



TDEC ARP Non-Competitive Grant Workshop 2023

March 2023

Agenda

- Welcome
- Implementation Guidance Review
- Grant Agreement Contract Breakdown
- Procurement
- Compliance and Reporting
- Reimbursement
- GMS Demo
- Wrap-up

Meet the Facilitators

SWIG Team



Vena Jones



Seth McCormick



Rose Boyd



Kevin Hill



Chris Marlow

Grants Management Team



Adam Ozgo



Jaamal Whittington



Robert Reeves



Allen Shank



Sarah Lawrence



Virginia Adams

Communications Team



Lauren Cornell



Hailey Disch



Meredith Monroe



Rob Shelton



Drew Sandage

Funds Requested and Applications Submitted

- The Non-Competitive Grant (Collaborative and Non-Collaborative) Application Period closed on November 1, 2022

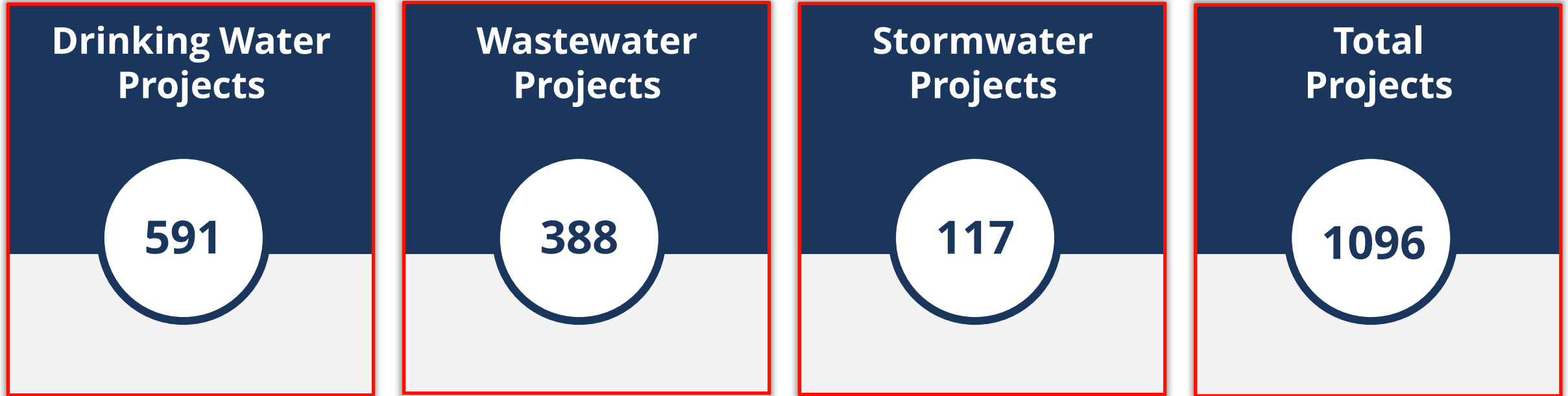
Approximately
\$993 Million

in funds were requested for a variety of water projects throughout the state of Tennessee

338 Applications

total for both collaborative and non-collaborative projects were submitted for non-competitive SWIG funds

Application Participation By The Numbers



Total Collaborative Applications: 76

Total Non-Collaborative Applications: 262



**Please note the number of projects will be updated based on review of applications.*

Where We Are

- TDEC is currently reviewing applications for award and subsequent contracting

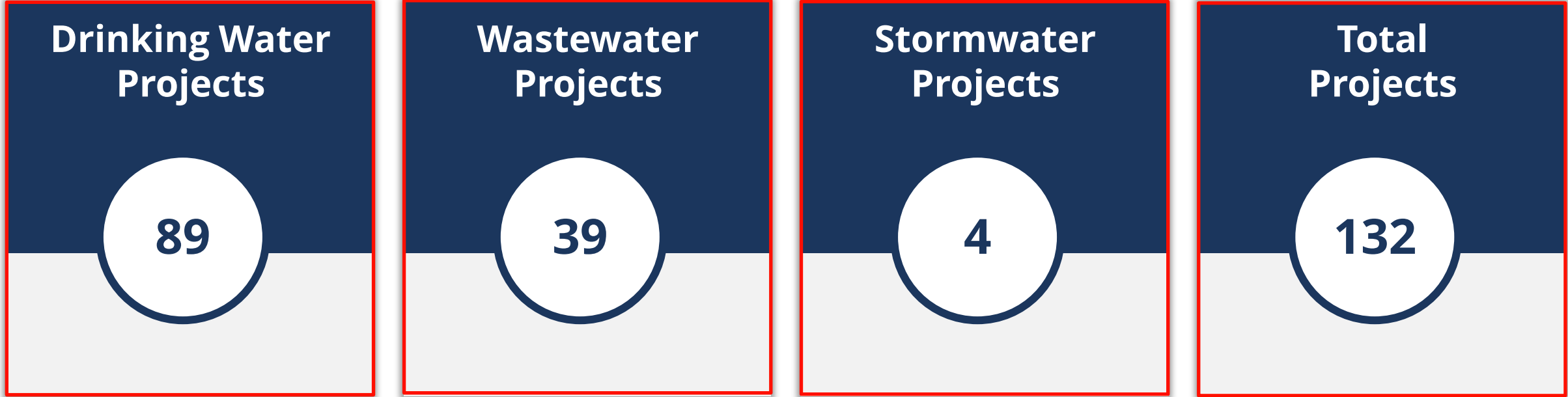
Approximately
\$204 Million

in funds has awarded for a variety of water projects throughout the state of Tennessee

47 Applications

have been approved for collaborative and non-collaborative projects.

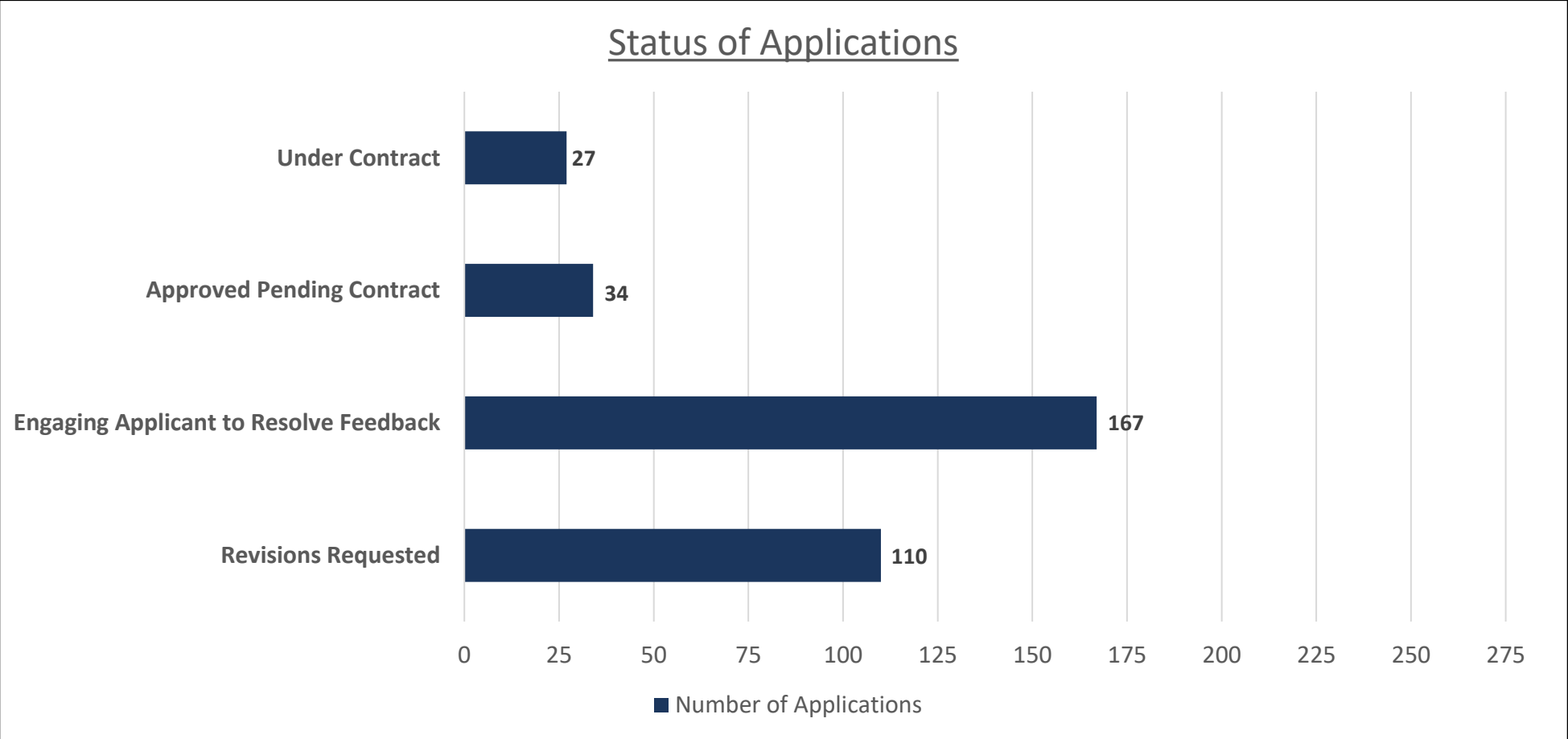
Project Approval by the Numbers



Total Collaborative Applications: 10

Total Non-Collaborative Applications: 37

Application Review and Approved Status



Grant Lifecycle Overview



- Application Submission
- Application Review
- Risk Assessment
- Application Award

