MISSISSIPPI MUNICIPALITY & COUNTY WATER INFRASTRUCTURE GRANT (MCWI) PROGRAM 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 will be updated as warranted by MDEQ prior to the application portal release date.**

General Information:

1. Provide the official name of applicant’s county, municipality, or public utility.
2. List the county or counties in which the project will be located.
3. Provide a short project name that captures the nature of the project.
4. 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.
5. Provide applicant’s Federal Tax ID Number.
6. Provide proof of registration with Mississippi 811. Applicants are required to be registered with Mississippi 811 to be eligible for MCWI funds per the requirements of Senate Bill 2822.
7. Please provide your registration number or identification number for the MAGIC System.
9. 
10. Provide the contact information of applicant, authorized representative, secondary authorized representative, and applicant’s engineering firm (if available at time of application).
11. Provide a copy of a board or council resolution which designated the authorized representative(s) to act on behalf of the applicant in an official capacity.
12. Applicant
13. MCWI Grant Program funds are available to Mississippi counties, municipalities 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 less than $1,000,000.00.
   - Applicant is a municipality that received a total ARPA LFRF allocation equal to or more than $1,000,000.00.
   - Applicant is a public utility not regulated by the Public Service Commission.
   - Applicant is a county.
   - Applicant is a municipality pooling its ARPA LFRF with another municipality.

14. Has the applicant received a transfer or will receive a transfer of ARPA LFRF from a county or municipality? If yes, what is the source and amount of the funds? (Provide documentation of legally binding agreement).
15. Has the applicant received its full ARPA LFRF allocation at the time of application submission?
16. What is 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 applicant are to be reported under question 14 above.

17. What is the total project cost, inclusive of matching funds, LFRF funds, and other funds?

18. What are the total ARPA LFRF funds set aside for MCWI Program match purposes?

19. Are there any other sources of funds to be used on the project, and if so, what amount?

**Risk Assessment:**

20. Has the applicant managed federally funded grant programs in the two years, and if so, what programs?

21. Has the applicant been the subject of a financial statement audit in the last 2 years? If yes, please describe the findings in detail.

22. Has the applicant had any audit findings within the last 5 years? If yes, please describe the findings in detail.

23. Is the applicant or their representatives/contractors (if procured) debarred, suspended or delinquent on any federal debt? If yes, please explain.

24. Provide two most recent years of audited financial statements.

25. 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.)? Review 2 CFR 200.303 – Internal Controls

26. Does the applicant have written policies and procedures for managing federal awards? Please provide.

27. 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 and 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 so, provide the applicant’s document procurement policies in alignment with the procurement regulations of 2 CFR 200

28. In the past 12 months, has the applicant experienced any turnover of key staff involved in managing federal funds? If yes, please explain the changes and remedial measures taken.

29. Do key personnel assigned to this grant have experience in managing grants and an understanding of the relevant regulations?

30. Has the applicant’s financial or grant management system changed in the prior 12 months? If so, please explain the changes.

31. Does the applicant’s accounting system segregate expenditures by funding source? (Per 2 CFR 200.302, the system must be sufficient to permit the preparation of reports and tracing of funds)

32. Does the applicant’s document procurement policies align with the procurement regulations of 2 CFR 200? Provide procurement policies.

33. Does the applicant maintain central file locations for all grants, loans and other types of financial assistance?

34. Provide the applicant’s conflicts of interest policy, if documented and in place at the time of application.
35. Can the applicant provide the technical, financial, and managerial capabilities to ensure compliance with all associated guidelines?

36. 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 so, please provide the applicant’s conflict of interest policy.

37. If applicable, does the code of conduct encompass conflicts of interest? If no, what document addresses conflicts of interest?

38. 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?

39. Do these policies and/or procedures include required procedures and/or remedial actions to prevent future violations?

40. Does this process include a means to notify the appropriate agency in cases of confirmed fraud related to grant funds?

41. 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?

42. 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?

43. 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?

44. 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?

45. Does the applicant’s system of internal controls provide reasonable assurance that matching level of effort is met using only allowable funds or costs which are properly calculated and valued?

46. 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?

47. Does the applicant have policies and procedures related to the security of the internal accounting or financial systems used by the entity to manage grants?

48. 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?

49. Does the applicant perform vulnerability, penetration and disaster recovery testing on IT and data storage systems and document these processes and testing outcomes?

50. Is the applicant’s access to data, including PII, protected against unauthorized access and limited to appropriate individuals based on job functions?

51. If the organization 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?

52. If yes, were there any major findings? Please attach your narrative response, if applicable.
53. Does the applicant have policies and/or procedures in place to address breaches of ethics policy and/or instances of fraud or other criminal activity?

