2014 Virginia Chesapeake Bay Agricultural Resource Management Plan
Development

Request for Proposals

Source of Funding: Federal EPA Chesapeake Bay Regulatory and Accountability Program
Grant

Issued By:

Virginia Department of Conservation and Recreation
Division of Soil and Water Conservation
600 E. Main Street, 24th Floor
Richmond, VA 23219

RFP and Grant Project Awards Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>September 1, 2014</td>
<td>Issue request for proposals</td>
</tr>
<tr>
<td>October 1, 2014</td>
<td>Deadline for submitting proposals</td>
</tr>
<tr>
<td>October 17, 2014</td>
<td>Target date for project award recommendations and public review</td>
</tr>
<tr>
<td>December 1, 2014</td>
<td>Target date to begin executing project agreements</td>
</tr>
<tr>
<td>October 15, 2015</td>
<td>Target completion date for all projects (stop work by this date)</td>
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<tr>
<td>November 30, 2015</td>
<td>Final date to report and request final funding reimbursement</td>
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A. PURPOSE AND BACKGROUND

The purpose of this Request for Proposals is to solicit proposals to establish agreements through competitive negotiation for the development of Virginia Resource Management Plans (RMPs) for agricultural operations. The Virginia Department of Conservation and Recreation (DCR) is making grant funding available for approved Resource Management Plan Development by DCR-certified planners. Proposals by businesses, corporations, individuals, soil and water conservation districts or non-governmental organizations are being solicited for funding to develop agricultural RMPs. Under this funding program, RMPs are to be developed for agricultural operations in the Chesapeake Bay Watershed ONLY to include cropland or specialty crops, hayland, or pasture land uses.

Proposals received in response to this RFP will be considered for funding for a 10 ½ -month grant beginning December 1, 2014, and will be up to a certain acreage per plan and dollar equivalent for the plans written.

Funding is available for approved agricultural RMPs only; no other activities will be funded. Funding will be targeted to:

- Virginia Certified Resource Management Plan Developers in the private sector (References section on Page 4 contains a web link with further information about RMP Developer certification)
- Resource Management Plans developed in accordance with the Virginia RMP Program regulations (4VAC50-70-10 et seq.) pursuant to the Code of Virginia§10.1-104.7-.9
- Resource Management Plans developed for farming operations in the Virginia Chesapeake Bay watershed only

B. ELIGIBLE APPLICANTS

This funding initiative is targeting private businesses, corporations, and non-SWCD affiliated individuals for proposal applications. They will be scored accordingly (see Section H. for criteria scoring). Virginia soil and water conservation districts, non-governmental organizations, and their employees are also eligible. The applicant does not need to be certified as long as they have an RMP-certified employee or contractor developing the plans. All successful applicants must be able to provide a photocopy of a Resource Management Plan Developer(s) certification(s), which is valid at the time of submitting plans for approval, upon project reporting to DCR and requesting funding reimbursements.

C. ELIGIBLE ACTIVITIES

Through this RFP, DCR intends to award funding for the development of RMPs in the Chesapeake Bay watershed ONLY. Payments will be capped at a maximum of $6,500.00 per plan. Multiple plans can be developed to cover a single farming operation. The payment rate has been established at $10.00/acre for all acres included in each plan up to this cap. It will be the responsibility of the applicant to acquire clients, obtain the information necessary to develop the plans.
plan, and submit the plan to the appropriate review authority (i.e. DCR or SWCDs) for approval. DCR will only pay for plans that have been reviewed and approved by the appropriate review authority. Documentation indicating the review authority’s approval must be provided upon project reporting and requesting funding reimbursements. RMP regulations state the required components and format for an RMP.

To be eligible for funding and payment under this RFP, RMPs must be prepared by a developer who has been issued a current Resource Management Plan Developer Certificate by DCR. RMPs must be written to comply with all requirements set forth in the Resource Management Plan Regulations (4VAC50-70-10 et seq.). The main components of an RMP are noted here, but the regulations should be referenced for details on all of the requirements. (See Page 4, Section I. for the Reference information link)

Main Components to be included in every RMP:

- A nutrient management plan that meets the specifications of the Nutrient Management Training and Certification Regulations (4VAC5-15)
- A forest or grass buffer between cropland or hayland and perennial streams, consistent with Natural Resource Conservation Service (NRCS) standards, and no less than 35” wide
- Stream exclusion fencing along perennial waters on pastureland
- A soil conservation plan that achieves a maximum soil loss rate of “T” as defined by NRCS and such BMPs necessary to address gross erosion when it is present
- Inclusion and documentation of “voluntary BMPs”, i.e. those BMPs installed with no state or federal funding or tax credits

Reporting and funding reimbursement requests will be required every two months on or before the following dates: February 15th, April 15th, June 15th, August 15th, and October 30th

D. INELIGIBLE ACTIVITIES

- Plans that are developed and/or approved that are included for payment through the VACS program, regardless of operation owner or operator. Planners can develop plans for either program, but an individual plan can only be funded through one program.
- Plans submitted that are developed without the collaboration and support of the operator.
- Plans submitted for reimbursement that have not first been entered into the RMP computer module.

