2015 Virginia Nutrient Management Plan Writing for Golf Courses

Request for Applications (RFA)

Source of Funding: Virginia Water Quality Improvement Fund

Issued By:

Virginia Department of Conservation and Recreation
Division of Soil and Water Conservation
600 E. Main Street, 4th Floor
Richmond, VA 23219

RFA and Grant Awards Timeline

October 1, 2014: Issue request for applications
October 31, 2014: Deadline for submitting applications
November 15, 2014: Target date for award recommendations and public review
January 1, 2015: Target date to begin executing project agreements
June 30, 2016: Target completion date for all projects (end work by this date)
August 15, 2016 Final date to report and request final funding reimbursement

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(DCR199-216) (09/14)
A. PURPOSE AND BACKGROUND
The purpose of this Request for Applications (RFA) is to solicit applications to establish agreements through competitive negotiation for the writing of nutrient management plans for the areas that receive nutrients on Golf Courses. The Virginia Department of Conservation and Recreation (DCR) is making grant funding available for Virginia Certified Nutrient Management Planners certified in the Turf and Landscape Category to apply to write nutrient management plans. The nutrient management plans under this program are for Golf Courses operated as a business ONLY.

Applications received in response to this RFA will be considered for funding for a 1 ½ -year grant beginning January 1, 2015 and will be up to a certain acreage and dollar equivalent for the plans written.

Funding is available for the writing of DCR approved nutrient management plans only, no other activities will be funded. Funding will be targeted to:

- Virginia Certified Nutrient Management Planners who are certified in the Turf and Landscape category
- Nutrient Management plans for Golf Courses for regular play throughout Virginia

B. ELIGIBLE APPLICANTS
Only individuals who have current certification through DCR as a Certified Nutrient Management Planner, in the Turf and Landscape category, are eligible to apply. All applicants must be able to provide their certification number, expiration date, and a photocopy of their current nutrient management certification. Employees of the Commonwealth of Virginia are not eligible applicants.

C. ELIGIBLE ACTIVITIES
Through this RFA, DCR intends to award funding for the development of nutrient management plans for golf courses operated as a business only. **The rate has been established at $10.00/acre.** All acres on the golf course which normally receive nutrient applications including greens, tees, fairways, club house areas, and other landscape areas will be included in payment. **This is a one-time payment. It is not a rate to be paid annually.** No payment will be made for natural areas, buffers or roughs that do not normally receive nutrient applications. It will be the responsibility of the applicant and certified planner to acquire clients, obtain the information necessary to write the plan, and submit the plan to DCR for review and approval. DCR will only pay for plans that have been reviewed and approved by DCR.

Plans eligible for funding, both new and revised, under this RFA must be written at rates not to exceed recommended nutrient needs on all turf and urban acres including greens, tees, fairways, and turf and landscape areas around club houses, and entrances that receive nutrient applications.

D. INELIGIBLE ACTIVITIES

- The preparation of NM plans as a component of biosolids (sewage sludge) application permitting is NOT ELIGIBLE for funding under this RFA
- Plans submitted that are developed without the collaboration and support of the operator
- Plans written by employees of the Commonwealth are not eligible
E. AVAILABLE FUNDING
Approximately $100,000 in funding is available throughout Virginia for awarding and distribution of NM plan writing for Golf Courses grants. The award range for projects is a minimum of $1,500 and a maximum of $50,000. Applications should contain the number of acres the planner intends to write (new and revised) within one year and then request the total dollar equivalent for those acres.

For example, if Applicant/Planner anticipates writing 700 acres of new plans and 300 acres of revised plans, the proposal should indicate methodology to write plans for 1,000 acres. If none of these acres include imported nutrients then the total dollar amount requested would be $10,000 (1,000 acres x $10/acre).

F. APPLICATION PACKAGE REQUIREMENTS, PREPARATION AND SUBMISSION INSTRUCTIONS
The application package for the 2015 NM Plan Writing for Golf Courses RFP includes several required components. All required elements must be submitted in order for the application to be considered for review. Optional submission elements may enhance the application package but ultimately decisions will be based upon the required submission elements.

REQUIRED APPLICATION DOCUMENTS. All elements must be in electronic format. If a grant award is offered and the application is not in “Word”, a revised format in Word will be required.

- 2015 NM Plan Writing for Golf Courses Project Application Narrative (maximum length is 3 pages, 1 inch margins, 12 pt font)
- Copy of current Virginia Nutrient Management Certification
- Copy of latest snapshot of client list (Course name and acreage) to document experience
- 1-page NM Planner Resume/CV documenting experience with plan writing for Golf Course operations.

