



We work with the people who work the land.

Request for Proposal (RFP)

for

Expanding Manure Injection

Issued by:

Shenandoah Valley Soil and Water Conservation District (SVSWCD)

Megen Dalton & Josh Walker

RFP # MI 2023-FA

Issue Date: October 20, 2023

Important Dates:

November 15, 2023, 5 p.m. – Deadline to contact Shenandoah Valley Soil & Water Conservation District to advise of interest and schedule a Required One-on-One Informational Meeting

December 15, 2023, 5 p.m. – Deadline for having met with Shenandoah Valley Soil & Water Conservation District for Required One-on-One Informational Meeting

December 15, 2023, 5 p.m. – Last day for questions about the RFP and application

January 15, 2024, noon – Application due

Table of Contents

1.0	PROJECT OVERVIEW	3
1.1	ISSUING OFFICE	3
1.2	PERTINENT DATES	3
1.3	DISCRETION AND DISCLOSURE	3
1.4	SUPPORTING PROGRAMS AND PRACTICES	4
1.5	PROJECT REQUIREMENTS AND DETAILS	4
1.6	APPLICATION REQUIREMENTS AND DETAILS	5
1.7	EQUIPMENT REQUIREMENTS	7
1.8	SPECIAL TERMS AND CONDITIONS	7
1.9	REPORTING AND PAYMENT PROCEDURES	8
2.0	GENERAL CONDITIONS	9
3.0	EVALUATION CRITERIA AND SELECTION PROCESS	10
4.0	CONTRACT DEVELOPMENT	11
	REQUEST FOR PROPOSAL (RFP) COVER PAGE	12
	ATTACHMENT A: APPLICANT'S CRITERIA	13
	ATTACHMENT B: APPLICANT'S PLANNED ACREAGE FOR MANURE INJECTION	15
	ATTACHMENT C: APPLICANT'S MAP INDEX	16
	ATTACHMENT C: EXAMPLE TRACT MAP	17
	ATTACHMENT D: EQUIPMENT SUMMARY	18
	ATTACHMENT E: MANURE INJECTION SEASONAL REPORTING FORM	19
	ATTACHMENT E: EXAMPLE MANURE INJECTION SEASONAL REPORTING FORM	20
	ATTACHMENT F: PROJECT EXAMPLES	21

1.0 PROJECT OVERVIEW

The Shenandoah Valley Soil & Water Conservation District (SVSWCD) is requesting applications for funding for injecting manure on agricultural land located in the counties of Augusta, Page, Rockingham, and Shenandoah. The SVSWCD invites eligible farmers to submit an application to this Request for Proposal (RFP). Funding is available through a National Fish and Wildlife Foundation (NFWF) grant to promote and encourage local farmers and contractors to invest in and adopt manure injection technology. This funding includes two separate categories; one for farmers and one for contractors (for hire manure haulers/applicators). The SVSWCD may move funds between these two categories.

1.1 ISSUING OFFICE

This RFP is issued by the SVSWCD. The SVSWCD is the sole point of contact for this RFP.

Refer all inquiries to:

Josh Walker
Shenandoah Valley SWCD
1934 Deyerle Avenue, Suite B
Harrisonburg, VA 22801
Telephone: (540) 534-3070
E-mail: josh.walker@svswcd.org

Any RFP addenda/updates will be made available on the SVSWCD's website, <https://svswcd.org/manure-injection/>.

1.2 PERTINENT DATES

November 15, 2023, 5 p.m. – Deadline to contact the SVSWCD to advise of interest and schedule a Required One-on-One Informational Meeting

December 15, 2023, 5 p.m. – Deadline for having met with Shenandoah Valley Soil & Water Conservation District for Required One-on-One Informational Meeting

December 15, 2023, 5 p.m. – Last day for questions about the RFP and application

January 15, 2024, noon – Application due

1.3 DISCRETION AND DISCLOSURE

The SVSWCD reserves the right to recall the RFP in its entirety or in part. The applicant is not contractually bound to the terms and conditions of this project until a contract has been signed by all parties. Applications and contracts are subject to Freedom of Information Act (FOIA) requirements. Applicants must accept all of the foregoing terms and conditions without exception. Information provided in applications will be held in confidence and will not be revealed or discussed with others, except to the extent required by law. Applications submitted to the SVSWCD will be reviewed and evaluated by a Selection Committee created by the SVSWCD.

1.4 SUPPORTING PROGRAMS AND PRACTICES

Local Soil & Water Conservation Districts (SWCDs) currently offer cost share funding or tax credit for manure injection through the Virginia Agricultural Cost Share (VACS) Program-funded Manure Injection (NM-6) practice. Interested agricultural producers must contact their local SWCD to sign up for cost-share funding or tax credit prior to injecting. Currently, manure injection is eligible for a \$45/acre cost-share payment or a tax credit equal to 25% of the eligible cost of the practice. A current Nutrient Management Plan (NMP) is required for participation in this practice.

