



Local Food
Healthy Forests
Clean Water
Better Ground

Landowner Incentive Program Request for Reimbursement

For partial or full reimbursement fill out this form and submit it with all receipts and invoices (original receipts or legible copies) related to the costs of the approved project.

Name:	
Address:	
Phone:	
Funded Practice:	
LIP ID:	
Revision Request No:	

Please check the reimbursement option for which funding is requested:

Option 1: Full reimbursement upon completion of the project.

Option 2: Partial reimbursement on a quarterly basis. Must have selected this option on the application to be eligible.

Budget Item (Items you are asking for reimbursement on. Group together like items)	Cost of Item (Provide copies of all receipts and in-kind labor)	Approved BMP Reimbursement (amount approved in application)	Current Request (what you are asking for today)	Year-To-Date Request (include previous reimbursement, if any, & current request)	Balance Remaining (Year-to-Date subtracted from the approved BMP reimbursement)
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
In-kind labor (attach tracking form)	\$				
PROJECT TOTAL	\$	\$	\$	\$	\$

Signature of Applicant

Date

FOR OFFICE USE

Approval Signature	Date	LIP ID
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I'm done with my project. How do I get reimbursed?

Here is a checklist of items that will need to be completed before our finance team sends you a reimbursement check. They are listed chronologically in the order they should be completed.

- Schedule and conduct an inspection site visit with your KCD planner
All receipts and forms can be given to your KCD planner on this visit or emailed to LIP staff.
- Collect all invoice and receipts for materials and labor
All contractor invoices must be marked as paid. As a reimbursement program, we cannot refund you for work that does not have proof of payment. If an invoice is not marked as paid, an email/letter from the contractor will suffice. The same policy applies to cash payments.
- Fill out and sign the Request for Reimbursement form and In-kind Labor form
- Fill out and sign a W-9
This step is only necessary for your first contract with KCD.

What are my responsibilities after I get reimbursed?

The Landowner Incentive Program and your KCD planner will contact you in the years following the completion of your project. As our contract outlines, you are required to maintain the practice for its lifetime, which varies by project. After the first year of completion, a KCD staff member will coordinate with you to schedule a maintenance site visit. We will schedule three additional site visits over the practice lifetime. We will also be requesting photo documentation of maintenance every year.