

# 2016 Virginia Nutrient Management Plan Writing for Permitted Animal Operations

## 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, 4<sup>th</sup> Floor  
Richmond, VA 23219

### RFA and Grant Awards Timeline

February 15, 2016:	Issue request for applications
March 15, 2016:	Deadline for submitting applications
April 1, 2016:	Target date for award recommendations and public review
May 1, 2016:	Target date to begin executing project agreements
June 30, 2018:	Target completion date for all projects (end work by this date)
July 15, 2018:	Final date to report and request final funding reimbursement

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## **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 animal waste. The Virginia Department of Conservation and Recreation (DCR) is making grant funding available for Virginia Certified Nutrient Management Planners to apply to write nutrient management plans. The nutrient management plans under this program are **for Permitted, Confined Dairy operations ONLY**. These operations can also be referred to as *permitted dairies*.

Applications received in response to this RFA will be considered for funding for a 2 year grant beginning May 1, 2016 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 permitted dairies **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. 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 animal operations which have met the size requirements and/or are otherwise permitted 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. Furthermore, planners will be required to meet with the operator/farmer annually and discuss how to implement the nutrient management plan. The planner will report to the nutrient management program manager how the plan is being implemented.

Plans eligible for funding, both new and revised, under this RFA 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 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 \$95,000 in funding is available throughout Virginia for awarding and distribution of NM plan writing grants. The award range for projects is a minimum level is 95 acres or \$600.00 per plan, and the maximum is 500 acres or \$4,000 per plan. Applications should contain the number of acres the planner intends to write (new and revised plans) in during the 24 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. APPLICATION PACKAGE REQUIREMENTS, PREPARATION AND SUBMISSION INSTRUCTIONS**

The application package for the 2016 NM Plan Writing for Permitted Animal Operations RFA 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 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.

- 2016 NM Plan Writing for Permitted Animal Operations 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 (farm name and acreage) to document experience
- 1-page NM Planner Resume/CV documenting experience with plan writing for animal operations.

In order to be considered for selection for this 2016 NM Plan Writing for Permitted Animal Operations RFA, applicants are required to submit (via E-mail) **an electronic version** (Microsoft Word files preferred) of a complete 2016 NM Plan Writing Project Application to the Virginia Department of Conservation and Recreation **by midnight on Tuesday, March 15, 2016**. 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](mailto:susan.hale@dcr.virginia.gov)

**Please use the email subject line: 2016 Permitted NM Plan RFP\_<insert name of Planner>**

## **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](mailto:susan.hale@dcr.virginia.gov).

General questions on the Nutrient Management Program and the specific details of this RFA should be directed to the Nutrient Management Program Manager, Tim Sexton, [Timothy.Sexton@dcr.virginia.gov](mailto: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 web site: [http://www.dcr.virginia.gov/soil\\_and\\_water/index.shtml](http://www.dcr.virginia.gov/soil_and_water/index.shtml)

<b>Basic Eligibility (Pre-Screening) Criteria</b> –The following evaluation criteria apply to all proposals. These criteria must be met in order for a full review to be completed.	<b>Maximum points</b>
Applicant is a VA Certified Nutrient Management Planner in the Agricultural category, current with his/her certification	1 point
The proposal does not exceed the maximum award amount of \$50,000	1 point
<b>Basic Eligibility (Pre-Screening) Criteria Required Points</b>	<b>2 points</b>

<b>Evaluation Criteria</b>	<b>Maximum points</b>
Project Information	25
Work Plan and Timeline	25
Products/Outcomes	40
Education/Outreach	5
Previous Experience	5
<b>Evaluation Criteria Maximum Points</b>	<b>100</b>

**I. REFERENCES AND RESOURCES**

- *Virginia Nutrient Management Program* [http://www.dcr.virginia.gov/soil\\_and\\_water/nutmgt.shtml](http://www.dcr.virginia.gov/soil_and_water/nutmgt.shtml)
- *Virginia Nutrient Management training and certification.* [http://www.dcr.virginia.gov/soil\\_and\\_water/nmtrain.shtml](http://www.dcr.virginia.gov/soil_and_water/nmtrain.shtml)
- *Virginia Nutrient Management Training and Certification Regulations 4 VAC 50-85.* <http://www.dcr.virginia.gov/documents/nmtraincertregs.pdf>
- *Virginia Nutrient Management Certified Planner Directory* [http://www.dcr.virginia.gov/soil\\_and\\_water/documents/nmdir.pdf](http://www.dcr.virginia.gov/soil_and_water/documents/nmdir.pdf)
- *Virginia Nutrient Management Standards and Criteria Revised June 2014* <http://www.dcr.virginia.gov/documents/StandardsandCriteria.pdf>
- *Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation Grant Project Management Manual* <http://www.dcr.virginia.gov/forms/DCR199-174.pdf>

**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:**

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)	<input type="checkbox"/> Individual	<input type="checkbox"/> Company/ business	<input type="checkbox"/> Non- profit	<input type="checkbox"/> University	<input type="checkbox"/> SWCD	<input type="checkbox"/> Other:	
Will the plans be within the Chesapeake Bay Area Drainage?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	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 (\$8/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)	\$
<b>Total Number of Acres</b>		<b>Total funding \$</b>	\$

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 permitted animal operations clients.

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