The Commonwealth of Virginia offers a State Income Tax Credit for the purchase of equipment that qualifies under the Precision Agricultural Equipment Tax Credit Program. Appropriate manure injection equipment may qualify for this tax credit. Currently, the available credit is equal to 25% of the cost of eligible equipment and shall not exceed \$17,500. For more information on the Equipment Tax Credit, contact your local SWCD. A current NMP is required to be apply for the State Income Tax Credit.

1.5 PROJECT REQUIREMENTS AND DETAILS

The SVSWCD intends to fund multiple applicants. The number and value of contracts awarded will be determined based on the amount of interest and funding availability.

Manure injection shall occur in accordance with a current NMP and shall be applied at an appropriate rate and time. Funding is intended to support the injection of liquid or semi-solid livestock manure. Bio-solid and dry manure injection is not eligible. This funding opportunity is intended for farmers who intend to inject their own on-farm generated liquid manure.

Both participants who purchase new manure injection equipment and participants who already own manure injection equipment are eligible for this funding opportunity. Participants must use equipment that meets the requirements outlined in Section 1.7.

As part of their application, participants must provide aerial maps that clearly identify all acres that they plan to inject as part of this funding opportunity. Aerial maps shall clearly list field names and acreages. Participants must complete Attachment C – Table 2 to include a listing of all tracts and must identify whether they are owned or rented land. Injection that occurs on land that is not owned or rented by the participant is not eligible for this funding opportunity.

Participants will be required to inject on a minimum of 450 acres. These acres will be considered “base acres.” The 450 base acres may be obtained and accumulated over multiple seasons and/or multiple years. Acres can be counted more than one time if they are injected during multiple seasons. A participant’s land base and amount of on-farm generated manure will dictate the length of the contract necessary to reach the required minimum 450 base acres of injection. The maximum contract period is five years for the initial contract. If equipment issues, unsuitable weather, or other approved unforeseen circumstances prevent participants from meeting their contractual acres within the contract period, the contract period may be extended. All contract extensions must be approved by the SVSWCD. Participants will remain under contract with the SVSWCD until they have injected the total number of contract acres. Participants may inject more acres in a season than indicated in their plan and may obtain their contracted acres sooner than expected, resulting in completion of the contract.

Participants must have reportable injection acres prior to **March 31, 2025**.

Manure Injection Seasonal Reporting Forms (Attachment F) must be submitted following the completion of each season of manure injection in accordance with the schedule outlined in Section 1.9 – Reporting and Payment Procedures. See Example Manure Injection Seasonal Reporting Form (Attachment E). Participants are required to submit a Manure Injection Seasonal Reporting Form following each season of injection until their acreage commitment is achieved for the entire contract period. If participants do not submit their Manure Injection Seasonal Reporting Forms on time, or if they are unable to meet the contracted number of acres and the contract period cannot be extended, they may be required to reimburse a prorated portion of the funding received.

SVSWCD staff or its agents may perform field verification of manure injection at any time during the contract period.

Subcontracting or hiring of a contractor to inject manure is not allowed to obtain contracted acres.

The SVSWCD is not responsible for the manure injection equipment or associated components needed to perform the injection. The funds are provided by the SVSWCD as an incentive to achieve environmental benefits associated with manure injection. Therefore, the SVSWCD and its agents are not responsible or liable for any accidents, injuries, or other damages that may result from the manure injection. Participants are strongly encouraged to carry appropriate insurance.

Contract components:

- Initial **contract payment** of a minimum **\$25,000**.
- **Base payment** of a minimum **\$20,000**
- Optional **implementation payment** based on contracted injection acres in excess of the required 450 base acres

The **contract payment** of a minimum **\$25,000** will be awarded for commitment to the contract. The contract payment will be made upon equipment verification by SVSWCD staff.

The **base payment** of a minimum **\$20,000** will be made after the first season of injection is completed.

An **implementation payment** may be available for participants that commit to injection on more than the 450 base acres. The implementation payment will be a per-acre reimbursement. Participants must quantify in their application the additional acres they will commit to injecting. The rate for the implementation payment will be established at the time of contracting. Participants are not guaranteed a certain per-acre rate for the implementation payment until this rate is established during contracting. Contracts may be awarded with different implementation payment rates. The implementation payment will be made when the additional acres over the base acres that the participant committed to have been injected and no later than **March 31, 2025**.

The SVSWCD has the authority to adjust the timeline for payments to ensure reimbursements are made within the grant period.

