequently click “Save Draft” to ensure progress is not lost.
**Procurement Threshold (≤ $10,000): Attestation Tab**

**Step 9:** Navigate to the **Attestation** tab.

**Step 10:** Review and check off the **Attestation** to acknowledge understanding. Sign and Date accordingly.

**Step 11:** Click **Save Draft** and then click **Submit.**

The input of procurement details is now complete!

**Note:** The TDEC team will review the submission and provide approval. Once approval is received, the grantee may submit reimbursements for the approved procurement.
Procurement Threshold (>$10,000 or ≤ $50,000): General Information Tab

Step 12: If the procurement threshold “Greater than $10,000 and less than or equal to $50,000” is selected, enter the requested details in the corresponding fields:

- Enter amount of purchase
- Name of Vendor/Supplier
- Upload ( ) the required procurement documentation
Procurement Threshold (>$10,000 or ≤ $50,000): Bids/Quotes Summary Worksheet Tab

**Step 13:** Navigate to the Bids/Quotes Summary Worksheet Tab.

**Step 14:** Select the Bids/Proposals/Quotes Worksheet button to open the form in a pop-up window.

**Tip:** Be sure to frequently click “Save Draft” to ensure progress is not lost.
Step 15: For each bid or quote, complete the fields on the worksheet accordingly:

- Vendor/Contract Name
- Vendor/Contract Address
- Amount of Quote ($)
- Status
- Comments

Step 16: Once all the fields are completed, click “Save”.

Tip: Click the (+) button to add extra lines for more bidders.
Procurement Threshold (>$10,000 or ≤ $50,000): Debarment Status Tab

**Step 17:** Navigate to the **Debarment Status** tab.

**Step 18:** If your entity meets the $25,000 threshold, upload ( ) “Debarment Status Verification” documentation.

**Tip:** Uploaded items will appear under “File Name”.

**Note:** If applicable, read through the “Comments from Reviewer for Debarment Status Tab”
Step 19: Navigate to the Attestation tab.

Step 20: Review and check off the Attestation to acknowledge understanding. Sign and Date accordingly.

Step 21: Click Save Draft and then click Submit.

The input of procurement details is now complete!

Note: The TDEC team will review the submission and respond with 14 days. Once approval is received, the grantee may submit reimbursements for the approved procurement.
Step 22: Select “Greater than $50,000 or the Procurement Policy Requires Formal Solicitation Process”. The following tabs will appear:
- Formal Procurement
- Bid/Quotes Worksheet
- Debarment Status
- Attestation

Tip: Be sure to frequently click “Save Draft” to ensure progress is not lost.
Procurement Threshold (> $50,000 or Required): Formal Procurement Tab

**Step 23:** Navigate to the **Formal Procurement** tab

**Step 24:** Select the stage the procurement is currently in, and the stage(s) already completed from the list:
- Pre-Bid
- Pre-Award
- Awarded Contract

**Tip:** Depending upon the selected stage(s), different corresponding documents will need to be uploaded.
Step 25: Upload ( ) the following items within the Pre-Bid section:

- Advertisement
- Bid package
- Supplemental conditions

Note: The Pre-Bid section is mandatory to complete in the Pre-Bid stage.

The Pre-Award and Awarded Contract sections are not mandatory in the Pre-Bid stage, unless the procurement is in that stage or that stage has already been completed.

Additionally, the Bids/Quotes Summary Worksheet, Debarment Status, and Attestation tabs are available but not mandatory in the Pre-Bid stage.
Step 26: Confirm all required pre-bid documentation has been uploaded by selecting Yes.

Step 27: Click Save Draft and then click Submit to send the pre-bid to TDEC for review. The grantee will receive an email confirmation of submission.
Step 28: Once TDEC has completed the initial review of the formal procurement activity, the Procurement Status changes to “Pre-Award”.

The Grantee will receive a confirmation of status change via email.

Step 29: Navigate to the Manage Projects and the Procurements section. Identify the in-progress procurement by the Procurement UID. Click Open.
Step 30: If the project has passed, or has completed the Pre-Bid stage, and is in the Pre-Award stage, select both boxes.

