

Virginia Department of Conservation and Recreation (DCR) Resource Management Plan (RMP) Development and Certification Direct Payment Initiative

The purpose of the Direct Payment initiative is to engage certified Resource Management planners to write Resource Management Plans and to increase the number of RMPs that become certified as implemented.

The Direct Payment Initiative will allow RMP developers to conduct planning and certification services as requested by producers. The initiative provides a continuous opportunity for plan developers to provide services and for producers to receive such services. The RMP plan developer will request pre-approval of funding to provide the planning or certification services. Once the work is completed, the RMP developer will submit an invoice and payment will be issued by DCR for services rendered.

There are two components to the RMP Direct Payment Initiative:

1. Payment for RMP writing, and
2. Payment for inspection activity that results in issuance of an RMP certificate

All forms for this program are attached to this document.

RMP Direct Payment Initiative Form #A

RMP Direct Payment Initiative Invoice

RMP Direct Payment Initiative Form #B

Barbara McGarry serves as the Resource Management Plan Program Technician. She will also serve as the person of contact for the RMP Direct Payment Initiative. Contact her with any questions or to request assistance with the process. All returnable forms must be sent to rmp@dcr.virginia.gov.

Contact:

Barbara McGarry
Dept of Conservation and Recreation
600 East Main Street
Richmond, VA 23210
Phone number: 804-371-0297

RMP Direct Payment Initiative Specifications for Resource Management Plan Development

1. Plans shall be written to meet all requirements as set forth in the Resource Management Plan (RMP) Program Regulations, 4VAC50-70.
2. To participate in any part of this Direct Payment Initiative, a plan developer must meet all of the Program Eligibility requirements and all of the Program Specification requirements.
3. The RMP Identification Number and acreage must be entered on all forms submitted for payment in the RMP Direct Payment Initiative.
4. No payment will be authorized without timely submission and approval of the related request forms.
5. When acres are added to a plan, the RMP must go back through the TRC review and approval process. Only the additional acres are eligible for payment. The RMP developer and producer may elect to include the additional acres under a new plan instead of modifying the existing plan.
6. No payment will be made the RMP has been approved or certified by the appropriate Soil and Water Conservation Board (SWCD).

RMP Direct Payment Initiative Specifications for Resource Management Plan Certification

1. Certification of the RMP includes the RMP developer performing an on-site inspection of all of the components in the RMP, including but not limited to; verification of all of the fields and rotations meeting "T", verification that no gully erosion is present in the fields, verification all of the required BMPs have been installed and maintained, and verification of the full implementation of the NMP using the most recent NMP verification format.
2. No payment will be made for RMP certification until the appropriate SWCD Board requests and a Certificate of RMP Implementation has been issued by DCR to the participant.

Program Eligibility

1. The RMP developer must be a currently-certified Resource Management Plan developer in Virginia.
2. The RMP plan developer must be registered as a vendor in eVA. eVA registration instructions are included further in the document.
3. The developer may NOT receive plan writing compensation from any other funding source for participating clients signed/committed for this program.
4. The farmer may NOT currently be receiving funding on this acreage for RMP plan writing from any other program, such as the Virginia Cost-Share program RMP-1.
5. State and federal employees are not eligible to participate in this program as plan developers.
6. RMP developers may participate in receiving funding for the Nutrient Management Plan (NMP) writing from sources such as NM-1A or the NMP direct payment program.

RMP Plan Development and Certification Rates Per Acre Rate

\$13.00

\$4.00

Service

Develop new RMP acres or add additional acres within Bay or Outside of the Bay Counties

Certification inspection and requests after issuance of a Certificate by DCR

Eligible Watersheds

This program is available for RMP services in any locality in the Commonwealth of Virginia.

Steps for Participation

Register as a vendor in eVA:

eVA is Virginia's online, electronic procurement system. A vendor is only required to register once. If you are already registered, skip to RMP Plan Development Activity Instructions.

Complete and sign the Virginia W-9 form. The following link directs you to the correct VA W-9 form. https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf

Submit the completed and signed form to barbara.mcgarra@dcr.virginia.gov.

Tips for completing and submitting the Commonwealth W-9 form:

- Hand-written signatures are required. Incomplete, unsigned or typed signatures are not accepted.
- Provide both your legal name and business name
- Use the same information as it appears on your state tax record, especially your name.
- Indicate whether you are filing a social security number or employee identification number. One option must be “checked” in the upper left corner of the form.

eVA registration should be complete approximately 10-12 days after you have submitted your W-9. You will be notified that you have successfully been registered as a vendor. 5

RMP Plan Development Activity Instructions

1. Request pre-approval of Direct Payment funds for RMP development

- a) Using the RMP online module, begin creating a new RMP for each RMP that you request to write. Complete step # 1 only, which includes the participant name and address. Stop when you finish step #1. Completion of this step will provide the RMP ID number that you will need on Form #A.
- b) Submit "RMP Direct Payment Initiative Form A".
Complete all information requested on the form. Forms with missing or incorrect information will be returned for corrections. Email the completed form to rmp@dcr.virginia.gov.
- c) You will receive an email notification that your submission has been accepted and that funds have been set-a-side to pay for completed planning work.

2. Submit RMP for SWCD review

Use the RMP module to complete and submit the resource management plan. **The RMP must be submitted to the appropriate SWCD within 90 days of pre-approval of funds.** Plan the timing of your request for pre-approval of funds so that you will be able to submit the RMP within 90 days.

If, near the end of the 90-day window, you know that you will not be able to submit in the timeline, email rmp@dcr.virginia.gov; otherwise the funding allocated for that plan can be unallocated or allocated to another request, requiring that you resubmit another Farmer Consent form to request funding.

3. Request payment for RMP plan development

You may request payment after the RMP has been approved for implementation by the appropriate SWCD. Submit the "RMP Direct Payment Initiative Invoice" to rmp@dcr.virginia.gov to be processed for payment. 6

RMP Certification Activity Instructions

1. Request pre-approval of set-aside funds for RMP certification

Submit the “RMP Direct Payment Initiative Form B” to rmp@dcr.virginia.gov . You will receive an email that your submission has been accepted and funds have been set-aside to pay for completed RMP certification.

2. Submit RMP for Certification Inspection

- a) Complete a certification inspection for the RMP and attach the Nutrient Management Plan (NMP) verification form in the RMP module.
- b) Plan the timing of your request for pre-approval of funds so that you will be able to submit the RMP verification within 90 days. If, near the end of the 90 day window, you know that you will not be able to submit in the timeline, email rmp@dcr.virginia.gov; otherwise the funding allocated for that plan can be unallocated or allocated to another request, requiring that you resubmit another Farmer Consent form to request funding.

3. Request payment for RMP verification inspections

You may request payment for certification inspection when the RMP has been fully certified. Submit the “RMP Direct Payment Initiative Invoice” to rmp@dcr.virginia.gov to be processed for payment.