MISSISSIPPI MUNICIPALITY & COUNTY WATER
INFRASTRUCTURE GRANT PROGRAM (MCWI)
PORTAL INFORMATION SUBMISSION CHECK LIST – DRAFT

**Users should note that this document is intended to provide knowledge of the questions that will likely be asked in the application portal. This document may potentially be updated as warranted by MDEQ prior to the Application Portal release date.

General Information:

1. Provide the official name of applicant's municipality, county, or public utility.
2. Provide a short project name that captures the nature of the project.
3. Provide the contact information, including name, title, phone number, and email address, of applicant, an authorized representative, a secondary authorized representative, and applicant's engineer (if engaged at the time of application).
4. List the county or counties in which the project will be located.
5. Upload a copy of the board or council resolution which authorizes the submission of the application and designates the authorized representative(s) to act on behalf of the applicant in an official capacity.
6. Provide the applicant's Unique Entity Identifier (UEI) number. (As of April 4, 2022, all applicants will be expected to provide an UEI. If the applicant has a DUNS number or is registered with SAM.GOV, then the applicant has been assigned a UEI).
7. Provide the applicant's federal Tax ID Number.
8. Upload proof of registration with Mississippi 811.
9. Provide the applicant's MAGIC Vendor Number.
10. Upload documentation of the applicant's tax-exempt status under either federal or State law.
11. Upload a completed Internal Revenue Service Form W-9.
12. Provide the population of the applicant's political boundary or service area taken from the sources listed in the MCWI Grant Program regulations.
13. Provide the population of the applicant's political boundary or service area from five years prior to the source used in Item 12 taken from the sources listed in the MCWI Grant Program regulations. For example, if applicant is a public utility using the number of customers served as of July 1, 2022, to respond to Item 12, then the public utility should use the number of customers served as of July 1, 2017, to respond to Item 13.
14. Provide the median household income of the population served by the applicant taken from the sources listed in the MCWI Grant Program regulations.
15. Provide the unemployment rate of the population served by the applicant taken from the sources listed in the MCWI Grant Program regulations.
16. Provide the amount of the average annual residential water and sewer bill for the residents served by the applicant.
17. MCWI Grant Program funds are only available to Mississippi municipalities, counties, and public utilities not regulated by the Public Service Commission who provide matching ARPA Coronavirus Local Fiscal Recovery Funds (LFRF).

Select the statement that best describes the eligible applicant:

- Applicant is a municipality that received a total ARPA LFRF allocation from the US Treasury less than $1,000,000.00.
- Applicant is a municipality that received a total ARPA LFRF allocation from the US Treasury equal to or more than $1,000,000.00.
- Applicant is a public utility not regulated by the Public Service Commission. Upload a statement from the applicant's authorized representative and applicant's legal counsel certifying the applicant meets the definition of a public utility not regulated by the Public Service Commission as provided in the MCWI Grant Program regulations.
- Applicant is a county.
- Applicant is a municipality pooling its ARPA LFRF with another municipality.

18. Has the applicant received a transfer or will receive a transfer of ARPA LFRF from a county or municipality? If yes, provide the source and amount of the funds and upload documentation of transfer.
19. Has the applicant received its full ARPA LFRF allocation at the time of application submission?
20. Provide the total ARPA LFRF allocation received by the applicant. For pooled funds, only include the ARPA LFRF allocation received by the applicant. The funds being transferred to the applicant are to be reported under Item 18 above.

Project Information:

21. Provide a detailed scope of work for the project including issues to be resolved, goals, objectives, and performance metrics.
22. Select the primary purpose of the project: wastewater, drinking water, stormwater. If the project consists of multiple types, ensure the multiple types are clearly described in the scope of work provided in response to Item 21 above.
23. Select the type of wastewater project (more than one may apply) (complete descriptions of these types of projects will be provided in the Portal):
    - Raw Discharge Correction
    - Existing Facilities Upgrades (not meeting final limits)
    - WW Overflows/SSOs/Bypass Elimination
    - New Collection (existing buildings)
    - Existing Facilities Upgrade (meeting final limits)
    - New Facilities/Development
    - Industrial
    - Other (Explain)
24. Select the type of drinking water project (more than one may apply) (complete descriptions of these types of projects will be provided in the Portal):
    - Primary Drinking Water Standards
    - One Well
    - Reservoir/Dams
    - Pressure Deficiencies
    - Lead Service Lines
    - Private Wells
    - Source Water Protection

