



ARP Grant Updates & Scorecard Workshop

Presenters:

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Vena Jones – TDEC

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ARP Grant Application

- ALL non-Competitive Grant Applications are available to be submitted!
- These include non-Collaborative and Collaborative
- All Applications MUST be completed by November 2022.
- All applicants or partnering utilities must complete a Tennessee Infrastructure Scorecard to apply for the Grant.

Tennessee Infrastructure Scorecard Need-to-Know

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Scorecard Results

- The TNIS Water Infrastructure Summary will be required to be included in the application.
- Systems will be required to address **RED** Critical Needs Areas indicated in the Summary.



Scorecard Executive Summary Critical Needs Snapshot

PWSID

PWS0000576

UTILITY CONTACT LIST

Name	Title	Phone	Email
Virginia Jennings	MANAGER	14234622701	rud07@comcast.net

REPORTING REQUIREMENTS

Entity Fiscal Year:	June
Date of Last Audit:	JUNE 30, 2021
Adverse Audit Findings:	Yes
Notes:	2021-001 Segregation of Duties Original finder number :2007-001

REGIONALIZATION

Has the system considered any regional cooperative efforts?	No
Does the system have written or verbal agreements with neighboring utilities?	No

ASSET MANAGEMENT		WATER LOSS	
Asset Mangement Plan	Yes	Unaccounted Water Loss	13%
GIS Mapping	0-25%	Millions of Gallons/year	11.04
Inventory and Condition Assessment	Yes	Production Cost/year	\$110,620.80
Planned O&M and Work Order System	Yes		
Meter Testing & Changeouts	Yes		
Capital Improvement Plan & Budget	No		
IT Infrastructure	No		



Scorecard Executive Summary Critical Needs Snapshot

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Meter Testing & Changeouts	Yes		
Captital Improvement Plan & Budget	No		
IT Infrastructure	No		
MODERNIZATION			
Drinking Water Plant >80% Capacity			Yes
Age of Drinking Water Plant	50+ years	Age of Drinking Water Lines, %	0-25%
COMPLIANCE			
Drinking Water Violations		No	
State Mandated Compliance Order (Water)		No	
Meeting Order Requirements (Water)		N/A	
STORMWATER			
Stormwater Management Plan			
System-Wide Map			

Scorecard Results continued...

Applicants should understand the Level of Criticality they will be required to address according to the Non-Competitive Grant Manual.



Critical Need Matrices
 Drinking Water Critical Needs Matrix

Drinking Water Matrices

- Found on page 19

		Project Award Type and Critical Need Requirement			
		Investigation and Planning	Investigation, Planning, and Design	Planning, Design, and Construction	Construction Only
Drinking Water	Critical Needs				
	Significant Non-Compliance	Must establish a CAP/ER within 6 months of the grant award and/or meet the compliance schedule.	Must complete any documents (reports, manuals, and construction documents) as required in the Order or CAP/ER and/or must meet compliance schedule.	Must get approval of all required documents, including plans and specifications and a construction budget/schedule, that demonstrates all actions outlined in the Order or CAP/ER will be complete to the maximum extent possible within the grant timeline and compliance schedule.	Must get approval of all required documents, including plans and specifications and a construction budget/schedule, that demonstrates all actions outlined in the Order or CAP/ER will be complete to the maximum extent possible within the grant timeline and compliance schedule.
	Asset Management	Must establish an Asset Management Plan by the end of the grant award.			
	Water Loss	Must develop a Water Loss Control Plan.	Must develop a Water Loss Control Plan and plans and specifications.	Must develop a Water Loss Control Plan, plans and specifications, and dedicate at least 25% of the construction budget to water loss OR reduce water loss to below 40% by the end of the grant award.	Must dedicate at least 25% of the construction budget to water loss OR reduce water loss to below 40% by the end of the grant award.
Modernization	Must develop an Aging Infrastructure Replacement or Demand Reduction Plan.	Must develop an Aging Infrastructure Replacement or Demand Reduction Plan and plans and specifications.	Must develop an Aging Infrastructure Replacement or Demand Plan, plans and specifications, and dedicate at least 25% of the construction budget to asset replacement OR reduce plant demand to such a capacity that it doesn't meet or exceed 80% for 5 years.	Must dedicate at least 25% of the construction budget to asset replacement OR reduce plant demand to such a capacity that it doesn't meet or exceed 80% for 5 years.	



