



TDEC ARP Non-Competitive Grant GMS Demo

August 2023

Agenda

- Welcome
- Procurement
- Reimbursement
- Site Inspection
- Deliverables
- Wrap-up and Q&A



Department of
**Environment &
Conservation**

Procurement



Overview: How to Navigate GMS

Once logged in;
Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the grant associated with the procurement activity.

Select the application and click **“View”** to open the grant landing page.

The screenshot displays the GMS interface for the Department of Environment & Conservation. The main navigation bar includes 'Home', a search icon, a notification bell, and a user profile icon. A note at the top states: 'Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Click on the Submit Affiliation Request button. Current session: You are logged in as Sunshine, City of, to switch your organization click the Switch Organization button on the top right.' Below this, there are links for 'Submit Affiliation Request', 'How to Affiliate Tutorial', 'Procurement Guidelines', and 'Change Password'. The 'My Applications' tab is selected, showing a list of applications with columns for Application ID, Activity Type, Organization, Status, and Last Modified. The application with ID 2022-8366 is highlighted with a red box, and its 'View' button is highlighted with a blue box. A 'Requires Attention' section below shows counts for PENDING (0), COMPLETED (0), and PROCUREMENTS (PENDING) (86), PROCUREMENTS (SUBMITTED) (75), and PROJECTS (68). A table below this section shows 'No matching records found'.

#	Application ID	Activity Type	Organization	Status	Last Modified
7	2022-8267	DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	06/27/2023 03:53PM
8	2022-8366	DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	06/27/2023 03:53PM
9	2019-4854	RES Planning Grant	Sunshine, City of	Approved	06/13/2023 09:12AM

GMS Procurement Process: Manage Procurements

Navigate to the **Manage Procurements** tab. The **Projects** section will be populated with project details from the grant application.

Identify the project you want to create a procurement for from the list and select the associated **Create Procurement** button. (The **Procurement Activity** landing page will then open on the screen.)

2022-8899 ()

Application Status: Approved Application Type: DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program

Step 3 Application ID: 2022-8899 () You have \$25.00 remaining out of \$25.00

MANAGE PROCUREMENTS PURPOSE AND OVERVIEW TIMELINE, ELIGIBILITY & FUNDING SELECTION CRITERIA RESOURCES AND CONTACT TITLE VI COMPLIANCE GENERAL INFORMATION BUDGET AND ATTACHMENTS GENERAL PROPOSAL INFO

Projects

Procurements can be entered as needed for each project by clicking the Create Procurement button next to the corresponding project.

#	Project ID	Project Name	Status	Total Amount	Total Committed	Total Paid	Total Remaining
1	DW-IP-1	Project 1	Submitted	\$100,000.00	\$0.00	\$0.00	\$100,000.00
2	WW-IPD-1	Waste Water Project 1	Submitted	\$500,000.00	\$0.00	\$0.00	\$500,000.00
				\$600,000.00	\$0.00	\$0.00	\$600,000.00

Procurements

Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount
DW-IP-1	Concrete	Concrete Co.	2022-8899-DW-IP-1-PRO33566016	Procurement	Approved	\$100,000.00	\$0.00	\$0.00	\$100,000.00
WW-IPD-1	Water Tower	Water Inc.	2022-8899-WW-IPD-1-PRO33566098	Procurement	Approved	\$500,000.00	\$0.00	\$0.00	\$500,000.00
DW-IP-1	Water Tower	Drinking Water Company	2022-8899-DW-IP-1-PRO33612276	Procurement	Submitted	\$12,000.00			\$12,000.00

Save Draft

Note: Once a procurement activity is created it will appear at the bottom of this tab



One Procurement Multiple Projects

Engineering or administrative services and the respective procurements may be associated with multiple projects. In these cases, there will be an additional step required.

First, **select one of the projects** the professional services will support and create a new procurement line. Input the procurement data and documents.

Once the documentation is uploaded, a question asking if the procurement applies to multiple projects will appear on the screen. Select **'Yes'**.

