**Pumpout Process and Checklist**

1. Submit part I of the contract (application page), W-9 form, applicant form, 🞏

and household income verification if eligible for more than 50% assistance

*Submit for approval by Monday before our Board meeting (3rd Wednesday of each month)*

1. **Do not begin work until you receive an approval letter from Peter Francisco SWCD**
2. After receiving the approval letter, contact the contractor to schedule pumpout 🞏

*List of contractors enclosed for your convenience*

1. Once pumpout is complete, submit copy of invoice and inspection form 🞏

(completed by contractor) to Peter Francisco SWCD

1. Sign part III of the contract (PFSWCD will contact you for signature) 🞏
2. Check will be issued by Peter Francisco SWCD

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**Repair/Replacement Process and Checklist**

1. Submit part I of the contract (application page), W-9 form, applicant form, 🞏

and household income verification applying for more than 50% assistance

*Submit for approval by Monday before our Board meeting (3rd Wednesday of each month)*

1. Obtain repair permit from local health department 🞏

*Contact information listed below. Health department will provide copy of repair permit to PSWCD.*

1. Submit at least 2 cost estimates to Peter Francisco SWCD 🞏

*Submit for approval by Monday before our Board meeting (3rd Wednesday of each month)*

1. **Do not begin work until you receive an approval letter from Peter Francisco SWCD**
2. After receiving the approval letter, contact the contractor to schedule work 🞏
3. Once work is complete, contact health department for final inspection and 🞏

operation permit

1. Submit copy of invoice to Peter Francisco SWCD 🞏

*Health department will provide copy of operation permit to PFSWCD*

1. Sign part III of the contract (PFSWCD will contact you for signature) 🞏
2. Check will be issued by Peter Francisco SWCD

*You may pick up the check, or Peter Francisco SWCD will mail it.*

*Peter Francisco Soil and Water Conservation District* 16842 W. James Anderson Hwy.

Emily Gibbs – Phone: (434) 983-7923 Buckingham, VA 23921

*Buckingham County Health Department* 80 Administration Ln.

Paul Louis – (434) 969-4244 Buckingham, VA 23921