



TDEC ARP Grant Town Hall Series 2025

October 28, 2025

Agenda

- Welcome
- Grant Program Updates – Grantee Spotlights
- Milestone Reminders
- Site Inspections
- Reimbursement Best Practices
- Upcoming Focused Training Workshops
- Grantee Survey Results
- Q&A, Resources, & Wrap-up

Meet the Presenters



Vena Jones, PG
Manager, State Revolving
Fund & State Water
Infrastructure Grants



**Tiffany Heard, SSR
Consultant**
Reimbursement Best Practices

Briann Jones-Baptiste, EY
Facilitator



Sarah Lawrence, EY
Reimbursement
Q&A: Reimbursement



**Christi Telepak, Civil &
Environnemental Consultants, Inc.**
Site Inspections
Q&A: Site Inspections



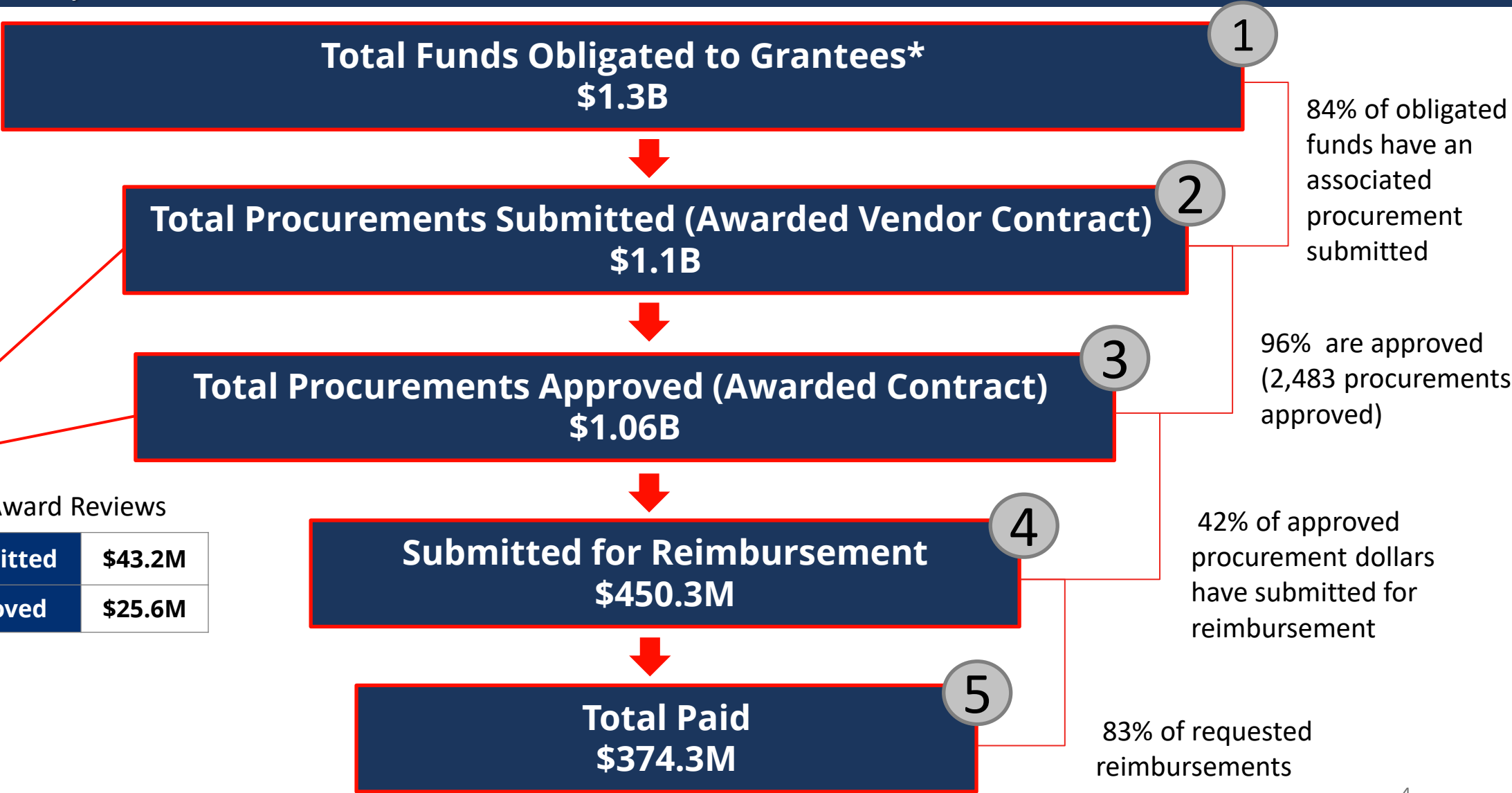
Cameron Ketchum, EY
Upcoming Focused Training
Workshops
Q&A: Deliverables



