



TDEC ARP Grant Town Hall Series 2025

September 23, 2025

Agenda

- Welcome
- Message from Karen Simo, Deputy Commissioner and Chief Operating Officer
- Program Update – Grantee Spotlights - Introducing the Grantee Experience Survey
- Reimbursement Best Practices - POC updates
- Milestone Reminders
- Upcoming Town Hall Content
- Q&A, Resources, & Wrap-up

Meet the Presenters



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



Karen Simo, COO
Chief Operating Officer-Deputy
Commissioner
Environment and Conservation

Briann Jones-Baptiste, EY
Facilitator



Sarah Lawrence, EY
Reimbursement Best
Practices – POC Updates
Q&A: Reimbursement



Matt Haynes, EY
Reimbursement Best
Practices – POC Updates
Q&A: Reimbursement



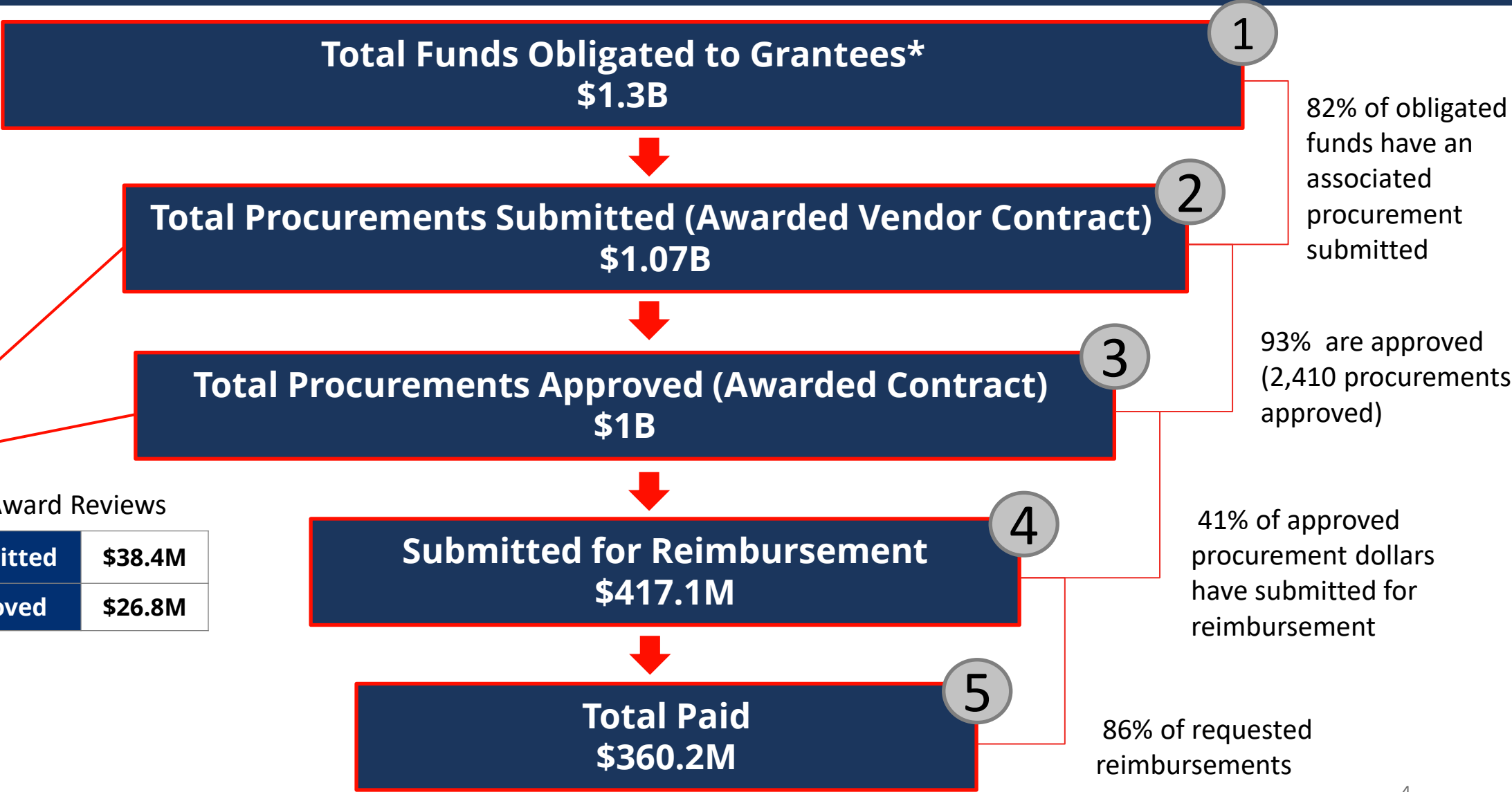
Cameron Ketchum, EY
Upcoming Town Hall Content
Q&A: Deliverables