1.6 APPLICATION REQUIREMENTS AND DETAILS

Using Attachment B – Applicant’s Planned Acreage for Manure Injection in the application packet, applicants will identify the number of acres they will commit to injecting each season. The number of seasons it takes for the applicant to meet their committed acres will determine the contract period. The maximum initial contract period will be five years. Applicants are encouraged to be conservative with their acreage commitment, as weather and

equipment challenges may impact achievable acres. Applicants should not commit to injection on acres that they do not own or rent.

Applicants are required to contact the SVSWCD by **November 15, 2023, at 5 p.m.** to schedule a Required One-on-One Informational Meeting with SVSWCD staff. To schedule a meeting, contact Josh Walker at (540) 534-3070 before **November 15, 2023, at 5 p.m.** The Required One-on-One Information Meeting must take place by **December 15, 2023, at 5 p.m.** During the Required One-on-One Informational Meeting, staff will review application requirements and contract deliverables and answer questions regarding the application process. Applicants are encouraged to review the RFP and prepare their questions for review during the Required One-on-One Informational Meeting.

Questions related to the RFP or requests for clarification may be directed to Josh Walker, via email at josh.walker@svswcd.org or phone at (540) 534-3070. All questions must be received no later than **December 15, 2023, at 5 p.m.** A list of pertinent questions and associated responses will be available to all applicants to ensure that all are equally informed.

Complete applications must be submitted via hand delivery or email by **January 15, 2024, at noon.** Proposals received after this date and time may not be accepted. Normal office hours of the SVSWCD are Monday through Friday, 8 a.m. to 4:30 p.m., except on state and federal holidays.

Hand delivered applications should be delivered to:

Attn: Josh Walker
Shenandoah Valley SWCD
1934 Deyerle Avenue, Suite B
Harrisonburg, VA 22801

Emailed applications should be submitted to josh.walker@svswcd.org with the subject line Manure Injection Application. The SVSWCD is not responsible for technical issues in the electronic delivery of email. Applicants who submit an application via email are encouraged to follow up via phone, at (540) 534-3070, to confirm receipt of required application packet documents.

The SVSWCD may issue addenda or clarifications prior to the due date and time for the RFP submission. It is the applicants' sole responsibility to check the SVSWCD's website, <https://svswcd.org/manure-injection/>, regularly for addenda or clarifications.

Receipt of the application by the SVSWCD office at the above address and by the above date and time is the sole responsibility of the applicant. All documents contained within the application must be completed in their entirety and signed and dated where required.

The applicant is responsible for ensuring that all required information and forms are submitted with the application. Failure to submit all requested information may result in the application being deemed unresponsive.

The application shall include the following required documents:

1. **Cover Page:** Use page 14.
2. **Attachment A: Applicant's Criteria:** Use page 15.
3. **Attachment B: Applicant's Planned Acreage for Manure Injection:** Use page 17.
4. **Attachment C: Applicant's Map Index:** Use page 18.
Maps – Include a copy of each tract/parcel map where injection will occur. Each field should be identified with the field name and acreage. (See Attachment C Directions)
5. **Attachment D: Equipment Summary:** Use page 20.
6. **Required Addenda:** if issued

1.7 EQUIPMENT REQUIREMENTS

Both participants who purchase new manure injection equipment and participants who have existing equipment are eligible for this funding opportunity.

Manure injection equipment can be drag-line or tank-mounted systems. Injection equipment must properly bury and cover the manure with minimal disturbance. The following manure injection methods do not qualify for this funding opportunity: aerating, dribble-bar application, and/or incorporation of surface-applied manure.

Equipment must be approved by the SVSWCD prior to contracting to ensure equipment meets applicable standards and achieves the environmental benefits associated with manure injection.

Participants are the sole owners of the equipment and shall assume all associated responsibilities and maintenance. If any damages occur in association with the equipment, participants will be required, at their own expense, to address damages. Participants are required to maintain equipment in a manner that allows for proper injection of manure.

If equipment travels on roadways, it shall adhere to all applicable federal and state motor vehicle regulations.

The SVSWCD is not responsible for the manure injection equipment or associated components needed to perform the injection. The funds are provided by the SVSWCD as an incentive and to support achievement of the environmental benefits associated with manure injection. Therefore, the SVSWCD and its agents are not responsible or liable for any accidents, injuries, or other damages that result from the manure injection. Participants are strongly encouraged to carry appropriate insurance.

1.8 SPECIAL TERMS AND CONDITIONS

All complete applications submitted and received prior to the deadline will be considered. Incomplete or late applications may not be considered. The SVSWCD expects to negotiate total number of injected acres above the required 450 base acres and the associated implementation payment depending on the amount of interest and available funding. In addition, the SVSWCD may modify a participant's contract period to account for unforeseen circumstances.