Tip: Be sure to frequently click “Save Draft” to ensure progress is not lost.
Step 31: Upload ( ) the following items within the Pre-Award section:

- Addenda/extensions issued
- Copies of correspondence with the bidder
- Documentation regarding the posting of the solicitation*
- Independent Cost Estimate*
- Certified Bid Tabulation Evaluation Criteria*
- Copies of responses to the solicitation*

Complete the following fields:

- Cost of Procurement*
- Name of Company/Organization Recommended for Award*

Note: In this section, fields marked with a red asterisk (*) are required in order to submit for review

Step 32: Click Save Draft.
Procurement Threshold (>$50,000 or Required): Bids/Quotes Summary Worksheet Tab

Step 33: Navigate to the Bids/Quotes Summary Worksheet Tab.

Step 34: Select the Bids/Proposals/Quotes Worksheet button to open the form in a pop-up window.

Tip: Be sure to frequently click “Save Draft” to ensure progress is not lost.
Procurement Threshold (>$50,000 or Required) Bids/Quotes Summary Worksheet Tab Cont.

**Step 35:** For each bid or quote, complete the fields on the worksheet accordingly:
- Vendor/Contract Name
- Vendor/Contract Address
- Amount of Quote ($)
- Status
- Comments

**Step 36:** Once all the fields are completed, click “Save”.

**Tip:** As necessary, click the (+) button to add extra lines.
Procurement Threshold (> $50,000 or Required): Debarment Status Tab

**Step 37:** Navigate to the Debarment Status tab.

**Step 38:** If your entity meets the $25,000 threshold, upload ( ) “Debarment Status Verification” documentation.

**Tip:** Uploaded items will appear under “File Name”

**Note:** If applicable, read through the “Comments from Reviewer for Debarment Status Tab”
Step 39: Navigate to the Attestation tab.

Step 40: Review and check off the each of the Attestations. This signifies the grantee’s acknowledgement and understanding. Use the comment box below the corresponding attestation to explain applicable exceptions.

Note: In this section, fields marked with an asterisk (*) are required in order to submit for review.
Step 41: Sign and Date accordingly.

Step 42: Click Save Draft and then click Submit.

Note: Fields without an asterisk (*) are optional and are not required in order to submit for review.
Procurement Threshold (>\$50,000 or Required): Authority to Award Status

**Step 43:** Once TDEC has reviewed and approved the pre-award documentation, the Procurement Status changes to “Authority to Award”.

The Grantee will receive a confirmation of status and receive an Authority to Award letter via email.

**Step 44:** Navigate to the Manage Projects and the Procurements section. Identify the in-progress procurement by the Procurement UID. Click Open.
Step 45: If the procurement has completed the Pre-Bid stage, the Pre-Award stage, and is currently in the Awarded Contract stage, select all three boxes.

Note: In the Awarded Contract stage, only the Formal Procurement tab contains editable fields.
Procurement Threshold (>$50,000 or Required): Awarded Contract
Stage Cont.

Step 46: Upload the following items within the Awarded Contact section:

- Award Notification and Rationale to Award*
- Contract with pricing information (required, once contract in place)
- Required Bidder/Contractor Certifications (required, once contract in place)
- Documentation to support execution of performance and payment bonds (required, once contract in place)
- Any additional documentation

Step 47: Select Yes/No to indicate if the procurement applies to multiple projects under the grant.

Note: If applicable, read through the “Comments from Reviewer for Formal Procurement Tab”
**Step 48:** Navigate to the **Attestation** tab.

**Step 49:** Review and check off the each of the **Attestations** to acknowledge understanding. Use the comment box below the corresponding attestation to explain applicable exceptions.

**Step 50:** Sign and Date accordingly.

**Step 51:** Click **Save Draft** and then click **Submit**.

The input of procurement details is now complete!

**Note:** The TDEC team will review the submission and respond within 14 days. Once approval is received, the grantee may submit reimbursements for the approved procurement.
To contact the TDEC team with a procurement issue, click the Notes tile located on the toolbar to the left.

Click the (+) button and a pop-up window will open.

