



Virginia Conservation Assistance Program (VCAP) – Site Visit Request Form

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. When submitting this form, please include photos and/or videos of the area(s) of concern.

Name/Contact Info for Landowners/Decision Makers

Lead Person Name: _____ E-mail: _____

Lead Person Mailing Address: _____

Organization name (e.g. HOA): _____ Phone: _____

Address of Area(s) in Question: _____ City: _____

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 (Please Provide Photo) No

If yes, how close will the project be to the waterbody? _____

Resource Protection Area on site? Yes No I don't know

Is the area of concern easily visible to the public (i.e. visible from a public road)?: Yes No

The property has the following issues (Check all that Apply and provide photo(s) of problem areas):

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

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

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



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

Describe the water quality issue and location on the property. 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.** (Attach photo if necessary)

Do you have an initial design for the project? (This may be hand drawn). If so please attach. If not, please realize a design must be submitted before the project can move forward.

Do you intend to install the project yourself or hire a contractor?

What is the end goal of this VCAP project? What water quality issues will be addressed?

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:

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



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 a project with VCAP may not be used to fulfill a stormwater Best Management Practice (BMP) requirement or be used to correct a violation. I understand that if I am found to be in non-compliance with this policy, I will be responsible for repaying back the entire cost-share amount allocated.
- 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 I am responsible for obtaining cost estimates from at least 2 contractors, unless I plan to do the work myself or with volunteers.
- 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 federal rate.
- I understand that permit fees, paperwork, and "VCAP Preparation" fees are not eligible for reimbursement.
- I understand that by signing below, I am acknowledging all previous statements and will abide by these policies set forth by Prince William Soil and Water Conservation District for the Virginia Conservation Assistance Program (VCAP).

Completed applications can be e-mailed to Nicole Slazinski at nicoleethier@pwsacd.org, faxed to 571-379-7514, or mailed to PWSWCD Attn: VCAP 8850 Rixlew Lane, Manassas, VA 20109

Print Name: _____

Signature: _____

Date: _____