Wastewater Critical Needs Matrix

		Project Award Type and Critical Need Requirement			
		Investigation and Planning	Investigation, Planning, and Design	Planning, Design, and Construction	Construction Only
Wastewater	Critical Needs				
	Significant Non-Compliance	Must establish a CAP/ER within 6 months of the grant award and/or meet the compliance schedule.	Must complete any documents (reports, manuals, and construction documents) as required in the Order or CAP/ER and/or must meet compliance schedule.	Must get approval of all required documents, including plans and specifications and a construction budget/schedule, that demonstrate all actions outlined in the Order or CAP/ER will be complete to the maximum extent possible within the grant timeline and compliance schedule.	Must get approval of all required documents, including plans and specifications and a construction budget/schedule, that demonstrates all actions outlined in the Order or CAP/ER will be complete to the maximum extent possible within the grant timeline and compliance schedule.
	Asset Management	Must establish an Asset Management Plan by the end of the grant award.			
	I & I	Must develop a I&I Reduction and Elimination Plan.	Must develop a I&I Reduction and Elimination Plan and plans and specifications.	Must develop a I&I Reduction and Elimination Plan, plans and specifications, and dedicate at least 25% of the construction budget to I&I OR reduce I&I to below 50% by the end of the grant award.	Must dedicate at least 25% of the construction budget to I&I OR reduce I&I to below 50% by the end of the grant award.
Modernization	Must develop an Aging Infrastructure Replacement or Demand Reduction Plan.	Must develop an Aging Infrastructure Replacement or Demand Reduction Plan and plans and specifications.	Must develop an Aging Infrastructure Replacement or Demand Plan, plans and specifications, and dedicate at least 25% of the construction budget to asset replacement OR reduce plant demand to such a capacity that it doesn't meet or exceed 80% for 5 years.	Must dedicate at least 25% of the construction budget to asset replacement OR reduce plant demand to such a capacity that it doesn't meet or exceed 80% for 5 years.	

Wastewater Matrices

- Found on page 20



Stormwater Critical Needs Matrix

		Project Award Type and Critical Need Requirement			
		Investigation and Planning	Investigation, Planning, and Design	Planning, Design, and Construction	Construction Only
Stormwater	Stormwater Control Measures	Must consider and evaluate using stormwater control measures (SCMs) that use infiltration, evaporation, and transpiration or biologically active filtration and comply with Rule 400-40-10 as an option in PER	Must consider and evaluate using SCMs that use infiltration, evaporation, and transpiration or biologically active filtration and comply with Rule 400-40-10 as an option in PER	Must use SCMs that use infiltration, evaporation, and transpiration or biologically active filtration and comply with Rule 400-40-10 or justify the absence of these SCMs	Must use SCMs that use infiltration, evaporation, and transpiration or biologically active filtration and comply with Rule 400-40-10 or justify the absence of these SCMs
	Asset Management	Must have a stormwater management plan and a digital storm sewer wide inventory and map by the end of the grant award.			

Stormwater Matrices

- Found on page 21



Scorecard Results continued...

The Matrices lay out the order of which the applicant will be required to address each Critical Need Area AND the order in which they must be addressed.

These are:

1. Non-Compliance
2. Asset Management
3. Water Loss
4. Inflow/Infiltration
5. Modernization



Scorecard Results continued...

Additionally, applicants should understand the number of areas that must be addressed, should they have more than one.

- If only one RED area is indicated, this area must be addressed.
- If two RED areas are indicated, both areas must be addressed.
- If three or more RED areas are indicated, at least two must be addressed.

