

Fiscal Services Standard Operating Procedure Manual for External Users

Department: Fiscal Services

Division Unit: Grants and Budgets Unit

Date Written: August 1, 2024

Effective Date: August 1, 2025

Purpose

To provide a guide for external users (sub-recipients) regarding submitting different activities in the grants management system, SmartSimple. SmartSimple is the Grants Management System that manages the entire life cycle of all Workforce Services and Adult Education contracts.

This guide will be helpful for new and current partners, as it includes onboarding practices and step-by-step functions of the system. These steps will need to be performed if you are expected to receive or currently have a Workforce Services and/or an Adult Education contract.

Contents

1. Getting Started	4
1.1 Additional Organization Information Requested Prior to Registration	4
2. SmartSimple.....	5
2.1 Subrecipient Roles	5
2.2 Register Subrecipient Organization and New User Registration	5
2.3 Reviewing and Revising Organization Profile	11
3. Applications.....	14
3.1 Applying for Funding Opportunities	14
3.2 Submitting Application Revisions Requests	25

3.3 Signing Agreements – Manual	27
3.4 Signing Agreements – E-Signature	28
3.5 How to Download Fully Executed Contract	31
4. Amendments	33
4.1 Submitting Amendments	33
4.2 Submitting Amendment Revisions Requests	39
4.3 Signing Amendments – Manual	41
4.4 Signing Amendments – E-Signature	42
5. Procurement Requests.....	45
5.1 Submitting Procurement Requests.....	45
5.2 Submitting Procurement Revisions Requests	49
5.3 Withdrawing Procurement Requests	51
6. Reimbursements	52
6.1 Submitting Reimbursements.....	52
6.2 Submitting Revisions Requested Reimbursements	58
6.3 Withdrawing Reimbursements.....	60
6.4 Correcting Disallowed Costs Subsequent to a PAR Monitoring Report.....	61
7. Monthly Expenditure Reports (MER)	61
7.1 Submitting MERs	61
7.2 Submitting Revisions Requested for MERs	67
7.3 Reminders for MERs	68
8. Financial Analysis Reports (FAR).....	69

8.1 Submitting FARs	69
8.2 Submitting Revisions Requested for FARs	74
9. Infrastructure Funding Agreement (IFA)	77
9.1 Submitting IFA Reports.....	77
10. Closeouts.....	82
10.1 Submitting the Final MER.....	82
10.2 Revising the Final MER.....	87
10.3 Submitting a Closeout	89
10.4 Revising the Closeout	97
10.5 Revising the Final MER when the Closeout has been submitted	98
11. Navigating Report Manager.....	101
11.1 Report Manager	101
12. Navigating Support Manager	102
12.1 Support Manager	102
13. Status Explanation	103
13.1 Application Status	103
13.2 Agreement Status	104
13.3 Amendment Status	104
13.4 Report Status	105
13.5 Reimbursement Status.....	105
13.6 Closeout Status	105
Contact.....	106

1. Getting Started

If you are a new organization that is expecting to receive a contract with TN Department of Labor and Workforce Development, the following actions are required:

1. Before registering, email Grants.Budgets@tn.gov with the below organizational information.
2. Use [this link](#) to register a New Organization & New User in SmartSimple.

The steps to register as a new user and new organization can be found in the [SmartSimple](#) section of this manual.

1.1 Additional Organization Information Requested Prior to Registration

Please ensure the following document/information and steps are complete at least 2 weeks before you begin applying for funds.

- **UEI** – Each applicant/grantee must have a 12-character Unique Entity Identifier (UEI number) available, and it must be registered in the System for Award Management (SAM.gov) **before** submitting an application.
- **Remittance address** (if different from physical address) – this is highly important as this is the address used for payment.
- **W-9 Form**
- **ACH Form/Direct Deposit Form**
 - [Supplier Direct Deposit Authorization \(SDDA\) form](#) can be located in the Edison Portal
- **Edison Supplier ID** – If this organization has not previously had contracts with the State of TN, an Edison Supplier ID will need to be created.
 - Please visit the [Edison Supplier Portal Page](#) and complete the process outlined online.
 - Refer to the [Edison Supplier Portal Registration Manual](#) for additional guidance.
- **Authorized Official's Information** – This is usually the Executive Director, CLEO, or President.
 - Title
 - Name
 - Phone number
 - Email address
- **Signatory Information** – These users will be responsible for signing any documents.
 - Title
 - Name
 - Phone number

- Email address
- Signatory authorization form – Any changes to users with Signatory Authority access will require an updated Signatory Authority form be emailed to Grants.Budgets@tn.gov
 - When completing this form please note, anyone granted permission to sign on behalf of the authorized grantee must sign the authorized grantee's name and put their own initials.
 - Please remember to include the name of your organization at the top of the form.
- **Partner Organization Information Form** – The people listed on this form should include the same individuals on the signatory authorization form and anyone who will make submissions in the grants management system.

2. SmartSimple

2.1 Subrecipient Roles

SR Grant Staff –

This role is assigned upon external registration to all the users associated with an organization that needs to have access to the applications that have been assigned to them and to open program cycles.

SR Signatory –

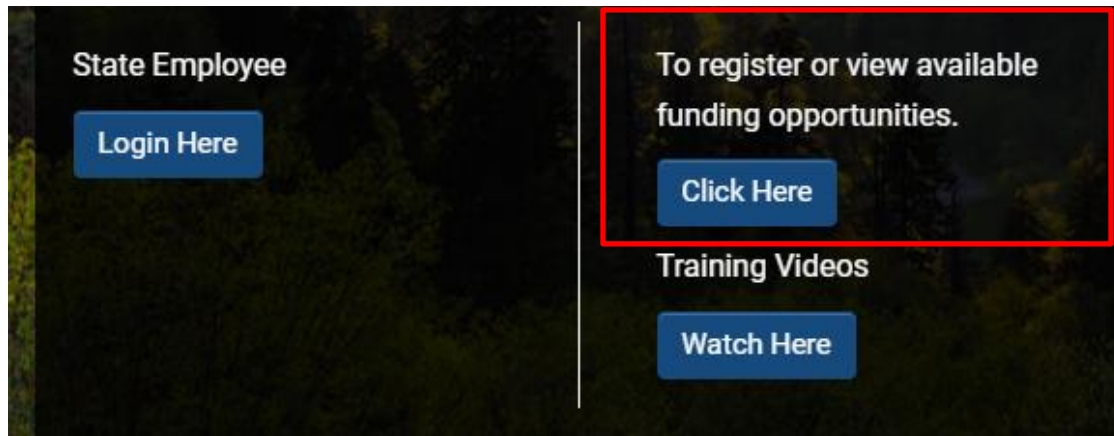
This role is to allow authorized officials to sign documents and approve workflows, as well as perform other basic staff functions. You must be listed on the signatory authorization form to receive this role.

SR Viewer –

This role is to allow for basic Grantee permissions to view forms and run predefined reports associated with their organization.

2.2 Register Subrecipient Organization and New User Registration

1. Go to [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.gov)
2. Click *Click Here* under “To register or view Grants funding opportunities”. The **Department of Labor and Workforce Development Grant Management Solution Registration** page will appear.



3. Select one of the following options:

- **Organization Registration & IRS Validation** – create an organization profile to enable your organization to apply for available grants.
- **New User** – if you are a new contact for an existing organization withing the Department of Labor and Workforce Development Grant Management Solution, click here to register.
- **Available Funding Opportunity** – Click here to view Department of Labor and Workforce Development Grant Management Solution Funding Opportunities.

Organization Registration & IRS Validation

1. Go to [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple | State of Tennessee (tn.gov))
2. **Click** *Click Here* under "To register or view Grants funding opportunities." The **Department of Labor and Workforce Development Grant Management Solution Registration** page will appear.
3. **Select** *Organization Registration & IRS Validation*. This option allows you to create an organization profile so that your organization can apply for available grants.

Department of Labor and Workforce Development Solution Registration

Organization Registration & IRS Validation

Create an organization profile to enable your organization to apply for available grants.

New User

If you are a new contact for an existing organization within the Department of Labor and Workforce Development Grant Management Solution, click here to register.

Available Funding Opportunity

Click here to view Department of Labor and Workforce Development Grant Management Solution Funding Opportunities.

4. Complete the following fields:

- **EIN** – An EIN, is known as an Employer Identification Number or Tax ID Number, is used to identify a business entity, trust, estate, and various other entity types. All businesses in general need an EIN, according to the IRS.
- **Organization Name** – This is the Subrecipient Organization legal name.
- **Address** – This is the Subrecipient Organization headquarter office address.
- **City** – SR Organization headquarter office city.
- **State** – SR headquarter office state.

Organization Search

i Enter **one** of the following criteria below to search for your organization.

1. **Employer Identification Number (EIN)** - Do not include spaces or dashes, example: "123456789"
2. **Name** - Keyword search is sufficient, example: "Waco" instead of "The Waco Foundation"
3. **State** - Use the two letter abbreviation, example: "NY" instead of "New York"

?

?

?

Search

5. Click *Search*.

- If your organization has a valid EIN, IRS will return a record that shows your organization's information.

Organization Results

Refine Search

i Instructions:

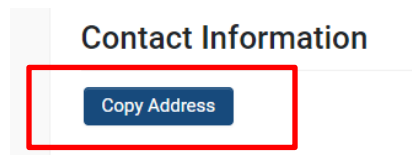
1. Click on the row to select the organization.

#	EIN	Organization Name	Physical Address	City	State / Province	Zip Code
1.	980080508	GOODWILL INDUSTRIES OF AMERICAN SAMOA INC	PO BOX 4569	PAGO PAGO	AS	96799-4569
2.	590637858	GOODWILL INDUSTRIES OF NORTH FLORIDA INC	JACKSONVILLE FL 32205	AFGHANISTAN		00000-0000
3.	352531359	GOODWILL MANUFACTURING INC	6055 N 91ST ST	MILWAUKEE	WI	53225-1710
4.	364458490	GOODWILL INDUSTRIES OF METROPOLITAN CHICAGO INC	6055 N 91ST ST	MILWAUKEE	WI	53225-1710
5.	390808491	GOODWILL INDUSTRIES OF SOUTHEASTERN WISCONSIN INC	6055 N 91ST ST	MILWAUKEE	WI	53225-1710

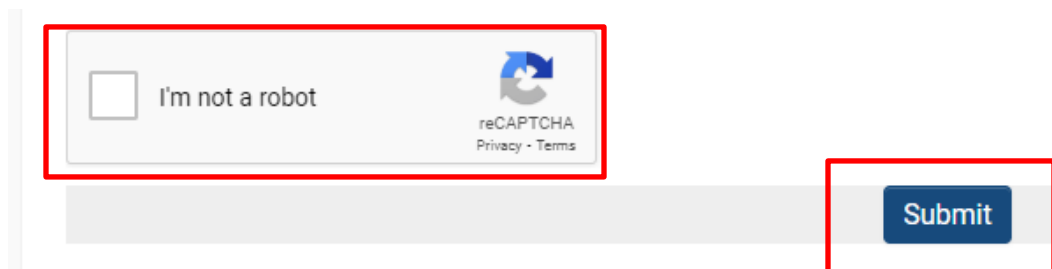
6. Click on your organization name.
 - The **Organization Information** page will appear showing your organization information auto-populating at the top of the section of the *Organization Information* page.



7. Click **Copy Address**.



8. **Complete** the remaining required fields (i.e. full name, title, email, etc.).
9. Check the **"I'm not a robot"** reCAPTCHA checkbox.
10. Click **Submit**. The **Registration Complete** confirmation page will appear.

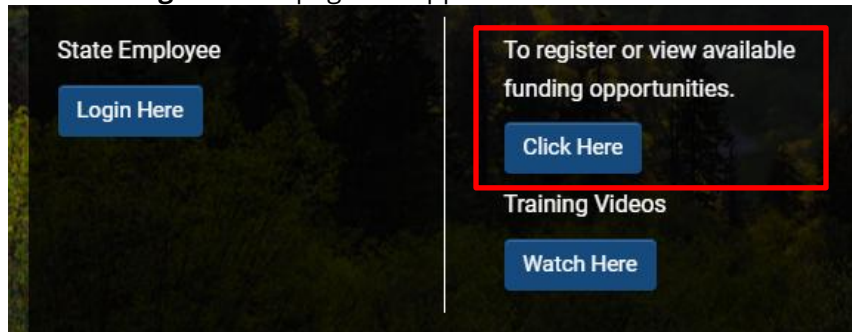


11. **Navigate** to your email mailbox and look for an email with the subject line, **"Login to Account."**
12. **Open** the email.
13. Click on the link provided in the email to reset your password. **Account Activation** page will appear.
14. **Create** a password that meets all criteria shown on the Account Activation page.

15. **Check** the “I’m not a robot” *reCAPTCHA* checkbox.
16. Click **Submit**. You will then be navigated to your homepage.

New User

1. Go to [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple | State of Tennessee (tn.gov))
2. **Click** *Click Here* under “To register or view Grants funding opportunities.”
 - The **Department of Labor and Workforce Development Grant Management Solution Registration** page will appear.



3. **Select** *New User*.
 - This option allows you to create a profile for an existing organization within the grant management system.
 - The **Sub-recipient Organization New User Registration** page will appear.

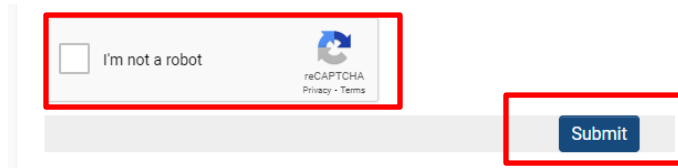
Department of Labor and Workforce Development Solution Registration

Organization Registration & IRS Validation
Create an organization profile to enable your organization to apply for available grants.

New User
If you are a new contact for an existing organization within the Department of Labor and Workforce Development, click here to register.

Available Funding Opportunity
Click here to view Department of Labor and Workforce Development Grant Management Solution Registration page.

4. The *Sub-Recipient Organization New User Registration* page will appear. **Complete** all required fields.
 - The address to input is your organization’s headquarter office residence.
 - If there are any required fields that you do not know, enter all zeros – the correct information can be added before a contract is created.
5. **Check** the “I’m not a robot” *reCAPTCHA* checkbox.
6. **Click** *Submit*.
 - **Registration complete** confirmation page will appear.
 - **Email** grants.budgets@tn.gov to receive a link to finish setting up your account.



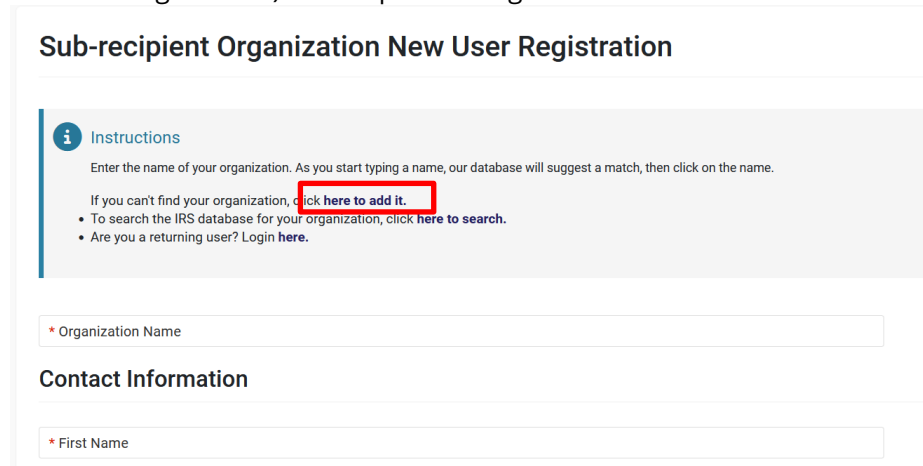
A screenshot of a web form. On the left, there is a reCAPTCHA checkbox with the text "I'm not a robot" and a reCAPTCHA logo. To the right of the checkbox is a "Submit" button. Both the checkbox area and the button are highlighted with red rectangular boxes.

7. **Navigate** to your email inbox and look for an email with the subject line, **"Login to Account."**
8. **Open** the email.
9. **Click** on the link provided in the email to activate your account. **Account Activation** page will appear.
10. **Create** a password that meets all criteria shown on the Account Activation page.
11. Check the **"I'm not a robot"** reCAPTCHA checkbox.
12. Click **Submit**.
13. You will then be navigated to your homepage.

Note: If you need the SR signatory role, please email grants.budgets@tn.gov stating so and include a copy of your signatory authorization form in the email.

Registering an organization when IRS Validation search returns no organization name

1. Go to [SmartSimple | State of Tennessee \(tn.gov\)](https://tn.gov)
2. **Click** *Click Here* under "To register or view Grants funding opportunities." The **Department of Labor and Workforce Development Grant Management Solution Registration** page will appear.
3. **Select** *New User*.
4. **Click** the text *"here to add it"* found in the instructions section.
5. **Refer** to the steps outlined in the previous registration options (organization registration and new user registration) to set up a new organization and new user account in your submission.

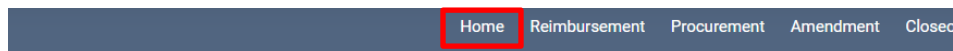


A screenshot of the "Sub-recipient Organization New User Registration" page. The page has a header with the title. Below the header is an "Instructions" section with an information icon. The instructions text says: "Enter the name of your organization. As you start typing a name, our database will suggest a match, then click on the name. If you can't find your organization, click **here to add it**." The phrase "here to add it" is highlighted with a red box. Below the instructions are two bullet points: "To search the IRS database for your organization, click **here to search**." and "Are you a returning user? Login **here**." Below the instructions is a text input field labeled "* Organization Name". Below that is a section titled "Contact Information" with a text input field labeled "* First Name".

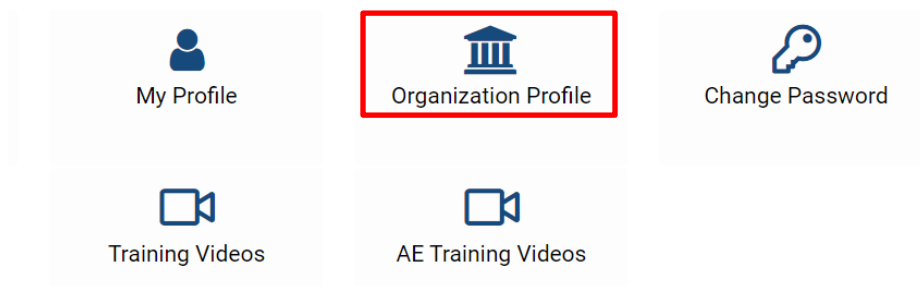
2.3 Reviewing and Revising Organization Profile

To revise your profile or add additional documents you are to do the following:

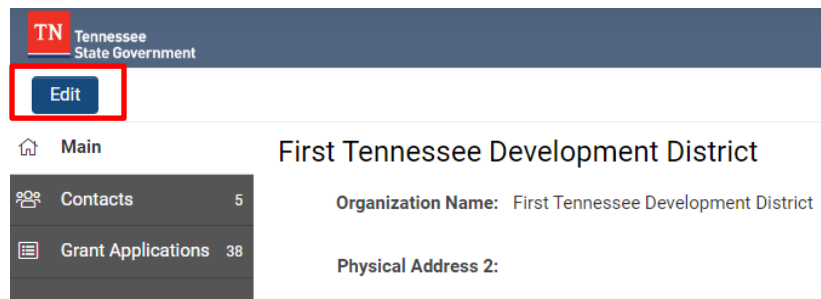
1. Email Grants.Budgets@tn.gov and let them know that you need to make edits to your organization's profile.
2. Following this request, your organization's profile will be placed in **Profile Review Required** status.
3. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
4. Click **Home**.
5. Click **Organization Profile**.



Welcome Dee Cee



6. Click **Edit** at the top left corner.

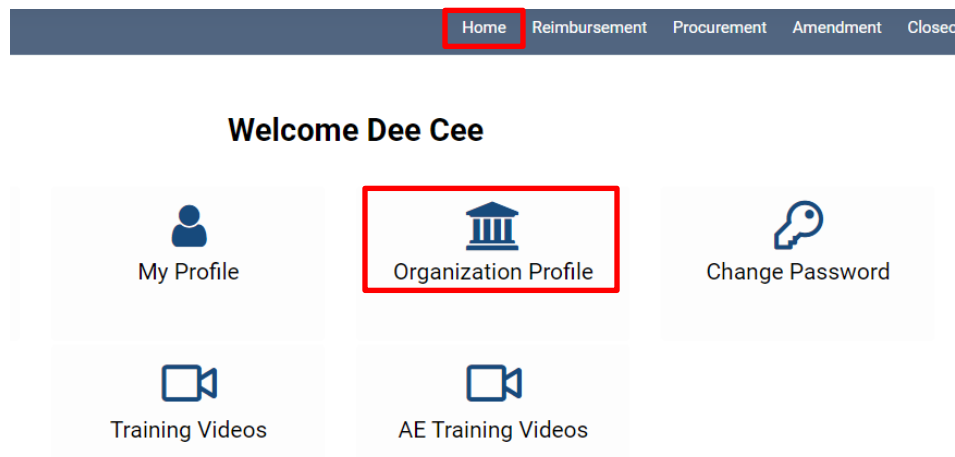


7. Review all tabs and ensure the organizational profile is filled out completely and accurately.
8. Make the necessary revisions on each applicable tab.

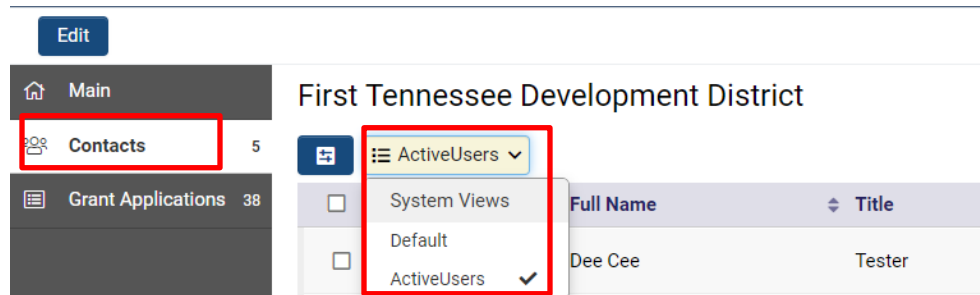
9. Click **Save Draft** and **Submit**.
10. The organizational profile will move to **Submitted** status.
11. Grants and Budgets Unit staff will review the profile for completeness. If additional updates or changes are required, the profile will be placed in **Revisions Required Profile** status.
12. If no additional updates or changes are required, the profile will be moved to **Profile Review Complete** status.

To review the contents associated with your organization profile:

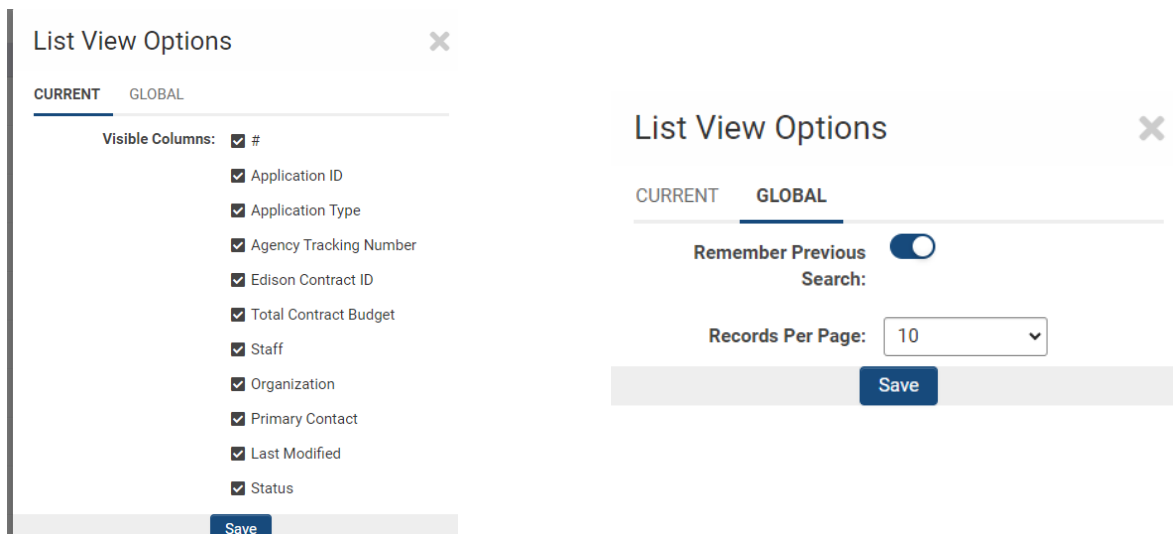
1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Home**.
3. Click **Organization Profile**.



