

## PER Quick Reference Guide

Most projects identified in an ARP Non-Competitive grant application require engineering work, including a Preliminary Engineering Report (PER) and plans and specifications. PERs focus on an issue and evaluates a suite of alternatives to address the issue(s). This reference guide provides information on the PER submission and expected approval process.

### Requirements

- ✓ A PER is required for all projects except for construction only projects or Asset Management Plans (AMPs). Construction only projects in the planning, design, and construction project award type are not required to submit a PER.
- ✓ A Facilities Plan (FP) is an acceptable alternative to the PER. An FP is associated with State Revolving Fund (SRF) loan projects.
- ✓ The PER (or approved substitute) may be the final deliverable for an Investigation and Planning project.
- ✓ The PER is required before starting any construction work.
- ✓ 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.
- ✓ PERs should follow the [Interagency Preliminary Engineering Memorandum](#) template format.

### PER Submission

- ✓ All PERs for water and wastewater projects will be reviewed by both the State Water Infrastructure Grants (SWIG unit) and the Engineering Services Unit (ESU).
- ✓ Stormwater PERs will be reviewed by SWIG only
- ✓ All PERs for ARP Non-Competitive grant projects should be labeled as ARP. This will help ESU distinguish the PERs from other programs.
- ✓ PERs (or approved substitutes) must be uploaded to [MyTDEC Forms](#) and in [GMS](#) under the “Deliverables” activity.
- ✓ ESU and SWIG will confirm if the PER is sufficient within 30 days.
- ✓ ESU-SWIG will review all PERs. DWR will review PERs for drinking water and wastewater projects and SWIG will review PERs for stormwater projects.
- ✓ If the PER does not match the approved project(s), the PER will be returned to the grantee to be updated.
  - Grantees have 30 days to update the PER.

- ✓ Once ESU approves the PER, the grantee will be issued a “statement of no concern” (SONC) via email.
- ✓ The grantee must upload this to GMS under the “Deliverable” activity.

### **Plans and Specifications**

- ✓ Plans and Specifications (P&S) can only be approved once the PER is approved.
- ✓ All P&S for ARP non-Competitive grant projects should be labeled as ARP.
- ✓ P&S (or approved substitutes) must be uploaded to [My TDEC forms](#) and in [GMS](#) under the “Deliverables” activity.
- ✓ P&S will follow the typical ESU process for sewer ([Plans Review and Approval for Sewage Works Construction Projects](#)) and for water systems ([Plans Review and Approval for Public Water Systems](#))
- ✓ Both SWIG (programmatic to ensure it aligns with application) and ESU (ensure P&S meet rules and design criteria) will conduct separate reviews of P&S
- ✓ ESU will review and approve the P&S within 30 days.
- ✓ Once approved by ESU, the grantee will be notified via email.
- ✓ The grantee must upload the approved plans and specs and P&S approval notification to GMS under the “Deliverable” Activity for SWIG review.

### **CAP/ER (if applicable)**

- ✓ CAP/ERs must be uploaded to GMS under the “Deliverable” activity.
- ✓ For entities with significant non-compliance, an approved Corrective Action Plan/Engineering Report (CAP/ER) must be provided.
- ✓ All documentation relating to compliance schedule items in an entity’s Order and Assessment should be submitted electronically to [DWRWater.Compliance@tn.gov](mailto:DWRWater.Compliance@tn.gov) or in duplicate to the addresses for the [applicable field office](#) 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
- ✓ Once the grantee has received approvals from Compliance and Enforcement (and ESU as needed) then upload the approved CAP/ERs to GMS under the “Deliverable” Activity.
- ✓ SWIG will check to ensure the CAP/ER aligns with the proposed projects.