



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

February 6, 2025

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

ARPA Webinar Topics

- Status Update: Where we are now
- Outstanding Paperwork
- Reimbursement Requests (Deep dive)
- Change Orders
- Spending Deadline and Construction Completion
- Federal Funding Pause
- What You Should Be Doing Now
- Questions

Where Are We Now?

- All grant contracts (FAAs) and amendments were signed prior to the December 31, 2024 deadline and all ARPA funds were obligated.
- Submit remaining checklist items
- Preparing for Construction and reimbursement

Outstanding Paperwork: ARPA Checklist

- Business Entity Certification, Affidavit of work Authorization
- Debarment Certification
- Revised Certificate as to Title to Project Site (easement certification)
- DNR will not reimburse construction invoices without this certification

Outstanding Paperwork: Bid Submittal Checklist

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
1. Bid Tabulation		XX/XX/XXXX TP	
2. Bid Form (completed by chosen contractor)			Addenda Acknowledged? <input type="checkbox"/>
3. Recommendation of Award:			
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
Proof of advertisement: Affidavit of publication or online documentation			Publication? <input type="checkbox"/> Plan Room? <input type="checkbox"/> Website? <input type="checkbox"/>
Addenda (if issued)			
Contractor acknowledgment			(If addenda issued)

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.

- All grant recipients should have submitted the first three items.
- All remaining items must be submitted for each construction contract.
 - Proof of Advertising
 - Contractor forms: Debarment, E-Verify, etc.
 - Executed Construction Contract
 - Notice to Proceed

Outstanding Paperwork: Bid Submittal Checklist

- The Bid Submittal Checklist did not initially list performance and payment bonds.
- It will be revised and posted by next week.
- Please submit both performance and payment bonds from every contractor along with other items.
- As with the ARPA checklist items, we cannot reimburse construction costs until all of these forms are received.

Reimbursements: The DNR Tracking System

- The DNR accounting team creates and monitors a tracking system for every contract and miscellaneous expense in each project.
- Every invoice submitted for reimbursement must be tied to an **approved contract** (engineering, construction, grant administrator, etc.) or a **pre-approved miscellaneous expense** (land purchases, appraisal costs, advertising costs, etc.)