4. Click **Main** tab on the left of the screen to review the *contact information, additional information, attachments, and to register a new user*.
5. Click **Contacts** on the left of the screen to review all individuals associated with the organization.
 - a. **Filter** your list view to see only Active users.
 - i. See **Default** dropdown directly under your organization's name.
 - ii. **Click** the dropdown.
 - iii. **Select** Active Users.



- b. If someone shows as an active user, but they are no longer with your org, **email** grants.budgets@tn.gov requesting that their account is deactivated. An updated Partner Organization form (and Signatory Authority form, if applicable) will need to be provide to the Grants and Budgets Unit.
6. Click **Grant Applications** to see all current and closed contracts.
 - a. Click the *List View Options* icon to add or remove specific columns from your view and to choose how many contracts should be listed per page.



- a. Click *Export List View* icon to download the list of contracts as an Excel file.



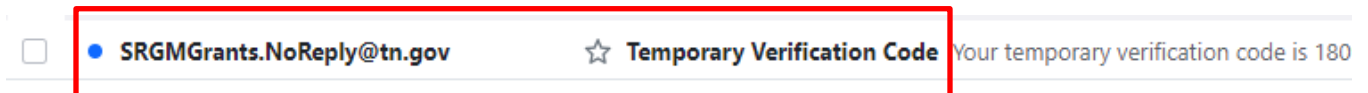
- b. Click *Download Files* icon to download the files attached to a specific contract.
 - i. The application must be selected before clicking it.



3. Applications

3.1 Applying for Funding Opportunities

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
 - a. A verification code will be sent to your email.



- b. **Enter** the code.
- c. Click **Submit**.

Multi-Factor Authentication

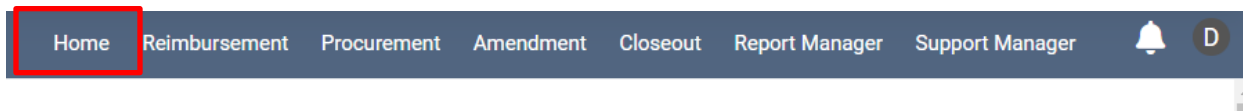
Verification code sent by email to m*****@yahoo.com. If you do not see the email, check your junk/spam folder.

Resend Code by Email

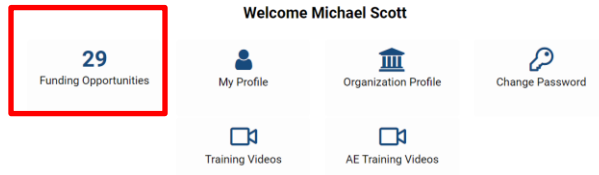
Verification Code:

☐ Remember this device

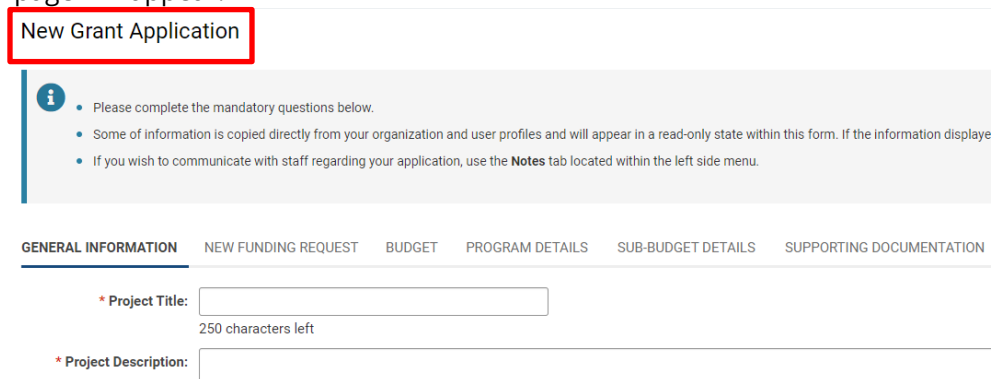
2. Click on the **Home** link at the top of the page to navigate back to the home page.



- Click **Funding Opportunities** to navigate to the funding opportunities page.



- Click **Apply Now** for the program that you would like to apply to. The *New Grant Application* page will appear.



The screenshot shows the 'New Grant Application' page. At the top, the text 'New Grant Application' is highlighted with a red box. Below this is an information section with a blue 'i' icon and three bullet points: 'Please complete the mandatory questions below.', 'Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information display', and 'If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.' Below the information section is a horizontal tab bar with six tabs: 'GENERAL INFORMATION' (selected), 'NEW FUNDING REQUEST', 'BUDGET', 'PROGRAM DETAILS', 'SUB-BUDGET DETAILS', and 'SUPPORTING DOCUMENTATION'. Under the 'GENERAL INFORMATION' tab, there are two input fields: '* Project Title:' with a text box and '250 characters left' below it, and '* Project Description:' with a larger text box.

- Click **Save Draft**. The following will appear:
 - Main* menu with the *Notes* tab on the left of the screen.
 - Application System ID* – this is auto-generated.
 - Organization Information* is auto populated from the Organization Profile page.
 - Submit* button.

TN Tennessee
State Government

Home Reimbursement

Home

Main

NOTES

More...

2024-3318

submitting this form.

If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

GENERAL INFORMATION

NEW FUNDING REQUEST

PROGRAM DETAILS

SUB-BUDGET DETAILS

SUPPORTING DOCUMENTATION

Organization Information:

Adult Education Agency
220 French Landing Dr
Nashville, TN 37228
Phone: 615-555-5555

Primary Contact:

Michael Scott
220 French Landing Dr
Nashville
Phone: 555-555-5555
Email: michaelgaryscott.gbu@yahoo.com

* Project Title:

250 characters left

* Project Description:

1000 characters left

Subrecipient Organization Additional Contacts

Note:

Select users from the organization selected above for this application

You may search by the individual name to retrieve a single user or click on the **Magnifier** icon to retrieve all users.

Save Draft

Submit

Withdraw

6. Complete the required fields on the **General Information** tab.

GENERAL INFORMATION NEW FUNDING REQUEST PROGRAM DETAILS SUB-BUDGET DETAILS SUPPORTING DOCUMENTATION

Primary Contact
Michael Scott
220 French Landing Dr
Nashville
Phone: 555-555-5555
Email: michael.garyscott.gbu@yahoo.com

* Project Title:
250 characters left

* Project Description:
1000 characters left

Subrecipient Organization Additional Contacts

Note:
- Select users from the organization selected above for this application
- You may search by the individual name to retrieve a single user or click on the **Magnifier** icon to retrieve all users.
- Users listed here will have access to this application and to its reports/requests

▼ Find Contact
☒ Contacts ☐ Groups
 -- Select Role --

☐ # Full Name Title

7. Click **New Funding Request** tab and complete.

GENERAL INFORMATION **NEW FUNDING REQUEST** PROGRAM DETAILS SUB-BUDGET DETAILS SUPPORTING DOCUMENTATION

* Administration Budget Amount:

* Program Budget Amount:

* Grants Total Amount: \$0.00 ?

* Grantee Match Budget Amount:

◀ BACK Project Amount: \$0.00 ?

8. Click **Budget** tab and complete. *The budget tab is only shown on specific application types, i.e., Adult, Dislocated Worker, Youth, Adult Basic Education.*
- This is where you are to breakout your program budget.
 - If applying for Youth funds, you are to separate the in-school and out-of-school youth budget here.
 - If applying for Adult Basic Education funds, you are to separate the ABE Instruction and Corrections instruction budgets here.
9. Click **Save Draft** to populate the calculations.

i Instructions

- Please complete the budget below.
- You may enter zero if applicable.

* Dislocated Worker
Budget Amount:

< BACK

Budget Amount:

Save Draft

Withdraw

10. **Verify** that the auto calculations on the *New Funding Request* tab and the *Budget* tab are correct.

11. Click **Program Details** tab and complete.

Enrollment Target

How many participants do you intend to serve with this funding?

Will supportive services be provided?

Please Select

Will training services be provided?

Please Select

What is your Individual Training Account (ITA) cap, per current local policy?

Please select the significant barrier(s) to employment, if any, of participants to be served with this funding. Check all that apply.

- ☐ Displaced homemakers
- ☐ Low-income individuals or recipients of income-based public assistance
- ☐ Native Americans
- ☐ Individuals with mental or physical disabilities
- ☐ Those aged 55 or older

< BACK

Involved individuals

Save Draft

✓ Submit

Withdraw

12. Click **Sub-budget Details** tab.

13. Click the **Budget Template** link (this is the 424).

- The *budget template* should be downloaded in *Excel format* to the Downloads folder on your PC.

GENERAL INFORMATION NEW FUNDING REQUEST PROGRAM DETAILS **SUB-BUDGET DETAILS** SUPPORTING DOCUMENTATION

*** Upload Sub-Budget Template.**

Click on the link below to download the budget template.

[Budget Template.](#)

Once you have completed the budget template, upload it below.

Drop files here or **browse files**
Maximum file size: 2 GB | Maximum number of files: 1

After you have uploaded the completed budget template, click on the Save Draft button to populate the information below.

Budget Summary

Budget Categories

Non-Federal Resources

Forecasted Cash Needs

Budget Estimates for Federal Funds for Balance of the Project

← BACK Budget Information

Save Draft ✓ Submit Withdraw

14. Click on the downloaded **Budget Template** to open it, then click **Enable Editing**.
15. Complete the *Budget Template* and save it to your PC.
 - ***Please review the Fiscal Services SF-424A Standard Operating Procedures to ensure proper completion. These instructions can be requested via email by reaching out to Grants.Budgets@tn.gov.***
16. On the *Sub-budget Details* tab, you can either **drag and drop** the completed 424 into the box that says *drop files here* OR click **browse files** and select the completed 424 from the folder you saved it in.
 - Once the file is uploaded, it will appear on the *Sub-budget Details* tab.
17. Click **Save Draft**. The data entered on the budget template will populate into SmartSimple.

GENERAL INFORMATION NEW FUNDING REQUEST PROGRAM DETAILS **SUB-BUDGET DETAILS** SUPPORTING DOCUMENTATION

File Name
 Budget_Template_(44).xlsx

After you have uploaded the completed budget template, click on the Save Draft button to populate the information below.

Budget Summary

Budget Categories

Type	New or Revised Budget Federal	New or Revised Budget Non-Federal	Estimated Unobligated Funds Federal	Estimated Unobligated Funds Non-Federal	Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Save Draft Submit Withdraw

18. Click **Supporting Documentation** tab.
19. **Drag and drop** all applicable supporting documents into the box that says *drop files here* OR click **browse files** and select the necessary files.
20. **Add** the description of each supporting documentation.
21. Click **Save Draft**.

GENERAL INFORMATION NEW FUNDING REQUEST PROGRAM DETAILS SUB-BUDGET DETAILS **SUPPORTING DOCUMENTATION**

* Please upload any supporting documents.

Drop files here or browse files
Maximum file size: 2 GB | Allowed file types: XLS, XLSX, PDF, DOC, DOCX

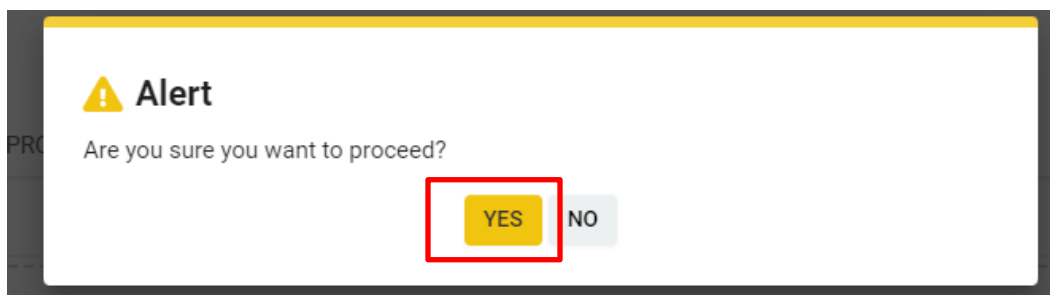
File Name
 Supporting_Doc_Test.docx

* Supporting Documents Description
Enter description of attached documents here.

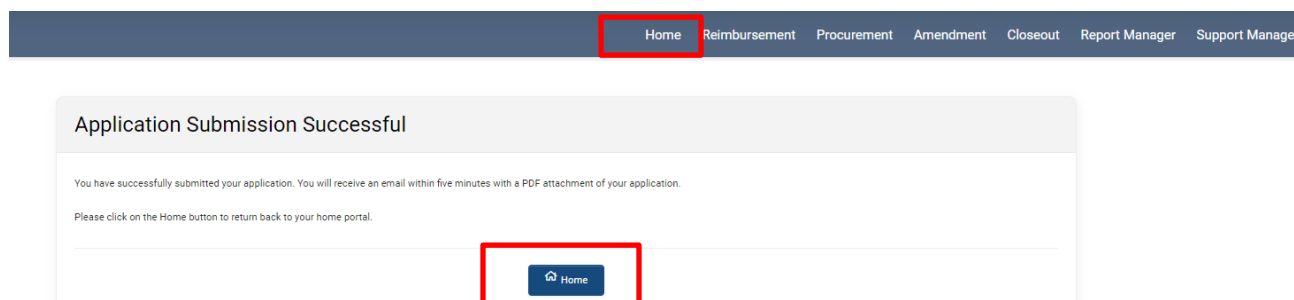
Save Draft Submit Withdraw

22. **Review** all the data to ensure everything is correct and nothing is forgotten.
23. Click **Submit**. An alert message will appear stating, "Are you sure want to proceed?"

24. Click **Yes** if so. If not, click No and the application will not be submitted until you click yes.
- You will receive an email confirmation stating your application has been received and will be reviewed. In the email, there will be a copy of the submitted application in PDF format.



25. *Application Submission Successful* confirmation page will appear. Click **Home** tab at the top of your screen or on the confirmation.



26. Scroll down to the *Applications* section, click **Submitted**.

Applications

Click below to submit/view any of your applications.



27. **Verify** that you see the application that you just submitted.

Submitted

<

Supporting Documents to include on an application:

- **Required:** Signed Letter of Request
 - This is typically on your organization's letterhead and must be dated and signed by your signatory authority (i.e. CLEO, CEO, President)
 - It includes a brief description of the purpose of the application and the amount being requested.
- **Required:** Program Narrative
 - This describes in detail why you're applying for funds and how you plan to use the funds. The amount being requested and the grant period should also be included in the program narrative.
- **Required:** Budget – this is attached to the Sub-budget Details tab, not the supporting documents tab.
- **Required on Additional Funding Requests:** Attachments A & B
- Application Worksheet – Required if it's a National Dislocated Worker Grant (NDWG)
- Notice of Award and/or Funding Announcement
- Any other documents that may be helpful with the approval of your application

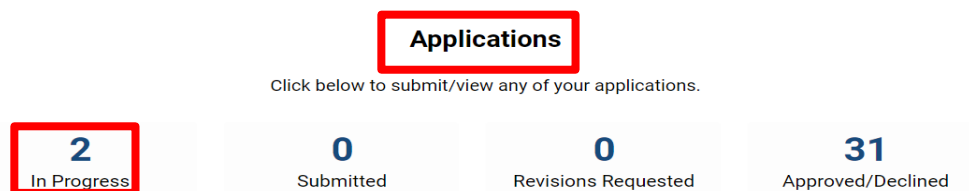
Grant Application Request	Signed Letter of Request	Program Narrative*	Funding Award Letter	Other documents supporting approval of request
Supporting Documents	Required	Required	Required	Optional

*The Program Narrative can be included in the Signed Letter of Request as one document.

Withdrawing an Application

Withdrawing an application must be done while it's in Draft or Revisions Requested status.

1. After logging into SmartSimple, click **Home**.
2. Scroll down to the **Applications** section.



3. Click **In Progress**. The applications in **Draft** status will appear.

In Progress

#	Application ID	Application Type	Organization	Primary Contact	Status	Last Modified	
1	2024-3319	Adult Basic Education	HopeWorks, Inc	Holly Williams Grant Staff Test User	Draft Application	04/22/2024 10:50AM	Open

4. **Open** the application that you would like to withdraw.
5. Click **Supporting Documentation**.
6. **Enter** the reason for withdrawing the application.
7. Click **Withdraw**.

GENERAL INFORMATION NEW FUNDING REQUEST BUDGET PROGRAM DETAILS SUB-BUDGET DETAILS **SUPPORTING DOCUMENTATION**

* Supporting Documents Description

Application Withdraw Reason

This application is being withdrawn because I am providing steps on how to withdraw an application.

[< BACK](#)

[Save Draft](#) [✓ Submit](#) [Withdraw](#)

8. An alert will appear asking, "Are you sure you want to Proceed?" Click **Yes**.

NEW FUNDING REQUEST BUDGET PROGRAM DETAILS SUB-BUDGET DETAILS

Alert

Are you sure you want to proceed?

[YES](#) [NO](#)

9. *Application Withdrawal Successful* confirmation page will appear. Click **Home**.
 - You will also receive a confirmation email.

Application Withdrawal Successful

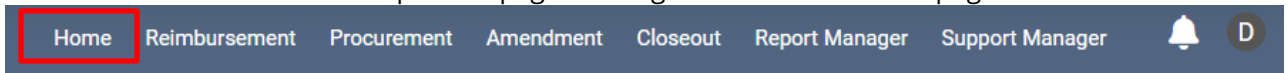
You have successfully withdrawn from the application.

Please click on the Home button to return back to your home portal.

[Home](#)

3.2 Submitting Application Revisions Requests

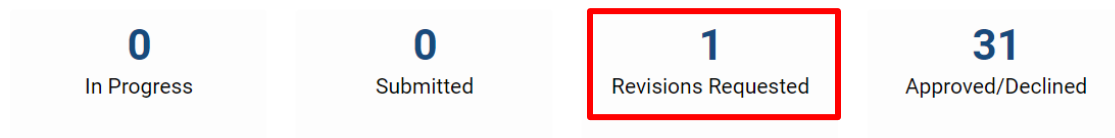
1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click on the **Home** link at the top of the page to navigate back to the home page.



3. Scroll down to the *Applications* section.
4. Click **Revisions Requested**. The list of applications that requires revisions will be shown.

Applications

Click below to submit/view any of your applications.



5. Click **Open** on the application you are ready to revise.

Revisions Requested

× 🔍 1-1 of 1 < >			
Primary Contact	Status	Last Modified	
Development District	Revisions Requested Application	05/09/2024 12:30PM	Open

- At the top of the application, you will see a message stating, *"Staff has requested the following revisions to your application."*
6. Make the required revisions that's shown at the top of the applications screen.
 7. Click **Save Draft**.
 8. Click **Submit Revisions**. An alert message will appear stating, *"Are you sure want to proceed?"*

2024-3314

✖ Staff has requested the following revisions to your application
Please revise the New Funding Request tab. The total should equal \$2,000, not \$1,000.

Instructions for Submitting Revisions

- Please only update your application with the requested information.
- Once all revisions have been entered, click the "Submit Revisions" button to resubmit your application.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

GENERAL INFORMATION **NEW FUNDING REQUEST** PROGRAM DETAILS SUB-BUDGET DETAILS SUPPORTING DOCUMENTATION

* Administration Budget Amount:

* Program Budget Amount:

* Grants Total Amount: \$2,000.00 ?

* Total Project Amount: \$2,000.00 ?

◀ BACK Save Draft Submit Revisions Withdraw

9. Click **Yes** if so. If not, click No and the application will not be submitted until you click yes. *Application Submission Successful* page will appear.
- You will receive an email confirmation stating your application has been received and will be reviewed. In the email, there will be a copy of the submitted application in PDF format.

⚠ **Alert**

Are you sure you want to proceed?

YES
NO

10. Click **Home** tab at the top of your screen.

Home
Reimbursement
Procurement
Amendment
Closeout

Application Submission Successful

You have successfully submitted your application. You will receive an email within five minutes with a PDF attachment of your application.

Please click on the Home button to return back to your home portal.

Home

11. Scroll down to the *Applications* section, click **Submitted**.
12. **Verify** that you see the application that you just submitted.

Submitted

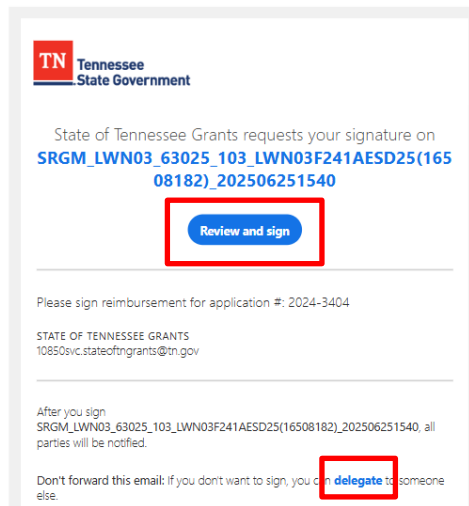
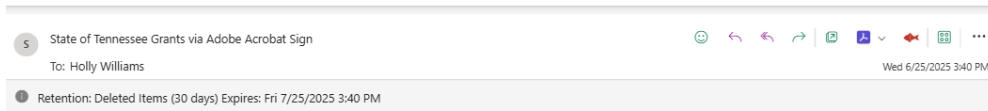
#	Application ID	Application Type	Agency Tracking Number	Organization
1	2024-3314	Apprenticeship		First Tennessee Develop

If you have questions regarding the revisions required, please email grants.budgets@tn.gov.

3.3 Signing Agreements – Manual

1. Agreements sent for manual signature will route to the Authorized Official or a designated Signatory Authority.
2. Adobe signature requests for agreements will come from adobesign@adobesign.com.

Signature requested on "SRGM_LWN03_63025_103_LWN03F241AESD25(16508182)_202506251540"

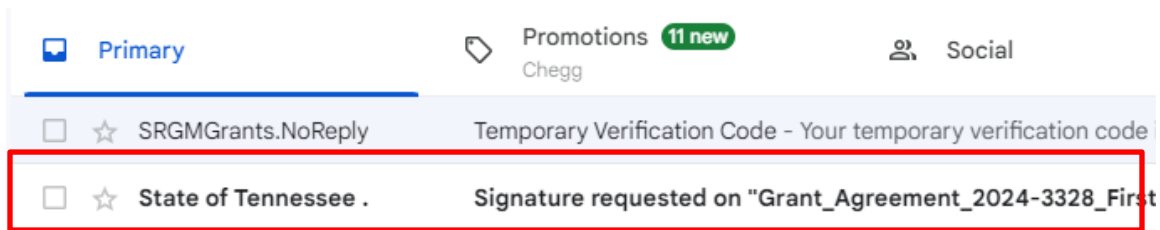


3. **Click** review and sign to open, review, and sign the agreement.
4. **Delegate** the signature request to a designated authority if necessary.

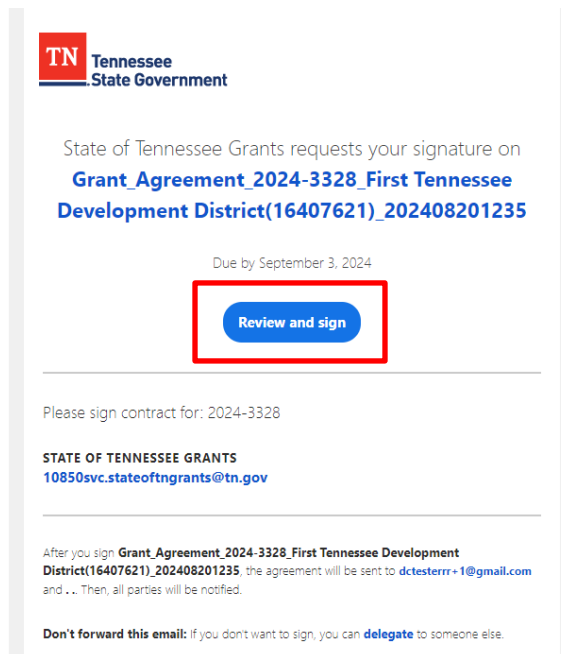
3.4 Signing Agreements – E-Signature

The following steps explain how to sign an agreement via e-signature (meaning it was sent through SmartSimple via Adobe). If the agreement is not signed within 14 days, the process will restart; thus causing a significant delay in receiving a fully executed contract.