The order of addressed RED areas must follow the Level of Criticality set forth in the matrices.



QUESTIONS...

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ARP Application Updates

ARP Grant Updates & Scorecard Workshop



Common Questions

- How is the reimbursement process going to work?
- Will the utility have to float the cost during the reimbursement process?
- Does transfer of funds count toward the co-funding requirement?
- Does the utility have to follow the RFP/RFQ process?



ARP Application Considerations

There are several considerations when an applicant is filling out their application.

These considerations should be taken seriously as requirements of the application submittal may involve additional time needed for all requirements to be met.

ARP Application Considerations continued...

Important time-based considerations include:

- Title VI Implementation & Compliance
- Authorization of Signatory
- Budget Approvals
- Letters of Support & Commitment of Funds

ARP Application Considerations continued...

All applicants must show that it has met all requirements of the Title VI Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

Title VI must include all appropriate certifications and documentation to be added into the ARP Application.

If the applicant does not have this documentation, additional time may be required to acquire it before the application may continue.

ARP Application Considerations continued...

All applicants must show that it has all authorizations of signatories in place prior to the application submittal.

Budgets for projects must also be approved prior to the submission of the application.

The applicant will be required to submit its letters of support and commitment of funds toward the allocation amount applied for as part of the application process.

ARP Application Considerations continued...

NOTE OF IMPORTANCE:

The Committee, whether County or Municipal ran, will need to approve all the appropriate documentation.

In some cases, this may require the reading by two separate committee meetings. As this can cause an issue with the time left to complete the application, care should be taken now to complete these steps.

As committee meetings are generally held once a month, the need may require a special session being called to approve of all required documentation.

REMEMBER, there are only 70 working days remaining to complete the application. This time restriction leaves no time to idle.

QUESTIONS...

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ARP Application Requirements

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Deliverables

- Applicants do not need to have all plans and specifications complete prior to submitting the grant application or receiving reimbursement from TDEC on grant activities.
- Applicants do not need to fulfill Asset Management Planning (AMP) requirements prior to working on other projects. AMP requirements must be demonstrated by the end of the grant award (September 2026)



Transfer of Funds

- A city or county may “transfer” their state allocation to another eligible city or county. TDEC is developing simple instructions for “transferring” state allocations from one eligible entity to another eligible entity.
- TDEC will require documentation verifying this “transfer” from one eligible entity to another.
- Transfer of Funds relieves the transferring party of their duties as Primary Applicant.



Deadlines

- The application period will close November 2022.
- There is no deadline to submit the Tennessee Infrastructure Scorecard. However, the Scorecard must be submitted with the Non-Competitive Application.
- There is no other deadline associated with completing the Scorecard.



Budget Requirements

- The budgets required by the ARP Application are different than other grant applications, such as CBGD.
- Project budgets will need to be separated based on what is involved in a project.
(Ex. If a utility has 3 water projects, one line extension, one booster station replacement, and one tank replacement; each will need its own separate budget.)



Budget Requirements, continued...

- Project budgets will need to show itemized expenses for the total project budget allotment.
- These additional requirements will add time needed to complete the budgets. These additional requirements should be considered when planning an ARP Application submittal.



INDIVIDUAL PROJECT BUDGET				
APPLICANT NAME:		APPLICANT NAME		
PROJECT OWNER (If different than applicant):		PROJECT OWNER		
PROJECT ID (e.g. DW-IP-1, SW-PDC-1, etc.):		PROJECT ID		
WATER INFRASTRUCTURE SYSTEM TYPE (dropdown select)		Storm Water Infrastructure		
INFRASTRUCTURE EXPENDITURE CATEGORY:				
The Project Budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:				
PROJECT START:		DATE	PROJECT END:	DATE
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY 1	GRANT CONTRACT	GRANTEE CO-FUNDING (GRANTEE MATCH)	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	\$	\$	\$
4, 15	Professional Fee, Grant & Award			\$
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications			\$
11, 12	Travel, Conferences & Meetings		\$	\$
16	Specific Assistance To Individuals	\$	\$	\$
18	Other Non-Personnel	\$	\$	\$
20	Capital Purchase	\$	\$	\$
22	Indirect Cost	\$	\$	\$
24	In-Kind Expense	\$	\$	\$
n/a	Grantee Co-Funding (Match) Requirement (for any amount of the required Grantee Co-Funding that is <u>not</u> specifically delineated by budget line-items above)	\$	\$	\$
25	GRAND TOTAL	\$	\$	\$