The participant agrees to indemnify, defend, and hold harmless the SVSWCD, the Commonwealth of Virginia and their officers, agents, volunteers, and employees from any claims, damages, and actions of any kind or nature. The participant accepts full responsibility for any accidents and all ramifications related to the equipment and associated injection and furthermore will not hold the SVSWCD responsible for any accidents and/or injuries or other damages. The participant understands they are fully responsible for the acts and omissions of persons employed or hired by

them. The SVSWCD is providing reimbursement for acres injected and has no responsibilities associated with the manure injection equipment.

1.9 REPORTING AND PAYMENT PROCEDURES

Manure Injection Seasonal Reporting Forms (Attachment F) must be submitted seasonally following the completion of the manure injection. See Example Manure Injection Seasonal Reporting Form (Attachment E).

The contract payment of a minimum \$25,000 will be provided following equipment verification by SVSWCD staff and signing of the contract.

The base payment of a minimum \$20,000 will be made after the participant’s submission of their first Manure Injection Seasonal Reporting Form and following field verification and approval by SVSWCD.

The implementation payment is eligible for farmers who commit to injection on more than 450 acres. This payment will be made no later than **March 31, 2025**.

Payments will be made by check from the SVSWCD. If payment is being made to an entity that is not incorporated, as indicated on their Request for Taxpayer Identification Number and Certification (W-9 Form), the appropriate 1099 form will be issued for payments made for work completed.

Participants are required to submit a Manure Injection Seasonal Reporting Form following each season of injection by the dates indicated below until their acreage commitment is achieved for the entire contract period.

Manure Injection Seasonal Reporting Form Deadlines

Season of Injection	Deadline to submit Manure Injection Seasonal Reporting Form to SVSWCD
Spring 2024	June 10, 2024
Summer 2024	September 10, 2024
Fall 2024	December 10, 2024
Spring 2025	June 10, 2025
Summer 2025	September 10, 2025
Fall 2025	December 10, 2025
Spring 2026	June 10, 2026
Summer 2026	September 10, 2026
Fall 2026	December 10, 2026
Spring 2027	June 10, 2027
Summer 2027	September 10, 2027
Fall 2027	December 10, 2027
Spring 2028	June 10, 2028
Summer 2028	September 10, 2028
Fall 2028	December 10, 2028

2.0 GENERAL CONDITIONS

These General Conditions shall apply to all contracts awarded by the SVSWCD unless otherwise specified in writing. Applicants are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting an application. Procurement by SVSWCD is subject to the Virginia Public Procurement Act (VPPA) Title 2.2, Chapter 43, of the Code of Virginia.

ADDENDUM/ADDENDA: Addition(s) or supplement(s) to the solicitation to clarify, modify, or support information will become part of the RFP/contract

RESPONSIBLE APPLICANT: An individual, company, firm, corporation, partnership, or other organization having the capability in all respects to perform fully the contract requirements and also having the moral and business integrity and reliability that will assure good faith performance

RESPONSIVE APPLICANT: An individual, company, firm, corporation, partnership, or other organization having submitted an application that conforms to requirements of the RFP

SVSWCD: Shenandoah Valley Soil and Water Conservation District

SUBCONTRACTOR: A business entity that has a contract to supply labor or materials to the prime contractor to whom the contract was awarded or to any subcontractor in the performance of the work provided for in such contract

SUCCESSFUL APPLICANT/PARTICIPANT: Following the evaluation of applications and successful negotiations, an applicant who is awarded a contract

CANCELLATION OF SOLICITATION: The RFP may be cancelled, but shall not be cancelled solely to avoid awarding a contract to a particular responsive and responsible applicant.

CLARIFICATION OF TERMS: If any prospective applicant has questions about the specifications or the RFP, the prospective applicant should contact the SVSWCD in accordance with established deadlines. Any revisions to the solicitation will be made only by addendum issued by SVSWCD.

DEBARMENT STATUS: By signing their application, the applicant certifies that they are not currently debarred from submitting bids/proposals/applications on contracts from any agency, public entity/locality, or authority of the Commonwealth of Virginia.

DISCRIMINATION PROHIBITED: In the solicitation or awarding of a contract, the SVSWCD shall not discriminate against an applicant because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.

ERRORS: When an error is made in extending total prices, the unit price will govern. Applicants are cautioned to recheck their applications for errors prior to submission.

ETHICS IN PUBLIC CONTRACTING: By submitting an application, the applicant certifies that their application is made without collusion or fraud, that they have not offered or received any kickbacks or inducements from any other applicant, supplier, manufacturer, or subcontractor in connection with their application, and that they have not conferred with any public employee having official responsibility for this procurement transaction.