1. Log into your email.
2. **Open** email from State of Tennessee, Subject Signature requested on...



3. **Click** *Review and sign* button.

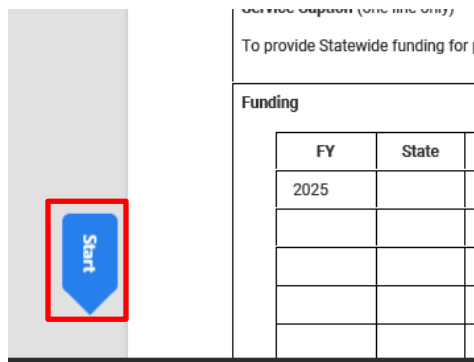


4. Or **click** Delegate if someone else needs to sign it. **Do not forward the email if it was sent to you out of error.**

After you sign **Grant_Agreement_2024-3328_First Tennessee Development District(16407621)_202408201235**, the agreement will be sent to ... Then, all parties will be notified.

Don't forward this email: If you don't want to sign, you can **delegate** to someone else.

5. The contract will appear as an Adobe document.
6. **Click** *Start* to navigate to your signature line and to ensure your signature will be on the correct line.



Services caption (one line only)
To provide Statewide funding for p

Funding	
FY	State
2025	

7. **Review** contract for any errors *before* you sign it.
 - a. If errors are found, notify grants.budgets@tn.gov immediately.
 - b. If you have no concerns, proceed with signing the contract.
8. On your signature line, **Click** *Click here to sign* to begin signing the contract.

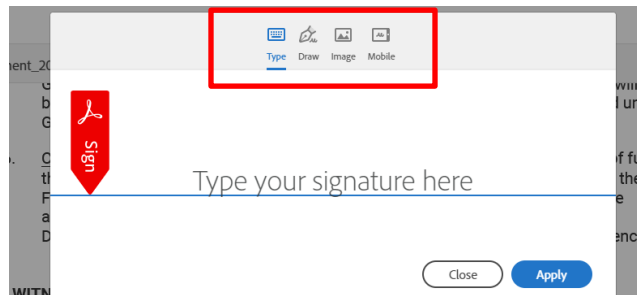
IN WITNESS WHEREOF,

CHIEF LOCAL ELECTED OFFICIAL/ MAYOR:

Next * Click here to sign Aug 20, 2024

GRANTEE SIGNATURE **DATE:**

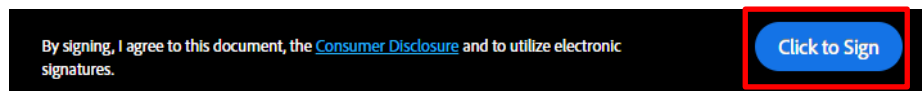
9. **Choose** your preferred signature type from the options at the top of the screen.
 - a. Options are: Type, Draw, Image, or Mobile



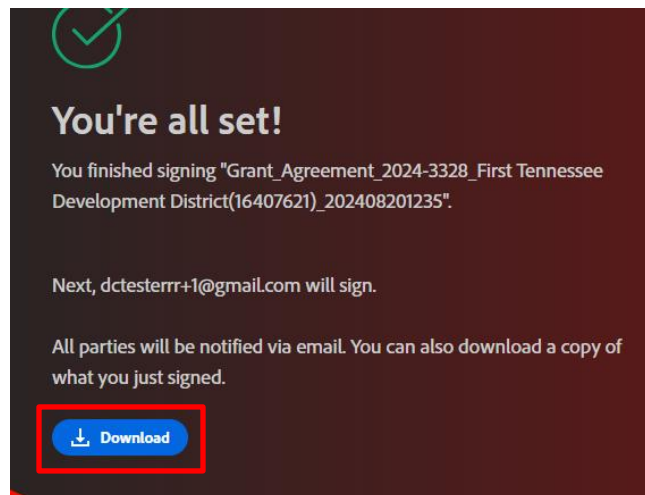
10. After selecting your signature type, enter your signature. Depending on who signs, it should match the signatory authorization form.
 - a. For example, if an authorized signer signs it, the CLEO's name should be signed and they must include their own initials.
 - i. See your submitted signatory authorization form as an example.
11. **Click** apply.



12. After you see that your signature is how it should be, click the **Click to Sign** button.



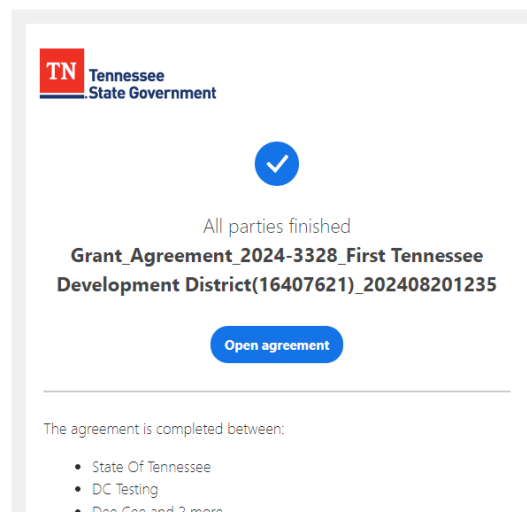
13. **Download** a copy of the document for your records. This copy is not fully executed since all parties may not have signed it yet.



14. After the contract has been signed by all parties, you will receive an email from State of TN via Adobe Acrobat Sign.

Completed: "Grant_Agreement_2024-3328_First Tennessee Development District(16407621)_202408201235"

State Of Tennessee via Adobe Acrobat Sign <adobesign@adobesign.com>
to DC, DC, State, . . .



3.5 How to Download Fully Executed Contract

1. After logging into SmartSimple, click Home.
2. Scroll down to the **Requires Attention** section.
3. Click **Submitted**. The agreements that have been signed by all parties will be listed here.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



4. **Open** the agreement that you are to like to view.

Submitted Activities

5. **Download** the pdf document.

2024-3314 - Apprenticeship - Agreement

1

Agreement

2024

AGREEMENT DETAILS

After reviewing the agreement, upload the signed copy here

The uploaded file will replace the existing agreement, above. Click **Save** when finished.

Contract

Signed Contract:

TEST_Grant_Agreement_2024-3314.pdf

201.1 KB · 05/14/2024 9:46AM

1-37 of 37

Open

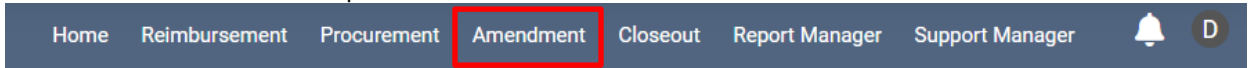
6. **Save** for your records.

4. Amendments

Amendments must be submitted at least 30 days before the date the contract ends.

4.1 Submitting Amendments

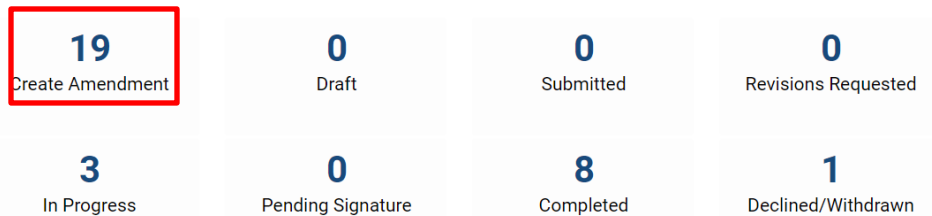
1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.gov)
2. Click **Amendment** at the top of the screen.



3. Click **Create Amendment**. These are a list of applications that you may create an amendment for.

My Amendments

Click below to view/submit your amendments.



4. **Locate** the contract that you would like to create an amendment for.
5. Click **Create New Amendment Request**.

Create Amendment

1-19 of 19						
#	Application ID	Application Type	Agency Tracking Number	Organization	Primary Contact	Status
1	2024-3314	Apprenticeship	LWNEF241TEST24	First Tennessee Development District	Lisa Evans	Approved - Post Award

Create New Amendment Request

6. Click **Save Draft** before beginning.
7. **Select** the modification(s) needed for the amendment.
 - You can select one or all of the following:
 - Project Scope Modification
 - Project Budget(s) Modification
 - Project End Date Modification
8. Click **Save Draft** to ensure all sections needed show up on the screen.

New Activity

i Instructions

- Click on the **Save Draft** button before beginning.
- Complete the mandatory question below.
- Click on the **Submit** button to submit your request.

Amendment Summary

*** Please check/select the modification(s) needed, to submit an Amendment.**

☐ Project Scope Modification

☐ Contract Budget(s) Modification

☐ Contract End Date Modification

AMENDMENT DETAILS

SUPPORTING DOCUMENTATION

Save Draft

Withdraw

9. **Enter** the *Modification Effective Date*.

- This date should not be more than 30 days prior to the date you are submitting the amendment.
- This date should not be before the date on your signed letter of request.

AMENDMENT DETAILS

SUPPORTING DOCUMENTATION

*** Modification Effective Date:**

mm/dd/yyyy

10. If it's a *scope change*, **enter** the Section Reference # to be updated. This is the section in the contract or your initial supporting documents that you wish to revise or add to.

11. Then, **type** in your new scope into the *Project Scope Modification* section.

AMENDMENT DETAILS

SUPPORTING DOCUMENTATION

*** Section Reference # (To be updated)**

*** Project Scope Modification**

Type new project scope below.

#. New Text — include ALL of the deleted language that continues to be necessary after this amendment

12. If it's a change to the *end date*, **enter** the New Contract End Date.

* **New Contract End Date:** 

13. If it's a *budget change*, **complete** the proposed administration/program modification amount.
- The *Proposed Modification Amount* is the **difference** between what you want your new total to be and the initial (previous) amount. In other words, it is the amount that you want to add to or subtract from the initial budget amount.
 - Example 1:** if you currently have \$20 for your administration amount, but you want your administration amount to be \$100, then you are to enter \$80 into the *Proposed Administration Modification Amount* section.
 - Example 2:** if you currently have \$20 for your administration amount, but you want your administration amount to be \$10, then you are to enter (\$10) or -\$10 into the *Proposed Administration Modification Amount* section.

Example 3: See picture below.

▼ Contract/Amendment Budget

* Previous Administration Amount: \$200.00 ▼ Contract/Amendment Sub-budget * Previous Program Budget Amount: \$1,800.00	* Proposed Administration Modification Amount: \$100.00 * Proposed Program Amount: -\$100.00	* New Administration Amount: \$300.00 * New Program Budget Amount: \$1,700.00
--	--	---

14. Click **Save Draft**.
15. **Verify** that the auto-calculations are correct.
16. Click **Supporting Documentation**
17. **Drop** files in the supporting documents box or click **browse files** to search for and upload the necessary documents. ***See tables below for additional modification details and a breakdown of documents required by modification type.***

Amendment Type	Definition
Scope change	A scope change updates the scope of service of the program.
Scope change for adjusting line items*	A scope change can be used to bypass the signature requirement for adjusting line items when the amount being moved is less than 20% of that line-item.
Budget change	A budget modification is used for increasing or decreasing budget line items or moving money between line items when the amount is 20% or more of the line-item.
End Date change	An end date change modifies the end date of the contract.

Workforce Services supporting document requirements by amendment type				
Amendment Type	Signed Letter of Request/	Updated 424A Budget	Program Narrative*	Other documents supporting approval of request
Scope change	Required	Not required	Required	Optional
Scope change for adjusting line items	Required	Required	Required	Optional
Budget change	Required	Required**	Required	Optional
End Date change	Required	Not required	Not required	Optional

Adult Education supporting document requirements by amendment type				
Amendment Type	Signed Letter of Request/**	Updated 424A Budget	Program Narrative***	Other documents supporting approval of request
Scope change	Not required	Not required	Not required	Optional
Scope change for adjusting line items	Not required	Required	Not required	Optional
Budget change	Not required	Required**	Not required	Optional
End Date change	Not required	Not required	Not required	Optional

*The Program Narrative can be included in the Signed Letter of Request as one document.

**Budget changes that meet the following conditions require an updated 424A Budget:

- Is there a significant change to scope
- Does the budget modification shift costs from participants to another line item; and
- Will the modification result in a transfer of at least a ten percent change in one line item to another?
- **See 2 CFR 200.308 for additional details outlining these conditions.**

***In lieu of a program narrative and a signed CLEO letter, electronic approval of modification requests by the Adult Education Assistant Commissioner is sufficient documentation.

18. **Enter** descriptions of the supporting documents.

AMENDMENT DETAILS **SUPPORTING DOCUMENTATION**

* Please upload any supporting documents.

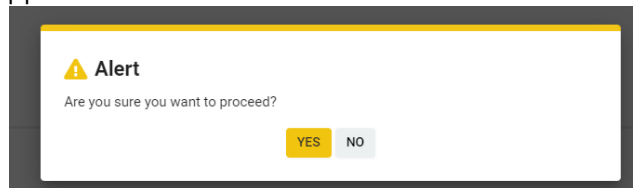
 **Drop files here or browse files**

Maximum file size: 2 GB | Allowed file types: XLS, XLSX, XLSM, PDF, DOC, DOCX

* Supporting Documents Description

Enter brief description of each supporting document here.

19. Click **Save Draft**.
20. Click **Submit**.
21. An alert message will appear stating, "Are you sure want to proceed?" Click **Yes** if so. If not, click No and the application will not be submitted until you click yes. *Application Submission Successful* page will appear.



- You will receive an email confirmation stating your application has been received and will be reviewed. In the email, there will be a copy of the submitted application in PDF format.

Amendment Submitted Inbox x



SRGMGrants.NoReply@tn.gov

to dctesterr+1 ▾

10:30 AM (4)

Dear [REDACTED]

We have received your Amendment request for 2024-3314. Please see the attached PDF for a summary of the information submitted. We will be reviewing the request and will notify you should we require any clarifications.

<https://apply-uat.grants.tn.gov>

Best regards,
State of Tennessee

One attachment • Scanned by Gmail ⓘ



22. Click **Home**.
23. Click **Amendment** at the top of the screen.

24. Click **Submitted**.

My Amendments

Click below to view/submit your amendments.



25. **Verify** that the amendment you submitted is shown in that section.

Submitted

pe	Agency Tracking Number	Last Modified	Status	
	LWNEF241TEST24	05/14/2024 10:29AM	Submitted	Open

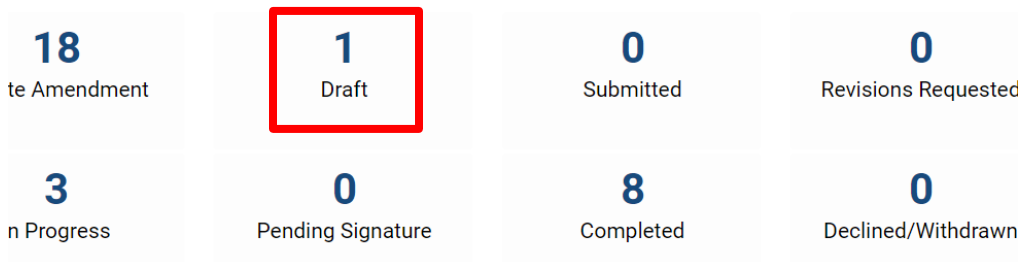
To Withdraw an Amendment

1. After logging into SmartSimple, click **Amendment** at the top of the screen. *My Amendments* page will appear.
2. Click the **Draft** tile.

Home Reimbursement Procurement **Amendment** Closeout Report Manager Support M

My Amendments

Click below to view/submit your amendments.



3. **Open** the amendment you are to like to withdraw.
4. Click the **Supporting Documentation** tab.
5. Enter the reason for withdrawing the amendment.
6. Click **Withdraw**.

AMENDMENT DETAILS

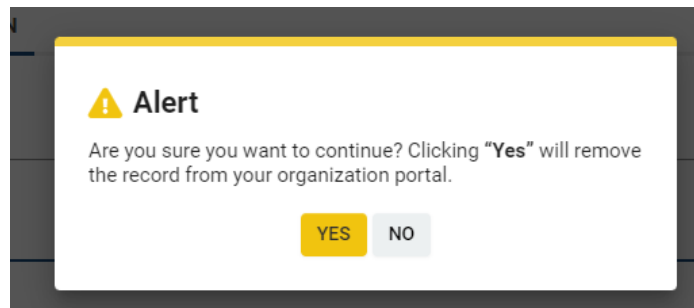
SUPPORTING DOCUMENTATION

▼ Withdraw Justification

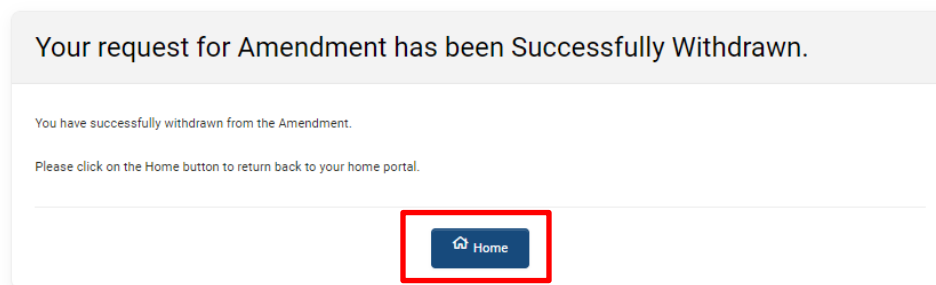
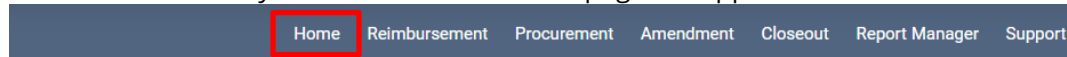
Sub-Recipient Reason for Withdraw Required

Withdrawing this amendment as a test.

7. An alert will appear asking, "Are you sure you want to continue?" Click **Yes**.

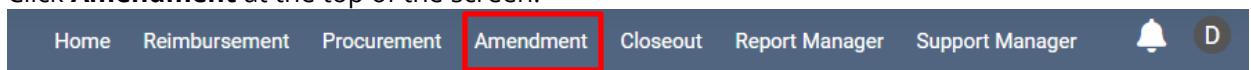


8. Amendment successfully withdrawn confirmation page will appear. Click **Home**.



4.2 Submitting Amendment Revisions Requests

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://tn.gov)
2. Click **Amendment** at the top of the screen.



3. Click **Revisions Requested**.
 - A list of amendments that require revisions will be listed.

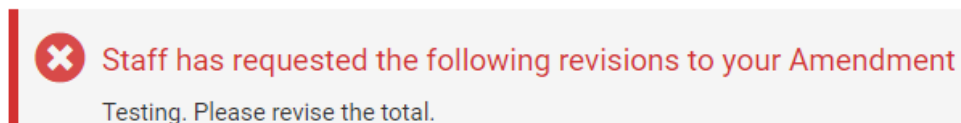
My Amendments

Click below to view/submit your amendments.

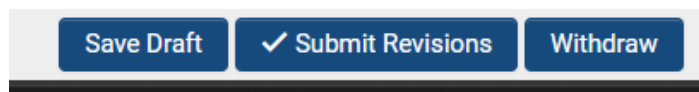
19 Create Amendment	0 Draft	0 Submitted	1 Revisions Requested
3 In Progress	0 Pending Signature	8 Completed	1 Declined/Withdrawn

4. **Open** the amendment you would like to revise.
 - There will be a message at the top of the screen saying, *"Staff has requested the following revisions to your Amendment."*

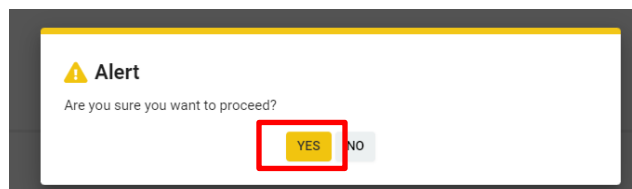
2024-3314 - Apprenticeship - Amendment



5. **Revise** the amendment based on the comments shown at the top of the screen.
6. Click **Save Draft**.
7. Click **Submit**.

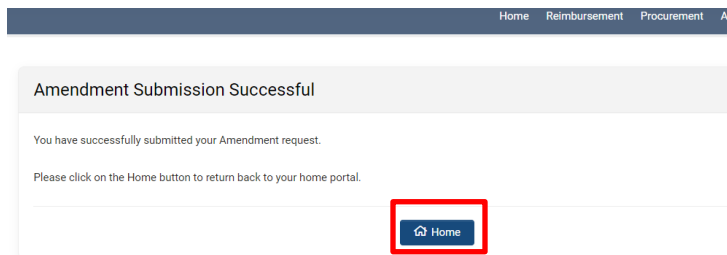


8. An alert message will appear stating, *"Are you sure want to proceed?"* Click **Yes**, if so. If not, click No and the application will not be submitted until you click yes. *Application Submission Successful* page will appear.
 - You will receive an email confirmation stating your application has been received and will be reviewed. In the email, there will be a copy of the submitted application in PDF format.

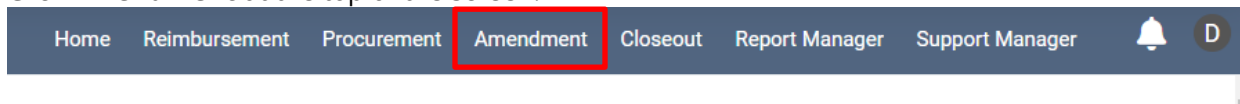


9. Click **Home**.





10. Click **Amendment** at the top of the screen.



11. Click **Submitted**.

12. **Verify** that the amendment that was resubmitted is shown in that section.

Submitted

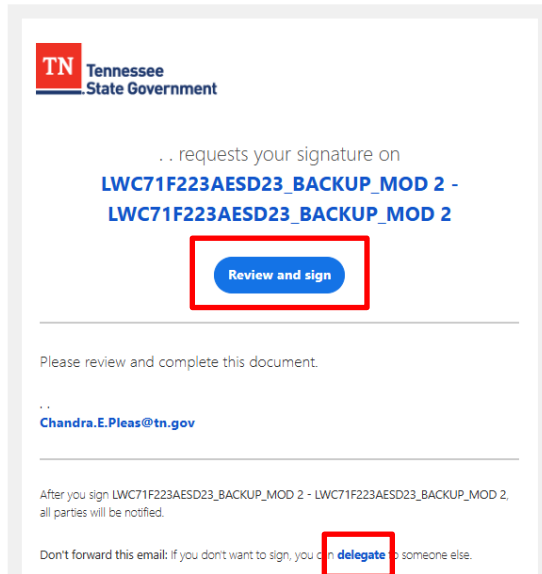
				×	Q	1-1 of 1	<	>
pe	Agency Tracking Number	Last Modified	Status					
	LWNEF241TEST24	05/14/2024 12:51PM	Submitted	Open				

4.3 Signing Amendments – Manual

1. Amendments sent for manual signature will route to the Authorized Official or designated Signatory Authority.
2. Adobe signature requests for amendments will come from adobesign@adobesign.com.

Signature requested on "LWC71F223AESD23_BACKUP_MOD 2 -
LWC71F223AESD23_BACKUP_MOD 2" inbox x

.. via Adobe Acrobat Sign <adobesign@adobesign.com> 3:09 PM (11 minutes ago) ☆ ☺ ↶
to me ▾

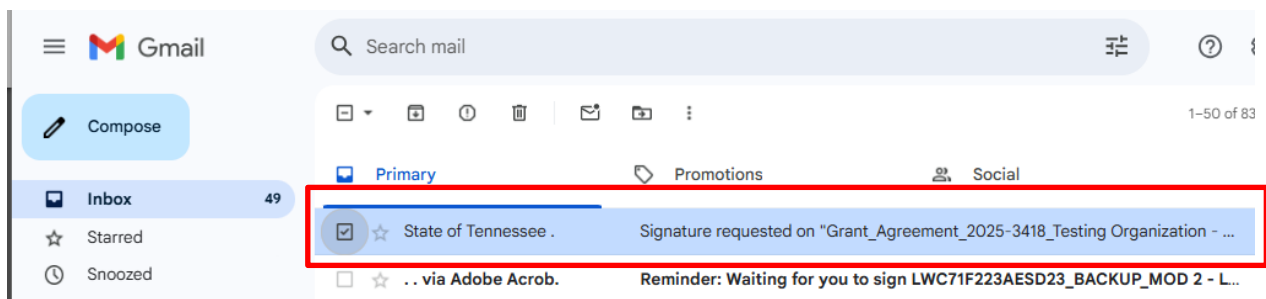


3. **Click** review and sign to open, review, and sign the amendment.
4. **Delegate** the signature request to a designated authority if necessary.

