

User Guide to the Kentucky State Cost Share Application Entry Process in KOG



EEC eForms

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Welcome to the online portal for entering a Kentucky Soil & Water Quality State Cost Share application as an EEC eForm. This document is guidance for *conservation district staff* to enter State Cost Share applications into the EEC eForms portal. After an application is complete and submitted into the system, you can elect to download a .pdf file copy, thus eliminating the need to keep a paper, hard copy on hand. This electronic file can be kept on a computer as a digital file; or printed if that is your preference. **Note:** The recommended internet browser is Google Chrome. If using a different or older browser, some formatting and/or functions may not be visible.

This tool is designed to be as user friendly as possible. Every online system has its quirks and caveats of use, and this tool is no exception. Please use this User Guide to navigate the application. If you need assistance with completing your application, you may reach out to your local KDOC field representative in your area. For website technical support, you will find information on the following pages for that type of assistance.

The Kentucky State Cost Share application is an Energy and Environment Cabinet (EEC) eForm. If you or your district do other business with the Commonwealth of Kentucky, you may already have an account within this eForms platform. If this is the case, you may use your existing account for completing SCS applications that you currently use for other types of business with the Commonwealth. You may also choose to create a different account solely for SCS application use.

The next several pages are a guidance document created by the Energy and Environment Cabinet to help the user create and manage an account for the platform. If you already have an account on the EEC eForm platform, please skip ahead to page 14.



ENERGY AND
ENVIRONMENT CABINET

ACCOUNT REGISTRATION USER GUIDE

USER MANUAL

VERSION 1.0

Prepared for:

Office of Administrative Services (OAS)

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Overview:

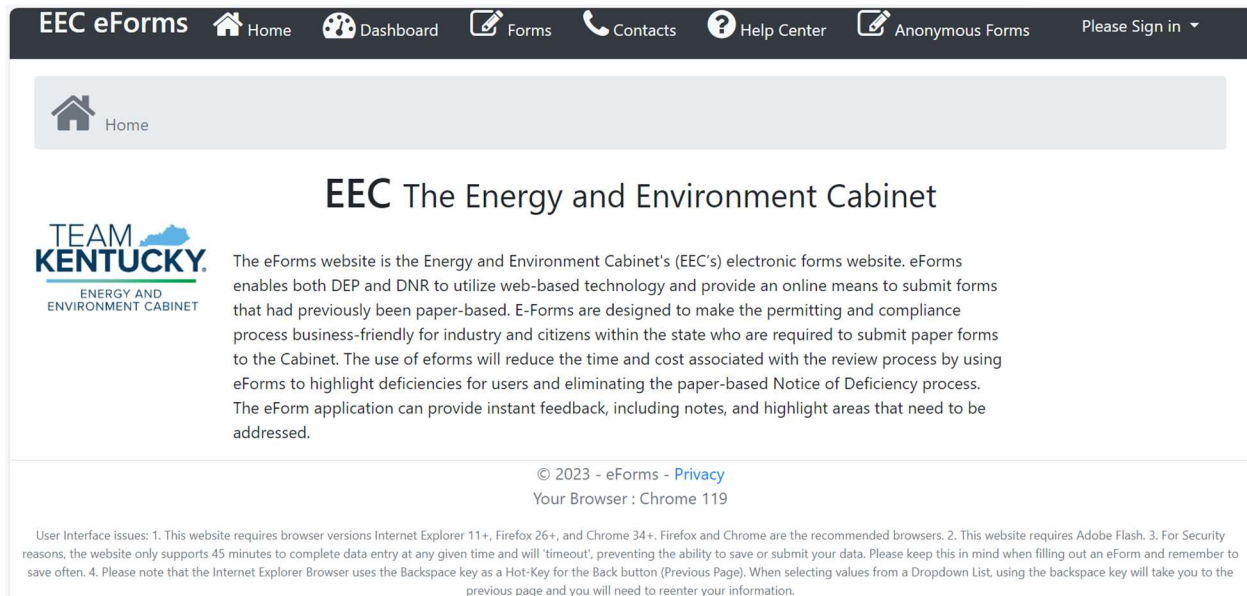
The new EEC authentication has been created to enable citizens and business partners to easily access Energy and Environment Cabinet's (EEC) eForms using a single account.

The new eForms website is the Energy and Environment Cabinet's (EEC) electronic forms website. eForm enables both DNR and DEP to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. It is designed to make the permitting and compliance process business-friendly and more efficient for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eForms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback including notes and highlight areas that need to be addressed.

Registration to new EEC login screen:

Step 1: Landing\Home Page

Below is the new Home Page for EEC eForms.



The screenshot shows the EEC eForms Home Page. At the top is a dark navigation bar with the following items: 'EEC eForms', 'Home' (with a house icon), 'Dashboard' (with a pie chart icon), 'Forms' (with a document icon), 'Contacts' (with a phone icon), 'Help Center' (with a question mark icon), 'Anonymous Forms' (with a document icon), and 'Please Sign in' (with a dropdown arrow). Below the navigation bar is a light gray header area with a 'Home' button (house icon) and the text 'Home'. The main content area features the 'TEAM KENTUCKY' logo on the left, which includes the text 'ENERGY AND ENVIRONMENT CABINET'. To the right of the logo is the heading 'EEC The Energy and Environment Cabinet' and a paragraph of text: 'The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.' Below this text is a footer area containing the copyright notice '© 2023 - eForms - Privacy' and 'Your Browser : Chrome 119'. At the very bottom, there is a small 'User Interface issues' section with four numbered points regarding browser requirements, session timeouts, and backspace key behavior.


Step 2: User Registration

The user should be able to Login to the new authentication on eForms by navigating to the Register button.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Please Sign in

Home Sign in Register

EEC The Energy and Environment Cabinet



The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.

© 2023 - eForms - [Privacy](#)
Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eform and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

Step 3: Registration and email confirmation

Once the user clicks on Register button and enters the required fields such as

- First Name (required field),
- Middle Initial (not required field),
- Last Name (required field),
- Email (required field),
- Password (required field),
- Confirm Password (required field), they will click on Register.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Please Sign in

New User Registration

First Name :

Middle Initial :

Last Name :

Email :

Password :

Confirm password :

User see the following screen once registered.

The screenshot shows the top navigation bar of the EEC eForms website with links for Home, Dashboard, Forms, Contacts, