

10 Minute Supervisor Trainings



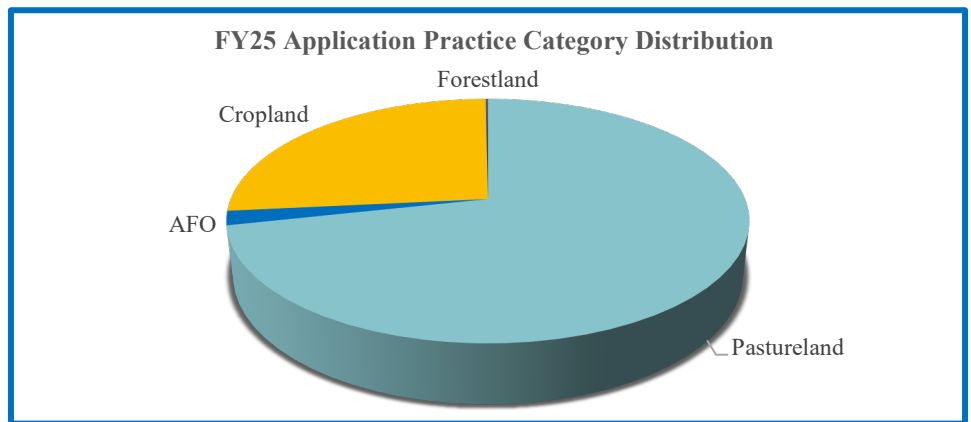
March 2025

State Cost Share

The latest round of the Kentucky Soil Erosion and Water Quality Cost Share Program (better known as state cost share) has been approved. This training document has information all the supervisors should know about the current state of the program and the districts' responsibilities within the program.

There were 704 applications submitted for approximately \$7.9 million.

363 of those applications were approved, for almost \$3.94 million.



These practices have been prioritized by the SWCC and therefore score higher in the ranking process. Adding additional low scoring practices to an application will only lower that applications final score, so only practices that are needed to address the resource concern should be applied for.

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| Animal Mortality Facility | Riparian Forest Buffer |
| Composting Facility | Riparian Herbaceous Cover |
| Comprehensive Nutrient Management Plan (CNMP) | Roof Runoff Structure |
| Fence (To remove livestock from stream, sinkhole, or pond) | Roofs and Covers |
| Filter Strip | Stream Crossing (Livestock) |
| Forage and Biomass Planting (converting cropland to hay/pasture) | Trails and Walkways |
| Grade Stabilization Structure | Tree and Shrub Establishment |
| Grassed Waterway | Vegetative Treatment Area |
| Heavy Use Area (livestock feeding pads) | Waste Storage Facility |
| | Waste Transfer |
| | Waste Treatment Lagoon |
| | Water Facility (remove livestock from water body) |

Modifications vs Overruns:

If any approved state cost share application changes by 20% or more amounts installed, or if any individual component is added or removed from the contract, a modification is required to be sent to DOC. These modifications to the application must show both what was originally approved, and what is now needed to complete the practice. Modifications should be sent in BEFORE the landowner has started the practices, because any change could alter their ranking score and potentially affect their approval.

Overruns are needed when requesting a state cost share payment that has exceeded the original approval dollar amount. These may or may not also be related to a modification to the contract. In many cases, the cost of goods or services might have simply exceeded the estimated amount in the original application.

Extension Requests:

Each state cost share applicant has one year to complete their practice. At the end of that 12-month period, they are eligible for 2 six-month extensions to allow more time for completion. **DOC will not approve any extensions submitted past the cut off date.** All extension submissions are requested to be sent a minimum of 30 days prior to the contract end date. Any late submissions will result in termination of the contract.

Payment Requests:

Payment requests should be submitted using the 4-page payment request form along with receipts for finished practices. Receipts should only be submitted for items used for the state cost share approved practice. Payment to the district for completed requests are paid out twice a month (1st, 15th). When payment is made an email is sent from DOC to district notifying them of payment, including which requests are included in that payment. The district will also receive a confirmation email from Division of Finance when the payment is transferred to district's bank account. To receive this email the districts must have an active and correct email listed on their vendor file. **All** state cost share payment requests must be submitted no later than 30 days following the funding cycle cutoff for that application.

Follow up/Cancellations:

DOC asks that conservation districts do periodic follow ups on all SCS contracts that are active and not complete. Prompt cancellation requests from districts who know that the landowner is not going to complete an approved practice can result in higher approval rates for the next funding cycle. All cancelled practice funding amounts are added back into the following years total amount available.

Board Supervisor Responsibilities:

- Ask district employees to update the board on all active contracts at least bi-monthly (has the landowner started, do they plan to do the practice, etc.)
- Promote SCS to the community and be knowledgeable about some of the more common practices
- Approve all applications before submitting
- Approve all payment requests
- Be familiar with the treasurer's report and track payments to landowners