

Contract #

VCAP Payment Request Checklist

All Payment Requests should be submitted as a single PDF document, with this completed checklist as the first page of the submission packet.

Complete originally approved application package including:

Part I: Applicant Contract – as generated in Application Review, with Applicant signature

Part II: Technical Determination – as generated in Application Review, with Applicant signature

Part III: Payment Approval – with appropriate signatures

Photo documentation of all components of the completed practice. If a representative of the District is unable to visit the site during construction, the applicant or contractor should provide photos.

Copies of receipts for all material and labor paid – labeled as needed

Payment Request Spreadsheet – with appropriate staff signature

Maintenance plan for the denoted lifespan of practice

Cost-Share Adjustment Form 7 – complete when cost-share deviates (increases or decreases) from approved amount

Any major changes to a project that alters the approved plan must be approved by the Steering Committee before work begins.

Virginia Association of Soil & Water Conservation Districts

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