

SITE DEVELOPMENT GRANTS

Grants Management Webinar



AGENDA


- Overview
- Contracts
- Compliance
- Reporting
- Procurement
- Construction
- Invoicing
- Financial Requirements
- Other Grant Sources
- Files
- Monitoring
- Closeout
- Other Requirements
- Questions

OVERVIEW

- Funded through the Rural Economic Opportunity Act
- Purpose
 - To make your site more attractive to companies looking to locate or expand in Tennessee
 - To reduce the risk and time it will take to prepare your site for a client
 - To increase the inventory of high-quality and certified sites in the state

CONTRACTS

- All contracts are still in process. Please be patient!
- Do not begin work without a fully executed contract

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)			
Begin Date	End Date	Agency Tracking #	Edison ID
You cannot incur expenses before this date	You cannot incur expenses after this date	The number of the program internally (budget)	The number for this contract, also referred to as a "PO" number
Grantee Legal Entity Name		Edison Vendor ID	
Legal Name of your organization, including a dba, if applicable		The number associated with your entity	
Subrecipient or Contractor		CFDA #	
<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		Grantee's fiscal year end This is the end of your fiscal year per your application and pregrant	

Section	Description
A	Scope of Services and Deliverables
B	Term of Contract
C	Payment and Conditions
D	Standard Terms and Conditions
E	Special Terms and Conditions
Attach. A	Detailed Scope of Services
Attach. 2	Budget

GRANT COMPLIANCE

The [Grants Administration Website](#) contains all the information you are required to submit to get your contract started and to manage your project.

- ▣ Grant Payment Setup Form, W9 & Direct Deposit Form
(You have already done these)
- ▣ Audit & Title VI *(Must be submitted prior to requesting reimbursement)*
- ▣ Contract Scope Change Request
- ▣ Reimbursement Instructions
- ▣ Accrued Liability Instructions
- ▣ Cumulative Adjustment Instructions
- ▣ Budget Revision Form

AUDIT & TITLE VI

Financial Audit (Updated Annually)

Items Needed for Compliance

- Most Recent Audit
 - If you are a City or County, you do not need to upload an audit as long as it is filed with the Comptrollers office.
 - If you are not audited, we need your Form 990 if you are a nonprofit or an annual report that contains audited financials.
- Corrective Action Plan
 - If your organization had audit findings, upload a copy of your organization's Corrective Action Plan if it is not a part of the audit document.

Title VI Compliance (Updated Every Three Years)

Items needed for Compliance

- A copy of your organizations Title VI Non-Discrimination Policy.
- Title VI Survey
- Title VI Training Certificate
 - The survey, training and quiz can be found on the submission website.

Things to Note

- These items must be submitted prior to requesting reimbursement
- Please submit all the required documents in one submission

REPORTING

- Monthly Reports - Grantees are required to submit a monthly report on the 25th of each month (starting the month after the contract start date)
- Annual Reports – Required one year after the contract starts and every year on the anniversary date of the contract
- You must use the correct Edison Contract ID when submitting reports. Refer to slide 4 on how to find the correct ID number

PROCUREMENT

- Procurement must be competitive and transparent
- Follow local procurement procedures and keep good documentation of the process and results
 - Generally, communities can accept quotes for items up to a certain level (~\$25,000) but must do formal bidding for items above that amount
 - Procurement of professional services should not be based on price but on meeting your qualifications
- We will review procurement at monitoring

PROCUREMENT

- **Professional Services (Engineer and Administrator)**
 - Send at least 3 letters to companies who could provide the service
 - Give them time to respond
 - Have a selection committee and qualifications to select service provider
 - Document the process
 - If you are using the Development District to administer the grant, you do not have to use a formal procurement process for admin
 - If you only receive one response back when procuring professional services, draft a single response memo and keep it on file
- **Construction**
 - Must be advertised in a public newspaper
 - Must give bidders a minimum of two weeks before receiving bids
 - Bids must be publicly opened and read aloud
 - Must have two bids, or show what efforts were made to obtain bids
 - Must be awarded to lowest, most responsive bidder (approval from ECD required if not the lowest bid)

