VCAP PROCESS

STEP 01

CONNECT
Reach out to your local SWCD to discuss interests and program eligibility.

STEP 02

SITE ASSESSMENT
SWCD staff will visit your property to determine which practice is the best fit.

STEP 03

DESIGN PLAN
With your SWCD you will create a design plan that includes details on construction, specifications, materials, operation, maintenance and an estimate of total cost.

STEP 04

APPROVAL
Your plan will be taken in front of both the SWCD Board and the VCAP Steering Committee for approval.

STEP 05

INSTALLATION
Schedule a pre-construction meeting with SWCD staff, yourself and contractors to discuss and design specifications. A certified engineered design may be required.

STEP 06

REIMBURSEMENT
SWCD staff wil need to inspect the project after installation. You will then be written a check for the approved reimbursement amount.

CONTACT YOUR LOCAL SWCD TO LEARN MORE OR VISIT
WWW.VASWCD.ORG/VCAP

VIRGINIA ASSOCIATION OF SWCD
SOIL & WATER CONSERVATION DISTRICTS

Virginia Conservation Assistance Program

Presented by Virginia Association of Soil & Water Conservation Districts

Phase I - Conservation Landscaping Project at the Vienna, Virginia Community Center

February 1, 2018

The Morton and Spapperi Family Foundation (Restore Nature) has prepared the enclosed information as a follow up from our meeting with Ms. Kristina Clarin of the Fairfax County Soil Water Conservation District (SWCD) on October 2, 2017 regarding the Phase I Conservation Landscaping Project at the Vienna, Virginia Community Center (Project). This document includes information requested as a part of the Virginia Conservation Assistance Program (VCAP). The format of the information provided in this document follows VCAP – Form 2 "Job Sheet."

The purpose of the Project is to create a native plant buffer on each side of this Piney Branch Tributary in order to 1) reduce rainwater runoff velocity to the tributary and 2) improve overall downstream water quality. Additionally, native plants selected for the Project will provide habitat for small mammals and pollinator species. The project is located at 120 Cherry St SE, Vienna, VA 22180. The length of the Project is approximately 130 feet. The native plant habitat buffer would extend about 10 feet on each side of the Piney Branch Tributary; making the total Project area of approximately 2,600 square feet.

The Piney Branch Tributary leads into Difficult Run that is a tributary to the Potomac River and ultimately the Chesapeake Bay. Several 'fingers' of the Piney Branch Tributary are located in the same mapping area. Similar future projects could be completed in a "phased" approach.

Figure 1 below shows an aerial photograph of the site.

Sketch Layout: Attach aerial photo and practice layout

Figure 1 Site Aerial

Design Details: Dimensions, Sizing, Planting Plan

The Project can be divided into two distinct areas: 1) a depressed area adjacent to the Community Center gymnasium and football equipment annex building and 2) riparian corridor adjacent to a headwater of the Piney Branch tributary.

The depressed area adjacent to the Community Center gymnasium and football equipment annex building is approximately 5 feet wide by 60 feet long (*total 300 square feet*). This depressed area receives stormwater drainage via a gutter from the Community Center that eventually flows into the Piney Branch tributary. The proposed plan for this area includes planting 25 Dwarf Red switchgrass in the depression at a distance of approximately three (3) feet off the annex building wall so as to maintain a small maintenance path should workers be required to access the building wall. Figure 3 shows the layout of switchgrass adjacent to the building. Figure 5 shows a computer rendering of the area, including the location of the Dwarf Red Switchgrass.

The second Project area is directly adjacent to the Piney Branch tributary. This area extends about 115 linear feet from the triple pipe drainage to the steel bridge connecting Locust St. and the WO&D bike path. For purposes of our Project plan, we have divided the 115-foot area into two sections: pre-riprap and post-riprap. Figure 4 shows the Piney Branch Tributary Project design.

The pre-riprap section is about 50 feet in length with a moderate grass slope. Here we propose Soft Rush and Tufted Hair Grass within a 6-foot buffer from high water mark on each side of the Tributary (*total area 600 square feet*).

The post-riprap section is about 65 feet in length with a varying slope –initially steeper to a lip at the water's edge. Slopes lessen toward the steel bridge. The planting buffer in the post-riprap section will extend between 6 to 10 feet on either side of the high-water mark. Vegetation will include a variety of grasses, ferns and wildflowers that will provide visual and wildlife interest year-round. This post-riprap section is about *1940 square feet*.

Figures 6 thru 12 show computer renderings of the native plants adjacent to the Piney Branch Tributary. Table 1 provides a list of native plants that will be incorporated into the Project.