The screenshot shows the 'Submission Manager' interface for the Department of Environment & Conservation. The main header displays the TN logo and the text 'Department of Environment & Conservation'. The top right corner shows 'Submission Manager'. Below the header, there are navigation buttons: a back arrow, 'New', 'Actions', and 'Logs'. The main content area shows the procurement ID '2022-7967-DW-IP-2-PRO34463403'. A sidebar on the left contains navigation options: 'Main', 'Notes', 'Technical Review', 'Disbursement', and 'Grants' (with a count of 1). The main content area has tabs for 'GENERAL INFORMATION', 'FORMAL PROCUREMENT', 'BIDS/QUOTES SUMMARY WORKSHEET', and 'DEBARMENT STATUS'. A red-bordered box highlights a question: '* Does this procurement apply to multiple projects under this grant?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there is a section titled 'Multiple Projects' with a dropdown arrow. A text box provides instructions: 'If this procurement applies to multiple projects under this grant, select the Itemized Budget Worksheet button and provide an item...'. Another text box explains: 'When a procurement includes multiple projects that are funded with different grant sources, the amount of procurement should be... Competitive Water Infrastructure Grant. Please ensure that the solicitation designates the funding sources for each project.' Below this, there is a red asterisk label '* Itemized budget by project' and a button labeled 'Itemized Budget Worksheet'. At the bottom, the text 'Itemized budget by project' is visible.



One Procurement Multiple Projects

A location to create an itemized table to allocate the procurement total across multiple projects will appear. Populate the table with the anticipated amounts that will be allocated toward each project.

The screenshot shows the 'Submission Manager' interface for a procurement with ID 2022-7967-DW-IP-2-PRO34463403. The 'Multiple Projects' section is active, and the 'Itemized Budget Worksheet' modal is open. The modal contains an information message and a table for budget allocation.

Itemized Budget Worksheet

Click the (+) sign below to add a row for Project ID and select the original Project ID that is associated on how much of the overall of Cost of Procurement process for other Project IDs associated to this procurement budget (in \$) amount equals the Cost of Procurement

Project ID	Budget (in \$)
DW-COStr-1	\$50,000.00
DW-IP-2	\$50,000.00
\$100,000.00	

All projects associated with one procurement should be estimated as shown here



Overview: Procurement Review Process

Status	User	Function
Draft	Grantee	Grantee uploads Procurement Documentation.
Submitted	Reviewer	Reviewer receives submission confirmation email and pushes procurement to either pre-bid review or review in progress (formal procurement - pre award review).
Pre-Bid Review	Reviewer	Procurement team reviews Pre-Bid Documentation and then pushes to Pre-Award to request Pre-Award Documentation.
Pre-Award	Grantee	Subrecipient submits Pre-Award Documentation and then it goes to submitted status.
Review in Progress	Reviewer	L1 and L2 Procurement teams review Pre-Award Documentation. Once review finalized, the review status is pushed to Ready for DWR and sent to TDEC to approve.
Ready for DWR	Reviewer	TDEC team reviews pre-award documentation and pushes status to Authority to Award.
Revisions Requested	Grantee	If at any point in the review there are revisions, the review team can push to this status.
Resubmitted	Reviewer	After revisions are mad the grantee resubmits the procurement. It is up to the reviewer to push the status to the correct review stage depending upon the procurement upload.
Authority to Award	Grantee	Grantee received an email notification for an Authority to Award and needs to upload Awarded Contract procurement documentation.
Awarded Contract in Review**	Reviewer	Review team reviews Awarded Contract Procurement Documentation.
Approved	N/A	Procurement is approved and grantee is allowed to reimburse procurement.
Declined	N/A	Procurement is declined, and grantee is not allowed to reimbursement procurement.



**** A Purchase Order (PO) will be required to be created for the initial reimbursement request (and each year thereafter). POs are created by the TDEC team, and the State will require 1 PO for each grant per Fiscal Year.**

Flow from Procurement to Reimbursement

After a Procurement has been approved, to initiate a reimbursement:

Navigate to the Submission Manager Grant page and **click the Activities**.

Hint: There is a helpful walkthrough on "How to Create New Activity".

Click on **the right arrow** to the right to find the **Request for Grant Reimbursements tab**, and select this tab.

Start a new reimbursement request by **selecting the + symbol for New Activity**.

