

## SLAF Submittal Requirements Checklist

In order to receive a SLAF grant award, 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 and develop a final grant budget based on as-bid engineering and construction contract costs. Upon receipt of all required documents, the grant will be awarded and you may begin requesting monthly reimbursements for 50% of the eligible costs incurred.

**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 Stormwater Local Assistance 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 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 (electronic preferred)
- Completed DEQ Plans and Specifications checklist (template on CWFAP website)
- Water Quality and Quantity Calculations
- Completed Surface Water Impact Certification (template on CWFAP website)
- All Required Environmental Permits
- Completed BMP Design Certification – not required for stream restoration projects (template on CWFAP website)

**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

**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)

**Grant Issuance:**

Prior to award of the SLAF grant, **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 SLAF grant is a reimbursement-based program. Once the grant has been awarded, 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 (original signature required)
- Certificate of the Project Engineer (original signature required)
- Up-to-date Schedule 1 (original signature required)
- Invoices to substantiate requested payments
- Change Order(s), including discussion of eligible items/costs (if any have been executed)

**Project/Grant Close Out:**

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

- Responsibilities and Maintenance Plan
  - Requirements for Maintenance
  - Recommended schedule of inspection and maintenance
  - Identification of responsible person(s)
  - Recorded in local land records if located on private property
- Certificate of Substantial Completion
- Final change order for quantity adjustments, if applicable