Select “Note to TDEC” from the Type drop-down menu. Enter any question or comment for the TDEC team in this text field.

Upon saving the message, the system will notify the TDEC team. The TDEC team will then review and respond to the inquiry.

GMS will alert the inquirer of a response via email.
GMS Engineering and Admin Services Approval Process
GMS Engineering and Administrative Services Approval Process

To create a procurement associated with engineering and administrative costs:

**Step 1:** Navigate to the Manage Projects tab and the Projects section.

**Step 2:** Identify the project with the Project ID “Grant Admin”.

**Step 3:** Click Create Procurement. (The Procurement Activity landing page will then open on the screen.)

**Step 4:** Continue the procurement process, beginning with the General Information tab (see Slide 8 for additional instructions.)
GMS Process for Requesting Reimbursement
GMS Process for Requesting Reimbursement

**Step 1:** Once logged in; Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the grant associated with the reimbursement activity.

**Step 2:** Select the application and click “View” to begin the reimbursement activity.
**Step 3**: Click on the **Activities** tab on the left-hand side of the toolbar. The **Activities** landing page will then open on the screen.
GMS Process for Requesting Reimbursement

Step 4: After the activities page loads, navigate to the Request for Grant Reimbursement tab.

Step 5: Create a new Request for Grant Reimbursement by clicking the (+) button.

Note: Reimbursement can only be requested for projects with approved procurements.
GMS Reimbursement Process: General Tab

**Step 6**: Navigate to the **General** tab.

**Step 7**: Click the **Enter Expenditures** button to begin the reimbursement activity.

A new pop-up window will open.

**Note**: In this section, fields marked with a red asterisk (*) are required in order to submit for review.
### GMS Reimbursement Process: Match Individual Accountability / Equipment Report (IAR)

**Step 8:** Navigate to the **Match Individual Accountability / Equipment Report (IAR).**

**Step 9:** Enter the match (co-funding) information. To begin entering the details, click the (+) under the category of the match:

- In-Kind (Volunteer/Equipment/Land Match)
- Grantee Staff Workforce
- Match Documentation – Professional Fees, Grant Award Costs
- Match Documentation – Capital Purchase Costs

The text fields for entering match details will populate on the screen.

---

**In-Kind (Volunteer/Equipment/Land Match)**

<table>
<thead>
<tr>
<th>Date</th>
<th>In-Kind Item/ Volunteer Name/Land Match</th>
<th>Work or Item Description</th>
<th>Hours/Quantity/If Land-enter</th>
<th>Rate of Pay or Value of Item(s) or Land Match ($)</th>
<th>Gross Pay or Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
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</table>

**Grantee Staff Workforce**

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee Name</th>
<th>Work Description</th>
<th>Hours</th>
<th>Rate of Pay or Value ($)</th>
<th>Gross Pay or Value</th>
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<td></td>
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<td>$0.00</td>
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</table>

**Match Documentation - Professional Fees, Grant Award Costs**

<table>
<thead>
<tr>
<th>Match Source</th>
<th>Vender/Description</th>
<th>Invoice #</th>
<th>Invoice Date(s)</th>
<th>Total Invoice Amount</th>
<th>Amount to Match ($)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Match Documentation - Capital Purchase Costs**

<table>
<thead>
<tr>
<th>Match Source</th>
<th>Vender/Description</th>
<th>Invoice #</th>
<th>Invoice Date(s)</th>
<th>Total Invoice Amount</th>
<th>Amount to Match ($)</th>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
**GMS Reimbursement Process: Expenditure Report**

**Step 9:** Navigate to the **Expenditure Report**.

**Step 10:** To begin entering expenditure details, click the (+) under the **Procurement** field and options of approved procurements for the grant will appear.

**Step 11:** For each procurement, complete the requested fields:

- Procurement
- Invoice #
- Total Invoice Amount
- Amount Requested for Reimbursement
- Amount of Match (co-funding)

The text fields for entering match details will populate on the screen.

