



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-C

Issue Date: November 2, 2023

Important Dates:

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

January 15, 2024, noon – Application due

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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 contractors (for-hire manure haulers/applicators) 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. 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

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

1.2 PERTINENT DATES

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

The SVSWCD will provide applicants support at their request for the RFP application process from November 2 through December 15, 2023, at 5 p.m.

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.

1.5 PROJECT REQUIREMENTS AND DETAILS





Funding is intended to support the injection of liquid or slurry livestock manure. Bio solids and dry manure injection are not eligible. This funding opportunity is intended for contractors who inject manure for hire. The SVSWCD intends to fund multiple applicants. The number and value of contracts awarded will be determined based on the amount of interest and availability of funds.

Manure injection shall occur at an appropriate rate and time and in accordance with the Manure Spreading Schedule outlined below.

CROP	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Alfalfa	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded
Bermudagrass	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded
Corn	Shaded	Shaded	Vertical lines	Vertical lines	Vertical lines	Vertical lines	Vertical lines	Vertical lines	Vertical lines	Vertical lines	Vertical lines	Vertical lines
Hay**	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines
Pasture**	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines
Sorghum/Millet	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded
Small Grain	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines	Diagonal lines

- * Do not spread liquid manure, dry or semi-solid manure, or parlor effluent on soils that are saturated.
- * Do not spread liquid manure/effluent (above 85.5% moisture content) on frozen, ice or snow-covered ground.
- * Application of dry or semi-solid manure (85.5% moisture content or less) should be avoided on frozen, ice or snow-covered ground. If necessary, applications may be made to fields that have: (i) slopes not greater than 6.0%, (ii) 60% uniform ground cover from crop residue or an existing actively growing crop such as a small grain or tall fescue with an exposed plant height of ≥ 3 inches, (iii) a minimum 200 foot vegetated or adequate crop residue buffer between the application area and all surface water courses, AND (iv) soils characterized by USDA as "well drained."

** Cool season grasses only: Fescue and/or Orchardgrass

-  Spread liquid manure, dry or semi-solid manure and parlor effluent at the rates and times specified in the nutrient management plan.
-  Do not spread liquid manure, dry or semi-solid manure and parlor effluent during these shaded months.
-  Manure applications will not be made earlier than 30 days prior to planting on environmentally sensitive sites.
 - On fields not listed as environmentally sensitive:
 - Liquid manure applications will not occur more than 60 days prior to spring planting.
 - Applications of semi-solid beef manure (85.5% moisture content or less) or semi-solid dairy manure (85% moisture content or less) for operations using straw or sawdust (not sand) bedding will not occur more than 90 days prior to spring planting on fields having (i) slopes less than 7% throughout the application area or (ii) having at least 60% uniform ground cover from crop residue.
-  Manure applications are not recommended during this period. If necessary, uniformly apply a maximum of 3,000 gallons per acre per application. If using an irrigation system, apply up to a maximum of $\frac{1}{2}$ inch per acre per hour. Do not exceed 40 lbs of plant available nitrogen per acre during this entire period. Allow sufficient drying time between applications. Fields must have greater than 60% uniform live cover with plant height greater than 3 inches.

Both applicants who own manure injection equipment and applicants who intend to purchase manure injection equipment are eligible for this funding opportunity. Applicants must use equipment that meets the requirements outlined in Section 1.7.

As part of their application, applicants must quantify the total number of acres that they intend to inject within the following counties: Augusta, Page, Rockingham, Shenandoah. Participants must complete Attachment B – Table 1 to list potential acres they will inject through the Fall of 2026. Participants may commit (optional) to injecting acres past the Fall of 2026. Participants are not required to list acres for all seasons listed on Table 1.

Acres can be counted more than one time if they are injected during multiple seasons. For example, a 100-acre field that is injected in the spring may be counted as an additional 100 acres if it is injected again in the fall. The total number of acres that an applicant commits to injecting will be achieved over multiple seasons and/or multiple years.