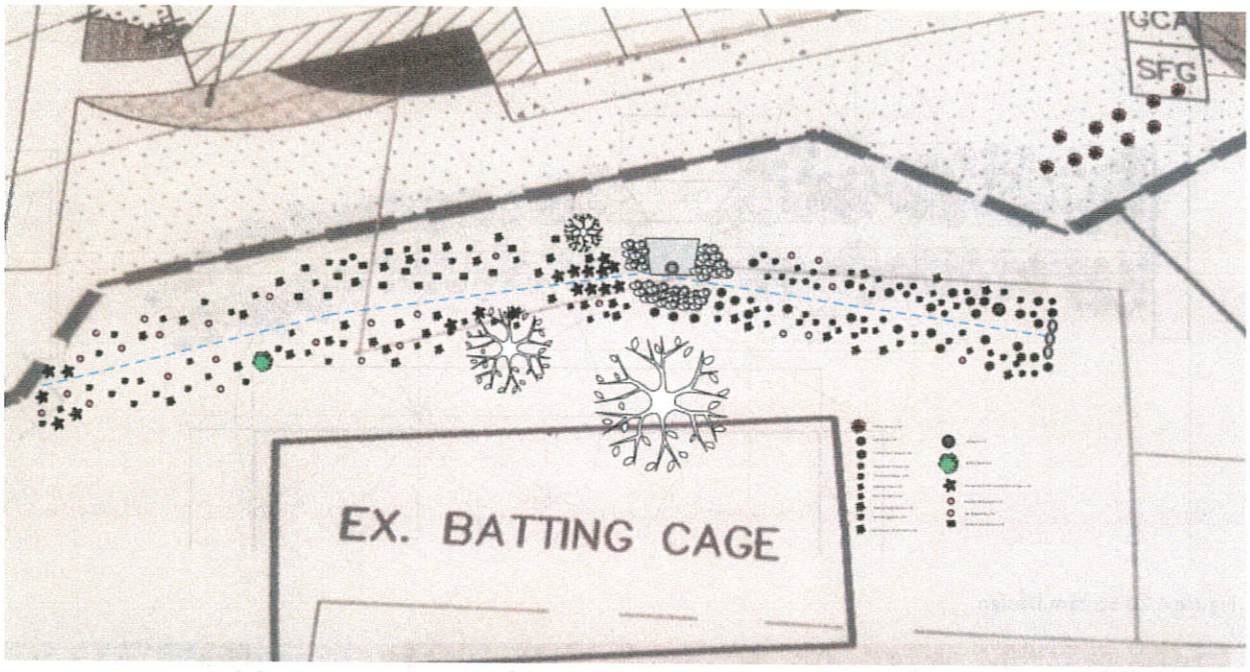

Figure 2 Preliminary Design

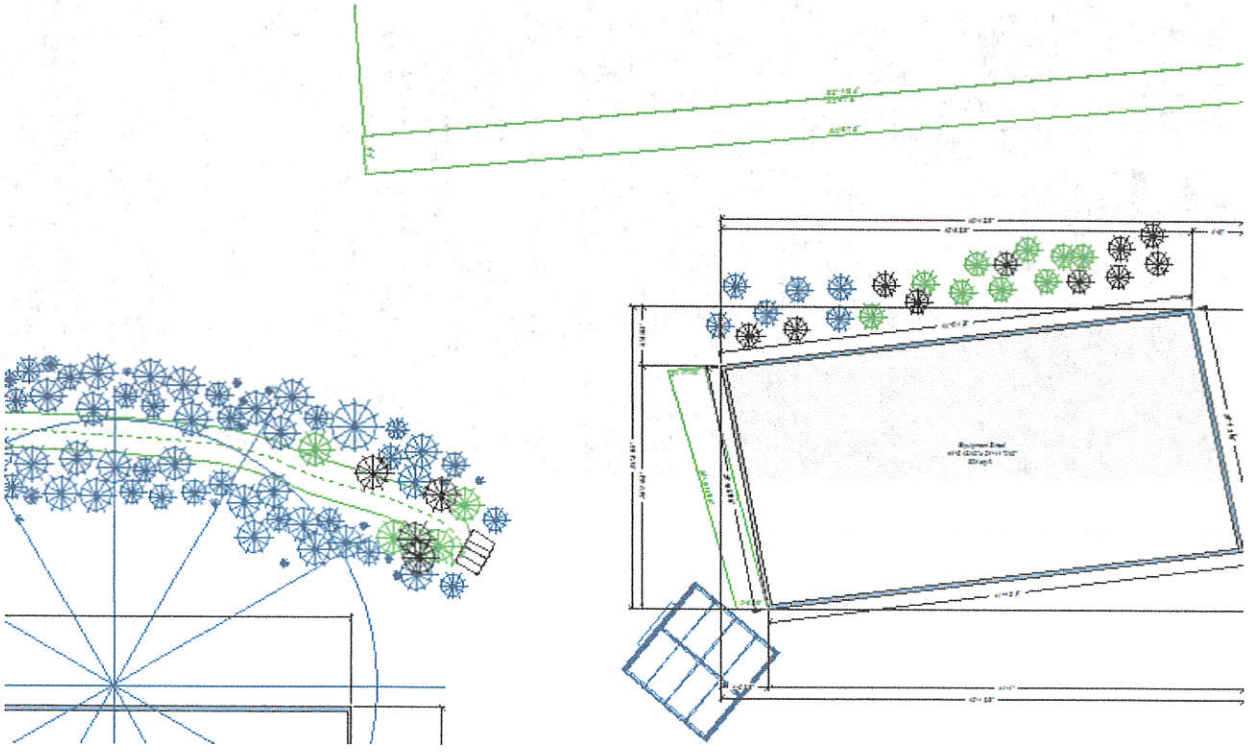

Figure 3 2D Grasses alongside annex

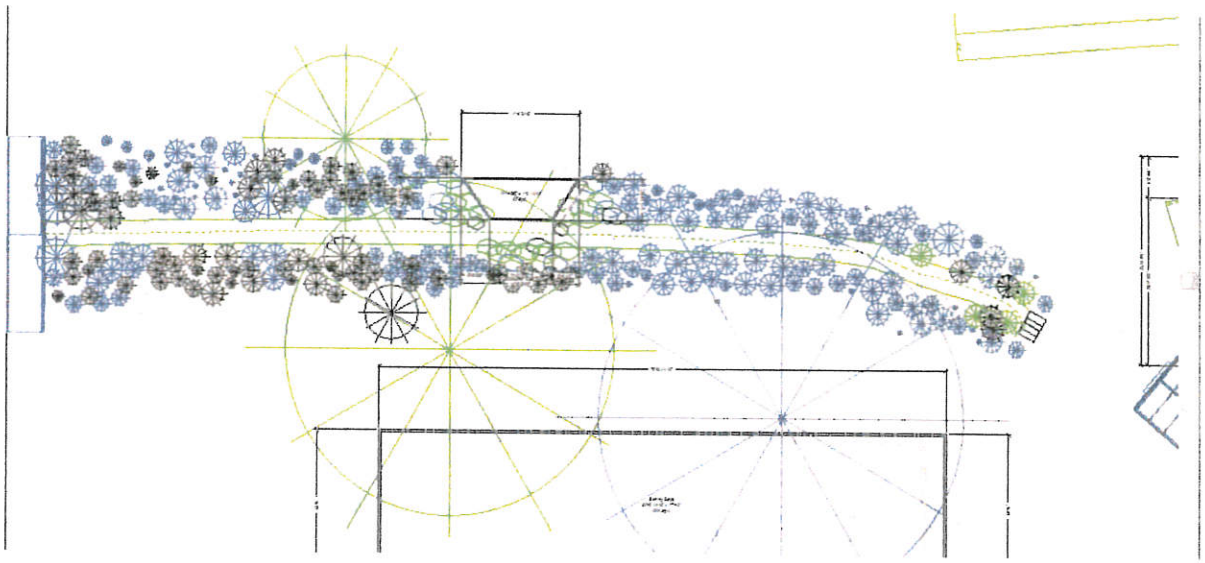

Figure 4 2D Stream Design

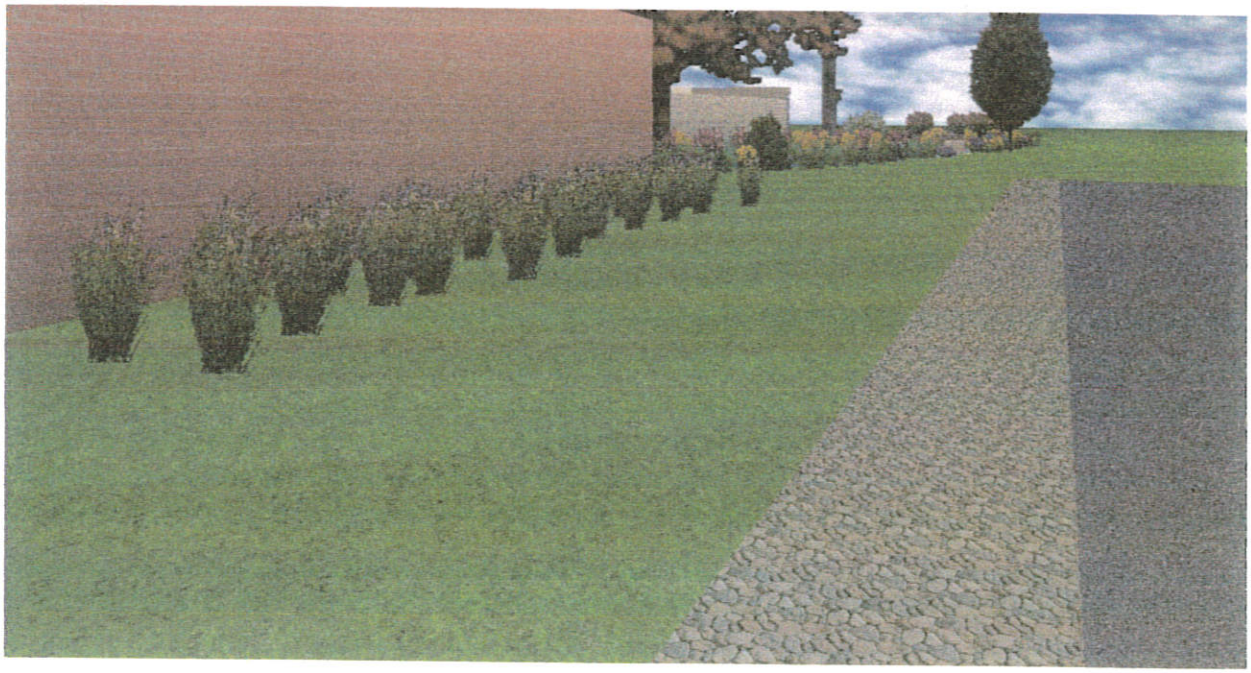

Figure 5 3D Dwarf Red Switch grass along equipment annex

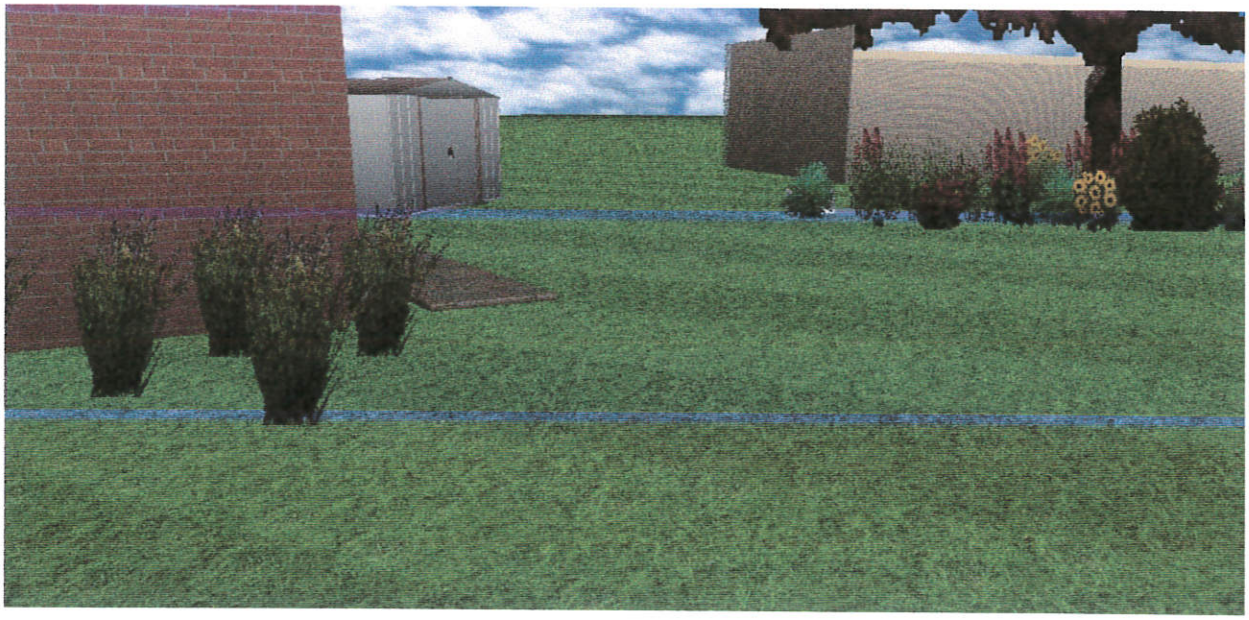

Figure 6 Corner of annex looking towards shed and batting cage

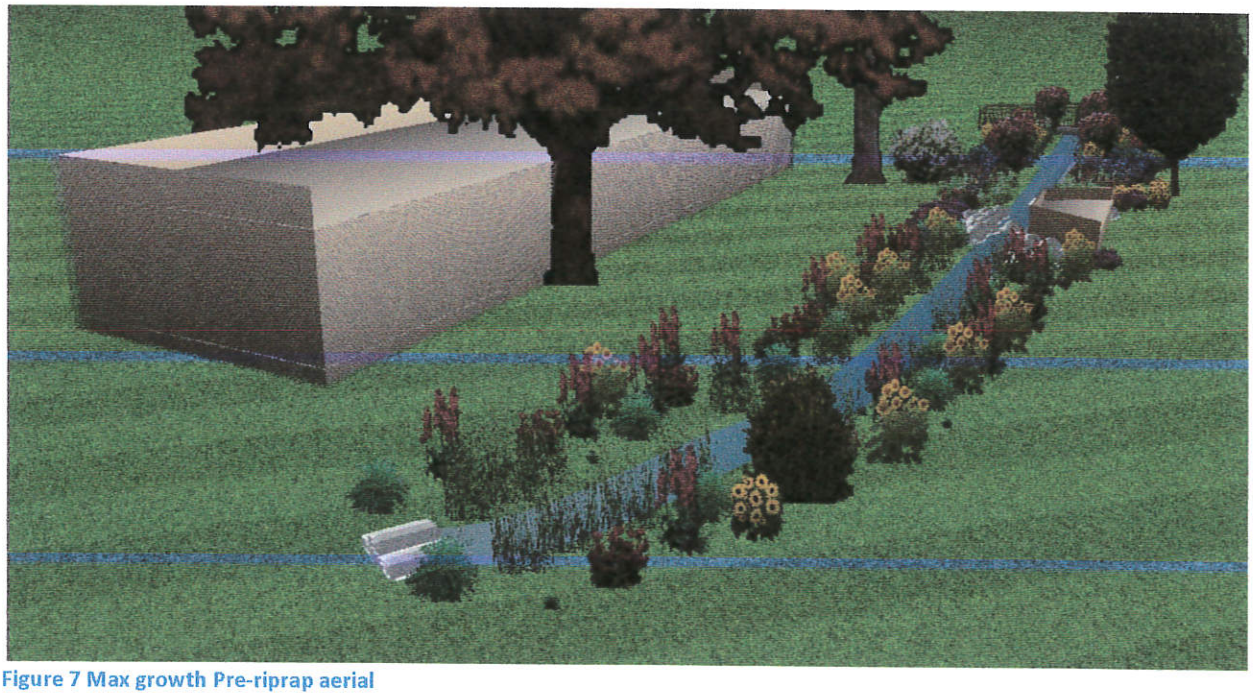

Figure 7 Max growth Pre-riprap aerial

Figure 8 Post-riprap Christmas fern and Gayfeather on steep slopes

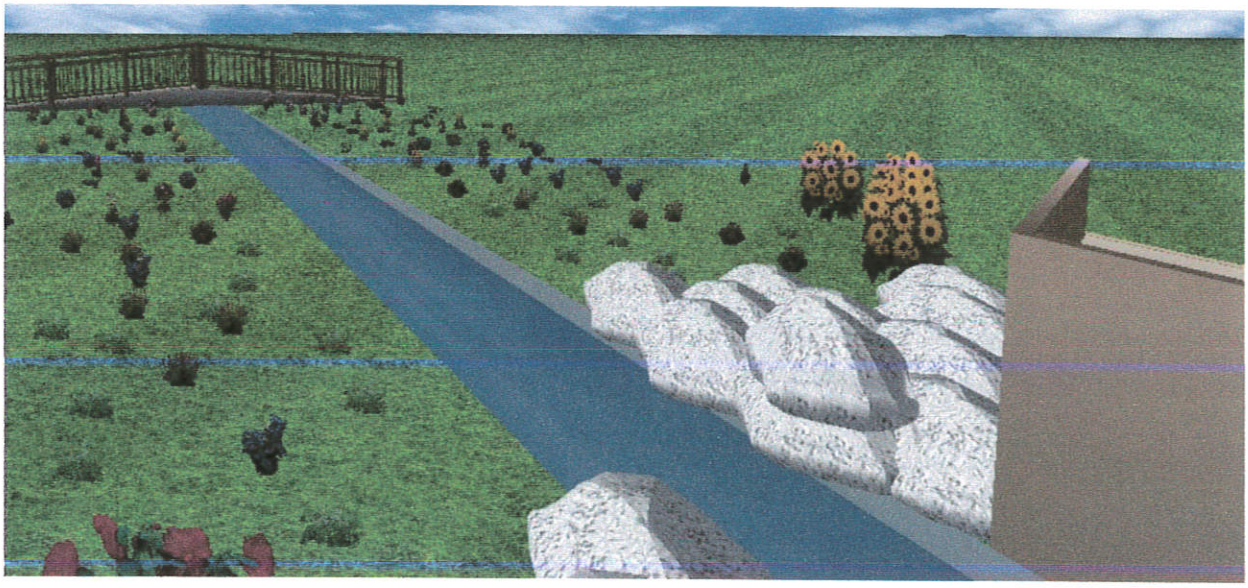

Figure 9 Post-riprap right after successful planting

