

2022 GRANT PROJECT REQUEST

The Maryland Department of Agriculture (“MDA” or the “Department”) issues this Request for Proposals from eligible persons to complete an **Assessment and Strategy Plan (“Plan”)**. The *Plan* would research and evaluate animal wastes generated in Maryland and research and evaluate the feasibility and needs for future animal waste technology projects supported by the Animal Waste Technology Fund (“Fund”). For purposes of this Request for Proposals, animal waste is defined as “any waste stream generated by an on-farm animal or waste generated through an animal production process involving Maryland livestock.” Project deliverables are outlined in Section 3.

The goal of the Fund is to encourage the development and implementation of economically feasible technologies that help protect public health and the environment by reducing the amount of nutrients from animal waste to enable farmers to meet nutrient management requirements and provide alternative animal waste management strategies to farmers. To date, the Department has awarded \$10.7 million to projects it has approved. **The successful recipient of this proposal will provide the Department with strategic information for future Fund awards.**

Eligible entities include (1) Academic institutions; (2) Nonprofit organizations that have a demonstrated ability to implement nonpoint source pollution control projects; and (3) Individuals and businesses working under the direction of an academic institution or a nonprofit organization that has a demonstrated ability to implement nonpoint source pollution control projects.

SECTION 1 - GENERAL INFORMATION

Background

Financial assistance in the form of a grant is available through the Animal Waste Technology Fund, which has **up to \$750,000** for Fiscal Year 2022. Funding is supported by the Chesapeake and Atlantic Coastal Bays Trust Fund. There are no minimum or maximum amounts for requests. One recipient will be selected for this award.

Grant Requirements

The Grantee is expected to perform all necessary work under the Grant Agreement within 24 months, but selection preference will be given to applicants that can perform all necessary work within 12 months.

Timeline

Request issued: September 30, 2021
Final proposals due: December 31, 2021
Grant awards announced: May 1, 2022

Public Information Act Notice

An applicant should clearly identify those portions of its proposal to be treated as confidential commercial information, confidential financial information, or trade secrets by page number and list them after the Title Page. Applicants should be prepared to justify why such materials, upon request, should not be disclosed by the State under

the Maryland Public Information Act, Md. Code Ann., General Provisions Article, Title 10, Subtitle 4.

Applicants may be required to make oral presentations to committees advising MDA, including the Animal Waste Technology Advisory Committee and Evaluation Committee. Applicants must confirm in writing any substantive changes or clarifications to their proposals, if warranted, as a result of the presentation and the applicant's response to written questions or discussions with these committees. Any such written clarifications or changes shall become part of the applicant's proposal and are binding if the grant is awarded.

Substitution of Personnel

Key personnel shall be the same personnel proposed in the application and will be incorporated into the Grant by reference. Such identified key personnel shall perform continuously for the duration of the Grant, or such lesser duration as specified in the proposal. Key personnel may not be removed from the project under this Grant without the prior written approval of the Grant Monitor. The applicant shall demonstrate to the Grant Monitor's satisfaction that the proposed substitute key personnel have qualifications and experience at least equal to those of the key personnel for whom the replacement is requested.

Application Submission

Please submit your application package as an email attachment (in Microsoft Word or Adobe PDF format) to alisha.mulkey@maryland.gov. While electronic applications are preferred, hardcopy applications will be accepted and must be accompanied by CD (or DVD) of the proposal and mailed to the address below. CD/DVDs must be labeled on the outside with the grant request title, name of the applicant, and project name. CD/DVDs must be packaged with the original copy of the Grant Proposal. All proposals regardless of format must be received by MDA no later than 5 P.M. on December 31, 2021.

Applications mailed should be addressed to:

Alisha Mulkey
Animal Waste Technology Fund-Room 306
Maryland Department of Agriculture
50 Harry S. Truman Parkway
Annapolis, MD 21401

Right to Cancel and other Reserved Rights

The State reserves the right to cancel this Grant Request, accept or reject any and all proposals, in whole or in part, received in response to this Grant Request, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified applicants in any manner necessary to serve the best interests of the State.

Verification of Registration

Individuals and businesses working under the direction of an academic institution or a nonprofit organization for purposes of this Grant Request, must be registered with the State Department of Assessments and Taxation ("SDAT").

