

VCAP Process

1. Receive verification from the District that we have acquired your Site Visit Request Form.
2. The District will schedule a site visit and work with you on a plan and your application (assuming VCAP will be able to address your concerns). Please note that the Site Visit Request Form and the VCAP Application Form are different documents. For Sample Application Forms, go to our website at pwsxcd.org/vcap.
3. The District will present application to the Technical Review Committee, which typically meets the second Thursday every month (if timing is real tight and the application is almost together, this step could be skipped).
4. The application will then go to the District Board meeting, which typically meets the third Thursday every month
5. Once approved by the District's Board, the District will then submit the application to the VCAP Steering Committee (state). They either meet at the end of the month or the beginning of the following month.
6. Wait. Any construction started before the application is approved by the VCAP Steering Committee may void the contract. If construction cannot wait because plants need to get in the ground, please be aware of that risk. Keep all receipts.
7. Once approved by the VCAP Steering Committee, the District will contact you.
8. Construction can begin! The District should be informed before construction begins so we can meet with the contractor to make sure everyone is on the same page.
9. Once the project is complete, the District will do a site visit to verify. All receipts and volunteer hours (if you do the work yourself) will need to be given to the District before payment can be issued. Payment is based on your receipts or what was approved for your project, whichever is the least
10. The VCAP project must be maintained for 10 years. The District will perform periodic spot checks throughout the lifespan of the practice. If we come across any concerns, we'll work with you on addressing them. If you move within the lifespan of the practice, you are still responsible for it! Contact us and we'll help you transfer the responsibility of the practice to the new owners.

Important Notes:

If you start/finish a VCAP practice before your application is approved, you may not be eligible for VCAP for that particular practice.

You will be responsible for finding a contractor or doing the work yourself; the right hand column has a list of potential contractors as well as many resources to help you out.