In Table 2, the applicant will indicate what rate per acre they are requesting as a reimbursement from the SVSWCD. This rate multiplied by the total number of inject acres listed on Table 1 will be considered your total request for this funding opportunity.

The SVSWCD will develop a contract that outlines the total number of manure-injected acres (contracted acres) and the number of seasons required to achieve the contracted acres (contract period). The minimum contract period is three years; the maximum contract period is five years. If equipment issues, unsuitable weather, or other approved unforeseen circumstances prevent participants from meeting their contracted 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 their total number of contracted acres. Participants may inject more acres in a season than indicated in Table 1 of their application. This may enable participants to obtain their contracted acres sooner than expected, resulting in completion of the contract.

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

Acres injected must be reported following the completion of each season in accordance with the schedule outlined in Section 1.9 – Reporting and Payment Procedures. Participants are required to submit a completed Manure Injection Seasonal Reporting Form and copies of associated invoices following each season of injection until their acreage commitment is achieved for the entire contract period. Invoices must clearly identify farm/farmer name, farm address, date, acres injected, application rate, and application charges. If participants do not submit the required Manure Injection Seasonal Reporting Form and copies of the associated farmer's invoices 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 during the contract period.

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.

The SVSWCD will issue **seasonal reimbursement** of injected acres on a per-acre basis following the Spring 2024, Summer 2024, and Fall 2024 seasons. 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 remainder of contract funds will be paid out between January 1, 2025 and **March 31, 2025** as a **contract payment**. This contract payment will be a per-acre payment for additional acres the participant contracted to inject less those acres that have already been paid with implementation payment(s). The issuance of the contract payment does not constitute the completion of the contract. Participants are required to submit copies of invoices given to farmers following each season of injection until they have reported on the total number of acres they committed to in their contract.

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 quantify the number of acres they will commit to injecting each season. The minimum contract period is three years; the maximum contract period is five years. Applicants are encouraged to be conservative with their acreage commitment, as weather and equipment challenges may impact achievable acres.

Applicants are encouraged to contact the SVSWCD by **December 15, 2023, at 5 p.m.** to schedule a meeting with SVSWCD staff. To schedule a meeting, contact Josh Walker at (540) 534-3070. Staff will be available to 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 meeting with staff.

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**. 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’ 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 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 must include the following required documents:

1. **Cover Page:** Use page 11.
2. **Attachment A: Applicant’s Criteria:** Use pages 12-13.
3. **Attachment B: Applicant’s Planned Acreage for Manure Injection:** Use page 14.
4. **Attachment C: Equipment Summary:** Use page 15.
5. **Required Addenda:** if issued

1.7 EQUIPMENT REQUIREMENTS

Both participants who own manure injection equipment and participants who intend to purchase manure injection equipment are eligible for this funding opportunity.

Both drag-line and tank-mounted manure injection systems qualify. 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 must 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 received prior to the deadline will be considered. Incomplete or late applications may not be considered. In order to develop a contract with the participant, the SVSWCD will negotiate total number of injected acres, per-acre reimbursement rate, and contract period. 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

Acres injected must be reported following the completion of each season in accordance with the schedule outlined in Section 1.9 – Reporting and Payment Procedures. Participants are required to submit copies of farmer's invoices following each season of injection until their acreage commitment is achieved for the entire contract period. Invoices must clearly identify farm/farmer name, farm address, date, acres injected, application rate, and application charges. If participants do not submit copies of their farmer's invoices 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.

The SVSWCD will issue seasonal reimbursement of injected acres on a per-acre basis following the Spring 2024, Summer 2024, and Fall 2024 seasons. The remainder of contract funds will be paid out between January 1, 2025 and **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 copies of their invoices to farmers 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 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: An applicant who is awarded a contract following the evaluation of applications and successful negotiations

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 the 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 the 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 the 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, 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.

