

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 Letter of Commitment from DEQ for its project(s) through grant award and reimbursement. DEQ staff will work with the grantee to complete the program requirements so that they may advertise for construction bids. Upon the receipt of construction bid(s) and the development and approval of a final grant budget based on as-bid construction and contractual engineering costs, the grant will be awarded and the grantee may begin requesting monthly reimbursements for 50% of the eligible costs incurred.

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

Professional Services Procurement: All goods and services for which the grantee will be requesting reimbursement must be procured in accordance with the procedures outlined in the Virginia Public Procurement Act, regardless of population size.

Plans and Specifications: The plans, water quality and quantity calculations, and general specifications for the project(s) must be reviewed and approved by the Project Manager at DEQ in order for the construction costs to be eligible.

Environmental Permits: All required environmental permits must be in place prior to the initiation of construction. As permits are obtained, please submit copies to the Project Manager at DEQ. DEQ staff will discuss the permitting requirements with the grantee during the initial meeting.

Construction Contract Procurement: All goods and services for which the grantee will be requesting reimbursement must be procured in accordance with the procedures outlined in the Virginia Public Procurement Act, regardless of population size.

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. From the time of the initial meeting through grant award, a Quarterly Project Status Report form should be filled out and sent to the Project Manager within 15 days of the end of each quarter documenting any schedule changes and providing a project update. This form will be provided. Ultimately, a project schedule will be included in the grant agreement. 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 has been awarded, 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/Grant Close Out: 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 visit 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 9VAC25-870-112 of the Virginia Stormwater Management Program (VSMP) Permit Regulations.