

Pumpout Process and Checklist

Keep For Your Records

1. Submit part I of the contract (application page), W-9 form, applicant form, and Part I Acknowledgement. Submit household income verification if you are applying for more than 50% assistance
Submit for approval by Friday before our Board meeting (3rd Wednesday of each month)
 2. **Do not begin work until you receive an approval letter from Peter Francisco SWCD**
 3. After receiving the approval letter, contact the contractor to schedule pumpout
List of contractors enclosed for your convenience
 4. Once pumpout is complete, submit copy of invoice and inspection form (completed by contractor) to Peter Francisco SWCD
 5. Sign part II and part III of the contract (PFSWCD will contact you for signature)
 6. 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 Part I Acknowledgement. Submit household income verification if you are applying for more than 50% assistance
Submit for approval by Friday before our Board meeting (3rd Wednesday of each month)
2. Obtain repair permit from local health department
Contact information listed below. Health department will provide copy of repair permit to PFSWCD.
3. Submit at least 2 cost estimates to Peter Francisco SWCD
Submit for approval by Friday before our Board meeting (3rd Wednesday of each month)
4. **Do not begin work until you receive an approval letter from Peter Francisco SWCD**
5. After receiving the approval letter, contact the contractor to schedule work
6. Once work is complete, contact health department for final inspection and operation permit
7. Submit copy of invoice to Peter Francisco SWCD
Health department will provide copy of operation permit to PFSWCD
8. Sign part II and part III of the contract (PFSWCD will contact you for signature)
9. 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
Cody Smith or Charlotte Drake
Phone: (434) 983-7923
Buckingham County Health Department
(434) 969-4244*

16842 W. James Anderson Hwy.
Buckingham, VA 23921

80 Administration Ln.
Buckingham, VA 23921

Financial Assistance	Yearly Household Income			Oct-22
50%	Greater than \$66,600			
55%	\$55,501 - \$66,600			
60%	\$44,401 - \$55,500			
65%	\$33,301 - \$44,400			
75%	\$22,200 - \$33,300			
80%	Less than \$22,200			
Practice Code	Practice Name	Max Eligible Cost	Max Financial Assistance	
RB-1	Pump-Out	\$450	\$225.00	50%
			\$250.00	55%
			\$270.00	60%
			\$292.50	65%
			\$340.00	75%
			\$360.00	80%
RB-3	Conventional Repair	\$7,500	\$3,750.00	50%
			\$4,125.00	55%
			\$4,500.00	60%
			\$4,875.00	65%
			\$5,625.00	75%
			\$6,000.00	80%
RB-3M Level 1	Conventional Full Inspection & Maintenance (not needing permit) Lifespan of 5 years	\$3,250	\$1,625.00	50%
			\$1,790.00	55%
			\$1,950.00	60%
			\$2,115.00	65%
			\$2,440.00	75%
			\$2,600.00	80%
RB-3M Level 2	Conventional Full Inspection & Maintenance (not needing permit) Lifespan of 10 years	\$6,500	\$3,250.00	50%
			\$3,575.00	55%
			\$3,900.00	60%
			\$4,225.00	65%
			\$4,875.00	75%
			\$5,200.00	80%
RB-4	Conventional Installation OR Replacement	\$12,500	\$6,250.00	50%
			\$6,875.00	55%
			\$7,500.00	60%
			\$8,125.00	65%
			\$9,375.00	75%
			\$10,000.00	80%
RB-4P	Conventional Installation OR Replacement w/ Pump	\$16,500	\$8,250.00	50%
			\$9,075.00	55%
			\$9,900.00	60%
			\$10,725.00	65%
			\$12,375.00	75%
			\$13,200.00	80%
RB-5	Alternative System	\$31,500	\$15,750.00	50%
			\$17,325.00	55%
			\$18,900.00	60%
			\$20,475.00	65%
			\$23,625.00	75%
			\$25,200.00	80%

These figures are based on the 2019 median household income for Buckingham, \$55,500, calculated by the Dept of Housing & Urban Development. Eligibility is determined by the household income you receive. Income includes all sources, whether or not they are taxable for federal income tax purposes. **To calculate your annual household income, add all income sources such as: social security benefits, wages, salaries and tips, retirement benefits, pension and annuity receipts, unemployment compensation, disability payments, interest and dividend receipts, business income, rental income, and capital gains. Submit the previous year's federal tax return, pay stub with year-to-date figures, or a letter from Social Security, retirement, pension, etc. stating the amount of income received each month/year.**