Thea Winston, EY
Q&A: Procurement

Current Fund ARP Grants Distribution Status

as of October 27, 2025



Optional Pre-Award Reviews

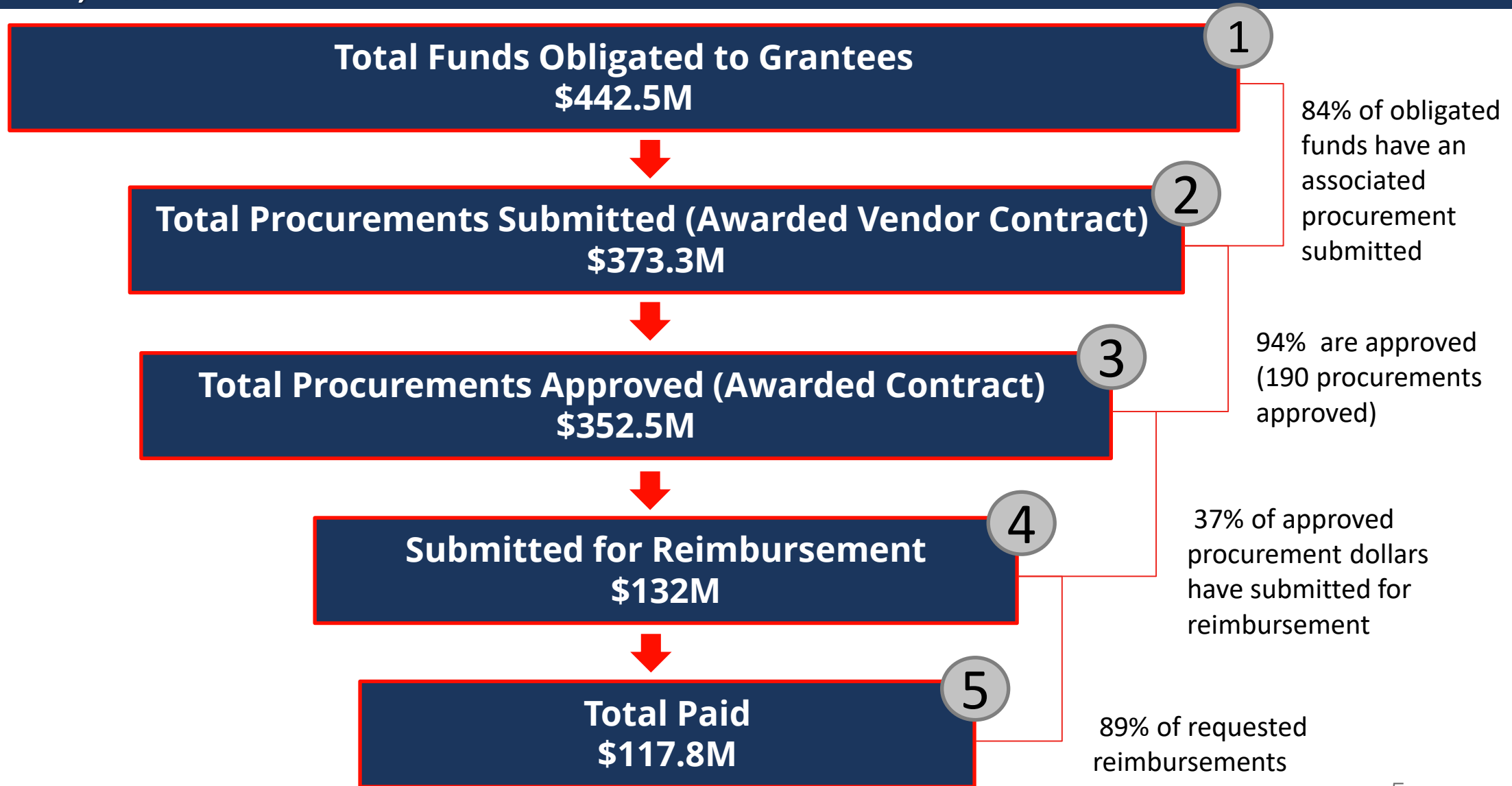
Pre-Award Submitted	\$43.2M
Pre-Award Approved	\$25.6M