CONSTRUCTION BID PROCESS

- Review [Bidding Procedures](#) on the website
- Submit bid documents electronically to TNECD and wait for approval prior to bid advertisement
- Must have approval from other appropriate State agencies (e.g., water and sewer = TDEC) before advertising
- Addendums must be sent to Kirby.Lewis-Gill@tn.gov for approval prior to issuing
- Requirements of the Tennessee Contractors Licensing Act of 1994 should be followed concerning information on the outside of the contractor's bid submittal envelope
- Publicly open bids - document via bid opening minutes
- Submit certified detailed bid tabs and accompanying information to Kirby.Lewis-Gill@tn.gov

CONSTRUCTION

- Construction can begin only when a letter from ECD approving the bid tabs has been issued
- Notice of Award and Pre-Construction Conference must be submitted to ECD
- Notice to Proceed must be submitted to ECD
- All change orders must be approved by ECD prior to execution

INVOICING

- Once you have received your executed contract, you will receive an invoice template by email that is specific to this grant. The completed invoice template & all supporting documentation must be submitted to TNECD (ecd.invoices@tn.gov) for you to be reimbursed,
- Reimbursable grant – work must be completed in order to submit an invoice to the State – proof of payment not required but will be checked at monitoring
- All back-up documentation must show dates of service and include a description of the service provided or work completed
- Submit invoices no more than monthly and no less than quarterly

INVOICE TEMPLATE

INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	1
Edison Location	Main
ECD Speedchart# or Program#	330700
Edison Contract ID# :	12345
ECD Department ID#	3300700100
Edison Vendor ID#:	54321
County:	Davidson

Invoice Request Number:	1
Final Invoice Request? YES or NO?:	YES

Date of Invoice:	01/01/21
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Invoice Period:	Beginning	End
	09/01/20	11/01/20

Amount of this Request:	480.00
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Remit To:	
Grantee Remit Address	

Budget Line-Item	Total Project	Grantee Participation	% Grantee Participation	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
A Construction	\$500.00	\$100.00	20.00%	\$400.00	80.00%	\$0.00	\$400.00	\$480.00	\$480.00	(\$80.00)	120.00%
B Construction Inspection	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C Engineering Design	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
D Engineering (Other than design)	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
F Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G Acquisition of Property	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
H Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
I Professional Fee	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
J Project Contingency	\$100.00	\$20.00	20.00%	\$80.00	80.00%	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00	0.00%
Total	\$600.00	\$120.00	20.00%	\$480.00	80.00%	\$0.00	\$480.00	\$480.00	\$480.00	\$0.00	100.00%

With my signature, I certify the expenses requested for reimbursement were incurred:
 For the contract project area only, or middle mile infrastructure necessary to serve the contract project area; and
 All contracted procurement requirements were followed.

Authorized Signature:
 Title:

President

Date

Grant Budget **Invoice** Backup Detail Instructions

INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	
Edison Location	
ECD Speedchart# or Program#:	
Edison Contract ID#:	
ECD Department ID#	
Edison Vendor ID#:	
County:	
Remit To:	
Your organization's info	

Invoice Request Number:	1
Final Invoice Request? 'YES or NO?':	YES
Date of Invoice:	10/20/20
Invoice Period:	Beginning: 10/01/20 End: 10/17/20