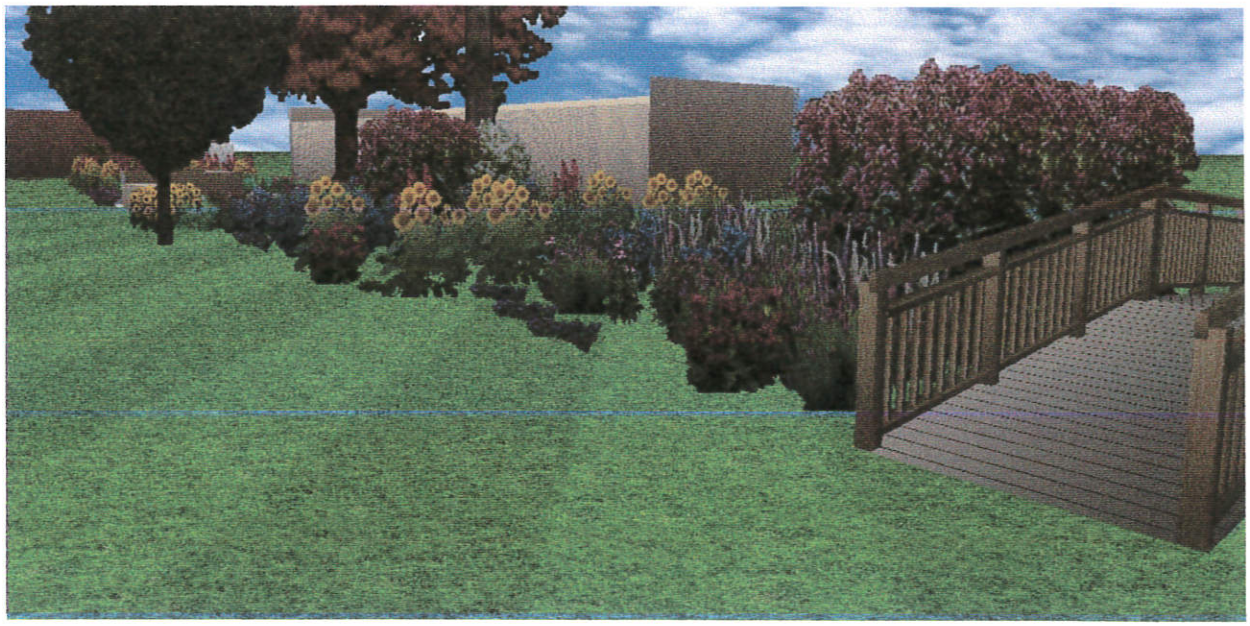

Figure 10 Looking back towards riprap from bridge

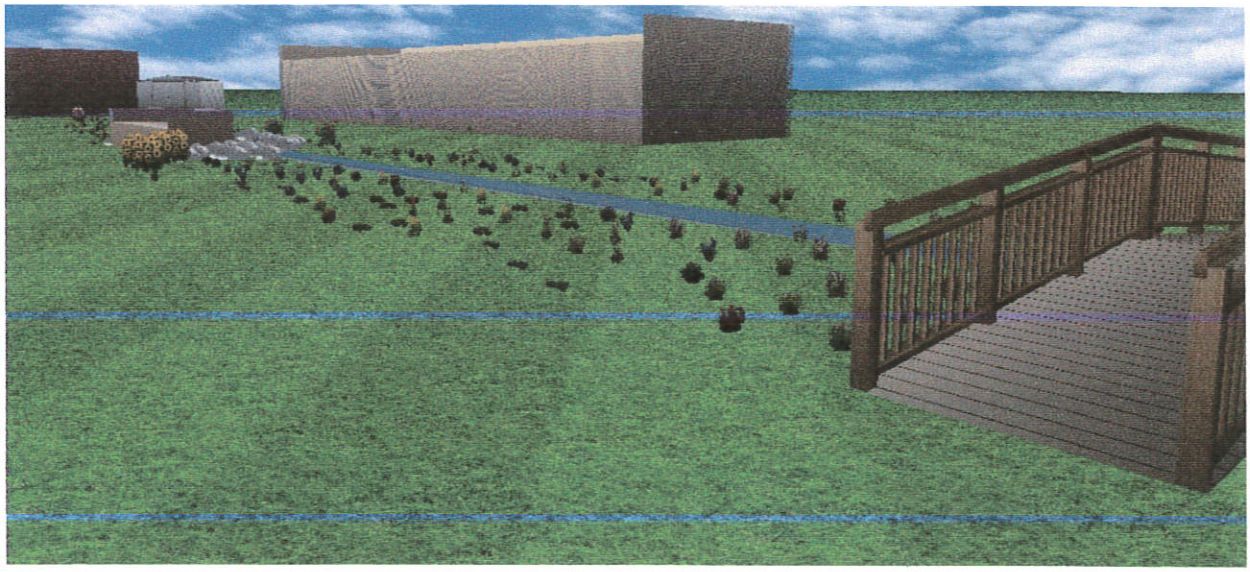

Figure 11 Right after succesful planting

Table 1 – Plant Species Selected for the Project

Plant Species	Quantity	Price in $	Total Price in $
Blazing Star (*Liatris aspera)*	25	3.75	93.75
Wild Bergamot (*Monarda fistulosa)*	13	5	65
Native Delphinium (*Delphinium exaltatum)*	10	5	50
Blue Wood Sedge (*Carex flaccosperma*)	30	5	150

Culver's Root (*Veronicastrum virginicum)*	8	6.75	54
Dwarf Red Switchgrass (*Panicum virgatum)*	25	7.75	193.75
Tufted Hair Grass (*Deschampsia cespitosa)*	14	7.75	108.5
Blue- Eyed Grass (*Sisyrinchiumangustifolium)*	15	7.75	116.25
