

Deliverable Quick Reference Guide

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

Required for All Project Types

- ✓ Preliminary Engineering Reports (PERs) or approved substitutes should be labeled as ARP, submitted to ESU for review (if drinking water or clean water) and uploaded with the memo from ESU to GMS for approval.
- ✓ Asset management plan(s) should be uploaded to GMS for SWIG review and approval. 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](#).
 - Providing 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 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 be in communication with C&E on all required Order requirements. Should they not meet those Order requirements timely, it could cause the assessment of the penalties to occur. Once they receive those approvals from C&E (and ESU as needed), then 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 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) is received and approved by TDEC.

Investigation, Planning, and Design

- ✓ Please refer to contract scope of services A.12 to A.24.
- ✓ Plans and Specifications (P&S) can only be approved once the PER is approved.
- ✓ 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.

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 specification for review and 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 be approved once the PER is approved.
- ✓ The maximum allowable reimbursement is 80% of the design fees 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 the project has been approved.
- ✓ An action plan may be required following a site inspection (by TDEC or designated agent) that had issues. If there is a four-week or more significant delay in uploading this action, the following reimbursement request will be delayed.
- ✓ Operation and maintenance manuals for all facilities (treatment plants) 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.
- ✓ The applicable documents are needed prior to the final reimbursement.