- System Capacity Expansion (existing unserved business/residential)
- Back-up Water Supply Sources
- Existing Facilities Upgrades (meeting primary standards)
- Fluoride Addition
- Secondary Drinking Water Standards
- Consolidation
- Other (Explain)

25. Select the type of stormwater project (more than one may apply) (complete descriptions of these types of projects will be provided in the Portal):
    - Non-point and Stormwater Pollution Correction
    - Drainage and Management
    - Green Infrastructure Stormwater Projects
    - Stormwater Projects (including culverts) that implement (1) NPS MP, 2; (2) NEP CCMP; (3) SWMP to provide water quality benefit
    - Gray Infrastructure Stormwater Projects (piping/storage/treatment)
    - Culverts/Other Road-Stream Crossings for Stormwater Management
    - Other (Explain)
26. Upload a project map.
27. Provide the total project cost, inclusive of MCWI Grant Program funds, LFRF match funds, and other funds.
28. Provide the total ARPA LFRF funds set aside for MCWI Program match purposes.
29. Are there any other sources of funds to be used on the project? If yes, provide the source and amount of funds.
30. Upload all prepared plans, specifications, and professional services contract documents for the planning, design, bidding, and construction phases of the project, if available at the time of application.
31. Upload any other engineering reports required by the project.
32. Upload all existing or proposed interlocal agreements related to the project.
33. Provide a list of all needed permits/approvals for the project, and upload a copy of each permit/approval obtained for the project.
34. Provide the estimated population served by the project when completed.
35. Provide the number of communities within the applicant's service area served by the project.
36. Describe applicant's long-term plans for financial and physical operation and maintenance of the project. Has the applicant developed an Asset Management, Fiscal Sustainability and/or similar plan?
37. Provide the number of political subdivisions benefitted by the proposed project.
38. Describe how the proposed project will enhance public service infrastructure, including transportation and emergency access, if applicable.
39. Upload documentation of any noncompliance history to be corrected by the project.
40. Provide information which clearly supports that the proposed project promotes economic development in the community/service area, if applicable.
41. Provide information, including dates, that clearly demonstrates the applicant's most recent efforts to secure funding to address the proposed project's objectives.
42. Upload a copy of the applicant's approved engineer's list or other documentation evidencing the proposed project being on said list.

Level of Readiness:

43. Has the applicant started the procurement process for the goods or services that would be considered a part of the proposed project or program?
44. Have all the previous procurements for goods or services for which the MCWI funds will be used been procured in accordance with 2 CFR 200 guidelines and State/local guidelines with all procurement documents being retained?
45. Does the applicant have a preliminary engineering report for the project?
46. Does the applicant have a final design for the project?
47. Does the applicant have all right-of-way, land purchases and site title issues finalized?
48. List which bid processes the applicant has started, and list which bid processes are complete.
49. Is the project currently under construction? If yes, provide the stage of completeness.

Project Schedule: Provide dates for the completion of the following tasks

Project Design Dates			
Preliminary Design	Final Design	Plan, Specification, and Contract Document Review	Plan Specification, and Contract Document Approval
Project Bid Dates			
Bid Document Approval	Advertise for Bids	Selection and Award Notice	Notice to Proceed
Project Construction Dates			
Construction Start	Construction Completion	Closeout	Final Documentation

Project Budget: Provide estimates for the following budget categories and funding streams

	MCWI Grant Funds	ARPA – LFRF Local Match	Other Funds	Total
Professional Fees	$	$	$	$
Audit Budget	$	$	$	$
Total Administration	$	$	$	$
Project Management	$	$	$	$
Preliminary Design	$	$	$	$
Equipment	$	$	$	$
Final Design	$	$	$	$
Construction	$	$	$	$
Contingency	$	$	$	$

Total Project Budget	$	$	$	$

50. Describe applicant's contingency plan that addresses cost overruns and construction delays.

Risk Assessment:

The following questions are intended to help MDEQ evaluate each applicant's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of any Grant Agreement for purposes of determining the appropriate level of monitoring of the applicant and the project that may be required.

General Information

51. Has the applicant managed federally funded grant programs in the two years? If yes, list the programs.
52. Does the applicant have the capacity to manage and implement federal regulations including 2 CFR 200 and other specific federal regulations pertaining to items such as segregation of duties, cashing handling, contracting and procurement procedures, personnel, and travel policies, etc.?
53. Does the applicant have written policies and procedures for managing federal awards? If yes, upload copies of these policies and procedures.