Soft Rush (*Juncus effusus)*	25	7.75	193.75
Cardinal Flower (*Lobelia cardinalis)*	15	7.75	116.25
Great Blue Lobelia (*Lobelia siphilitica)*	8	7.75	62
New England Aster (*Aster novae angliae)*	8	7.75	$62
Joe Pyeweed (*Eupatorium purpureum)*	6	7.75	$46.5
Puple Coneflower (*Echinacea purpurea)*	12	7.75	$93
Christmas Fern (*Polystichum acrostichoides)*	20	10	$200
Blue Vervain (*Vervena hastata)*	17	10	$170
Golden Groundsel (*Packera aureus)*	12	10	$120
Swamp Milkweed (*Asclepias incarnata)*	12	13	$156
Swamp Mallow Hibiscus (*Hibiscus moschuetos)*	2	13	$26
Perennial Sunflower (*Helipsis helianthoides)*	21	7.75	162.75
Inkberry (*Ilex glabra)*	1	40	$40
Buttonbush (*Cephalanthus ocidentalis)*	1	40	$40
Total	300		2319.5

Construction and Installation Details: Materials and Specifications

As a part of the recently completed Vienna Community Center Restoration Project, the Project area (including the Piney Branch Tributary and surrounding riparian corridor) was re-engineered and designed. As such, the construction and installation of this Project will focus on removing unwanted vegetation (primarily grass) and preparing the planting beds. The removal of unwanted vegetation will be done using one or more of the following techniques and will be done by a licensed landscape company:

- Organic herbicide application
- Smothering
- Tilling

Once this step is completed, the soil will be amended with compost and sand as necessary.

Live plants will be used for the Project (no seeds will be used). Plants may include: plugs, container stock and bareroot herbaceous plants. Mulch will be applied after planting and plants watered as necessary to support successful growth.

We anticipate this work to be conducted in late spring 2018.

Signage Requirement: (NO MOW/ WILDLIFE/ EDUCATIONAL)

The Town of Vienna will be responsible for maintenance and watering of the native garden once it is installed. The Town has its' own in-house maintenance team that is responsible for all maintenance of Town property (including the property for which this Project will be installed).

