

SmartSimple

Grants Management System (GMS)

Agenda

- Meet the Team
- System Clean Up
- User Access/Roles/Affiliations
- Basic Overview of GMS
- Reimbursements
- Friendly Reminders
- Submitted Questions
- Q&A



Grants and Contracts Team

Jennifer Jones

Grants and Contracts Assistant Director Jennifer.L.Jones@tn.gov

SmartSimple (GMS)

- Savannah Motl
 Teja Kodamala GMS System Admin (Data Specialist)
- Cody Sivley GMS System Admin (ASA 3)
- GMS System Admin (Programmer)
- Abthab Shaik GMS System Admin (Programmer)

TDEC.Grants@tn.gov

Grants & Contracts

Processing/Payments

- Becky Johns Grants & Contracts Admin (ASA 4)
- Tiara McIntosh Grants & Contracts Admin (ASA 3)

TDEC.Contracts@tn.gov



System Clean Up

- Organizations with Missing/Incorrect Information
 - Review your organization, if changes are needed reach out to <u>TDEC.Grants@tn.gov</u>
- Removing Duplicate User Accounts/Organizations
- Removing Unused Organizations
- County/Government Fixes
 - EX: GMS shows Anderson County, but the awarded legal entity is Anderson County Government
- Organization/Legal Entity Name Fixes
 - Organization linked to the application should be the same as what is shown in the 'legal entity name' section in the contract tab





User Access/Roles/Affiliations

Grantees

- Primary Contact
 NOTE: One per organization, this is usually the mayor, president, etc. who has authority to sign.
 - The primary contact automatically has access to all of their organization's applications.
- All other users
 NOTE: Will need to affiliate with appropriate organization(s)
 - For security reasons, users only have access to an application if they open it themselves or are assigned to it. If they have not affiliated with the organization, they won't be able to see the application until they have affiliated.

User Role Information

Primary Contact - User who has the organization marked in their profile as their primary organization (not 'Not Affiliated')

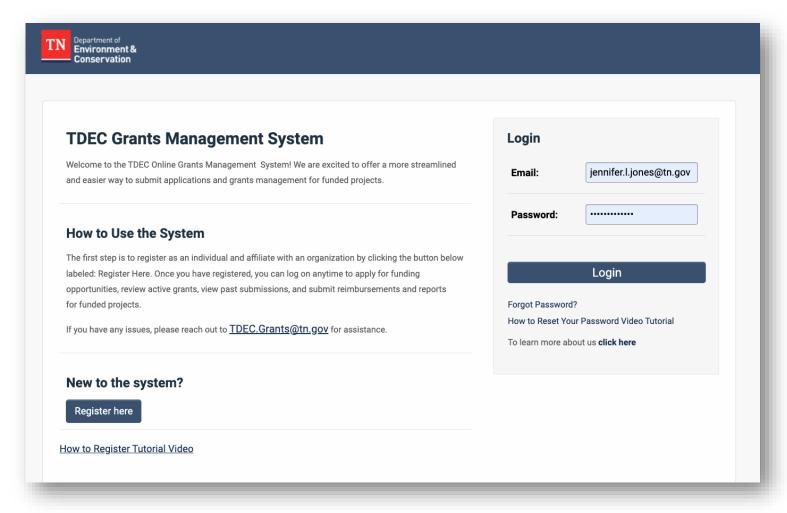
Application Completed By - User who created the application

Assigned Org. Contact - User(s) who have been assigned to the application as an 'Organization Contact"



Basic Walk Through

TDEC.SmartSimple.com

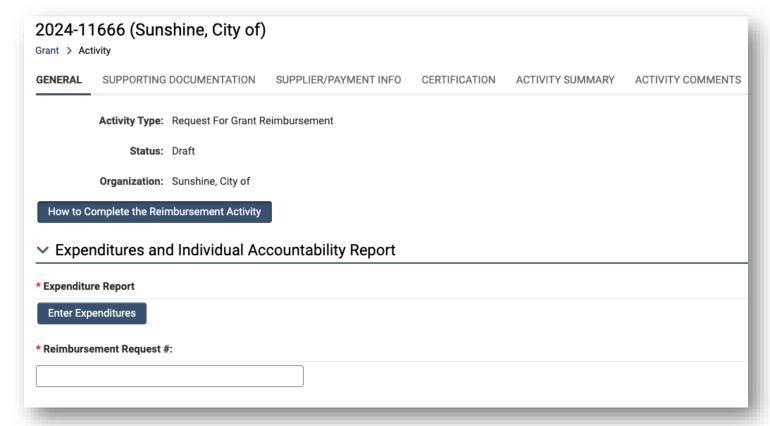




Reimbursements

- Request for Grant Reimbursement
 - Within awarded application
- Enter Expenditures
 - Expenditures that you are requesting to be reimbursed
- Reimbursement Request #