**Does not include administrative expenses.*

Top 20 Grantees-Current Fund ARP Grants Distribution Status

as of October 27, 2025



Procurement Status Update

as of October 27, 2025

**2483 Approved
Procurements***

**392 Grants
1452 Projects**

**Engineering
Procurements**

1033

**Construction
Procurements**

1142

**Professional
Services
Procurements**

308



*Inclusive of grant administrative contracts

Reimbursement Status Update

as of October 27, 2025

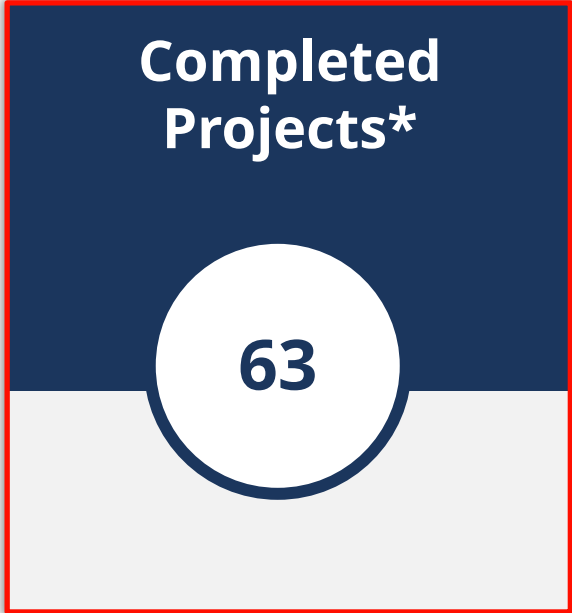


Total reimbursements requested: \$450,278,642

Total reimbursements paid: \$387,340,183

Project Closeout Status

as of October 27, 2025



Total project funding: \$1,305,497,884.31

Total completed project funding: \$44,709,154.56

Total completed grants: 7



*Inclusive of grant admin, engineering, and construction projects

Time Remaining to Complete Projects

as of October 27, 2025

1

**Month Remaining to
Schedule Initial Site
Inspection – Nov. 30, 2025**

1.5

**Months Remaining to Submit
any Procurement updates –
Dec. 15, 2025**

11

**Months Remaining to
Complete Projects – Sep. 30,
2026**



Milestones Reminders

Milestones and Time Remaining to Complete

as of October 28, 2025

ALL Grantees		
<u>August 30, 2025</u> Construction Start Requirement	<u>November 30, 2025</u> Initial Site Inspection Scheduled	<u>December 15, 2025</u> Remaining Procurement Requirement
Past Due	Due in 1 month	Due in 1.5 months

Milestone 5 Progress (Plans and Specs Submitted)

as of October 27, 2025

Milestone 5 Status: As of today, there are numerous revision requests from ESU and SWIG related to plans and specifications submitted for this milestone. **Please address revision requests in a timely manner to avoid loss of funding.**

Tracking Revisions: If submitted to SWIG, please review GMS for any revision requests. If submitted to ESU, please review MyTDECforms for any revision requests.

Questions: If you have specific questions related to your grant, please reach out to your EY point of contact or TDEC.ARP@tn.gov.



Milestone 6: August 30, 2025 & November 30, 2025

Construction Start Requirement and Site Inspection Scheduled

ALL GRANTEES

- **Construction activity must start for** all projects that include construction.
- **Meeting Milestone 6**
 - In order for Grantees to meet this milestone, projects must have received an approved capital purchase contractor procurement. To verify construction starts, each construction project must have an initial site inspection scheduled by November 30, 2025.
- **Tracking**
 - TDEC will monitor the status of procurement activities for capital purchase vendor contracts and site inspections in GMS to track progress at the project level. **Grantees who are not on track for Milestone 6 are at risk of having funds rescinded.**
- **Exceptions**
 - Considered on case-by-case basis (small-scale replacements, minor rehab, etc.).

Milestone 7: December 15, 2025

Remaining Procurement Requirement

ALL GRANTEES

- ALL projects **must submit any remaining procurements.** Grantees should request reimbursements for approved procurements where costs have been incurred. This milestone applies to all project types, including Asset Management Plans.
- **Meeting Milestone 7**
 - In order for Grantees to meet this milestone, all procurements must be completed and awarded contracts for services or construction will need to be submitted in earnest no later than December 2025.
- **Tracking**
 - TDEC will monitor the status of projects in GMS including procurement documentation, as well as project starts, as indicated in Milestone 6 with initial site inspections
- **Exceptions**
 - No exceptions unless in extreme cases.



