



Welcome to the Webinar

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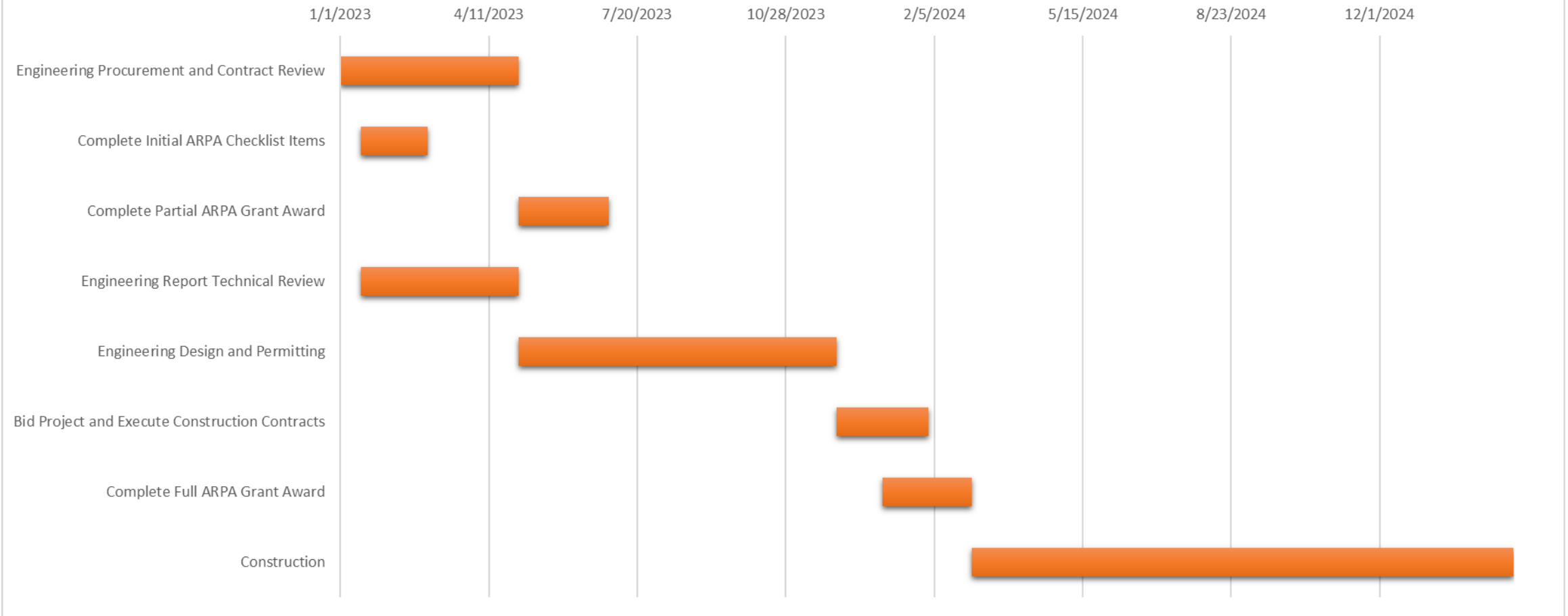
ARPA Funding Webinar Recipients and Project Partners

January 10, 2023

ARPA Webinar Topics

- General Overview of Project Timeline
- Reimbursement Process
- Bypass Procedures
- Administrative Requirements
- General Notes and Reminders
- What's Coming Next
- What You Should Be Doing Now
- Questions

Example ARPA Project Timeline



Engineering Procurement



- State and Federally Mandated Process for Hiring an Engineer
- Many applicants have already started or completed this step

