

Agriculture Nutrient Management Program Direct Pay Guidelines: Farmer Consent Form, Plan, and Invoice Submission Timelines



Farmer Consent Form Submission:

1. Forms must be submitted to vanmplnr@dcr.virginia.gov within **10 days** of signature by the farmer.
 - a. You will receive an email that your submission has been accepted, and funds have been allocated to pay for the plan.
 - b. If the farmer signature is dated more than 10 days past submission it will be returned and requested to be resubmitted.

Plan Submission:

1. Completed plans are expected to be submitted within **45 days**.
 - a. If the plan will not be submitted within 45-days, contact vanmplnr@dcr.virginia.gov. If contact is not made, funding can be withdrawn, and you will need to resubmit an updated Farmer Consent form to request funding.
 - i. Plans that are submitted to the Animal Waste Coordinator for review due to permitting that are also in the Direct Pay Program must be cc'd to vanmplnr@dcr.virginia.gov as well.
2. Completed first year plans **cannot** have recommendations outside of **one (1) previous cropping season**.
 - a. Example: A plan submitted January 1, 2025 cannot have recommendations beyond October 1, 2024.
3. Completed plans for year 2 and year 3 contracts are expected to be **submitted within the same season as previous years**.
 - a. Example: if the year 1 plan was submitted in March year 2 and year 3 updates are expected approximately January- March of the subsequent years.
 - b. If you are unable to meet this timeframe, contact vanmplnr@dcr.virginia.gov. If contact is not made, funding can be withdrawn, and you will need to resubmit an updated Farmer Consent form and an updated plan to request funding.

Invoice Submission:

1. Invoices must be submitted within **60 days** of receipt of plan approval.
 - a. Contracts will be cancelled after failing to receive an invoice in that timeframe.

All other guidelines for participation in the Direct Pay program remains valid. These documents can be found under the "Forms" tab of the Direct Pay Website.

Contacts for the Direct Pay program can be found under the "Contacts" tab at DCR's Direct Pay website: <https://www.dcr.virginia.gov/soil-and-water/nmdirectpay>.