2014 Virginia Nutrient Management Plan Writing for Unpermitted Animal Operations

Request for Proposals

Sources of Funding: Federal EPA Chesapeake Bay Implementation Grant and EPA Section 319 Nonpoint Source Fund

Issued By:

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

RFP and Grant Project Awards Timeline

June 6, 2014: Issue request for proposals
July 7, 2014: Deadline for submitting proposals
July 25, 2014: Target date for project award recommendations and public review
September 5, 2014: Target date to begin executing project agreements
May 1, 2015: Target completion date for all projects

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(DCR199-227) (06/2014)
A. PURPOSE AND BACKGROUND
The purpose of this Request for Proposals is to solicit proposals to establish agreements through competitive negotiation for the writing of nutrient management plans for animal waste. The Virginia Department of Conservation and Recreation (DCR) is making grant funding available for Virginia Certified Nutrient Management Planners to submit proposals for funding to write nutrient management plans. The nutrient management plans under this program are for un-permitted confined animal operations ONLY. These operations can also be referred to as unpermitted animal operations, Unpermitted dairies, or Unpermitted confined beef operations.

Proposals received in response to this RFP will be considered for funding for an 8-month grant beginning September 5, 2014, 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 agricultural category
- Nutrient Management plans for small unpermitted dairies and Confined Beef Operations only.

B. ELIGIBLE APPLICANTS
Only individuals who have current certification through DCR as a Certified Nutrient Management Planner, in the agricultural 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.

C. ELIGIBLE ACTIVITIES
Through this RFP, DCR intends to award funding for the development of nutrient management plans for animal operations which have are under the size requirements and are otherwise unpermitted confined animal operations ONLY. The payment rate has been established at $8.00/acre for all acres included in the farming operation that receive nutrients. If any imported manure, litter or biosolids are used on the farm the rate is reduced to $2.00/acre for the entire acreage of the farm. 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.

To be eligible for funding under this RFP, both new and revised plans must be written at rates not to exceed recommended nutrient needs on all agricultural production acres included in the farming operation. Plans must follow the current Virginia Agricultural Cost-share (VACS) BMP Manual guidance for “Nutrient Management Plan Writing and Revisions (NM-1A)” in order to be eligible for payment.

D. INELIGIBLE ACTIVITIES
- The preparation of NM plans as a component of biosolid (sewage sludge) application permitting is NOT ELIGIBLE for funding under this RFP
- Plans submitted that are developed without the collaboration and support of the operator

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E. AVAILABLE FUNDING
Approximately $152,000 in funding is available statewide, of which $100,000 is directed inside the Chesapeake Bay Watershed for awarding and distribution of NM plan writing grants. The award range for projects is a minimum level is 75 acres or $600.00 per plan, and the maximum is 500 acres or $4,000 per plan. Proposals should contain the number of acres the planner intends to write (new and revised plans) in during the 8 month time period, and then request the total dollar equivalent for those acres.

For example if Applicant/Planner anticipates writing 3,000 acres of new plans and 1,000 acres of revised plans the entire proposal should request to write plans for 4,000 acres. If none of these acres include imported nutrients then the total dollar amount requested would be $32,000 (4,000 acres x $8/acre).

F. PROPOSAL PACKAGE REQUIREMENTS, PREPARATION AND SUBMISSION INSTRUCTIONS
The proposal package for the 2014 NM Plan Writing for Unpermitted Animal Operations RFP includes several required components. All required components must be submitted in order for the proposal to be considered for review. Optional submission components may enhance the proposal package but ultimately decisions will be based upon the required submission components.

REQUIRED PROPOSAL DOCUMENTS:
All components must be in an electronic format Microsoft Word is the preferred format. If a grant award is offered and the proposal is not in “Word”, a revised format in Word will be required.

1. 2014 NM Plan Writing for Unpermitted Animal Operations Project Proposal Narrative (maximum length is 3 pages, 12 pt font)
2. Copy of current Virginia Nutrient Management Certification
3. Copy of latest snapshot of client list (farm name and acreage) to document experience
4. 1-page NM Planner Resume/CV documenting experience with plan writing for animal operations.

In order to be considered for selection for this 2014 NM Plan Writing for Unpermitted Animal Operations RFP, applicants are required to submit (via E-mail or CD-ROM) an electronic version (Microsoft Word files are preferred) of the completed 2014 NM Plan Writing Project Proposal to the Virginia Department of Conservation and Recreation by midnight on Monday, July 7, 2014. Incomplete proposals and those that are not delivered or mailed as specified above will be disqualified.

Email application packages to: pamelacapps@dcr.virginia.gov
Please use the email subject line: 2014 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 July 7, 2014 will not be included in the review process. If mailing, please address the final application package to:
    Pamela Capps
    Division of Soil and Water Conservation
    Virginia Department of Conservation and Recreation
    600 E. Main Street 24th Floor
    Richmond, Virginia 23219

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G. DCR CONTACTS
General questions regarding this request for proposals, and the grant awarding process can be directed to Pamela Capps (pamela.capps@dcr.virginia.gov) or Susan Hale (susan.hale@dcr.virginia.gov). General questions on the Nutrient Management Program and the specific details of this RFP should be directed to the Nutrient Management Program Manager, Tim Sexton, (timothy.sexton@dcr.virginia.gov), (804) 371-0061.

H. EVALUATION AND AWARD CRITERIA
Project proposals will be scored based on the evaluation criteria sections listed below, in order to prioritize projects for the distribution of available funds. A team of DCR staff will evaluate and rank the proposals. Final decisions for project selection are the discretion of the DCR Director. All projects contingently approved for funding through this RFP will be made available for 30 days of public comment prior to executing grant agreements. The recommended award list will be posted for public comment on the DCR web site: http://www.dcr.virginia.gov

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<th>Evaluation Criteria</th>
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<td>Project Information</td>
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<td>Background or History</td>
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<tr>
<td>Work Plan and Timeline</td>
<td>15</td>
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<td>Products/Outcomes</td>
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<tr>
<td>Education and Outreach</td>
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<td>Previous Experience</td>
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<tr>
<td>Evaluation Criteria Maximum Points</td>
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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
- Virginia Nutrient Management Standards and Criteria Revised June 2014

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J. PROPOSAL NARRATIVE GUIDELINES

The project proposal narrative should not exceed three pages and 12 point font. Below is an outline that serves as the proposal narrative guidelines. Proposals submitted that do not follow the exact outline will still be considered but must address the same content as below.

1. Applicant Information:

| Name of Organization/Individual: |
| Mailing Address: |
| City, State, Zip: |
| Contact Person: | Work Title: |
| DCR NM Certification #: | Expiration Date |
| E-mail: |
| Phone Number: | Fax Number: |

- Type of Organization (check one):
  - Government
  - Individual, Company
  - Non-profit
  - University
  - SWCD
  - Other:

- Will the plans be within the Chesapeake Bay Area Drainage? [ ] Yes [ ] No

2. Project Information:

| Name of Project: |
| Number of Acres of ‘On-farm generated manure’ plans: | Amount of $ for ‘on-farm’ plans, Funding not to exceed ($4/acre) |
| Number of Acres of plans if any portion of the farm imports manure or litter: | Amount of $ for ‘farm input’ plans, Funding not to exceed ($2/acre) |

| Total Number of Acres | Total funding $ |
| Total funding $ |

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.

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 farmer clients.

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