Thea Winston, EY
Q&A: Procurement

Current Fund ARP Grants Distribution Status

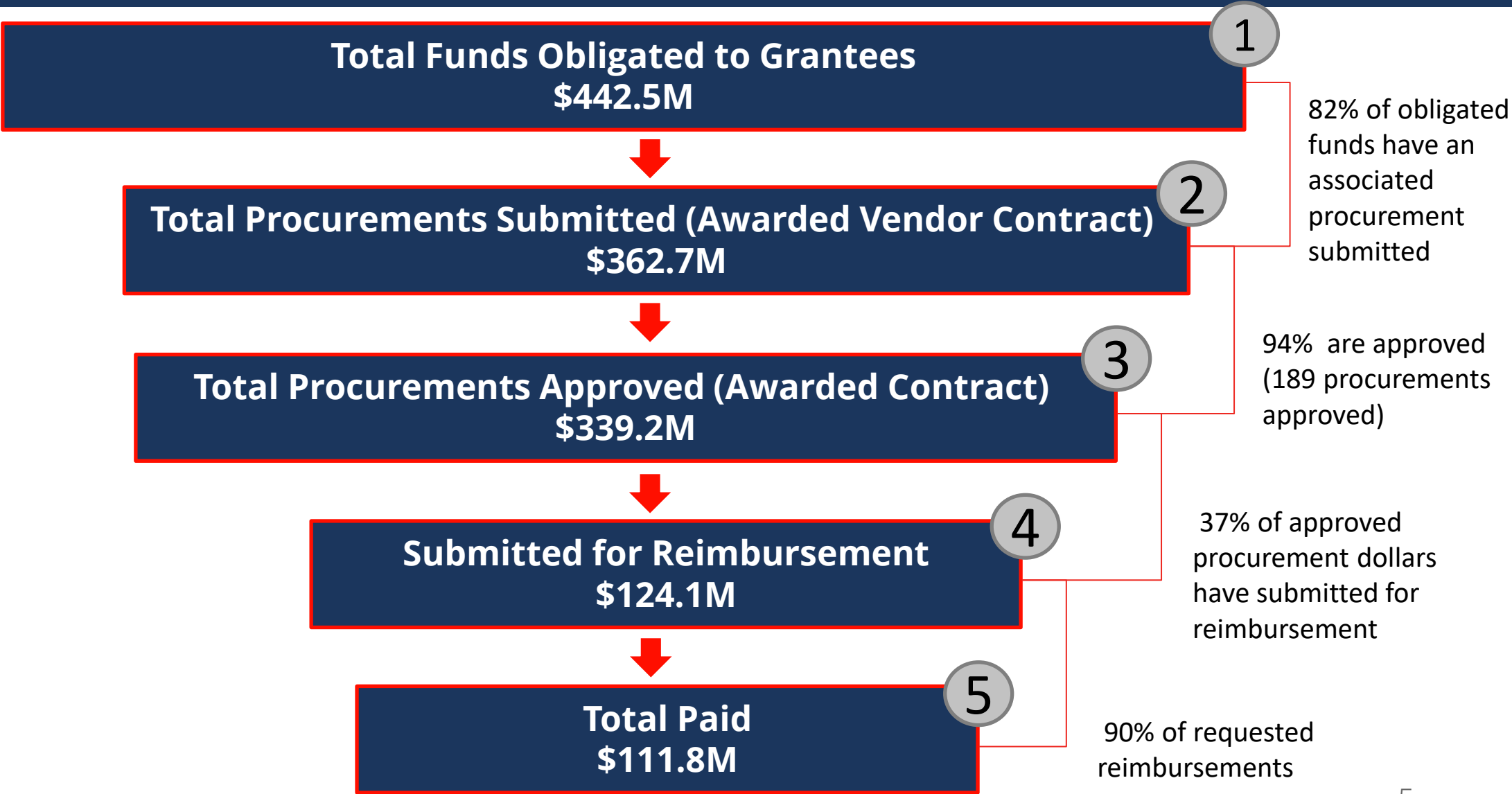
as of September 22, 2025



**Does not include administrative expenses.*

Top 20 Grantees-Current Fund ARP Grants Distribution Status

as of September 22, 2025



Procurement Status Update
as of September 22, 2025

2410 Approved
Procurements*

392 Grants
1449 Projects

Engineering
Procurements

1032

Construction
Procurements

1073

Professional
Services
Procurements

305



*Inclusive of grant administrative contracts

Reimbursement Status Update

as of September 22, 2025

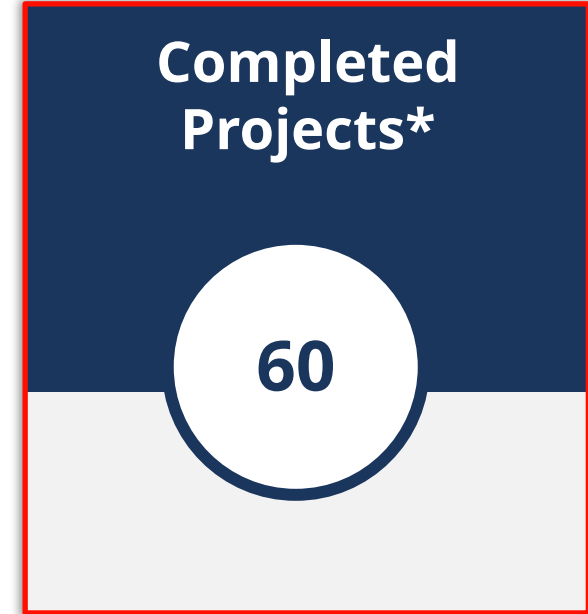


Total reimbursements requested: \$417,203,362

Total reimbursements paid: \$360,183,591

Project Closeout Status

as of September 22, 2025



Total project funding: \$1,305,497,884.32

Total completed project funding: \$43,470,311.31



*Inclusive of grant admin, engineering, and construction projects

Completed Grants

as of September 22, 2025

Total completed grants: 7

**City of Loudon
2022-8197**

**City of Maryville
2022-8114**

The above grantees have completed their work since the August Town Hall

Time Remaining to Complete Projects

as of September 22, 2025

1

**Month Remaining to
Complete Grantee Experience
Survey – Oct. 24, 2025**

2

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

3

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

12

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

Grantee Experience Survey – Respond by 10/24/25

- Please take 10 minutes to complete the feedback form on our Engagement Opportunities website or follow the link below:
<https://forms.office.com/g/TwBLHHAKm8>
- Your feedback helps us access what's working well and where the ARP program can improve.
- Your input is essential to understanding the strengths and areas for improvement within the program.





Reimbursement Best Practices

Reimbursement Best Practices



RFRs can only be submitted once every 30 days – **coordinate with all project partners/owners** to collect all documentation that is ready for reimbursement at the time.



Thoroughly review your request before submission to ensure you've included the proper documentation with the proper amount of detail, costs are submitted under the correct project & procurement ID, and proof of payment for prior request(s) is included; **missing documentation or detail will result in RFIs and payment delays.**



Proof of payment: promptly make payments upon payment receipt from TDEC and obtain proof of payment. Proof of payment must be received for prior requests before subsequent requests will be paid. Failure to obtain proof of payment promptly will result in delays on future RFRs.

