



# Virginia Conservation Assistance Program

Powered by Virginia Association of Soil & Water Conservation Districts

Contract Number \_\_\_\_\_

**\*Whenever possible, provide photos of the practice site during installation.\***

## Start-Up Payment Program – Form 8

The \_\_\_\_\_ Soil and Water Conservation District (*District*) has agreed to provide funding through a grant from the Virginia Conservation Assistance Program to \_\_\_\_\_ (*Landowner or Direct Pay Recipient*) for the purpose of construction of a \_\_\_\_\_ (*BMP Description*) located at \_\_\_\_\_ (*Landowner Address or BMP Location*).

A total amount of \$ \_\_\_\_\_ in cost share funding has been approved for this practice. \$ \_\_\_\_\_ of the cost share has been released as a part of the Start-Up Payment Program for use in obtaining contractors or materials related to the installation of the BMP listed above.

By signing this form, I (the landowner) certify my intent to voluntarily participate in the Start-Up Payment Program (SUPP). I also hereby certify that I understand the key SUPP details listed below and agree to all requirements as a participant of this Program:

- The Start-Up Payment shall be determined by the policies outlined by the Steering Committee.
- The Start-Up Payment shall be capped at a maximum of 50% of the cost-share cap for the practice type.
- The Start-Up Payment shall only be issued to the landowner after (1) the District Board formally approves the application, including the Start-Up Payment, (2) the application is approved by the Steering Committee, (3) the landowner submits documentation of their scheduled start date as outlined in the Start-Up Payment Project Scheduled Start Date Signature Form (Form 9). The Start-Up Payment will be issued only after these forms are received by the district, but no earlier than 60 days before the documented scheduled start date.
- SUPP contracts must be completed by June 1 of the year following approval of the contract and be fully implemented and inspected by a district employee. In the event that a contract and inspection is not completed in that time frame, the contract shall be canceled and the participant shall be responsible for the return of the full Start-Up Payment to the district. If the Start-Up Payment is not returned within 60 days, the contract repayment shall be referred by the District to the Office of the Attorney General. Additionally, the participant shall be prohibited from receiving any further VCAP payments.
- The Start-Up Payment, as well as the final cost-share payment, are both considered taxable income and the participant will be issued IRS 1099 Forms for the payment(s).
- Unless otherwise stated within this Opt-In Form, all requirements of the Virginia Conservation Assistance Program must be followed, including but not limited to, practice specifications, practice lifespan, randomized verification inspections, and maintenance requirements.

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Director Signature

\_\_\_\_\_  
Date