Asset Management Plan Frequently Asked Questions (FAQs)

State Water Infrastructure Grant Program:
American Rescue Plan

Tennessee Department of Environment & Conservation | Updated March 2024

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Submission

1. **Do I need to submit an Asset Management Plan (AMP) if I don't have an AMP project?**

Grantees must submit an AMP if they have an AMP identified as a critical need requirement on their [Tennessee Infrastructure Scorecard](#) submitted with their application. If a Grantee does not have an AMP as a critical need requirement, they are only required to submit an AMP Certification Form.

2. **What will I submit to verify a comprehensive AMP?**

Three categories of Grantees will submit for verification of a comprehensive AMP:

- If a Grantee does not have an AMP as a critical need requirement, the AMP **Certification Form must be submitted** for approval.
- If a Grantee is using grant funding other than through the TDEC American Rescue Plan (ARP) program to develop an AMP to meet their critical need requirement:
  - An **AMP and TDEC approval letter must be submitted** if State Revolving Fund (SRF) or alternative State Water Infrastructure Grant (SWIG) funding is used to complete the AMP.
  - An **AMP must be submitted** for approval if other funding (non-SRF or non-SWIG) is used to complete the AMP.
- If a Grantee uses TDEC ARP grant funding to develop an AMP to meet their critical need requirement, **an AMP must be submitted** for review and approval.
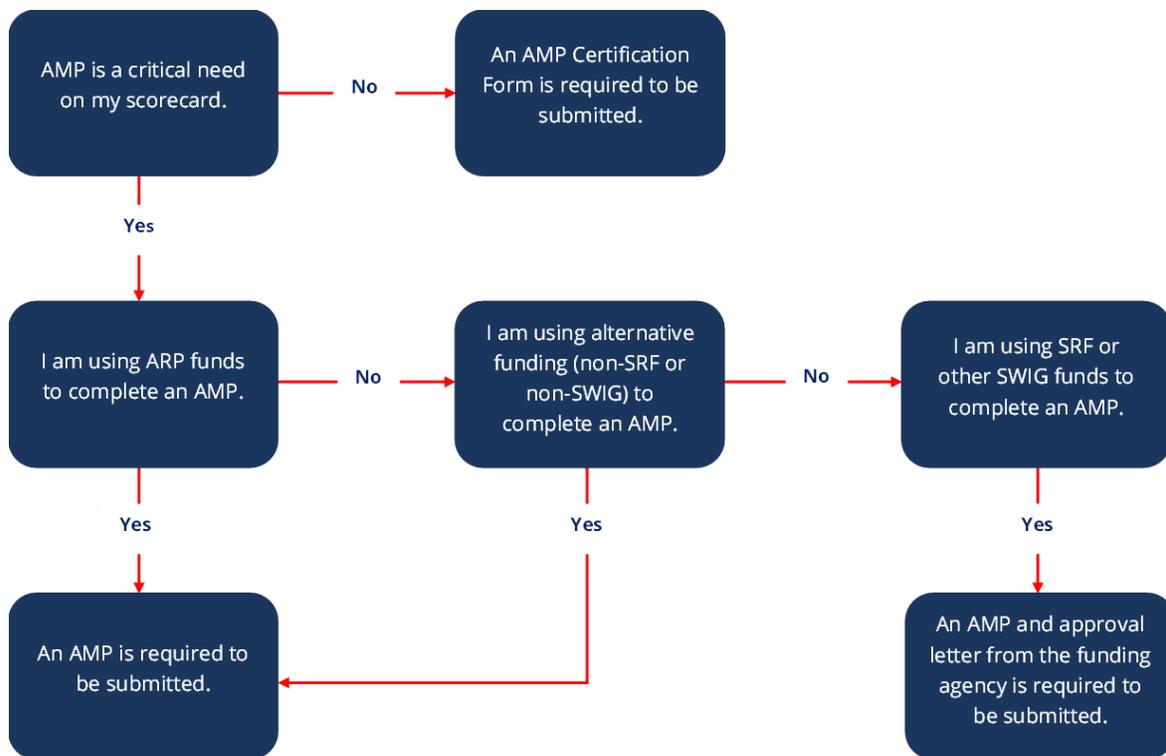
Figure 1 AMP Submission Need Flow Chart

3. Which program do I submit my AMP to for review and approval?

A Grantee's AMP will not require two separate approval processes. AMPs will be reviewed by the group funding AMP activities.

