

Program Requirements And Procedures

General Procedures: This document is intended to lay out the procedures and requirements of the SLAF program from once a locality has received a Authorization Letter from DEQ for its project(s) through grant award, construction, and reimbursement. Grant agreements will be executed following receipt of acceptable Phase 1 documentation. Grant agreement modifications will be executed following receipt of acceptable Phase 3 documentation.

Templates, forms, and a checklist detailing the following requirements may be found on the SLAF website.

Phase 1 - Project Information Submittals

Professional Services and Construction Procurement Certification: Grantee will submit a letter certifying that all goods and services for which the grantee will be requesting reimbursement will be procured in accordance with the procedures outlined in the Virginia Public Procurement Act, regardless of population size.

Phase 2 - Planning Information Submittals

Plans and Specifications Checklist: Grantee will submit a completed plans and specifications checklist which includes project scope and description of work (Section A), plan review information (Section B), project details (Section C), project specifications information (Section D), plan approval and certification documentation, and project permitting documentation (Section E).

- **Section A - Project Scope and Description of Work:** Grantee will provide a detailed description of the project scope.
- **Section B - Plans and Design:** Grantee will provide detailed information on project planning and design including consistency with project applied for and authorized, confirmation of 100% design and bid-ready plans, confirmation of plan approval by local VESMP authority, reasonable and necessary costs, separation of eligible/non-eligible items, identification of discrepancies between authorized project and project as designed.
- **Section C - Project Details:** Grantee will provide specific information confirming consistency between authorized project and planned project including design type, program type, practice type, credit calculation methodology, and treatment value (lbs/year).
- **Section D - Project Specifications:** Grantee will confirm location of the following information within project specifications - substantial completion procedures, erosion and sediment control procedures, shop drawing procedures, and as-built drawing procedures.
- **Section E - Required Documentation:** Grantee will provide the following documentation for the project - local VESMP authority plan approval letter, project certification form, pollutant credit calculation worksheet, electronic copy of final stamped approved plans, one hard copy stamped plan set (11x17), project specifications, surface water impact certification, environmental permits (all environmental permits must be in place prior to initiation of construction), responsibilities and maintenance plan (must be received no later than thirty (30) days from the date of the Notice of Substantial Completion).

Phase 3 - Final Project Cost Information Submittals

Project Cost Substantiation Documentation: Grantees will submit all documentation substantiating project costs including, but not limited to, executed engineering task orders and construction contracts as soon as they become available. Once acceptable project cost documentation is received, a grant agreement modification can be executed.

Construction and Reimbursement Requirements

Site Visits: To gauge progress and compliance with approved plans and specifications, site visits will take place at various times throughout project construction. The DEQ Project Manager will coordinate these visits with the grantee. In addition, the Project Manager should be invited to the pre-bid meeting, pre-construction meeting, and any routine progress meetings. The Notice to Proceed should be provided to the Project Manager.

Project Schedule: CWFAP staff will discuss the anticipated project schedule with the grantee during the initial meeting. The Project Manager should be kept updated on any schedule or cost changes throughout the project.

Project Inspections: During construction, the grantee must provide for project inspection. Inspections may be carried out by staff of the consulting engineering firm, third party inspection firm, or by qualified internal staff. These inspections will gauge construction progress, quality, and conformance with plans and specifications. Inspections are very valuable in claim resolution, change order negotiation, and ensuring that payments are made for work in place. Inspections should be documented with construction progress reports that can be reviewed by DEQ CWFAP staff during site visits.

Reimbursements: Once the grant agreement has been executed, acceptable Phase 3 documentation has been received, and the grant agreement has been modified (if necessary), requests for reimbursement may be submitted. It is recommended that reimbursement requests be submitted at least quarterly, however monthly requests are highly encouraged. With each request for reimbursement, please submit any change orders that have been executed, along with a discussion for the eligible items/costs for CWFAP staff review.

Project Completion: Disbursements shall be held at ninety-five percent (95%) of the total grant amount to ensure satisfactory completion of the project. Satisfactory completion includes the submittal of the Responsibilities and Maintenance Plan (see below) and Statement of Completion to the Project Manager as well as a final site inspection by CWFAP staff.

Responsibilities and Maintenance Plan: Provisions for the long-term responsibility and maintenance of the stormwater management facilities and other techniques specified to manage the quantity and quality of runoff, including an inspection and maintenance schedule, shall be developed and implemented for all projects funded through SLAF. Long-term responsibility and maintenance requirements for stormwater management facilities located on private property shall be set forth in an instrument recorded in the local land records and shall be consistent with 9VAC25-875-130 of the Virginia Erosion and Stormwater Management Regulation.

Verification Inspection: 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. Reports documenting any project inspections conducted during the operation period should be submitted to CWFAP staff prior to the Verification Inspection. If deficiencies warranting repair are documented during the Verification Inspection, the Grantee may elect to either correct the deficiencies or repay the entirety of the grant funds.