Amount of this Request: 30,000.00

ECD Prog. Mgr., Title	
Grantee Contact Name	
Email Address	
Phone number	

Budget Line-Item	Contractor	Contractor	Total	Amount of	Amount
Payee/Vendor Name	Invoice	Invoice	Project	Grantee	Charged to
	Number	Date	Amount	Participation	Grant Contract
			Invoiced		
Construction					
A1 Example Construction	112	10/01/20	\$50,000.00	\$25,000.00	\$25,000.00
A2				\$0.00	\$0.00
A3				\$0.00	\$0.00
A4				\$0.00	\$0.00
A5				\$0.00	\$0.00
A6				\$0.00	\$0.00
A7				\$0.00	\$0.00
A8				\$0.00	\$0.00
A9				\$0.00	\$0.00
A10				\$0.00	\$0.00
Total Construction			\$50,000.00	\$25,000.00	\$25,000.00
Construction Inspection					
B1				\$0.00	\$0.00
B2				\$0.00	\$0.00
B3				\$0.00	\$0.00
B4				\$0.00	\$0.00
B5				\$0.00	\$0.00
B6				\$0.00	\$0.00
B7				\$0.00	\$0.00
B8				\$0.00	\$0.00
B9				\$0.00	\$0.00
B10				\$0.00	\$0.00
Total Construction Inspection			\$0.00	\$0.00	\$0.00
Engineering Design					
C1 Example Engineering	223	10/17/20	\$10,000.00	\$5,000.00	\$5,000.00
C2				\$0.00	\$0.00
C3				\$0.00	\$0.00

This was established during contracting

The blue areas on this tab must be filled out and will automatically populate the invoice tab.

The totals will automatically calculate as you add lines in each budget section

The information for each vendor invoice you claim for reimbursement will need to be entered in the corresponding budget sections. In addition, the backup documents that contain the vendor invoices and proof of payment will need to be labeled, based on the line they are listed on in this tab (A1 C1, etc.).

INVOICE TAB

Broadband Accessibility Grant - 2018 INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	1
Edison Location	Main
ECD Speedchart# or Program#	330790
Edison Contract ID#	12345
ECD Department ID#	3306700100
Edison Vendor ID#	54321
County	Davidson

Permit To:	
Grantee Remit Address	

Invoice Request Number:	
Final Invoice Request? YES or NO?:	
Date of Invoice:	
Invoice Period:	Beginning End
Amount of this Request:	0.00

This column will need to be filled out based on your previous requests, starting with reimbursement request two.

These will be auto populated from the Backup Detail tab

Budget Line-Item	Total Project	Grantee Participation	Indirect Participation	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
A Construction	\$1,558,352.00	\$779,176.00	50.00%	\$779,176.00	50.00%	\$0.00	\$779,176.00	\$0.00	\$0.00	\$779,176.00	0.00%
B Construction Inspection	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C Engineering Design	\$286,688.00	\$143,344.00	50.00%	\$143,344.00	50.00%	\$0.00	\$143,344.00	\$0.00	\$0.00	\$143,344.00	0.00%
D Engineering (Other than design)	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
F Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G Acquisition of Property	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
H Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
I Professional Fee	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
J Project Contingency	\$205,000.00	\$102,500.00	50.00%	\$102,500.00	50.00%	\$0.00	\$102,500.00	\$0.00	\$0.00	\$102,500.00	0.00%
Total	\$2,050,000.00	\$1,025,000.00	50.00%	\$1,025,000.00	50.00%	\$0.00	\$1,025,000.00	\$0.00	\$0.00	\$1,025,000.00	0.00%

With my signature, I certify the expenses requested for reimbursement were incurred.
For the contract project area only, or middle mile infrastructure necessary to serve the contract project area, and All contracted procurement requirements were followed.

A signature and date are required in order to process the request. We do not accept typed signatures. It must be a wet signature or digitally verified.

Authorized Signature:	
Title:	President

Date

Please email your invoice including the first three tabs and backup documentation to ECD.Invoices@tn.gov

INVOICING

Helpful Tips Based on Common Mistakes

- If you are completing a property purchase, we need your reimbursement request in one month before the property closing date
- When you are ready to submit the request combine your signed invoice coversheet, all backup detail pages, and backup documentation into ONE pdf document
- The request documentation should be in the order it was added to the backup detail lines. There should be handwritten/typed labels on each page of the document to tie back to the backup detail lines

INVOICING

Labeling Invoices Example

Budget Line-Item
Payee/Vendor Name
Construction
A1 Osborne Construction
A2 Brown Electric
A3 Hickman Contractors, LLC