The screenshot displays the Submission Manager interface for a grant application (2022-8899) under the 'Sunshine, City of' organization. The application status is 'Approved'. The interface is divided into three main steps:

- Step 1:** The 'Activities' tab is selected in the left sidebar. A button labeled 'How to Create New Activity' is highlighted in the top right corner of the main content area.
- Step 2:** The 'Request for Grant Reimbursements' tab is selected in the top right navigation bar.
- Step 3:** A '+ New Activity' button is highlighted in the top left corner of the main content area.

The main content area displays a table of reimbursement requests:

Application ID	Reimbursement ID	Activity Type	Organization	Application Type	Form completed by	Status	Invoice Number	Reimbursement Request #:	Payment Amount	Grant Balance	Last Modified	Modified By
2022-8899	10059	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Test Organization Contact 1	Draft					04/18/2023 04:42PM	Test Organization Contact 1
2022-8899	10060	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Test Organization Contact 1	Draft					04/18/2023 05:07PM	Test Organization Contact 1
2022-8899	10057	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Kyle Bangug	Submitted	10001		\$100.00		04/19/2023 10:25AM	Test Organization Contact 3



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Reimbursement

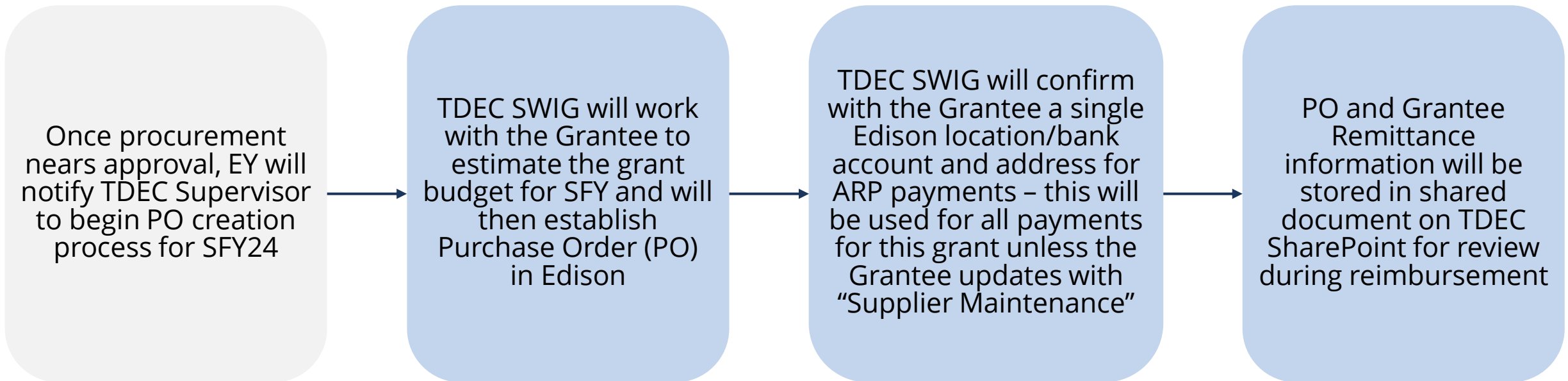


PO Creation Process

One Purchase Order (PO) will be created for each grant per state fiscal year (SFY)

- Each payment will draw the one PO
- The PO must be established for the grantee to receive reimbursement

Walkthrough of PO Creation Process:





It is important to supply all relevant documents supporting the reimbursement request. If information or documentation is missing or clarification is needed, TDEC will issue a **Request for Information (RFI)** to the Grantee.



The RFI will be transmitted through GMS, and the Grantee point(s) of contact will receive a notification. The Grantee will have **14 calendar days** to respond to an RFI. Responses and/or additional documentation should be submitted through GMS.



If no response is received within this time frame, TDEC **will proceed with processing the RFR minus the costs associated** with the RFI.



If the Grantee does not have additional documentation or information to satisfy the RFI, a response to the RFI indicating as such will expedite the processing time. **RFIs can delay** the reimbursement process if not addressed in a timely manner.