54. Do these policies and/or procedures include required procedures and/or remedial actions to prevent future violations?
   a. Does this process include a means to notify the appropriate agency in cases of confirmed fraud related to grant funds?

55. 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?

56. Does the applicant maintain a written policy for compliance with the Civil Rights Act Title VI?

57. Has the applicant submitted a Title VI compliance form to a Federal Agency?

58. 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?
   e. 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?

Project Information:

59. Provide a detailed scope of work for the project including issues to be resolved, goals, objectives, and performance metrics.

60. Provide a map of the project area.

61. Provide the current population of the applicant.

62. Provide the estimated population served by the project when completed, if possible.

63. Provide the median household income of the population served by the applicant.

64. Provide the unemployment rate of the population served by of the applicant.

65. Provide the annual residential water and sewer bill served by the applicant.

66. Provide a copy of applicant’s engineering services agreement(s).

67. Provide engineering reports for the project.

68. Provide a list of all needed permits/approvals for the project and provide a copy of each permit/approval obtained for the project.

69. Provide a detailed analysis of the project’s ability to address noncompliance with the state or federal requirements.

70. Provide a contingency plan that addresses cost overruns and construction delays.
Level of Readiness:

71. Has the applicant started the procurement process for the goods or services that would be considered a part of the proposed project or program?
72. 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?
73. Does the applicant have a preliminary engineering report for the project?
74. Does the applicant have a final design for the project?
75. Does the applicant have all right-of-way, land purchases and site title issues finalized?
76. What bid processes has the applicant started and what bid processes are complete?
77. Is the project currently under construction, and if so, what is the stage of completeness?

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

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<thead>
<tr>
<th>Project Design Dates</th>
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<tr>
<th>Project Bid Dates</th>
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<tbody>
<tr>
<td>Bid Document Approval</td>
<td>Advertise for Bids</td>
<td>Selection and Award Notice</td>
<td>Notice to Proceed</td>
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<tr>
<th>Project Construction Dates</th>
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<tbody>
<tr>
<td>Construction Start</td>
<td>Construction Completion</td>
<td>Closeout</td>
<td>Final Documentation</td>
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Project Budget:

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<tr>
<th></th>
<th>ARPA Competitive Grant</th>
<th>ARPA – LFRF Local Match</th>
<th>Other Funds</th>
<th>Total</th>
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<tbody>
<tr>
<td>Professional Fees</td>
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<td>Audit Budget</td>
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<td>Total Administration</td>
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<tr>
<td>Project Management</td>
<td>Preliminary Design</td>
<td>Equipment</td>
<td>Final Design</td>
<td>Construction</td>
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<td>Total Project Budget</td>
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**Project Selection Criteria:**

78. Type of Project: Wastewater, Drinking Water, Stormwater or Combination (Please Explain)

79. Select the type of wastewater project (more than one may apply):
   - 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 (Please Explain)

80. Select the type of drinking water project (more than one may apply):
   - Reservoir/Dams
   - Pressure Deficiencies
   - Lead – 35.6 e. iv
   - Private Wells – 35.6 e. 1. v.
   - 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 (Please Explain)

81. Select the type of stormwater project (more than one may apply):
   - Green Infrastructure Stormwater Projects
   - Stormwater Projects (including culverts) that implement (1) NPS MP, 2; (2) NEP CCMP; (3) SWMP to provide WQ benefit
   - Gray Infrastructure Stormwater Projects (Piping/storage/treatment)
   - Culverts/Other Road-Stream Crossings for Stormwater Management
   - Other (Please Explain)

82. Population Served by the Project:
83. Does the proposed project serve multiple communities within the applicant’s service area?
84. Which statement best describes the project:
   - Serves greater than or equal to 75% of the applicant’s service area
   - Serves greater than 50% but less than 75% of the applicant’s service area
   - Serves greater than 25% but less than 50% of the applicant’s service area
85. How many political subdivisions will the proposed project benefit?
   - More than 4 political subdivisions
   - 4 political subdivisions
   - 3 political subdivisions
   - 2 political subdivisions
86. Provide information that clearly demonstrate the applicant’s most recent efforts to secure funding to address the proposed project’s objectives. Provide dates.
87. Provide information that includes a certification that the applicant has already developed and implemented an Asset Management, Fiscal Sustainability and/or Similar Plan. If plans are developed, please provide.
88. Provide documents and information that clearly demonstrates that the proposed project will enhance public service infrastructure, including transportation and emergency access, if applicable.
89. Provide documentation and information which clearly supports that the proposed project promotes economic development in the community/service area, if applicable.
90. Please provide a copy of the applicant’s approved engineers list evidencing the proposed project being on said list.