



# Welcome to the Webinar

Please mute yourself and turn off your camera as you join. This will help folks with limited internet speeds.



# ARPA Update Webinar

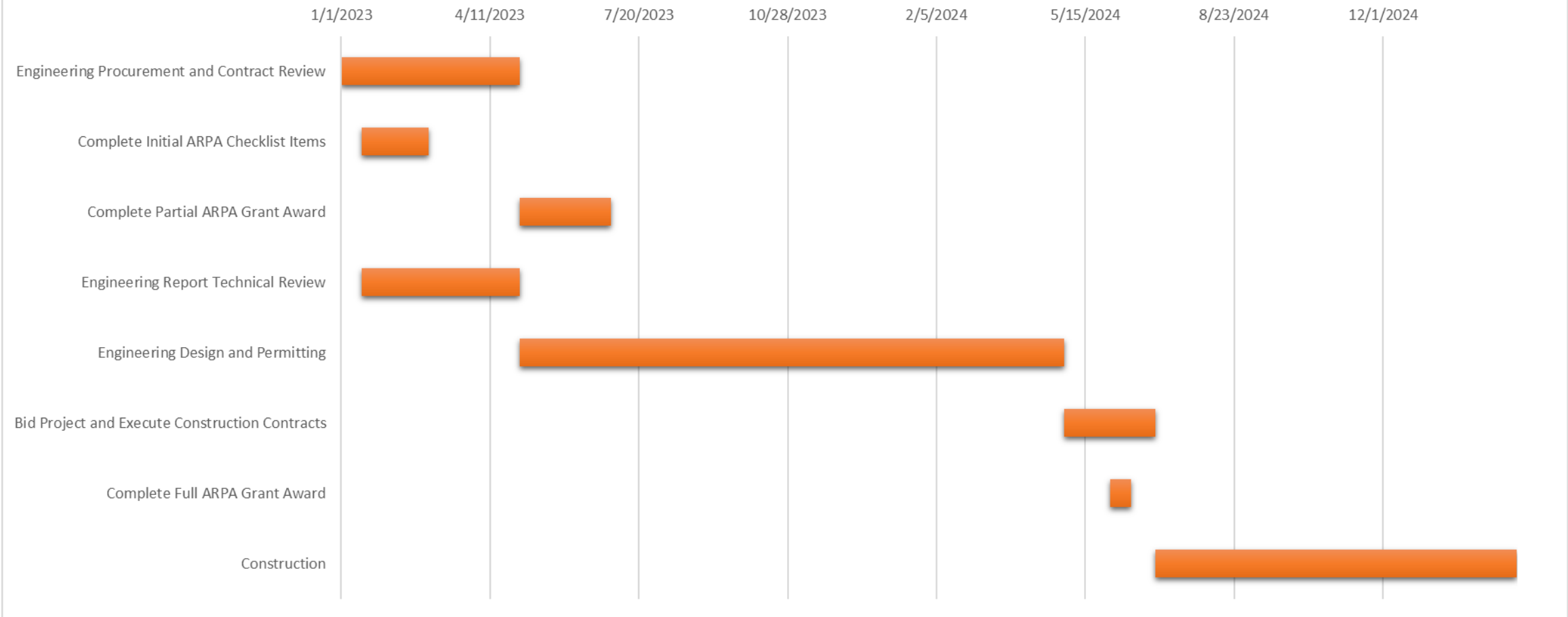
March 28, 2024

The webinar will be recorded and slides will be available.  
Both will be posted to the ARPA Additional Resources Page.