Signs will be installed indicating that the area is a native garden.

Permits: Confirm local policies, such as Land Disturbance, grass heights, etc.

The Project will be conducted entirely on Town of Vienna property. Adjacent land is owned by Fairfax County and will not be a part of this Project. Figure 13 below shows the location of the property from the County Tax map.

Permits are not required for this Project – NEED TO CONFIRM WITH THE TOWN

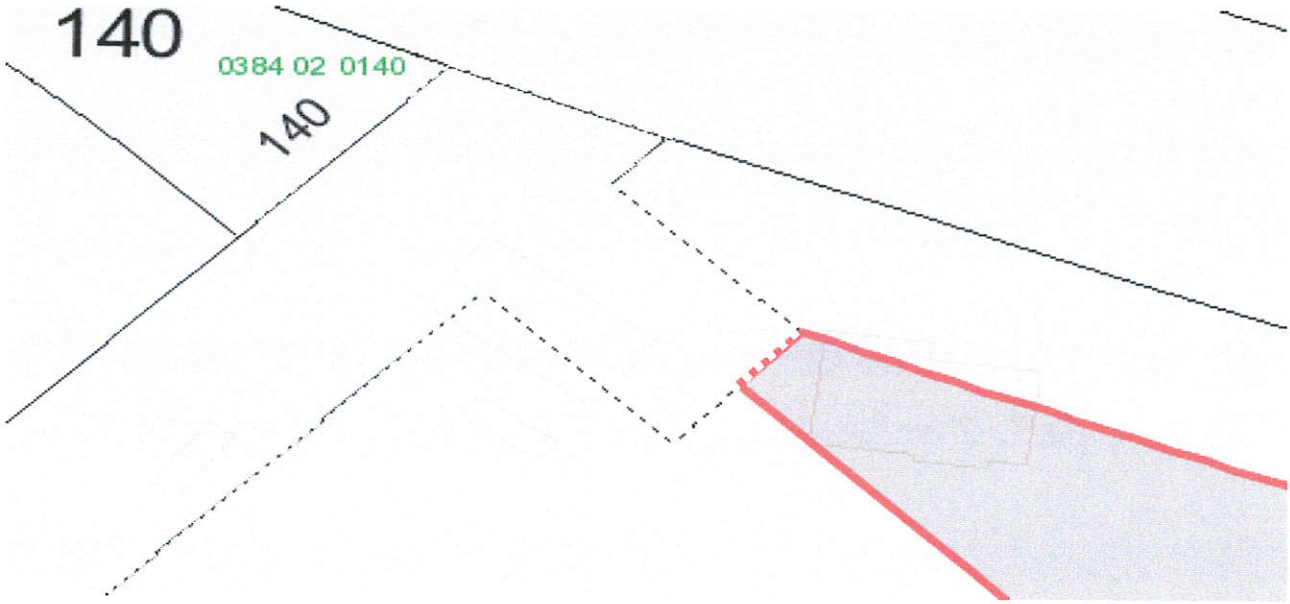

Figure 12 Shaded- Town of Vienna – Rec Center __ Dashed- Town of Vienna – Locust St. right of way

Operation and Maintenance Plan:

NEED TO ADD

Project Costs

Project Application and Overall Proposal:

Native Garden Design, Plants, and other materials:

Construction and Installation:

Virginia Conservation Assistance Program (VCAP)

Contract Number:_____

CONTRACT

VCAP Form – 1

Part A. Application

I, _____ (PRINT) hereby make application to_____Soil & Water Conservation District for cost-share assistance to purchase and install a best management practice as described in part B below.

I /We agree that all best management practice(s) approved will be installed, operated, and maintained in accordance with the practice(s) standard(s) and the Landowner Agreement (VCAP Form – 3). I/We agree not to use the BMP for purposes of Nutrient Trading or regulatory compliance. I/We shall indemnify and save the District harmless from any and all claims for damages to persons or property arising from the installation, maintenance, repair, operation or use of the BMP(s).

I/We understand that it is my/our responsibility to pay in full all bills for work completed under this agreement prior to submission of eligible bills for reimbursement.

Mailing Address:	Phone:
	Email:
Participant Signature:	Circle one: Landowner or Manager
SSN / Tax ID:	Submit Design Plan:

The local Soil and Water Conservation District (SWCD) is required to issue a 1099-form to the Internal Revenue Service (IRS) for any individual to whom it issues a check for over $600.00. Because the IRS uses the Social Security number or Federal Tax ID number as an unique identifier, the SWCD must collect that information from any individual to whom it issues a check. The SWCD does not use the Social Security number or Federal Tax ID number for any purpose other than that stated above.

Part B. Technical Determination and District Approval **(To be completed by District Staff)**

Practice Title	Quantity	Total Estimated Cost	Approved Estimated Cost-Share	Required Completion

I have reviewed this application and all supporting documentation, and have indicated the quantity authorized based on technical need. This practice must be installed and certified by the completion date.

X_____

District Employee Signature Date

Application Approval: X_____

District Director Signature Date

Carryover of this practice is granted to be completed by date: _____ x_____

District Director Signature Date

Part C. Practice Verification and Payment **(To be completed by District Staff)**

I verify that the above practice was installed according to the practice standards and specifications.

