

[Locality's Letterhead]

[Date]

Virginia Department of Environmental Quality  
Clean Water Financing and Assistance Program  
Michael Crocker, Jr.  
Project Oversight Team Leader  
1111 East Main Street, Suite 1400  
Richmond, VA 23219

Procurement Certification Letter for:

[Grant Number]  
[Project Name(s)]

Dear Mr. Crocker,

This letter serves as certification from [Locality Name] and the [Purchasing Office, or appropriate department] that all procurement related to the Stormwater Local Assistance Fund Grant [grant number] was conducted in accordance with the Virginia Public Procurement Act (VPPA).

If you have questions or need additional information, please contact [department] directly at [phone number] or via email at [email address].

Sincerely,

[Name]  
[Title]