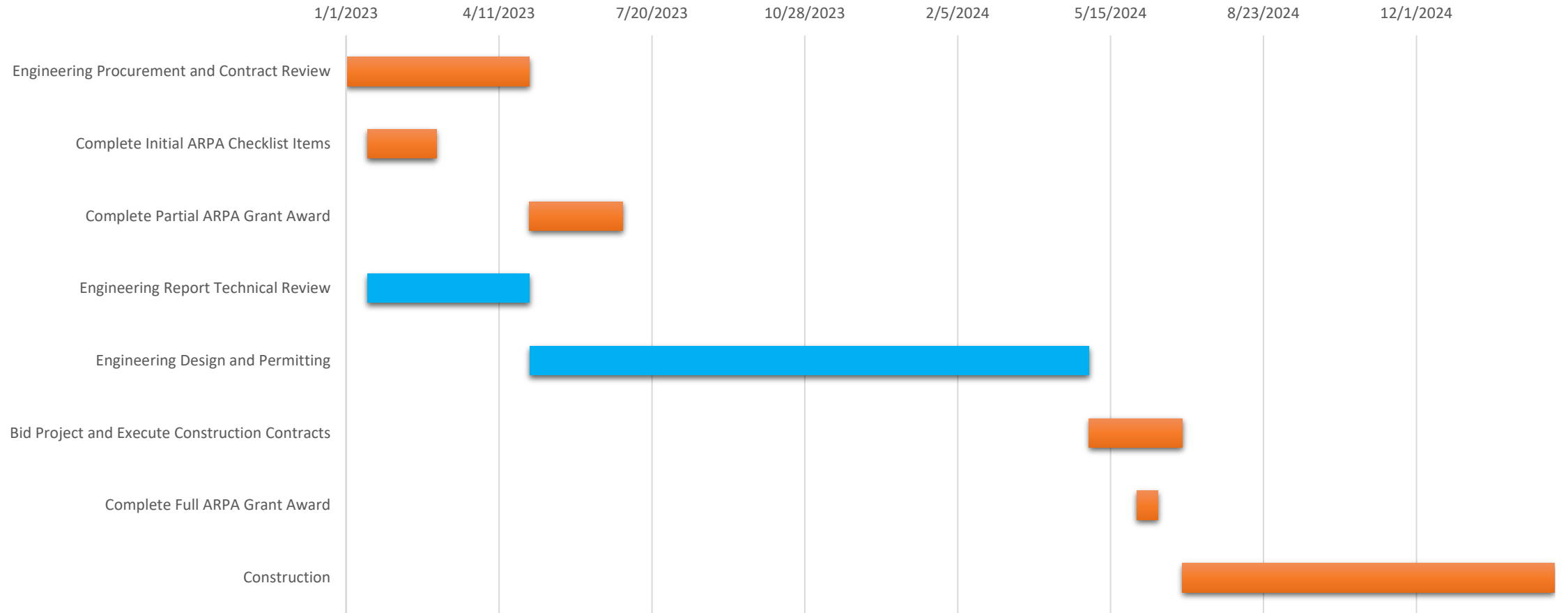
# ARPA Webinar Topics

- General Overview of Project Timeline
- Permitting
- Bidding and Award Amendment
- Reimbursement process
- Bypass Procedures
- Scope Changes
- Notices on Project Timeline
- Odds and Ends
- What You Should Be Doing Now
- Questions

### Example ARPA Project Timeline



## Example ARPA Project Timeline



# Design and Permitting

- For Drinking Water and Wastewater Projects the design and permitting process has 2 steps
  - Review of the engineering report or facility plan
  - Review of the plans and specifications
- Some projects will not require a construction permit: wastewater pipelining, drinking water meter replacement, etc.
- Stormwater Projects do not need a construction permit from the department

# Design and Permitting: Engineering Reports and Facility Plans

- All drinking water and wastewater projects that need a permit (the majority of ARPA applicants) **must submit their engineering report (ER) and facility plan (FP) for review ASAP.**
- Sending an ER/FP with an ARPA application is not the same thing as submitting a report for permitting review.

# Design and Permitting: Plans and Specifications

- Once an engineering report or facility plan has completed permitting review, the plans and specifications must be submitted to DNR for review.
- NOTE: ARPA projects do not need to pay construction permit fees. These are covered by separate funds.



# Design and Permitting: Plans and Specifications

Who Reviews Plans  
and Specifications

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graph TD; A[Who Reviews Plans and Specifications] --- B[ARPA Unit: Contract and Bidding Documents]; A --- C[WPP: Plans and Technical Specifications];
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ARPA Unit: Contract  
and Bidding  
Documents

WPP: Plans and Technical  
Specifications

# Design and Permitting: Plans and Specs Submission

- Drinking Water: Brandon Bach
- [pdwb.engineeringwaterpermits@dnr.mo.gov](mailto:pdwb.engineeringwaterpermits@dnr.mo.gov)
- Wastewater: Chia-Wei Young and Cailie Carlile
- [DNR.WPPEngineerSection@dnr.mo.gov](mailto:DNR.WPPEngineerSection@dnr.mo.gov)

# Design and Permitting: Plans and Specifications

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



# Bidding and Award Amendment: Process



# Bidding and Award Amendment: Submit Bid Documents

v11/09/2023

## Post-Bid Document Submittal Checklist

Use this checklist to track receipt of documents after a grant recipient has bid a construction project and chosen a contractor.