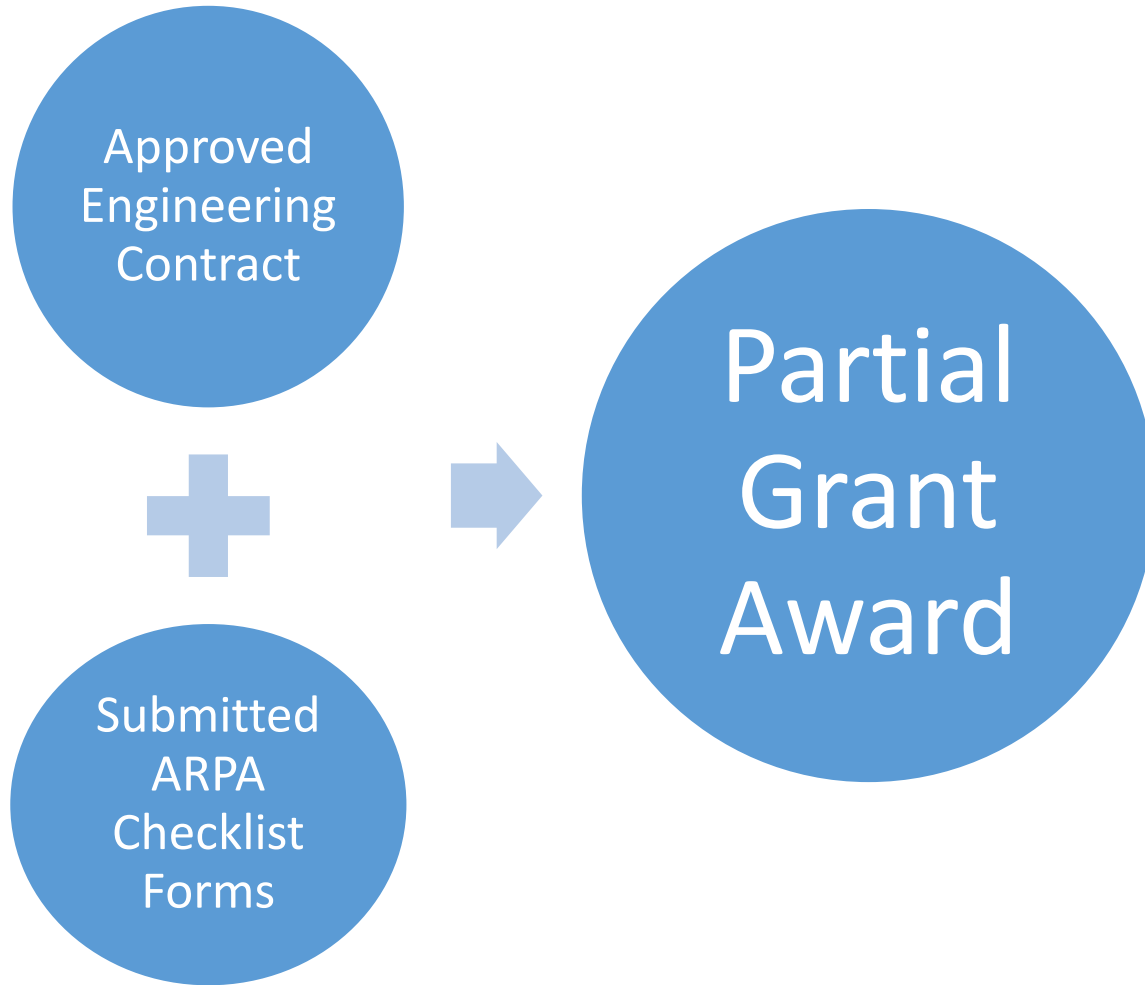
Engineering Contract Review

- Engineering contracts must be reviewed and approved by the Department
 - If they aren't, the costs won't be eligible for reimbursement through ARPA
- If you already completed the procurement process and have a contract, please submit it to the Department for review
 - Signed contracts will be accepted for review, but may require an amendment before it is approved by the Department
- For those still procuring or negotiating contracts, please submit unexecuted drafts

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 A/E Agreement forms
 - Easement Certifications
 - Plans and Specifications
 - Construction Permit Application
 - Executed Construction Contract
 - Bid Documents Submittal
 - Etc....

Partial Grant Award Option



- Partial award will only be made for the value of the engineering contract
- Once partial award is signed by both recipient and Department, recipient will be able to submit reimbursement requests for engineering
- Once bidding is complete, the partial award will be amended to include funds for construction

Design Review and Permitting

- The permitting process has two primary steps: engineering report technical review and plans and specifications review
- The process culminates with the issuance of a construction permit



Engineering Report (ER) Review

- Engineering reports were reviewed for eligibility during the application scoring process, but were not reviewed for permitting purposes.
- Stormwater Engineering Assessments do not require a technical review
- Note: Many engineering reports were only drafted for an ARPA application and do not meet state standards for technical purposes.
 - Consulting engineers should update these reports prior to submitting them for technical review.