CONTRACT DOCUMENTS: The contract entered into by the parties shall consist of the Request for Proposal, the application submitted, and the resulting contract, all of which shall be referred to collectively as the “contract documents.”

SAFETY AND OSHA STANDARDS: The SVSWCD has no responsibility for the manure injection equipment or associated components needed to perform the injection. The funds are provided by the SVSWCD as an incentive and to support achievement of the environmental benefits associated with manure injection. However, the SVSWCD encourages applicants to follow all appropriate Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. The SVSWCD is not responsible or liable for any accidents, injuries, or other damages that result from the manure injection. Participants are strongly encouraged to carry appropriate insurance.

LAWS AND REGULATIONS: The applicant shall comply with all applicable laws, ordinances, rules, and regulations.

3.0 EVALUATION CRITERIA AND SELECTION PROCESS

The SVSWCD will review applications received, determine responsiveness, and evaluate responsive applications in accordance with the evaluation criteria specified for this RFP.

As part of the evaluation process, SVSWCD may ask questions of a clarifying nature as required to adequately evaluate the application. SVSWCD reserves the right to negotiate contracts with applicants if necessary. SVSWCD reserves right to contract funding in a way that supports and aligns with the goals and objectives of the funding source/grant.

Selection of successful applicant(s) will be based upon submission of applications meeting the selection criteria. The intention is to encourage the adoption of manure injection on many operations.

If funding is limited, priority will be given to applicants who are not associated with other applications submitted for this RFP.

Evaluation of applications will be based on a weighted scale, using the following criteria:

Pre-Criteria:

Responsiveness: The application conforms to RFP submission requirements using required forms provided.

Criteria: Applicant to complete Attachment A – Application Criteria – to provide this information.

A: Experience (30%)

Manure Injection Experience (15%)

Farm Experience (15%)

B: Impact (30%)

Community Impact (15%)

Acreage of injection (10%)

Environmental Impact (5%)

- C: Infrastructure (25%)
 - Equipment (15%)
 - Evaluation of Existing Manure Storage (10%)
- D: Other (15%)
 - Technology (10%)
 - VACS Program Participation (4%)
 - Insurance (1%)

4.0 CONTRACT DEVELOPMENT

The SVSWCD intends to negotiate with applicants to develop contracts.

After contracts have been awarded, but no later than 30 business days after the date the contracts are awarded, SVSWCD will make available, upon request, the names of those awarded contracts.

Changes can be made by mutual agreement by all parties, in writing, to modify the time period, terms, conditions, or scope of the contract.

Participants will be required to complete and submit an original copy of the Request for Taxpayer Identification Number and Certification (W-9) Form to SVSWCD at the time of contract. The SVSWCD will furnish the form to the successful applicants.

REQUEST FOR PROPOSAL (RFP) COVER PAGE

Issue Date: October 20, 2023	Request for Proposal (RFP) #: MI 2023-FA	For: Expanding Manure Injection
Last Day for Questions about the RFP and Application: December 15, 2023, at 5 p.m.	Deadline to Contact SVSWCD to advise of interest and schedule a Required One-on-One Informational Meeting: Contact November 15, 2023, at 5 p.m.	Application Deadline: January 15, 2024, at noon
	Deadline for Meeting with SVSWCD for Required One-on-One Informational Meeting: December 15, 2023, at 5 p.m.	

Shenandoah Valley Soil and Water Conservation District is an Equal Opportunity Employer and Provider

APPLICANT INFORMATION

The name of the applicant should match the name to which the participant would like their contract payments to be addressed. If applicants want to receive their payments in a farm name, they should list the farm as the applicant and use the associated tax ID number.

Name of Applicant: _____ Email: _____

Contact Name: _____ Phone #: _____

Address: _____

By signing, the applicant certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this RFP. In addition, the applicant certifies that the information contained in the application packet is true and correct.

 APPLICANT'S LEGALLY AUTHORIZED SIGNATURE

 DATE

 PRINT NAME

 TITLE

* This document must be completed and returned with proposal submission. *

ATTACHMENT A: Applicant's Criteria

Page 1 of 2

Name of Applicant: _____

A: Experience (30%)

Manure Injection Experience (15%)

What experience do you have with manure injection? Select the category that fits your primary experience with manure injection. (Select only one.)

- Contracted Self-applied None

Farm Experience (15%)

How long has your operation been in business? How long have you/your family been in the dairy business? (Select only one.)

- 0-10 years 10-20 years 20+ years

B: Impact (30%)

Community Impact (15%)

Indicate your willingness to participate in the following activities: (Select as many as you are willing to commit to.)