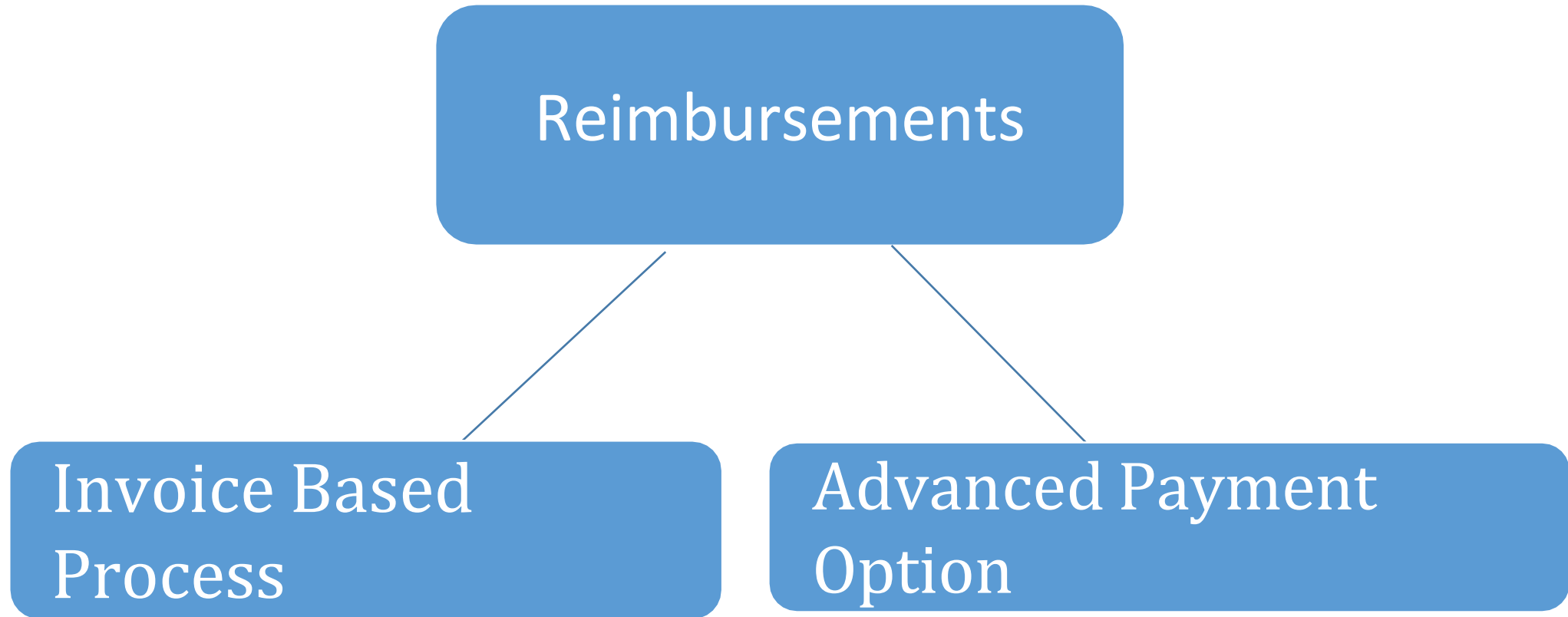
Reimbursements: The DNR Tracking System

- Construction contracts are tracked in our system based on line items in the bid form.
- Invoices submitted for reimbursement must follow the line items, units, and unit prices listed in the bid form and executed construction contract.
 - Deviations from these lines will likely cause delays or denials of payment (more on that later).

Reimbursements: The DNR Tracking System

- Miscellaneous expenses should be sent to the ARPA project manager **BEFORE** they are submitted as part of a reimbursement request.
- Failure to get prior approval of miscellaneous costs will likely cause delays in the processing of pay requests.

Reimbursement Refresher



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

Invoice Based Reimbursement Process

- Employees of the grant recipient (city, county, or district staff), must be the ones to submit requests for payment in the ARPA portal.
 - Consultants and contractors **cannot** submit reimbursement requests as it represents a conflict of interest.
- Grant recipients can and should upload multiple invoices with a single reimbursement request.
- Do not submit multiple reimbursement requests with individual invoices attached in the same month.

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 submitted **one request** for the 25% advance in the portal and attached the Financial Assistance Agreement (FAA)
- After receiving the funds, the grant recipient must email invoices to DNR.ARPA@dnr.mo.gov monthly, to document how the advance funds were used.
- Advance Payments were only available for partial awards.
 - DNR will not issue any additional advance payments.
 - Once the advanced funds are drawn down, the project will transition to the Invoice-Based reimbursement method.

Reimbursements: Grant and Match Percentages

- DNR makes reimbursements and tracks advance payment spending based on the grant and cost share percentages listed in the Financial Assistance Agreement.

PROJECT FUNDING	Original Amount	Original Percentage	Amended Amount	Amended Percentage	Total Amount	Total Percentage
Federal Award:	\$ 1,249,525.00	98.06 %	\$ 3,651,473.00	98.06 %	\$ 4,900,998.00	98.06 %
State/Other Award:	\$	%	\$	%	\$ 0.00	%
Recipient Match:	\$ 24277.95	1.94 %	\$ 72834.05	1.94 %	\$ 97,112.00	1.94 %
Total Award:	\$ 1,273,802.95	100.00 %	\$ 3724307.05	100.00 %	\$ 4,998,110.00	100.00 %

- Let's look at a couple examples for how this works for each type of reimbursement.

Reimbursements: Invoice Based Reimbursement

PROJECT FUNDING	Original Amount	Original Percentage	Amended Amount	Amended Percentage	Total Amount	Total Percentage
Federal Award:	\$ 1,249,525.00	98.06 %	\$ 3,651,473.00	98.06 %	\$ 4,900,998.00	98.06 %
State/Other Award:	\$	%	\$	%	\$ 0.00	%
Recipient Match:	\$ 24277.95	1.94 %	\$ 72834.05	1.94 %	\$ 97,112.00	1.94 %
Total Award:	\$ 1,273,802.95	100.00 %	\$ 3724307.05	100.00 %	\$ 4,998,110.00	100.00 %

- City submits a reimbursement request with an invoice from their contractor asking for \$10,000.00.
- DNR approves the request and deposits \$9,806.00 (98.06%) in the city's account.
- City pays the remaining \$194.00 (1.94%) of the invoice from local funds.
- Grant and cost share are spent in parallel

Reimbursements: Advance Payment Option

PROJECT FUNDING	Original Amount	Original Percentage	Amended Amount	Amended Percentage	Total Amount	Total Percentage
Federal Award:	\$ 1,249,525.00	98.06 %	\$ 3,651,473.00	98.06 %	\$ 4,900,998.00	98.06 %
State/Other Award:	\$	%	\$	%	\$ 0.00	%
Recipient Match:	\$ 24277.95	1.94 %	\$ 72834.05	1.94 %	\$ 97,112.00	1.94 %
Total Award:	\$ 1,273,802.95	100.00 %	\$ 3724307.05	100.00 %	\$ 4,998,110.00	100.00 %

- The city requested an advance payment in 2022 and DNR deposited \$1,249,525.00 into the city's account.
- The city pays an invoice for project engineering expenses for \$20,000.00 and sends it to DNR to be recorded against the advance payment.
- DNR credits the advance payment for \$19,612.00 (98.06%) and credits the city's local cost share for \$388.00 (1.94%).
- The advance payment and cost share are credited in parallel.

