TDEC ARP Non-Competitive Grant
GMS Demo

August 2023

Agenda

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

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.

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.)

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**'.

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.

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.**

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:

| Once procurement nears approval, EY will notify TDEC Supervisor to begin PO creation process for SFY24 | → | TDEC SWIG will work with the Grantee to estimate the grant budget for SFY and will then establish Purchase Order (PO) in Edison | → | TDEC SWIG will confirm with the Grantee a single Edison location/bank account and address for ARP payments – this will be used for all payments for this grant unless the Grantee updates with "Supplier Maintenance" | → | PO and Grantee Remittance information will be stored in shared document on TDEC SharePoint for review during reimbursement |

RFIs

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.

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

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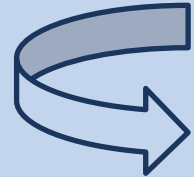
This includes checking that the necessary **deliverables** are submitted and that the ESU approvals are obtained in a timely manner

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)
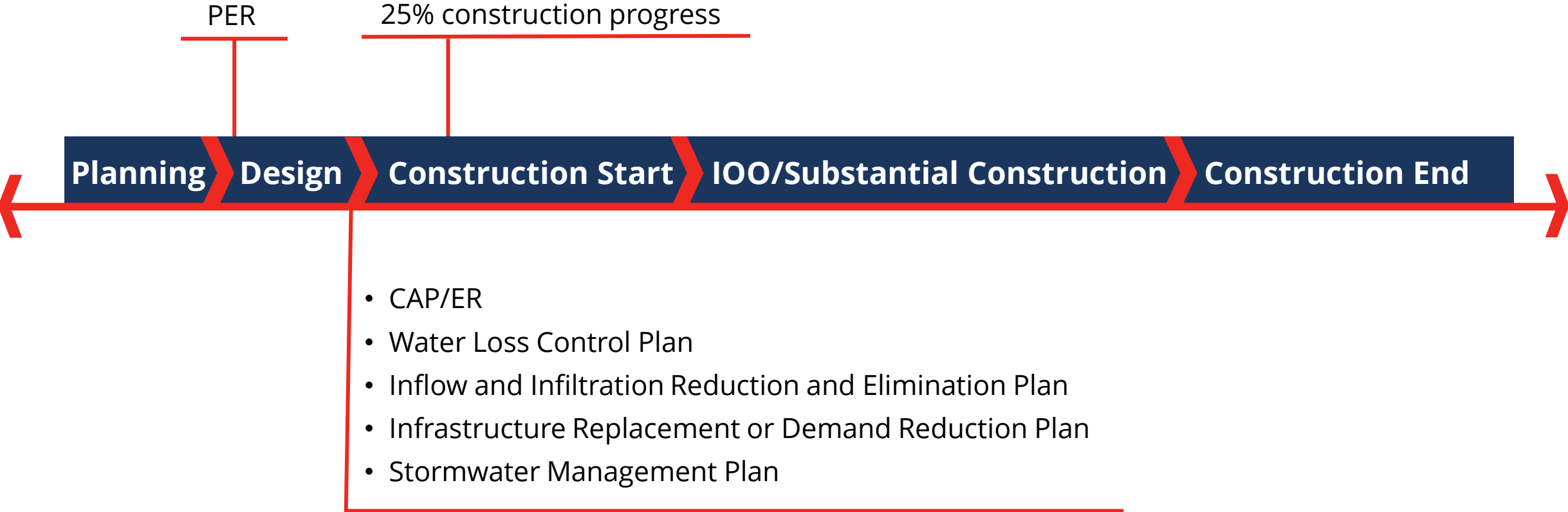
Deliverable GMS View (DRAFT)

Preferred Timing for Deliverable Requirements

PER

25% construction progress

Planning ⟩ **Design** ⟩ **Construction Start** ⟩ **IOO/Substantial Construction** ⟩ **Construction End**

- CAP/ER
- Water Loss Control Plan
- Inflow and Infiltration Reduction and Elimination Plan
- Infrastructure Replacement or Demand Reduction Plan
- Stormwater Management Plan

(!) ATA will not be awarded until PER and P&S have been submitted and approved
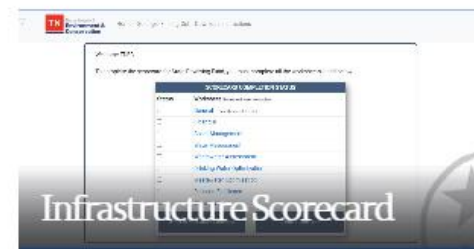
Wrap-Up

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

Questions?