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Site Inspection



Site Inspection Requirements

There are three possible site inspections:

Construction Start

20-30% project progress

Initiation of Operations

*Substantial completion –
approximately 90% project
progress*

Construction Completion

- The technical site inspection team will confirm which one of the three is needed in the site inspection module
- There is 25% threshold
- Lack of a site inspection **can delay** reimbursement
- Once cleared, reimbursement will be approved



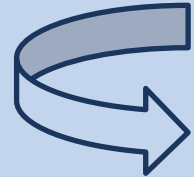
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Deliverables



Deliverable Requirements

TDEC will perform a Technical Review check to confirm that all projects **comply with** and **secure all** relevant state and federal permits before execution



This includes checking that the necessary **deliverables** are submitted and that the ESU approvals are obtained in a timely manner

Keep in mind that...

- Different Project Award Types require certain contract deliverables prior to incremental or final reimbursement
- Critical needs matrix deliverables are based on the entity scorecard summary and requirements
- Useful links include:
 - [Deliverables Quick Reference Guide](#)
 - [PER Quick Reference Guide](#)

Deliverable Requirements: Investigation and Planning

Investigation and Planning deliverables include *(as applicable)*:

- Preliminary Engineering report (PER) or Facilities Plan (FP)
- Asset Management Plan (AMP) or AMP certification (including CIP)
- CAP/ER (if there are SNC)

Only required for critical needs:

- Water Loss Control Plan
- Inflow and Infiltration Reduction and Elimination Plan
- Aging Infrastructure Replacement or Demand Reduction Plan
- Stormwater management plan (SWMP) and digital storm sewer wide inventory and map (if applicable to MS4)



All applicable deliverables will be due at the end of the planning stage

Deliverable Requirements: Investigation, Planning and Design

Investigation, Planning and Design deliverables include *(as applicable)*:

- PER or FP
- Asset Management Plan (AMP) or AMP certification (including CIP)
- Plan of Operations – treatment plants only
- Engineering Plans and Specifications
- CAP/ER (if there are SNC)

Only required for critical needs:

- Water Loss Control Plan
- Inflow and Infiltration Reduction and Elimination Plan
- Aging Infrastructure Replacement or Demand Reduction Plan
- SWMP, digital storm sewer wide inventory & map (if applicable to MS4)



All applicable deliverables will be due at the end of the planning stage

Deliverable Requirements: Planning, Design, and Construction

Planning, Design & Construction deliverables include *(as applicable)*:

- PER or FP
- Asset Management Plan (AMP) or AMP certification (including CIP)
- Plan of Operations – treatment plants only
- Engineering Plans and Specifications
- Operations and Maintenance Manual - treatment plants only
- Final Scorecard Summary
- CAP/ER (if there are SNC)

Only required for critical needs:

- Water Loss Control Plan
- Inflow and Infiltration Reduction and Elimination Plan
- Infrastructure replacement or Demand Reduction Plan
- SWMP and digital storm sewer wide inventory and map (if applicable to MS4)

Deliverable Requirements: Construction only

Construction Only deliverables include (as applicable):

- PER or FP
- Asset Management Plan (AMP) or AMP certification (including CIP)
- Plan of Operations – treatment plants only
- Engineering Plans and Specifications
- Operations and Maintenance Manual - treatment plants only
- Final Scorecard Summary
- CAP/ER (if there are SNC)

Only required for critical needs:

- Water Loss Control Plan
- Inflow and Infiltration Reduction and Elimination Plan
- Aging Infrastructure Replacement or Demand Reduction Plan
- SWMP and digital storm sewer wide inventory and map (if applicable to MS4)

Deliverable GMS View (DRAFT)