• **Terms and Conditions Review**

- **Project Procurement**
 - Planning and Administration
 - Solicitation
 - Evaluation
 - Procurement Review*
 - Project Award
- **Contracting**

- Project Execution
- Project Monitoring & Reporting
- **Reimbursement**



* Projects that started on or before application approval will undergo a Procurement Review look back to ensure the procurement process, contract and contract terms align with the federal regulations.



Implementation Guidance Review

- The **ARP Non-Competitive Implementation Guide** details contract, state, and federal requirements for grantees to ensure compliance when executing projects using the non-competitive SWIG grant funding
 - *Grantees are encouraged to review the guidance for details on grantee monitoring and risk assessments*
- The Implementation Guide includes information regarding:
 - Scope of Services and Deliverables
 - Grant Contract & Grantee Responsibilities
 - Procurement
 - Reimbursement
 - Grant Compliance & Grantee Monitoring
 - Disbursement Reconciliation & Closeout
 - Document Retention
 - Fraud, Waste and Abuse Reporting
 - Other Terms & Conditions
 - Appendices for Grant Contract, Procurement and Resources Information



Grant Agreement Contract Breakdown

- **U.S. Department of Treasury:** Federal Oversight Agency / Grantor
- **2 CFR 200 (Uniform Grant Guidance):** Regulatory Authority
- **Pandemic Response Accountability Committee (PRAC):** Created by the CARES Act to support and coordinate independent oversight of pandemic relief spending
- **Office of the Inspector General (OIG):** Performs federal audits of federally funded programs to confirm funds are spent in alignment with Federal Oversight Agency & Regulatory Authority requirements

Roles & Responsibilities



Grantee	Contractor(s)	TDEC
<ul style="list-style-type: none">Receives grant contract from a pass-through entity (TDEC); carries out the grant program on their behalf <p>Responsibilities:</p> <ol style="list-style-type: none">Execute the grant in compliance with the grant agreementMonitoring the phases of the project lifecycle per the TDEC grant agreement Terms & ConditionsEnsuring work performed (e.g., procurement, contracting, oversight, etc.) follows state, local, and federal regulations, including continual monitoring of contractor performance, financial management, etc.	<ul style="list-style-type: none">An entity that receives a contract as defined in <u>2 CFR Parts 200.22 & 200.23</u> <p>Responsibilities:</p> <ol style="list-style-type: none">Performs the work to be completed on the project (e.g., planning, engineering, construction, administrative costs, etc.)	<ul style="list-style-type: none">Reviews and approves grant applicationsOversees the award of grant funds <p>Responsibilities:</p> <ol style="list-style-type: none">Reviewing/approving submitted project applicationsProviding technical support, execution of program objectives and funding requirementsConducting routine grantee monitoring (e.g., reviewing invoices, receipts, site inspections, etc.)Providing funding on a reimbursement basis (e.g., upon approval of eligible project expenditures)

Funds for this grant are provided through the American Rescue Plan Act (ARPA) and State Local Fiscal Recovery Funds (SLFRF). **Grantees are subject to SLFRF eligibility, reporting, and other compliance requirements**, as well as all applicable State and Federal laws.

- **Record Keeping Requirements:** Quarterly reporting on project progress, deliverables, expenditures and additional requirements - 3 years from grant closeout
- **Single Audit Requirement:** Grantees are subject to the Federal reporting requirements in 2 CFR 200 and the Compliance and Reporting Guidance issued by US Treasury and US Treasury's Final Rule
 - Grantees may be subject to state and local audits
- **Civil Rights Compliance:** Grantees and contractors are required to comply with Title VI of the Civil Rights Act of 1964
- **SAM.gov Requirements:** Grantees are required to be registered, active and in good standing (annual renewal)



Approved Application information feeds directly into the Grant Contract. As such, **it is imperative the Application contain accurate information** prior to moving into Contracting

Application reviews consist of two components:

- **Technical/Engineering review:** scope, projects and project-type specific requirements
- **Financial review:** budget items including totals across fields, administrative costs, budget line-item detail

Prior to receiving a contract, you will likely receive an email to schedule a call to work through any updates needed on your application

Do I have the same contract as all other grantees?

- The ARP Non-Competitive Grant contract for every grantee is nearly identical, but funding requests and selection of specific water infrastructure types and project award types are unique to each contract
- Section A of the grant contract details the scopes of services expected of utilities.

What should I know about required deliverables?

- All deliverables, including Preliminary Engineering Reports, Critical Needs Plans, Asset Management Plans, and all other required deliverables will be uploaded to GMS in a Deliverable Activity.
- [Visit the TDEC ARP website to view an example Non-Competitive Grant Contract](#)



Any utilities with significant non-compliance issues are considered to have a critical need

- Significant non-compliance is identified as having an open Division of Water Resources issued Compliance and Enforcement Order with the State of Tennessee.
- If a grant applicant has significant non-compliance issues for any water infrastructure system they own, these must be addressed or demonstrate these issues are being addressed and on schedule through other means.
- **Orders and Cases are maintained on TDEC's [searchable database](#)**

Required Deliverables

- Regardless of project award type, all project owners must submit the following 3 documents:



Asset Management Plan (AMP)

Complete the AMP for each water infrastructure system identified in the proposal, certifying the AMP meets or exceeds all elements of the AMP standard [template](#).



Capital Improvement Plan (CIP)

Provide a copy of the capital improvement plan (aka business action plan) or the Capital Improvement Needs worksheet from the state [AMP template](#).



Tennessee Infrastructure Scorecard

Submit a final "Scorecard" for review and approval according to the approved individual project schedule for each water infrastructure system executing a project under the contract.

Investigation and Planning



- Each project identified under Investigation and Planning in the grant application is required to deliver:

Engineering Agreement	An engineering agreement within 60 days of grant award
Preliminary Engineering Report	A preliminary engineering report (or facilities plan) by the end of the project
Critical Needs Plans	Critical needs plans for any utility where critical needs were identified in Scorecard Summaries and address through use of state ARP Non-Competitive Grant funds
CAP/ER	For utilities with significant non-compliance, a CAP/ER must be supplied within 6 months of the grant award or be meeting the compliance schedule through other means

Investigation, Planning, and Design



- **Investigation, Planning and Design projects takes the action a step further and should reasonably lead to a capital project. Each project identified under this award type in the grant application is required to deliver:**

Engineering Agreement	An engineering agreement within 60 days of grant award	Plan of Operations	Plan of Operation(s) for every individual project where a new facility is planned, or expansion or upgrade of existing facility
Preliminary Engineering Report	A preliminary engineering report (or facilities plan) by the end of the project	Plans and Specs	Engineering plans and specifications
Critical Needs Plans	Critical needs plans for any utility where critical needs were identified in Scorecard Summaries and address through use of state ARP Non-Competitive Grant funds	CAP/ER	For utilities with significant non-compliance, a CAP/ER must be supplied within 6 months of the grant award and submission of any documents, as required in the Order or CAP/ER and must meet compliance schedule

Planning, Design and Construction (PDC)



- **PDC project award types are expected to end in the construction of a capital project. Some proposals, based on the restrictions of application process, may have projects like asset management plans listed in the project award type.**

- Generally, all projects identified under the PDC project award type must provide everything required for an Investigation, Planning and Design project.
- In addition, the following must be provided for projects going to construction:

Projected start of construction

Projected initiation of operations

Operation & maintenance manual on or before date

Complete construction

Site certification or letter in lieu of each project

- For utilities with significant non-compliance, 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, or demonstrate these requirements are being met through other means.

