



# Welcome to the Webinar

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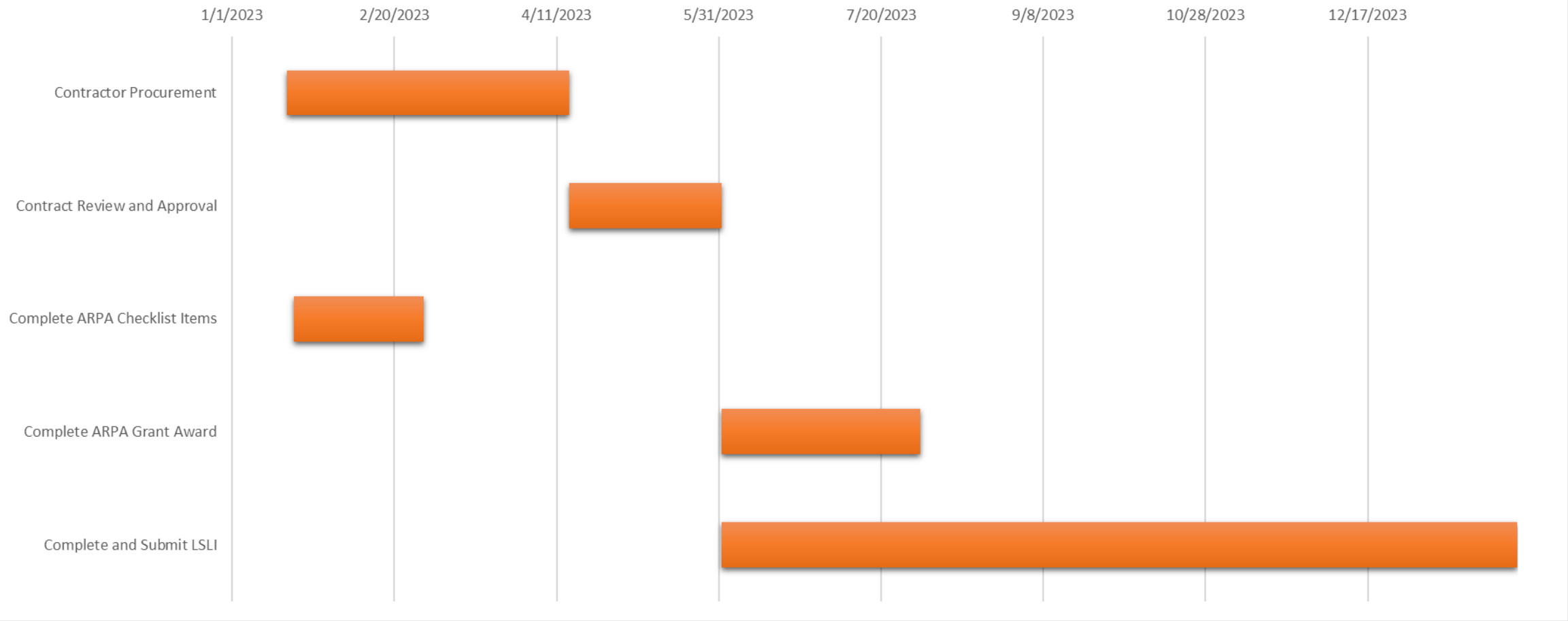
# ARPA Funding Webinar: LSLI Recipients and Project Partners

January 18, 2023

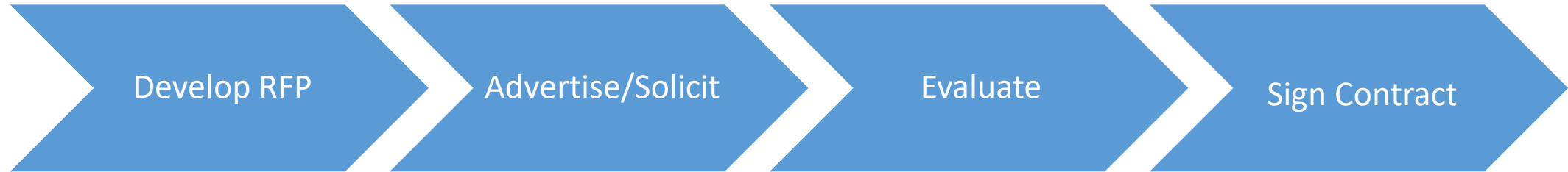
# ARPA Webinar Topics

- General Overview of Project Timeline
- RFP Process
- Reimbursement Process
- Bypass Procedures
- Administrative Requirements
- LSLI Resources
- What's Coming Next
- What You Should Be Doing Now
- Questions

### Example LSLI ARPA Project Timeline



# Contractor Procurement



- State and Federally Mandated Process for Hiring a Contractor

# Request for Proposal (RFP)

- An RFP is a 1-2 page announcement that outlines the specific work that a community needs a contractor to complete.
- It provides a scope of work, a deadline to respond, and directions for how to submit a proposal.
- The department has developed a template RFQ that communities can use.

