Virginia Conservation Assistance Program (VCAP) Site Visit Request Form for
Prince William County, City of Manassas, and Manassas Park

Please fill out the following form to request a site visit from the Prince William Soil and Water Conservation District (PWSWCD). PWSWCD staff will review the requests and select individuals who will be granted a site visit and given opportunity to apply for the program. The more information supplied helps us in the decision making process for project selections. PHOTOS ARE REQUIRED. Thank you!

Name/Contact Info for Landowners/Decision Makers

Lead Person: _____ E-mail: _____ Phone: _____

Lead Person Mailing Address: _____

Organization, if applicable (e.g. HOA): _____

Site Address (or description if there's no physical address) _____

Is the site...

☐ Private ☐ HOA ☐ Place of Worship ☐ School/Park/Public Community ☐ Other: _____

Any Existing Easements in the Tentative Project Locations? ☐ Yes ☐ No ☐ I don't know

Based on the program timeline, when are you hoping to install this project? _____

Waterbody on site or adjacent to site? ☐ Yes ☐ No

The property has the following issues (Check all that Apply):

- ☐ Erosion
- ☐ Excessive flow during rain events
- ☐ Basement Moisture/Flooding
- ☐ Standing/pooling water
- ☐ Bare soil, no vegetation
- ☐ Turf runoff/compacted soil
- ☐ Other (Specify below)
- ☐ No Issues

I am Interested in (Check all that Apply; see http://vaswcd.org/vcap for more information on project types):

- ☐ Impervious Surface Removal
- ☐ Conservation Landscaping
- ☐ Rain Garden
- ☐ Dry Well
- ☐ Constructed Wetland
- ☐ Vegetated Stormwater Conveyance
- ☐ Rainwater Harvesting
- ☐ Bioretention
- ☐ Infiltration Trench
- ☐ Permeable Pavement
- ☐ Green Roof
- ☐ Living Shorelines

Prince William Soil & Water Conservation District
8850 Rixlew Lane, Manassas, VA 20109
(571) 379-7514 alexmurphy@pwswcd.org /nicoleethier@pwswcd.org www.pwswcd.org
original form provided by the Northern Virginia Soil and Water Conservation District

Has a staff member from PWSWCD been out to your property before? (If so, when (approximately)?

Please describe the water quality issue and location on the property the best you can.
What is the source of the problem?
What is the problem that storm water is causing to the area?
How long does the problem persist during rain events?
Provide as many details as possible.

Currently, how is stormwater runoff managed on site? Provide as many details as possible.

Do you have an initial design for the project? This may be hand drawn. (Please realize a design must be submitted before the project can move forward; the District is not responsible for making the design).

Will this project be used as a demonstration site or in cooperation with another group? (Ex: Master Gardener, Girl/Boy Scouts, Non-Profit, School, County Agency) Please be specific:

☐ Yes ☐ No ☐ Maybe

Are you willing to participate as a demonstration site if your project is approved?

☐ Yes ☐ No ☐ Maybe

If we will schedule a site visit, what days/times would work best with your schedule?

Photos must be submitted with this form

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Acknowledgement Section: Please read the following statements carefully.

- I verify that I am not a contractor submitting an application on behalf of a client.
- I acknowledge that the Prince William Soil & Water Conservation District (District) will not be responsible for the design of this project and I may need to hire a contractor if I am unable to provide a basic design.
- I understand that projects may not be installed on a property that is less than 1 year old.
- I understand that only the most cost-effective methods in solving the issue will be eligible for funding.
- I understand that proof of an infiltration test is required for all structural practices. I also understand that if my infiltration test does not yield 0.5 inches or more per hour, I will need to have revised plans or change project types.
- **I understand that VCAP is a reimbursement program and that the District must verify the project as complete before a payment can be issued.
- I understand that upon project approval, I am allocated a certain amount of cost-share and cannot apply for more in the event my project expenses increase. All other costs incurred will be my responsibility.
- **I understand that any location changes to projects need to be submitted for approval to PWSWCD. If I do not notify the PWSWCD staff of location changes, I understand that reimbursement is not guaranteed.
- I understand that I may not begin a project prior to application approval. I also understand that my application approval will be revoked if any applicable work pertaining to the project has been initiated before receiving this approval.
- I understand that for any planting project, only native plants are allowed.
- I understand that VCAP is a grant-based program and a submission of an application does not guarantee funding approval.
- I understand that VCAP is a program aimed at improving water quality in our local watersheds and ultimately, the Chesapeake Bay. The technical staff of PWSWCD will give recommendations to fulfill that goal.
- I understand that any volunteer hours used to complete the practice(s) are calculated as a group and not per person (i.e. if it takes 10 volunteers 5 hours to complete a VCAP project, you would submit 5 hours of work). Volunteer hours cannot exceed 16 hours/ project. The cost/hour is based on the national average volunteer rate (see https://independentsector.org/research/value-of-volunteer-time/)
- I understand that permit fees, paperwork, and "VCAP Preparation" fees are not eligible for reimbursement.
- I understand that by typing in my name below, I am acknowledging all previous statements and will abide by these policies set forth by the District for VCAP

***** important***

Print Name: Date:

Completed applications can be submitted by e-mailing alexmurphy@pwswcd.org, nicoleethier@pwswcd.org or mailing/dropping off at PWSWCD Attn: VCAP 8850 Rixlew Lane, Manassas, VA 20109

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