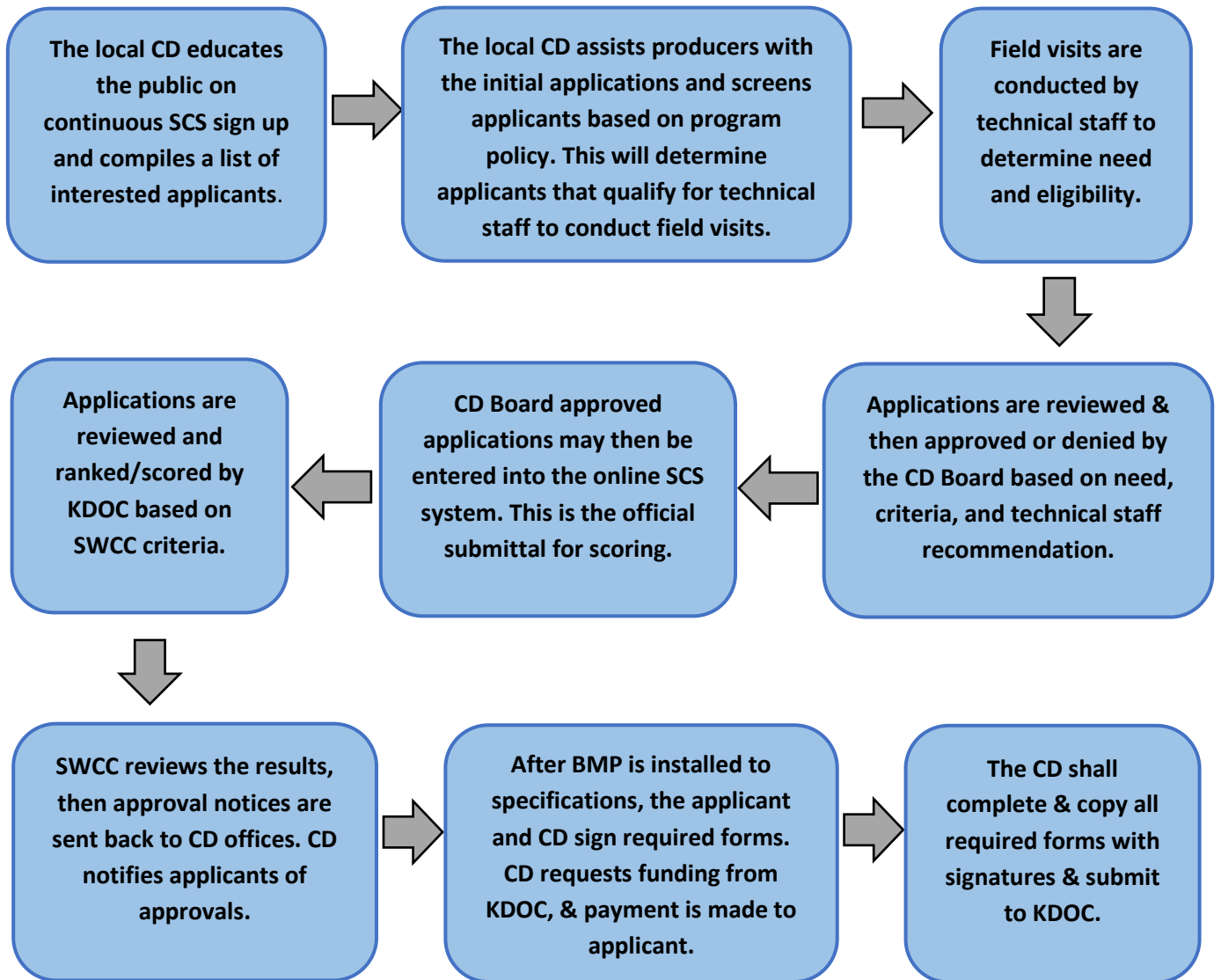


General Flow Chart of State Cost Share Process

This is a general description flow chart of the overall SCS process within the conservation district office. A more detailed description of each step is outlined on the following page.



Specific Steps and Policy:

1. Local conservation districts will advertise the program, then begin to screen interested applicants based on approved criteria established by the Commission.
2. Conservation district personnel should compile a tracking list of applicants who wish to/are eligible to have a field visit and start the application process.
3. Appropriate technical agency staff visits applicants to evaluate practices and complete cost share application. Technical agency staff typically assists in completing application by providing information on practices to be included in application. *Note:* 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. If an applicant is applying for more than one practice within a practice category, all applicable practices shall be entered on the same application. Applicants/operations are limited to utilizing one practice category per funding cycle/application.
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(1).
6. Locally approved applications are filed at the conservation district office, and then entered into the online EEC eForms system 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 obligate funds for qualified applications as funds are available. The Commission will provide application submittal deadlines for each funding cycle.
8. An approval list is sent back to the conservation district by KDOC with estimated funding amounts to install approved practices.
9. After 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 signed by technical staff. The applicant shall submit bills/receipts for work performed to determine actual cost, and the cost share amount to be paid will be calculated from this information. After all bills/receipts are submitted, and payment amount is determined, the conservation district may request the approved funds from the KDOC. The maximum payment rate percentages (75% of actual cost) is established in 416 KAR 1:010 Section 10(6).
10. Partial Payment Policy: If an applicant applies for more than one practice on one application, that applicant may only be paid when the entire BMP Category is installed and approved. An applicant may not receive a partial payment on individual practice components within a BMP Category.

11. Approved applicants have one (1) year to complete the practice. The one-year deadline will be provided by KDOC with the approval list. 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. The *Extension Form* may be found in *the Kentucky State Cost Share District SCS Workbook* and should be submitted prior to the practice installation deadline.
12. Contract modifications due to errors or omissions must be justified, in writing, to the Division of Conservation. Requests for contract modification must be approved by the local conservation district board. The modification form may be found in the *Kentucky State Cost Share District SCS Workbook* and is submitted to KDOC. The approval of any funding changes for the contract modifications is subject to the practice being eligible to receive additional assistance and the availability of funds.
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 under this program are subject to an engineering spot check by the technical agency for compliance with design standards and specifications.