- Host farmer events/farmer field days at no cost to host
 Discussions with other grant partners
 Demonstrations of manure injection to/for other farmers (informal, farmer to farmer)
 Allow partner agency data collection and research

Indicate your proximity to other dairy farms. Are there dairy operations within 1 mile of your operation? (Select only one.)

- Yes No

Acreage of injection (10%)

If the SVSWCD has additional implementation funds available, would you be willing to commit to more acres of injection than those listed in Table 1 of Attachment B – Applicant's Planned Acreage for Manure Injection? (Select only one.)

- No, 450 acres is the maximum number of acres that I am willing to commit to.
 Yes, I am willing to commit to additional acres above the required 450 acres.

If the SVSWCD has additional implementation funds available, for how many additional seasons would you be willing to contract for injection? (Select only one.)

- 1-2 seasons
 3-4 seasons
 5-8 seasons

* This document must be completed and returned with proposal submission. *

ATTACHMENT A: Applicant's Criteria (Continued)

Page 2 of 2

Name of Applicant: _____

Environmental Impact (5%)

The SVSWCD staff will evaluate the maps identifying fields where applicant plans to inject manure. Application must include aerial photos of all owned or rented lands where applicant plans to inject manure in association with this funding opportunity.

C: Infrastructure (25%)

Equipment (15%)

Is this application in support of: (Select only one.)

- Existing manure injection equipment already owned by the applicant
- Newly purchased manure injection equipment: I plan to use these funds to offset the cost associated with newly purchased manure injection equipment.

Do you have existing equipment or components that can be used to support your manure injection? Existing equipment will help ensure successful implementation within grant timeline. (Select all items/components that will be used in association with your manure injection.)

- Tractor
- Drag line
- Buried irrigation
- Manure pump
- Other: _____

Evaluation of Existing Manure Storage (10%)

Do you have at least 4-months of liquid manure storage? (Select only one.)

- Yes
- No

Indicate the number of animals from which you collect liquid manure:

_____ # of current lactating cows _____ # of dry cows _____ # of heifers

D: Other (15%)

Technology (10%)

Do you use or have the capability to use an equipment guidance system? (Select only one.)

- Yes, I have an equipment guidance system.
- No, I do not have an equipment guidance system.

Do you plan to use a computer for required project reporting? (Select only one.)

- Yes, I will use computer to submit required reports.
- No, I will submit required reports via paper reporting or in person.

VACS Program Participation (4%)

Do you plan to apply for state cost-share funding for manure injection during the contract period? (Select only one.)

- Yes
- No

Insurance (1%)

Will the manure injection equipment be covered under an insurance policy? (Select only one.)

- Yes
- No

* This document must be completed and returned with proposal submission. *

ATTACHMENT B: Applicant’s Planned Acreage for Manure Injection

Name of Applicant: _____

Directions to complete the table below: (Refer to Examples in Section 2.2 Pages 6-7.)

- Identify the number of acres you will commit to injecting each season.
- Enter “0” acres if you do not plan to inject in a particular season.
 - *The number of seasons it takes for the applicant to meet their committed acres will determine the contract period. The maximum initial contract period will be five years.*
- In the “Notes” section, include key points such as when equipment will be received or other relevant information that may impact your injection timeline.

Guidance to Consider:

- Applicants are encouraged to be conservative with their acreage commitment, as weather and new equipment challenges may impact achievable acres.
- Applicants should not commit to injection on acres that they do not own or rent.
- Acres injected and rates should align with applicants’ NMP. Do not plan to inject more manure than allowed by your NMP.

Table 1: Applicant’s Planned Acreage for Manure Injection

Season of Injection	Planned Acres of Manure Injection	Cumulative Acres Injected	Notes <i>Include key points such as when equipment will be received or other relevant information that may impact your injection timeline.</i>
Spring 2024			
Summer 2024			
Fall 2024			
Spring 2025			
Summer 2025			
Fall 2025			
Spring 2026			
Summer 2026			
Fall 2026			
Spring 2027			
Summer 2027			
Fall 2027			
Spring 2028			
Summer 2028			
Fall 2028			

* This document must be completed and returned with proposal submission. *

ATTACHMENT C: Applicant's Map Index

Name of Applicant: _____

Directions:

- Provide a legible aerial map for each tract/parcel with each field where manure injection will occur identified. (See example below.) **A copy of each tract/parcel map should be attached to this Map Index.**
 - Each field should be identified with the field name and field acreage. Farmer field names are acceptable.
- Complete the table below to provide a summary of the maps that you have included in your application.
- Indicate for each tract whether owned or rented.

Guidance to Consider:

- Your NMP may be a good source for maps. You are not required to use the maps in your NMP.

