



TN

Department of
**Environment &
Conservation**

TDEC ARP Frequently Asked Questions (FAQs)

State Water Infrastructure Grant

Program: American Rescue Plan

Tennessee Department of Environment & Conservation | June 2026



Program Timeline & Planning:

Question	Answer	Reference
When should my total project be completed?	All project costs must be incurred by September 30, 2026. Plan ahead to allow time for administrative activities. Total project completion includes final site inspection and project closeout. Projects are considered complete after: • deliverables have been submitted and approved • final site inspections are complete • the closeout activity for the project is complete in the grants management system (GMS)	Implementation Guide
When should the construction phase of my project be completed?	Construction is expected to be completed by July 31, 2026, to allow adequate time for the completion of project closeout.	N/A
When should administrative activities be completed?	Grantees must submit any final cost documentation including request for reimbursement within 30 days of the grant contract end date. Closeout should commence immediately after the final reimbursement, deliverables and site inspections.	Implementation Guide
What should I focus on right now to stay on track?	Focus on fully utilizing grant budget, construction completion, submitting reimbursements, submitting deliverables, completing site inspections and resolving any outstanding requests for information (RFIs).	Implementation Guide



What should I do if I'm concerned about my project timeline or not completing my project?	If there are concerns around project timeline, please reach out to the ARP program team or the ARP mailbox (tdec.arp@tn.gov) as soon as possible to discuss options.	N/A
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Reimbursements:

Question	Answer	Reference
Why is my request for reimbursement ("RFR") taking a long time?	Delays are often caused by missing documentation, incomplete submissions, or inconsistencies in project details. Check with the grant administrator for details on timelines and missing information.	Reimbursement Quick Reference Guide
What do I need before submitting a reimbursement?	Grantees must first have an approved procurement. When submitting a request for reimbursement, you must include complete supporting documentation, including proof of payment for the prior RFR and required project information.	Reimbursement Quick Reference Guide
When is proof of payment required and what documentation is acceptable?	The first RFR will not need to include the associated proof of payment documentation. The second RFR will require proof of payment for the first RFR. Each subsequent RFR should follow this process. Acceptable documentation includes cleared checks including both front and back showing endorsement, or alternate supporting documentation indicating the check or wire transfer has cleared (i.e., Bank Statement).	Reimbursement Quick Reference Guide



How can I avoid reimbursement rejections or requests for information?	Review requirements carefully and ensure all documents are accurate and complete before submitting in GMS.	GMS User Guide
What documentation is required to have retainage/escrow reimbursed?	Below is the required documentation for retainage/escrow: <u>First Request:</u> Either an escrow statement or an escrow agreement is required to substantiate the existence of an escrow account. <i>Note: 1) Should include the account number, institution and balance and 2) Retainage is not required to be deposited at the time of the first request.</i> <u>Subsequent Requests:</u> Either an escrow statement or an endorsed (front and back) cancelled check is required to confirm proof of deposit into the account. <u>Final Request:</u> Either an escrow statement or an endorsed (front and back) cancelled check is required to confirm all retainage was released to the contractor.	Reimbursement Quick Reference Guide
How often can I submit a request for reimbursement?	Grantees can only request reimbursements once per 30 days. For example, if a reimbursement was submitted on 5/15, grantees can submit the subsequent reimbursement 30 days after 5/15 on 6/14.	Reimbursement Quick Reference Guide
What do we need for the final reimbursement?	Submit all final costs with documentation. Ensure all invoices are submitted and full supporting documentation—including proof of payment (e.g., cleared checks or bank statements) is provided. Complete all contract requirements: Confirm all change orders, retainage/escrow (if applicable), and required deliverables are	Reimbursement Quick Reference Guide/Deliverables Quick Reference Guidance



	submitted and approved. Provide lien waiver/consent of surety and other documentation upon the completion of construction projects in GMS.	
Do I need an active UEI/SAM.GOV registration?	Yes, an active SAM.GOV registration also known as UEI number is required to receive Federal funding.	SLFRF Final Rule FAQ

Procurement:

Question	Answer	Reference
Should I submit my change order for review?	Change orders should be submitted to the ARP program team if it affects the grant budget, the scope of the approved project or the approved project timeline. Otherwise change orders should be retained with the project records for a minimum of 3 years as required by federal regulations.	N/A

Modifications:

Question	Answer	Reference
How do we initiate a request for a modification or budget amendment?	Grantees can submit a modification intake form to their assigned pod lead or directly to the ARP inbox at tdec.arp@tn.gov . The request will then be forwarded to the modification team.	



Examples of allowable modifications.	• Moving less than 20% between budget line-item categories (e.g., PFGA to Capital Purchases) • Moving costs between projects but within the same budget line-item category (e.g., DW-PDC-1 PFGA to DW-PDC-2 PFGA) • Scope reductions that do not change the purpose of the project and do not impact addressing required critical needs identified in the infrastructure scorecard. Please note no other modifications will be acceptable at this time.	
What happens after a modification request is submitted?	A programmatic, technical, and financial review will be conducted with TDEC for the requested changes. If additional information is needed, you will be contacted.	
How long does the modification and amendment process take	Depending on the type of request and the levels of review and approval required, the process can take up to 2 weeks for a simple modification and up to 6 weeks, or longer if the request requires a contract amendment.	

Closeout:

Question	Answer	Reference
When am I ready for project closeout?	A project is ready for closeout when work is completed, procurements have been approved, reimbursements have been paid, all associated deliverables have been approved, and all site inspections have been completed.	
What is the difference between project	Project closeout is specific to a project such as DW-PDC-1 or SW-PDC-2 and is a separate activity from grant	



closeout and grant closeout?	closeout. Multiple project closeouts may be required. Grant closeout is for the entire grant and is only completed once per award.	
What is required to close out my grant?	To proceed with grant closeout, all project close outs must be submitted and approved.	
How do I find my grant disbursement reconciliation report?	Once the grant is 100% paid out, the draft grant disbursement reconciliation report will be uploaded to current documents. If you are unable to locate the report or have questions about the report, contact tdec.arp@tn.gov	
What other documents are required during grant closeout?	During grant closeout, grantees will be required to submit a signed grant disbursement reconciliation report and a closeout confirmation letter on town letterhead signed by the mayor or alternative legally authorized representative.	

Support & Resources:

Question	Answer	Reference
Where can I go if I have questions?	You can contact the ARP program team, contact the ARP mailbox and tdec.arp@tn.gov or attend monthly town halls for additional guidance.	ARP Website – Contact / Engagement Page
Where can I find resources on grant implementation and close out?	ARP Website – Resource Library	ARP Website – Resource Library