- **Construction Only projects are required to submit the following:**

- Operation and maintenance manual, if applicable
- Engineering plans and specifications
- Preliminary engineering reports, or facilities plan (standard projects only)
- Site certification or letter in lieu of for each individual project, as needed (standard projects only)
- Plan of Operation(s) for each project where a new drinking water or wastewater facility is planned, or expansion of existing facility (standard projects only)
- For utilities with significant non-compliance, 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, or demonstrate these requirements are being met through other means



- Many utilities are addressing critical needs and will be required to supply **Critical Needs Plans for Water Loss Reduction, Inflow and Infiltration Elimination, Aging Infrastructure Replacement, and Reduction in Capacity Demand Plans**

Why do critical needs matter?

- Critical needs create chronic operation and maintenance issues, can negatively impact the level of service to customers, interrupt service, and may result in or perpetuate significant non-compliance concerns.
- Reducing or eliminating these critical needs is necessary to maintaining a sustainable and reliable water infrastructure system.

What is a Critical Needs Plan?

- Critical Needs Plans are aids for utilities, the public, and TDEC in understanding how a system intends to address issues identified in their TN Infrastructure Scorecard.
- There is no required format for Critical Needs Plans for water loss, inflow and infiltration (I/I), aging infrastructure, and reduced capacity demand.

- **Critical need plans are living documents and should be reviewed annually and revised as conditions change to reflect the current and future state of the utility critical needs**

What should be included in a critical needs plan?

- Why the utility developing and implementing this plan (i.e., outlines elements as a critical need and the intent to reduce or eliminate the critical need)
- Define the utility's critical need goals; short-, mid-, and long-term goals
- Identify individuals involved in the development of the plan
- Detail the specific critical need issues. Why is water loss, for example, an issue for the utility?
- Use data sources available for quantification of issues
- Currently available budgets for addressing critical need activities including and beyond ARP funds in addition to future budget planning & concerns
- Any unique information that is relevant to the utility's critical needs efforts



Asset management plans (AMP) are a critical component of effectively managing water, wastewater, and stormwater infrastructure. The AMP management framework has been widely adopted by the water sector to pursue and achieve sustainable infrastructure.



TDEC, through a public-private partnership effort, developed the [Tennessee Asset Management Plan Guide](#) to assist water utilities, particularly small utilities, in the development of a comprehensive plan.



This AMP guide outlines basic asset management plan components and is designed to meet the minimum criteria for Water Infrastructure Investment Plan (WIIP) American Rescue Plan (ARP) grants. Some utilities may have asset management programs and plans that far exceed the guide.



*Project
Procurement
& Contracting*

Procurement

Procurement: Overview of 2 CFR 200 Standards



Procurement Standards (2 CFR Subpart D) are broken down into the following categories:

- Procurement by states (2 CFR Part 200.317)
- **General procurement standards (2 CFR Part 200.318)**
- **Competition (2 CFR Part 200.319)**
- **Methods of procurement (2 CFR Part 200.320)**
- **Contracting with small and minority businesses, women's business enterprises (MWBE), and area labor surplus firms (2 CFR Part 200.321)**
- Domestic Preferences for Procurement (2 CFR Part 200.322)
- Procurement of Recovered Materials (2 CFR Part 200.323)
- **Contract Cost and Price (2 CFR Part 200.324)**
- Federal Awarding Agency or Pass-Through Entity Review (2 CFR Part 200.325)
- **Bonding Requirements (2 CFR Part 200.326)**
- **Contract Provisions (2 CFR Part 200.327 Appendix II)**



As a grantee and a non-federal entity, your projects must adhere to the \$50,000 competitive bidding threshold

Procurement procedures should include:

- The invitation for bids, including any specifications and pertinent attachments, must define the items or services for the bidder to properly respond
- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised
- Request for Bids must also be advertised as opportunities on Go-DBE in the dedicated section as detailed: [***Procurement Standard: Contracting MWBE Firms***](#)
- All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly



As a grantee and a non-federal entity, your projects must adhere to the \$50,000 competitive bidding threshold

Procurement procedures should include:

- The evaluation factors must be present in the request for bids and method of conducting an evaluations should be written
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder
- Any or all bids may be rejected if there is a sound documented reason. If the lowest bid is not selected, justification as to why a higher bid was selected ***must be provided***

Procuring Professional (Consultant/Engineer) Services



1 Procurement by competitive proposals is conducted when:

- Soliciting for professional and engineering services, most commonly
- It is expected that <1 source will submit an offer
- Conditions are not appropriate for the use of sealed bids

2 Procurement by RFQ competitive process resulting in contracts must be:

- Fixed price
- Cost reimbursement

3 In using this method, you must:

- Publicize and identify all evaluation factors and their relative importance
- Post solicitations in local media outlets or wherever you normally advertise similar opportunities
- Advertise on Go-DBE (covered later in presentation)
- Proposals must be solicited from an adequate number of qualified sources

When evaluating proposals:

- ❑ You must have a written method for conducting technical evaluations of the proposals received
- ❑ Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program

Competitive proposal procedures for qualifications-based procurement of architectural/ engineering (A/E) professional services should consider the qualifications of responders as a key evaluation criteria and the most qualified competitor is selected, without consideration of price. It cannot be used in the purchase of other services.



2 CFR Part 200.321: Must take all steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible

- To ensure consistent compliance, applicants shall post project opportunities on the State's Governor's Office of Diversity Business Enterprise (Go-DBE) website.
- To post Request for Proposal/Request for Bid opportunities, you must:
 1. Visit: [Governor's Office of Diversity Business Enterprise \(Go-DBE\)](#)
 2. Follow the link to the Grant Website Posting Form
 3. Complete the form, selecting ARP as the type of grant
 4. Attach all relevant solicitation documents
 - *Solicitation documents include the Ad for Bids, Project Plans and Specifications, Drawings, etc.*
- A screen shot of the Go-DBE posting should be taken to include with supporting documentation uploaded to GMS
- The minimum time frame to leave opportunities posted is 2 weeks (14 calendar days)

Overview of Relevant Procurement Documents

Documents that grantees should prepare for GMS upload:

Existing Procurement Policies

Names of evaluation team

RFP/RFB Package Issued

Evaluation and scoring records

Documentation regarding the posting of the RFP/RFB

Recommendation to award memo

Independent Cost Estimate

Contract with pricing information

Evaluation Criteria

Addenda/extensions issued and supporting cost estimates

Copies of responses to the RFP/RFB

Copies of correspondence with bidder

Other supporting documentation as applicable

- All contracts that are reimbursed with federal funding of \$2,000 or more are required to include all required federal contract provisions
- In addition to the required provisions, there are **required certifications that must be obtained from bidders and vendors**
 1. **Byrd Anti-Lobbying Amendment Certification:** Contractors who apply or bid for an award of \$100,000 or more shall file the required certification
 2. **Certification Regarding Equal Employment Opportunity:** Any contract that uses federal funds to pay for construction work is a “federally assisted construction contract” and must include the equal opportunity certificate
 3. **Debarment Certification:** The prospective participant certifies to the best of its knowledge and belief
 4. **Iran Divestment Act Certificate:** The contractor certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act

Please see Appendix B: Required and Recommended SLFRF Contract Provisions in the ARP Non-Competitive Implementation Guide for additional information regarding all required provisions and certificates

Overview of the Required Steps in Procurement Process



1

Determine the services and/or needs to complete your Water Infrastructure Approved Projects

2

Define your scope of work of services with clear, concise descriptions of the project

3

Develop the Bid/Proposal Package, which should include the Request for Bid/Proposal and the required certification forms listed in Procurement and Contracting Requirements

4

Advertise the RFB/RFP in a local media outlet, your website, AND the Go-DBE website

It is recommended that solicitations be posted for 30 calendar days, but the minimum amount of time is 14 calendar days. Screenshots of the solicitation should be captured to support advertising.