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. Available at:

<http://www.tn.gov/finance/looking-for/policies.html>

Budget Requirements, continued...

- Project budgets will need to show itemized expenses for the total project budget allotment.
- These additional requirements will add time needed to complete the budgets. These additional requirements should be considered when planning an ARP Application submittal.
- TIP: If you do not have a budget completed, approve the total allocation amount. This will give you padding while awaiting budget approval.



Co-Funding

- The match percentage will only be applicable to the overall allocation of funds.
- If the applicant's projects exceed the total allocation amount, only the allocation amount will be required to be matched.

(Ex. If a utility has a total allocation of 4 million and the project being applied for totals to 4.2 million, only the 4 million will be required to base the co-funding amount.)

KEEP IN MIND: If you add on funds through your Local ARP allocation, you will have to match both the Local and the State monies. All TDEC money must be matched.



Co-Funding, continued...

- The match percentage is based on the Primary Applicants Ability-to-Pay Index (ATPI).
- Applicants may reduce the percentage by 5% by meeting one of the following criteria:
 1. Engaging in a Collaborative Project with another entity.
 2. Allotting at least 50% or more of the allocation to Critical Needs Areas.

QUESTIONS...

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ARP Applications-SmartSimple

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SmartSimple

- SmartSimple is TDEC's online portal for grant applications. The ARP Application can be found and started here.

https://tdec.smartsimple.com/s_Login.jsp



SmartSimple, continued...

- The first four tabs in the portal are resource documents to help make the process easier.
- Applicants can use these resources as starting points and should do review them early in the process to ensure accurate information is compiled throughout the application.



SmartSimple, continued...

- Total allocation under the budget heading should include only the allocation.
- Do not include the co-funding portion in this column.

SmartSimple, continued...

- **Scorecard Summary:** Along with an upload of the summary itself, the applicant will be required to fill in all data in separate columns.
- Data inputted should directly reflect the Critical Needs located on the Summary.



SmartSimple, continued...

- Drinking Water, Wastewater, and Stormwater construction only projects are the only projects that will require an actual Permit number inputted.
- All other projects may simply state the type of Permit that is required to complete the application.
(Ex. Project 1- Water Tank Replacement would only need to state the Permit required to replace the tank).



SmartSimple, continued...

- **Self Debarment Verification:** Applicants will use Sam.gov to meet the Self Debarment Verification.
- When searching your name in the site, the utility will be listed under Entity Info-Exclusions.
- Applicants will need to download (or save via pdf) what is listed, even if the utility has no Exclusions.
- The site can be found here:
<https://sam.gov/content/home>

SmartSimple, continued...

- **Collaborative Applications:**
- When entering partner information, make sure to expand the window in order to see all input data boxes.
- It has been noted that TDEC has received applications where data is missing due to these boxes remaining unfilled.

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ARP Applications- Final Thoughts

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Competitive Grant Process

- It is unwise for applicants to wait and push projects into the competitive portion of the American Rescue Plan.
- There is **NO GUARENTEE** that an applicant will receive any funding or how much money will be left over.



Competitive Grant Process, continued...

REMEMBER!

Non-Competitive Grants and State-Initiated Strategic Projects come BEFORE the Competitive process.

There is no way of knowing how much or, if anything will be left on the table.

YOUR BEST BET is to apply now for the Non-Competitive Grant. This is **ALLOCATED MONEY** to support your utilities Critical Needs.



QUESTIONS FOR TDEC?

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