SDAT is located in the

State Office Building, Room 803,
301 West Preston Street, Baltimore, Maryland 21201. The website to register is
<https://egov.maryland.gov/businessexpress>

SECTION 2 – EVALUATION COMMITTEE AND SELECTION CRITERIA

Evaluation Committee

Evaluation of Proposals will be performed by a committee established for that purpose. The Evaluation Committee will review proposals, participate in applicant oral presentations and discussions, review the applicant's written responses, and provide input to the Department and the Animal Waste Technology Advisory Committee. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

Selection Criteria

The Committee will evaluate applications competitively based upon the following criteria:

1. Extent of applicant's experience with conducting similar Assessment and Strategy Plans;
2. Cost and schedule of Plan development relative to its scope of work;
3. Ability to complete Plan within timeline and budget scope (preference will be given to applicants that can perform all necessary work within 12 months); and
4. Extent to which the proposal and prescribed methods support the State's continued ability to
 - Improve public health and the environment resulting in the reduction of nitrogen and phosphorus transport to the waters of the State; and
 - Preserve the viability of the agricultural industry by improving animal waste management strategies.

The applicant and other key personnel working on the project shall have at least three years of relevant and material experience with Plans being proposed in the Grant Request. The applicant shall have personnel who possess/have the necessary knowledge, experience, training to successfully accomplish the Scope of Work in Section 3. As proof of meeting these minimum requirements, the applicant shall provide with the proposal (a) three references from the past five years that attest to the applicant's relevant and material experience conducting Plans and the scope of work; and (b) the applicant's resume and the resumes of key personnel working on this project.

SECTION 3 – SCOPE OF WORK

Requirements

I. General Requirements

It is expected the *Assessment and Strategy Plan* completed through the grant will include the following sections:

1. Current Conditions Assessment. This section, at a minimum, will research and evaluate:
 - Estimated livestock and poultry count by Maryland county for calendar years 2018, 2019, and 2020. The inventory should distinguish between animals with different manure production and/or characteristics (e.g. poultry inventory should differentiate layers, broilers, etc.);
 - Estimated annual manure and average nutrient content of nitrogen and phosphorus, in pounds, generated by livestock and poultry by county for calendar years 2018, 2019, and 2020;
 - Estimated volume and average nutrient content of nitrogen and phosphorus, in pounds, of additional animal waste, including Dissolved Air Flotation (DAF) generated by county for calendar years 2018, 2019, and 2020;
 - Current operational status of animal waste treatment technologies, feedstock, and technology capacity to accept animal waste in Maryland;
 - Estimated volume, by county, of animal waste being field applied, transported to waste treatment technology, or land-filled or other disposal method for calendar years 2018, 2019, and 2020; and
 - Methods and sources for estimation of all items above.

2. Trends Assessment. This section, at a minimum, will research and evaluate:
 - Current industry (agriculture and agri-business) trends that may affect animal waste characteristics and growth trends in animal waste volume within Maryland;
 - Identification of other major drivers (e.g. State or national policy) that may affect growth trends in animal waste within Maryland;
 - An evaluation of State and national climate change goals and consideration for animal waste technologies to mitigate greenhouse gas emissions;
 - Strengths and weaknesses of animal waste technologies to address climate change goals;
 - Impediments to adoption of animal waste treatment technologies; and
 - Summarize national efforts to incorporate environmental justice factors in the selection and siting of animal waste facilities and/or animal waste treatment technologies.

3. Emerging Markets Assessment
Research and evaluate both traditional and new/emerging technologies market sectors for by-products of animal waste treatment technologies including biogas and soil amendments.

4. Recommendations
 - The Plan will include detailed recommendations on future uses of the Animal Waste Technology Fund to,
 - Improve public health and the environment resulting in the reduction of nitrogen and phosphorus transport to the waters of the State while also addressing climate change goals;
 - Preserve the viability of the agricultural industry by improving animal waste management strategies; and
 - Incorporate environmental justice into the selection and siting of future Animal

Waste Technology projects.

The process of developing the Plan should, at a minimum, include:

- Interviewing industry leaders, its representatives, Maryland State Government officials and stakeholders to assess industry-specific needs and opportunities related to the Scope of Work outlined in the section above.
- Submitting a Methods and Materials report on both the current conditions and trends assessments to the Department within 6 months of contract initiation;
- Submitting a DRAFT report to the Animal Waste Technology Advisory Committee within 18 months (or 10 months, if completing work within one year) of contract initiation; and
- Incorporating any requisite changes into a FINAL report which will be presented at a statewide presentation within 24 months (or 12 months, if completing work within one year) of contract initiation.