Overview of the Required Steps in Procurement Process



5

Upon the conclusion of the RFP/RFP solicitation, perform an evaluation of responses received, document evaluation and make selection

6

Complete the GMS Project Activity and upload supporting procurement documents described in [Procurement Documents: Relevant Overview](#)

7

The TDEC team will review supporting documentation and once the procurement package is complete, will provide an approval
**Approvals will be received as an Authority to Award (ATA)*

8

The ATA provides the required sign-off to proceed with the Pre-Construction Conference and Notice to Proceed



Compliance and Reporting



All grantees are subject to federal reporting requirements found in 2 CFR Part 200 and the Compliance and Reporting Guidance issued by U.S. Treasury



Reports on project progress, deliverables, expenditures, and other requirements are required on a **quarterly basis**

- Grantees can prepare for monitoring by keeping their records up-to-date and organized, easily accessible if requested and have personnel dedicated to communicating with the designated monitors



Grantees may be subject to internal, state and local audits, OIG and federal single audits



- The grantee must submit an annual report within three (3) months of the end of each year of the grant term
 - For grant contracts with a **term of less than one (1) year**, the grantee must submit a final report within three (3) months of the conclusion of the grant term
 - For grant contracts with **multiyear terms**, the final report will take the place of the annual report for the final year of the grant term
- The grantee is required to submit annual and final reports to TDEC

Reporting

At a minimum, reports should include:

- Subrecipient's name
- Grant Contract's Edison identification number
- Total grant funding amount spent-to-date
- A narrative section that describes:
 - program goals and outcomes
 - successes and setbacks
 - defined Key Performance Indicators (KPIs to determine progress)
 - activities not completed
- Other relevant details requested by TDEC

- TDEC will conduct site inspections of grantees as part of monitoring, and a formal memo will be documented to record observations throughout grant closeout
- Site inspections perform a more in-depth review of:
 - Processes to determine whether compliance is being met
 - ARP-funded projects to ensure that the grant contract is used for intended purposes
 - Compliance with federal statutes, regulations, and the terms and conditions of the grant contract and the grant contract performance goals are being achieved

Site Inspections

Site inspections may include, but are not limited to:

- Performing on-site reviews of the subrecipient's program operations
- Reviewing the project plan and progress reports and comparing them against the observed progress based on the site inspection
- Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the ARP award provided to the subrecipient, detected through audits, on-site reviews, and written confirmation from the subrecipient
- Providing subrecipients with training and technical assistance on program-related matters

- **December 14-19, 2022**: Non-Competitive Grant Applicant Virtual Workshops
- **Beginning January 2023**: Applications reviewed and finalized; grant agreements available for execution in GMS
- **December 31, 2024**: Obligation of funding deadline
- **June 30, 2026**: Target expenditure deadline
- **September 30, 2026**: No projects may extend construction activity or incur any expenses for reimbursement past this date



Reimbursement

What is Reimbursement?

- Repayment of an eligible cost that has been incurred for work completed on a project and determined to be reasonable and allowable with all supporting documentation provided

When do reimbursement requests happen?

- Reimbursement requests can begin once certain criteria, as outlined in the grant terms and conditions, have been met
- Up to once per month after eligible costs have been incurred for work performed and documentation has been collected, reviewed and determined to be sufficient for the financial claim

How are reimbursement requests initiated?

- Each grantee can submit a reimbursement request at most once a month
- Each reimbursement should include all approved projects across the grant
- The reimbursement request will be submitted within TDEC's Grants Management System (GMS)
- Costs must be broken down by project per the grant Terms & Conditions
- TDEC will work with the grantee to obtain any additional information required to justify the eligible costs

Lack of required documentation and/or failure to properly procure contracts related to this grant can impact a grantee's ability to receive reimbursement in a timely manner or be denied altogether

- **Relevant reimbursement request documentation include:**

Purchase Orders

Change Orders

Contractor Invoices

Proof of Payment

GMS Reimbursement Invoice

- *Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of **(3) years** from the date of submission of the final expenditure report*

- **30 calendar days:** Goal to process, if no issues are identified during review
- **Incomplete Requests:** 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
 - 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***



GMS Demo

Procurement Activity Demo



Step 1: Log in to your GMS account and navigate to the **My Applications** pane

Step 2: Open the grant for which you want to begin a Procurement Activity

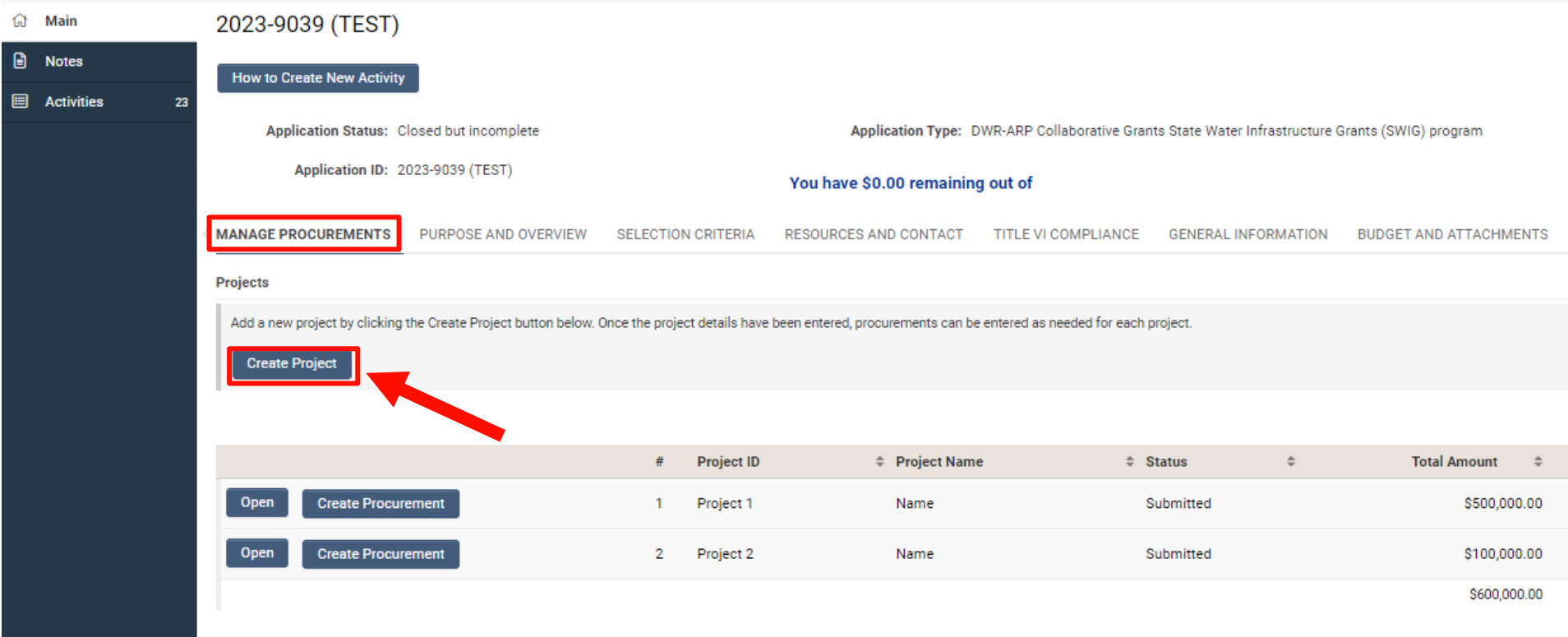
The screenshot shows two panels from a GMS interface. The top panel, titled "My Applications", has a sub-header with "IN PROGRESS (84)", "ACTIVE (84)", and "COMPLETED (10)". It displays a table with two rows of application data. The first row has an "Open" button highlighted with a red box and a red arrow pointing to it. The second row also has an "Open" button. The bottom panel, titled "Requires Attention", has a sub-header with "PENDING (0)", "COMPLETED (0)", "PROCUREMENTS (PENDING) (18)", "PROCUREMENTS (SUBMITTED) (24)", and "PROJECTS (40)". It shows a table with the text "No Results Found" below it.

#	Application ID	Grant Cycle	Application Type	Organization	Status	Last Modified	
1	2022-8899		DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	02/17/2023 10:53AM	Open
2	2022-8366		DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Draft	02/17/2023 09:20AM	Open

#	Application ID	Activity Type	Organization	Status	Last Modified
No Results Found					



Step 3: You will be navigated to the Grant landing page where you will see the following **Manage Procurements** tab. Click **Create Project**.



2023-9039 (TEST)

How to Create New Activity

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

Application ID: 2023-9039 (TEST) You have \$0.00 remaining out of

MANAGE PROCUREMENTS PURPOSE AND OVERVIEW SELECTION CRITERIA RESOURCES AND CONTACT TITLE VI COMPLIANCE GENERAL INFORMATION BUDGET AND ATTACHMENTS

Projects

Add a new project by clicking the Create Project button below. Once the project details have been entered, procurements can be entered as needed for each project.

Create Project

#	Project ID	Project Name	Status	Total Amount
1	Project 1	Name	Submitted	\$500,000.00
2	Project 2	Name	Submitted	\$100,000.00
				\$600,000.00




Step 4: You will be directed to the following page. Enter the specific Individual Project Details for the project you are procuring for and then Click **Submit**.

Project Details

▼ Project Information

Note: In this section, reference the same individual project details for Project ID, Project Name, Water Infrastructure Type, and Project Award Type, as in the ARP application that will apply to this project and procurement(s).

 Enter project details below and click submit. After clicking submit you can begin entering procurements for the project.

