

## **Stormwater Local Assistance Fund (SLAF) Submittal Requirements Checklist**

In order to receive a SLAF grant award, there are several submittal packages that must be reviewed and approved by DEQ CWFAP staff. These documents allow DEQ to review the project's design and develop a final grant budget based on as-bid engineering and construction contract costs. Upon receipt of all Phase 1 documents, the grant agreement will be executed. Upon receipt of all Phase 3 documents, the grant agreement modification will be executed and you may begin requesting monthly reimbursements for costs incurred.

### **Phase 1 - Project Information Submittals**

**Procurement Certification:** All goods and services that you will be requesting reimbursement for must be procured in accordance with the Virginia Public Procurement Act, regardless of population size. **Please provide the following:**

☐ A letter stating that the Virginia Public Procurement Act will be followed in the procurement of all goods and services for the SLAF project. Must be signed by one of the following: Chief Executive (City or Town Manager or County Administrator) or City, County, or Town Attorney or Procurement Officer (or other authorized official).

### **Phase 2 - Project Planning Submittals**

**Plans and Design Checklist:** The design documents for your project must be provided a programmatic review by DEQ for consistency with the authorized project and to ensure project remains eligible for SLAF funds. **Please provide the completed checklist to the Project Manager along with required documents listed in Section C of the checklist:**

- ☐ Local VESMP Authority plan approval letter
- ☐ Completed BMP Design Certification or Completed Stream Restoration Design Certification
- ☐ Copy of the final design plans (one hard copy 11x17 and one electronic copy)
- ☐ Electronic copy of final project specifications
- ☐ Completed Surface Water Impact Certification
- ☐ All Required Environmental Permits

### **Phase 3 - Final Project Cost Information Submittals**

Grantees will submit all documentation substantiating project costs being funded by the grant.

- ☐ Signed Professional Services Task Order(s)
- ☐ Awarded/Executed Construction Contract, including payment and performance bond
- ☐ Land Acquisition Price Paid - either Basic Administrative Report(s) or Appraisal(s)

**Reimbursements:**

The SLAF Program is reimbursement-based. Once the grant agreement has been executed and the grant agreement modification has been executed (if necessary) you may begin requesting reimbursements based on invoices that have been received. We recommend that reimbursement requests be submitted at least quarterly, however monthly requests are highly encouraged.

**For each request for payment, please submit the requisition package (including the following items) via email to [req.cwfap@deq.virginia.gov](mailto:req.cwfap@deq.virginia.gov) and copy both the Project Officer and Project Manager:**

- ☐ Requisition for Reimbursement Letter on locality's letterhead (original signature required)
- ☐ Certificate of the Project Engineer (original signature required)
- ☐ Up-to-date Schedule 1 (original signature required)
- ☐ Invoices to substantiate requested payments
- ☐ Change Order(s), including discussion of eligible items/costs (if any have been executed)

**Project Completion:**

Reimbursements will be held at ninety-five percent (95%) of the total Grant amount to ensure satisfactory completion of the eligible project. In addition to submittal of the following documents, a final site inspection will be performed by CWFAP staff. **Please provide the following to the Project Manager:**

- ☐ Responsibilities and Maintenance Plan
  - Requirements for Maintenance
  - Recommended schedule of inspection and maintenance
  - Identification of responsible person(s)
  - Recorded in local land records if located on private property
- ☐ Certificate of Substantial Completion
- ☐ Final change order for quantity adjustments, if applicable
- ☐ As-built Record Drawing

**Project Verification:**

Upon completion of the project's first full year of operation for structural BMPs or third full year of operation for stream restorations, CWFAP staff will conduct a Verification Inspection to confirm the project remains functioning as intended. If deficiencies warranting repair are documented, the Grantee may elect to either correct the deficiencies or repay the entirety of the grant funds. **Please provide the following to the Project Manager prior to the Verification Inspection:**

- ☐ Inspection Reports
- ☐ Chesapeake Bay Status Report, if applicable