- If ARP funds are being utilized to develop an AMP, the AMP must be submitted to the ARP team for approval.
- If SRF funds are being used to develop an AMP, the AMP must be submitted to SRF for approval through the respective program.
- If SWIG funds are utilized to develop an AMP, the AMP must be submitted to SWIG for approval through the respective grant program.

All TDEC programs (ARP, SWIG, and SRF) will use the same checklist for approving AMPs.

Once the relevant group approves the AMP, the Grantee should request an approval letter for their AMP. The approved AMP approval letter must be submitted in the [Grant Management System (GMS)](#) when verifying a comprehensive AMP for ARP.

4. Where do I submit my AMP documentation (AMP, AMP Certification Form, AMP approval letter) for an ARP grant?

Grantees will need to submit documentation under the Deliverables section of the application in GMS. This applies to submission of an AMP, AMP Certification Form, or AMP approval letter.

5. Does the AMP need to be submitted before any project approval?

No. The deadline to submit the AMP, AMP Certification Form, or AMP approval letter is September 30, 2026. Delaying AMP submission will not delay any projects. However, only 90% of the available reimbursement may be accessible until the AMP is approved.

6. Can I submit my AMP before project completion?

A Grantee may submit their AMP at any time. TDEC encourages Grantees to submit their AMP as soon as it is ready for review. Submitting before project completion can allow a Grantee more time before the September 30, 2026 deadline to address revisions if requested.

Certification

7. What is the AMP Certification Form?

The AMP Certification Form is a completed form provided by the Grantee certifying the AMP meets or exceeds all elements of the AMP standard template located on page 30 of the [AMP Guide.](#) The form must be signed and dated by the Grantee's authorized representative. An AMP Certification Form is required for Grantees that do not have an AMP as a critical need identified through their Tennessee Infrastructure Scorecard results.

8. **If I am submitting an AMP Certification Form, am I also required to submit my AMP?**

In most cases, yes. However, if a Grantee does not have AMP as a critical need requirement, they must only submit AMP Certification Form.

Requirements

9. **What are the minimum requirements for an AMP?**

The minimum requirements for an AMP are outlined in the AMP Guide. If an existing AMP is in a different format than the guidance, it may be acceptable if it covers all the required information. Please consult with TDEC by emailing TDEC.ARP@tn.gov to confirm that the existing AMP meets the minimum requirements for the TDEC ARP program.

10. **Is there a checklist I can use to determine if my AMP will meet the minimum requirements?**

Yes, the Grantee may utilize the [AMP Minimum Requirements Checklist](#) to assist with determining if their plan will potentially meet or exceed all elements needed in an AMP. Additionally, Grantees should refer to the section 'Using this Guide and Template' on page 5 of the [AMP Guide](#) for direction on how to use the guidance to develop an AMP. *(Disclaimer: Personal certification cannot be used in place of final approval through ARP).*

11. **When must I meet the AMP minimum requirements?**

A complete AMP that meets the minimum scorecard requirements must be completed and submitted through GMS by September 30, 2026.

Other

12. **Does an AMP need to be completed for each water infrastructure system included in the application?**

Yes, the Grantee must verify a complete and comprehensive AMP for each water infrastructure system in the proposal based on the schedule in the approved application. Please review the AMP Guide for additional information. If an existing AMP is in a different format than the guidance, it may be acceptable if it covers all the required information. Please consult with TDEC by emailing TDEC.ARP@tn.gov to confirm the existing AMP meets the minimum requirements for the TDEC ARP program.

13. What should I do if my AMP is delayed or becomes underbudgeted?

Entities should inform TDEC at TDEC.ARP@tn.gov well in advance of a serious delay in the completion of their AMP. Grantees may be required to return any used funding for the project if the AMP is funded through ARP.

The Tennessee Association of Utility Districts (TAUD) will be hosting workshops to assist entities with meeting ARP deadlines. Please refer to the Asset Management Plan Grant website for future engagement opportunities.

14. My utility cannot afford a GIS license. What other options are there for an AMP?

There is a wide range of digital mapping products, ranging from free, open-source software that works well for small systems to more costly and powerful enterprise products.

Examples of a few free, open-source digital mapping software products include Diamond Maps and QGIS. Many alternative products are equivalent to the software mentioned above. It is recommended that utilities research software options to select the best product that will suit the system's needs.