4.4 Signing Amendments – E-Signature

The following steps explain how to sign an amendment via e-signature (meaning it was sent through SmartSimple via Adobe). If the agreement is not signed within 14 days, the process will restart; thus causing a significant delay in receiving a fully executed contract.

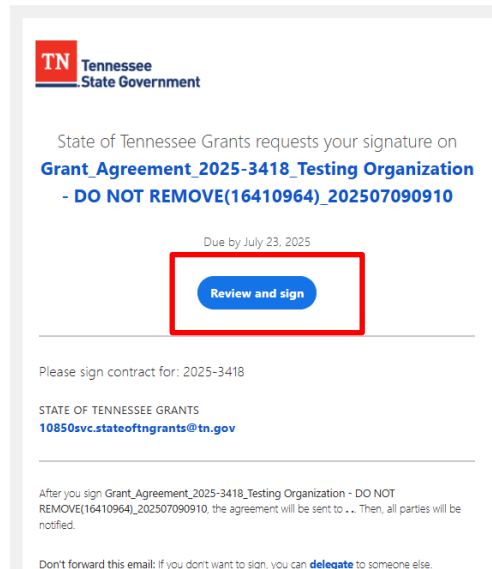
1. Log into your email.
2. **Open** email from State of Tennessee, Subject Signature requested on...



3. **Click** *Review and sign* button.

Signature requested on "Grant_Agreement_2025-3418_Testing Organization - DO NOT REMOVE(16410964)_202507090910" [inbox x](#)

 State of Tennessee Grants via Adobe Acrobat Sign <adobesign@adobesign.com> 9:11AM (0 minutes ago) ☆ ☺
to me ▾

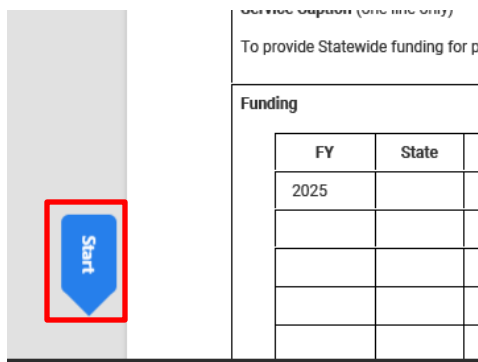


4. Or **click** Delegate if someone else needs to sign it. **Do not forward the email if it was sent to you out of error.**

After you sign Grant_Agreement_2025-3418_Testing Organization - DO NOT REMOVE(16410964)_202507090910, the agreement will be sent to . . . Then, all parties will be notified.

Don't forward this email: If you don't want to sign, you can **delegate** to someone else.

5. The amendment will appear as an Adobe document.
6. **Click** *Start* to navigate to your signature line and to ensure your signature will be on the correct line.

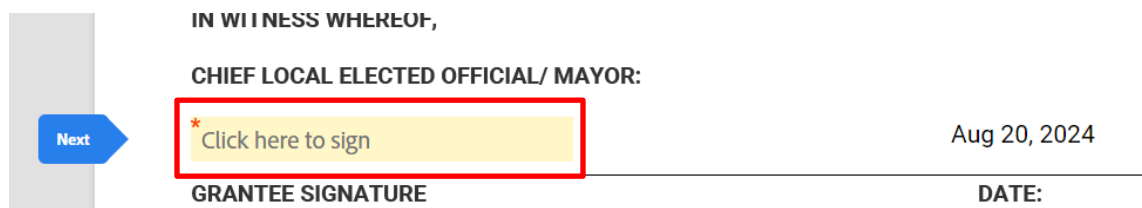


Services Support (one time only)
To provide Statewide funding for p

Funding	
FY	State
2025	

A blue button with a white arrow pointing down and the word "Start" is highlighted with a red box on the left side of the form.

7. **Review** amendment for any errors *before* you sign it.
 - a. If errors are found, notify grants.budgets@tn.gov immediately.
 - b. If you have no concerns, proceed with signing the amendment.
8. On your signature line, **Click** *Click here to sign* to begin signing the amendment.



IN WITNESS WHEREOF,

CHIEF LOCAL ELECTED OFFICIAL/ MAYOR:

* Click here to sign

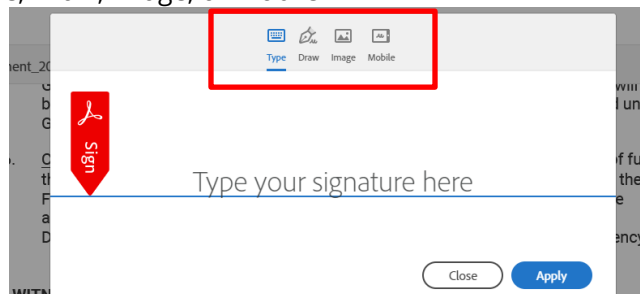
Aug 20, 2024

GRANTEE SIGNATURE

DATE:

A blue button with a white arrow pointing right and the word "Next" is on the left. A yellow box with a red border highlights the "Click here to sign" text.

9. **Choose** your preferred signature type from the options at the top of the screen.
 - a. Options are: Type, Draw, Image, or Mobile



Sign

Type your signature here

Type Draw Image Mobile

Close Apply

A red box highlights the signature options: Type, Draw, Image, and Mobile. A red arrow points to the "Sign" button.

10. After selecting your signature type, enter your signature. Depending on who signs, it should match the signatory authorization form.
 - a. For example, if an authorized signer signs it, the CLEO's name should be signed and they must include their own initials.
 - i. See your submitted signatory authorization form as an example.
11. **Click** apply.

Dee Coo

Clear

Close

Apply

12. After you see that your signature is how it should be, click the **Click to Sign** button.

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign

13. After the amendment has been signed by all parties, you will receive an email from State of TN via Adobe Acrobat Sign.

. . has signed Grant_Agreement_2025-3418_Testing Organization - DO NOT REMOVE(16410964)_202507090910 on behalf of your group Inbox x



Adobe Sign <adobesign@adobesign.com>
to me ▾

9:26 AM (0 minutes ago) ☆ 😊 ↩ ⋮



. . has signed Grant_Agreement_2025-3418_Testing Organization - DO NOT REMOVE(16410964)_202507090910 on behalf of your group.

There is no action you need to take.

[Learn](#) how Adobe Acrobat Sign helps you easily send, track, and manage document signatures.

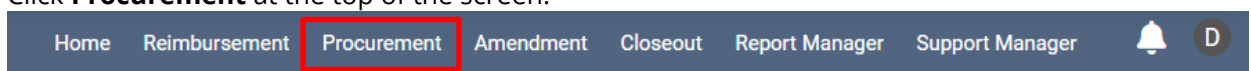
- Upload, customize, and send agreements in a few quick clicks.
- Keep real-time track of agreements. Know exactly when they're opened, viewed, signed.
- Get alerts when things happen, and when they don't.
- Present and gather signature for documents, even when you're offline.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

5. Procurement Requests

5.1 Submitting Procurement Requests

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Procurement** at the top of the screen.



- Click **Create Procurement**. A list of contracts that a procurement can be created for will be listed here.

My Procurements

Click below to view/submit your procurements.

21 Create Procurement	0 Pending	3 Submitted	0 Revisions Requested
---------------------------------	---------------------	-----------------------	---------------------------------

- Click **Create New Procurement Request**.

Create Procurement

							1-21 of 21
#	Application ID	Application Type	Agency Tracking Number	Organization	Primary Contact	Status	
1	2024-3314	Apprenticeship	LWNEF241TEST24	First Tennessee Development District		Approved - Post Award	Create New Procurement Request

- Click **Save Draft** before beginning.
- Complete Procurement Information** section.

Procurement Summary

PROCUREMENT INFORMATION
PROCUREMENT JUSTIFICATION
SUPPORTING DOCUMENTATION

+

#	Procurement	Description	Cost Per Unit	Quantity	Total Line Amount
No Results Found					

* Is there sufficient funding on the contracts indicated?

Yes

Comments

Testing

Save Draft
Submit
Withdraw

- Click **plus sign** to enter *new procurement information*. The sub-activity window will open.
- Click **Save Draft**.
- Complete** all mandatory questions.

Instructions

1. Click on the **Save Draft** button before beginning.
2. Complete the mandatory questions below.
3. For any auto-calculations, click on the Save Draft button to calculate the number.
4. Click on the **Submit** button to submit the form.
5. If you want to cancel the form, click on the **Cancel** button.

Summary

PROCUREMENT INFORMATION

* Procurement: Other

Description: Testing for SOP

* Quantity: 1

* Cost Per Unit: \$300.00

* Total Line Amount: \$300.00

Funding Details

* Agency Tracking Number: LWNEF241TEST24

* Percent of Funding on Contract: 100%

Agency Tracking Number

Percent of Funding on Contract

10. Click **Save Draft** for auto-calculations to populate.

11. If the funding is from 1 contract, input **100%** into the *Percent of Funding on Contract* section.

- **Reminder:** if the procurement request is on an Adult, Dislocated Worker, and/or Youth contract, the funding details section of the procurement information tab must show that the cost of the procurement will be equally split 3 ways and the name of each contract the money will come from.
 - If it is for an Adult, Dislocated Worker, or Youth contract and it will not be a shared cost, the signed letter of request and the comments regarding the procurement request must clearly state so.

12. Click **Submit**.

13. An alert will pop-up asking, "Are you sure you want to submit this Procurement Information?". Click **Yes**.

Alert

Are you sure you want to submit this Procurement information?

YES **NO**

14. **Close** the Procurement Information Submission Confirmation screen.

Procurement Information Submission

Procurement Information Submission

You have submitted your Procurement information. You can close this window to return back to your Procurement form.

15. If you wish to add additional lines, follow steps 7-14.

16. **Answer** the question, "Is there sufficient funding on the contracts indicated?"

17. **Add** additional comments that may be helpful with the approval of the procurement request.

18. Click **Procurement Justification** tab.

19. **Answer** all of the questions.

- If there are items that need to be surplusd, you will upload them on this tab.

PROCUREMENT INFORMATION **PROCUREMENT JUSTIFICATION** SUPPORTING DOCUMENTATION

* Were price quotations or bids solicited in order to compare costs with other vendors?

Please Select ▾

* Please provide justification as to where the procured items will be placed.

* What will the procured item(s) be used for?

Please Select ▾

* Will the procured item(s) replace inventory that will be surplusd?

Please Select ▾

* Are computers are being purchased?

Please Select ▾

* How does this purchase fit into the scope of service for the specified contract/program?

◀ BACK

Save Draft ✓ Submit Withdraw

20. Click **Supporting Documentation**.

21. **Upload** the necessary supporting documents.

Procurement request	Signed Letter of Request	3 Quotes (request must match the lowest quote)	Sole source letter	Other documents supporting approval of request
Supporting documentation	Required	Required	If applicable	Optional

22. **Add** description of supporting documents.

23. Click **Save Draft** to ensure all details are saved.

24. Click **Submit**.

PROCUREMENT INFORMATION PROCUREMENT JUSTIFICATION **SUPPORTING DOCUMENTATION**

* Please upload any supporting documents.

 Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: XLS, XLSX, XLSM, PDF, DOC, DOCX

* Supporting Documents Description

Upload 3 quotes. The Procurement Information lines should match the lowest quote attached.
Enter a brief description of the quotes in this box.

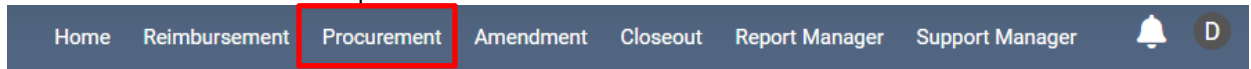
▼ Withdraw Justification

Sub-Recipient Reason for Withdraw Required

◀ BACK

[Save Draft](#) [✓ Submit](#) [Withdraw](#)

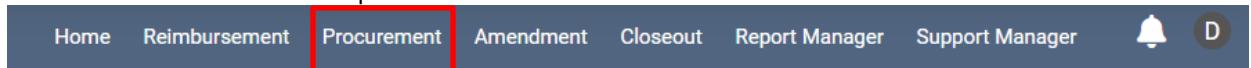
25. An alert will pop-up stating, "Are you sure you want to proceed?" Click **Yes**.
26. Procurement Submission Successful confirmation will appear. Click **Home**.
 - An email confirmation will also be sent to you with a PDF attachment of the submitted procurement request.
27. Click **Procurement** at the top of the screen.



28. Click **Submitted**.
29. **Verify** that the procurement request that was submitted is shown in this list. This list will also show you the previously approved procurement requests, they will be in *Completed* status.

5.2 Submitting Procurement Revisions Requests

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://smartsimple.tn.gov)
2. Click **Procurement** at the top of the screen.



3. Click **Revisions Requested**. A list of procurements that require revisions will be listed here.

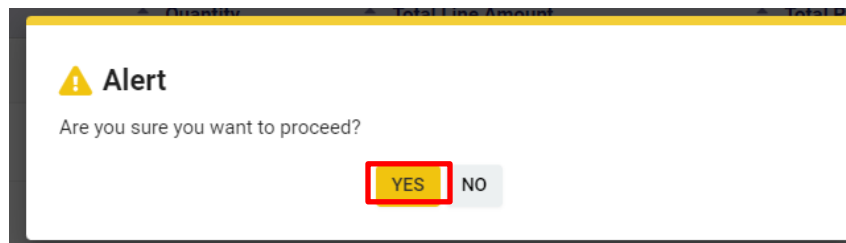
My Procurements			
Click below to view/submit your procurements.			
21	0	3	1
Create Procurement	Pending	Submitted	Revisions Requested

4. Click **Open** for the procurement request you are to like to revise.
5. **Review** the revisions required at the top of the screen. There is a message shown at the top of the screen stating, *"Staff has requested the following revisions to your Procurement."*

2024-3314 - Apprenticeship - Procurement

 **Staff has requested the following revisions to your Procurement**
Please revise. It does not appear that you went with the lowest quoted item. TEST

6. **Revise** the procurement based on the comments shown at the top of the screen.
7. Click **Save Draft**.
8. **Review** the procurement to ensure that the necessary revisions are made.
9. Click **Submit**. An alert will appear stating, *"Are you sure you want to proceed?"*



10. Click **Yes**. Procurement Submission Successful page will appear.

Procurement Submission Successful

You have successfully submitted your Procurement request. You will receive an email within five minutes with a PDF attachment of your procurement request.

Please click on the Home button to return back to your home portal.

 Home

11. Click **Home**.
12. Click **Procurement** at the top of the screen.

Home Reimbursement **Procurement** Amendment Closeout Report Manager Support Manager

13. Click **Submitted**. A list of submitted procurement requests will appear.
14. **Review** the list to ensure the recently revised procurement request is shown.
15. **Review** the list to ensure the recently revised procurement request is shown.

5.3 Withdrawing Procurement Requests

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.gov)
2. Click **Procurement** at the top of the screen.
3. Click **Pending** or **Revisions Requested**. A procurement request can only be withdrawn if it is in Draft status or Revisions Requested status.

My Procurements

Click below to view/submit your procurements.

21
Create Procurement

1
Pending

4
Submitted

0
Revisions Requested

4. **Open** the procurement you would like to withdraw.

Pending

Q 1-1 of 1					
ity Type	Application ID	Application Type	Agency Tracking Number	Last Modified	Status
Procurement	2024-3314	Apprenticeship	LWNEF241TEST24	05/21/2024 10:51AM	Draft
					Open

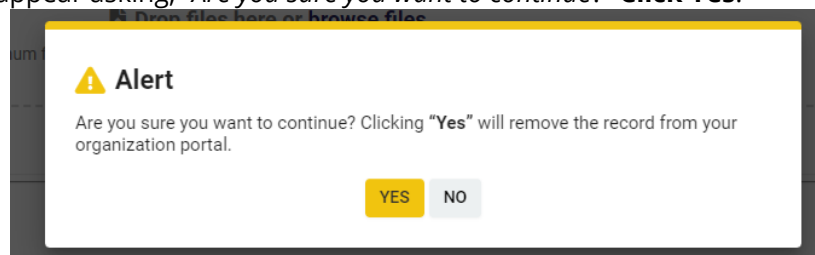
5. Click **Supporting Documentation**.
6. **Enter** reason for withdrawing the request.

▼ Withdraw Justification

Sub-Recipient Reason for Withdraw Required

I am withdrawing this procurement request to create an SOP.

7. Click **Withdraw**.
8. An alert will appear asking, "Are you sure you want to continue?" **Click Yes.**



9. Procurement successfully withdrawn confirmation page will appear. **Click Home.**

Your request for Procurement has been Successfully Withdrawn.

You have successfully withdrawn from the Procurement.

Please click on the Home button to return back to your home portal.

Home

6. Reimbursements

6.1 Submitting Reimbursements

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click on **"Reimbursement"** at the top of the screen. *My Reimbursement* page should appear.

3. Click on **"Create Reimbursement."** *Create Reimbursement* page should appear.
 - From this screen, a list of your organization's contracts will be listed.

My Reimbursements

Click below to view/submit your reimbursements.

19

Create Reimbursement

2

Pending

149

Submitted

0

Revisions Requested

4. Click on **"Create New Reimbursement"** next to a contract that a **Reimbursement Request** will be submitted for. *New Activity* page will appear.

Create Reimbursement

1-19 of 19						
#	Application ID	Application Type	Agency Tracking Number	Organization	Primary Contact	Status
1	2024-3314	Apprenticeship	LWNEF241TEST24	First Tennessee Development District	Lisa Evans	Approved - Pos Award

[Create New Reimbursement](#)

5. Click **Save** to auto-populate the following fields:

- Sub-Recipient Organization
- Remittance Address
- Prepared By
- Email
- Telephone
- Date Prepared – Should default to today's date.

New Activity

i
Instructions

- Click on the **Save** button before beginning.
- Complete the mandatory questions below.
- Click on the **Submit** button to submit your request.

Reimbursement Summary

GENERAL INFORMATION
AUTHORIZATION

Sub-Recipient Organization:
First Tennessee Development District

* Remittance Address:

* Prepared By:

* Report Date From:
mm/dd/yyyy

* Report Date To:
mm/dd/yyyy

* Email:

* Telephone:
615-555-5555

* Date Prepared:
mm/dd/yyyy

* Service Date:
mm/dd/yyyy

Save
Withdraw

6. Complete the form and click **Save Draft**.

- The *Report Period* should be the dates in which the expenses incurred and/or will occur.
- Incorrect dates will cause *Reimbursements* to be sent back to the grantee and could cause a delay in payment.

- **New Activity** page will be renamed to the Contract name with the word Reimbursement added to it.

2024-3314 - Apprenticeship - Reimbursement -

- Complete the mandatory questions below.
- Click on the **Submit** button to submit your request.

Reimbursement Summary

GENERAL INFORMATION AUTHORIZATION

Sub-Recipient Organization: First Tennessee Development District

* Remittance Address: 3211 North Roan Street, Johnson City TN, 37601

* Prepared By: Dee Cee

* Report Date From: 04/01/2024

* Report Date To: 04/30/2024

* Email: dctesterr+1@gmail.com

* Telephone: 615-555-5555

* Date Prepared: 05/21/2024

* Service Date: 04/30/2024

* Invoice Number:

Contract Lines

1

Save Draft Submit Withdraw

7. Click on the "+" under *Contract Lines*. The **Sub-Activity** window will pop up.

New Sub-Activity

Instructions

1. Click on the **Save Draft** button before beginning.
2. Complete the mandatory questions below.
3. For any auto-calculations, click on the Save Draft button to calculate the number.
4. Click on the **Submit** button to submit the form.
5. If you want to cancel the form, click on the **Cancel** button.

Summary

Contract Information

Contract Agency Tracking Number: LWNEF241TEST24

* Total Grant Contract Amount: \$2,000.00

Cumulative Prior Drawdown Requests Disbursements:

* Current Drawdown Request:

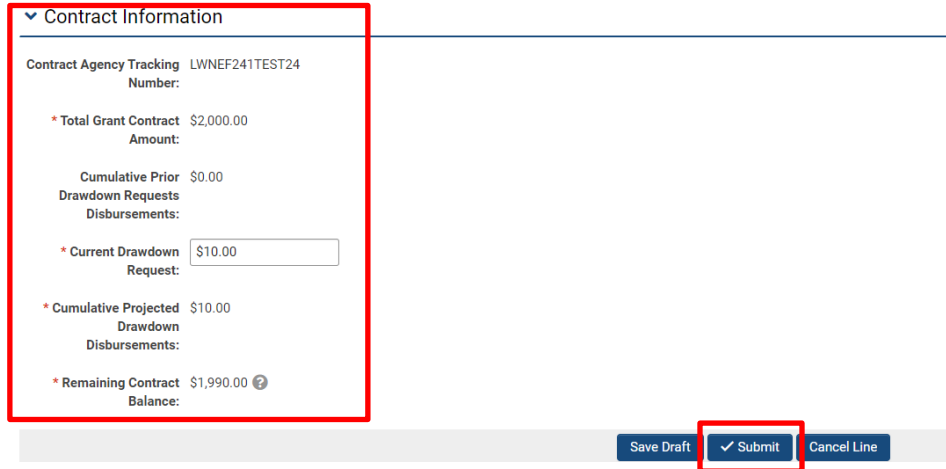
* Cumulative Projected Drawdown Disbursements:

* Remaining Contract Balance:

Save Draft Cancel Line

8. Click **"Save Draft"** to auto-populate the following fields:
 - Contract Agency Tracking Number
 - Total Grant Contract Amount
 - Cumulative Prior Drawdown Requests Disbursements
 - Remaining Contract Balance

9. Enter dollar amount into the **“Current Drawdown Request”** field.
 - If the reimbursement is for an ABE or IELCE contract, please select the program type too.
10. Click **“Save Draft”** to:
 - Populate **“Cumulative Projected Drawdown Disbursements”**.
 - Re-calculate the **“Remaining Contract Balance”** field.



Contract Information

Contract Agency Tracking Number: LWNEF241TEST24

* Total Grant Contract Amount: \$2,000.00

Cumulative Prior Drawdown Requests Disbursements: \$0.00

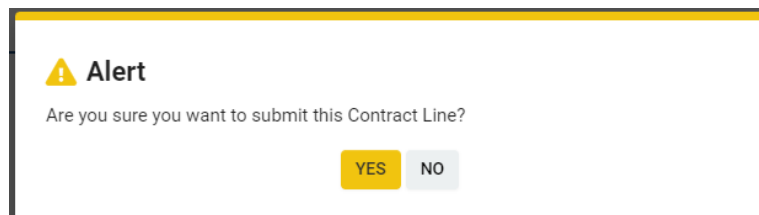
* Current Drawdown Request:

* Cumulative Projected Drawdown Disbursements: \$10.00

* Remaining Contract Balance: \$1,990.00

Save Draft **Submit** Cancel Line

11. Click **“Submit”**. An alert message should appear stating, *“Are you sure you want to submit this Contract Line?”*



Alert

Are you sure you want to submit this Contract Line?

YES NO

12. Click **“Yes”**. *Contract Line Type Submitted Successfully* page will appear. Click on **“X”** on the right top window to close the window.

Contract Line Type Submitted Successfully

Contract Line Type Submitted Successfully

You have submitted your Contract Line for . You can close this window to return back to your reimbursement form.

13. **Contract Line** should appear on the *Reimbursement Activity* page.
14. **Upload** Supporting Documentation by clicking the **browse files** link or **drop files** into that box.
 - *Do not include documentation pertaining to other Claims!*

- Uploaded documentation must reflect an appropriate file name and description of the attachment in the Comments section.
- Please be sure that the documents clearly show the contract number and the report period.