Site Inspections

- Site inspections are required for all **projects** receiving ARP grant funds for **construction** activities. To verify construction starts, each construction project must have an initial site inspection **scheduled by November 30, 2025.**
- Grantees can initiate a site inspection requests in GMS using the site inspection activity at the bottom of the grant application's Manage Projects tab **OR** by emailing ARPSiteInspection@cecinc.com for assistance.
- For assistance with site inspection related questions, please contact Christi Telepak at ARPSiteInspections@cecinc.com or (404) 219-9374. CEC will be happy to assist in requesting and scheduling your site inspections.

- Once a request has been initiated, CEC will send you the ARP Site Inspection Scheduling form, containing the additional information required for CEC to complete the scheduling process and confirm your site inspection.
- Grantees will need the following to schedule an inspection:
 - Project ID
 - Project Schedule and preferred date of inspection
 - Contact information (name, email, and phone number) for all required site inspection participants
 - ARAP or NPDES General Construction permit numbers (if applicable)
 - Confirmation that all required signage is in place
- **Failure to promptly return the form or respond to information requests within 10 business days will result in your request being returned to draft status.**

Site Inspection Evaluation Criteria

Evaluation Criteria

1. Observed construction activities align with the approved contractual scope of the project
2. Grantee progress reports match the work observed during the site inspection
3. Completed or in-progress activities align with the project milestones defined in the project contract
4. Grantee contractors have the documentation and processes in place to fulfill the proposed scope of work
5. Required signage is present at the construction site

Required Signage for Inspections

- Comptroller's Waste, Fraud, and Abuse Hotline Notice
- Project Wage Rate Sheet
- Davis-Bacon wage decision (if applicable, >\$10M)
- Notice to All Employees (WH1321)
- SWIG project sign

Required Documentation for Inspections

- Approved set of plans
- ARAP permit (if applicable)
- Construction General permit Notice of Coverage (if applicable)
- Daily log
- Approved shop drawings
- Red-lined drawings (if applicable)
- Materials testing results (if applicable)

Common Inspection Issues

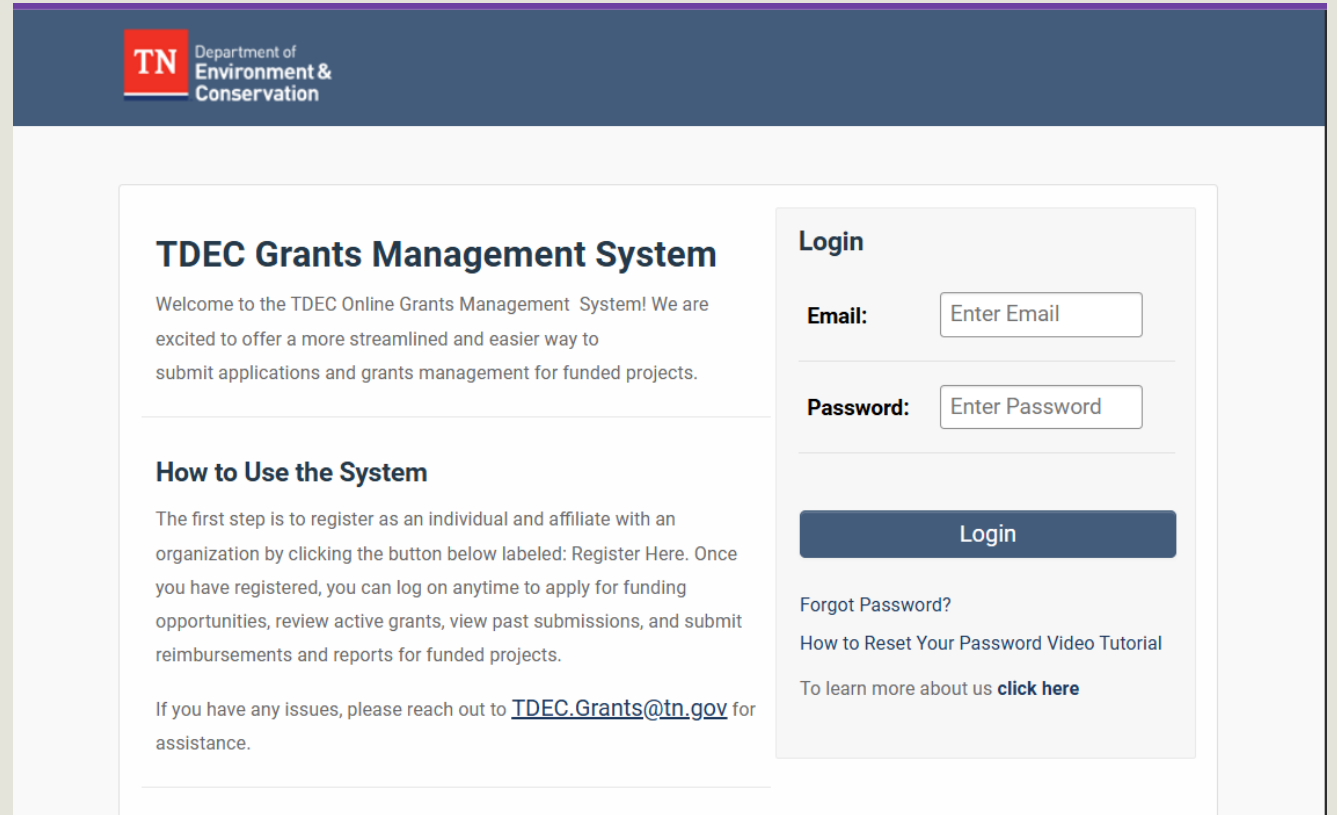
Issue	Impact	Solution
Grantees request inspections in GMS, and do not respond to inquiries	Failure to respond to inquiries within 10 business days will result in your site inspection request being returned to draft status	Promptly complete and return the ARP Site Inspection Scheduling Form or contact ARPSiteInspections@cecinc.com for assistance
Inspection attendees do not respond to requests to select/confirm date and time for inspection	Failure to respond to inquiries within 10 business days will result in your site inspection request being returned to draft status	Stress the importance of timely responses to engineers, contractors, utility districts, etc., to avoid delays in the process
Inspection attendees do not show up for site inspection or are unprepared	The site inspection cannot be completed. Missing items must be sent to ARPSiteInspections@cecinc.com to be added to the site inspection	Confirm with on-site representative that all required drawings, specs, permits, and signage are in place at time of inspection
SWIG signage is incorrect or not present	SWIG signage requirements are found in Appendix B of the ARP Implementation Guide	Signage will need to be posted and photographed weekly for 30 days before the inspection is considered complete