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 (45%)

Business Experience (15%)

Local Experience (20%)

Manure Injection Experience (10%)

B: Impact (35%)

Community Impact (10%)

Acreage of injection (15%)

Reimbursement Rate (10%)

C: Infrastructure (15%)

Equipment (15%)

D: Other (5%)

Technology (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, the SVSWCD will make available, upon request, the names of those awarded contracts.

Changes can be made by mutual agreement of 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: November 2, 2023	Request for Proposal (RFP) #: MI 2023-C	For: Expanding Manure Injection
Last Day for Questions about the RFP and Application: December 15, 2023, at 5 p.m.	Application Deadline: January 15, 2024, at noon	

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. The name of the applicant should match 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 (45%)

Business Experience (15%)

Do you currently own and operate a business that provides the service of manure application?
(Select only one.)

- Yes No

Local Experience (20%)

Indicate the counties where you currently apply manure on farms. (Select all that apply.)

- Augusta Rockingham/Page Shenandoah

Manure Injection Experience (10%)

Have you performed manure injection for hire? (Select only one.)

- Yes No

B: Impact (35%)

Community Impact (10%)

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

- Bring equipment and demonstrate manure injection at a farmer field day(s)
 Participate in discussions with other grant partners
 Host a manure injection event
 Coordinate with your customers to facilitate partner agency data collection and research

Acreage of injection (15%)

Are you willing to report acres injected after your contract with the SVSWCD is complete?

- Yes No

Are you willing to prioritize farms/farmers who have not experienced manure injection in the past over farms/farmers who have utilized injection in the past?

- Yes No

If the SVSWCD has additional funds available and the contract period can be extended, 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, the acres listed in the table are the maximum number of acres that I am willing to commit to.
 Yes, I am willing to commit to additional acres above the number listed in the table.

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

ATTACHMENT A: Applicant's Criteria (Continued)

Page 2 of 2

Name of Applicant: _____

Reimbursement Rate (10%)

The SVSWCD staff will evaluate the information provided by the applicant in Table 1 and Table 2 of the application.

C: Infrastructure (15%)

Equipment (15%)

This application is in support of:(Select only one.)

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

D: Other (5%)

Technology (4%)

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

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

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 Table 1 below:

- 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 minimum contract period is three years and the maximum contract period is five years.*
- Applicants must commit to injecting acres at least through Fall 2026. Commitment to injecting acres past the Fall 2026 season is optional.
- Acres can be counted more than one time if they are injected during multiple seasons (fall and spring).

Directions to complete Table 2 below:

- Indicate the per-acre rate that you are requesting as a reimbursement for completed acres of manure injection.
- Using the total acres listed in Table 1, multiply the acres by the rate listed to indicate the total amount of funding you are requesting.

Guidance to Consider:

- Applicants are encouraged to be conservative with their acreage commitment, as weather and new equipment challenges may impact achievable acres.
- Manure injection must occur at an appropriate rate and time and in accordance with the Manure Spreading Schedule outlined in Section 1.5.

Table 1: Applicant’s Planned Acreage for Manure Injection

Season of Injection	TOTAL Planned Acres of Injection for Augusta, Page, Rockingham and Shenandoah Counties
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	
Total number of acres:	

Table 2 Requested Reimbursement Rate for Manure Injection

Rate/Acre reimbursement requested		Total number of injected acres listed in Table 1	Total amount of funding requested
	X		

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

ATTACHMENT C: 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 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 may be expected to confirm exact equipment by completing a similar form prior to contracting. If you currently own equipment and you plan to purchase new equipment, complete a separate form for each piece of equipment.

