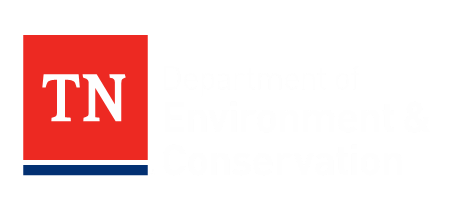
**Website

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**Asset Management Plan Template**

State Water Infrastructure Grant Program

Tennessee Department of Environment & Conservation | December 2024

**Asset Management Plan Template**

* **Grantee Name:** [Insert Name of Grantee]
* **System Name:** [Insert Name of Drinking Water System]
* **Permit Number(s)** [Insert PWSID, NPDES, SOP, or MS4’s covered]
* **Submission Date:** [Insert Date]
* **Contact Information:**
  + Name: [Insert Contact Name]
  + Title: [Insert Title]
  + Phone: [Insert Phone Number]
  + Email: [Insert Email Address]

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**Executive Summary**

* Brief overview of the AMP objectives, scope, and purpose.
* Summary of how the plan aligns with TDEC’s requirements and EPA’s asset management principles.
* Key highlights include funding needs, priority projects, and improvement goals.
* Include a table of major asset categories, critical needs, and planned investments.

**Current State of Assets**

## *Asset Inventory*

Provide a comprehensive inventory of all assets, including:

* Asset ID
* Asset Category
* Size
* Material
* Installation Date
* Location (Longitude and Latitude)
* Condition Rating (1-5)
* Estimated Remaining Life
* Maintenance History

Provide Asset description summary and evaluation of the system.

## *Data Gaps and Improvement Strategy*

* Identify missing data in the asset inventory.
* Provide strategies to address data gaps, including:
  + Proposed timelines
  + Required resources, such as staff, funding, or technology upgrades
  + Interim measures to manage assets with incomplete data

## *Asset Mapping*

* Attach or reference GIS-based maps that identify:
  + Locations of all system assets
  + Critical infrastructure
  + Areas of known or anticipated vulnerabilities

## *Operations*

* Organizational Structure
* Operation and Maintenance Program Description
* Daily Operations Standard Operating Procedures

**Level of Service (LOS)**

## *LOS Definitions*

* Describe the system’s LOS goals, including:
  + Customer expectations (e.g., water quality, pressure, reliability)
  + Regulatory requirements (e.g., Safe Drinking Water Act compliance)
  + Physical performance metrics (e.g., capacity, flow rates)
  + Environmental and sustainability goals (e.g., energy efficiency, reduced water loss)

## *Performance Metrics*

* Establish measurable LOS indicators, such as:
  + Indicator
  + Baseline Value
  + Target Value
  + Measurement Frequency
  + Any Notes

**Critical Assets**

## *Asset Criticality Analysis*

* Assign **Likelihood of Failure (LOF)** and **Consequence of Failure (COF)** scores for each asset.
* Provide a criticality ranking based on:
  + Asset ID
  + LOF Score
  + COF score
  + Criticality Ranking
  + Population Impacted
  + Environmental Consequences
  + Replacement Cost

## *Failure Analysis*

* Include risk assessments for high-criticality assets.
* Summarize known failure histories and conditions.
* Identify mitigation strategies, such as increased maintenance, inspections, or replacements.

**Capital Improvement Plan (CIP)**

## *Prioritized Projects*

* List projects in priority order with:
  + Project Name
  + Project Description
  + Justification
  + Estimated Cost
  + Funding Source(s)
  + Start Date
  + Completion Date
  + LOS Goal Alignment

## *Project Benefits*

* Describe the benefits of each project:
  + Project Name
  + Project Benefit Description
  + Impact on Reliability
  + Water Loss Reduction
  + Compliance Improvements

**Long-Term Funding Plan**

## *Financial Planning*

* Summarize current and projected operating costs.
* Provide a breakdown of fixed and variable costs.
* Describe revenue sources, including:
  + Revenue Source
  + Annual Revenue ($)
  + Fixed Costs ($)
  + Variable Costs ($)
  + Reserve Contributions ($)
  + Debt Service ($)
  + Any Additional Notes

## *Rate Evaluations*

* Provide an annual rate evaluation plan to ensure sustainability.
* Explain how rates cover for each year:
  + Rate ($/Customer)
  + Operating Expenses Coverage
  + Reserve Fund Contribution
  + Debt Service Coverage

**Supporting Documentation**

## *Appendices*

* Include additional relevant documents, such as:
  + GIS / Digital maps
  + Asset inventory tables
    - [Drinking Water Inventory Table](https://www.tn.gov/content/dam/tn/environment/arp/documents/amp-workbook/arp_dw-amp-workbook-v1.1.1.xlsm)
    - [Wastewater Inventory Table](https://www.tn.gov/content/dam/tn/environment/arp/documents/amp-workbook/arp_ww-amp-workbook-v1.1.1.xlsm)
    - [Stormwater Inventory Table](https://www.tn.gov/content/dam/tn/environment/arp/documents/amp-workbook/arp_sw-amp-workbook-v1.1.1.xlsm)
  + Historical performance data
  + Previous inspection reports
  + Condition assessment methodologies
  + Written Procedures:
    - Security, including Cybersecurity
    - Calculating user rates
    - Billing system description
    - User ordinances
    - Training
    - Purchasing Policies

**Certification and Approval**

## *Certification Statement*

* Include a signed statement certifying the accuracy of the AMP: “I certify that the information provided in this Asset Management Plan is true and accurate to the best of my knowledge.”
* Signature:
  + Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes for Grantees:**

* Ensure all sections are completed and supported with evidence.
* Use plain language and clear visuals (e.g., tables, charts, GIS maps) to enhance readability.
* Submit the completed AMP electronically and as a hard copy to TDEC.
* For further guidance, consult the EPA’s "Asset Management for Water and Wastewater Utilities" resources and TDEC’s specific AMP requirements.