



Department of
**Environment &
Conservation**

SmartSimple

Grants Management System (GMS)

Introduction



Email: TDEC.Grants@tn.gov

JJ

Jennifer L. Jones
Assistant Director
Operational Administrative
Services
615-922-8382
Jennifer.L.Jones@tn.gov

KK

Katherine Kimbrough
GMS System Administrator /
Administrative Assistant

SM

Savannah Motl
GMS System Administrator

TK

Teja Kodamala
GMS System Administrator

AS

Abthab Shaik
GMS System Administrator

Agenda

- Basic GMS Functionality
- Accrued Liabilities
- Reimbursements
- Q&A

Purpose of Monthly Trainings

- Build working relationships
- Discuss common issues
- Mini training sessions
- Collaborative conversation/questions
- Brand new, limitless opportunities



Accessing Grant Information/Resources

- View TDEC Grants External Webpage
<https://www.tn.gov/environment/about-tdec/grants.html>
- Information about the Grants Management System
- Information about TDEC Grant Opportunities/Programs

The screenshot displays the 'Grants' section of the TDEC website. At the top, there is a 'Back to TDEC Home' link. Below this, the page is organized into a grid of nine categories, each featuring a header image with the Tennessee state flag logo, a title, a brief description, and a 'Read More' link.

Category	Description	Read More Link
About the Grants Management System	The new TDEC Online Grants System is now available. Potential applicants will be able to register, find funding opportunities and apply completely online.	Read More
Energy	Office of Energy Programs (OEP)	Read More
Office of Outdoor Recreation Grants	Office of Outdoor Recreation (OOR)	Read More
Remediation Grants	Division of Remediation Grants	Read More
Solid Waste Management	Solid Waste Management (SWM)	Read More
Sustainable Practices	Office of Sustainable Practices (OSP)	Read More
Tennessee and the Volkswagen Diesel Settlement	Tennessee and the Volkswagen Diesel Settlement	Read More
Tennessee Historical Commission	Tennessee Historical Commission Grants (THC)	Read More
Division of Water Resources (DWR) Grants	Division of Water Resource Grants (DWR)	Read More

Accessing Grant Information/Resources

- Access SmartSimple (GMS)

tdec.smartsimple.com

- Where you apply for TDEC grants

NOTE: TDEC no longer accepts paper applications for grants

The screenshot shows the TDEC Grants Management System (GMS) login page. At the top, there is a header with the TN Department of Environment & Conservation logo. The main content area is divided into two columns. The left column contains the title 'TDEC Grants Management System', a welcome message, a 'How to Use the System' section with instructions on registration and login, and a 'New to the system?' section with a 'Register here' button. The right column contains a 'Login' section with input fields for 'Email' and 'Password', a 'Login' button, and links for 'Forgot Password?', 'How to Reset Your Password Video Tutorial', and 'To learn more about us click here'.

TN Department of Environment & Conservation

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](#)

System Permissions

- Primary Contact
- Affiliate with Organization
- Access to Grant Application



Basic Walk Through

TDEC.SmartSimple.com

Accrued Liabilities

- What is an accrued liability?
 - An expense the business has incurred, but has not yet requested payment (reimbursement)
- TDEC Fiscal Year
 - July 1 – June 30
- Payment will be requested during the next fiscal year
 - EX: Work was completed in May of 2025, but the payment/reimbursement will not be requested until August 2025*

Accrued Liabilities Activity

- Accrued Liabilities
 - Within awarded application
- Total Anticipated Expenditures
 - Total expenditures that you expect to incur on or before June 30, but will be submitted after July 1
- Anticipated Expenditures
 - Worksheet that allows you to complete how much you will request within each line item

2023-9486 (Sunshine, City of)

GENERAL ACTIVITY SUMMARY ACTIVITY COMMENTS INTERNAL

Created By: Teja Kodamala Created Date: 05/15/2025 1:39 PM

Organization: Sunshine, City of

i In the worksheet below, enter the expenditures you anticipate will be expended on or before **June 30** but will be submitted **after July 1**. This should **not** include expenditures for previously paid reimbursements.

Total Anticipated Expenditures

Enter the total expenditures you anticipate will be expended on or before June 30 but will be submitted after July 1. This should not include expenditures for previously submitted or paid reimbursements.

Enter Anticipated Expenditures

Accrued Liabilities

Comments (optional):

Save Draft **✓ Submit** **Save** **Delete**

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

- 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)

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	\$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	\$0.00
17: Depreciation	\$0.00	\$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	\$0.00
20: Capital Purchases	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	\$0.00	\$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	\$0.00
24: In-Kind Expenses	\$0.00	\$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	\$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

TN

Reimbursements

- 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

Questions?

Introduction



Email: TDEC.Grants@tn.gov

JJ

Jennifer L. Jones
Assistant Director
Operational Administrative
Services
615-922-8382
Jennifer.L.Jones@tn.gov

KK

Katherine Kimbrough
GMS System Administrator /
Administrative Assistant

SM

Savannah Motl
GMS System Administrator

TK

Teja Kodamala
GMS System Administrator

AS

Abthab Shaik
GMS System Administrator