* ARP Grant

2022-8899 ()

* Project ID

DW-IP-1

* Water Infrastructure Type

Drinking Water

* Project Name

Project 1

* Project Award Type

Investigation and Planning

Save Draft

Submit





Step 5: Once you submit the project information, you will be navigated to an individual project specific landing page. Click (+).

DW-IP-1 Project 1

▼ Procurement(s)

Enter procurements by clicking the "+" button below. The budget summary fields will populate automatically as procurements are entered.

Procurements

#	Item or Service Procured	Activity Type	Status
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Procurement Activity Demo



Step 6: Fill out the Procurement Activity by entering information into the fields. Fields with a * are mandatory. Once you are finished with the **Procurement** tab, click the next tab at the top - **Procurement Guidelines & Uploads**.

PROCUREMENT **PROCUREMENT GUIDELINES & UPLOADS** BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS ATTESTATION

▼ Procurement Details

Project ID
DW-IP-1

* Project Type
Professional Services ▼

* Item or Service Procured

* Description of how procurement relates to project

* Cost of Procurement
The Cost of Procurement should be an accurate estimate of what will be reimbursed in the future for this item or service.


* Name of Company/Organization Recommended for Awarded



Procurement Activity Demo



Step 7: Fill out the Procurement Guidelines & Uploads tab

- **Tip:** Click the “Helpful Guidelines and Resources” hyperlink for resources on how to fill out your Procurement
- Each question must be completed to submit the procurement for review
- Upload the required procurement supporting documentation 

PROCUREMENT **PROCUREMENT GUIDELINES & UPLOADS** BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS ATTESTATION

[Helpful Guidelines and Resources](#)

* Is this your first procurement associated with the project(s) involved?

Yes No

* Please select which applies to your organization

Note: When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a **lower threshold established by a non-Federal entity (which is \$50,000 for the State of Tennessee)**, formal procurement methods are required.

The **non-Federal** entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.318 through 200.327. Use of the local policy is **ONLY** allowable if the rules of said policy are more restrictive in nature compared to those listed in the noted 2 CFR 200 Subpart D regulations.

- We follow state procurement guidelines
- We follow federal procurement guidelines
- ONLY for purchases of \$10,000 or less - We follow local procurement guidelines

* Please upload your organization's procurement procedures



Step 8: Navigate to the Bids/Quotes Summary Worksheet Tab. Select the **Bids/Proposals/Quotes Worksheet** and a pop-up tab will open to input your bids, proposals, and quotes

PROCUREMENT PROCUREMENT GUIDELINES & UPLOADS **BIDS/QUOTES SUMMARY WORKSHEET** DEBARMENT STATUS ATTESTATION

Note: For engineering procurements ONLY, the price/costs should not be used as an award determining selection factor. The proposals should still include a total cost estimate, even

Complete the worksheet below with information for all bids/quotes for this procurement activity.

Bids/Proposals/Quotes Worksheet ←

Project Bids / Quotes Worksheet

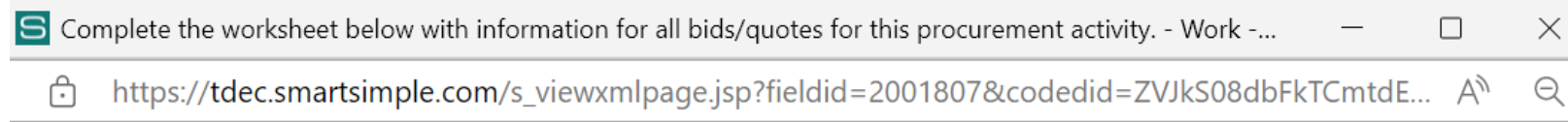
← BACK

Save Draft Submit

Step 9: Press the + button to populate a line of text field in order to input your bids, quotes, and proposals

- If any responder is a Diverse Business (MWBE), **include a note in the Comments: "MWBE firm"**

Step 10: Once finished, click the X at the top right corner and hit **Save Draft**



i In the Worksheet, to meet the affirmative steps requirement as stated in 2 CFR 200.321, please indicate in the comments of the supplier if an entity is a diverse business. The intent and purpose of this step is to appropriately document that you are taking the necessary steps to consider the engagement of diverse businesses. Diverse businesses could be a minority-owned, women-owned, veteran-owned or other labor surplus area or protected class entity. For guidance, please refer to the Implementation Guidelines, which provides the detailed Go-DBE posting instructions.

Bids/Quotes Summary Worksheet

Supplier	Name	Amount	Status	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		\$0.00		



Step 11: Click the “System for Award Management” hyperlink text, which navigate you to the <https://sam.gov/content/home> to find the debarment status of your vendor

Step 12: Follow the instructions to upload debarment status on this tab for procurements > \$25,000

PROCUREMENT PROCUREMENT GUIDELINES & UPLOADS BIDS/QUOTES SUMMARY WORKSHEET **DEBARMENT STATUS** ATTESTATION


i Please verify that your organization is not on the federal debarment list.

Any entity receiving TDEC grant funds must provide non-debarment verification if total goods or services for the open contract are equal to or greater than \$25,000. Search for your organization and entity to confirm that you are not on the Debarment List by going to [System for Award Management \(SAM\)](#).

Click "SEARCH RECORDS" tab.

In the search bars type in the Entity name or using an exclusion search term, Duns & Bradstreet number (DUNS) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a DUNS number or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.

Click "SEARCH" to retrieve a list of results. Entities with "Exclusion" listed in purple are currently debarred, while those labeled "Entity" in green do not have exclusions. In the right upper corner of the webpage, use the "Save PDF" option and upload a summary of search results.



Upload Debarment Status Verification, If Applicable

If your entity meets the \$25,000 threshold, please upload verification that you are not on the Debarment List.



Step 13: Complete the information included in the **Attestation tab** by checking the boxes and inputting the signature. ***Each required attestation must be completed to sign-off on the procurement.***


PROCUREMENT PROCUREMENT GUIDELINES & UPLOADS BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS **ATTESTATION**

▼ Attestation

- I attest (if contract awarded and agreement in place) that the required federal contract provisions are included in the terms and conditions of the agreement to the best of my knowledge.
- I attest that invitation for bids were publicly advertised and solicited from an adequate number of qualified sources, providing at least 14 days response time prior to the date set for opening the bids.
- I attest that the Go-DBE posting steps have been completed and the RFP/RFB was listed for a minimum of 14 days.
- I attest, to the greatest extent practicable, a preference was given to contractors and vendors for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
- For projects that will utilize greater than \$10M of ARP SLFRF funding or for projects that will combine funding with a federal funding source that requires Davis-Bacon, I attest that I am aware of the requirements and will comply with Davis-Bacon.
- I attest an Authority to Award has been received from TDEC and a Notice to Proceed has been provided to the selected vendor/contractor. If the vendor was in place prior to the award of this grant, please add a note stating the date of award, as such.
- I attest that the appropriate permits per State requirements were obtained prior to construction.
- I attest that to the best of my knowledge a complete procurement package has been uploaded.

*** Subrecipient Signature**

*** Date**



Step 14: Congratulations, you finished populating your procurement! Click **Submit** and the Procurement will be submitted to the TDEC Grants and Contracts Team for review.

PROCUREMENT PROCUREMENT GUIDELINES & UPLOADS BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS **ATTESTATION**

▼ Attestation

- I attest (if contract awarded and agreement in place) that the required federal contract provisions are included in the terms and conditions of the agreement to the best of my knowledge.
- I attest that invitation for bids were publicly advertised and solicited from an adequate number of qualified sources, providing at least 14 days response time prior to the date set for open
- I attest that the Go-DBE posting steps have been completed and the RFP/RFB was listed for a minimum of 14 days.
- I attest, to the greatest extent practicable, a preference was given to contractors and vendors for the purchase, acquisition, or use of goods, products, or materials produced in the United
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- I attest that the appropriate permits per State requirements were obtained prior to construction.
- I attest that to the best of my knowledge a complete procurement package has been uploaded.


Comments

*** I attest that the bonding requirements determined to ensure the Federal interest is adequately protected have been met or at a minimum:**

- A bid guarantee from each bidder equivalent to five percent of the bid price has been received.
- A performance bond on the part of the contractor for 100 percent of the contract price is included in the contract.
- A payment bond on the part of the contractor for 100 percent of the contract price is included in the contract.

*** Subrecipient Signature**

*** Date**

mm/dd/yyyy 

← BACK

Save Draft **Submit**



Step 14: If you have any comments throughout the process, navigate to the **Activity Comments** tab. Click the (+) button and enter the details for your comment or question then press the **Send Comment/Question to TDEC**.

PROCUREMENT PROCUREMENT GUIDELINES & UPLOADS BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS ATTESTATION **ACTIVITY COMMENTS**

Activity Comments:

If TDEC staff have entered comments regarding this activity, they will appear below.

