

PER Quick Reference Guide

Updated 3.29.24

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

Requirements

- ✓ All PERs for water and wastewater projects will be reviewed by the Engineering Services Unit (ESU) prior to State Water Infrastructure Grants (SWIG unit) review. During PER review, ESU will determine if the P&S are subject to ESU review and approval.
- ✓ Stormwater PERs (or reasonable planning documents) and P&S will be reviewed by SWIG only. Stormwater PERs (or reasonable planning documents) will need to meet, at a basic level of detail, the following criteria for acceptance:
 - Identified problem
 - Provided solution
 - Alternatives analysis
 - Cost analysis
- ✓ A reviewed 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. A FP is associated with State Revolving Fund (SRF) loan projects.
- ✓ An approved PER (or approved substitute) may be the final deliverable for an Investigation and Planning project.
- ✓ An approved set of Plans & Specifications (P&S) is required before starting any construction work.
- ✓ Projects currently under construction or slated for construction, funded with ARP dollars allocated for P&S, must adhere to a plan that aligns with the PER's scope and scale.
- ✓ PERs should follow the Interagency Preliminary Engineering Memorandum template format.

PER Submission

- ✓ 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) for water and wastewater projects 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.
- ✓ If the PER does not match the approved project(s) or identifies ineligible activities, the PER will be returned to the grantee to be updated.
 - Grantees should update their PER within 30 days to avoid reimbursement delays.
- ✓ Once ESU completes the review of the PER, the grantee will be issued a “statement of no concern” (SONC) via email.
- ✓ The Grantee must upload the PER and SONC memo to GMS under the “Deliverable” activity.

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 for water and wastewater projects must be uploaded to [My TDEC forms](#) and in [GMS](#) under the “Deliverables” activity. P&S for stormwater projects must be uploaded 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](#)). Stormwater P&S will be reviewed by SWIG only.
- ✓ 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.
 - Plans and specifications should be labeled as ARP, submitted to ESU for review (as required for water or wastewater) and uploaded with ESU stamps to GMS for SWIG approval.
- ✓ ESU will review and approve P&S containing sufficient information to allow the Department to make the necessary determinations within 30 days.
- ✓ Once approved by ESU, the grantee will be notified via email.
- ✓ The grantee must upload the stamped 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 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.