

Deliverable Quick Reference Guide

Updated 3.29.24

Different project types require specific contract deliverables before incremental or final reimbursement. This reference guide provides information on the deliverables and requirements needed for each project type.

Required for All Project Types

- ✓ All Preliminary Engineering Reports (PERs) for water and wastewater projects will be reviewed by the Engineering Services Unit (ESU) before the State Water Infrastructure Grants (SWIG unit) review. During PER review, ESU will determine if the Plans and Specifications (P&S) are subject to ESU review and approval.
- ✓ Stormwater PERs (or reasonable planning documents) and P&S will be reviewed by SWIG only. Stormwater PERs (or reasonable planning documents) will need to meet, at a basic level of detail, the following criteria for acceptance:
 - Identified problem
 - Provided solution
 - Alternatives analysis
 - Cost analysis
- ✓ Projects currently under construction or slated for construction, funded with ARP dollars allocated for P&S, must adhere to a plan that aligns with the PER's scope and scale.
- ✓ Water and wastewater PERs (or approved substitutes) must be uploaded to MyTDEC [Forms](#) and approved by ESU before uploading them to [GMS](#) under the "Deliverables" activity.
- ✓ Asset Management Plan(s) (AMPs) funded by ARP dollars must be uploaded to GMS for SWIG review and approval. If non-ARP dollars fund the AMP, the Grantee must provide verification to the State of a complete and comprehensive AMP based on the schedule in the approved application for each water infrastructure system identified in the Grantee's proposal by:
 - Certifying the AMP meets or exceeds all elements of the AMP standard template posted on the State's website [at this link](#).
 - Provide a copy of the capital improvement plan (sometimes referred to as a business action plan) or the Capital Improvement Needs worksheet from the state AMP template.

- ✓ If applicable, a CAP/ER (an approved PER substitute) must be uploaded to GMS, and SWIG will coordinate with Compliance and Enforcement (C&E) on approval and schedule. All documentation relating to compliance schedule items in an entity's Order and Assessment should be submitted electronically to DWRWater.Compliance@tn.gov or in duplicate to the addresses for the applicable field office ([found at this link](#)) and to the Compliance and Enforcement Unit:

Jessica Murphy, Manager
Enforcement and Compliance Unit
Division of Water Resources
William R. Snodgrass TN Tower
312 Rosa L. Parks Ave., 11th Floor
Nashville, 37243

- ✓ Grantee entities must communicate with C&E on all required Order requirements. Should they not meet those Order requirements promptly, it could cause the assessment of the penalties to occur. Once they receive those approvals from C&E (and ESU as needed), the entity can provide a copy of those approvals, etc.
- ✓ All uploaded documents should follow the following naming as follows:
 - Project ID – Deliverable Description using the following acronyms:
 - AMP COMP – comprehensive asset management plan
 - If asset management plans are broken out by the system
 - AMP WW – wastewater asset management plan
 - AMP SW – stormwater asset management plan
 - AMP DW – drinking water asset management plan
 - CIP – capital improvement plan
 - FSS – final scorecard summary
 - CAP/ER – capital asset plan/ engineering report
 - WLCP – water loss control plan
 - IR or DRP – infrastructure replacement or demand reduction plan
 - II – I/I reduction and elimination plan
 - PER (or FP) – preliminary engineering report (or facilities plan)
 - POO – plan of operation(s) for new or expanded facilities
 - P&S – engineering plan and specifications
 - SC – site certification
 - For example, the naming convention will be WW-PDC-1-P&S.

Investigation and Planning

- ✓ Please refer to contract scope of services A.12 to A.24.
- ✓ The maximum allowable reimbursement is 80% of the individual project budget until the PER(s) and asset management plan(s) are received and approved by TDEC.
- ✓ The maximum allowable reimbursement is 90% of the individual project budget until all required deliverables are received and approved by TDEC.

Investigation, Planning, and Design

- ✓ Please refer to contract scope of services A.12 to A.24.
- ✓ The PER must be reviewed by ESU before submitting plans and specifications for SWIG review and approval.
- ✓ P&S can only receive SWIG approval once the PER is approved by SWIG.
- ✓ The maximum allowable reimbursement is 80% of the planning fees of an individual project budget until the PER is approved.
- ✓ The maximum allowable reimbursement is 80% of the design fees of an individual project budget until the P&S and asset management plan(s) are approved.
- ✓ The maximum allowable reimbursement is 90% of the individual project budget until all required deliverables are received and approved by TDEC.

Planning, Design, and Construction and Construction Only

- ✓ Please refer to contract scope of services A.12 to A.24
- ✓ The PER must be reviewed by ESU or approved before submitting plans and specifications to ESU for review and approval.
- ✓ Plans and specifications should be labeled as ARP, submitted to ESU for review (if water or wastewater), and uploaded with ESU stamps to GMS for SWIG approval.
- ✓ For completed projects or projects in progress, a PER commensurate with the value of the scale of the project must be uploaded to GMS as part of the deliverable package.
- ✓ P&S can only receive SWIG approval once the PER is approved by SWIG.
- ✓ The maximum allowable reimbursement is 80% of non-grant admin Professional Fee, Grant and Award costs of an individual project budget until the P&S are approved.
- ✓ The maximum allowable reimbursement is 90% of the total individual project budget until an asset management plan is approved, construction is complete, the site has been inspected by TDEC (or designated agent), the facilities are in proper operations, and all required deliverables are received and approved by TDEC.

- ✓ A corrective action plan may be required following a site inspection (by TDEC or designated agent) that had issues. Reimbursements will be delayed until a construction site corrective action plan is submitted to the state (via GMS).
- ✓ Operation and maintenance manuals are required for projects that propose new treatment facilities or significantly rehabilitated treatment facilities (treatment plants). These manuals must be uploaded to the deliverable module before the final payment request.

Critical Needs Plans

- ✓ There is no required format for Critical Needs Plans for water loss, inflow and infiltration (I/I), aging infrastructure, and reduced capacity demand.
- ✓ TDEC has provided examples of Critical Needs Plans structure in the [Implementation Guide](#)
- ✓ The applicable documents are needed before the final reimbursement.