Table 2: Applicant's Map Index

	<u>Map/Tract/Parcel Name</u>	<u>Owned</u>	<u>Rented</u>
Ex.	<i>Holstein Tract</i>	<i>X</i>	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

* This document must be completed and returned with proposal submission. *

ATTACHMENT C: **EXAMPLE** Tract Map

Example Map

Holstein Tract



- A. North Field - 18 Ac
- B. Back Field - 34 Ac
- C. Big Field - 40 Ac
- D+E. Pasture - 22 Ac
- F. Martha - 15 Ac
- G. Front Field - 20 Ac

ATTACHMENT D: Equipment Summary

Name of Applicant: _____

To ensure appropriate equipment is purchased and used for manure injection associated with this project, applicants are required to complete this form. The information on this form will be used to ensure that injection associated with an applicant's contract is aligned with applicable standards.

Directions:

Applicants should complete this form and identify the type of equipment that they anticipate using and/or purchasing to inject manure in association with this project. It is understood that final decisions regarding equipment may be made closer to contracting. Participants will be expected to confirm exact equipment by completing a similar form prior to contracting.

Applicant's Equipment Information:

Indicate which option is applicable: Currently own this equipment Plan to purchase equipment

Indicate make and model of injector: _____

Notes about injector (spacing, width, etc.): _____

Tank-Mounted Injector Information: (Complete this section only if you plan to use tank-mounted injection.)

Model and capacity of tank: _____

Is tank equipped for injector mounting? Yes No

If no, outline plans for mounting: _____

Drag-Line Information: (Complete this section only if you plan to use drag-line injection.)

Type and diameter of hose: _____

Length of hose: _____

Reel type: _____

Will a booster pump be needed? _____

Will you be using existing irrigation pipe for injection? Yes No

If yes, provide details: _____

Tractor Information:

What tractor will you be using with your injector? _____

Indicate which option is applicable: Currently own this tractor Plan to purchase/lease tractor

Notes: (Optional)

Provide any notes and information you would like to share with regards to manure injection equipment and associated costs. Include information such as difficulty in obtaining quotes, time delays, etc.

** This document must be completed and returned with proposal submission. **

ATTACHMENT E: Manure Injection Seasonal Reporting Form

Contracted Participant Name: _____

Indicate which season this report covers:

- Spring Summer Fall
 2024 2025 2026 2027 2028

Tract Name: _____

Field Name/Number	Total Acres in Field	Number of Acres Injected	Rate	Date	Notes

Tract Name: _____

Field Name/Number	Total Acres in Field	Number of Acres Injected	Rate	Date	Notes

ATTACHMENT E: EXAMPLE Manure Injection Seasonal Reporting Form

Contracted Participant Name: Old McDonald's Farm, Inc.

Indicate which season this report covers:

- Spring Summer Fall
 2024 2025 2026 2027 2028

Tract Name: Holstein

Field Name/Number	Total Acres in Field	Number of Acres Injected	Rate	Date	Notes
North Field	18	15.5	6,000 gallons	5/1/2024	Part of field too wet to inject
Martha	15	15	5 kgals	5/4/2024	
Back Field	34	17	6,000 gallons	5/9/2024	Only part of field injected due to standing small grain
Big Field	40	40	5,000 gallons	4/20/2024	
Front Field	20	20	4 kgals	4/30/2024	

Tract Name: _____

Field Name/Number	Total Acres in Field	Number of Acres Injected	Rate	Date

ATTACHMENT F: Project **EXAMPLES**

Example #1:

Farmer Brown has **120 acres of cropland**. He is willing to commit to injecting on **100 acres twice a year**. To reach the **required base 450 acres**, Farmer Brown must commit to a minimum of 4.5 seasons of injection as outlined below.

He will receive the following:

- A **\$25,000 contract payment** when equipment has been verified by SVSWCD staff
- A **\$20,000 base payment** following the first season of injection
- **No implementation payment**, as Farmer Brown could only commit to 450 base acres

Example #1 Timeline:

- February 2024 – Farmer Brown signs a contract with the SVSWCD and orders approved manure injection equipment.
- July 2024 – Manure injection equipment is delivered to Farmer Brown. SVSWCD verifies the equipment, and Farmer Brown receives his **\$25,000 contract payment**.
- Fall 2024 – Farmer Brown completes **injection of 100 acres** and reports the acres injected to SVSWCD for staff field verification. Following field verification, Farmer Brown receives his **\$20,000 base payment**.
- Spring 2025 – Farmer Brown intended to inject 100 acres, but due to a wet spring season, he is **able to inject only 60 acres**. He reports the acres injected to the SVSWCD. He discusses the situation with SVSWCD staff and they agree that in order for him to meet his **450-acre commitment**, he can either inject more acres in another season or extend his contract to reach the 450-acre commitment. He decides that he will inject additional acres in his final season rather than extend his contract.
- Fall 2025 – Farmer Brown **injects 100 acres** and reports the acres injected to SVSWCD.
- Spring 2026 – Farmer Brown **injects 90 acres** (50 acres originally planned and 40 acres to make up for acres not injected in Spring 2025) and reports acres injected to SVSWCD. He has met his 450-base-acre commitment. His contract has been satisfied.