OSBORNE CONSTRUCTION

A1

Invoice No. 18764

Date: May 30, 2025

Service period April 1 – 30, 2025



BROWN ELECTRIC

A2

Invoice No. 33365

Date: June 11, 2025

Service period April 30 through May 31, 2025

Hickman Contractors, LLC

A3

Invoice No. 45796

Date: June 5, 2025

Service period May 5, 2025, through June 4, 2025

INVOICING

Helpful Tips Based on Common Mistakes

- The invoice period on the backup detail tab needs to be filled out based on the **earliest** and the **latest** service dates found in the reimbursement request
- Information for all applicable fields must be completed on the invoice template and the coversheet must be signed and dated prior to submission
 - Please don't forget to **double check that the "Amount of Grant Funds Previously Invoiced" column** has been updated prior to signing the coversheet

INVOICING

Invoice Period Example

OSBORNE CONSTRUCTION

Invoice No. 18764

Date: May 30, 2025

Service period April 1 - 30, 2025



BROWN ELECTRIC

Invoice No. 33365

Date: June 11, 2025

Service period April 30 through May 31, 2025

Hickman Contractors, LLC

Invoice No. 45796

Date: June 5, 2025

Service period May 5, 2025, through June 4, 2025

	Beginning	End
Invoice Period:	04/01/25	06/04/25

INVOICING PROCESS

Submit request to ecd.invoices@tn.gov

TNECD Fiscal logs request and sends to program staff for review

Program staff will review and return to Fiscal recommending approval

Fiscal team will review and input request into the payment system

Request is subject to up to three additional fiscal reviews

Reimbursement paid out to the grantee

When an invoice is returned for corrections, it can remain in our queue for two weeks, after which it must be resubmitted to ecd.invoices@tn.gov

NOTE: Payment of invoices needs to take place within 3 working days of receipt of funds.

INVOICING QUESTIONS?

Contact

Jill Osborne

Program Manager

Jill.Osborne@tn.gov

615-351-1144

FINANCIAL REQUIREMENTS

- 5% Retainage must be held on all construction contracts. Construction contracts over \$500,000 must put retainage into an escrow account
- TNECD can only reimburse 75% of the Engineering Design prior to having your bid documents approved
- The 1st construction invoice can only be paid if we have reviewed and approved your bid tabulations
- To receive final payment for construction, a Notice of Completion must be published in the paper (allow 10-days for responses) and a notarized Release of Liens must be obtained from the contractor. Both must be included with the invoice
- Administration and Engineering cannot be increased without written permission from ECD, and administration cannot exceed 4% of the original grant award

PROJECTS WITH OTHER GRANT SOURCES

- Must follow SDG requirements
- Anything bid with SDG contract becomes part of our project
- Paid by percentage of line item in budget

FILES

- You may keep files electronically or in hard copy
- TNECD must be able to access them on a monitoring visit
- Keep contract, invoices, bid documents, all ECD communication, and all other relevant documentation
- Keep files for 5 years after the close of the contract

MONITORING

- TNECD can initiate monitoring once the project exceeds 50% completion
- Monitoring may be on site or conducted remotely
- TNECD will review timeliness of monthly and annual progress reporting to determine reporting compliance

CLOSEOUT/FINAL REPORT

- The closeout report is basically the same as the annual report with information on final spending
- The closeout report is due within 30 days of project completion
- You will report on metrics/outcomes, successes, setbacks, funds spent, etc.

OTHER REQUIREMENTS

- We want your success stories! Remember to take photos prior to work beginning.
- Think about outcomes throughout the project
- All documents must be submitted electronically
- It is important that you ask questions as soon as they arise, rather than waiting until too late
- If site is not certified and is over 20 acres, certification must be actively pursued. If site is due for recertification, recertification must be actively pursued

QUESTIONS?

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<https://www.tn.gov/e cd /rural-development/tne cd -site-development/select-tennessee-site-development-grant.html>