[Questions/Comment/Response](#)

1. Click the "+" button below to enter your comments and questions to TDEC Staff.
2. Once you have entered your information, **click the "Save Draft" or "Save" button.**

NOTE: If you do not click the "Save Draft" or "Save" button, your comment will not be saved.

3. Click the "Send Comment/Question to TDEC".

TDEC Staff will review and respond through the same process. You will receive an email notification when a response has been entered.

NOTE: YOU MUST CLICK SAVE BEFORE SENDING YOUR COMMENTS TO TDEC STAFF OR YOUR COMMENT WILL NOT BE SAVED.

Date	Grantee/TDEC Staff	Select Type	Name	Comment/Question/Response
<input type="text" value="2/17/23"/>	<input type="text" value="Grantee"/> ▾	<input type="text" value="Comment"/> ▾	<input type="text" value="Subrecipient"/>	<input type="text" value="How do you submit a comment?"/> ✕

+

Relevant File(s)

←

Procurement Activity Demo



Step 15: To continue managing procurements, navigate back to the grant page, where you will see a list view of all your current projects and procurements to date.

2022-8899 () > ⓘ 📄

[How to Create New Activity](#)

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

Application ID: 2022-8899 () **You have \$0.00 remaining out of**

◀ **MANAGE PROCUREMENTS** PURPOSE AND OVERVIEW TIMELINE, ELIGIBILITY & FUNDING SELECTION CRITERIA RESOURCES AND CONTACT TITLE VI COMPLIANCE GENERAL INFORMATION BUDGET AND ATTACHMENTS GENERAL PROPOSAL INFO PARTNER INFORMATION INFRASTRUCTURE EXPENDITURE ▶

Projects

Add a new project by clicking the Add Project button below. Once the project details have been entered, procurements can be entered as needed for each project.

[Create Project](#)

		#	Project ID	Project Name	Status	Total Amount	Total Committed	Total Paid	Total Remaining
Open	Create Procurement	1	DW-IP-1	Project 1	Submitted	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Open	Create Procurement	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	Project Name	Name of Company/Organization Recommended for Awarded	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount
Open		DW-IP-1	Project 1	Concrete Co.	Procurement	Approved	\$100,000.00			\$100,000.00
Open		WW-IPD-1	Waste Water Project 1	Water Inc.	Procurement	Approved	\$500,000.00			\$500,000.00
							\$600,000.00	\$0.00	\$0.00	\$600,000.00

NEXT ▶

[Save Draft](#)

Reimbursement Activity Demo



Step 1: Log In to GMS and Navigate to the **My Applications** pane

Step 2: Open the Grant you want to begin a Reimbursement Activity for

The screenshot shows two sections of a software interface. The top section, titled "My Applications", has a sub-header with filters: "IN PROGRESS (84)", "ACTIVE (84)", and "COMPLETED (10)". Below this is a table with two rows of application data. A red arrow points to the "Open" button in the first row. The bottom section, titled "Requires Attention", has a sub-header with filters: "PENDING (0)", "COMPLETED (0)", "PROCUREMENTS (PENDING) (18)", "PROCUREMENTS (SUBMITTED) (24)", and "PROJECTS (40)". Below this is a table with the text "No Results Found".

#	Application ID	Grant Cycle	Application Type	Organization	Status	Last Modified	
1	2022-8899		DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	02/17/2023 10:53AM	Open
2	2022-8366		DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Draft	02/17/2023 09:20AM	Open

#	Application ID	Activity Type	Organization	Status	Last Modified
No Results Found					



Reimbursement Activity Demo



Step 3: Click on the **Activities** tab, to the left-hand side of your grant application

The screenshot shows the user interface for a grant application. At the top left is the TN Department of Environment & Conservation logo. Below it is a "New" button. The main navigation menu on the left includes "Main", "Notes", and "Activities" (which has a count of 5 and is highlighted by a red arrow). The main content area displays the application ID "2022-8899 ()" and a "How to Create New Activity" button. Below this, it shows "Application Status: Approved" and "Application Type:". The application ID is repeated as "Application ID: 2022-8899 ()". A blue text notification states "You have \$0.00 remainir". At the bottom, there are tabs for "MANAGE PROCUREMENTS", "PURPOSE AND OVERVIEW", and "TIMELINE, ELIGIBILITY & FUNDING". The "Projects" section includes a "Create Project" button and a text prompt: "Add a new project by clicking the Add Project button below. Once the project details have been entered, p".



Reimbursement Activity Demo



Step 4 : You will be navigated to the Activities page. Click on the **Request for Grant Reimbursement** tab and the following screen will show.

Step 5: Create a new Request for Grant Reimbursement by clicking the (+)

The screenshot shows a web application interface for managing reimbursement requests. On the left is a dark navigation menu with 'Main', 'Notes', and 'Activities' (5 items). The 'Activities' section is expanded to show a '+', a list icon, and a 'Reimbursement List View' dropdown. The main content area has a breadcrumb trail: '2022-8899 ()' followed by several tabs: 'DWR-ARP COLLABORATIVE APPLICATION REVIEW', 'TITLE VI TRAINING CERTIFICATION', 'REQUEST BUDGET REVISIONS', 'BUDGET ACCEPTANCE', 'SUB-CONTRACTS', 'PROCUREMENT', 'REQUEST FOR GRANT REIMBURSEMENT' (highlighted with a red arrow), and 'FFATA DATA COLLECTION FORM'. Below the tabs is a search bar with 'All Columns' and a search icon. A table below displays the list of requests.

Application ID	Activity Type	Organization	Application Type	Form completed by	Status	Invoice Number	Reimbursement Request #:	Payment Amount
2022-8899	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Test Organization Contact 1	Draft			
2022-8899	Request For Grant Reimbursement	Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	Test Reviewer 2	Draft			

Step 6: The following reimbursement activity will be created. Click on the **Enter Expenditures** button.