Reimbursement Best Practices

Reimbursements

- Invoices from approved procurements
- Funds are received by requesting grantee
- Requests can only be submitted once a month



The screenshot displays the TDEC Grants Management System login interface. At the top, the TN Department of Environment & Conservation logo is visible. The main content area is divided into two columns. The left column contains the system title, a welcome message, a 'How to Use the System' section with instructions on registration and login, and contact information for assistance. The right column features a 'Login' section with input fields for email and password, a login button, and links for password recovery and a video tutorial.

TN Department of Environment & Conservation

TDEC Grants Management System

Welcome to the TDEC Online Grants Management System! We are excited to offer a more streamlined and easier way to submit applications and grants management for funded projects.

How to Use the System

The first step is to register as an individual and affiliate with an organization by clicking the button below labeled: Register Here. Once you have registered, you can log on anytime to apply for funding opportunities, review active grants, view past submissions, and submit reimbursements and reports for funded projects.

If you have any issues, please reach out to TDEC.Grants@tn.gov for assistance.

Login

Email:

Password:

Login

[Forgot Password?](#)
[How to Reset Your Password Video Tutorial](#)
To learn more about us [click here](#)

Reimbursements - EXPENDITURE FORM

	A	B	C
1	GENERAL INFORMATION		
2			
3	PROJECT INFO		
4		Utility Name:	
5		Project Name:	
6		Project ID:	
7		Today's Date:	
8			
9			
10	INVOICE INFO		
11	Dates of Service for all invoices in this request (format: XX/XX/XXXX - XX/XX/XXXX)		
12			
13			
14	QUESTIONS		
15	Q1	Does this request include reimbursement for a contract containing construction activities? (Y/N)	
16	Q2	If yes to Q1, has this construction already started? (Y/N or "N/A")	
17	Q3	If yes to Q2, does the amount of reimbursement being requested exceed 25% of the total grant award for this project? (Y/N or "N/A")	
18	Q4	If yes to Q3, has a site visit been performed by TDEC yet for this project? (Y/N or "N/A")	
19			
20			
< > General Match-Only Expense Log Reimbursement Expense Log Documentation Checklist Certification +			



