



Department of
**Environment &
Conservation**

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

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SmartSimple (GMS)

- Savannah Motl
*GMS System Admin
(Data Specialist)*
- Teja Kodamala
*GMS System Admin
(Programmer)*
- Cody Sivley
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(ASA 3)*
- Abthab Shaik
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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 TDEC.Grants@tn.gov
- 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



TDEC Grants Management System

Welcome to the TDEC Online Grants Management System! We are excited to offer a more streamlined and easier way to submit applications and grants management for funded projects.

How to Use the System

The first step is to register as an individual and affiliate with an organization by clicking the button below labeled: Register Here. Once you have registered, you can log on anytime to apply for funding opportunities, review active grants, view past submissions, and submit reimbursements and reports for funded projects.

If you have any issues, please reach out to TDEC.Grants@tn.gov for assistance.

New to the system?

Register here

[How to Register Tutorial Video](#)

Login

Email:

Password:

Login

[Forgot Password?](#)
[How to Reset Your Password Video Tutorial](#)
To learn more about us [click here](#)

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

2024-11666 (Sunshine, City of)

Grant > Activity

GENERAL SUPPORTING DOCUMENTATION SUPPLIER/PAYMENT INFO CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS

Activity Type: Request For Grant Reimbursement

Status: Draft

Organization: Sunshine, City of

[How to Complete the Reimbursement Activity](#)

▼ Expenditures and Individual Accountability Report

* Expenditure Report

[Enter Expenditures](#)

* Reimbursement Request #:

Reimbursements Continued

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

2024-11666 (Sunshine, City of)

GENERAL	SUPPORTING DOCUMENTATION				SUPPLIER/PAYMENT INFO		CERTIFICATION	ACTIVITY SUMMARY	
14: Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16: Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17: Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18: Other Non-Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20: Capital Purchases	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00
22: Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24: In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25: GRAND TOTAL	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00

Will this request be your final request?

☐ Yes ☐ No

* Is this an accrued liability payment?

☐ Yes
☐ No

* Service Date Period

Dates of service for this invoice. Example: xx/xx/xxx to xx/xx/xxxx

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

2024-11666 (Sunshine, City of)

Grant > Activity

GENERAL SUPPORTING DOCUMENTATION **SUPPLIER/PAYMENT INFO** CERTIFICATION ACT

* Have you made a name change, address change or EIN number change within the last 6 months?

☐ Yes

☐ No

* Have you made changes to your bank account information within the last 6 months?

☐ Yes

☐ No

* Which way would you like your payment issued?

☐ Check Mailed

☐ Direct Deposit (ACH) Payment

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 TDEC.Grants@tn.gov to put the activity back in 'draft' status
- Removing an uploaded file
 - Rename the file to 'delete' and email TDEC.Grants@tn.gov 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
<https://www.tn.gov/environment/program-areas/wr-water-resources/srfp/srf-home/swig/lqli-grant.html>
- Generic Questions – more information needed
 - Email Alerts – James Moore
 - Uploading Documents – Rebecca Brown
 - Environmental Impact and collecting data – Angela Bailey

Questions?

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