In order to be considered for selection for this 2015 NM Plan Writing for Golf Courses RFA, applicants are required to submit (via E-mail or CD-ROM) an electronic version (Microsoft Word files preferred) of a complete 2015 NM Plan Writing for Golf Courses Project Application to the Virginia Department of Conservation and Recreation by midnight on Friday, October 31, 2014. Incomplete applications and those that are not delivered or mailed as specified above will be disqualified.

Email application packages to: susan.hale@dcr.virginia.gov

Please use the email subject line: 2015 NM Plan RFP_<insert name of Planner>

If mailing a CD-ROM it must be received by the date listed above (not post-marked). Items received after October 31, 2014 will not be included in the review process. Please address any mailed packages to:

Susan Hale
Division of Soil and Water Conservation
Virginia Department of Conservation and Recreation
600 E. Main Street 24th Floor
Richmond, Virginia 23219
G. **DCR CONTACTS**
General questions regarding this request for applications, and the grant application process should be directed to Grant Manager, Susan Hale. Email: susan.hale@dcr.virginia.gov.

General questions on the Nutrient Management Program and the specific details of this RFA should be directed to the Urban Nutrient Management Specialist, Derik Cataldi, Derik.Cataldi@dcr.virginia.gov, (804) 371-7489, or the Nutrient Management Program Manager, Tim Sexton, Timothy.Sexton@dcr.virginia.gov, (804) 371-0061.

H. **EVALUATION AND AWARD CRITERIA**
Project applications will be scored based on the evaluation criteria listed below, in order to prioritize the projects selected for the available funds. A team of DCR staff will evaluate the project applications. All projects selected for grant awards through this RFA will be made available for public comment prior to executing grant agreements. The recommended award list will be posted for public comment on the DCR Grants Management web site: [http://www.dcr.virginia.gov/soil_and_water/index.shtml](http://www.dcr.virginia.gov/soil_and_water/index.shtml)

<table>
<thead>
<tr>
<th>Basic Eligibility (Pre-Screening) Criteria</th>
<th>Maximum points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant is a VA Certified Nutrient Management Planner in Turf and Landscape category, current with his/her certification</td>
<td>1 point</td>
</tr>
<tr>
<td>The proposal does not exceed the maximum award amount of $50,000</td>
<td>1 point</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Information</td>
<td>25</td>
</tr>
<tr>
<td>Work Plan and Timeline</td>
<td>25</td>
</tr>
<tr>
<td>Products/Outcomes</td>
<td>40</td>
</tr>
<tr>
<td>Education/Outreach</td>
<td>5</td>
</tr>
<tr>
<td>Previous Experience</td>
<td>5</td>
</tr>
</tbody>
</table>

**Evaluation Criteria Maximum Points**

| Evaluation Criteria Maximum Points | 100 |

I. **REFERENCES AND RESOURCES**
- *Virginia Nutrient Management Program*
- *Virginia Nutrient Management training and certification.*
- *Virginia Nutrient Management Training and Certification Regulations 4 VAC 50-85.*
- *Virginia Nutrient Management Certified Planner Directory*
J. APPLICATION NARRATIVE GUIDELINES

The project application narrative should not exceed three pages (12 point font) with 1 inch margins. Below is an outline that serves as the proposal narrative guidelines. Applications submitted that do not follow the exact outline, will still be considered but must address the same content as below.

1. Applicant Information:

<table>
<thead>
<tr>
<th>Name of Organization/Individual:</th>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, Zip:</td>
<td>Contact Person:</td>
</tr>
<tr>
<td>Work Title:</td>
<td>DCR NM Certification #:</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
</tbody>
</table>

- Type of Organization (check one): Individual, Company/business, Non-profit, University, SWCD, Other.
- Will the plans be within the Chesapeake Bay Area Drainage? Yes, No

2. Project Information:

<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Number of Acres of Golf Course land to receive nutrients:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of $ for Golf Course plans, Funding not to exceed ($10/acre):</td>
<td></td>
</tr>
<tr>
<td>Total Number of Acres</td>
<td>Total funding $</td>
</tr>
</tbody>
</table>

If other funding has/is being used toward work related to this project, please describe.

3. Background or History: Have you or your organization received other funding related to Nutrient Management Planning? If yes, please list and describe the work. (Limit 500 characters)

4. Work Plan and Timeline: Describe the scope and methodology of the planned work. Include a timeline that links each of the pertinent activities to a date.

5. Products/Outcomes: List and describe the final outcomes planned.

6. Education and Outreach: Describe the education and outreach strategies that will be used in the proposed project to identify and solicit golf course clients.

7. Previous Experience: Describe what experience the individual and/or organization has in writing golf course approvable nutrient management plans for the Commonwealth of Virginia. Provide information on the quantity and types of plans written in the past-three years.