Grant Recipient Entity Name:	
ARPA Project Number:	
Contractor:	
DNR Project Manager:	

The following three documents **must be received before a construction award can proceed**:

Primary Bidding Documents			
Document	File Name of Document Received	Date Received	Notes
<b>1. Bid Tabulation</b>		XX/XX/XXXX TP	
<b>2. Bid Form</b> (completed by chosen contractor)			Addenda Acknowledged? <input type="checkbox"/>
<b>3. Recommendation of Award:</b>			
Bid alternates?			
Value of contract?			Value: \$ <input type="text"/>

The following documents are **required before reimbursements can be made**, but a construction award can proceed prior to receipt:

Other Bidding Documents			
Document	File Name of Document Received	Date Received	Notes
<b>Proof of advertisement:</b> Affidavit of publication or online documentation			Publication? <input type="checkbox"/> Plan Room? <input type="checkbox"/> Website? <input type="checkbox"/>
<b>Addenda</b> (if issued)			
<b>Contractor acknowledgment</b>			(If addenda issued)

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Contractor Forms			
Document	File Name of Document Received	Date Received	Notes
Business Entity Certification			
Affidavit of Work Authorization			
E-Verify MOU			
Domestic Products Certification			
Debarment Certification			
Certification of Non-Segregated Facilities			
Certification Regarding Lobbying			
(Disclosure of Lobbying Activities)			(if applicable)
Sample/template invoice*			
Executed contract			
Notice to Proceed (NTP)			

\*Line items on the sample/template invoice from the contractor should be based on the information in the bid form.

- Once Bids are opened grant recipients need to send several documents to the ARPA project manager.
- All of these documents are listed on the Bid Submittal Checklist: available on the ARPA website next week.

# Bidding and Award Amendment: Submit Bid Documents

- Three items are needed ASAP to start the Award Amendment Process
  - Bid Tabulation for all construction contracts
  - Bid Form(s) from all low bidders
  - Recommendation of award letter
    - Must detail the exact dollar amount of all contracts (including all alternates) that the grant recipient intends to award.

# Bidding and Award Amendment: Submit Bid Documents

- The grant recipient also needs to submit documentation of any other project costs that they plan to seek reimbursement for.
  - Equipment purchases
  - Legal expenses
  - Land purchase costs
  - Advertising costs

# Bidding and Award Amendment: Award Amendment

- Based on the bids and other costs the ARPA project manager will create a current budget and draft an amendment to the partial award and increase the amount of funds available to the grant recipient.
- This process will take approximately 2 weeks from the time that the bid opening documents are received.



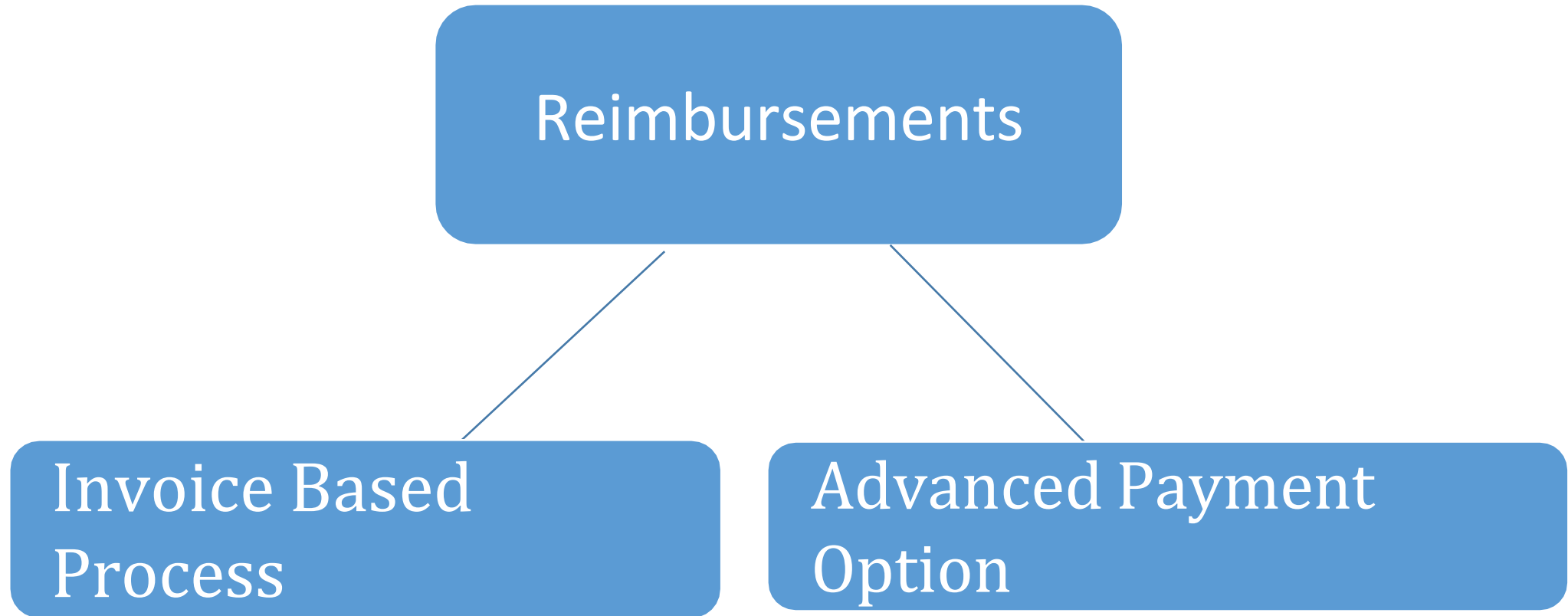
# Bidding and Award Amendment: Execute Construction Contract