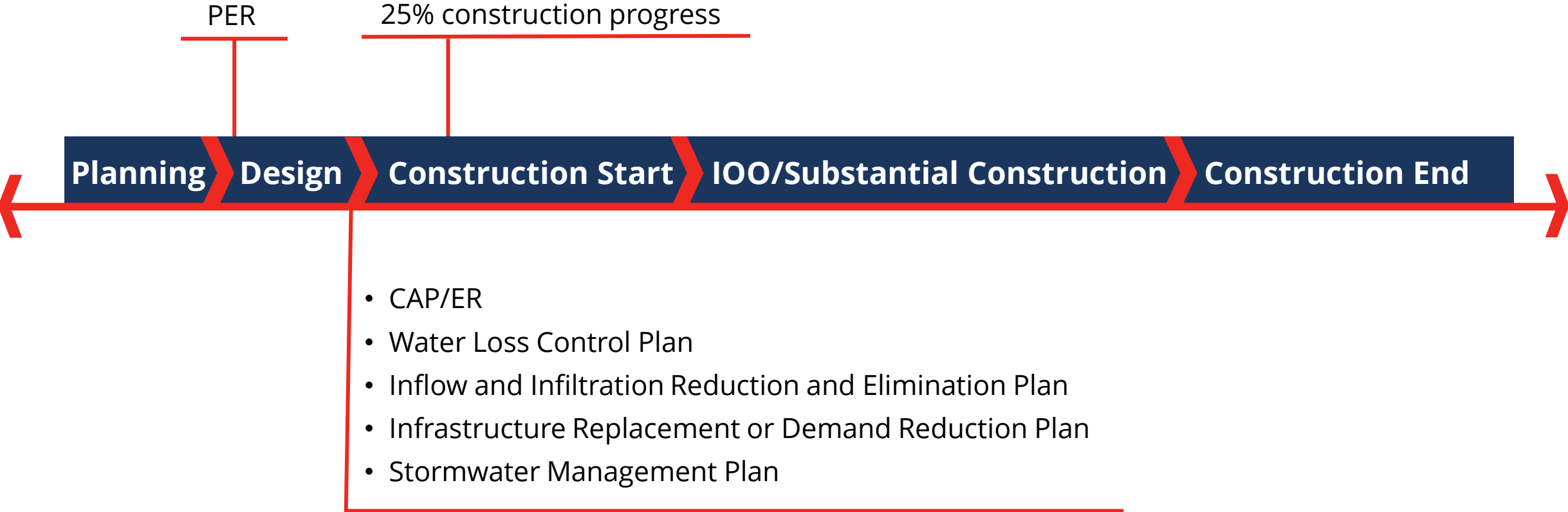
The screenshot displays the Deliverable GMS View interface. At the top, the header includes the TN Department of Environment & Conservation logo, navigation links for Submission Manager, Program Manager, and Request Manager, and user profile information. Below the header, a navigation bar contains 'View', 'New', 'Actions', and 'Logs' menus. The main content area is divided into two sections:

- MANAGE PROCUREMENTS:** This section is highlighted with a red box and a '1'. It features a horizontal menu with options: PURPOSE AND OVERVIEW, TIMELINE, ELIGIBILITY & FUNDING, SELECTION CRITERIA, RESOURCES AND CONTACT, TITLE VI COMPLIANCE, GENERAL INFORMATION, and BUDGET AND A. Below this is a table with columns: Project ID, Item or Service Procured, Name of Company/Organization Recommended for Awarded, Procurement UID, Activity Type, Status, Budget Amount, Committed Amount, and Paid Amount. Three rows are visible, each with an 'Open' button.
- Deliverables:** This section is highlighted with a red box and a '2'. It includes a 'Find Activity' search bar and a table with columns: Project ID, Project Name, Name of Company/Organization Recommended for Awarded, Activity Type, Due Date, Deliverable, and Upload Deliverable. The table currently displays 'No Results Found'.

At the bottom of the interface, there are buttons for 'Save Draft', 'Close Grant Project', and 'Delete', along with a 'NEXT' button.



Preferred Timing for Deliverable Requirements



ATA will not be awarded until PER and P&S have been submitted and approved

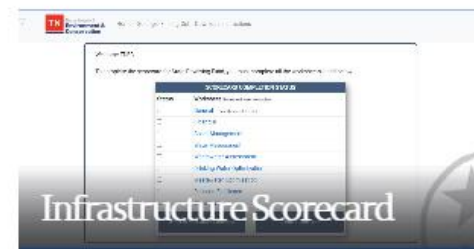


Wrap-Up



Website Updates

- The [TDEC ARP website](#) is updated frequently with new information related to the Non-Competitive and Competitive Grant Programs
- The webpage includes many valuable resource for grant recipients, including:
 - [GMS User Guide](#)
 - [Workshop and Webinar Materials](#)
 - [Frequently Asked Questions](#)



Thank You For Your Time

Questions?

