



LARIMER COUNTY HABITAT PARTNERSHIP PROGRAM

Fertilizer Voucher Instructions for Rebate

LCHPP's purpose for a "rebate" is to help alleviate conflict with big game and landowners who are impacted. Please read the following requirements to determine if you are eligible:

- 1) Landowners within the LCHPP boundaries who own 160 acres or more and apply commercial fertilizer to hay ground are eligible to apply once per fiscal year (July 1-June 30).
- 2) This rebate is for commercial fertilizer applied exclusively to hay lands, (no exceptions). Hay lands are defined as grass hay or alfalfa hay or alfalfa/grass mix, (no exceptions). The hayfields must be subject to big game (deer, elk, pronghorn, or moose) foraging and consumption intermittently over a six month period of any one calendar year. Your statement of verification of such use is required, but documentation is not required unless deemed necessary by the LCHPP committee.
- 3) Commercial fertilizer must have been applied to this year's hay crop. Time frame February through June 1, current fiscal year.
- 4) Rebates are applicable to fertilizer purchases only. Vouchers may not be used for application costs or taxes.
- 5) Reimbursement amounts will be based upon the following criteria:
 - a. 20% of your paid bill submitted, excluding application costs and taxes.
 - b. A **maximum payment of \$750** for any one corporation/entity as funding is limited.
 - c. When the project funding maximum of \$7500 has been reached payments will cease.
 - d. Payment requests will be made as completed applications are received.
- 6) **All information must be received by our deadline of June 10.**

Example of payment request:

- 1) Bill of \$4000 20% = \$800 Rebate= \$750 (maximum paid)
- 2) Bill of \$2000 20% = \$400 Rebate = \$400
- 3) Bill of \$1000 20% = \$200 Rebate = \$200

REIMBURSEMENT PROCESS: After your purchase, you will need to submit the following:

- Signed and **completed** *Fertilizer Voucher / Request for Reimbursement* form (attached)
- W9 (located on website) – The W9 must be signed and include **either of the following (do not include both):**
 - o Your social security number (if HPP is reimbursing you personally)
 - o Your ranch FEIN if HPP is reimbursing your ranch company.
- Itemized sales receipts for fertilizer purchased (marked paid in full-unpaid bills or invoices are not considered). Please ensure that receipts are legible.
 - o Please note sales tax must be paid at time of purchase. Tax is not eligible for reimbursement.
 - o Vouchers may only be used once. Any unused funds will be forfeited.

Do not copy vouchers- they are non-transferable and for one time use only. All requests for reimbursement must be received by June 10th. Reimbursement requests received after the deadline will not be paid. Please note that missing paperwork or illegible receipts will delay or prevent your payment.

Funding is limited. Properly completed applications will be paid in the order they are received until funds are expended. The priority will be determined by the administrative assistant.

If you have any questions, please contact **Hanna Cook, (719) 227-5221, hanna.cook@state.co.us**

4255 Sinton Road, Colorado Springs, CO 80907

Sincerely, the Larimer County HPP Committee



DO NOT COPY LC21 - _____

**LARIMER COUNTY HABITAT PARTNERSHIP PROGRAM
FERTILIZER VOUCHER**

Voucher issued to:

Full Name:		Ranch Name:	
Mailing Address:			
Home Phone:	Cell Phone:	Email:	
Acres Owned:	Acres Fertilized with HPP funds:		
Total Fertilizer Expense Amount (Excluding application costs and taxes) \$	Amount of Voucher (20% of total bill, excluding application costs and taxes, Max \$750): \$	Expiration Date (<i>Vouchers will not be accepted after this date</i>): June 10TH	

After you have purchased your fertilizer, please:

- Complete and sign the statement below **(do not detach)**
- Complete and sign a W-9 (located on the website)
 - *W9 must include only ONE tax number. **Do not enter both SSN and FEIN.***
 - *Name on W9 must match either 'Full Name' or 'Ranch Name' above.*
- Enclose itemized sales receipts for **approved fertilizer only** (see included letter).
 - *Sales tax must be paid at time of purchase.*

Mail Reimbursement Request To:

Colorado Parks and Wildlife-Larimer County HPP
4255 Sinton Road
Colorado Springs, CO 80907

Reimbursement requests must be received no later than June 10th.

Please do not sign and date until all approved materials have been purchased.

I, _____, certify that I have purchased authorized fertilizer as shown on the enclosed receipt(s) and am requesting reimbursement of 20% of the overall bill (up to \$750). I understand that I will not be reimbursed for any amounts over the voucher limit, application costs, taxes, or for purchase of unapproved items. I have read the fertilizer voucher requirements and certify that I am eligible based on those requirements.

Signature

Date

.....
(Office Use Only) Approved By:

Printed Name: _____

Title: _____

Signature: _____

Voucher Approval Date: _____