X_____

District / Technical Representative Date

Payment Amount _____ Date of Payment _____Check Number _____

District Soil and Water Conservation programs, activities and employment opportunities are available to all people regardless of race, color, religion, gender, age, national origin or political affiliation.

Virginia Conservation Assistance Program (VCAP)

Contract Number:_____

Site-Specific Details:

Sketch Layout: Attach an aerial of site and practice layout.

Design Details: i.e. Dimensions, Sizing, Planting Plan (Describe or Attach)

Construction and Installation Details: i.e. Materials and Specifications (Describe or Attach)

Signage Requirement: i.e. NO MOW/WILDLIFE/EDUCATIONAL (Describe)

Permits: Confirm local policies, such as Land Disturbance, grass heights, etc. (Describe)

Operation and Maintenance Plan: (Describe)

Virginia Conservation Assistance Program (VCAP)

Contract Number:_____

JOB SHEET

VCAP Form – 2

This Job sheet is to be filled out by district technical staff together with program participant. Please document any information that helps to describe any unique aspects of the project from design to completion. The Job Sheet will document the installed practice and must be submitted to the Program Coordinator at project completion.

Tracking and Reporting:

Property Owner: _____ Address: _____

Manager (if applicable):_____ Contact: _____

Hydrologic Unit Code: _____ GPS Coordinate: _____

Grant Source: _____ Installation Date: _____

Practice Description: _____

Dominant Land Use Treated: _____

Contributing Drainage Area: _____ Impervious Area Treated: _____

Acres Treated or Quantity, if applicable: _____

Ranking: Circle or check all that apply.

Existing BMP Treatment:	YES	NO
Property Ownership:	PUBLIC	HOA or PRIVATE
Proximity to Waterway:	> 100 ft.	< 100 ft.
Type of Existing Problem:	Erosion Impact Area	Poor Vegetative Cover
Site located in TMDL Watershed:	YES	NO
BMP Type:	Structural	Nonstructural
Practice Addresses TMDL Pollutant:	YES	NO
Practice Create or Enhance a Riparian Area:	Forest Buffer	Meadow Buffer or Filter Strip
Practice Treats Critical Slope (>15%):	YES	NO
Practice Disperses Runoff on Slope:	YES	NO
Practice Create Disconnection:	YES	NO
Partnership Opportunity:	YES	NO
Participant will Display a Sign	YES	NO
Education Opportunity:	Public Visibility	Educational Program

Virginia Conservation Assistance Program (VCAP)

Contract Number:_____

LANDOWNER AGREEMENT

VCAP Form – 3

The_____Soil and Water Conservation District (District) has agreed to provide funding through a grant from the_____(*Grant Agreement #*_____) to

_____*(Landowner)* 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. The landowner agrees that access to the landowner's property will be allowed for the District to:

- Evaluate site and design options, and to observe construction and operation of the BMP.
- Conduct Spot Checks during the____year life span of the practice.

Such access to the site shall be secured through consultation with the landowner to determine a mutually agreeable date and time for access.

The landowner accepts responsibility for the maintenance of the BMP for the duration of its project lifespan. The landowner shall be responsible for maintaining the practice in accordance with the attached ***Job Sheet (VCAP Form-2).***

The Landowner may not use the approved BMP for purposes of Nutrient Trading or regulatory compliance.

The Landowner shall indemnify and save the District harmless from any and all claims for damages to persons or property arising from the installation, maintenance, repair, operation or use of the BMP(s).

Any breach of the above terms of this agreement shall lead to the immediate revocation of this agreement. All or part of funding assistance may be required to be refunded, on a straight line pro-rata basis based on the BMP lifespan, if the BMP is removed or not properly maintained during the life of the practice. Should the property change ownership during the life span of the practice, the landowner will work with the District to ensure that an ***Agreement Transferring BMP Responsibility (VCAP Form-4)*** form is completed. If the VCAP Form-4 is not completed, the participant remains responsible for the BMP during the project lifespan.

_____ _____

Landowner Date

_____ _____

District Representative Date

Virginia Conservation Assistance Program (VCAP)

Contract Number:_____

Release Agreement for Eligible Practices

VCAP Form -5

PLEASE READ CAREFULLY BEFORE SIGNING

I,_____(*the Participant*), wish to forgo a licensed engineered design as required by the Virginia Conservation Assistance Program Manual for the proposed _____ (BMP Description), located at _____ (Address), funded by the _____ Soil and Water Conservation District (the District).

I agree to the following:

- I verify that the design plan submitted is in accordance with the technical criteria in the applicable program standard and specifications.
- I will insure that the Practice will be built to the design plan which was submitted and in accordance with any manufacturing instructions.
- I hereby release from all liability and hold harmless the District, any of its employees representing or related to the District, any VCAP personnel, and any volunteers or other representatives, for any personal injuries, including death, property loss, or damage in connection with any activity related to the Engineered Practice located at the location stated above.
- I hereby acknowledge that it is my responsibility to abide by any and all local code requirements, state regulations, safety regulations, and manufacturer requirements.

This contract shall be governed by the Commonwealth of Virginia in the County of_____and any applicable Federal law.

_____ _____

Signature of Participant Date Signature of District Representative Date

_____ _____

Print Name Print Name