# Request for Proposal (RFP): Scope of Work

- Each RFP needs to have a detailed scope of work.
  - This section of the RFP details exactly what services are needed from the contractor and what deliverables are expected.
- Structure of the RFP
  - Each inventory has two major parts: the records review and in-field verification.
  - Communities can structure their project as a single contract for both parts or two separate contracts.
  - Based on the structure of the work, the community can choose to issue either one or two RFPs.
- The DNR Guidance Document outlines what services are eligible and ineligible for reimbursement.

# Request for Proposal (RFP): Eligible Items

- Review of available records
- Creation of hardcopy or digital/GIS maps indicating the location of service lines and other relevant service line details.
- Subscriptions to GIS mapping services to access created LSL maps.
- Outreach efforts with the general public including drafting inventory-related documents to inform the public, disseminating door hangers, speaking with private home owners, etc.





# Request for Proposal (RFP): Eligible Items Cont.

- Potholing or excavating (mechanical or vacuum) service lines to determine the material present.
- Internal or external CCTV investigation of service line material.
  - Must use Lead Filters to prevent lead contamination from disturbance of scaling.
  - May not be able to identify pipe material due to scaling.
- Etc.



# Request for Proposal (RFP): Ineligible Items

- Creation of system-wide maps that include the location of all distribution lines, water towers, treatment and source facilities, pumping stations, valves, hydrants, etc.
- Development of plans or specifications for the construction or replacement of lead service lines.
- Replacement of lead service lines or other lead appurtenances.
- Work completed by Grant recipient employees or staff.

# Request for Proposal (RFP): Ineligible Items Cont.

- In-eligible services can be included in a RFP/contract, However.....
  - They must be listed separately from eligible services in the contract
  - They must have a separate price in the contract
  - They must be itemized separately from eligible services and clearly indicated on all invoices

# Advertise/Solicit

- Once the grant recipient has drafted the RFP, it needs to be published in a local paper for 30 days and sent directly to potential contractors.



# Evaluate Proposals

- Grant recipients should review the price from all proposal providers and choose their preferred contractor
- The process ends with a signed contract for the listed price
- DNR is not a party to the contract and is not involved in the evaluation



# Notes on the RFP Process

- An RFP is not the same thing as a Request for Qualifications (RFQ).
- The RFP must request a price for the scope of work listed.
- Grant Recipients can request qualifications in the RFP in addition to price. If you choose to do this.....
  - Clearly state in the RFP, which qualifications must be provided by the respondent
  - Clearly state in the RFP, how the qualifications will be evaluated
  - Include qualifications in the evaluation documents that are used to score respondents
- Note: If a contractor assists in the development of the RFP they cannot respond/provide a proposal or be awarded the contract.

# Contract Review

- All contracts must be reviewed and approved by the Department
  - If they aren't, the costs won't be eligible for reimbursement through ARPA
- Please submit unexecuted drafts if possible

