Tennessee Agricultural Enhancement Program
Reimbursement Instructions | Fiscal Year 2016-2017

LIVESTOCK EQUIPMENT

Final Reimbursement Deadline
May 1, 2017

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REIMBURSEMENT PACKET SUPERSEDES APPLICATION INFORMATION
Helpful Tips

✓ Your project...

Review program requirements before starting your project. This will ensure that you purchase eligible items only according to the minimum specifications outlined in your approved program.

✓ Your reimbursement payment...

If you would like to receive your cost share reimbursement payment in a timely manner, submit your reimbursement request as soon as your project is completed. You do not have to wait until the program’s final reimbursement deadline.

✓ Your reimbursement materials...

Make sure your reimbursement paperwork is complete. Additional processing time is required for reimbursements submitted with incomplete paperwork.

Decline Funds Deadline – April 1, 2017

Failure to utilize cost share funds can affect eligibility for future programs. You are allowed the option to decline your cost share funding up to one month prior to your program deadline.

Requests to decline funds must be submitted in writing (fax, e-mail or mail). No phone calls/messages accepted. A decline form is enclosed in your packet for your convenience.

Taxable Income

Funds received as a result of TAEP reimbursement are taxable. Participants will receive Form 1099-G for reimbursement payments over $600.00.
Required Reimbursement Materials

**IRS Form W-9 – Request for Taxpayer Identification Number and Certification**
This form is enclosed in your packet. Complete all sections.

**Document A – Agreement & Payment Authorization**
This form is enclosed in your packet. Please sign and date only under “BUYER (award recipient) ACCEPTANCE SIGNATURE & DATE” section on the front.

**Document B – Project Summary**
This form is enclosed in your packet. Complete all sections.

**Receipts**
Receipts (or copies of) are required for all purchases and services. Receipts must include:
- Business/vendor name, address, phone number
- Description of expense (make, model, serial #, new or used)
- Amount of purchase
- Date of purchase

**Photographs**
Photographs of eligible cost share items must be submitted with your reimbursement request. Photographs submitted to TAEP are considered to be the applicant’s visual representation of the actual project.

**Master Certification** (optional)
Master certification is required for 50% cost share reimbursement.

*Certificates are required to be submitted at time of reimbursement request.*
Refer to Master Certification section, p. 10, for more information.

**Demographic Questionnaire** (optional)
This form is enclosed in your packet for your convenience. You are not required to submit it.

**Envelope**
A self-addressed envelope is enclosed in your packet for your convenience. Your reimbursement request must be postmarked no later than your program’s deadline.
TAEP Requirements Review

Reimbursement
1. Receipts dated prior to October 1, 2016 are not eligible.
2. Receipts for in-kind services are not eligible (trade-in value is not eligible).
3. Used equipment, used materials and leased equipment are not eligible for cost share reimbursement unless otherwise noted.
4. Labor provided by applicant is not eligible for cost share reimbursement. Labor of any type is not eligible under Livestock Equipment.
5. Applicant cannot be reimbursed for purchases from a business where applicant participates in ownership (producer cooperatives excluded).
6. Applicants cannot combine projects and submit more than one reimbursement for the same item.
7. Reimbursement documentation must be postmarked or hand delivered by the deadline. Additional processing time is required for incomplete requests and requests submitted within one month of the program deadline. It is recommended that you submit your request as soon as your project is completed.
8. There can only be one reimbursement payment per program approval. Projects must be completed by reimbursement deadline.
9. Failure to complete projects and utilize any allocated funds can affect eligibility for future program participation. Partial utilization of allocated funds is allowed.
10. Falsifying applications, invoices or other documents submitted to TDA may make producer and farm ineligible to participate in present and/or future TDA programs, and may result in civil litigation or criminal prosecution.

Verification Rules
1. Applicant must utilize equipment and structures purchased with cost share funds for the intended purpose of the program for a minimum of three continuous years from date of purchase.
2. Site visits relating to the performance of the activity before, during and after completion may take place.
3. Applicants may be required to repay funds if they fail to comply with all aspects of the cost share guidelines.
Eligible Items - Livestock Equipment Program

These reimbursement instructions list **ALL** items eligible for cost share.

Items in **bold** with asterisk (*) are eligible as used equipment. Refer to Used Equipment Section, p. 8, for additional information.

**Beef, Dairy, Goats & Sheep**

- *All equipment purchased for goats/sheep must be goat/sheep specific*

- Clover Seeders
- Pasture sprayers
  - min. tank capacity: 100 gal.
  - min. pump output: 20 gal. per minute
  - PTO or hydraulically driven roller or centrifugal pump

  ∅ *Air-blast sprayers not eligible*

- Pasture sprayer GPS
- Mobile calf catcher pen
  - ATV or UTV attachment
  - scales and/or hitch optional
- Covered mineral feeders
  - stand alone and ground only

  ∅ *insecticide and/or oil applicator combinations not eligible*

- Feed bins - stationary (concrete pad–optional)
  - min. capacity 4 dry tons
- Unload auger for feed bin - max. 29 ft. length
- Automatic cube pellet feeders
- Bunk feeders (concrete to level–optional)
  - concrete formed and/or steel