II. Information to be provided to Awardee

The Department will provide access to the following program data and reports, as requested by the awardee:

1. Program funding provided by the Animal Waste Technology Fund and/or Maryland Agricultural Water Quality Cost Share (MACS) Program relevant to the Scope of Work;
2. Maryland soil test data by county, as collected in 2015, for transition to the Phosphorus Management Tool (PMT);
3. Public reports prepared for the PMT and/or Nutrient Management Advisory Committees to support nutrient management regulations within the State;
4. Public reports prepared by Maryland State agencies relevant to the Scope of Work; and
5. Relevant data assumptions within the Chesapeake Assessment Scenario Tool (<https://cast.chesapeakebay.net>) to quantify land use and livestock inventory within the State.

III. Reports

Grantee shall be responsible for the following reports:

(a) Interim progress reports are required on a quarterly basis.

(1) Reports are required for the periods identified as follows:

- (a) July 1—September 30. Report due by October 31.
- (b) October 1—December 31. Report due by January 31.
- (c) January 1—March 31. Report due by April 30.
- (d) April 1—June 30. Report due by July 30.

(2) Progress reports must address the following:

- (a) Status of project implementation indicating milestones achieved in the quarter.
- (b) Identification of whether the approved timeline is being met, provide justification if any delays have occurred and document strategy for addressing delays within a specified timeline.
- (c) Describe any modifications made to the scope of work, if such changes included additional costs and if they were successful.
- (d) Categorize and document expenditures.

(b) Assessment and Strategy Plan section as follows:

- (1) Submitting a Methods and Materials report on both the current conditions and trends assessments to the Department within 6 months of contract initiation;
- (2) Submitting a DRAFT report to the Animal Waste Technology Advisory Committee within 18 months (or 10 months, if completing work within one year) of contract initiation; and
- (3) Incorporating any requisite changes into a FINAL report which will be presented at a

statewide presentation within 24 months (*or 12 months, if completing work within one year*) of contract initiation.

IV. Insurance Requirements

1. The successful grant applicant shall purchase and maintain comprehensive third-party liability insurance or its equivalent with limits sufficient to cover losses protecting the Department and all of its representatives from all actions, liability, claims, suits, damages, costs or expenses of any kind which may be brought against the Department arising from the Grant Agreement. Certificates of insurance acknowledging the foregoing "Department Save Harmless" clause shall be filed with the Department. Grantee shall also maintain other such insurance as is appropriate for the work to be performed. For a Maryland State or local government entity that is self-insured, a document detailing the statutory basis for self-insurance may be accepted by MDA as an equivalent form of insurance under this paragraph.
2. All insurance must name the State of Maryland as an additional insured. The insurance provided shall include, but not be limited to, insurance protecting the State of Maryland from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions. Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MDA, upon demand, a certificate or other documentation deemed appropriate by MDA, evidencing MDA's status as an additional insured. All insurance policies shall be endorsed to include a clause that requires the insurance carrier to provide the MDA monitor, by certified mail, not less than 45 days' advance notice of any non-renewal, cancellation, or expiration. In the event that the MDA monitor receives a notice of non-renewal, the Grantee shall provide the MDA monitor with an insurance policy from another carrier at least 30 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State of Maryland to do business and to provide such policies. Within five (5) business days of recommendation for the Grant award, the Grantee shall provide the MDA Monitor with current certificates of insurance showing compliance with this Insurance Requirement, and shall update such certificates from time to time but no less than annually in multi-year contracts, as directed by the MDA Monitor.
3. Insurance requirements may be waived or modified by MDA in writing for good cause shown. Any such written waiver or modification shall be signed by the parties and attached hereto and incorporated herein as part of this Agreement.
4. The Grantee shall include in all of its contracts for work that is to be funded in whole or part with grant funds provided by MDA a provision or provisions requiring all contractors to purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed. All insurance provided by the contractor must name the State of Maryland as an additional insured. The insurance provided shall include, but not be limited to, insurance protecting the State of Maryland from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions.

SECTION 4 – PROPOSAL FORMAT

Proposals

The Proposal shall include the following documents and information in the order specified. All pages of the proposal shall be consecutively numbered from beginning (Page 1) to end (Page “x”).

1. Title Page

2. Claim of Confidentiality

Any information that the applicant claims is confidential and not subject to public inspection shall be noted by reference and included after the Title Page. An explanation for each claim of confidentiality shall be included such as a trade secret or constituting confidential, commercial or financial information. The entire Proposal cannot be given a blanket confidentiality designation. Any confidentiality designation must apply to specific sections, pages, or portions of pages of the Proposal.