Financial Management

54. Is the applicant's financial management system sufficient to permit preparation of reports required by ARPA and the MCWI Grant Program?
55. Is the applicant's financial management system sufficient to permit the tracing of funds as required by 2 CFR 200.302?
56. Does the applicant's financial management system provide for the requirements found in 2 CFR 200.302(b)?
57. Does the applicant have an effective system of internal controls to provide reasonable assurance that reports submitted to MDEQ include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements?
58. Does the applicant have an effective system of internal controls to provide reasonable assurance that grant awards are expended only for allowable activities and that the costs of goods and services charged to grant awards are allowable and in accordance with the applicable cost principles?
59. Does the applicant's financial management system support procedures for determining the reasonableness of costs allocated in accordance with 2 CFR 200 Subpart E-Cost Principles?
60. Does the applicant have an effective system of internal controls to provide reasonable assurance that the (1) drawdown of cash is only for immediate needs, (2) reimbursement is requested only after costs have been incurred, and (3) reimbursement requests comply with any applicable Treasury agreements?

61. Does the applicant's system of internal controls provide reasonable assurance that matching or level of effort requirements are met using only allowable funds or costs which are properly calculated and valued?
62. Does the applicant have policies and procedures related to the security of the internal accounting or financial systems used by the applicant to manage grants? If yes, upload these policies and procedures unless already uploaded.

Audit Information

63. Have audits been performed on the applicant's financial statements for the past two years? If yes, upload the audited financial statements. If no, provide the reason why no audits have been performed and upload the unaudited financial statements.
64. If the applicant has expended more than $750,000 in federal grant funds within a fiscal year, has an audit been performed in accordance with the Uniform Guidance requirements? If yes, were there any major findings? Upload the applicant's narrative response, if applicable.

Operations and General Management

65. Does the applicant have management, information, and accounting systems in place that are designed to meet all federal and MCWI requirements, including reporting requirements?
66. Do key personnel assigned to the MCWI Grant have experience in managing grants and an understanding of the relevant regulations?
67. Does the applicant maintain a written code of conduct governing the performance of its employees and/or contractors, and specifically those employees engaged in the award and administration of contracts? If yes, upload the applicant's code of conduct.
    a. Does the code of conduct encompass conflicts of interest? If no, provide the title of the document that addresses conflicts of interest and upload same.
68. Have the applicant or its representatives/contractors (if procured) ever been debarred, suspended, or delinquent on any federal debt? If yes, explain.
69. Does the organization have policies and/or procedures in place to address breaches of ethics policy and/or instances of fraud or other criminal activity?
    a. Do these policies and/or procedures include required procedures and/or remedial actions to prevent future violations?
    b. Do these policies and/or procedures include a means to notify the appropriate agency in cases of confirmed fraud related to grant funds?
70. Are there formal policies and procedures in place for employees to confidentially report suspected violations of policies and or suspected instances of fraud or other criminal activity, including specifically those related to grant programs?
71. Does the applicant's information systems policies and procedures exist for the safeguarding of data, including personally identifiable information (PII), authorization and addition of system users, termination of user rights, information back-up and recovery, and retention and destruction of data?
72. Does the applicant perform vulnerability, penetration and disaster recovery testing on IT and data storage systems and document these processes and testing outcomes?
73. Is access to data, including PII, protected against unauthorized access and limited to appropriate individuals based on job functions?

74. Does the applicant maintain a written policy for compliance with the Civil Rights Act Title VI?
75. Has the applicant submitted a Title VI compliance form to a Federal Agency?
76. Related to the applicant's Title VI compliance:
    a. Does the applicant post Title VI notices to the public in a prominent place(s)? What type of postings are being used?
    b. Does the applicant have any pending Title VI investigations, complaints or lawsuits filed that pertain to allegations of discrimination based on race, color, and/or national origin?
    c. Does the applicant have a plan for providing language assistance to persons with limited English proficiency?
    d. Has the applicant received any Title VI compliance review reports issued by a federal agency in the previous 2 years? Does the applicant have program-related, non-elected planning boards, advisory councils or committees, or similar bodies, for which you maintain information depicting the racial breakdown of the membership of those committees and a description of efforts made to encourage the participation of minorities on such committees or councils?

Procurement

77. Does the applicant maintain written procurement procedures which provide reasonable assurance that procurement of goods and services are made in compliance with the provisions of 2 CFR Part 200? If yes, upload the applicant's procurement policies.
78. Does the applicant maintain written procurement procedures which provide reasonable assurance that covered transactions (as defined in the suspension and debarment common rule (2 CFR Part 180)) are not made with a debarred or suspended party? If yes, upload the applicant's procurement policies unless already uploaded.