Reimbursements: Advance Payment Transition

PROJECT FUNDING	Original Amount	Original Percentage	Amended Amount	Amended Percentage	Total Amount	Total Percentage
Federal Award:	\$ 1,249,525.00	98.06 %	\$ 3,651,473.00	98.06 %	\$ 4,900,998.00	98.06 %
State/Other Award:	\$	%	\$	%	\$ 0.00	%
Recipient Match:	\$ 24277.95	1.94 %	\$ 72834.05	1.94 %	\$ 97,112.00	1.94 %
Total Award:	\$ 1,273,802.95	100.00 %	\$ 3724307.05	100.00 %	\$ 4,998,110.00	100.00 %

- Once the city submits invoices indicating that **both the advance monies and the local cost share (\$1,273,802.95)** have been spent, they will transition to the invoice based reimbursement method.
- The advance payment and cost share are credited in parallel.

Reimbursements: Advance Payment Transition

- I'm close to running out of my advance funds. What should I do?
 - Ensure that you are also paying invoices from both grant and local cost share.
 - Review all invoices and make sure you have submitted all of them to DNR.
 - Call your project manager and set up a meeting with the DNR accounting to all prior spending has been submitted and recorded by DNR.
 - Set up a tutorial with your Project manager to walk through submitting an invoice-based reimbursement request.

Change Orders: Review Process

Draft

- Prepare a draft of the C.O.
- Send draft to ARPA P.M.

Review

- ARPA P.M. reviews and comments (if necessary)
- ARPA P.M. sends approval email

Execute

- All Parties execute C.O.
- Return fully signed C.O. to ARPA P.M.

Change Orders: The Review Process

- Change orders should be submitted to your ARPA project manager in **DRAFT** form for review prior to signature.
- Their review will
 - Ensure all costs and additions are eligible for reimbursement.
 - Update and track the total project budget.
 - Ensure project timeframes do not exceed our spending deadlines.
 - Update our accounting system to ensure we are prepared to reimburse modified invoices.

Change Orders: Implications for Pay Requests

- DNR cannot reimburse a new line item or an increased line item without a change order.
- Let's look at a couple of examples.

Change Orders: Line Overage Example 1

Drinking Water Contract				
Number	Item	Units (LF)	Cost Per Unit (\$/LF)	Total
1	6" SDR 200 PVC pipe replacement	2000	\$50.00	\$100,000.00
2	4" SDR 200 PVC pipe replacement	1000	\$30.00	\$30,000.00
3	2" SDR 200 PVC pipe replacement	500	\$15.00	\$7,500.00

Change Orders: Line Overage Example 1

Drinking Water Contract				
Number	Item	Units (LF)	Cost Per Unit (\$/LF)	Total
1	6" SDR 200 PVC pipe replacement	2000	\$50.00	\$100,000.00
2	4" SDR 200 PVC pipe replacement	1000	\$30.00	\$30,000.00
3	2" SDR 200 PVC pipe replacement	500	\$15.00	\$7,500.00

Drinking Water Contract Invoice #1				
Number	Item	Units (LF)	Cost Per Unit (\$/LF)	Total
1	6" SDR 200 PVC pipe replacement	2200	\$50.00	\$110,000.00
2	4" SDR 200 PVC pipe replacement	200	\$30.00	\$6,000.00
3	2" SDR 200 PVC pipe replacement	250	\$15.00	\$3,750.00

Line 1 is over by \$10,000.00

Change Orders: Line Overage Example 2

Drinking Water Contract				
Number	Item	Units (LF)	Cost Per Unit (\$/LF)	Total
1	6" SDR 200 PVC pipe replacement	2000	\$50.00	\$100,000.00
2	4" SDR 200 PVC pipe replacement	1000	\$30.00	\$30,000.00
3	2" SDR 200 PVC pipe replacement	500	\$15.00	\$7,500.00

Change Orders: Line Overage Example 2

Drinking Water Contract				
Number	Item	Units (LF)	Cost Per Unit (\$/LF)	Total
1	6" SDR 200 PVC pipe replacement	2000	\$50.00	\$100,000.00
2	4" SDR 200 PVC pipe replacement	1000	\$30.00	\$30,000.00
3	2" SDR 200 PVC pipe replacement	500	\$15.00	\$7,500.00

Drinking Water Contract Invoice #2				
Number	Item	Units	Cost Per Unit	Total
1	6" SDR 200 PVC pipe replacement	1000	\$50.00	\$50,000.00
2	4" SDR 200 PVC pipe replacement	200	\$30.00	\$6,000.00
3	2" SDR 200 PVC pipe replacement	250	\$15.00	\$3,750.00
4	6" Gate Valve	2	\$2,500.00	\$5,000.00

Line 4 is overbudget by \$5,000.00

Change Orders: Line Overage Example

The city has 2 options...