Reimbursements - EXPENSE LOG

	A	B	C	D	E	F	G	H	I	J	K
1	REIMBURSEMENT EXPENSE LOG										
2											
3											
4	Professional Fees										
5	Payee (i.e. - name of engineering firm, contractor, etc.)	Invoice #	Invoice Date	Total Invoice Amount (\$)	Amount Requested for Reimbursement (\$)	Amount of Match (\$)	Date Submitted to TDEC				
6											
7											
8											
9											
10											
11											
12											
13											
14											
15				Total:	\$ -	\$ -					
16											
17											
18	Capital Purchases / Construction Costs										
19	Payee (i.e. - name of engineering firm, contractor, etc.)	Invoice #	Invoice Date	Total Invoice Amount (\$)	Amount Requested for Reimbursement (\$)	Amount of Match (\$)	Date Submitted to TDEC				
20	Construction Company	1	3/25/2025	\$ 16,625.00	\$ 11,829.08	\$ 4,795.92	6/6/2025				
21	Construction Company	2	4/25/2025	\$ 88,255.00	\$ 62,795.50	\$ 25,459.50	6/6/2025				
22											
23											
24											
25											
26											
27											
28											
29				Total:	\$ 74,624.58	\$ 30,255.42					
30											
31											
32	Match Expenses - Professional Fees, Grant Award Costs										
33	Match Source	Vendor/Description	Invoice #(s)	Invoice Date(s)	Total Invoice Amount	Amount to Match	Date Submitted to TDEC				
34											

Amount Requested for Reimbursement (\$)	Amount of Match (\$)
Professional Fees	
\$ -	\$ -
Capital Purchases	
\$ 74,624.58	\$ 30,255.42
GRAND TOTAL	
\$ 74,624.58	\$ 30,255.42

Amount Requested for Reimbursement (\$)	Amount of Match (\$)
Professional Fees	
\$ -	\$ -
Capital Purchases	
\$ 74,624.58	\$ 30,255.42
GRAND TOTAL	
\$ 74,624.58	\$ 30,255.42



Reimbursements - DOCUMENTATION CHECKLIST

OVERALL CHECKLIST	
Documentation for any expenses in the Match-Only Expense Log	☐
Invoices for expenses in the Reimbursement Expense Log	☐
Any new amendments or change orders to contracts since they were previously submitted	☐
Proof of escrow deposit or a letter stating that local policies do not require it. (1st construction invoice - proof of the retainage account. Subsequent invoices - proof that retainage was deposited into the account. Final invoice - proof that all retainage was released.)	☐
Proof of payment of previous invoice. This can consist of cleared checks including both front and back of check showing endorsement, or alternate supporting documentation indicating the check or wire transfer has cleared (i.e., Bank Statement). No proof of payment is needed for first reimbursement request.	☐

INVOICE CHECKLIST	
Includes a detailed checklist of services provided	☐
States "APPROVED" and contains appropriate signatures*: Design Invoices - Signature from Owner and Engineer of Record (EOR) Construction Invoices - Signature from Owner, EOR, and Contrator	☐
Lists the date period of the invoice	☐
Supporting documentation that substantiates the items included in the invoice to aid the reviewer in confirming the allowability, accuracy and reasonableness of costs claimed. See below for more info.	☐
SUPPORTING DOCUMENTATION	
For construction costs: - Schedule of values and/or progress estimates - Project schedules - Subcontractor invoices - Progress or inspection reports	For lump sum contracts (that don't require a purchase order or invoice): - Drawings or daily job and/or inspection reports for that project specific scope of work and containing the respective scope of work, equipment used and number of people in the crew - Alternatively, the basis of bid for the specific scope of work
For grant administration, engineering, or other costs: Attach files - Time summaries - Subcontractor invoices, where relevant	