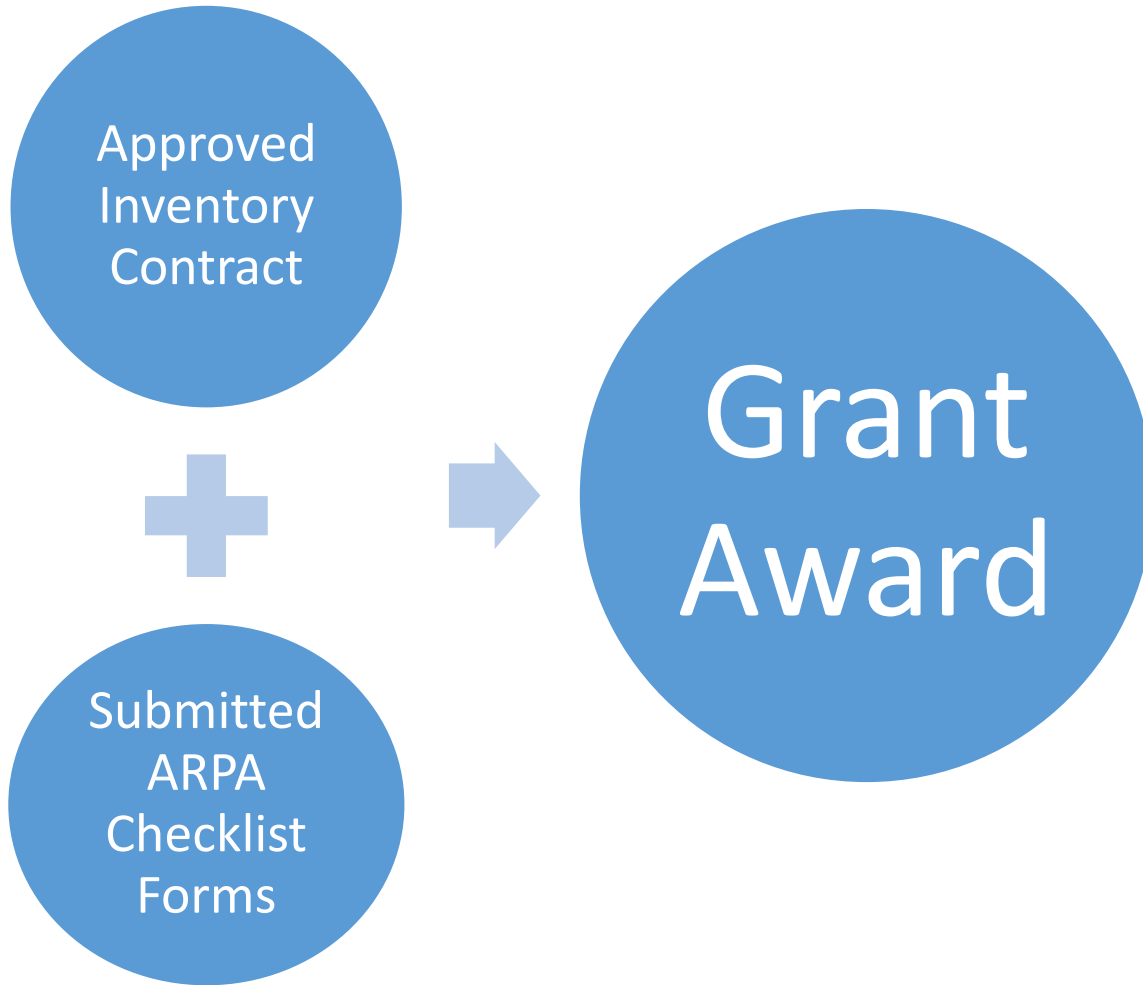


# ARPA Checklist

- Checklist will include forms that need to be completed by the grant recipient
  - Business Entity Certification and Affidavit of Work Authorization
  - Anti-Lobbying Certifications
  - Procurement and Contractor Agreement forms
  - Etc...
- This should be available by the end of the week or early next week



# Grant Award



- Grant award will be made for the value of the LSLI contract(s)
- Once the award is signed by both recipient and Department, recipient will be able to submit reimbursement requests for costs under the contract
- All grant agreements for full amount must be signed by December 31, 2024

# Reimbursements



- Following full grant awards, grant recipients will submit reimbursement requests through the ARPA Portal
- All reimbursements must be supported by invoices from contractors
  - Invoices are to be uploaded to ARPA Portal
- Recipients can request reimbursement once per calendar month

# Reimbursements Continued

- Grant recipients are expected to pay a proportional amount of each pay request based on committed local cost share
  - Percentages will be indicated on grant award
- For example: A community received an \$80,000 ARPA grant and committed \$20,000 in local cost share
  - First reimbursement request is for \$10,000
  - The state will reimburse \$8,000 and recipient will pay \$2,000 from local cost share



# Bypass Procedures

- Deadline to enter into a grant award with the Department is December 31, 2024
- Deadline to spend all funds is December 31, 2026
- Grant recipients are expected to make continued progress towards meeting these goals
- Recipients who are falling behind schedule will be given formal written notice by the Department alerting them to the issue
- This notice will set specific deadlines for accomplishing project milestones: Submitting ARPA checklist items, procuring a contractor, completing grant award, etc.
- Recipients who do not meet expectations set in this notification may be bypassed by the Department and funds may be de-obligated from their project
- De-obligated funds will go to next waitlisted project
- Department will work with communities to do everything possible to communicate expectations and avoid this issue

# LSLI Resources

- Missouri DNR maintains a webpage specific to the Lead Service Line Inventories.
  - It includes a helpful FAQ on Inventories and other topics.
- <https://dnr.mo.gov/water/business-industry-other-entities/technical-assistance-guidance/lead-service-lines/inventory>
- More Resources will be added soon!
- For questions on how to conduct an inventory please contact Jeff Pinson at 573-751-1406 or [jeff.pinson@dnr.mo.gov](mailto:jeff.pinson@dnr.mo.gov)



# Administrative Requirements Continued

- Inventories must be available for public review.
  - Cities over 50K must post the inventory on a website
- Single Audit Requirements (A-133)
- Wage Rates
  - State wage rates apply to all ARPA projects
- Private Debt
  - Communities can take out private loans or lines of credit to fund portion of project
  - However, debt cannot be used to supply local cost share and ARPA funds cannot repay debt service

# What's coming next?

- Introduction emails from your assigned project manager (some of you have received these already)
- Documents
  - ARPA project checklist and associated forms
  - LSLI Contract review checklist
- Video tutorials on new portal functions
  - Uploading documents
  - Submitting pay requests
  - Grant Award Process
  - Etc.

# What Should I Be Working On?

- Start contractor procurement
- Complete and submit ARPA checklist forms: coming this week or early next week





# ARPA Portal Functions

- Upload all final documents for submittal to portal
  - This ensures document retention in one location
- Portal messaging feature: Use to message the Department
  - A one-stop location to track conversation threads
- Grant award will be issued through portal
  - Can download PDF and digitally sign award documents
- Submit all payment requests through portal
  - Upload all supporting invoices to portal
  - Portal will show a status when payment is complete
- The Department will handle Federal Reporting to U.S. Treasury

# Questions?

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