

Map to Loan Closing and Closeout

Non-Wastewater Projects

In order to receive a VCWRLF Loan, 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, specifications, and develop a final loan budget based on as-bid engineering and construction contractual costs. Upon receipt of all required documents, the loan will be closed and you may begin requesting monthly reimbursements for all *eligible* costs incurred.

Required Submittals

Professional Services Procurement: All professional 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 to the Project Officer:**

- A letter stating that the Virginia Public Procurement Act was followed in the procurement of engineering professional services for the Virginia Clean Water Revolving Loan Fund 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 is provided on the DEQ website.

OR

- Evidence of RFP/RFQ advertisement
- Evaluation criteria used
- Ranking of respondents
- Statement detailing final selection
- Copy of executed contract/agreement

Plans and Specifications:

The design and contract documents for your project must be reviewed and approved by DEQ in order for the construction costs to be eligible. It is strongly suggested that this package is submitted and approved by CWFAP staff prior to putting the project out for bid. **Please provide the following to the Project Manager:**

- Copy of the final design plans (one hard copy and one electronic copy)
- Specifications to include Loan Contract Inserts
- Completed DEQ Plans and Specifications checklist
- Proposed Project Bid Advertisement
- Cost Estimate
- All Required Environmental Permits

Construction Contract Procurement:

All goods and services for which you 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:**

- Evidence of Advertisement
- Bid Form(s) or Bid Proposal(s) from low bidder
- Bid Tabulation(s)
- Bid Bond
- WBE/MBE Solicitation documentation

Land Acquisition:

If the loan 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)

Loan Closing:

Prior to Loan closing, **please provide the following to the Project Officer:**

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

Reimbursements:

The VCWRLF program is a reimbursement-based program. Once the loan has been closed, 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 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)

Project/Loan Close Out:

Reimbursements will be held at ninety-five percent (95%) of the total Loan 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:**

- Certificate of Substantial Completion
- Final change order for quantity adjustments, if applicable
- Final Quarterly WBE/MBE report