Option 1:

- Process the current request with a short pay for the overages. (\$10,000.00 in example 1 and \$5,000.00 in example 2).
- City issues a change order at a later date and requests reimbursement for the overages on a future reimbursement request.

Option 2:

- Delay processing the reimbursement request until a change order can be issued and approved by DNR and then pay the full amount.

Change Orders: Line Overages Example

- This only applies to deviations that add or exceed lines from the original contract.
- Removing work and not billing for it without a change order will not delay a request.

Change Order: Notes

- DNR approval of a cost increase does not increase your grant amount.
 - Cost overruns are the grant recipient's responsibility to pay for.
- DNR will not sign change orders. We will provide an email that the change order is approved once we have completed our review.
- Failure to provide a change order (draft or final) to your project manager will cause delays in reimbursement. **Possibly for several weeks.**
- Failure to provide a draft change order to your project manager could result in costs being deemed ineligible and obligating the funding recipient to pay for them out of pocket.

Spending Deadline and Construction Completion

- All ARPA funds must be expended by **December 31, 2026**.
- ALL construction work the grant recipients intend to request ARPA reimbursement for, must be completed by **August 30th, 2026**.

Spending Deadline and Construction Completion

Why does ARPA construction work need to be completed months before the spending deadline?

- To allow time for the following....
 - Issuing any final quantities change orders (often 15-30 days)
 - Contractors to prepare final invoices (often 30 days from completing work)
 - Consulting Engineers and Communities to review construction Invoices (often 15-30 days).
 - Communities to submit a reimbursement request to the Department
 - DNR to review and process the pay request (2 weeks)
 - Community to issue payments to contractors
 - Resolving any final or outstanding issues prior to final payment

Spending Deadline and Construction Completion

- ARPA project managers are checking the Notice to Proceed on all construction contracts to ensure that they will be fully completed prior to August 30th.
- Communities that need to finish construction after August 30th should contact their ARPA project manager immediately to discuss options.



Spending Deadline and Construction Completion

- ARPA project managers and the ARPA accounting teams will be tracking construction and spending progress on all projects.
 - Projects that are not making consistent progress toward construction completion or who are not drawing funds in a timely manner may receive warning letters.
- Failure to satisfactorily address issues in these letters could result in de-obligation of funds from the project.

Spending Deadline and Construction Completion

- Fall of 2026 the ARPA accounting team will likely receive a heavy influx of payments to process.
- Send in payment requests early and often to avoid this bottleneck!



Federal Funding Pause

- January 27th OMB issued a memo pausing federal loan and grant disbursements.
- DNR does not anticipate any disruptions or delays in ARPA reimbursements as a result of this memo or other recent executive orders.




THE DIRECTOR

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

January 27, 2025

M-25-13

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Matthew J. Vaeth, Acting Director, Office of Management and Budget 

SUBJECT: Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs

The American people elected Donald J. Trump to be President of the United States and gave him a mandate to increase the impact of every federal taxpayer dollar. In Fiscal Year 2024, of the nearly \$10 trillion that the Federal Government spent, more than \$3 trillion was Federal financial assistance, such as grants and loans. Career and political appointees in the Executive Branch have a duty to align Federal spending and action with the will of the American people as expressed through Presidential priorities. Financial assistance should be dedicated to advancing Administration priorities, focusing taxpayer dollars to advance a stronger and safer America, eliminating the financial burden of inflation for citizens, unleashing American energy and manufacturing, ending “wokeness” and the weaponization of government, promoting efficiency in government, and Making America Healthy Again. The use of Federal resources to advance Marxist equity, transgenderism, and green new deal social engineering policies is a waste of taxpayer dollars that does not improve the day-to-day lives of those we serve.

This memorandum requires Federal agencies to identify and review all Federal financial assistance¹ programs and supporting activities consistent with the President’s policies and requirements.² For example, during the initial days of his Administration, President Donald J. Trump issued a series of executive orders to protect the American people and safeguard valuable taxpayer resources, including *Protecting the American People Against Invasion* (Jan. 20, 2025), *Reevaluating and Realigning United States Foreign Aid* (Jan. 20, 2025), *Putting America First in International Environmental Agreements* (Jan. 20, 2025), *Unleashing American Energy* (Jan. 20, 2025), *Ending Radical and Wasteful Government DEI Programs and Preferencing* (Jan. 20,

What Should You be Doing Right Now?

- Submit any outstanding ARPA checklist or Bid Submittal Checklist documents
- Submitting all invoices to document spending of advance funds
- Schedule reimbursement tutorials with Project Managers as necessary.
- Start Construction

Questions?

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