* Please upload supporting documentation for this reimbursement

Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: XLS, XLSX, XLSM, PDF, DOC, DOCX

☐ File Name ^

	Size	Date
TESTING_FOR_REIMBURSEMENT.docx	11.6 KB	05/21/2024 12:38PM

Total Fil

Comments

Enter comments that may help the grants analyst with reviewing the reimbursement and the supporting documents here.
 Example: General ledger for LWNEF241TEST24 for April's report period is attached. Please note that specific line items need to be moved which is why my request in SmartSimple is \$10.50 less than what my general ledger says.

15. Once the documentation has been uploaded and described, click **Save Draft**.

Save Draft

✓ Submit

Withdraw

16. Click on the **"Authorization"** tab on the *Reimbursement Request* page. The *Authorization Tab* should appear.

GENERAL INFORMATION AUTHORIZATION

Authorized By: [REDACTED] ?

Authorized Date: ?

* Confirmation

☐ I certify the data above is correct and all expenditures reported conform to all federal and state statutes and regulations under which these contracts are written.

17. **Check** checkbox for, "I certify the data above is correct and all expenditures reported conform to all federal and state statutes and regulations under which these contracts are written."

18. Click **"Submit"**. An alert message should appear stating, "Are you sure you want to proceed?"

19. Click **"Yes."** The Reimbursement Submission Confirmation page will appear.

- Email confirmation notifications will be sent to your email with a summary of the Reimbursement Request in PDF format.
- Once you click OK, you can no longer edit the claim.

20. If an error is noticed after submission, please email Grants.Budgets@tn.gov to request that the reimbursement request be returned for revisions.

21. Click on **"Reimbursement"** to navigate to the *My Reimbursement Page*.

22. Click on the **"Submitted"** link. Submitted Reimbursements will appear on the **Submitted** page.

My Reimbursements

Click below to view/submit your reimbursements.

19

Create Reimbursement

2

Pending

149

Submitted

0

Revisions Requested

Cancel Contract Line

If you added an additional contract line out of error (see Steps 7-10), you can cancel it. You will be prevented from submitting a reimbursement if a contract line is in Draft status.

Message received:



Submission failed due to the following:

- Unable to submit this reimbursement. Please ensure that you have submitted all of your contract lines.

Contract lines:

Contract Lines

#	Agency Tracking Number	Total Grant Contract Amount	Current Drawdown Request	Cumulative Projected Disbursements	Status	
1	LWNEF241TEST24	\$2,000.00	\$10.00	\$10.00	Submitted	Open
2	LWNEF241TEST24	\$2,000.00		\$0.00	Draft	Open

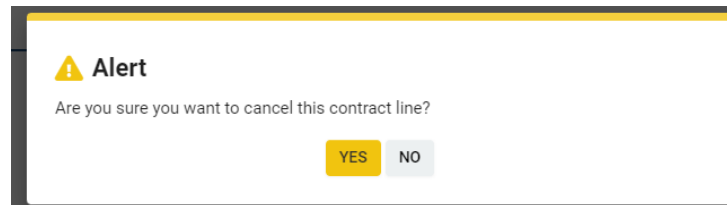
- To cancel the line in Draft status, **click Open**.
- Click **Cancel Line**.

Save Draft

✓ Submit

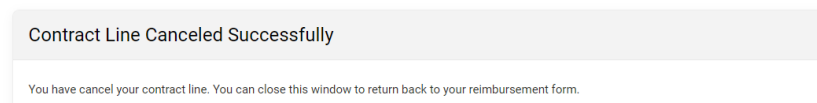
Cancel Line

- An alert will appear asking, "Are you sure?" Click **Yes**.



- Confirmation page will appear. Click the X to close out of it.

Contract Line Canceled Successfully



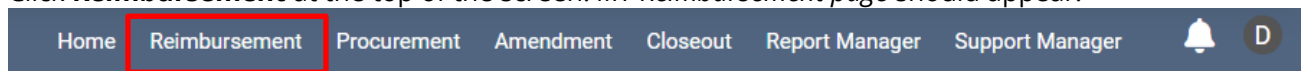
Important Reminders

- Multiple reimbursements **cannot** be submitted in the same week for the same contract.
- If you are submitting an Adult Education reimbursement, please be sure to submit its corresponding Monthly Expenditure Report simultaneously.
- If there are no expenses for the report period, a reimbursement request is **not** needed. In other words, please do not submit a \$0 reimbursement request.

6.2 Submitting Revisions Requested Reimbursements

Please make the necessary revisions within 1-2 days of the reimbursement being sent back to you or payment may be delayed.

- Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
- Click **Reimbursement** at the top of the screen. *MY Reimbursement page* should appear.



- Click on **Pending**.
 - Reimbursements in **Draft** or **Revisions Requested** status will appear on the **Pending** page.

My Reimbursements

Click below to view/submit your reimbursements.

19 Create Reimbursement	1 Pending	149 Submitted	1 Revisions Requested
----------------------------	--------------	------------------	--------------------------

- Click on the **Open** button for a Reimbursement that is in *Revisions Requested* status.
 - Reimbursement Request* page will appear with a message at the top indication the reason(s) for requesting revisions.

2024-3314 - Apprenticeship - Reimbursement - SRGM_LWNE_43024_163



Staff has requested the following revisions to your Reimbursement

Test. The amount being requested doesn't match the report even though both are for the same report period.

- Update** the *Reimbursement Request* as requested.
- Click on the **Submit Revisions** button. An alert message should appear stating, "Are you sure you want to proceed?"

Current Drawdown Request	Cumulative P
Save Draft	Submit Revisions
Withdraw	

- Reimbursement Submissions Successful Confirmation page will appear. Click **Home**. Email notification will be sent to your email with a summary of *Reimbursement Request* in PDF format.

Reimbursement Submission Successful

You have successfully submitted your Reimbursement request. You will receive an email within five minutes with a PDF attachment of your reimbursement request.

Please click on the Home button to return back to your home portal.

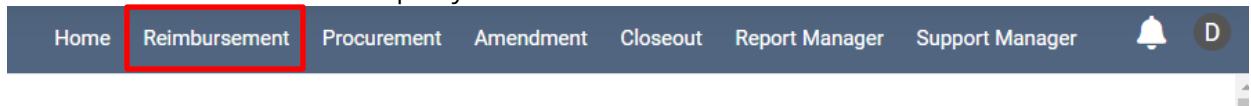
[Home](#)

6.3 Withdrawing Reimbursements

If a reimbursement is in Draft or Revisions Requested status for a contract, then you will not be able to submit a different reimbursement until they have been withdrawn. You will see an error message if you were to attempt to submit a reimbursement while another one is incomplete.

To withdraw a reimbursement:

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Reimbursement** at the top of your screen.



3. Click **Pending** and/or **Revisions Requested**.
 - A list of your reimbursements in Draft status will appear in the *Pending* section and a list of your reimbursements that need to be revised will be in the *Revisions Requested* section.

My Reimbursements

Click below to view/submit your reimbursements.

19 Create Reimbursement	2 Pending	149 Submitted	0 Revisions Requested
----------------------------	--------------	------------------	--------------------------

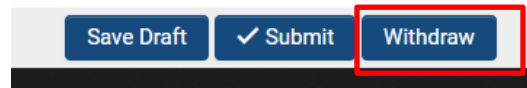
4. **Open** the reimbursement that be withdrawn. You will be taken to the reimbursement page.
5. Scroll down to the **Withdraw Justification** section.
6. **Enter** the reason for withdrawing the reimbursement into the box.

▼ Withdraw Justification

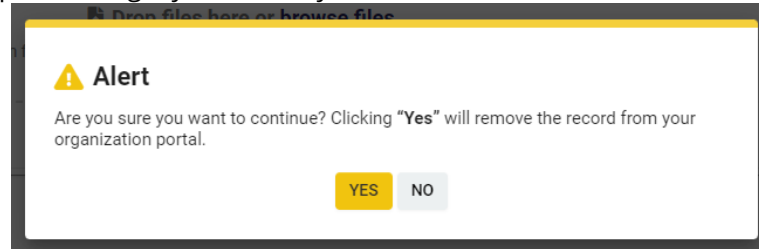
Sub-Recipient Reason for Withdraw Required

Enter reason for withdrawing the reimbursement here.

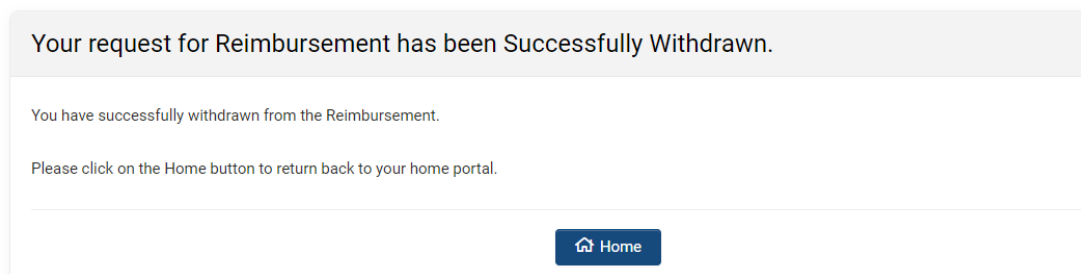
7. Click **Withdraw**.



8. An alert will appear asking if you're sure you want to continue. Click **Yes**.



9. A confirmation page will appear. Click **Home** to close out of the confirmation page.



6.4 Correcting Disallowed Costs Subsequent to a PAR Monitoring Report

If you need to return funds, please follow these steps:

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://tn.gov).
2. Follow the steps in section 6.1 to submit a negative reimbursement.
 - a. A negative reimbursement is submitted in place of sending a check. In other words, checks are no longer accepted unless you are part of an organization who no longer has an active contract with TDLWD.
3. Submit a revised Final Monthly Expenditure Report (MER) and Closeout. The steps are listed in [section 10](#).

7. Monthly Expenditure Reports (MER)

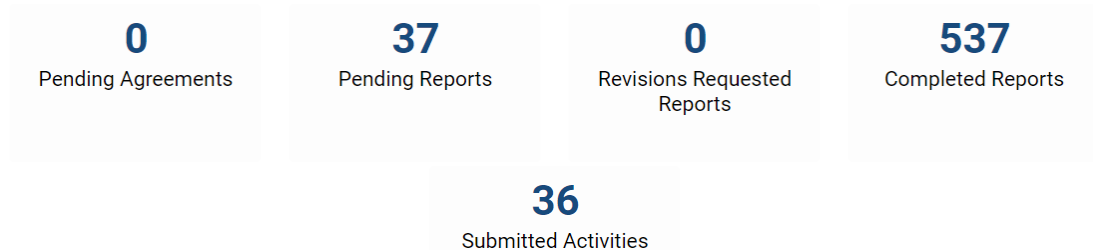
7.1 Submitting MERs

Monthly Expenditure Reports are due on the 25th of every month.

4. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.tn.gov).
5. Click **Home**.
6. Scroll down to the **Requires Attention** section.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



7. Click **Pending Reports**. A list of the scheduled reports that are due soon for each open contract will appear here.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



8. Click **Open** next to the Monthly Expenditure Report that you are ready to create/submit.
 - Note: You can sort your *Pending Reports* list by clicking the double arrows in each column heading.

Due Date	Last Modified	Status
04/25/2024	04/10/2024 03:46PM	Draft <button>Open</button>

9. Confirm that you are on the correct report by looking at the due date at the top of the screen.
 - Note: if the due date is 4/25, then the report month is for March.
10. Click **Save Draft** before beginning. The *ACCRUAL basis accounting for Month Ending* will populate.

Save Draft

✓ Submit

11. Click **Report Information**

REPORT INFORMATION

PROGRAM EXPENSES

SUPPORTING DOCUMENTATION

AUTHORIZATION

Recipient Organization: [REDACTED]
Recipient Address: [REDACTED]
Recipient City, State, Zip: [REDACTED]
DUNS Number:
[REDACTED]

Recipient ID Number

Contract Number Assigned: LW [REDACTED]
Contract Begin Date: 2023-11-01
Contract End Date: 2024-06-30

✓ For State Office Use Only

ACCRUAL basis March 2024
accounting for Month
Ending:

12. **Enter** your organization's *Recipient ID Number*.

13. Click **Program Expenses**.

REPORT INFORMATION

PROGRAM EXPENSES

SUPPORTING DOCUMENTATION

AUTHORIZATION

14. **Enter** all current month expenses expenditures and obligations.

Administrative Expenditures

Program Expenditures

Total Expenditures

Obligations

Cumulative Recipient Share

Program Income

Additional Reporting
Requirements

This is an example of different sections within the Program Expenses tab that must be completed.

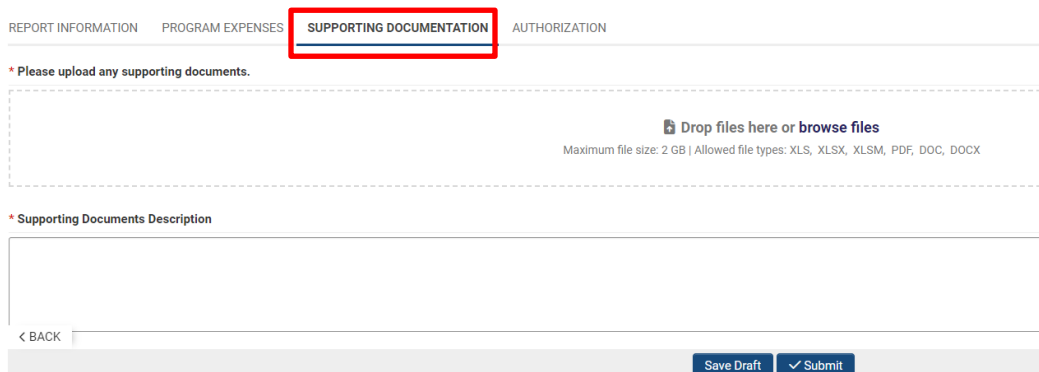
a. Frequently Asked Questions about reporting expenses:

- i. **Indirect versus Administrative cost:** Indirect and administrative costs are not necessarily mutually exclusive, although indirect costs often make up all or a significant portion of administrative costs. Indirect costs are costs not specific to a cost objective, program, or facility (such as finance and administrative staff, rent, utilities, etc.). Indirect costs should be claimed consistent with each entity's approved indirect or cost allocation plan. Administrative costs can be assigned a direct cost category (say salaries, for example). An example would be if there was administrative staff member that was dedicated to a program yet performing administrative work like payroll, monitoring, contract management, etc.
- ii. **Distinguishing between administrative and programmatic costs:** Programmatic costs are those directly related to delivering the program. Typical costs that are programmatic include staff-related costs for those staff working directly with participants or partners providing services, participant costs, supplies or other materials to support programmatic staff and participants, and costs associated with conducting programmatic monitoring (such as participant case files, program performance, etc.). Administrative costs are more aligned with necessary costs incurred by the organization to administer the program (finance and administrative staff, HR staff, rent and utilities of the administrative office, general office supplies for centrally located staff, etc.)

15. Click **Save Draft**. The cumulative expenditures, remaining balance, etc. will be auto calculated based upon the data entered in the previous step.

16. **Review** the auto calculations for any possible errors.

17. Click **Supporting Documentation**.



REPORT INFORMATION PROGRAM EXPENSES **SUPPORTING DOCUMENTATION** AUTHORIZATION

* Please upload any supporting documents.

Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: XLS, XLSX, XLSM, PDF, DOC, DOCX

* Supporting Documents Description

< BACK Save Draft Submit

18. **Drop** necessary supporting documentation into the box or **click** the *browse files* link to search your computer for the necessary files.

- Examples of supporting documents:

- General ledger showing the month-end balances for the appropriate reporting period.
 - Income statement
 - If there are expenses on the general ledger that says "Other" and/or "Miscellaneous", then attach additional invoices to back up those expenses. This is to ensure that those costs aren't unallowable or questionable.
 - **Please be sure that the documents clearly show the contract number and the report period.**
19. **Enter** a description for the supporting documents included in the report.
20. Click **Save Draft**.
21. Click **Authorization**.
22. **Acknowledge** the MER by checking the box.
- The checkbox will only appear for the signatory authority or someone who is authorized to sign on their behalf.

REPORT INFORMATION PROGRAM EXPENSES SUPPORTING DOCUMENTATION **AUTHORIZATION**

* **Acknowledgement:** ☐ I approve this monthly expenditure report

* **Title of Authorized Certifying Official:**

* **Name of Authorized Certifying Official:**

* **Telephone:**

* **Email Address:**

The checkbox will not appear for anyone who does not have the signatory role.

23. After the MER has been acknowledged as being accurate, click **Submit**.
24. An alert will appear asking, "Are you sure you want to proceed?" Click **Yes**.

Alert

Are you sure you want to proceed?

25. **Report Submissions Successful** confirmation page will appear. Click **Home** to close out of it.

Report Submission Successful

You have successfully submitted your report. You will receive an email within five minutes with a PDF attachment of your report.

Please click on the Home button to return back to your home portal.

[Home](#)

26. An email confirmation will be sent to your email with a summary of the **Monthly Expenditure Report** in PDF format.

Monthly Expenditure Report - 2023-2868 Submitted Inbox x



SRGMGrants.NoReply@tn.gov

8:35 AM (2 minutes ago)



Dear [redacted],

Your Monthly Expenditure Report for grant agreement 2023-2868 for March 2024 has been received. Please see the attached PDF for a summary of the information submitted. We will be reviewing the report and will notify you should we require any clarifications.

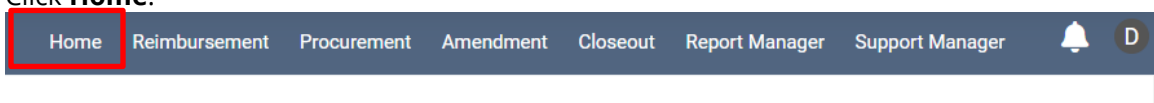
Best regards,
State of Tennessee

One attachment • Scanned by Gmail



To verify submission:

27. Click **Home**.



28. **Scroll** down to the *Requires Attention* section.

29. Click **Submitted Activities**.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



30. **Verify** that the report just submitted shows in this section.

- The status will say *Submitted*.
- The list of Submitted Activities can be rearranged by activity type, application id, application type, agency tracking number, last modified date/time, or by status.

- To rearrange your list, click the double arrows to arrange activities the way you prefer.

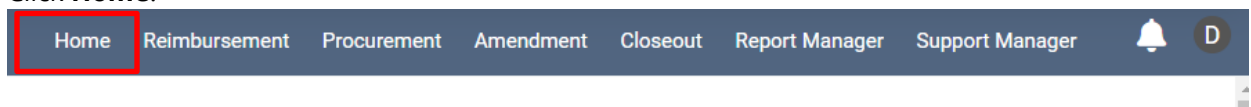
Submitted Activities

1-36 of 36

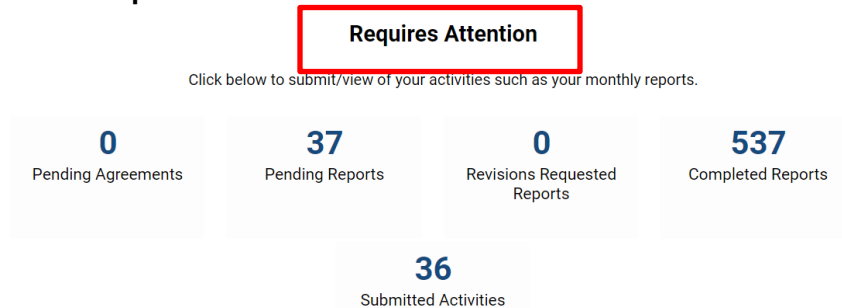
#	Activity Type	Application ID	Application Type	Agency Tracking Number	Last Modified	Status
---	---------------	----------------	------------------	------------------------	---------------	--------

7.2 Submitting Revisions Requested for MERs

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com).
2. Click **Home**.



3. Scroll down to the **Requires Attention** section.



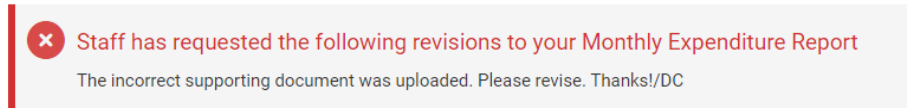
4. Click **Revisions Requested Reports**. A list of all reports that require corrections will appear here.



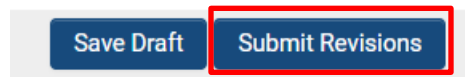
5. Click **Open** for the report that you are ready to revise.

ified	Status
4 08:44AM	Revisions Requested
	Open

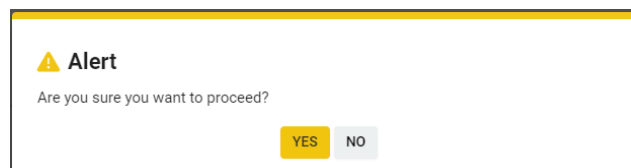
6. A note will appear at the top of the screen in red stating, *"Staff has requested the following revisions to your report – "*



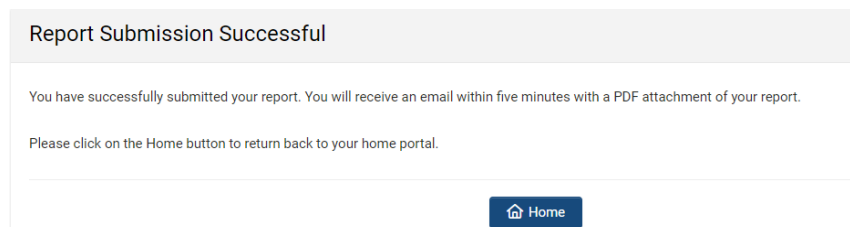
7. Make the necessary revisions according to the note shown at the top of the screen.
8. Click **Submit Revisions**.



9. An alert will appear asking, *"Are you sure you want to proceed?"*. Click **Yes**.



10. **Report Submissions Successful** confirmation page will appear. Click **Home** to close out of it.
- To verify submission, follow the steps listed previously.



7.3 Reminders for MERs

Below are things to remember as you are submitting your monthly reports:

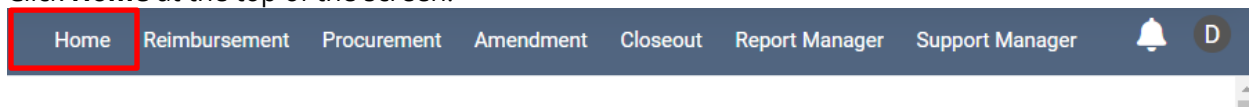
- The MER will not be approved if the administrative and/or program remaining balance is negative.
- The MER will not be approved if the Unobligated Balance of Funds Current Cumulative is negative.
- Tips regarding the obligation section of the MER:
 - *Obligations* = committed amounts
 - *Expenditures* = Spent Funds
 - *Total Obligations* **must be greater than or equal to** the *Total Expenditures* reported.
- **There are no exceptions to the due date.** If the 25th falls on a weekend or holiday, the report must be submitted the business day **before** that weekend or holiday.
- **Timeliness is crucial.** The State has Federal reporting that must be completed. Additionally, the State provides other entities (i.e. State Workforce Boards, CLEO, LWDB) with progress on required targets.
- **Accuracy is extremely important.** If the reported amounts are not correct, neither are the State reports that are provided to the USDOL and other entities.

8. Financial Analysis Reports (FAR)

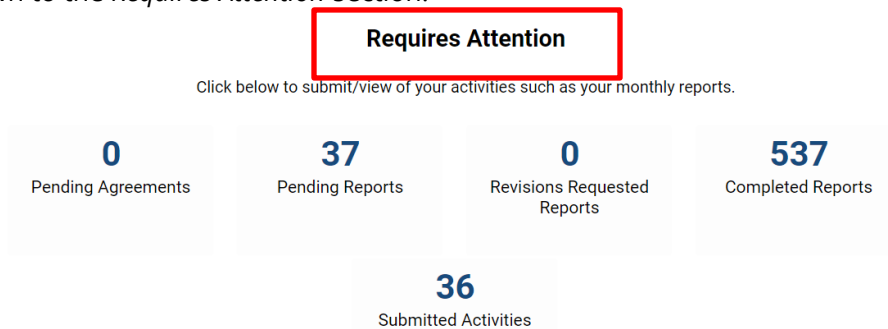
8.1 Submitting FARs

The following are steps on how to submit FAR LWDA Reports:

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Home** at the top of the screen.