Reimbursements - REIMBURSEMENT SUMMARY

	A	B	C	D	E	F	G	H
1	SUMMARY							
2								
3								
4	Professional Fees							
5	Utility		Amount Requested for Reimbursement (\$)	Amount of Match (\$)				
6	DW-PDC-1 (Utility 1)		\$ -	\$ 24,161.80				
7	DW-PDC-2 (Utility 2)		\$ -	\$ 28,296.68				
8	DW-PDC-3 (Utility 3)		\$ -	\$ 29,966.84				
9	WW-PDC-1 (Utility 1)		\$ -	\$ -				
10	WW-PDC-2 (Utility 4)		\$ 192,208.42	\$ 109,504.66				
11	WW-PDC-3 (Utility 4)		\$ 41,821.50	\$ 17,923.50				
12	DW-COSStd-1 (Utility 5)		\$ -	\$ 29,409.57				
13		Total:	\$ 234,029.92	\$ 239,263.05				
14								
15								
16	Capital Purchases / Construction Costs							
17	Utility		Amount Requested for Reimbursement (\$)	Amount of Match (\$)				
18	DW-PDC-1 (Utility 1)		\$ 17,169.05	\$ 6,960.95				
19	DW-PDC-2 (Utility 2)		\$ 1,624,500.00	\$ 1,205,930.04				
20	DW-PDC-3 (Utility 3)		\$ 579,134.19	\$ 5,212,207.73				
21	WW-PDC-1 (Utility 1)		\$ 74,624.58	\$ 30,255.42				
22	WW-PDC-3 (Utility 4)		\$ -	\$ -				
23	DW-COSStd-1 (Utility 5)		\$ 830,920.83	\$ 10,319,517.20				
24		Total:	\$ 3,126,348.65	\$ 16,774,871.34				
25								
26								
27	Reimbursed 90%		GRAND TOTAL					
28			Amount Requested for Reimbursement (\$)	Amount of Match (\$)				
29			\$ 3,360,378.57	\$ 17,014,134.39				
30								
31								
32								
33								
34								
35								

	Grant Contract Budget	Remaining
DW-PDC-1 (Utility 1)	\$ 674,962.50	\$ 657,793.45
DW-PDC-2 (Utility 2)	\$ 1,806,000.00	\$ 181,500.00
DW-PDC-3 (Utility 3)	\$ 841,763.00	\$ 262,628.81
WW-PDC-1 (Utility 1)	\$ 414,702.50	\$ 340,077.92
WW-PDC-2 (Utility 4)	\$ 324,680.00	\$ 132,471.58
WW-PDC-3 (Utility 4)	\$ 646,840.00	\$ 605,018.50
DW-COSStd-1 (Utility 5)	\$ 923,245.37	\$ 92,324.54

	Grantee Match	Remaining
DW-PDC-1 (Utility 1)	\$ 279,675.00	\$ 248,552.25
DW-PDC-2 (Utility 2)	\$ 945,000.00	\$ (289,226.72)
DW-PDC-3 (Utility 3)	\$ 8,104,728.84	\$ 2,862,554.27
WW-PDC-1 (Utility 1)	\$ 168,135.00	\$ 137,879.58
WW-PDC-2 (Utility 4)	\$ 129,891.00	\$ 20,386.34
WW-PDC-3 (Utility 4)	\$ 267,960.00	\$ 250,036.50
DW-COSStd-1 (Utility 5)	\$ 11,602,750.88	\$ 11,573,341.31

Grant Admin - Match Only	
Total Submitted	\$ 138,964.51

Reimbursements - REIMBURSEMENT ERRORS

- Signatures – EOR/Architect & Owner for Construction Pay Apps
- Date Range - Fiscal Year
- Stored Materials Invoices
- Processed Proof of Payment
- Change Orders