- While the award amendment is in process grant recipients will be preparing to sign their construction contracts.
  - Once the construction contracts are signed they need to be submitted to the ARPA project manager along with the remaining items on the Bid Submittal Checklist.
  - We will not reimburse construction invoices until we receive the contract and other forms.

# Bidding and Award Amendment: Reimbursement Tutorial

- Once a grant recipient has completed the award amendment process and received a construction invoice, they should contact the ARPA project manager and request a tutorial on submitting a reimbursement request.
- The ARPA project manager will walk the recipient through the process of submitting a reimbursement request.

# Reimbursements



# Advance Payment Option: Partial Award Only



- After completing the grant award, grant recipients can request a one-time advance payment of up to 25% of the total value of their grant.
- Once approved, funds will be released to the grant recipient.

# Advance Payment Option: Partial Award Only

- Grant recipients should only submit **one request** for the 25% advance in the portal. Do not submit a second request.
  - The Financial Assistance Agreement (FAA) will be attached to the request.
- After receiving the funds, the grant recipient must email invoices to [DNR.ARPA@dnr.mo.gov](mailto:DNR.ARPA@dnr.mo.gov) monthly, to document how the advance funds were used.

# Invoice Based Reimbursement Process



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

# Reimbursements: Invoices

- All costs listed on invoices must clearly correspond to a line item in an approved engineering or construction contract.
- Expenses that can't be tied to a line item from a contract will not be paid or will result in payment delays.

# Reimbursements: Miscellaneous Purchases

- Miscellaneous Purchases must be approved by the ARPA project manager **prior to purchase.**
- This includes equipment purchases, small construction contracts, and land purchases.
- This does not include advertising costs or legal expenses
- Failure to get pre-approval of purchases could result in denial of reimbursement for those costs.





# Reimbursements: Additional Services

- If engineering contracts include additional services and there is no contractual limit on those expenses, the ARPA project manager needs to be notified before we receive an invoice requesting reimbursement for additional services.

# Reimbursements: Change Orders and Contract Amendments

- All change orders and engineering contract amendments must be submitted to the ARPA project manager for review and approval.
- This is necessary to determine eligibility and prepare our internal accounting system
- Failure to get approval for amendments and change orders ahead of time will delay reimbursements and could result in disallowance of reimbursement.

# Bypass Procedures

- Deadline to enter into a grant award with the department is December 31, 2024
- 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: 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 the next waitlisted project
- The department will work with communities to do everything possible to communicate expectations and avoid this issue

# Bypass Procedures (continued)

- Communities will be contacted by ARPA project managers and asked for estimates for submitting plans and specifications for review and for advertising the project for bids.



## Bypass Procedures (continued)

- Projects who do not have a realistic schedule or are planning to bid after October 15 may receive a warning letter.
- These letters will detail specific milestones that must be met between now and bidding.
- They will also outline expectations for maintaining communication with the ARPA team.
- Failure to meet the expectations in these letters could result in de-obligation of funding.

## Bypass Procedures (continued)

- The issuance of warning letters and formal de-obligation of funds will take place prior to the December 31<sup>st</sup>, 2024 federal obligation deadline.
- This is to ensure that the Department has time to re-obligate those funds to a new recipient.

