



Virginia Conservation Assistance Program

Presented by Virginia Association of Soil & Water Conservation Districts

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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VCAP Application Checklist: Conservation Landscaping

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Soil map with description of soil via Web Soil Survey

Topo map showing runoff flow paths and contributing drainage area

Type of Conservation Landscaping (CL-1 Meadow, CL-2 Tree Planting, CL-3 Mixed Planting Bed, CL-4 Filter Strip, CL-5 Riparian Buffer)

Aerial photo with an outline of practice location and/or impervious area treated

For CL-4 Filter Strip, include total drainage area of site and amount of impervious surface draining to BMP

Sketch of project plan including practice dimensions, plants, planting locations, and slope

For CL-5 Riparian Buffer, include linear feet of stream being buffered

Landscape planting and mulching plan including species, rate of seeding or planting, minimum quantity of planting stock, and method of establishment

Plan to control and/or eliminate unwanted/invasive existing vegetation

Installation requirements including timeline and planting schedule

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached





VCAP Application Checklist: Permeable Pavement

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern, noting downspouts

Falling Head Infiltration Test completed and attached

Soil map with description of soil and depth to water table via Web Soil Survey

Confirmation BMP shall not be in wetlands soils or within 100-year/1% flood plain

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways **Aerial photo** with an outline of practice location and/or impervious area treated

Sketch of project plan including practice dimensions, excavation depth, and pretreatment

Cross section and/or profile showing depth, slope, inlet, outlet, overflow/underdrain *if applicable*

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Overflow weir/pipe sizing based on 10-year storm, *if applicable*

Other calculations per practice standards (structural loading, pretreatment sizing, etc.)

Installation requirements including timeline, sequence, and site stabilization

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Rain Garden

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Falling Head Infiltration Test completed and attached

Soil map with description of soil and depth to water table via Web Soil Survey

Confirmation BMP shall not be in wetlands soils or within 100-year/1% flood plain

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways

Aerial photo with an outline of practice location and/or impervious area treated

Sketch of project plan including practice dimensions, inflow/pretreatment, plants and planting locations

Landscape planting plan including species, rate of seeding or planting, minimum quality of planting stock, method of establishment, and soil amendment *if applicable*

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Overflow weir/pipe sizing based on 10-year storm, *if applicable*

Installation requirements including timeline, schedule of planting, and site stabilization

Plan to control and/or eliminate unwanted/invasive existing vegetation

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached





VCAP Application Checklist: Living Shoreline

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Documented Site Evaluation by Shoreline Erosion Advisory Service (SEAS) or Virginia Institute of Marine Science (VIMS)

Aerial photo with an outline of practice location and fetch

Design Plan detailing waterproofing, structural design, non-woven geotextile fabric, growth medium depth and composition, drainage system, irrigation considerations (permanent / temporary, hose bib connections, etc.)

Sketch of project plan including practice dimensions (SF of planting area and LF of shoreline being protected), plants, and sill

Cross section and/or profile showing the slope of the marsh fringe and upland bank depth

Documented Design Plan Review by SEAS or VIMS to confirm feasibility AND with proof of General Permit approval or exemption from the Virginia Marine Resources Commission (VMRC)

Mean high water (MHW) and low water (MLW) elevations must be clearly labeled with a measurement of the mean tide range

Tidal wetland-riparian transition elevation and the upper limits of tidal wetland must be clearly labeled to include high marsh zone above MHW

Installation requirements including timeline, sequence, planting schedule, and site stabilization

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Impervious Surface Removal

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Complete Soil Test and soil preparation plan prior to vegetation establishment

Soil map with description of soil via Web Soil Survey

Topo map showing runoff flow paths and contributing drainage area

Aerial photo with an outline of practice location and/or impervious area treated

Sketch of project plan including practice dimensions and total impervious surface area to be removed

Installation requirements including timeline for completion

Erosion and Sediment Control Plan, *if applicable*

A plan for fragmenting, removal, and disposal of existing impervious cover

A plan for final site stabilization

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Rainwater Harvesting

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Aerial map noting practice location and outlining contributing drainage area / roof area

Sketch of project plan including practice dimensions, foundation design, and overflow

Required Practice Sizing Calculations: cistern sizing based on 1-inch storm

Practice overflow weir/pipe sizing based on 10-year storm

Other calculations per practice standard (structural loading, pretreatment sizing, etc.)