3. Scroll down to the *Requires Attention* section.



4. Click **Pending Reports**. A list of the scheduled reports that are due soon for each open contract will appear here.

Requires Attention

Click below to submit/view your activities such as your monthly reports.

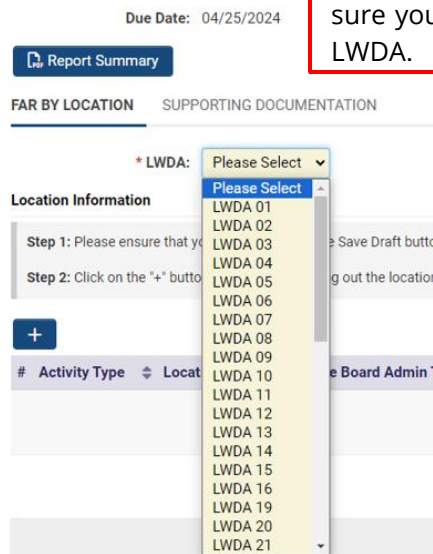


- Click **Open** next to the Financial Analysis Report that you are ready to create/submit.

Due Date	Last Modified	Status	
04/25/2024	04/10/2024 03:46PM	Draft	Open

- Choose your **LWDA** from the dropdown.

A list of all areas will appear, so be sure you are choosing the correct LWDA.



Due Date: 04/25/2024

Report Summary

FAR BY LOCATION SUPPORTING DOCUMENTATION

* LWDA: Please Select

Location Information

Step 1: Please ensure that you have selected the correct LWDA before clicking the Save Draft button.

Step 2: Click on the "+" button to add a new location.

+

#	Activity Type	Location
		LWDA 01
		LWDA 02
		LWDA 03
		LWDA 04
		LWDA 05
		LWDA 06
		LWDA 07
		LWDA 08
		LWDA 09
		LWDA 10
		LWDA 11
		LWDA 12
		LWDA 13
		LWDA 14
		LWDA 15
		LWDA 16
		LWDA 19
		LWDA 20
		LWDA 21

- Click **Save Draft**.

8. Reported expenditures for the FAR include:

- **Career Service Provider (CSP)** - if funds are contracted out by the direct grantee to a service provider, there costs should be listed here. If not, and the grantee is providing services to participants, costs associated with grantee staff working directly with participants should be listed here
- **One-Stop Operator (OSO)** - not applicable to non-local boards/partners not in American Job Centers (AJCs)
- **Participant Costs** - participant costs such as supportive services, training, etc.

- **Workforce Board (WFB)** - in lieu of a local workforce board, costs associated with the direct grant recipient should be reported here
- All costs must be properly categorized as administrative or program expenses.

Additional information on cost categories can be found under [Workforce Service Guidance \(WIOA – Cost Classification\)](#).

9. Click the **plus symbol** to add your location. The sub-activity window will appear.

Location Information

Step 1: Please ensure that you have clicked on the Save Draft button after selecting the LWDA above.

Step 2: Click on the "+" button below to begin filling out the location information.



10. Click **save** before beginning.
11. Choose the location of your LWDA designation from the dropdown on the **Location** tab.
 - Some areas will have more than 1 location to select (i.e. the 9 areas) and others will just have 1 location to select (i.e. SNAP and AE partners).
 - There should **not** be duplicate locations; the report will be sent back for revisions if there are more than 1 of the same location listed.

LOCATION WORKFORCE BOARD ONE-STOP OPERATOR CAREER SERVICE PROVIDER PARTICIPANT

* Select the location for your LWDA designation

Please Select 

12. Click **Workforce Board** and complete the applicable sections.

LOCATION **WORKFORCE BOARD** ONE-STOP OPERATOR CAREER SERVICE PROVIDER PARTICIPANT

Workforce Board Admin

Workforce Board Program

13. Click **One-stop Operator** and complete the applicable sections.

LOCATION WORKFORCE BOARD **ONE-STOP OPERATOR** CAREER SERVICE PROVIDER PARTICIPANT

One-Stop Operator Admin

One-Stop Operator Program

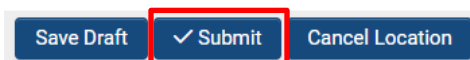
14. Click **Career Service Provider** and complete the applicable sections.

15. Click **Participant** and complete the applicable sections.

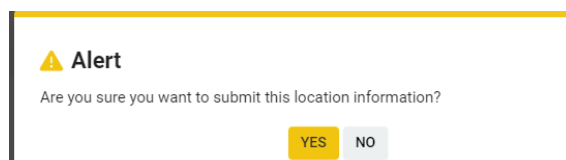
16. Click **Save Draft**.

17. **Verify** that the grand total (shows at the bottom of the participant tab) is correct for the location.

18. Click **Submit**.

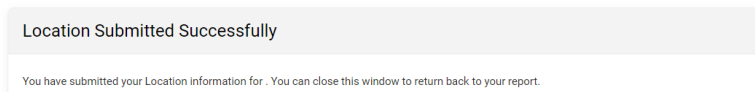


19. A message will appear asking, “Are you sure you want to submit this location information?”. Click **Yes**.



20. The *Location Submitted Successfully* confirmation page will appear. Click the **X** at the top right corner of the confirmation page to close out of it.

Location Submitted Successfully



21. **Repeat** steps 8-19 to add additional FAR LWDA locations.

22. Click **Supporting Documentation**.

23. **Drop** files from your computer or click **browse files** to search for the necessary documents.

- Examples of supporting documents:
 - General ledger that includes the total of each location.
 - Income statement
 - If there are expenses on the general ledger that says “Other” and/or “Miscellaneous”, then attach additional invoices to back up those expenses. This is to ensure that those costs aren’t unallowable or questionable.
- Please be sure that the documents clearly show the contract number and the report period.

FAR BY LOCATION SUPPORTING DOCUMENTATION

* Please upload any supporting documents.

Drop files here or browse files

Maximum file size: 2 GB | Allowed file types: XLS, XLSX, XLSM, PDF, DOC, DOCX

File Name *

Supporting_Doc_Testing.docx

* Supporting Documents Description

Enter description of documents here.

< BACK

Save Draft Submit

24. Click **Submit**.

25. A message will appear asking, "Are you sure you want to proceed?" Click **Yes**.

Alert

Are you sure you want to proceed?

YES NO

26. Report Submission Successful page will appear. Click **Home**.

Report Submission Successful

You have successfully submitted your report. You will receive an email within five minutes with a PDF attachment of your report.

Please click on the Home button to return back to your home portal.

Home

To verify submission:

27. Click **Home**.

Home Reimbursement Procurement Amendment Closeout Report Manager Support Manager

28. **Scroll** down to the *Requires Attention* section.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



29. Click **Submitted Activities**.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



30. **Verify** that the report just submitted shows in this section.

- The status will say *Submitted*.
- The list of Submitted Activities can be rearranged by activity type, application id, application type, agency tracking number, last modified date/time, or by status.
 - To rearrange your list, click the double arrows to reorganize.

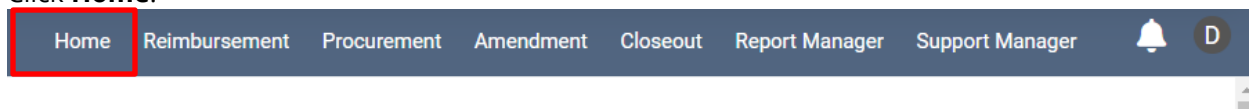
Submitted Activities

1-36 of 36

#	Activity Type	Application ID	Application Type	Agency Tracking Number	Last Modified	Status

8.2 Submitting Revisions Requested for FARs

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://tn.gov).
2. Click **Home**.



3. Scroll down to the **Requires Attention** section.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



- Click **Revisions Requested Reports**. A list of all reports that require corrections will appear here.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



- Click **Open** for the report that you are ready to revise.

ied	Status
4 09:42AM	Revisions Requested
	Open

- A note will appear at the top of the screen in red stating, "Staff has requested the following revisions to your report – "

× Staff has requested the following revisions to your FAR LWDA Report

The incorrect location was selected according to the supporting document. Please correct. Thanks!/DC

- Make the necessary revisions according to the note shown at the top of the screen.
- Click **Submit Revisions**.

Save Draft **Submit Revisions**

- An alert will appear asking, "Are you sure you want to proceed?". Click **Yes**.

Alert

Are you sure you want to proceed?

YES

NO

10. **Report Submissions Successful** confirmation page will appear. Click **Home** to close out of it.
 - To verify submission, follow the steps listed previously. You will also receive an email with the FAR report as a PDF as another way of verification.

Report Submission Successful

You have successfully submitted your report. You will receive an email within five minutes with a PDF attachment of your report.

Please click on the Home button to return back to your home portal.

 Home

If you need to cancel a location line item for any reason, such as more than one of same location was submitted, it was incorrect, etc., you can do so by:

1. Click **Open** for the location line item that you want to cancel.

Submitted	\$0.00	Open
Submitted	\$0.00	Open

2. Click **Cancel Location** at the bottom of the Sub-activity page.

Save Draft

Cancel Location

3. An alert will appear asking, "Are you sure you want to cancel this location information?" Click **Yes**.

Alert

Are you sure you want to cancel this location information?

YES

NO

4. *Location Canceled Successfully* page will appear. **Close** the window by clicking the X at the righthand corner of the page.
The location that was canceled will no longer appear or be added into the grand total.

Location Canceled Successfully

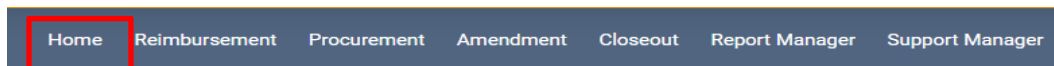
Location Canceled Successfully

You have cancel your Location information. You can close this window to return back to your report.

9. Infrastructure Funding Agreement (IFA)

9.1 Submitting IFA Reports

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://smart.simple.com)
2. Click **Report Manager** at the top of the screen.



Cee

3. Scroll down to the **Requires Attention** section.
4. **Click** *Pending Reports*.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



5. **Click** open to begin creating the IFA report.

#	Activity Type	Application ID	Application Type	Agency Tracking Number	Due Date	Last Modified	Status	
11	IFA LWDA Report	2023-2727	Infrastructure Funding Agreement	LWNEP231ESIFA24	04/25/2024	03/01/2024 12:02AM	Draft	Open

6. **Select** your LWDA location from the dropdown list.

IFA BY LOCATION SUPPORTING DOCUMENTATION

* LWDA: Please Select

Location Information

+

#	Location	TDLWD	Total	JVSG

Please Select

- LWDA 01
- LWDA 02
- LWDA 03
- LWDA 04
- LWDA 05
- LWDA 06
- LWDA 07
- LWDA 08
- LWDA 09
- LWDA 10
- LWDA 11
- LWDA 12
- LWDA 13
- LWDA 14
- LWDA 15
- LWDA 16
- LWDA 19
- LWDA 20
- LWDA 21

7. **Click** Save Draft.
8. **Click** plus sign to add a location and its information. *New Sub-Activity* will pop-up.

Location Information



Location TDLWD Partn

9. **Click** save.
10. **Select** the location for your LWDA designation from the dropdown.
11. **Click** save.
12. **Click** TDLWD Partner Programs tab and complete all applicable sections.

Summary

LOCATION TDLWD PARTNER PROGRAMS JVSG LVER PROGRAM JVSG DVOP PROGRAM JVSG CONS PROGRAM NON-TDLWD PARTNER PROGRAMS

* TDLWD Partner Program

Please Select

* Printing: \$0.00	* Utilities: \$0.00
* Communications: \$0.00	* Maintenance: \$0.00
* Third Party Professional: \$0.00	* Supplies: \$0.00
* Rentals: \$0.00	* Equipment: \$0.00
* Computer Related Items: \$0.00	* Professional Services: \$0.00

* TDLWD Partner Programs Total

Click on the Save Draft button to calculate the total.

\$0.00

13. **Click** JVSG LVER Program tab and complete all applicable sections.

[Summary](#)

LOCATION TDLWD PARTNER PROGRAMS **JVSG LVER PROGRAM** JVSG DVOP PROGRAM JVSG CONS PROGRAM NON-TDLWD PARTNER PROGRAMS

* Printing:

* Communications:

* Third Party Professional:

* Rentals:

* Computer Related Items:

* Utilities:

* Maintenance:

* Supplies:

* Equipment:

* Professional Services:

*** JVSG LVER Program Total**

Click on the Save Draft button to calculate the total.

\$0.00

[< BACK](#)

[Save Draft](#) [✓ Submit](#) [Cancel Location](#)

14. **Click** JVSG DVOP Program tab and complete all applicable sections.

[Summary](#)

LOCATION TDLWD PARTNER PROGRAMS JVSG LVER PROGRAM **JVSG DVOP PROGRAM** JVSG CONS PROGRAM NON-TDLWD PARTNER PROGRAMS

* Printing:

* Communications:

* Third Party Professional:

* Rentals:

* Computer Related Items:

* Utilities:

* Maintenance:

* Supplies:

* Equipment:

* Professional Services:

*** JVSG DVOP Program Total**

Click on the Save Draft button to calculate the total.

\$0.00

15. **Click** JVSG CONS Program tab and complete all sections, if applicable.

[Summary](#)

LOCATION TDLWD PARTNER PROGRAMS JVSG LVER PROGRAM JVSG DVOP PROGRAM **JVSG CONS PROGRAM** NON-TDLWD PARTNER PROGRAMS

* Printing:

* Communications:

* Third Party Professional:

* Rentals:

* Computer Related Items:

* Utilities:

* Maintenance:

* Supplies:

* Equipment:

* Professional Services:

*** JVSG CONS Program Total**

Click on the Save Draft button to calculate the total.

\$0.00

16. **Click** Non-TDLWD Partner Programs tab and complete all applicable sections.

LOCATION TDLWD PARTNER PROGRAMS JVSG LVER PROGRAM JVSG DVOP PROGRAM JVSG CONS PROGRAM **NON-TDLWD PARTNER PROGRAMS**

*** Non-TDLWD Partner Program**

Please Select

* Printing: * Utilities:

* Communications: * Maintenance:

* Third Party Professional: * Supplies:

* Rentals: * Equipment:

* Computer Related Items: * Professional Services:

*** Non-TDLWD Partner Programs Total**

Click on the Save Draft button to calculate the total.

\$0.00

*** Grand Total**

\$0.00

< BACK

Save Draft ✓ Submit Cancel Location

17. **Click** Save Draft to auto-populate the program totals and the grand total.

18. **Click** Submit.

19. An alert will appear asking if you are sure you want to submit the location line, **click** yes if so.

20. **Close** the location successfully submitted confirmation page.

Location Submitted Successfully



Location Submitted Successfully

You have submitted your Location information for . You can close this window to return back to your report.

21. Location line will appear on the IFA by location page.

22. To add additional location lines, follow steps 8-20.

23. If a location line was submitted out of error, **open** the location line.

Location	TDLWD Partner Programs Total	JVSG LVER Program Total	JVSG DVOP Program Total	JVSG CONS Program Total	Non-TDLWD Partner Programs Total	Grand Total	Status	
Elizabethton	\$120.00	\$0.00	\$0.00	\$0.00	\$50.00	\$170.00	Submitted	Open
Admin-Elizabethton	\$70.00	\$100.00	\$0.00	\$0.00	\$10.00	\$180.00	Submitted	Open
	\$190.00	\$100.00	\$0.00	\$0.00	\$60.00	\$350.00		

24. **Click** Cancel Location.

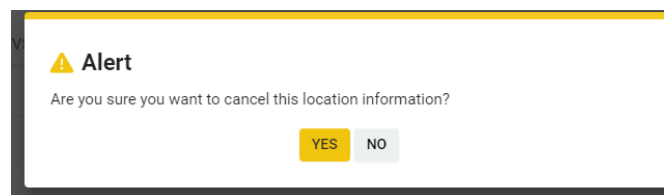
IG LVER PROGRAM JVSG DVOP PROGRAM JVSG CONS PROGRAM NON-TDLWD PARTNER PROGRAMS



Save Draft

Cancel Location

25. An alert will appear stating, "Are you sure you want to cancel this location information?" **Click** yes.



26. Location successfully canceled confirmation page will appear. **Close** it to return to the IFA by location screen.

27. The cancelled line no longer shows in the list of submitted locations.

28. **Click** supporting documentation.

29. **Attach** appropriate documents that reflect the data entered in the contract lines.

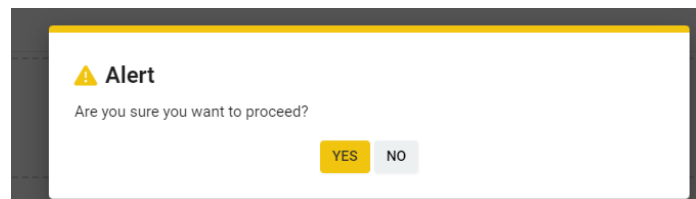
30. **Add** descriptions of the supporting documents.

31. **Click** Save Draft.

32. **Review** information entered on the IFA by Location tab and the supporting documentation tab.

33. **Click** Submit.

34. Alert will appear asking if you want to proceed with submission, **click** yes.



35. Report Submission Successful page will appear. **Click** Home.

Report Submission Successful

You have successfully submitted your report. You will receive an email within five minutes with a PDF attachment of your report.

Please click on the Home button to return back to your home portal.

Home

To Confirm Submission:

36. From the Home page, scroll down to the *Requires Attention* section.
37. **Click** Submitted Activities.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.

0
Pending Agreements

34
Pending Reports

0
Revisions Requested Reports

537
Completed Reports

40
Submitted Activities

38. **Search** for the IFA report that was just submitted.
39. **See** that the status says submitted.

Submitted Activities

1-8 of 8

#	Activity Type	Application ID	Application Type	Agency Tracking Number	Last Modified	Status
1	IFA LWDA Report	2023-2727	Infrastructure Funding Agreement	LWNEP231ESIFA24	08/08/2024 01:57PM	Submitted

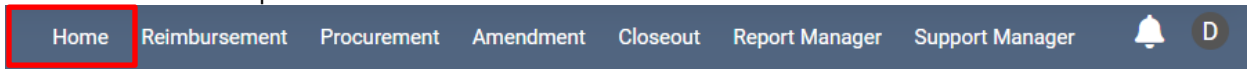
10. Closeouts

10.1 Submitting the Final MER

The Final MER is the first document in the Closeout process and supports what is reported on the Closeout. Before the Final MER can be submitted, all reimbursements in the system must be in at least Pending Invoice

status. The Final MER will be automatically scheduled by the system with a due date of 45 days after the contract end date. This report must be in Completed status before the Closeout can be started.

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Home** at the top of the screen.



3. Scroll down to the *Requires Attention* section.
4. Click **Pending Reports**. A list of the scheduled reports that are due soon for each open contract will appear here.



Applications

Click below to submit/view any of your applications.

1 In Progress	2 Submitted	0 Revisions Requested	40 Approved/Declined
------------------	----------------	--------------------------	-------------------------

Requires Attention

Click below to submit/view of your activities such as your monthly reports.

0 Pending Agreements	21 Pending Reports	0 Revisions Requested Reports	193 Completed Reports
-------------------------	-----------------------	----------------------------------	--------------------------

5. Click **Open** next to the Final Monthly Expenditure Report that you are ready to create/submit.

Pending Reports

2025-3446 1-1 of 1

#	Activity Type	Application ID	Application Type	Agency Tracking Number	Due Date	Last Modified	Status
1	Final Monthly Expenditure Report	2025-3446	Apprenticeship	LWTAF241APP24	11/14/2026	09/08/2025 08:58AM	Draft

Open

6. Click **Save Draft** before beginning.

2025-3446 - Apprenticeship - Final Monthly Expenditure Report
Due Date: 11/14/2026

Instructions

1. Click on the **Save Draft** button before beginning.
2. Complete the mandatory questions below.
3. For any auto-calculations, click on the Save Draft button to calculate the number.
4. Click on the **Submit** button to submit the form.

Report Summary

REPORT INFORMATION | PROGRAM EXPENSES | SUPPORTING DOCUMENTATION | AUTHORIZATION

*** Do you have expenses to claim?**

☐ Yes ☐ No

Recipient Organization: Testing Organization - DO NOT REMOVE
Recipient Address: 31 Rose Thorn Ct
Recipient City, State, Zip: Travelers Rest, , 29690-4002
DUNS Number: 16412421
Recipient ID Number

Save Draft **Submit**

7. Respond to the first question on the *Report Information* tab, if applicable (see note).

Report Summary

REPORT INFORMATION | PROGRAM EXPENSES | SUPPORTING DOCUMENTATION | AUTHORIZATION

*** Do you have expenses to claim?**

☐ Yes ☒ No

Recipient Organization: Testing Organization - DO NOT REMOVE
Recipient Address: 31 Rose Thorn Ct
Recipient City, State, Zip: Travelers Rest, , 29690-4002
DUNS Number: 16412421
Recipient ID Number

For Workforce Service applications, Grantee's must respond to the question "Do you have expenses to report?" found under the General Information tab. Select "yes" if there are expenses to report that have not previously been reported (a FAR report will be scheduled and required if yes is selected). Select "No" if all expenses were reported on the previous MER and this Final MER will not be reporting updated expenditures. Once this question is answered proceed to the next tab.

8. **Enter** all current month expenses expenditures and obligations under the **Program Expenses** tab.

This is an example of different sections within the Program Expenses tab that must be completed.

Administrative Expenditures
Program Expenditures
Total Expenditures
Obligations
Cumulative Recipient Share
Program Income
Additional Reporting Requirements

9. Click **Save Draft**. The cumulative expenditures, remaining balance, etc. will be auto calculated based upon the data entered in the previous step.
10. **Review** the auto calculations for any possible errors.
11. Click **Supporting Documentation**.

REPORT INFORMATION PROGRAM EXPENSES **SUPPORTING DOCUMENTATION** AUTHORIZATION

* Please upload any supporting documents.

 Drop files here or [browse files](#)
Maximum file size: 2 GB | Allowed file types: XLS, XLSX, XLSM, PDF, DOC, DOCX

* Supporting Documents Description

< BACK

Save Draft ✓ Submit

12. **Drop** necessary supporting documentation into the box or **click** the *browse files* link to search your computer for the necessary files. **If there are no additional expenses to report for the Final MER, the supporting documentation for the Final MER and Closeout should be a general ledger showing total Administrative and total Program expenses that correspond to the total contract expenditures.**
 - Examples of supporting documents:
 - General ledger showing the month-end balances for the appropriate reporting period.
 - Income statement
 - If there are expenses on the general ledger that says "Other" and/or "Miscellaneous", then attach additional invoices to back up those expenses. This is to ensure that those costs aren't unallowable or questionable.
 - **Please be sure that the documents clearly show the contract number and the report period.**
13. **Enter** a description for the supporting documents included in the report.

14. Click **Save Draft**.
15. Click **Authorization**.
16. **Acknowledge** the Final MER by checking the box.
 - The checkbox will only appear for the signatory authority or someone who is authorized to sign on their behalf.

REPORT INFORMATION PROGRAM EXPENSES SUPPORTING DOCUMENTATION **AUTHORIZATION**

* **Acknowledgement:** ☐ I approve this monthly expenditure report

* **Title of Authorized
Certifying Official:** CLEO/Mayor

* **Name of Authorized
Certifying Official:** Dee Cee

* **Telephone:** 615-555-5555

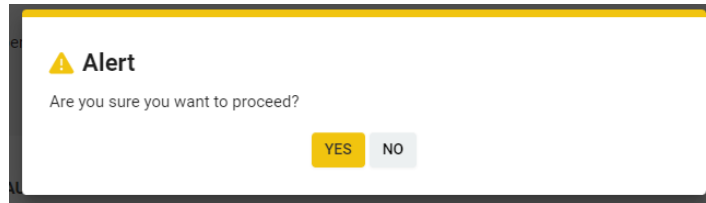
* **Email Address:** dctesterrr@gmail.com

The checkbox will not appear for anyone who does not have the signatory role.