CONTRACTOR LIST

Keep For Your Records

Septic Tank Pump Outs

- Arthur's Septic Service- Scottsville, (434) 286-4597
- KSO Septic Services (Owen's)- Scottsville, (434) 960-8589
- Taylor's Septic Service & Portable Toilets, Inc.- Buckingham, (434) 983-6303 or (434) 352-8350

Septic System Repairs

- C. A. Sherry Land Improvement, LLC- Goochland- (804)-922-2272
- Earl Dunn Construction LLC - Dillwyn, (434) 315-1560 or (434) 983-2036
- Knights Dirt Diggers, LLC - Spout Spring, (434) 665-4098
- O.O. Stiff Septic Services - Prospect, (434) 574-6237
- Taylor's Septic Service Inc.- Buckingham, (434) 983-6303 or (434) 352-8350, **licensed to install alternative septic systems**

Soil Evaluators/System Designers

- Chuck Allison- Goode, (540) 587-7125
- Mike Condrey- Rustburg, (434) 515-3603
- M&M Soil Consultants, Kenneth McClenny- Pamplin, (434) 248-6925 or (434) 610-2696
- Robert Johansen- Cumberland, (434) 547-3241
- Roger Nelson- Wingina, (434) 221-9000
- Southern Soil Consultants, Brian Neal- Blackstone, (434) 774-8382 or (434) 696-6949
- Angela Whitehead- Williamsburg, (804) 892-6678
- Stephen Vargo- Scottsville, (434) 956-5159

**Contractors are listed in alphabetical order.*

**Also, please check your phone book for any additional contractors.*

**It is up to you to ensure that the contractor has the appropriate licensure to perform the work.*

**319(h) Residential Septic Financial Assistance
Peter Francisco Soil & Water Conservation District**

What are the requirements?

- Residence must be located in the Slate River or Rock Island Creek watersheds located in Buckingham County. **Contact our office to determine if you live in an eligible watershed.**
- Applicant must be the homeowner. If you are a tenant having septic problems, your landlord must make the application for financial assistance.
- Existing residential properties only. Funding cannot be used for new construction, remodeling, expansion, or addition. Commercial properties, businesses, and houses of worship are not eligible.
- **Work** can be done on your septic system prior to approval, only by notifying the district and getting approval from staff. The District will not authorize funds to be used for septic pump-outs or repairs that have begun before Board approval without notice to the district. Wait for an approval letter before proceeding. All work, with the exception of pump-outs, must be permitted and inspected by the health department.
- If a problem is found during the pump-out, you may apply for additional financial assistance.

How do I apply?

- Contact the District for an application packet. You can scan and email the completed forms to Cody Smith at cody.smith@vaswcd.org or you can mail them to our office: **Peter Francisco SWCD, 16842 W. James Anderson Hwy. Buckingham, VA 23921.** Applications are presented for approval at monthly Board meetings (3rd Wednesday of each month). Submit applications no later than the Friday before the Board meeting. Project must **be completed by the date stated in your approval letter. Generally,**
- **projects must be completed within 120 days (4 months) of approval.** Contact the office if you would like to request a project extension.

Who do I contact if I have questions or want an application?

Peter Francisco Soil and Water Conservation
District Cody Smith, Conservation Technician
(434) 983-7923
Email: cody.smith@vaswcd.org

Top 10 Ways to Be a Good Septic Owner

- ✓ Have your system inspected every three years by a qualified professional or according to your state/local health department's recommendations
- ✓ Have your septic tank pumped, when necessary, generally every three to five years
- ✓ Avoid pouring harsh products (e.g., oils, grease, chemicals, paint, medications) down the drain
- ✓ Discard non-degradable products in the trash (e.g., floss, disposable wipes, cat litter) instead of flushing them
- ✓ Keep cars and heavy vehicles parked away from the drainfield and tank
- ✓ Follow the system manufacturer's directions when using septic tank cleaners and additives
- ✓ Repair leaks and use water efficient fixtures to avoid overloading the system
- ✓ Maintain plants and vegetation near the system to ensure roots do not block drains
- ✓ Use soaps and detergents that are low-suds, biodegradable, and low- or phosphate-free
- ✓ Prevent system freezing during cold weather by inspecting and insulating vulnerable system parts (e.g., the inspection pipe and soil treatment area)