Installation requirements including timeline, sequence and platform installation

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Water Use Plan describing how and when water will be dispersed

Winterization Plan

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Dry Well

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Falling Head Infiltration Test completed and attached

Soil map with description of soil and depth to water table via Web Soil Survey

Confirmation BMP shall not be in wetlands soils or within 100-year/1% flood plain

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways

Aerial photo with an outline of practice location and/or impervious area treated

Sketch of project plan including practice dimensions, excavation depth, and pretreatment

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Overflow weir/pipe sizing based on 10-year storm

Other calculations per practice standards (structural loading, pretreatment sizing, etc.)

Installation requirements including timeline and site stabilization

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Vegetated Stormwater Conveyance

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Soil map with description of soil and depth to water table via Web Soil Survey

Falling Head Infiltration Test completed and attached

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways

Aerial photo with an outline of practice location and/or impervious area treated

Type of VSC (VSC-DS Dry Swale, VSC-WS Wet Swale, VSC-SPCS Step Pool Conveyance Swales)

Sketch of project plan including practice dimensions, plants and planting locations

Cross Section and/or profile showing depth, slope, inlet, outlet, and check dams

Landscape planting plan identifying plant list and soil amendments

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Adequate downstream conveyance calculations, *if applicable*

Installation requirements including timeline, sequence and schedule of planting

Erosion and Sediment Control Plan to stabilize flow area

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Bioretention

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Falling Head Infiltration Test completed and attached

Soil map with description of soil and depth to water table via Web Soil Survey

Confirmation BMP shall not be in wetlands soils or within 100-year/1% flood plain

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways

Aerial photo with an outline of practice location and/or impervious area treated

Sketch of project plan including practice dimensions, inflow/pretreatment, plants, and planting locations

Cross section and/or profile showing depth, slope, inlet, outlet, and overflow

Landscape planting plan including species, rate of seeding or planting, minimum quality of planting stock, method of establishment, and soil amendments

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Overflow weir/pipe sizing based on 10-year storm

Other calculations per practice standard (pretreatment sizing)

Installation requirements including timeline, schedule of planting, and site stabilization

Plan to control and/or eliminate unwanted/invasive existing vegetation

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Infiltration

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Falling Head Infiltration Test completed and attached

Soil map with description of soil and depth to water table via Web Soil Survey

Confirmation BMP shall not be in wetlands soils or within 100-year/1% flood plain

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways

Aerial photo with an outline of practice location and/or impervious area treated

Sketch of project plan including practice dimensions, excavation depth, and pretreatment

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Overflow weir/pipe sizing based on 10-year storm, *if applicable*

Other calculations per practice standards (pretreatment sizing)

Installation requirements including timeline, sequence, and site stabilization

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Green Roof

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Soil map with description of soil via Web Soil Survey

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways

Aerial photo with an outline of practice location and/or impervious area treated

Design Plan detailing waterproofing, structural design, non-woven geotextile fabric, growth medium depth and composition, drainage system, irrigation considerations (permanent / temporary, hose bib connections, etc.)

Sketch of project plan including practice dimensions, plants, and planting locations

Cross section and/or profile showing depth, slope, and overflow

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Overflow weir/pipe sizing based on 10-year storm, *if applicable*

Adequate downstream conveyance calculations, *if applicable*

Other calculations per practice standards (structural loading, pretreatment sizing, etc.)

Installation requirements including timeline, sequence, planting schedule, and site stabilization

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Landscape Planting Plan including proposed vegetation and seeding/planting rate

Site constraints identified (utilities, right-of-way, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*





VCAP Application Checklist: Constructed Wetland

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

Part I: Applicant Contract with Applicant's signature

Part II: Technical Determination with District Staff and Director signatures

Applicant's W9 Form to be kept in District files, VASWCD does not need copy

Photo documentation of site and resource concern

Soil evaluation for wetland indicators

Soil map with description of soil via Web Soil Survey and description of plants

Topo map showing runoff flow paths and contributing drainage area, roads and any waterways

Aerial photo with an outline of practice location and/or impervious area treated

Sketch of project plan including practice dimensions, plants and planting locations

Cross Section and/or profile showing depth, slope, inlet, and outlet

Landscape planting plan identifying planting zones and plant list

Required Practice Sizing Calculations: practice sizing based on 1-inch storm

Overflow weir/pipe sizing based on 10-year storm, *if applicable*

Installation requirements including timeline, schedule of planting, and site stabilization

Erosion and Sediment Control Plan detailing full site stabilization

Material list and itemized cost estimates from contractor, vendor, and/or supplier

Site constraints identified (utilities, right-of-way, septic, etc.)

Confirm local policies, such as land disturbance, grass heights, etc.

Operation and maintenance plan for the denoted lifespan of practice

Form 6 - Ranking Sheet completed and attached

Form 5 - Release Agreement signed and attached to waive the requirement for the design plan to be certified from a licensed professional, *if applicable*