Example #1 - Summary of Farmer Brown’s Contracted Plan for Manure Injection

Season	Planned Acres of Injection per Contract	Actual Acres of Injection	Cumulative Acres Injected
Fall 2024 (<i>Season #1</i>)	100 acres	100 acres	100 Acres
Fall 2024 – Farmer Brown receives \$20,000 base payment			
Spring 2025 (<i>Season #2</i>)	100 acres	60 acres <i>*(wet spring, able to inject only 60 acres)</i>	160 Acres
Fall 2025 (<i>Season #3</i>)	100 acres	100 acres	260 Acres
Spring 2026 (<i>Season #4</i>)	100 acres	100 acres	360 Acres
Fall 2026 (<i>Season #5</i>)	50 acres	50 acres + 40 acres <i>*(to make up for acres not injected in Spring 2025)</i>	450 Acres

Example #2:

Farmer Green has **1,000 acres of cropland**. She is willing to **commit to injecting on 600 acres every fall**. To reach the **required 450 base acres**, Farmer Green must commit to one year of injection as outlined below. Farmer Green has committed to injecting 1,250 acres total, as she feels her large land base will enable her accomplish this. The SVSWCD agrees to a **\$10/acre rate* for the additional 800 acres** she commits to at contracting.

She will receive the following:

- A **\$25,000 contract payment** when equipment has been verified by SVSWCD staff
- A **\$20,000 base payment** following the first season of injection
- An **\$8,000 implementation payment**: Farmer Green has **committed to injecting 1,250 acres total**. She thinks she can reach the 1,250 acres in 2.5 years. Because she has **committed to injecting on an additional 800 acres (1,250 – the 450 base acres = 800)**, she will receive an implementation payment for the **additional 800 acres**. She will receive an **\$8,000 implementation payment** (800 acres X \$10/acre = \$8,000) prior to March 31, 2025.

*The \$10/acre rate for the implementation payment identified in this example is for example purposes only. Participants are not guaranteed a certain per-acre rate for the implementation payment until the rate is established during contracting.

Example #2 Timeline:

- February 2024 - Farmer Green signs a contract with the SVSWCD and orders approved manure injection equipment.
- July 2024 – Manure injection equipment is delivered to Farmer Green. The SVSWCD verifies the equipment, and Farmer Green receives her **\$25,000 contract payment**.
- Fall 2024 – Farmer Green **completes injection on 600 acres** and reports the acres injected to SVSWCD for staff field verification. Following field verification, Farmer Green receives her **\$20,000 base payment**.
- Spring 2025 – Farmer Green receives her **implementation payment of \$8,000 for the additional 800 acres** she committed to injecting at contracting.
- Spring 2025 – Farmer Green does not inject manure in the spring.
- Fall 2025 – Farmer Green **only injects 100 acres due to tractor breakdown**. She reports the acres injected to SVSWCD. She discusses the situation with SVSWCD staff, and they agree that in order for her to meet her **1,250-acre commitment**, she can either inject more acres in another season or extend her contract to reach the 1,250-acre commitment. She decides that she will inject additional acres in her final season rather than extend her contract.
- Spring 2026 – Farmer Green does not inject manure in the spring.
- Fall 2026 – Farmer Green **injects 650 acres**. She reports the acres injected to SVSWCD. She has exceeded her 1,250-acre commitment. Her contract has been satisfied.

Example #2 - Summary of Farmer Green's Contracted Plan for Manure Injection

Season	Planned Acres of Injection per Contract	Actual Acres of Injection	Cumulative Acres Injected
Fall 2024 (<i>Season #1</i>)	600 acres	600 acres	600 Acres
Fall 2024 – Farmer Brown receives \$20,000 base payment			
Spring 2025 (<i>Season #2</i>)	0 acres	0 acres	600 Acres
Fall 2025 (<i>Season #3</i>)	600 acres	100 acres <i>*(due to tractor breakdown able to inject only 60 acres)</i>	700 Acres
Spring 2026 (<i>Season #4</i>)	0 acres	0 acres	700 Acres
Fall 2026 (<i>Season #5</i>)	50 acres	50 acres + 500 acres <i>*(to make up for acres not injected in Fall 2025)</i>	1,250 Acres