Reimbursement – Common Mistakes and Delays

Reasons for Requests for Information (RFIs)		
Category	Issue	Issue
Invoice Errors	Invoices missing signatures from the Engineer of Record (PE) <u>AND</u> project owner/authorized Grantee representative with signature blocks that clearly identify the signatory (Construction).	No clearly identifiable periods of performance on invoices and applications for payment.
Procurements/Budget	Assigning the wrong procurements when entering expenditures for reimbursement requests in GMS; Requesting above the approved cost of procurement budget.	Requests for reimbursement are above 90% of project costs while missing project-specific deliverables , including site inspections.
Proof of Payment Errors	Checks provided as Proof of Payment are not cancelled checks (front and back).	Not providing proof of escrow account on first RFR where retainage is being held.
Change Orders	Submissions missing change orders to address applications for costs that differ from the executed vendor contract.	



Milestones Reminders

Milestones and Time Remaining to Complete

as of September 23, 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 2 months	Due in 3 months

Milestone 5 Progress (Plans and Specs Submitted) as of September 22, 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 6: August 30, 2025 & November 30, 2025

Site Inspection Scheduling

ALL GRANTEES

- 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 make site inspection requests in GMS using the site inspection activity at the bottom of the grant application's Manage Projects tab. Grantees will provide:
 - Preferred date of the site inspection
 - Project manager's contact information
 - Location of the inspection
 - ARAP or NPDES General Construction permit numbers (if applicable)
- For assistance scheduling your site inspections, please contact the site inspection team at arpsiteinspections@cecinc.com

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)

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.



Upcoming Town Hall Content

Upcoming Topics and Priorities

- 11/30 Site Inspection Milestone: Guidance and Requirements
- Grant Closeout Procedures
- Deliverable Checklist
- Reimbursement Thresholds

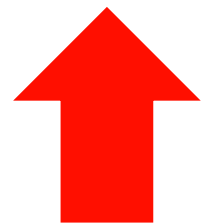
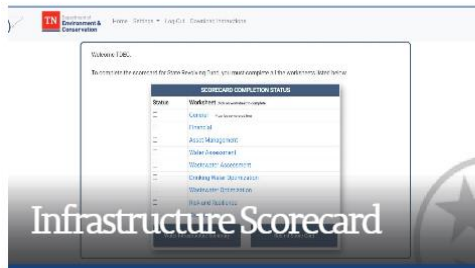
Requesting Content: Please use the feedback survey to request specific topics for inclusion in upcoming town halls. Your feedback helps us plan and provide you with the most relevant resources and information.



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