2022-8899 ()
Grant > Activity

GENERAL SUPPORTING DOCUMENTATION PROJECTS CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS

Activity Type: Request For Grant Reimbursement

Status: Draft

Organization: Sunshine, City of

▼ Expenditures and Individual Accountability Report

Reimbursement ID

10014

* Expenditure Report

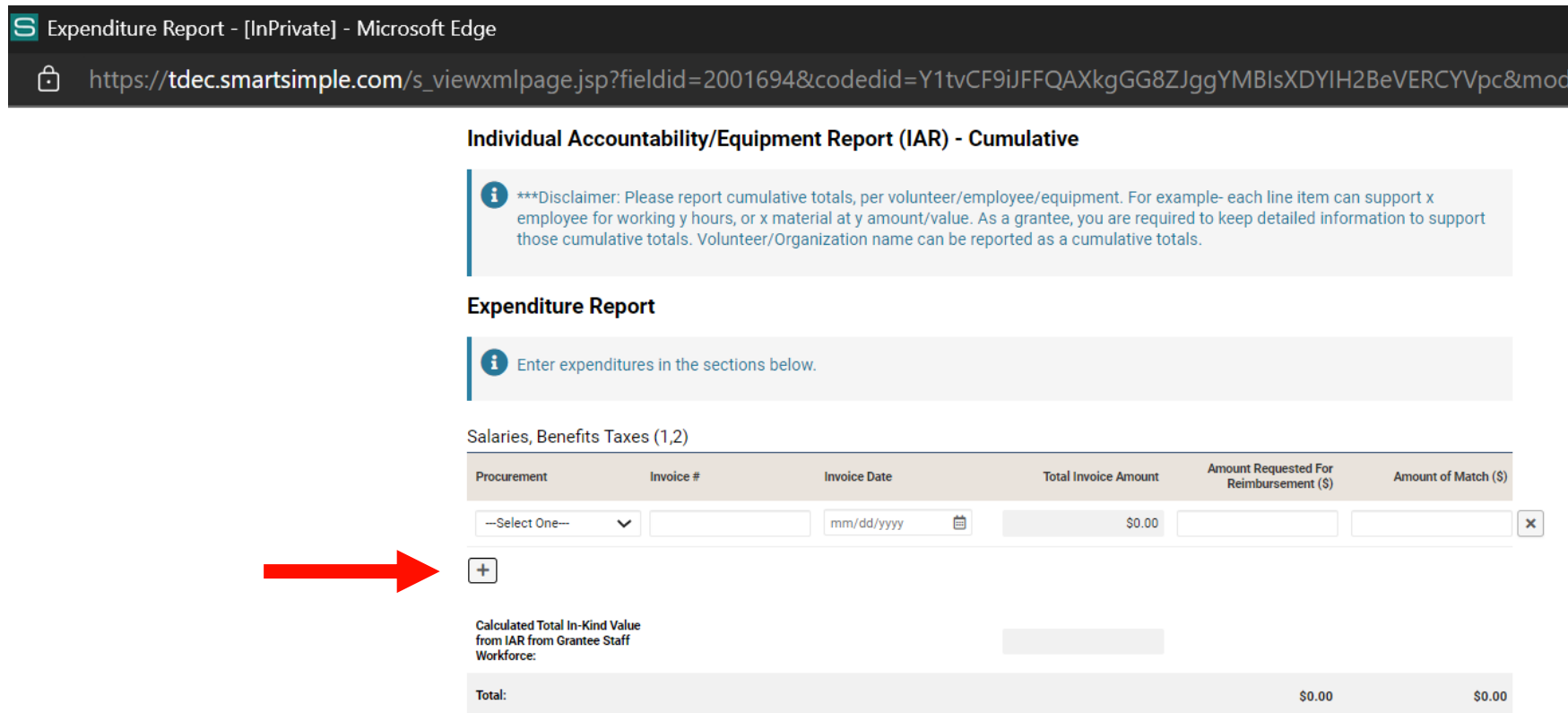
Enter Expenditures



Reimbursement Activity Demo



Step 7: An expenditure report pop up tab will be displayed like so. To begin expensing, click the (+) for the category you want to expense for. Fields will populate below the category allowing you to enter the expense details.



Expenditure Report - [InPrivate] - Microsoft Edge
https://tdec.smartsimple.com/s_viewxmlpage.jsp?fieldid=2001694&codedid=Y1tvCF9iJFFQAXkgGG8ZJggYMBIsXDYIH2BeVERCYVpc&mod

Individual Accountability/Equipment Report (IAR) - Cumulative

*****Disclaimer:** Please report cumulative totals, per volunteer/employee/equipment. For example- each line item can support x employee for working y hours, or x material at y amount/value. As a grantee, you are required to keep detailed information to support those cumulative totals. Volunteer/Organization name can be reported as a cumulative totals.

Expenditure Report

Enter expenditures in the sections below.

Salaries, Benefits Taxes (1,2)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
--Select One--		mm/dd/yyyy	\$0.00		
Calculated Total In-Kind Value from IAR from Grantee Staff Workforce:					
Total:				\$0.00	\$0.00

A red arrow points to the '+' icon in the table.

Reimbursement Activity Demo






Step 8: When you click the dropdown option for Procurement, you will see the approved procurements you have for your grant. Click which one you want to expense for.

*If you try to reimburse more than the approved procurement amount than you will not be able to submit a reimbursement.

Expenditure Report

 Enter expenditures in the sections below.

Salaries, Benefits Taxes (1,2)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
<div style="border: 2px solid red; padding: 2px;">--Select One-- </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">--Select One-- DW-IP-1, Concrete Co., Concrete WW-IPD-1, Water Inc., Water Tower</div>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	\$0.00	<input type="text"/>	<input type="text"/> 

Reimbursement Activity Demo



Step 9: Once all the details for the expenditure report have been entered, press **Save**, then Exit the pop-up tab

Capital Purchase (20)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
DW-IP-1, Concrete Cc <input type="text"/>	ABC <input type="text"/>	02/17/2023 <input type="text"/>	\$200.00	\$100.00	\$100.00 <input type="text"/>



Total:				\$100.00	\$100.00
---------------	--	--	--	----------	----------

Grand Total

Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
\$2,000.00	\$1,000.00	\$1,000.00

Save Clear



Reimbursement Activity Demo



Step 10: In the reimbursement activity, click **Save draft**; the **Reimbursement Request Summary Table** will populate automatically, detailing the grant budget balance after the reimbursement

Category	Total Grant Contract Budget	Previously Submitted Grant Contract Expenditures	Current Funds Requested (Amount Due)	Total Grant Contract Expenditures	Contract Balance	Total Grantee Contract Match	Previously Submitted Grantee Match	Current Grantee Match	Total Grantee Match Expenditures	Grantee Match Balance
1,2: Salaries, Benefits & Taxes	\$5,000,000.00	\$0.00	\$500.00	\$500.00	\$4,999,500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
4, 15: Professional Fee, Grant & Award	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00

The **Reimbursement Request Project Summary** table will also update, detailing the individual projects budget balance after the reimbursement

Reimbursement Request Project Summary

Project ID	Supplier	Total Supplier Contract Budget	Previously Submitted Supplier Contract Expenditures	Current Funds Requested	Total Supplier Contract Expenditures	Contract Balance
DW-IP-1	Concrete Co.	\$100,000.00	\$0.00	\$600.00	\$600.00	\$99,400.00
WW-IPD-1	Water Inc.	\$500,000.00	\$0.00	\$500.00	\$500.00	\$499,500.00


Step 11: After finishing entering all fields in the general tab, navigate to the supporting documentation tab and upload documentation for your reimbursement

2022-8899 ()
Grant > Activity

GENERAL **SUPPORTING DOCUMENTATION** PROJECTS CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS


* Invoices for expenses

Required for all expenses.



Documentation for Grantee Staff Workforce


Only necessary if In-Kind Item Identified in Approved Contract.



▼ Proof of Payment to Vendor For Each Line Item

Upload one of the following for each contracted payment: Check Register, Copy of Check Issued, Cancelled Check or Credit Card Statement


Upload Proof of Payment:



▼ Proof of Payment for In-Kind Labor

(If applicable) Upload copies of the following: Signed Timesheets, Signed List of Employees, Hours Worked

Upload Proof of In-Kind:



Step 12: Navigate to the **Certification** tab and input the following details

2022-8899 ()

Grant > Activity


- GENERAL
- SUPPORTING DOCUMENTATION
- PROJECTS
- CERTIFICATION**
- ACTIVITY SUMMARY
- ACTIVITY COMMENTS

I certify to the best of my knowledge and belief that the data above is correct, all expenditures were made in accordance with the contract condition, and payment is due and has not been previously requested

* Name

* Title

* Date Signed

Reimbursement Activity Demo



Step 13: When you finish certification and have completed all the mandatory fields and uploads you may press **Submit** to submit your reimbursement.

GENERAL SUPPORTING DOCUMENTATION PROJECTS **CERTIFICATION** ACTIVITY SUMMARY ACTIVITY COMMENTS

I certify to the best of my knowledge and belief that the data above is correct, all expenditures were made in accordance with the contract condition, and payment is due and has not been previously

* Name
Subrecipient

* Title
Subrecipient

* Date Signed
02/17/2023

[← BACK](#)

[Save Draft](#) [✔ Submit](#)



Reimbursement Activity Demo



Step 14: If you have any comments while you are going through the process, navigate to the **Activity Comments** tab. Click the (+) button and enter the details for your comment or question then press the **Send Comment/Question to TDEC**.

GENERAL SUPPORTING DOCUMENTATION PROJECTS CERTIFICATION ACTIVITY SUMMARY **ACTIVITY COMMENTS**

Activity Comments:

If TDEC staff have entered comments regarding this activity, they will appear below.

Questions/Comment/Response

1. Click the "+" button below to enter your comments and questions to TDEC Staff.
2. Once you have entered your information, **click the "Save Draft" or "Save" button.**

NOTE: If you do not click the "Save Draft" or "Save" button, your comment will not be saved.

3. Click the "Send Comment/Question to TDEC".

TDEC Staff will review and respond through the same process. You will receive an email notification when a response has been entered.

NOTE: YOU MUST CLICK SAVE BEFORE SENDING YOUR COMMENTS TO TDEC STAFF OR YOUR COMMENT WILL NOT BE SAVED.

