



# 10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

March 2019

## Kentucky State Cost Share Application Process – District Responsibilities

With the recent revision of the Kentucky Soil and Water Quality State Cost Share Program, the process to apply for and receive state cost share funding was streamlined and roles of all partner agencies within this process were better defined. This 10 minute training outlines the steps and responsibilities of this application process within local offices.

1. Local conservation districts will advertise the program, then begin to screen interested applicants based on approved criteria established by the Commission. Sign up is continuous, however districts may want to advertise cut off dates.
2. Conservation District personnel shall compile a tracking list of applications who wish to/are eligible to have a field visit and have started the application process. At this point, district staff may review eligibility policies that may apply to each application. These policies are found on page 10 of the 2018 Kentucky Soil & Water Quality Cost Share Program Policy & Supplemental Information.
3. Appropriate technical agency and/or conservation district staff visits potential applicants to evaluate practices and complete cost share application. (Technical staff assists in completing applications.) Cost share assistance shall not be awarded to best management practices in progress prior to cost share approval or practices previously installed by the applicant.
4. Each producer is limited to one application that addresses one practice (category). Multiple practice components may be entered under this practice category. Be mindful of practice funding maximum limitations; the online system will not automatically cut off when a funding limit is reached.
5. Applications are reviewed, and approved or denied, by the local conservation district board. This is a **mandatory** step required by 416 KAR 1:010, Section 6.
6. Locally approved applications are filed at the office, and then entered into the online system, *by conservation district staff*, on a continuous basis. When successfully entered into the online portal, the applications are considered “submitted” to the Kentucky Division of Conservation.
7. The Commission will evaluate applications based on established criteria and earmarked funds for qualified applications as funds are available.
8. An approval or disapproval notice is sent back to the conservation district with appropriate maximum funding amounts to install approved practices.

9. Once the practice is installed to specifications, the landowner and the conservation district will co-sign the Kentucky State Cost Share Payment Form and payment will be made from district to the landowner. Final cost share payment cannot be paid to the applicant/landowner until completed, inspected, and approved by the technical agency. The applicant shall submit bills/receipts for work performed to determine actual cost, and the appropriate amount to be paid will be determined from this information. After all bills/receipts are submitted, and payment amount is determined, the conservation district may request the proper funds from the KDOC. The maximum payment rate percentages (75% of actual) are set by the Kentucky State Legislature. Thus, exceeding the payment rate as stated for each practice in this manual is a violation of 416 KAR 1:010 Section 10(6).
10. Partial Payment Policy: An applicant may not receive a partial payment on individual practice components within a BMP. Therefore, partial payments are not allowed at this time on state cost share applications.
11. Approved applicants have one (1) year from the date of approval to complete the practice. Extensions may be granted for intervals of six (6) months with a maximum of two (2) extensions per approved application. After two extensions have been granted and expired, the landowner forfeits the rights to the funds.
12. Contract modifications due to errors or omissions must be justified, in writing, to the Commission. Requests for contract modification that will increase cost share funding must be recommended to the commission by the local district board and the engineer/technician. The approval of the funding for the contract modifications will be decided on by the Commission and are subject to the practice being eligible to receive additional assistance and the availability of funds. A new contract modification form was recently distributed statewide to assist with this process.
13. Approved and completed cost share practices are subject to inspection by members or designees of the local conservation district and/or the Soil and Water Conservation Commission.
14. Applicants shall agree to maintain approved, completed conservation practices according to the provisions as defined in the Performance and Maintenance Agreement and the defined life span of the specific practice according to the technical agency's standards.
15. Conservation practices that are approved and completed are subject to an engineering spot check by the technical agency for design standards and specifications.

All of the above information, plus supporting information, policy, and forms may be found in the 2018 Kentucky Soil & Water Quality State Cost Share Policy & Supplemental Information document. A copy of this form may be located on the KDOC webpage, under the *Programs* tab, then *State Cost Share*, or the current direct link is:  
<http://conservation.ky.gov/Pages/StateCostShare.aspx>

Below is a flow chart of the state cost share process described on the preceding pages. If there are any questions on this process, or the program in general, you may contact Jay Nelson at [jay.nelson@ky.gov](mailto:jay.nelson@ky.gov) or 270-590-1825.

### General Flow Chart of State Cost Share Process