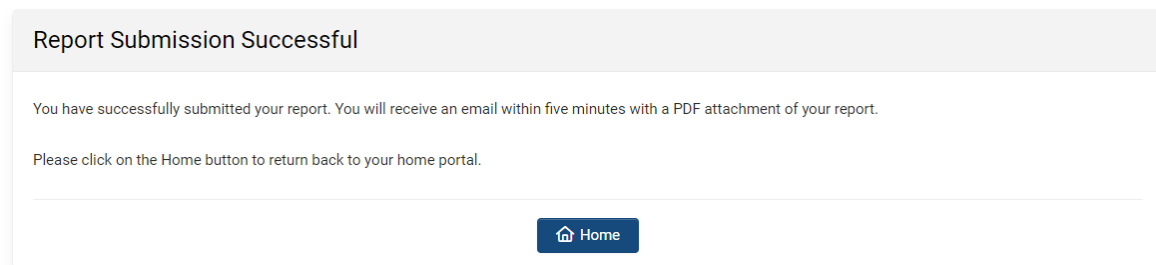
17. After the Final MER has been acknowledged as being accurate, click **Submit**.
18. If all reimbursements are not in at least Pending Invoice status an error message will appear, and the system will prevent the report from being submitted.

The screenshot displays the '2025-3446 - Apprenticeship - Final Monthly Expenditure Report' form. The 'AUTHORIZATION' tab is active. On the left, there are sections for 'Administrative Expenditures' and 'Program Expenditures' with input fields for current month and cumulative amounts. A red error message box is overlaid on the right side of the form, stating: 'Submission failed due to the following: Unable to submit this MER Closeout form. The Total Current Cumulative Expenditures (\$150.00) does not match the total invoice amount on all reimbursements (\$0.00)'. The 'Due Date' is listed as 11/14/2026. At the bottom, there are 'Save Draft' and 'Submit' buttons.

19. If all reimbursements are in at least Pending Invoice status, the system will allow the report to be submitted. An alert will appear asking, "Are you sure you want to proceed?" Click **Yes**.



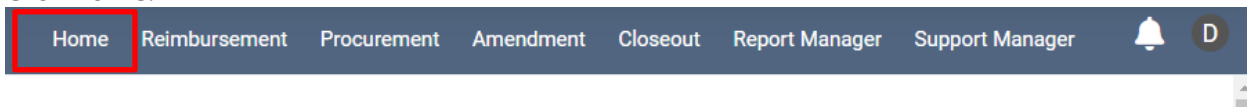
20. **Report Submissions Successful** confirmation page will appear. Click **Home** to close out of it.



10.2 Revising the Final MER

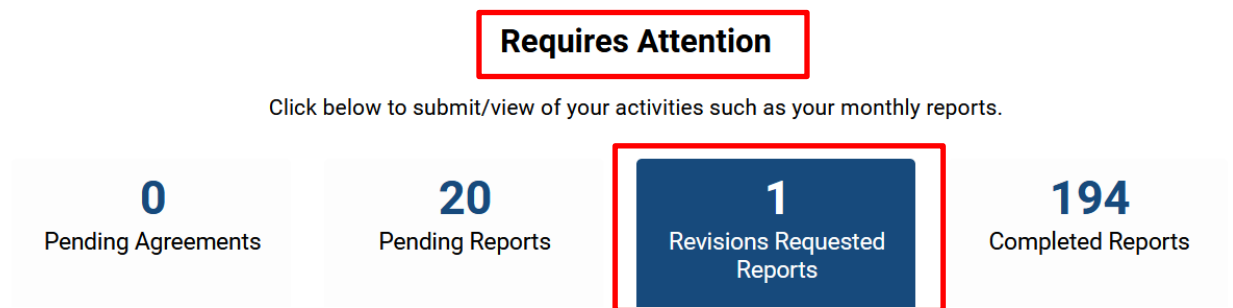
11. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com).

12. Click **Home**.



13. Scroll down to the **Requires Attention** section.

14. Click **Revisions Requested Reports**. A list of all reports that require corrections will appear here.



15. Click **Open** for the report that you are ready to revise.

Pending Reports

1:1 of 1

#	Activity Type	Application ID	Application Type	Agency Tracking Number	Due Date	Last Modified	Status	
1	Final Monthly Expenditure Report	2025-3446	Apprenticeship	LWTAF241APP24	11/14/2026	09/08/2025 08:58AM	Draft	Open

16. A note will appear at the top of the screen in red stating, *"Staff has requested the following revisions to your report – "*

TN Tennessee State Government
Home Reimbursement Procurement Amendment Closeout Report Manager

Actions ▼

2025-3446 - Apprenticeship - Final Monthly Expenditure Report

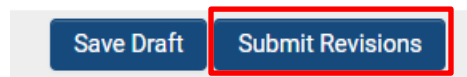
✖

Staff has requested the following revisions to your Final Monthly Expenditure Report

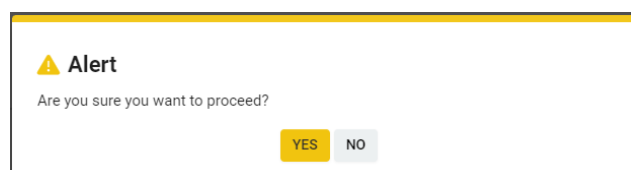
Please, include additional documentation as detailed in email on 9/9 titled "LWTAF241APP24 Revisions for Final MER"

17. Make the necessary revisions according to the note shown at the top of the screen.

18. Click **Submit Revisions**.



19. An alert will appear asking, *"Are you sure you want to proceed?"*. Click **Yes**.



20. **Report Submissions Successful** confirmation page will appear. Click **Home** to close out of it.

- To verify submission, follow the steps listed previously.

Report Submission Successful

You have successfully submitted your report. You will receive an email within five minutes with a PDF attachment of your report.

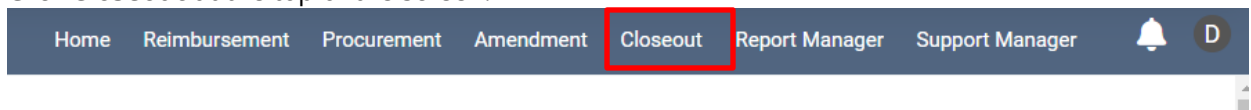
Please click on the Home button to return back to your home portal.

Home

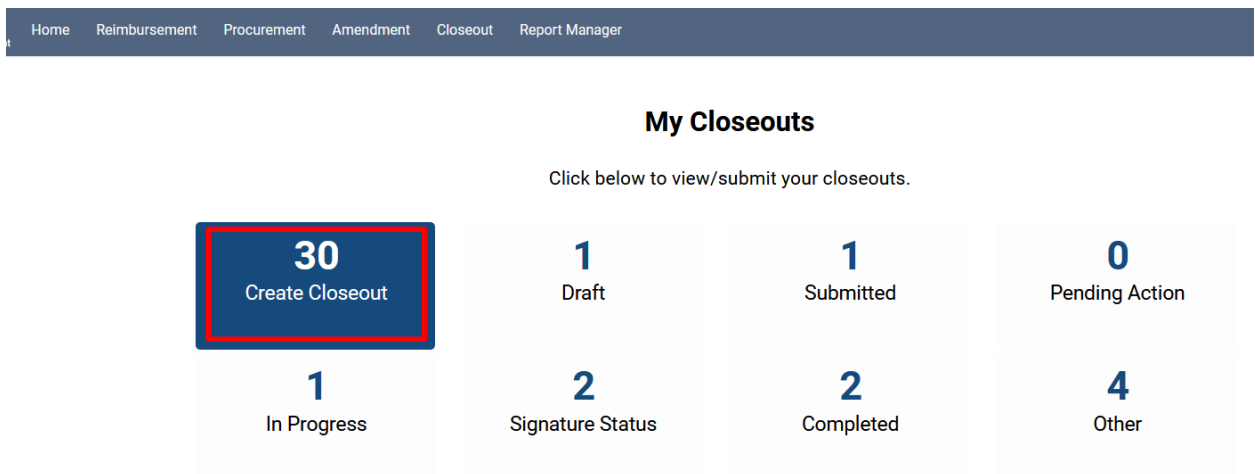
10.3 Submitting a Closeout

Closeouts are the final phase of the grant life cycle. The final reconciliation during this step ensures that all costs are appropriate, and that all transactions have been properly recorded. The information gained during the closeout can help set up budgets for upcoming applications. So timeliness and accuracy with these submissions is key.

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Closeout** at the top of the screen.



3. Click **Create Closeout**.



My Closeouts

Click below to view/submit your closeouts.

30 Create Closeout	1 Draft	1 Submitted	0 Pending Action
1 In Progress	2 Signature Status	2 Completed	4 Other

4. Click **Open** next to the Closeout that you are ready to create/submit.

Create Closeout

1-30 of 30 < >

#	Application ID	Application Type	Agency Tracking Number	Organization	Primary Contact	Status	
1	2025-3448	Adult Education General	LW_Testcase_3	Testing Organization - DO NOT REMOVE	ERP Tester 4	Approved - Post Award	Unable to create a Closeout record. There is a Final MER that is still in progress.
2	2025-3447	Dislocated Worker	LWTAF241DSLWK24	Testing Organization - DO NOT REMOVE	ERP Tester 4	Approved - Post Award	Unable to create a Closeout record. There is a Final MER that is still in progress.
3	2025-3446	Apprenticeship	LWTAF241APP24	Testing Organization - DO NOT REMOVE	ERP Tester 4	Approved - Post Award	Create New Closeout Request

Note that a Closeout report can only be created and submitted once the Final MER is marked as completed.

- Click **Save Draft** before beginning.
- Information on the **General Information tab** is automatically generated on the report, and no action is needed on this tab.


[Home](#)
[Reimbursement](#)
[Procurement](#)
[Amendment](#)
[Closeout](#)
[Report Manager](#)

Actions ▾

2025-3446 - Apprenticeship - Closeout

i Instructions

- Click on the **Save Draft** button before beginning.
- Complete the mandatory question below.
- Click on the **Submit** button to submit your request.

Closeout Summary

GENERAL INFORMATION
 AWARDEE'S RELEASE
 ACQUIRED PROPERTY
 LIST OF SUB-CONTRACTORS
 SUPPORTING DOCUMENTATION

Agency Organization: Department of Labor and Workforce Development
 Agency Address: 220 French Landing Drive
 Agency City, State, Zip: Nashville, Tennessee, 37243-1000
 Recipient Organization: Testing Organization - DO NOT REMOVE
 Recipient Address: 31 Rose Thorn Ct
 Recipient City, State, Zip: Travelers Rest, , 29690-4002
 * Agency Tracking Number: LWTAF241APP24
 * Fed Tax ID Number: 123456879
 * Contract Begin Date: 09/01/2023
 * Contract End Date: 09/30/2026

[Save Draft](#)
[✓ Submit](#)
[Withdraw](#)

- Information on the **Awardee's Release tab** is automatically generated in the report, and no action is needed on this tab.

Closeout Summary

GENERAL INFORMATION AWARDDEE'S RELEASE ACQUIRED PROPERTY LIST OF SUB-CONTRACTORS SUPPORTING DOCUMENTATION

i Instructions

The awarded contract should not be closed if there are outstanding bills. If there is a circumstance in which an unpaid bill exists, that amount must be lis

* Expended and Accrued \$150.00

Sum:

* Amount Paid by the \$150.00

State:

* Amount to be Paid: \$0.00

< BACK

Save Draft

✓ Submit

Withdraw

Data in the Amount Paid by the State field reflects all reimbursements that have been processed through to Completed status.

Data in the Amount to be Paid reflects the amount of all reimbursements in at least Pending Invoice status that have not made it to Completed status yet.

1

GENERAL INFORMATION AWARDDEE'S RELEASE

i Instructions

The awarded contract should not be closed if th

* Expended and Accrued \$150.00

Sum:

* Amount Paid by the \$150.00

State:

* Amount to be Paid: \$0.00

2

GENERAL INFORMATION AWARDDEE'S RELEASE

i Instructions

The awarded contract should not be closed if th

* Expended and Accrued \$650.00

Sum:

* Amount Paid by the \$100.00

State:

* Amount to be Paid: \$550.00

3

GENERAL INFORMATION AWARDDEE'S RELEASE

i Instructions

The awarded contract should not be closed if

* Expended and Accrued \$7,500.00

Sum:

* Amount Paid by the \$8,000.00

State:

* Amount to be Paid: -\$500.00

Example 1 of the Awardee's Release tab reflects that all reimbursements have been processed through to complete status.

Example 2 of the Awardee's Release tab reflects that there is a reimbursement request for \$550 that is in progress and has not been processed through to completed status.

Example 3 of the Awardee's Release tab reflects that there is a request to return funds (submitted as a negative reimbursement) that is in progress and has not been processed through to completed status.

- The *Unpaid bills* section under the **Awardee's Release** tab must be filled out if there is an amount greater than zero in the **Amount to be Paid** field of the Closeout.

2025-3447 - Dislocated Worker - Closeout

GENERAL INFORMATION **AWARDEE'S RELEASE** ACQUIRED PROPERTY LIST OF SUB-CONTRACTORS SUPPORTING DOCUMENTATION

Instructions
The awarded contract should not be closed if there are outstanding bills. If there is a circumstance in which an unpaid bill exists, that amount must be listed on this page. This will not be a common occurrence.

JUMP TO
Unpaid Bills

* Expended and Accrued Sum: \$650.00
* Amount Paid by the State: \$100.00
* Amount to be Paid: \$550.00

Unpaid Bills
Unpaid bills in stated amounts, or in estimated amounts where the exact amounts are not available, by the Awardee:

Unpaid Bills

0 of 0

#	Activity Type	Vendor	Invoice Number	PO Number	Line Item	Cost Category	Total Amount Due	Expected Payment Date	Status
No Results Found									

- Click the plus sign to add data to this section.

Environment: UAT You are viewing the system as

New Sub-Activity

AWARDEE'S RELEASE

Invoice Date (if known): mm/dd/yyyy

* Vendor:

Invoice Number: 30 characters left

PO Number: 10 characters left

* Line Item:

* Cost Category:

* Total Amount Due:

* Expected Payment Date: mm/dd/yyyy

Save Draft Cancel

- Click **Save draft** and **Submit**.

Save Draft
✓ Submit
Cancel

2025-3447 - Dislocated Worker - Closeout

[Closeout Summary](#)

GENERAL INFORMATION **AWARDEE'S RELEASE** ACQUIRED PROPERTY LIST OF SUB-CONTRACTORS SUPPORTING DOCUMENTATION

Instructions

The awarded contract should not be closed if there are outstanding bills. If there is a circumstance in which an unpaid bill exists, that amount must be listed on this page. *This will not be a common occurrence.*

* Expended and Accrued: \$650.00
Sum:

* Amount Paid by the State: \$100.00

* Amount to be Paid: \$550.00

Unpaid Bills

Unpaid bills in stated amounts, or in estimated amounts where the exact amounts are not available, by the Awardee:

#	Activity Type	Vendor	Invoice Number	PO Number	Line Item	Cost Category	Total Amount Due	Expected Payment Date	Status
1	Awardee's Release	Vendor 1		23	1	Program	\$500.00	07/22/2025	Submitted

11. Repeat if multiple unpaid bills need to be listed.

If there are no internal unpaid bills, and the only unpaid amount is what is owed by the State, fill “N/A” in all the required unpaid bill fields.

12. Continue to the next tab once all data is entered.

13. **Acquired Property** is the next tab of the Closeout.

All property listed on the Closeout should be tagged
Property is tagged if it meets the definition of sensitive equipment or equipment:

- a. Sensitive equipment (generally computer related) that has a useful life of up to one year and has a unit cost of \$100 - \$10,000.
- b. Equipment is anything that has a useful life expectancy of more than one year and has a unit cost of \$10,000 or more.

If property does not meet tagging requirements, it does not need to be listed on the Closeout.

[Closeout Summary](#)

GENERAL INFORMATION AWARDER'S RELEASE **ACQUIRED PROPERTY** LIST OF SUB-CONTRACTORS SUPPORTING DOCUMENTATION

Instructions

Check the appropriate box(es) to indicate any funds used for the acquisition of property based on the following:

Agreement Without Property - If no property was acquired with funds provided by this awarded contract, check this box.
Agreement With Property - If any real or personal property was acquired with funds provided by this awarded contract, check this box. If this box is checked, list the acquired property by adding a new line item on this page. Only list property purchased with funds from the awarded contract being closed. Do not list property purchased under different awarded contracts.
New Property Agreement Approved - If a new grant contract has been approved, check this box and indicate the contract number or numbers issued.
New Property Agreement Not Approved - If no new agreement is awarded above, check this box and listed property must be returned to the awarding entity.

*** Acquired Property**

☒ Agreement Without Property: I hereby certify that no grantee property was furnished or acquired with funds provided under this grant agreement.
☐ Agreement With Property: I hereby certify that the below inventory listing is complete, and that it correctly describes all items of materials and equipment furnished or purchased under the terms and conditions of this award.
☐ New Property Agreement Approved: The property reported below will be retained for the period specified in the Agreements #'s noted below.
☐ New Property Agreement Not Approved: The property reported below will be returned within thirty (30) days of the release date of this agreement.

< BACK [Save Draft](#) [Submit](#) [Withdraw](#) NEXT >

14. If no **Acquired Property** is being reported, the first box will be selected, and no other information is needed on this tab.

15. Click **Save Draft** and proceed to the next ab.

[Closeout Summary](#)

GENERAL INFORMATION AWARDER'S RELEASE **ACQUIRED PROPERTY** LIST OF SUB-CONTRACTORS SUPPORTING DOCUMENTATION

Instructions

Check the appropriate box(es) to indicate any funds used for the acquisition of property based on the following:

Agreement Without Property - If no property was acquired with funds provided by this awarded contract, check this box.
Agreement With Property - If any real or personal property was acquired with funds provided by this awarded contract, check this box. If this box is checked, list the acquired property by adding a new line item on this page. Only list property purchased with funds from the awarded contract being closed. Do not list property purchased under different awarded contracts.
New Property Agreement Approved - If a new grant contract has been approved, check this box and indicate the contract number or numbers issued.
New Property Agreement Not Approved - If no new agreement is awarded above, check this box and listed property must be returned to the awarding entity.

*** Acquired Property**

☒ Agreement Without Property: I hereby certify that no grantee property was furnished or acquired with funds provided under this grant agreement.
☐ Agreement With Property: I hereby certify that the below inventory listing is complete, and that it correctly describes all items of materials and equipment furnished or purchased under the terms and conditions of this award.
☐ New Property Agreement Approved: The property reported below will be retained for the period specified in the Agreements #'s noted below.
☐ New Property Agreement Not Approved: The property reported below will be returned within thirty (30) days of the release date of this agreement.

< BACK [Save Draft](#) [Submit](#) [Withdraw](#) NEXT >

16. When reporting **Acquired Property**, the second box identifying "Agreement with property" will be selected.

17. This will populate an acquired property listing to be filled out

18. Click the plus sign to add property details to the listing

*** Acquired Property**

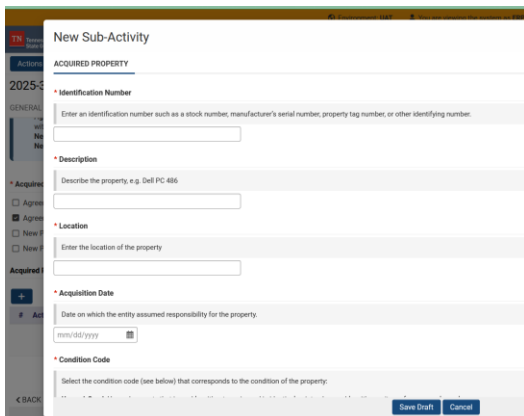
☐ Agreement Without Property: I hereby certify that no grantee property was furnished or acquired with funds provided under this grant agreement.
☒ Agreement With Property: I hereby certify that the below inventory listing is complete, and that it correctly describes all items of materials and equipment furnished or purchased under the terms and conditions of this award.
☐ New Property Agreement Approved: The property reported below will be retained for the period specified in the Agreements #'s noted below.
☐ New Property Agreement Not Approved: The property reported below will be returned within thirty (30) days of the release date of this agreement.

Acquired Property Listing

[+](#) 0 of 0 < >

#	Activity Type	Agreement #	Identification Number	Description	Location	Acquisition Date	Condition Code	Unit	Quantity	Total Cost	Status
No Results Found											

19. Complete the required information for the acquired property.



New Sub-Activity

ACQUIRED PROPERTY

*** Identification Number**
Enter an identification number such as a stock number, manufacturer's serial number, property tag number, or other identifying number.

*** Description**
Describe the property, e.g. Dell PC 486

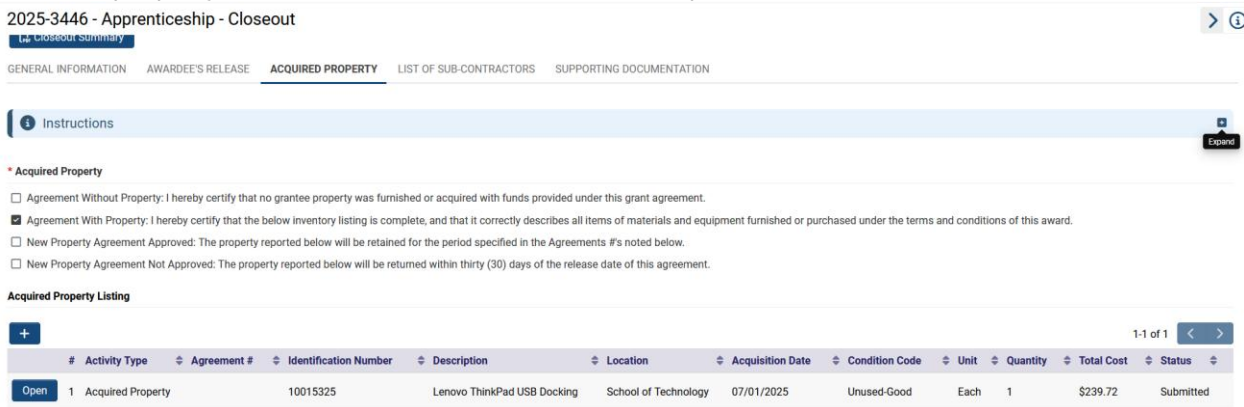
*** Location**
Enter the location of the property

*** Acquisition Date**
Date on which the entity assumed responsibility for the property.

*** Condition Code**
Select the condition code (see below) that corresponds to the condition of the property:

Save Draft Cancel

20. Click **Save Draft**
21. Click **Submit** to add the acquired property listing
22. Repeat steps for all property
23. When all property has been listed, click **Save Draft** and proceed to the next tab.



2025-3446 - Apprenticeship - Closeout

Closeout Summary

GENERAL INFORMATION AWARDSEE'S RELEASE **ACQUIRED PROPERTY** LIST OF SUB-CONTRACTORS SUPPORTING DOCUMENTATION

Instructions

*** Acquired Property**

☐ Agreement Without Property: I hereby certify that no grantee property was furnished or acquired with funds provided under this grant agreement.

☒ Agreement With Property: I hereby certify that the below inventory listing is complete, and that it correctly describes all items of materials and equipment furnished or purchased under the terms and conditions of this award.

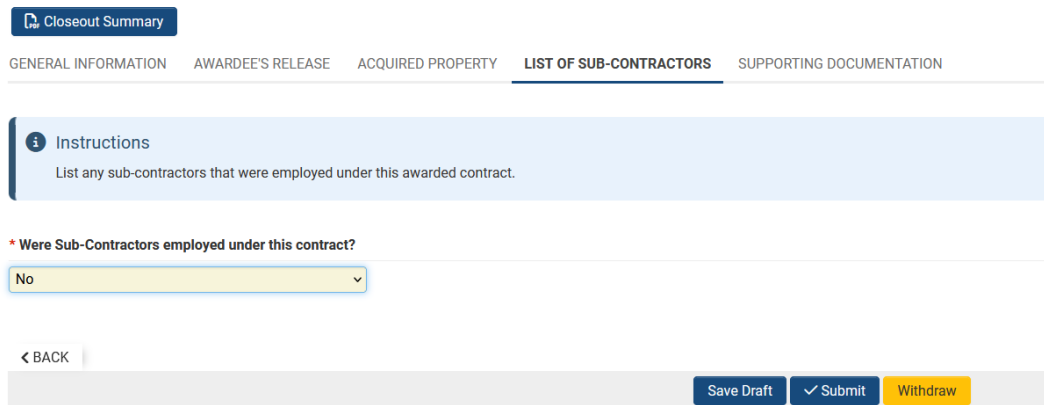
☐ New Property Agreement Approved: The property reported below will be retained for the period specified in the Agreements #'s noted below.

