

Map to Execution and Closeout

ARPA SCS, CSO, ENRCPP, 2022 Appropriation Projects

To receive an ARPA subaward (grant), subrecipients must submit project documentation for review and approval by DEQ Clean Water Financing and Assistance Program staff, namely the Project Manager and Project Officer assigned to the project. Upon receipt of all required documents, DEQ will execute the grant and the subrecipient may begin requesting monthly reimbursements for all eligible costs incurred. Please note, if the project is co-funded with Virginia Clean Water Revolving Loan (VCWRLF) funds, the VCWRLF program requirements will apply.

REQUIRED SUBMITTALS

SAM.gov Registration and Unique Entity Identifier:

The subrecipient is required to register on System for Award Management ("SAM") at <https://www.sam.gov> pursuant to [2 CFR Part 25](#). Required SAM.gov information can be found online. A Unique Entity Identifier (UEI) number is also required to execute a subrecipient grant agreement. UEI registration can be found at <https://www.SAM.gov>. **Please provide the following to the Project Officer:**

☐ UEI Number

Risk Assessment Questionnaire:

The subrecipient must submit answers to the [Risk Assessment Questionnaire](#). DEQ will use this to evaluate the subrecipient's risk for noncompliance, as required by [2 CFR 200.332](#). **Please provide the following to Project Officer:**

☐ Risk Assessment Questionnaire

Locality Match Certification (ARPA CSO projects only):

ARPA CSO subrecipients are required to provide 100% matching funds to all ARPA Wastewater Funds received pursuant to the [2021 Special Session II Va. Acts Ch.1 section k.3](#) (page 5 of 18). **Please provide the following to the Project Officer:**

☐ A letter stating that the subrecipient will provide 100% matching funds as required. One of the following individuals must sign the letter: Chief Executive (City or Town Manager or County Administrator) or City, County, or Town Attorney. A template will be provided on the DEQ website.

Professional Services Procurement:

All professional services for which the subrecipient will be requesting reimbursement must be procured in accordance with the [Virginia Public Procurement Act](#), regardless of population size. **Please provide the following to the Project Officer:**

☐ A letter stating that the Virginia Public Procurement Act was followed in the procurement of engineering professional services for the project. One of the following individuals must sign the letter: Chief Executive (City or Town Manager or County Administrator) or City, County, or Town Attorney. A template will be provided on the DEQ website.

Preliminary Engineering Report (PER):

A PER sealed by a Professional Engineer licensed in the Commonwealth of Virginia must be submitted to DEQ. The PER must address the requirements for the Preliminary Engineering Proposal (PEP) described in the [Sewage Collections and Treatment \(SCAT\) regulations](#). The PER must identify and select the most cost-effective solution for the project. All alternatives should include an evaluation of water and energy savings, and the use of green technology. **Please provide the following to the Project Manager:**

- ☐ Copy of the final PER (one electronic copy)

Plans and Specifications

The design and contract documents for the project sealed by a Professional Engineer licensed in the Commonwealth of Virginia must be submitted to DEQ for the construction costs to be eligible. **Please provide the following to the Project Manager:**

- ☐ Copy of the final design plans (one electronic copy)
- ☐ Specifications
- ☐ All Required Environmental Permits
- ☐ Approved Certificate to Construct

Land Acquisition:

If the grant will include funding for the purchase of land, the price paid for the land must be substantiated. **Please provide one of the following to the Project Officer:**

- ☐ Basic Administrative Report(s)
- ☐ Appraisal(s)

Construction Contract Procurement:

All goods and services for which reimbursement will be requested must be procured in accordance with the Virginia Public Procurement Act, regardless of population size. **Please provide the following to the Project Officer:**

- ☐ [Triple Certification Letter](#) (VPPA, MBE/WBE, DOL Safety)
- ☐ Bid Form(s) or Bid Proposal(s) from low bidder
- ☐ Bid Tabulation(s)

Grant Agreement Execution:

Prior to grant agreement execution, the subrecipient must provide the signed professional services task order(s) and the executed or awarded construction contract. These documents are used to finalize the project budget in the grant agreement. **Please provide the following to the Project Officer:**

- ☐ Signed Professional Services Task Order(s)
- ☐ Awarded/Executed Construction Contract, including payment and performance bonds*

*Grant Agreement can be executed prior to completion of an executed construction contract, but construction funds cannot be disbursed until the contract is submitted.

Reimbursements:

ARPA grant funds are paid on reimbursement-only basis. Once the grant has been executed, subrecipients may begin requesting reimbursements based on invoices that have been received. DEQ recommends that reimbursement requests be submitted at least quarterly; however monthly requests are highly encouraged. **For each request for payment, please provide the following to both the Project Officer and Project Manager:**

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

Quarterly Reporting:

On a quarterly basis, DEQ will report information for all ARPA grants utilizing the information provided in Exhibits E and E-2, except for the quarterly obligation and expenditure amounts. Subrecipients are required to submit Exhibit F-2, Quarterly Reporting Re-Certification Statements, on a quarterly basis, re-certifying that the information provided to DEQ in Exhibits E and E-2 remain accurate and applicable to the subaward project. **On the due date corresponding to each year and quarter during the grant period, please provide the following to the Project Officer:**

- ☐ F-2, Quarterly Reporting Re-Certification Statement

Project/Grant Close Out:

Reimbursements will be held at ninety-five percent (95%) of the total grant amount to ensure satisfactory completion and to certify maintenance through the useful life 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:**

- ☐ Certificate of Substantial Completion provided by the consulting engineer to include certification by the Subrecipient of maintenance for the useful life of the installed facilities
- ☐ Final change order for quantity adjustments, if applicable