

## Nutrient Management Direct Pay Program

### Steps for Participation



This is a quick overview of the correspondence steps to guide you through the process. Do not hesitate to contact Stephanie Dawley or Pamela Capps with any questions you may have. Full requirements and details for participation in the Nutrient Management Direct Pay Program are outlined in the “Specifications and Payment Schedule” document.

For all correspondence of plan information, use the following email address:

**vanmplnr@dcr.virginia.gov**

**Program Mailing Address:**

Soil and Water Conservation  
VA Nutrient Management Planner  
600 East Main Street, 24th Floor  
Richmond, VA 23219  
FAX: 804-371-2630

**For Administrative assistance contact Pamela Capps:**

Email: Pamela.Capps@dcr.virginia.gov  
Phone: 804-971-5472

**For Technical assistance contact Joe Tesauro:**

Email: Joe.Tesauro1@dcr.virginia.gov  
Phone: 540-430-6205

**For all other inquiries contact Stephanie Dawley:**

Email: Stephanie.Dawley@dcr.virginia.gov  
Phone: 804-382-3911



## STEP 1:

### Get set up in eVA as a vendor

You must be a registered vendor to do business with the Commonwealth of Virginia. If you are not currently a vendor with Virginia you can become one through an online sign-up process. The following link will take you to the online page to begin getting set up as a vendor in the Virginia system called eVA:

**<https://eva.virginia.gov/register-now.html>**

\* A 1% service fee is applied.

For support to register you can call 1-866-289-7367.

## STEP 2:

### Submit Farmer Consent form

Email the form to **vanmplanner@dcr.virginia.gov**. You will receive an email that your submission has been accepted and funds have been set-a-side to pay for the plan.

- Completed plans are expected to be submitted within 45 days.
- If the plan will not be submitted within the 45 day window contact vanmplanner@dcr.virginia.gov. If not contacted the funding allocated for that plan, can be withdrawn and you will need to resubmit another Farmer Consent form to request funding.
- A reminder, plans are for a three (3) year period.
- For each plan year, you will also submit the **Enhanced Practice Acres form** for plans that contain specified enhanced practices. These acres are important as they will give additional nutrient reduction credits to the plan.



### STEP 3:

**Plan Verification** — To receive payment for completing a verification form (DCR199-244), first submit the Farmer Consent Form.

At least once during the three (3) year life of the plan a completed Verification form is required. Verification forms are downloaded from the DCR Nutrient Management website:

<https://www.dcr.virginia.gov/form/DCR199-244.pdf>

### STEP 4:

#### Third Party Verification

At least 10% of the acres verified **must** have a Third Party verification. For this process a DCR staff personnel will need to attend a field visit to the farm.

Contact Stephanie Dawley, [Stephanie.Dawley@dcr.virginia.gov](mailto:Stephanie.Dawley@dcr.virginia.gov), or

Seth Mullins, [Seth.Mullins@dcr.virginia.gov](mailto:Seth.Mullins@dcr.virginia.gov), to schedule this farm visit.

### STEP 5:

#### Submit an Activity Report Excel Spreadsheet

To continue participation in the Nutrient Management Direct Pay Program you must submit your Activity Report Excel Spreadsheet by the date specified.

All forms ask for **“Name on Plan”**. *The name you must use will be the name as it appears in the Activity Report Excel Spreadsheet.* This is an important piece of information that must be consistent across all submitted forms.

**If the “Unique Identifier” for the Plan and the Plan Name do not match, funds cannot be allocated until the issue is resolved.**