Who Reviews My Engineering Report (ER)?

Funded with
ERG

- Financial Assistance Center Reviews the ER

Not Funded
with ERG

- Water Protection Program (WPP) Reviews the ER

Who Reviews the Engineering Reports in the WPP

Wastewater Reviews

- Water Pollution Control Branch, Engineering Section
- DNR.WPPEngineerSection@dnr.mo.gov

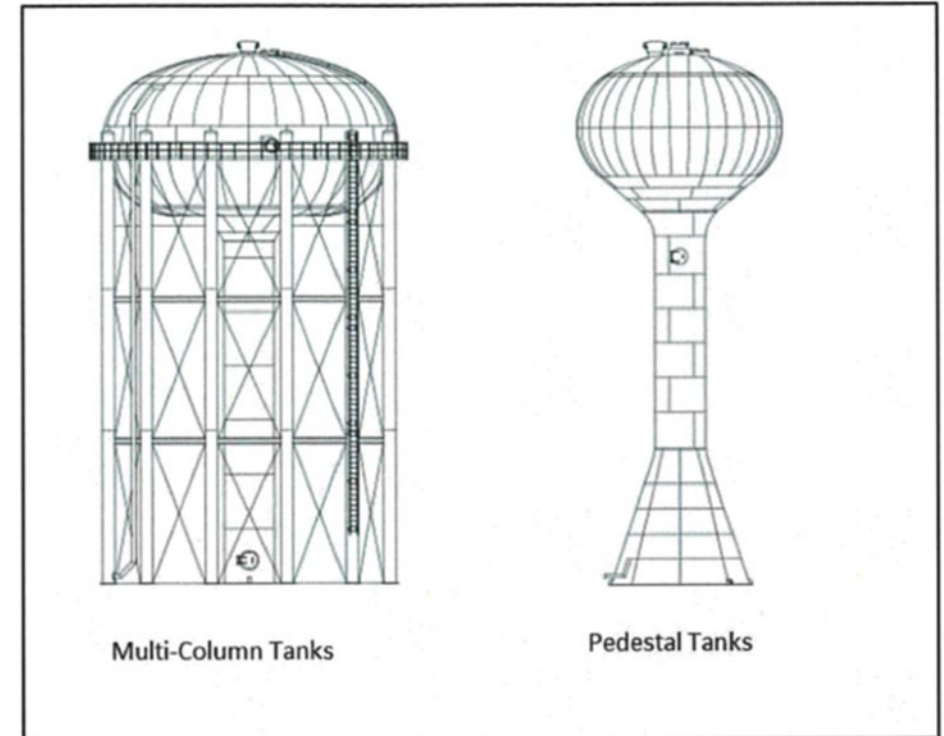
Drinking Water Reviews

- Public Drinking Water Branch, Permits and Engineering Unit
- pdwb.engineeringwaterpermits@dnr.mo.gov



Plans and Specifications Review

- The second step in the design process is the development of the plans and specifications
- The Plans are drawings that indicate exact details and locations of the project
- The specifications have two sections
 - Technical specifications are standards that dictate construction methods
 - Contract and bidding documents
- Review of the plans and specifications will be a collaborative effort



Plans and Specifications Review Continued

Who Reviews Plans
and Specifications

ARPA Unit: Contract
and Bidding
Documents

WPP: Plans and Technical
Specifications

Plans and Specifications: Non-Technical Review

- The ARPA project managers will provide
 - A single document with all contract language requirements
 - A second document that includes all required forms for the contract
 - Checklist is forthcoming
- Do not wait to start development of plans and technical specifications
- For Non-technical review submit plans and specifications to your ARPA project manager

Plans and Specification: Technical Review Drinking Water and Wastewater

- For technical Review Submit plans and specifications to.....
 - Drinking Water
 - Public Drinking Water Branch, Permits and Engineering Unit
 - pdwb.engineeringwaterpermits@dnr.mo.gov
 - Wastewater
 - Water Pollution Control Branch, Engineering Section
 - DNR.WPPEngineerSection@dnr.mo.gov
- Once the technical review is complete and all issues are addressed the WPP will approve the construction permit application.

