

# Program Structuring Considerations

## Decentralized Wastewater Treatment Systems (DWTS) (Septic Systems) Clean Water State Revolving Fund (CWSRF) Helene Decentralized Funding

*Last updated August 2026*

The Clean Water State Revolving Fund (CWSRF) Helene Decentralized funding is managed through the North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI). DWI has awarded CWSRF Helene Decentralized funding to organizations and entities, hereafter referred to as awardees, that will manage projects to repair and replace decentralized wastewater treatment systems. All related documents and guidance are available at <https://www.deq.nc.gov/clean-water-state-revolving-fund-cwsrf-helene-decentralized-wastewater-treatment-systems-septic>.

The purpose of this document is to provide awardees with general information that may assist them in the development and structuring of their Helene Decentralized programs.

This document is not legal guidance, nor does it contain an exhaustive list of the procurement-related terms and conditions of the award. Upon approval of an awardee's Scope of Work, DEQ DWI will issue an Agreement/Funding Offer that lists all the funding award terms and conditions that the awardee must comply with.

### Federal Terms and Conditions

As the recipient of the U.S. Environmental Protection Agency (EPA) CWSRF Helene Decentralized grant funding, DEQ must comply with the terms and conditions of EPA's federal grant award to DEQ. As the grantee, DEQ is responsible for ensuring that subrecipients (awardees) are aware of the terms and conditions that apply to the subaward, including those that flow down from the recipient as required by [2 CFR 200.332\(b\)](#).

### Qualified Pool of Vendors

DEQ DWI recommends two procurement tracks for this program: one for professional services, needed for securing permits, and one for qualified septic installers, construction firms, and related repair or replacement vendors. Awardees may develop a Request for Qualification (RFQ) process for the services and/or vendors needed to carry out the approved program.

Among other general administrative tasks, awardees should consider the following when developing their qualified pools of vendors:

- By accepting the CWSRF Helene Decentralized funds, awardees agree to adhere to all federal, state, and local laws and regulations, including those that may apply to their procurement processes.

- Awardees will submit a [Bid Certification Form](#) attesting that solicitations for professional services meet applicable procurement requirements.
- Evaluation and selection criteria and processes should be properly documented.
- Awardees should familiarize themselves with the procurement requirements contained in 2 CFR Part 200 (the Uniform Guidance), as adopted by EPA at 2 CFR Part 1500, including the requirement that contracts between awardees and contractors must contain the applicable contract terms listed in 2 CFR § 200.327. At the time of this document's creation, the Uniform Guidance procurement requirements can be found at [2 CFR §§ 200.318 - 327](#).
- Awardees shall be responsible for the administration of their pre-qualified vendor pool and should develop policies and procedures that address topics such as:
  - Maximum term of pool membership.
  - Addition and removal of vendors to and from pool.
  - Cadence and process for refreshing for vendor pool.
  - Grounds for suspension/termination.
  - Processes for requesting and reviewing quotes, estimates, or proposals.
  - Vendor selection methods that are neutral and consistently applied.
  - Processes and thresholds for change order approvals.
- Awardees shall develop a file documentation and retention system.

## Resources

The following entities may be additional resources for specific questions related to procurement requirements. Please note that these individuals and organizations are not employees or agents of the CWSRF Helene Decentralized program or of DEQ, and any guidance they provide should not be considered as coming from DEQ. If you have any questions about the terms and conditions of the CWSRF Helene Decentralized funding award, please direct them to DEQ DWI (Rich Holder, [rich.holder@deq.nc.gov](mailto:rich.holder@deq.nc.gov)).

### Local Government Commission

**Website:** <https://www.nctreasurer.gov/divisions/state-and-local-government-finance/local-government-commission>

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