

# Map to Loan Closing and Closeout

## 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 will be 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

### **Preliminary Engineering Report (PER):**

The PER for your project must be reviewed and approved by DEQ. The PER must address the requirements for the Preliminary Engineering Proposal (PEP) described in the Sewage Collections and Treatment (SCAT) regulations. The PER must identify and select the most cost-effective solution for the project. All alternatives should include an evaluation of water and energy savings, and the use of green technology. **Please provide the following to the Project Manager:**

- Copy of the final PER (one hard copy and one electronic copy)

**Categorical Exclusion (CE) or Environmental Assessment (EA):**

The CE or EA for your project must be reviewed and approved by DEQ. Detailed information for these requirements may be found in Section 7 of the [Procedural Guidelines](#). **Please provide the following to the Project Manager:**

- A letter requesting a Categorical Exclusion based on a qualifying justification. The exclusion request must include a description of the project, a discussion of how the project meets one or more of the exclusion conditions and support documentation.

**OR**

- An Environmental Assessment that must address and consider both the direct and indirect environmental impacts of the selected alternative. Accordingly, both adverse and beneficial impacts need to be identified and considered. Direct impacts are caused by the construction of the treatment works, and indirect impacts are caused by the development made possible by the project. The assessment must also evaluate and discuss the impacts that would result without the project (a take-no-action alternative). The Environmental Assessment, including a project description and site location map, must also be forwarded to all review agencies for review and comment.

**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 and latest Wage Determination
- Completed DEQ Plans and Specifications checklist
- Proposed Project Bid Advertisement
- Cost Estimate
- All Required Environmental Permits
- Approved [Certificate to Construct](#)

**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)

**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
- Initial American Iron and Steel Certification
- Correct Wage Determination: ten days prior to opening bids, the loan recipient must check the DOL website to ensure their wage determination has not been amended. If it has been amended, the recipient must issue a specification addendum to include the latest wage determination in the specifications.

**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:**

- Fiscal Sustainability Plan (FSP). If the cost for work on the FSP is funded by the loan, a copy of the completed FSP document must be submitted to the Project Manager with the certification statement and a completed FSP Checklist. If the cost for work on the FSP is not funded by the loan, only the certification statement should be submitted.
- Certificate of Substantial Completion
- Final change order for quantity adjustments, if applicable
- Final American Iron and Steel Certification
- Final Quarterly WBE/MBE report