Date	Grantee/TDEC Staff	Select Type	Name	Comment/Question/Response
<input type="text" value="2/17/23"/>	<input type="text" value="Grantee"/> ▾	<input type="text" value="Comment"/> ▾	<input type="text" value="Subrecipient"/>	<input type="text" value="How do you submit a comment?"/>

+

Relevant File(s)

Send Comment/Question to TDEC ←





Wrap-Up



Key Deliverable Summary

Complete Procurement Packages Include:

- Existing procurement policy
- RFP/RFB package issued
- Documentation related to RFP/RFB posting
- Independent Cost Estimate
- Cost/Price Analysis
- Evaluation Criteria
- Evaluation and scoring records
- Contractor Sam.gov registration and debarment status documentation
- Copies of responses to the RFP/RFB
- Contract with pricing information
- Addenda/extensions issued
- Copies of correspondence with bidder
- Recommendation to award memo
- Other applicable supporting documents

Relevant Reimbursement Requests Include:

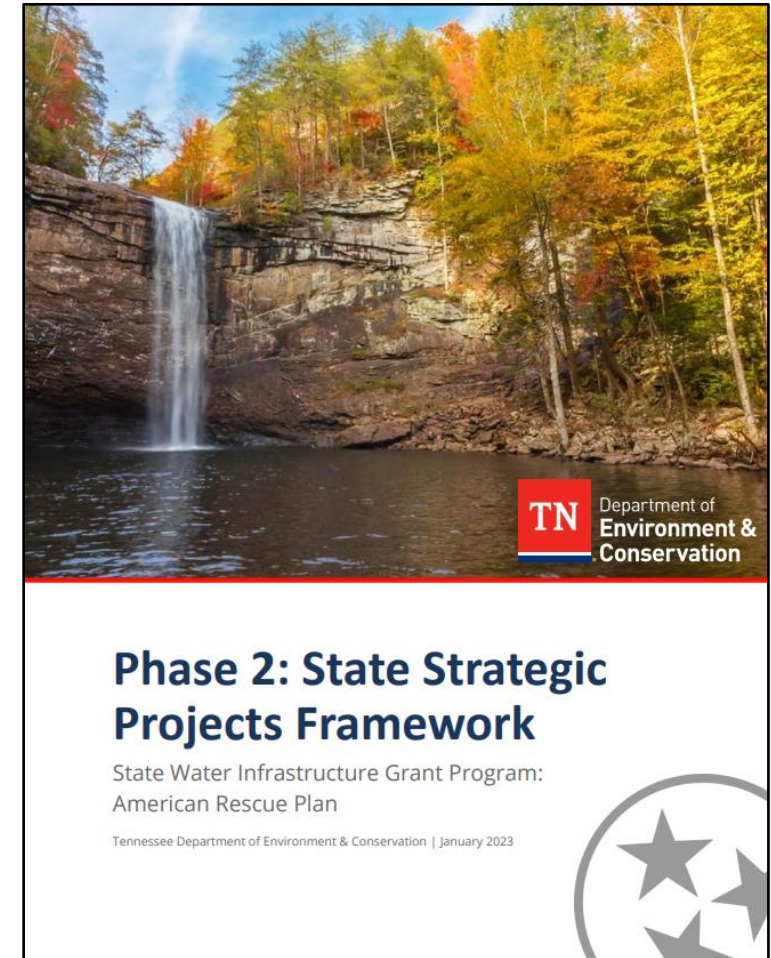
- Purchase Orders
- Change Orders
- Contractor Invoices and support
- Proof of Payment
- GMS Reimbursement Invoice
- Payroll documentation, if claiming staff administration

General Deliverables Include:

- Grant Agreement Contract
- Asset Management Plans
- Project Award Type Information: Investigation and Planning; Investigation, Planning, and Design; Planning, Design, and Construction; Construction Only
- Preliminary Engineering Reports (PERs) or Facilities Plans (FPs)
- Water Loss Control Plans
- Infiltration and Inflow (I/I) Reduction and Elimination Plan
- Aging Infrastructure Replacement or Demand Plan

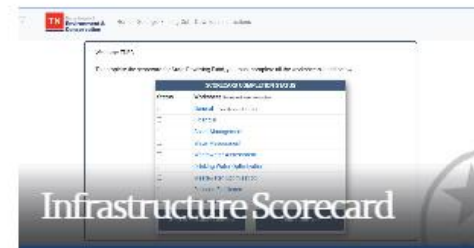
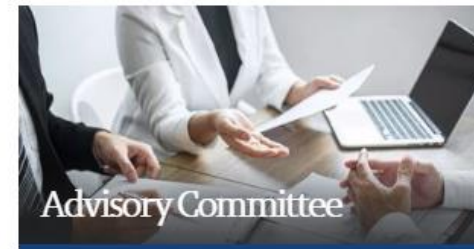
Competitive Grant Program Updates

- TDEC is excited to announce the [framework](#) for Phase II under our American Rescue Plan spending – State Strategic Projects – is available now!
- TDEC is allocating \$200 million in **competitive grant funds** to support community water infrastructure projects with a focus on three priority areas:
 - Regionalization
 - Water Reuse
 - Resource Protection
- The competitive grant manuals are anticipated to be released in March 2023
- Funding will be awarded based on the merits of the applications while also considering diversity of project types, applicants, and geographic distribution



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:
 - Asset Management Plan (AMP) Guide
 - Workshop and Webinar Materials
 - TDEC Guidance & Tutorials



Thank You For Your Time

- Thank you for attending today's workshop!
- Please take 5 minutes to complete the [feedback form](#).
- Your feedback helps us to plan for additional workshops and provide you with the most relevant resources and information.
- Contact our team with any specific questions at TDEC.ARP@tn.gov



<https://forms.office.com/g/qFNyDFVYm3>



Appendix

Key Procurement Definitions



- **MWBE:** Efforts to engage MWBE contractors must be taken and must be included in any public posting
- **Independent Cost Estimate:** Grantees should prepare a cost estimate of what they think the goods/services will cost before receiving bids to be able to assess the reasonableness of the proposals received
- **Evaluation Criteria:** Grantees must have a formal set of criteria in place to systematically score the proposals received
- **Debarment check (SAM.gov):** A debarment check of the selected contractor must be performed
- **Contract with pricing information:** The agreement between the vendor and the grantee
- **Addenda & Extensions:** Amended or extended RFP/RFBs should be properly communicated to potential bidders. This is often done by publishing an addendum to the RFP/RFP, which is part of the procurement package

- Cost reasonableness must be supported per **2 CFR Part 200.324**
- Demonstrating cost reasonableness is required and can be accomplished by comparing the ***application project cost estimate*** against ***bids received***
 - This provides an "apples-to-apples" comparison of the work required and ensures cost reasonableness
- **Analyses of bid proposals can be done using either Cost or Price Analysis**
 - Bids or proposals can be evaluated for cost reasonableness using either a cost or price analysis
 - The scope of the contract should determine whether to use a cost or price analysis (e.g., Professional Services vs. Equipment & Construction)
 - Bids or proposals costs within 15% of the estimate are considered cost reasonable and may move forward to award

Relevant Administrative Document Definitions

Existing Procurement Policies	Procurement already has in place for conducting its procurements of goods and services under normal and/or emergency circumstances
RFP/RFB Package Issued	Request for Proposal (RFP)/Request for Bid (RFB) and associated documents; when an entity needs to procure goods/services, an RFP/RFB solicits the goods/services
Documentation regarding the posting of the RFP/RFB	For the procurement to be fair and open, the RFP/RFB must be made available to an adequate number of bidders. (e.g., post the RFP/RFB on the agency's website or in a newspaper)
Independent Cost Estimate	Grantees should prepare a cost estimate of the costs of goods/services before they receive the bids from the vendors to be able to assess the reasonableness of the proposals received
Evaluation Criteria	Grantees must have a formal set of criteria in place to systematically score proposals received
Copies of responses to the RFP/RFB	It is helpful to see all the proposals submitted by the respondent vendors
Contract with pricing information	The contract between the vendor and the subrecipient
Addenda/extensions issued	When RFP/RFBs are adjusted or additional information provided to potential bidders, addendums are often required to be posted/issued
Copies of correspondence with bidder	Copies the grantee's communication with the bidders, i.e., Q&As, any communication regarding pricing and terms, and any best and final offers (BAFO) requested

Contract Provisions (2 CFR Part 200.327 Appendix II)

Administrative, contractual, or legal remedies	<ul style="list-style-type: none">• Contracts for more than the Simplified Acquisition Threshold
Termination for Cause and Convenience	<ul style="list-style-type: none">• Contracts over \$10,000
Davis Bacon Act*	<ul style="list-style-type: none">• All individual projects under contracts that utilize at least \$10,000,000 of ARP funding
Copeland "Anti-Kickback"	<ul style="list-style-type: none">• Must be included in contracts subject to the Davis-Bacon Act
Contract Work Hours and Safety Standards Act	<ul style="list-style-type: none">• Contracts awarded over \$100,000 involving the employment of mechanics or laborers
Clean Air Act and the Federal Water Pollution Control Act	<ul style="list-style-type: none">• All contracts
Debarment and Suspension	<ul style="list-style-type: none">• All contracts
Compliance with Federal Law, Regulations, and Executive Orders	<ul style="list-style-type: none">• All contracts



** ARP legislation states that Davis-Bacon applies for contracts greater than \$10,000,000. The guidance also states that although you do not have a Davis-Bacon clause in contracts funded by ARP for less than \$10M, if you combine ARP funds with other federal funds on prime construction contracts above \$2,000, Davis-Bacon may be triggered if the rule is applicable for that source of funding.*