

Site Inspection Quick Reference Guide

Updated 12.09.24

TDEC (or their consultants) will conduct site inspections for ongoing projects covered in proposals as part of a routine monitoring protocol. Site inspections include visiting the office of the Grantee or project site location for each active project under construction. Site inspections ensure performance goals are being achieved and construction projects comply with state and federal statutes, regulations, and the terms and conditions of the grant contract. Site inspections occur once the work begins and are conducted through grant closeout.

**Note: This guidance applies to non-competitive and competitive grants unless otherwise noted.*

Requirements

- ✓ Site inspections are required for all construction-only projects and planning, design, and construction projects receiving ARP grant funds for construction activities.
- ✓ Site inspections are expected to last the lesser of 4 hours or the time required to inspect 10% of total project scope. The number of required site inspections was determined using project scope, project complexity, risk assessment findings, and grant funds involved. A project closeout inspection will fulfill the site inspection requirements for projects already completed.
- ✓ The number of required site inspections for each project can be viewed at the bottom of the Manage Projects tab in the grant management system (GMS).
- ✓ Grantees can request one site inspection for each site inspection point in (GMS). Each project may have a maximum of three site inspections as part of the monitoring and performance requirements. Site inspection points are as follows:
 - Project start (20-30% project progress)
 - Initiation of operations (75-90% project progress)
 - Project closeout (construction completion)
- ✓ The site inspection requests must be part of an approved project in an executed grant contract.

- ✓ Final closeout inspections for all projects with construction must be requested at 60 days (August 1, 2026) before the contract end date, September 30, 2026.
- ✓ Inspections must occur during the eligible performance period (on or after March 3, 2021, through September 30, 2026).

Timing

- ✓ Based on the required site inspection points listed in GMS, site inspections should be requested as projects approach the following milestones:
 - Project start (20-30% project progress)
 - Initiation of operations (75-90% project progress)
 - Project closeout (construction completion)

Process

- ✓ Grantees will initiate site inspection requests in GMS using the site inspection activity located at the bottom of the grant application's Manage Projects tab.
- ✓ In the site inspection activity, grantees will provide the preferred date of the site inspection, the project manager's contact information, and the location of the inspection. Grantees should also include the ARAP or NPDES General Construction permit numbers (if applicable).
- ✓ After submitting the inspection request, grantees will upload the overall project site plan, project schedule, the project's longitude and latitude, and a recent progress report.
- ✓ After receiving the inspection request, a SWIG inspector will contact grantees to confirm the inspection date, attendees, and logistics and request any additional documentation inspectors may need within five business days.
- ✓ SWIG inspectors will then review the project scope per GMS and provide documentation before confirming with the project manager the time of the site visit, meeting location, and an alternative contact if the project manager is not available on that day.
- ✓ On the inspection day, inspectors will walk the site considering the evaluation criteria outlined below.

Evaluation Criteria

- ✓ Site inspections are performed as part of the grant monitoring protocol to confirm the following:
 - Observed construction activities align with the approved contractual scope of the project.

- Grantee progress reports match the work observed during the site inspection.
 - Completed or in-progress activities align with the project milestones defined in the project contract.
 - Grantee contractors have the documentation and processes in place to fulfill the proposed scope of work.
 - Required signage is present at the construction site.
- ✓ Required signage for ARP projects include:
- Comptroller's Waste, Fraud, and Abuse Hotline Notice
 - Davis-Bacon wage decision OR Project Wage Rate Sheet (project totals equal to or greater than \$10,000,000)
 - Notice to All Employees (WH1321)
 - SWIG project sign
- ✓ Required documentation for ARP projects includes:
- Approved set of plans
 - ARAP permit (if applicable)
 - NPDES Construction General permit Notice of Coverage (if applicable)
 - Daily log
 - Approved shop drawings
 - Red-lined drawings (if applicable)
 - Materials testing results (if applicable)
 - Photo documentation

Evaluation Outcomes

- ✓ If no deficiencies are noted during the inspection, inspectors will sign off and document the inspection in GMS.
- ✓ If deficiencies are noted during the inspection, a summary of concerns will be shared with the project manager and grant administrator via email and the site inspection activity in GMS. A site inspection corrective action plan may be required. Project reimbursement requests will be withheld until an approved corrective action plan is received. Action plans should be uploaded to the site inspection activity in GMS. Please notify the inspector via email when the plan is ready for SWIG review.

Additional Resources

- ✓ [Implementation Guide](#): The Implementation Guide details contract, state, and federal requirements for grantees to ensure compliance when executing projects using ARP grant funding. Grantees should also review this guidance for information on monitoring and risk assessments the state will conduct for each awardee.

- ✓ [GMS User Guide](#): The GMS User Guide includes submittal guidance and step-by-step instructions on procurement, reimbursement, deliverables, and site inspections, as well as links to additional implementation resources.

For additional support and general questions, please get in touch with us at tdec.arp@tn.gov.

For complex or urgent questions, please get in touch with Christi Telepak at ARPSiteInspections@cecinc.com and Chris Marlow at christopher.s.marlow@tn.gov.