Plans and Specifications: Technical Review for Stormwater

- Stormwater: Design does not require a general construction permit like drinking water and wastewater. HOWEVER!!!
 - MS4 permits will have specific requirements pertinent to projects: for example, construction BMPs.
 - Projects need to be added to MS4's Stormwater Management Plan if not already listed
 - Primary contacts for MS4 Permits
 - Erin Heidolph: 573-751-8309 erin.Heidolph@dnr.mo.gov
 - Sarah Wright: 573-526-1139 sarah.wright@dnr.mo.gov
 - Non-technical review of contract and bidding documents for ARPA compliance will still be required

Plans and Specifications Review: General Notes

- U.S. Army Corps of Engineers' Individual or Nationwide Section 404 Department of the Army Permit or the Department's Section 401 Water Quality Certification will apply to many projects
 - For more information contact Billy Hackett 573-522-1131 billy.hackett@dnr.mo.gov
- Land Disturbance Permits will apply to many projects
 - For more information contact Sarah Wright: 573-526-1139 sarah.wright@dnr.mo.gov



Plans and Specifications Review: General Notes

- Once the technical and non-technical reviews are complete the grant recipient will be given authorization to bid.



Bidding and Construction Contract Review

- Bidding is the process of advertising the construction contract(s) and requesting detailed quotes from contractors
- All construction contracts in excess of \$250,000 must be competitively bid
- The advertising period for bids must be at least 30 days
- Executed construction contract and supporting ARPA forms must be submitted to ARPA team for review and approval
- A checklist on Bid document submittal requirements will be provided

Completing Full Grant Award

- Grant recipients who have approved construction contract(s) and submitted all required ARPA checklist forms can proceed to full grant award
- This award could be an amendment to the partial award and will include all construction and project costs
- Once award is signed by both recipient and Department, recipient will be able to submit reimbursement requests for all project costs
- All grant agreements for full amount must be signed by December 31, 2024

Construction



- Once full grant has been awarded, construction can begin
- Communities have until December 31, 2026 to spend all ARPA dollars

Reimbursements



- Following partial or full grant awards, grant recipients will submit reimbursement requests through the ARPA Portal
- All reimbursements must be supported by invoices from engineers, contractors, or suppliers
 - 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 \$800,000 ARPA grant and committed \$200,000 in local cost share
 - First reimbursement request is for \$100,000
 - The state will reimburse \$80,000 and recipient will pay \$20,000 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 altering them to the issue
- This notice will set specific deadlines for accomplishing project milestones: Construction permitting, bidding, 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

Administrative Requirements

- Uniform Act
 - All land purchases with ARPA funds must follow the Uniform Relocation Act
 - This involves notifying landowners, getting appraisals, negotiating a price, etc.
 - Each recipient should contact their attorney for assistance through this process



Administrative Requirements Continued

- Single Audit Requirements (A-133)
- Wage Rates
 - Federal wage rates only apply to ARPA projects in excess of \$10 Million dollars
 - 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

Notes and Things to Be Aware of

- Easements: The Department will not enter into a grant agreement for construction until recipient's attorney has certified that recipient has ownership or easements for all necessary land for project
 - Start this process now!
 - Do not wait until design is completed to start collecting easements
 - This can hold up bidding and access to funds



Notes and Things to Be Aware of Cont.



- Bids: Structure your bids to include alternates to help accommodate cost over-runs
- Eligible Costs:
 - For competitive grants, only costs incurred after March 03, 2021, are eligible for ARPA reimbursement
 - For Legislative Priority Projects, only costs incurred after March 03, 2021, are eligible for ARPA reimbursement and costs incurred as far back as March 1, 2020, can be counted towards match

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
 - Engineering Contract review checklist
 - Plans and Specifications checklist
 - Bid Submittal checklist
- Video tutorials on new portal functions
 - Uploading documents
 - Submitting pay requests
 - Grant Award Process
 - Etc.

What Should I Be Working On? Part 1

- Start procurement, if you have not already
- Clean up engineering reports to prepare them for technical review, if necessary
- Submit engineering reports for technical review



What Should I Be Working On? Part 2

- Submit engineering contracts for review and approval, if procurement is completed
- Start technical design, if engineering contracts are executed
- Start gathering critical easements and any needed land purchases



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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