# Scope Changes

- Requests for scope changes must be submitted in writing to the ARPA project manager.
- Requests must include the following
  - A description of the scope change: elements added and deleted
  - The necessity for the change
  - Impacts to the project budget
  - A revised project schedule that accounts for the change
  - Location of the new scope elements

# Scope Changes (continued)

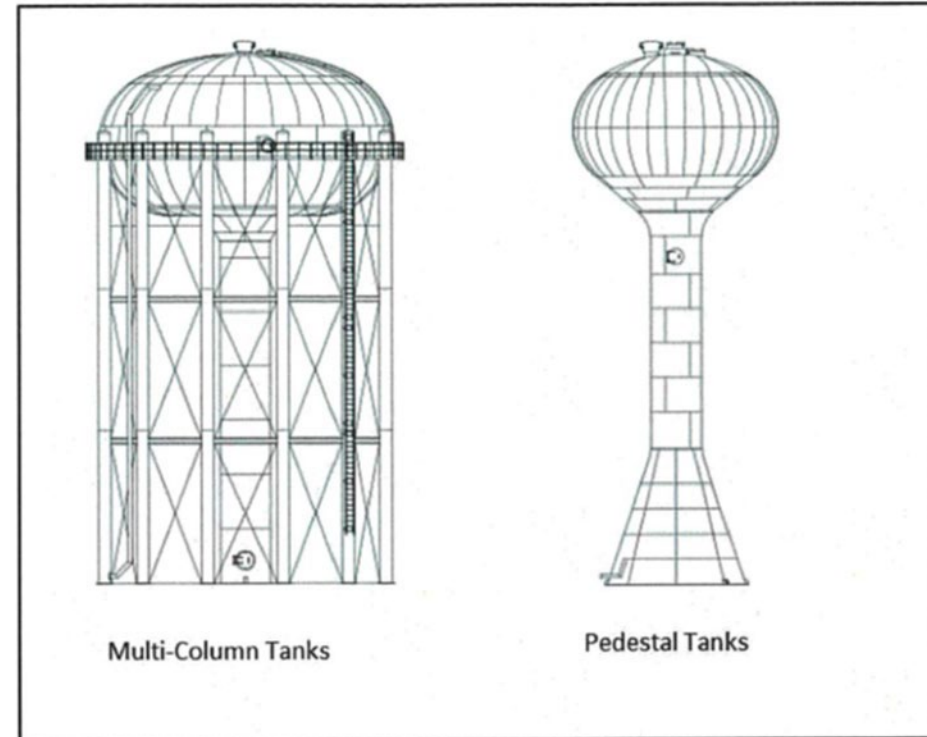
- Requests will be reviewed for
  - Eligibility
  - Impact to the score of the original application
  - Budget and timeline concerns
- Scope Changes may not be approved.
- No additional funds will be made available to existing projects.





# Notices on Project Timeline: Permits

- DNR permitting teams are working diligently to turn around permits quickly.
- There will be an end of summer rush to get construction permits prior to bidding.
- Get construction permit requests submitted ASAP to avoid this bottle neck.



# Notices on Project Timeline: Bidding

- Projects advertising for bids in the fall will be competing for limited contractors and should expect high bids.
  - Projects should include as many alternates as feasible to accommodate very high pricing.
  - Projects will need a contingency plan if bids come in much higher than expected.
    - This needs to be in place prior to bid opening as there will not be enough time to rebid prior to the federal obligation deadline.

# Notices on Project Timeline: Grant Award

- November and December will be incredibly busy for the ARPA team as we work to complete the award process for projects.
- Grant recipients must be responsive and submit required documents immediately upon request.

# Odds and Ends: Local Turnover

- Many grant recipients and consulting engineering firms have experienced turnover since applying for ARPA.
- Please make sure the authorized representative resolution is still current for your project.
- Please make sure the appropriate city or district personnel have access to the ARPA portal. This will be **crucial** for the Award and reimbursement request processes.

# Odds and Ends: Uniform Act

- All projects need to acquire all land and easements prior to bidding.
- All land acquired for the project must be done so in accordance with the Uniform Act.
- Do not wait for final design completion to begin acquiring critical easements. Begin now.



# What Should You be Doing Right Now?

- Send in facility plans or engineering reports to begin the permitting process.
- Send in plans and specifications to complete the permitting process.
  - Send construction contract documents to the ARPA project manager (even before final design is complete)
- Finish gathering all easements (start with the most critical ones)
- Send in invoices for advance payment funds

# Questions?

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