*Note: Co-funding minimums must be satisfied prior to closeout and are reviewed on a grant basis, rather than a project basis. While there is no requirement that co-funding contributions be submitted on each reimbursement request, it's best practice to submit at least quarterly, and co-funding will be reviewed on an incremental basis.*
Step 12: Continue completing the requested field for each applicable Expenditure field:

- Salaries, Benefits, Taxes (1,2)
- Professional Fees, Grant Award (3,4)
- Other Non-Personnel (18)
- Capital Purchase (20)

The text fields for entering match details will populate on the screen, including the Grant Total fields.

Step 13: Click Save.
Step 14: Once the expenditures are entered and the summary tables populate, enter Yes or No for the following questions:

- Does this request include reimbursement for a contract containing construction activities?
- Does this request include reimbursement for project(s) containing construction activities that have already started?
- Does this request exceed 25% of the total project budget?

Step 15: Click Save Draft.
Step 16: In the reimbursement activity, click **Save Draft**. After saving the draft, the **Reimbursement Request Summary Table** will update. This table details the grant budget balance after the reimbursement submittal.

The **Reimbursement Request Project Summary Table** will also update. This table details the individual project’s budget balance after the reimbursement submittal.
Step 17: Navigate to the Reimbursement Form section. Here you will see the Summary Tables as described in the previous slide.

Step 18: Enter the Remit Address and the Service Date Period.

Tip: Be sure to frequently click “Save Draft” to ensure progress is not lost.
Step 19: Navigate to the **Supporting Documentation** Tab.

Step 20: Click the upload button ( ) to upload the required reimbursement documentation:
- Invoices for expenses
- Documentation for grantee staff workforce, *if in-kind item identified in approved contract*
- Proof of Payment to Vendor for each line item
- Retainage documentation *(if applicable, refer to ATA)*
- Proof of Payment for In-Kind labor

Step 21: Click **Save Draft**.

**Note:** Invoices are required for all expenses.
**Step 22:** Navigate to the **Certification** tab.

**Step 23:** Review and check off the **Attestation** to acknowledge understanding.

**Step 24:** Sign and **Date** accordingly.

The input of reimbursement details is now complete!

**Step 25:** Click the **Submit** button and the reimbursement request will be submitted to the TDEC team for review.
Tip: To download a summary of the reimbursement form, navigate to the **Activity Summary** tab and click the **Form Summary** button.

A pop-up window with a .pdf summary of the form will appear. Save the document to your computer.
Process for Requesting Reimbursement Support: Activity Comments

- To connect with the TDEC team on a reimbursement issue, navigate to the Activity Comments tab.

- Click the (+) button and additional text fields will populate. Populate the fields and input the question or comment.

- Once finished, click the “Send Comment/Question to TDEC” button and the team will be notified. When a response to the inquiry has been entered into this tab, a notification email will be sent to all POCs listed for the grant.

- Communications from the Reviewer(s) relating to status and/or Requests for Information (RFIs) will be sent here.

Note: This feature is only available in the Draft and Revisions Requested Status.
GMS Title VI Training Certification Process
GMS Title VI Training Certification Process

**Note**: The Title VI Training Certification only needs to be completed **once** per grant contract term.

**Step 1**: Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the ARP Collaborative or Non-Collaborative Grant State Water Infrastructure Grant.

**Step 2**: Select the application and click "**View**" to begin the **Title VI Training Certification** activity.
Step 3: Click on the Activities tab on the left-hand side of the toolbar. (The Activities landing page will then open on the screen.)
Step 4: After the activities page loads, navigate to the **Title VI Training Certification** tab.

Step 5: Create a new **Title VI Training Certification** by clicking the (+) button.
Step 6: Navigate to the General tab and click “Download Title VI Training Certification Form” button to access the certification form.

The form will then open in a new pop-up window.

Tip: Be sure to frequently click “Save Draft” to ensure progress is not lost.
Step 7: Download, print, and complete the form. Once completed, upload the form and save the document on the computer. **Step 8 outlines the process for uploading the form into GMS.**

**Note:** If there is a Title VI coordinator at your location, one of the certificates of completion must be for that individual.
Step 8: Click the **upload** button (     ) to upload the signed and dated form.