3. Transmittal Letter

The Transmittal Letter should be brief and signed by an individual who is authorized to commit the Applicant to the services and requirements as stated in this Request. The Transmittal Letter should include the following:

- Name and address of the applicant;
- Name, title, e-mail address, and telephone number of primary contact for the applicant;
- Request Title;
- Title of the Project;
- Signature, typed name, and title of an individual authorized to commit the applicant to its Proposal;
- Federal Employer Identification Number (FEIN) of the applicant.

4. Executive Summary

The applicant shall condense and highlight the contents of the Proposal in a separate section titled “Executive Summary.” This should be no more than one page.

5. Applicant Technical Response to Request Requirements and Proposed Work Plan

- a. The applicant shall address each Scope of Work requirement and describe how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s). Any paragraph in the Proposal that responds to a Scope of Work requirement shall include an explanation of how the work will be accomplished and identify responsible parties.
- b. The applicant shall give a definitive description of the proposed plan to meet the requirements of the Request, *i.e.*, a Work Plan. The Work Plan shall include the specific methodology and techniques likely to be used by the applicant in providing the required services as outlined in the Scope of Work.
- c. The applicant must provide a timetable identifying the various milestones or deliverables to be achieved over the contract duration.

6. Experience and Qualifications of Proposed Staff, Including Key Personnel

- a. The applicant shall identify the number and types of staff proposed (and, in particular, key personnel) to be utilized under the Grant.
- b. The applicant shall describe in detail how the proposed staff’s experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Work Plan. The applicant shall include individual

resumes for key personnel, including key personnel for any proposed subcontractor(s), who are to be assigned to the project if the applicant is awarded the Grant. Each resume should include the amount of experience the individual has relative to the Scope of Work set forth in this Request. Letters of intended commitment to work on the project, including letters from any proposed subcontractor(s), shall be included.

7. Applicant Qualifications and Capabilities

The applicant shall include information on past experience with similar projects and/or services. The applicant shall describe how the organization, or subcontracted organization/individual, can meet the requirements of this Request.

8. References

At least three (3) references are requested from customers who are capable of documenting the applicant's ability to provide the services specified in this Request.

The Department reserves the right to request additional references or utilize references not approved by an applicant.

9. Certificate of Insurance

The applicant shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Proposal submission date.

Financial Information

The Proposal shall contain all price information in the format specified. The applicant shall provide information as provided in instructions for financial information and complete the Budget Form itself.

The applicant must document and identify funds that have been secured or committed and their source/s, and how they are to be applied for activities and materials supporting this project. This information should be included on the budget form and a balance sheet of vendor assets, including any grants, matching funds, or in-kind funds, and liabilities should be included.

A certificate of good standing from the Maryland Department of Assessments and Taxation is required for any individuals and businesses working under the direction of an academic institution or a nonprofit organization.

Applicants shall submit their budget information on the Budget Form in accordance with the instructions on the Budget Form and as specified herein. Additional budget items/lines may be added if required to implement the project. The Budget Form is to be signed and dated, where requested, by an individual who is authorized to bind the applicant to the prices entered on the Financial Proposal Form.

The Budget Form is used to calculate the applicant's TOTAL PROPOSAL GRANT SUM REQUEST. The form in its current format must be used. However, applicants may add other funding categories as needed. Follow these instructions carefully when completing your Financial Proposal Form:

1. All calculations shall be rounded to the nearest dollar, *i.e.*, anything \$.50 or above rounded up and below \$.50 rounded down

2. Any goods or services required through this Request and proposed by the vendor at **No Cost to the State** must be clearly entered in the column "other fund sources." Projects that utilize other funding sources will be given higher ranking.
3. All financial proposal prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the Request. The Financial Proposal price shall include, but is not limited to, all labor, overhead, general operating, administrative, and other expenses and costs necessary to perform the work set forth in the Request. No other amounts will be paid to the Grantee. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.

Budget Form

Complete all the sections below, failure to do so may disqualify the proposal.

Item	MDA Grant Request	Other Fund Sources
Labor Cost \$ (include estimated man hours)		
Fringe/Benefits \$		
Materials \$		
Direct Expenses \$		
Subcontractor \$ (include sub-contractor name and value of service)		
Travel \$ (itemize by mileage, meals, lodging, etc.)		
Other Expenses \$		
TOTAL		