☐ New Property Agreement Not Approved: The property reported below will be returned within thirty (30) days of the release date of this agreement.

Acquired Property Listing

#	Activity Type	Agreement #	Identification Number	Description	Location	Acquisition Date	Condition Code	Unit	Quantity	Total Cost	Status
1	Acquired Property		10015325	Lenovo ThinkPad USB Docking	School of Technology	07/01/2025	Unused-Good	Each	1	\$239.72	Submitted

24. **List of Sub-Contractors** is the next tab of the Closeout.
25. If there are no sub-contractors to be listed, select **No** from the drop-down menu, click **Save Draft**, and proceed to the next tab.



Closeout Summary

GENERAL INFORMATION AWARDSEE'S RELEASE ACQUIRED PROPERTY **LIST OF SUB-CONTRACTORS** SUPPORTING DOCUMENTATION

Instructions

List any sub-contractors that were employed under this awarded contract.

*** Were Sub-Contractors employed under this contract?**

No

BACK

Save Draft Submit Withdraw

26. If there are sub-contractors to list, select **Yes** from the drop-down menu.
27. A Sub-contracts List section will appear.
28. Click the plus sign to add all sub-contractors.

* Were Sub-Contractors employed under this contract?

Yes

Sub Grantee List

+ 0 of 0

#	Activity Type	Sub-Grantee Name	Sub-Grantee Address	Contract Number	Beginning Date	Ending Date	Funds Expended	Status
No Results Found								

< BACK

Save Draft Submit Withdraw

NEXT >

29. Fill out all required fields
30. Click **Save Draft**
31. Click **Submit** to add the sub-contractor to the listing

New Sub-Activity

SUB-CONTRACTORS

* Sub-Grantee Name

Enter the Sub-Contractor's official name.

* Sub-Grantee Address

Enter the Sub-Contractor's Address.

* Sub-Grantee City

* Sub-Grantee State

Please Select

* Sub-Grantee Zip

* Contract Number

Save Draft Cancel

2025-3446 - Apprenticeship - Closeout

GENERAL INFORMATION AWARDER'S RELEASE ACQUIRED PROPERTY LIST OF SUB-CONTRACTORS SUPPORTING DOCUMENTATION

Instructions

List any sub-contractors that were employed under this awarded contract.

* Were Sub-Contractors employed under this contract?

Yes

Sub Grantee List

+ 1-2 of 2

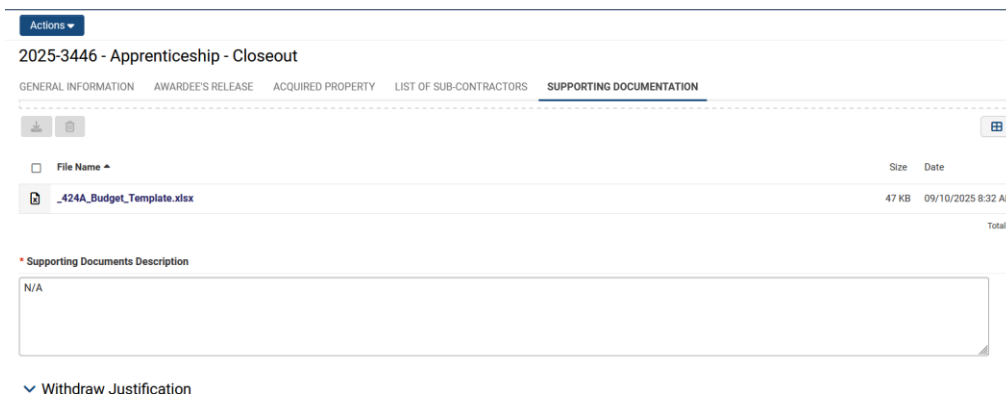
#	Activity Type	Sub-Grantee Name	Sub-Grantee Address	Contract Number	Beginning Date	Ending Date	Funds Expended	Status
Open 1	Sub-Contractor	Begin Anew	1111 Foster Avenue	LWTAF241NAPP24	07/01/2025	09/30/2025	\$1,500.00	Submitted
Open 2	Sub-Contractor	The Help Center	9731 Southern Pine Blvd, Suite J	LWTAF241NAPP24	08/01/2025	09/30/2025	\$800.00	Submitted

< BACK

Save Draft Submit Withdraw

NEXT >

32. Repeat the steps to add all sub-contractors
33. Click **Save Draft** when all sub-contractors are listed and proceed to the next tab
34. **Supporting Documentation tab** is the next and final tab of the Closeout.
35. Add any supporting documentation that is relevant to this Closeout submission.

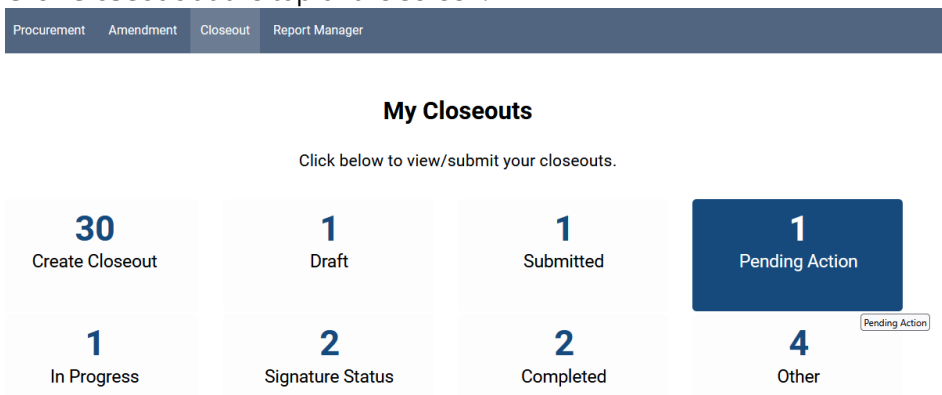


If there are no additional expenses to report for the Final MER, the supporting documentation for the Final MER and Closeout should be a general ledger showing total Administrative and total Program expenses that correspond to the total contract expenditures.

36. Click **Save Draft** and **Submit** when all required fields under all tabs have been completed for the Closeout.

10.4 Revising the Closeout

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Closeout** at the top of the screen.

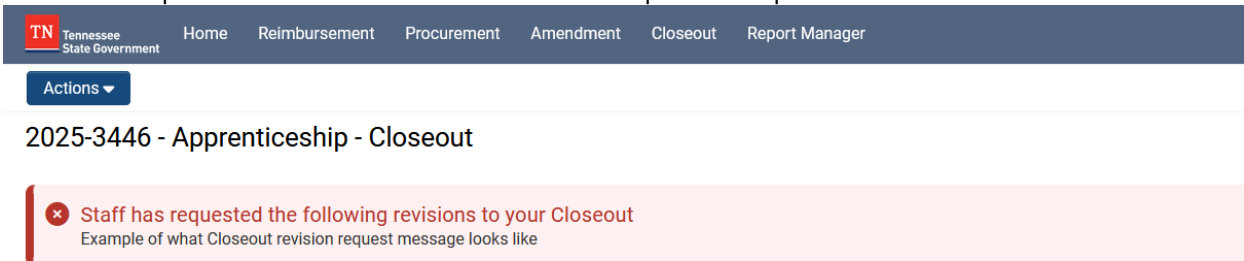


3. Click **Pending Action** tile.
4. Click **Open** beside the Closeout report with revisions requested

Pending Action

<

- Revisions required will be noted in red text at the top of the report.



Tennessee State Government Home Reimbursement Procurement Amendment Closeout Report Manager

Actions

2025-3446 - Apprenticeship - Closeout

Staff has requested the following revisions to your Closeout
Example of what Closeout revision request message looks like

- Review, revise, and resubmit the Closeout report.

10.5 Revising the Final MER when the Closeout has been submitted

During the review of the Closeout if it is found that the Final MER needs to be revised, both the Final MER and the Closeout must be reviewed and resubmitted.

- Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://smart.simple.com)
- Click **Closeout** at the top of the screen.

- Scroll down to the *Requires Attention* section.
- Click **Revisions Requested Reports**. A list of the reports pending revisions will appear here.

Requires Attention

Click below to submit/view of your activities such as your monthly reports.



- Click **Open** next to the Final Monthly Expenditure Report that you are ready to revise.

Revisions Requested Reports

<

- Revisions required will be noted in red text at the top of the report

TN Tennessee State Government

Home Reimbursement Procurement Amendment Closeout Report Manager

Actions

2025-3446 - Apprenticeship - Final Monthly Expenditure Report

*** Staff has requested the following revisions to your Final Monthly Expenditure Report**
EXAMPLE OF REVISIONS NOTE FOR FINAL MER DURING CLOSEOUT REVIEW PROCESS.

- Review, revise, and resubmit the Final MER.
- A user with the SR Signatory role will need to submit Final MER revisions.

Due Date: 11/14/2026

Report Summary

REPORT INFORMATION PROGRAM EXPENSES SUPPORTING DOCUMENTATION **AUTHORIZATION**

* Acknowledgement: ☒ I approve this monthly expenditure report

* Title of Authorized Certifying Official:

* Name of Authorized Certifying Official:

< BACK * Telephone:

Save Draft Submit Revisions

- A message will appear when the report has been submitted successfully.

10. Review Closeout after Final MER Revisions have been submitted
11. Click **Closeout** at the top of the screen.

Procurement
Amendment
Closeout
Report Manager

My Closeouts

Click below to view/submit your closeouts.

30
Create Closeout

1
Draft

1
Submitted

1
Pending Action

1
In Progress

2
Signature Status

2
Completed

4
Other

12. Click **Pending Action** tile.
13. Click **Open** beside the appropriate application. Note that the Closeout status will be Final MER Revisions Completed.

Home
Reimbursement
Procurement
Amendment
Closeout
Report Manager

Pending Action

1-1 of 1

#	Activity Type	Application ID	Application Type	Agency Tracking Number	Last Modified	Status
Open 1	Closeout	2025-3446	Apprenticeship	LWTAF241APP24	09/10/2025 09:52AM	Final MER Revisions Completed

14. Make any necessary revisions or updates to the Closeout. If Closeout data is accurate, resubmit the Closeout report.

nt
Procurement
Amendment
Closeout
Report Manager

Report Revisions Submission Successful

You have successfully submitted your report revisions.

Please click on the Home button to return back to your home portal.

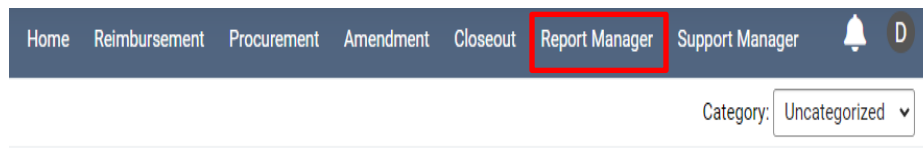
11. Navigating Report Manager

11.1 Report Manager

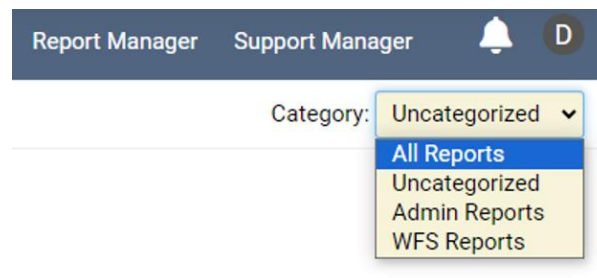
Using the Report Manager tab is helpful when you need to gather/review a lot of data, such as reimbursements or monthly expenditure reports. It is also useful when assisting auditors and other people who may need to review your expenses.

To pull different reports:

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://SmartSimple.StateofTennessee.com)
2. Click **Report Manager** at the top of the screen.



3. **Select** the proper category. If the category says Uncategorized, no report options will be listed.



4. A list of reports will appear after the category is selected.
5. **Run** or **Export to Excel** the report you are to like to use by clicking the applicable icon.



Reports

[REPORTS](#) [DASHBOARDS](#)

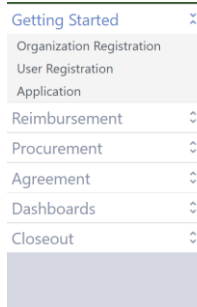
All Columns Search 1-9 of 9				
#	Report Name	Description	Type	Report ID
1	    FAR by Location - CSP Costs	Purpose: To retrieve data to complete monthly FAR by Location - Career Service Provider costs analys...	Neo	46469
2	    FAR by Location - OSO Costs	Purpose: To retrieve data to complete monthly FAR by Location - One-Stop Operator costs analysis.	Neo	46468
3	    FAR by Location - Participant Costs	Purpose: To retrieve data to complete monthly FAR by Location - Participant costs analysis.	Neo	46470
4	    FAR by Location - Summary	Purpose: To retrieve data to complete monthly FAR by Location - Summary report.	Neo	46471
5	    FAR by Location - WFB Costs	Purpose: To retrieve data to complete monthly FAR by Location - Workforce Board costs analysis.	Neo	46467
6	    IFA by Location	Purpose: To retrieve data necessary to complete the IFA invoicing process. To run the report, en...	Neo	46472
7	    Monthly Expenditure Report	Purpose: To generate reports using Monthly Expenditure Report data.	Neo	46474
8	    Monthly Expenditure Report - Single Organization	Instructions: 1. Enter full legal name of the organization when running the report. Instructions...	Neo	45972
9	    Reimbursements Tracker	Purpose: To return reimbursement related data during a given time period.	Neo	46466

12. Navigating Support Manager

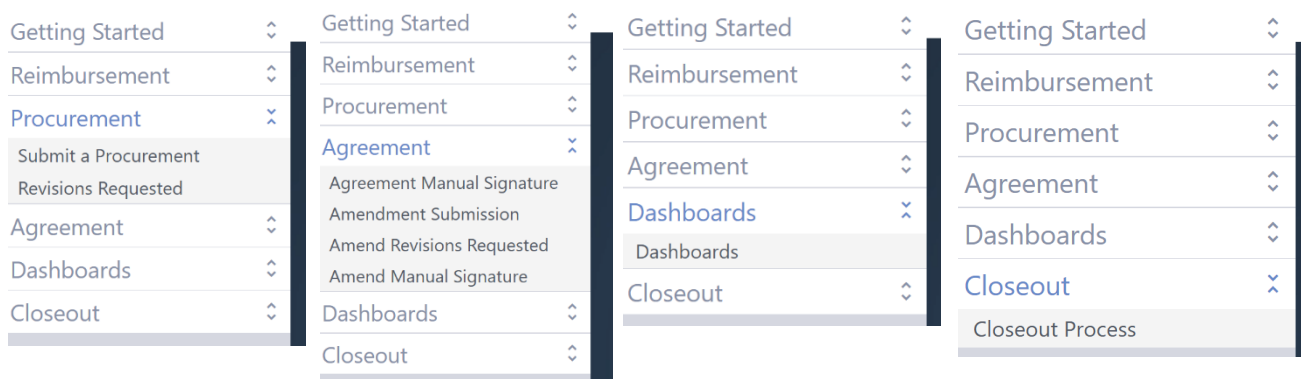
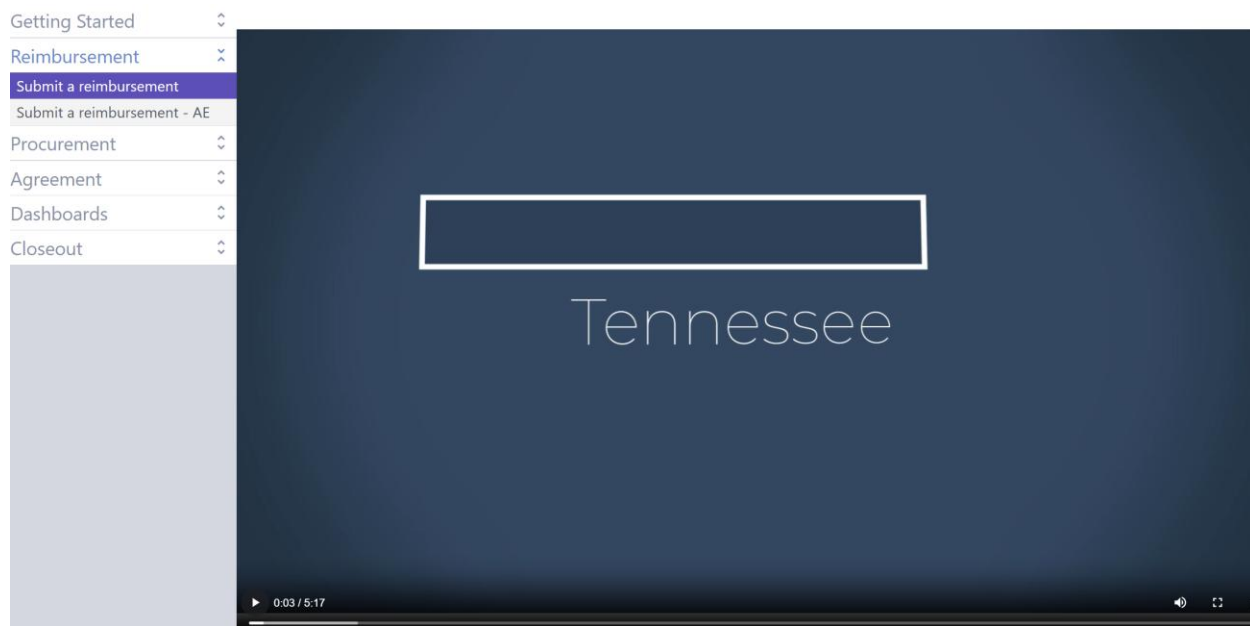
12.1 Support Manager

The support manager includes many training videos. Although the written instructions were included in the beginning of this manual, the videos can serve as another source of help for you.

1. Log into [SmartSimple | State of Tennessee \(tn.gov\)](https://smart.simple.com/State-of-Tennessee-tn.gov/)
2. Click **Support Manager** at the top of the screen.
3. Click one of the different tabs on the left of the screen to play the videos.
If a video doesn't play in your current browser, try using a different browser.



Please select a video.



13. Status Explanation

13.1 Application Status

- **Draft Application:** the SR has begun creating their application.
- **Submitted Application:** the SR has submitted their application for review.
- **Revisions Requested Application:** state staff has sent the application back to the SR for corrections.
- **Withdrawn:** The application has been withdrawn by the Grantee.
- **Under Review:** the application is being reviewed by upper management.

- **Approved – Pending Agreement:** all assigned reviewers approved their review and is now awaiting a contract to be created and signed.
- **Approved – Post Award:** the contract has been fully-executed (signed by all parties), and the SR can begin submitting activities (e.g. reports and reimbursements).

13.2 Agreement Status

- **Draft:** The application is in approved-pending agreement status and awaiting F&A to create the contract.
- **Under Accounting Review:** F&A is reviewing the contract.
- **F&A Revisions Requested:** Errors were found during Under Accounting Review or Labor-Under Review.
- **Labor-Under Review:** Contract will be reviewed by the grants and budgets unit.
- **Ready for Signatures:** The contract will be routed for signatures in the following order –
 - Budget Officer → CLEO (or president) → Executive Director (or TBR representative, when applicable) → TDLWD Commissioner
- **Pending Signature – Manual:** The agreement has been sent for signatures manually (outside of SmartSimple).
- **Pending Signature – E-Signature:** The agreement has been sent for signatures in SmartSimple using the e-signature Adobe signature request function.
- **Declined:** The agreement signature request was declined by at least one requestee.
- **Signed:** All parties have signed the contract.

13.3 Amendment Status

- **Draft:** The SR has begun creating an amendment.
- **Submitted:** The SR has submitted an amendment and will be reviewed by a grants analyst.
- **Revisions Requested:** The amendment has been sent back to the SR for corrections.
- **Withdrawn:** The amendment request has been withdrawn by the Grantee.
- **Under Review:** The amendment has been sent to management for their review and approval.
- **Amendment Preparation:** All reviewers have approved the amendment, and it is with F&A to create a contract (modification).
- **Revisions Requested for Grants Analyst:** Revisions requested to F&A from grant staff or other F&A staff.
- **Labor – Under Review:** The amendment is ready for the Grants Program Manager to complete a final review.
- **Amendment – Under Final Review –** The amendment has been reviewed and is ready for the GPM to assign the Director and send for signatures.
- **Pending Signature – Manual:** The modification has been sent for signatures manually (outside of SmartSimple).
- **Pending Signature – E-Signature:** The modification has been sent for signatures in SmartSimple using the e-signature Adobe signature request function.
- **Declined:** The amendment signature request was declined by at least one requestee.

- **Signed:** All parties have signed the amendment, and the amendment budget will reflect in SmartSimple.

13.4 Report Status

- **Draft:** The report has been scheduled and the SR can create and submit it anytime by the due date.
- **Submitted:** The SR submitted their report and will be reviewed by a grants analyst.
- **Revisions Requested:** The report has been sent back to the SR for corrections.
- **Completed:** The report has been approved.

13.5 Reimbursement Status

- **Draft:** The SR has begun creating the reimbursement request.
- **Submitted:** The SR has submitted their reimbursement request for review/approval.
- **Under Review:** The reimbursement request is being reviewed by a grants analyst or grants program manager.
- **Declined:** The reimbursement request has been declined by Grants and Budgets Unit staff.
- **Revisions Requested:** The reimbursement has been sent back to the SR for corrections.
- **Withdrawn:** The reimbursement request has been withdrawn by the Grantee.
- **Pending Signature:** The reimbursement has been sent to management for their approval.
- **Signed Reimbursement:** Management approved the reimbursement request.
- **Pending Invoice:** Sent to F&A for their review and approval.
- **Ready for Export:** Reimbursement is in process of going to Edison for payment.
- **Sent to Edison-Exported:** Reimbursement is awaiting payment.
- **Completed:** Payment has been sent to the SR.

13.6 Closeout Status

Final MER Statuses

- **Draft:** The Final Monthly Expenditure Report (MER) has been scheduled by the system.
- **Submitted:** The SR has submitted their Final MER for review/approval.
- **Under Review:** The Final MER is being reviewed by a grants analyst.
- **Revisions Requested:** Revisions have been identified and requested during the initial review of the Final MER.
- **Under Final Review:** The Final MER is being reviewed by a grants program manager.
- **Revisions Requested for Grants Analyst:** Revisions have been identified and requested during the final review by the grants program manager. The revisions will either be completed by the grants analyst or sent back to the Grantee to revise.
- **Completed:** The Final MER review is complete, and the report has been approved.

Closeout Statuses

- **Draft:** The SR has begun creating the Closeout report.
- **Submitted:** The SR has submitted their Closeout for review/approval.
- **Under Review:** The Closeout is being reviewed by a grants analyst.
- **Revisions Requested:** Revisions have been identified and requested during the initial review of the Final MER.
- **Under Final Review:** The Closeout is being reviewed by a grants program manager.
- **Under Fiscal Review:** The Closeout is being reviewed by a fiscal staff member.
- **Revisions Requested for Grants Analyst:** Revisions have been identified and requested during the final review by the grants program manager. The revisions will either be completed by the grants analyst or sent back to the Grantee to revise.
- **Ready for Signatures:** All reviews have been completed and approved, and the Closeout is ready to be sent for signatures.
- **Pending Signature – E-Signature:** The Closeout has been sent for signatures using the e-signature workflow.
- **Pending Signature – Manual:** The Closeout has been sent for signatures using the manual signature workflow.
- **Adobe – Declined:** A party has declined to sign the Closeout.
- **Signed:** All parties have signed the Closeout.
- **Withdrawn:** The Closeout has been withdrawn by the Grantee.
- **Timed Out:** The e-signature request has timed out after the 14-day signature window.

Contact

For any questions related to this Standard Operating Procedure Manual, please contact the **Grants and Budgets Unit** at grants.budgets@tn.gov.