  ∅ *poly bunks not eligible*

* Items in **bold** with asterisk (*) are eligible as used equipment.
- Creep feeder and/or creep pen for existing creep feeder
- Hay feeder - hay ring, cone insert or combo
- Slant bar hay feeding wagon
- **Head gate** *
  - neck extenders and/or brisket bar may be purchased
- **Squeeze chute** * (concrete to level–optional)
- **Palpation cage** *
- **Carriage** *
- Hoof trimming table or chute
- **Curved or offset working chute** * - includes breeding box
- Animal scale (concrete to level–optional)
  - must be state certified if used for commerce
- Concrete - for leveling items feed bins, bunk feeders, squeeze chutes, and animal scales
- EID, portable and/or panel readers
- Ultrasound and accessories
- **Alleyway** * - single animal wide
- **Rolling block doors** *
- **Crowding tub** * - includes Bud Box
- Maternity pen kit - max. size per pen 15’x15’
- **Portable corral panels** * for Livestock Management use only
  - includes gate-in-frame, creep panel and/or calf pass through panel
- Tubular gates - for Livestock Management use only
- Headlock stanchions and/or palpation rails
- **Loading chute** *

* Items in **bold** with asterisk (*) are eligible as used
- Holding pen – max. size: 30,000 sq. ft.
  - securely attached to a handling, working or loading system
  - completely enclosed perimeter

Ø stand-alone sides not eligible

The items below are ONLY eligible if used to construct these working system components: alleyway, crowding tub, working chute, loading chute and/or holding pen. These items MUST be completely installed at time of reimbursement.

- Add-on alley sheets
- **Alley frames** and/or alley back stops*
- **Guard rail**
  - Lumber – boards and/or post
  - Metal post – includes I-beams, piping and or T-post
  - Wire stockade or bull panels (1 to 6 gauge)

**Goats/Sheep Only Items** – *must be approved as Goat/Sheep Sector*
- Kidding/lambling pen, maximum size per pen, 144 sq. ft. (12x12)
- Fitting stand/hoof trimming table or chute
- Tilt/roll table (concrete to level-optional)
- Sheep shears - min. 3 inch wide head - min. 2000 RPM

**Dairy Only Items** – *must be approved as Dairy Sector*
- Commercial water heater
  - Must be capable of maintaining water temperature of 165 degrees
- Water sterilization equipment
- Plate exchanger for heating water or cooling milk
- Milk vacuum pump
- Milker pulsation equipment
- Vacuum system regulators

* Items in **bold** with asterisk (*) are eligible as used.
- Vacuum gauges
- Milking pipeline system
  - Includes but is not limited to automatic washer/sanitizing unit, clean in-place unit, washers, milker claws (units), vertical wash vat, monitoring systems
- Milking equipment service contract
  - Contract must be for no longer than a 12 month period
- Antibiotic and mastitis testing for on farm use
  - Cow-side testing including incubator or heater block test kits and subclinical mastitis detectors
- Milk quality lab analyses

**Used Equipment**

**Used items must be:**

- In excellent working condition
- No excessive rust
- Functional soundness
- Reasonable market price

**Eligible Used Items**

- Head gate
- Squeeze chute
- Carriage
- Palpation cage
- Portable corral panels (includes gate-in-frame)
- Crowding tub
- Loading chute
- Alley panels
- Alley frames
- Rolling block doors
- Backstops
- Guard rail (for holding pens)

TAEP is not able to “prequalify” used equipment and will rely on the common sense and good judgment of both our producers and industry partners to discern the potential eligibility of used equipment. Please evaluate used equipment with a “functions as new” assessment.
Ineligible Items
Most commonly requested

Ø Air blast sprayers
Ø Calf hutches
Ø Concrete, except where noted
Ø Delivery charges
Ø Ear tags/taggers
Ø Electrical service - materials/labor
Ø Fans
Ø Fencing - barbed wire, electric, high tensile, woven wire - or any stand alone fences
Ø Fuel
Ø Geo-textile
Ø Grain transport augers
Ø Gravel
Ø Hay un-rollers
Ø Hoof trimmers
Ø Labor of any type
Ø Liquid handling systems
Ø Manure spreaders
Ø Mobile feed bins & gravity wagons
Ø Overhead coverings or roofing materials for working facilities equipment
Ø Plastic/poly feed bunks/troughs
Ø Semen tanks
Ø Software
Ø Tanks
Ø Used equipment and used materials unless otherwise noted
Ø Wagons and trailers
Ø Watering systems
Ø Weed wipers
Master Certification
50% Cost Share Opportunity

To be eligible for 50% cost share, an approved applicant must complete a course, related to his/her operation, prior to the program’s reimbursement deadline.
- Certificates must be in the name of the applicant approved for cost share. No substitutions allowed.
- Certificate must be submitted with reimbursement request
- Certificates are no longer kept on file
- Applicants that have not completed the appropriate course at the time of reimbursement request will only be eligible for the standard cost share of 35%

Eligible Courses
- Master Beef Producer (MBP)
- Advanced Master Beef Producer (AMBP)
- Master Meat Goat Producer (MMGP)
- Advanced Master Meat Goat Producer (AMMGP)
- Master Dairy Producer (MDP) – two or more modules per program year
  - MDP program has replaced Tennessee Quality Milk Initiative (TQMI)
  - TQMI certificates are no longer eligible

Course Schedules
Contact your local UT/TSU Extension office to inquire about educational course offerings.
- University of Tennessee | extension.tennessee.edu
- Tennessee State University | www.tnstate.edu/extension
- TAEP | www.tn.gov/taep – See link for Master Certification information. Each course section includes a link for UT/TSU class schedules along with important information.
Master Producer Recertification
If you received your master certification any time after January 1, 2012, you will be eligible for 50% cost share for the 2016-2017 TAEP Program.

If you are unsure when you earned your master course certification, please contact your local UT/TSU Extension Agent for assistance.

Tip – Recertification is not required at this time if your current master certificate is for the advanced course.

References
UTIA – Extension Publications
• Animal Science articles
  https://extension.tennessee.edu/Pages/ANR-CED-Livestock-and-Forage-Systems-Beef-Programs.aspx

• Improve Farm Financial Performance
  https://ag.tennessee.edu/news/Pages/NR-2016-10-FINBIN.aspx

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