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: Project EXAMPLE

Example:

Brown's Manure Service is willing to commit to injecting on a total of **4,000 acres over the next four years and is requesting a reimbursement rate of \$25/acre**. They **expect to be able to inject 500 acres each fall and spring season** from Spring 2024 through the Fall of 2027. Due to funding availability, the SVSWCD negotiated with owner John Brown and established a contract to provide \$20/acre for the 4,000 acres that Brown's Manure Service is committing to. Contract amount: \$80,000 (\$20/acre x 4,000 acres)

Timeline:

- February 2024 – SVSWCD staff verifies the manure injection equipment that Brown's Manure Service will be using to inject manure. John Brown, owner of Brown's Manure Service, signs a contract with the SVSWCD for \$80,000 (\$20/acre x 4,000 acres).
- Spring 2024 – Brown's Manure Service completes **injection on 6 farms, totaling 513 acres**, and submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 6 farms where manure injection occurred by the June 10, 2024, reporting deadline. Brown's Manure Service receives the **seasonal reimbursement payment of \$10,260 (513 acres x \$20/acre)**.
- Fall 2024 – Brown's Manure Service intended to inject on at least 500 acres, but due to a wet fall season, they were only able to inject on 3 farms, totaling 450 acres. He informs the SVSWCD that he was not able to inject on the planned 500 acres due to weather. He submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 3 farms where manure injection occurred by the December 10, 2024, reporting deadline. Brown's Manure Service receives the **seasonal reimbursement payment of \$9,000 (450 acres x \$20/acre)**.
- March 2025 – A contract payment of \$60,740 will be made. Since the total contract was for \$80,000 and two seasonal reimbursements totaling \$19,260 have been paid out, the contract payment will be made for the difference. (\$80,000- \$19,260= \$60,740)
- Spring 2025 – Brown's Manure Service completes injection on 7 farms, totaling 489 acres, and submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 7 farms where manure injection occurred by the June 10, 2025, reporting deadline. No payment is received since the full contract has already been paid out.
- Fall 2025 – Brown's Manure Service completes injection on 5 farms, totaling 431 acres, and submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 5 farms where manure injection occurred by the December 10, 2025, reporting deadline. No payment is received since the full contract has already been paid out.
- Spring 2026 – Brown's Manure Service completes injection on 9 farms, totaling 698 acres, and submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 9 farms where manure injection occurred by the June 10, 2026, reporting deadline. No payment is received since the full contract has already been paid out.
- Fall 2026 – Brown's Manure Service completes injection on 7 farms, totaling 475 acres, and submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 7 farms where manure injection occurred by the December 10, 2026, reporting deadline. No payment is received since the full contract has already been paid out.
- Spring 2027 – Brown's Manure Service completes injection on 8 farms, totaling 711 acres, and submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 8 farms where manure

injection occurred by the June 10, 2027, reporting deadline. No payment is received since the full contract has already been paid out.

- Fall 2027 – Brown’s Manure Service completes injection on 6 farms, totaling 444 acres, and submits the required Manure Injection Seasonal Reporting Form and associated invoices for the 6 farms where manure injection occurred by the December 10, 2027, reporting deadline. No payment is received since the full contract has already been paid out. With this season’s acreage of injection, Brown’s Manure Service has met and exceeded their contracted acreage commitment. The contract has been satisfied. No additional payments are made even though their company has exceeded its contracted acreage.

Example - Summary of Brown’s Manure Service Contracted Plan for Manure Injection

Season	Planned Acres of Injection per Contract	Actual Acres of Injection	Cumulative Acres Injected
Spring 2024 (<i>Season #1</i>)	500 acres	513 acres	513 acres
Fall 2024 (<i>Season #2</i>)	500 acres	450 acres	963 Acres
March 2025 – Farmer Brown receives \$20,000 base payment			
Spring 2025 (<i>Season #3</i>)	500 acres	489 acres	1,452 Acres
Fall 2025 (<i>Season #4</i>)	500 acres	431 acres	1,883 Acres
Spring 2026 (<i>Season #5</i>)	500 acres	698 acres	2,581 Acres
Fall 2026 (<i>Season #6</i>)	500 acres	475 acres	3,056 Acres
Spring 2027 (<i>Season #7</i>)	500 acres	711 acres	3,767 Acres
Fall 2027 (<i>Season #8</i>)	500 acres	444 acres	4,211 Acres