E. AVAILABLE FUNDING

Up to $240,000 is available inside the Virginia Chesapeake Bay Watershed for the award and distribution of RMP development grants. Successful applicants will enter into a grant agreement for RMP development at a rate of $10.00 per acre for a maximum of $6,500.00 per approved plan. Proposals should contain the number of plans the applicant intends to have developed and
approved during the 10 ½ month time period, the total number of acres for all the approved plans, and then request the total dollar equivalent for those acres.

For example, if the applicant anticipates having 10 plans developed and approved that vary in acreage size, the proposal must indicate an estimated total number of acres for all 10 plans. (6 plans will range from 100-150 acres, 3 plans range from 150-250 acres, 2 plans are expected for 300 acres each and 1 plan will be 650 acres. Averaging each range, multiplying, and totaling equals approximately 2,600 acres. The total funding proposed is $26,000.00)

F. PROPOSAL PACKAGE REQUIREMENTS, PREPARATION AND SUBMISSION INSTRUCTIONS

The proposal package for the 2014 Virginia Chesapeake Bay Agricultural Resource Management Plan Development 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 Virginia Chesapeake Bay RMP Development Project Proposal Narrative (maximum length is 3 pages, 12 pt font)
2. Name(s) of certified Virginia Resource Management Planner(s) or name(s) of those who will be certified upon submitting developed plans for approval
3. Copy of planned or anticipated client list (farm name and acreage) to document ability/outreach completed

In order to be considered for selection for this 2014 Virginia Chesapeake Bay RMP Development RFP, applicants are required to submit (via E-mail or CD-ROM) an electronic version (Microsoft Word files are preferred) of the completed 2014 Virginia Chesapeake Bay RMP Development Project Proposal to the Virginia Department of Conservation and Recreation by midnight on Wednesday, October 1, 2014. Incomplete proposals 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: 2014 RMP Development 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 1, 2014 will not be included in the review process. If mailing, please address the final application package to:

(DCR199-229) (08/2014)
G. DCR CONTACTS
General questions regarding this request for proposals, and the grant awarding process can be directed to Susan Hale (susan.hale@dcr.virginia.gov). General questions on the Resource Management Plan Program and the specific details of this RFP should be directed to Barbara McGarry, (barbara.mcgarry@dcr.virginia.gov), or Scott Ambler (scott.ambler@dcr.virginia.gov).

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 and partner agency 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:

### Evaluation criteria and maximum points per criteria
1. Applicant is a private business, corporation or non-swcd affiliated individual points +100
2. # of Plans to be developed and approved points/plan +01
3. Propose to work throughout Va Chesapeake Bay watershed points +20
4. Propose to write plans on multiple types of agricultural land uses points +10

I. REFERENCES AND RESOURCES
This site includes information about the program, information about RMP Developer Certification, RMP program regulations, and other resources for RMP Plan Developers.

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

<table>
<thead>
<tr>
<th>Name of Organization/Individual:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RMP developer certificate number (if currently certified)</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
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<td>Contact Person:</td>
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<tr>
<td>Type of Organization (check one):</td>
<td></td>
</tr>
<tr>
<td>Individual</td>
<td>Company, Business</td>
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</tbody>
</table>

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

2. Project Information

A. Are you willing to work in the **entire** Virginia Chesapeake Bay watershed?

B. If no, what counties will you work?

   On what type of farming operations are you willing to develop RMPs?

C. Total number of acres to be covered by RMPs:

D. Total number of RMPs to be developed:

3. Work Plan and Timeline

The Work Plan needs to provide a detailed explanation of the activities for the period of the grant project. Include a Timeline that links each of the pertinent activities to a date.

The Work Plan should include at least a paragraph description of who will be doing the work (who will be certified) and how clients will be acquired. Project information provided above in number 2 can be expanded upon to provide additional details.

The timeline should be a schedule of planned activities throughout the period of the grant. This timeline will be used for tracking progress throughout the project. It can be in a table or list format within the Work Plan.