Step 9: Enter the requested details in the corresponding fields confirming completion:

- Is the preliminary information complete: Name, phone number, type of entity, full address?
- Did Title VI Coordinator and Supervisor provide title, signature, and date?
- Did the Title VI Coordinator and Supervisor complete Title VI training within the last 6 months and attach evidence of that training completion?
Step 8: Click the Submit button and the certification will be submitted to the TDEC team for review.
GMS Process for Uploading Deliverables
GMS Process for Uploading Deliverables

**Step 1:** Once logged in, Navigate to the My Applications tab and click the Active tab. Then, identify the grant associated with the deliverables activity.

**Step 2:** Select the application and click “View” to begin the deliverables activity.
**GMS Process for Uploading Deliverables**

**Step 3:** Navigate to the Manage Projects tab at the top and scroll down to the Deliverables section.

**Step 4:** Click Open on the deliverable to be uploaded.
GMS Process for Uploading Deliverables

**Step 5:** Fill in each deliverable activity field (dates, etc.) and then upload the deliverable file.

**Step 6:** Click **Save Draft** and then click **Submit** to submit the deliverable documentation.
Step 7: Deliverable revisions may be requested. Grantees will receive an email requesting revisions and the accompanying deliverable activity status will change.

Step 8: Navigate to the activity and open the Notes tile on the left to review additional details on revisions needed.

Note: Not all deliverables will require revisions. If the deliverable status is approved, no further action is needed.
**GMS Process for Uploading Deliverables**

**Step 9**: To resubmit the revised deliverable, fill in the deliverable activity fields with the updated information and then upload the deliverable file. Click **Save Draft** and then click **Submit** to submit the revised deliverable documentation.
**Step 10:** Grantees will receive an email that the deliverable has been approved and the status on the activity will change to **Approved**.
Process for Requesting Deliverables Support

- To contact the TDEC team with a deliverables issue, click the **Notes** tile located on the toolbar to the left.
- Click the (+) button and a pop-up window will open.
- Select “**Note to TDEC**” from the **Type** drop-down menu. Enter any question or comment for the TDEC team in this text field.
- Upon saving the message, the system will notify the TDEC team. The TDEC team will then review and respond to the inquiry.
- GMS will alert the inquirer of a response via email.
GMS Process for Site Inspections
GMS Process for Requesting Site Inspections

**Step 1:** Once logged in, Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the grant associated with the site inspections activity.

**Step 2:** Select the application and click “View” to begin the Site Inspections activity.
**GMS Process for Requesting Site Inspections**

**Step 3:** Navigate to the **Manage Projects** tab and scroll down to the **Site Inspections** section.

**Step 4:** Click **Open** on the site inspection to be uploaded.
**GMS Process for Requesting Site Inspections**

**Step 5**: Fill in the Site Inspection Request activity fields.

**Step 6**: Click **Save Draft** and then click **Submit** to submit the Site Inspection activity.
Step 7: Once submitted, the grantee will receive a confirmation email of a site inspection request and hear back from the TDEC team with further instructions.

Note: Within the Site Inspections section, the grantee can see the status of each Site Inspection (ex. Site Inspection Requested, Site Inspection Scheduled, Site Inspection Not Needed, Site Inspection Complete, Site Inspection Complete: Issues with Inspection)
Process for Requesting Site Inspections Support

- To contact the TDEC team with a site inspection issue, click the **Notes** tile located on the toolbar to the left.

- Click the (+) button and a pop-up window will open.

- Select “**Note to TDEC**” from the **Type** drop-down menu. Enter any question or comment for the TDEC team in this text field.

- Upon saving the message, the system will notify the TDEC team. The TDEC team will then review and respond to the inquiry.

- GMS will alert the inquirer of a response via email.
Additional Resources
Additional Resources

Additional guidance relevant to the State Water Infrastructure Grants program and Grants Management System is located on the TDEC ARP website.

Included below are links to some of the most relevant resources as grantees navigate the procurement and reimbursement processes:

- ARP Grant Implementation Guide
- About the Grants Management System
- System for Award Management (SAM or sam.gov)

Questions about GMS, procurement or reimbursement processes and guidelines should be directed to tdec.arp@tn.gov. System related questions or issues should be directed to tdec.grants@tn.gov.