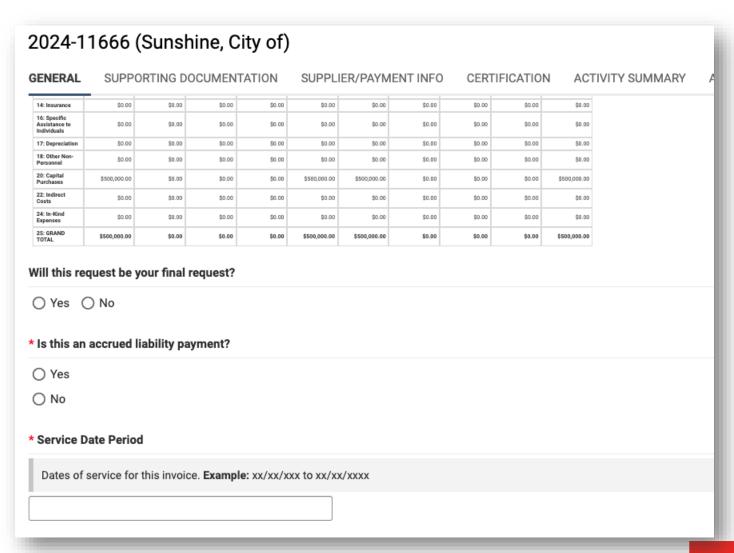
EX: First reimbursement request would be #1, Second reimbursement request would be #2





Reimbursements Continued

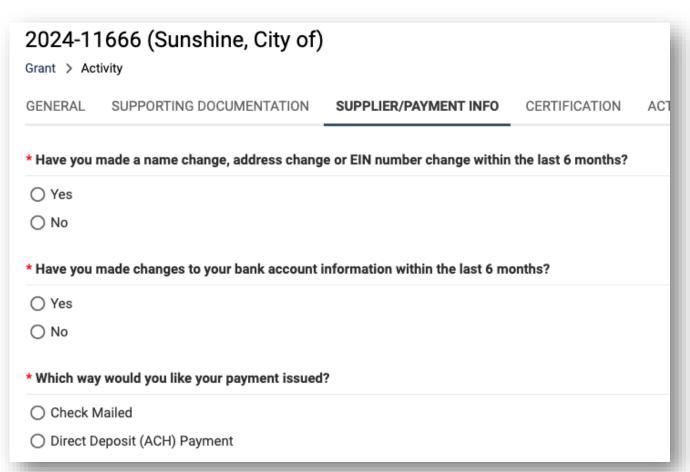
- Will this request be your final request?
- Is this an accrued liability payment?
 - If yes, enter in Fiscal Year
- Service Date Period
 - Dates of service for the invoice(s)





Reimbursements Continued

- Supporting Documentation
 - Invoices for expenses
 - GMS Documentation for Grantee Staff Workforce
 - Vendor Proof of Payment
 - In-Kind Labor Proof of Payment
- Supplier/Payment Info
 - Name change, EIN change, etc.
 - Bank Account change
 - Payment Type
- Certification
 - Name, Title, Date of individual who completed the reimbursement





Friendly Reminders

- Upcoming Stand Up Meetings
 - External
 - September 17th 2-3pm
 - October 22nd 11am-12pm
 - November 19th 2-3pm
- User Dashboard
 - Registration Button
 - Resources Tab
- General Email Accounts
 - TDEC.Grants@tn.gov
 - GMS issues, coded template issues, troubleshooting GMS, etc.
 - TDEC.Contracts@tn.gov
 - Processing, Grants, Contracts, POs, etc.





Submitted Questions (not already covered)

- Final Reporting
 - Division Contact
- Window replacement at schools
 - Scott.S.Slusher@tn.gov and Angela.McGee@tn.gov
- Grants for playground surfaces
 - Outdoor.recreation@tn.gov
- Closing out a grant
 - Division contact
- Submitted reports
 - Division Contact
- Signed Letter for Extensions
 - We have documented this feedback
- Pending Activities on Dashboard
 - The division will review and get back with you if additional information is needed.

- Amending an Activity (Reimbursement)
 - Reach out to your division contact or <u>TDEC.Grants@tn.gov</u> to put the activity back in 'draft' status
- Removing an uploaded file
 - Rename the file to 'delete' and email <u>TDEC.Grants@tn.gov</u> to remove the file. You must provide the application id and the location of the file.
- Grant Timelines
 - View the 'Timeline' area of your application.
 - Reach out to Division Contact(s)
 - LSLi specific information <u>https://www.tn.gov/environment/program-areas/wr-water-resources/srfp/srf-home/swig/lsli-grant.html</u>
- Generic Questions more information needed
 - Email Alerts James Moore
 - Uploading Documents Rebecca Brown
 - Environmental Impact and collecting data Angela Bailey



Questions?



Grants and Contracts Team

Jennifer Jones

Grants and Contracts Assistant Director Jennifer.L.Jones@tn.gov

SmartSimple (GMS)

- GMS System Admin (Data Specialist)
- Cody Sivley GMS System Admin (ASA 3)
- Savannah Motl
 Teja Kodamala GMS System Admin (Programmer)
 - Abthab Shaik GMS System Admin (Programmer)

TDEC.Grants@tn.gov

Grants & Contracts

Processing/Payments

- Becky Johns Grants & Contracts Admin (ASA 4)
- Tiara McIntosh Grants & Contracts Admin (ASA 3)

TDEC.Contracts@tn.gov

