



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

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Travis A. Voyles
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director

MEMORANDUM

To: Stormwater Local Assistance Fund (SLAF) Grant Recipients (FY24 authorizations and prior)

From: DEQ – Clean Water Financing and Assistance Program

Date: October 25, 2024

Re: SLAF Program Updates

DEQ’s Clean Water Financing and Assistance Program (CWFAP) is notifying Stormwater Local Assistance Fund (SLAF) grant recipients of updates to the Program requirement submittals and approvals including new deadlines for submittals. These changes are being implemented to streamline the process and reduce the timeframe between project authorization and grant agreement execution. A new Program goal has been established to execute grant agreements for all existing authorizations by March 31, 2025.

Submission Deadlines

As of the date of this memo, CWFAP has streamlined the required submittals prior to grant agreement execution and developed a three-phase submission approach: Phase 1 – Project Information, Phase 2 – Planning Information, and Phase 3 – Final Project Cost Information. Grant agreements will be executed following receipt of acceptable Phase 1 documentation. Grant agreement modifications will be executed following receipt of acceptable Phase 3 documentation. The table below provides the list of documentation required for all three phases and submission deadlines. Reimbursement requests will not be funded until all documentation has been received.

Table with 3 columns: Phase, Required Submittal, and Deadline. It lists requirements for Phase 1 (Project Information), Phase 2 (Planning Information), and Phase 3 (Final Project Cost Information) with their respective deadlines.

Submission templates for Phase 1 have been updated and are available on our website. Submission templates for Phase 2 will be available on our website by October 31, 2024.

If submissions are not received by the assigned deadline, authorization of funding for the project will be withdrawn unless an extension is granted by the Department, grantees may apply for funds in a future solicitation.

Requirement Updates

Grant Agreement Execution Requirements

Phase 1 – Project Information – due January 15, 2025

send to the SLAF Program Specialist, Mandi Robichaux at amanda.n.robichaux@deq.virginia.gov.

CWFAP staff will develop a Phase 1 – Project Information Worksheet for each project utilizing information taken from the application, including the project description and budget, and will provide the Worksheet to the grantees no later than December 15, 2024. Grantees will confirm and update the information provided and submit that to DEQ by January 15, 2025 along with a project construction schedule, contact information to be inserted into the grant agreement (grantee signatory and coordinator for the project) and completed procurement certification. Please note, CWFAP staff will no longer be providing a review of construction bid documents and, instead, will require submission of a letter by the grantee certifying that all procurement for the project will be performed in accordance with the Virginia Public Procurement Act (VPPA).

Phase 2 – Planning Information – due September 30, 2025

send to the CWFAP Project Manager and Project Officer assigned to your project

DEQ's CWFAP staff will no longer be providing a technical review of project plans and specifications. We will be providing a programmatic review of plans and specifications for consistency with the project as applied for and authorized, and for SLAF eligibility. To complete that review, we have created a streamlined checklist to be filled out by the grantee with basic project planning information (called Plans and Specifications Checklist). In lieu of our technical review we will be relying on certification of the design engineer that the plans were developed in accordance with the applicable guidance and a letter from the locality providing approval of the plans. Templates of the letter and certifications (one for stream restorations and one for BMPs) will be posted to DEQ's CWFAP website once finalized.

Phase 3 – Final Project Cost Information – due March 31, 2026

send to the CWFAP Project Manager and Project Officer assigned to your project

Grant agreements will now be executed utilizing estimated project costs provided in the Phase 1 submission. Phase 3 includes all documentation substantiating project costs being funded by the grant, including but not limited to executed engineering task orders and construction contracts. Grantees should submit Phase 3 information as soon as it becomes available, but no later than March 31, 2026. Once bids are received, project costs are finalized, and acceptable Phase 3 submissions are received, a grant agreement modification will be executed, if necessary.

Construction Completion and Verification Requirements

Following construction completion and prior to releasing the final disbursement, CWFAP staff will conduct a Final Site Inspection to confirm that the project was constructed as designed. Upon completion of the project's first full year of operation for structural BMPs or third full year of operation for stream restorations, CWFAP staff will conduct a Verification Inspection to confirm the project remains functioning as intended. Reports documenting any project inspections conducted during the operation period should be submitted to CWFAP staff prior to the Verification Inspection. If deficiencies warranting repair are documented during the Verification Inspection, the Grantee may elect to either correct the deficiencies or repay the entirety of the grant funds.

Questions about the information provided in this memorandum may be directed to Scott Morris at (804) 659-1383 or Anthony.morris@deq.virginia.gov or Karen Doran at (804) 836-5912 or karen.doran@deq.virginia.gov. Project related questions may be directed to Mandi Robichaux at (804) 337-4861 or amanda.n.robichaux@deq.virginia.gov or the CWFAP Project Manager or Project Officer assigned to your project.

Authorized by:



Scott Morris, DBA, P.E., Director of Water