

DEQ Administered ARPA Wastewater Funds Program Requirements & Procedures

Septic Local Partner Projects (SLP Projects) only

General Procedures: There are a number of requirements which are applicable to projects funded through the Septic Local Partner Projects (SLP Projects). It is the intent of the Department of Environmental Quality (DEQ) to ensure compliance with all requirements by grant recipients through the most expeditious, streamlined, and least burdensome method. However, in order for this goal to be achieved, it is important that grant recipients be fully cognizant of these requirements and that they follow through in meeting these requirements in a thorough and timely manner. Please note that the subrecipient (Grantee) is responsible for ensuring adherence to all requirements and that failure to comply with the requirements may result in funds being recouped by the United States Department of the Treasury.

Procurement: Procurement of all funded goods and services by the subrecipients must be made in conformance with the standards outlined in Code of Federal Regulations, [2 CFR 200.317 through 2 CFR 200.320](#). Subrecipients are encouraged to solicit multiple bids.

Preliminary Engineering Report (PER) or equivalent planning documents: A completed PER or planning documents with an equivalent level of information must be provided to DEQ for approval. DEQ's approval of the PER is required before DEQ will enter into a grant agreement.

Plans and Specifications: Once the subrecipient has completed the bidding process and selected the contractor for the project, the subrecipient must submit the following to DEQ for review:

- Final plans and specifications, signed and stamped by a Professional Engineer
- Certificate to Construct (CTC) (if applicable)
- Construction Permit (from the Virginia Department of Health) (if applicable)

Permitting: All required environmental permits must be in place prior to the initiation of construction. As permits are obtained, please submit copies to DEQ.

Grant Agreement: DEQ will execute a grant agreement after project authorization, receipt of signed task orders for engineering services, and approval of the preliminary engineering report (or equivalent planning documents). The grant agreement must be executed by December 31, 2024.

Reimbursements: Once the grant has been executed, subrecipients may submit requests for reimbursement. It is recommended that reimbursement requests be submitted at least quarterly, however monthly requests are highly encouraged. With each request for reimbursement, please submit:

- Requisition for Reimbursement Letter on recipient's letterhead
- Up-to-date Schedule 1
- Documentation to substantiate requested payment

Project costs incurred prior to March 3, 2021 are not eligible to be reimbursed.

Project Schedule: A project schedule is included in the grant agreement. The DEQ Project Manager should be kept updated on any schedule or cost changes throughout the project.

Quarterly Reporting and Progress Reviews: To comply with Treasury requirements, subrecipients are required to submit quarterly reports (See Exhibits F-2 and F-3 to the grant agreement). To gauge progress

and compliance with requirements, DEQ will also conduct progress reviews throughout the project duration. The DEQ Project Manager will coordinate these meetings with the subrecipient.

Grant Close Out: Reimbursements will be held at 95% of the total grant amount to ensure satisfactory implementation of the project. At this time, the grant recipient must submit a final report and payment request to the DEQ Project Manager. All funds must be disbursed by December 31, 2026. Unspent funds remaining at the project end date will revert back to DEQ.