Upcoming Focused Training Workshops

What's Coming Next for Learning & Collaboration

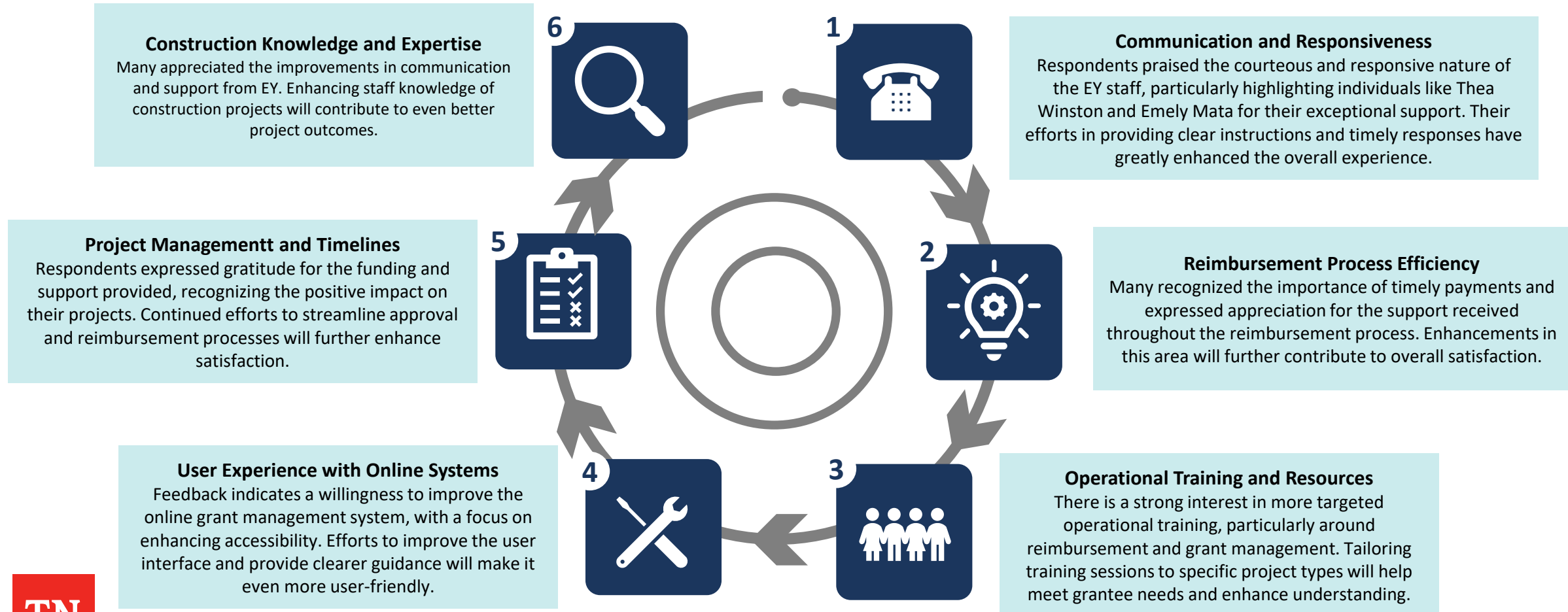
- Training Workshops
 - Focused sessions on:
 - Closeout Process
 - Procurement
 - Reimbursement
 - Site Inspections
 - These sessions will use updated material and will be recorded for future reference.
- Post-Workshop Office Hours
 - Open Q&A sessions following each training topic
- Targeted Support for SRF Grantees



Grantee Experience Survey Results

Thank you for Responding to Our Grantee Experience Survey!

We want to express our sincere gratitude to all who participated in the Grantee Experience Survey. Your feedback is invaluable and will help us enhance our programs and better serve our community. Today, we are sharing the key results.



What's Next

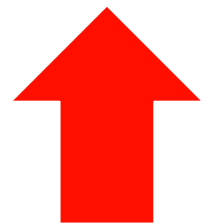
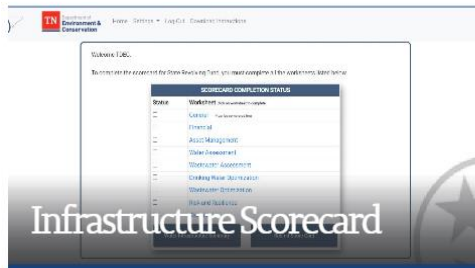
Communications & Training	Support additional communication on processes via upcoming office hours	Conduct upcoming grant management webinars	During Town Hall Q&A's have specific topics to discuss unique challenges to drive more discussion and understanding
Process Improvement	Continue to promote clear timelines for payment processing	Provide a simplified overview of the reimbursement workflow	
Knowledge Proficiency	Collaborate across the team on further construction project processes	Continue our internal feedback loop for live updates and knowledge sharing	



Q&A, Resources, & Feedback Survey

Resources

- The **[TDEC ARP website](https://www.tn.gov/environment/arp.html)** is updated frequently with new information related to all ARP Grant Programs
- The resources page includes many implementation materials for grant recipients, including:
 - ☐ Implementation Guidance
 - ☐ AMP Guidance
 - ☐ Quick Reference Guides
 - ☐ Workshop and Webinar Materials
 - ☐ Demonstrations and Tutorials



<https://www.tn.gov/environment/arp.html>

Live Q&A - Extended

- We will begin the Q&A with pre-submitted questions. Once we have answered those questions, please feel free to use the raise hand function to ask a question.
- You may also use the chat for any comments, questions, or insights related to the topics presented today.

Town Hall Feedback Survey

- Thank you for attending today's town hall!
- Please take 5 minutes to complete the feedback form
<https://forms.office.com/g/wpM7Fj7c4Q>
- Your feedback helps us plan additional town halls and provide you with the most relevant resources and information.
- Contact our team with any specific questions at TDEC.ARP@tn.gov.





Appendix

Grantees who Completed Previously

Application ID	Grantee	Month Recognized
2022-8224	Johnson City	February 2025
2022-8286	Town of Jonesborough	February 2025
2022-8692	Town of Signal Mountain	March 2025
2022-8824	City of Mt. Juliet	July 2025
2022-8265	City of Murfreesboro	August 2025
2022-8197	City of Loudon	September 2025
2022-8114	City of Maryville	September 2025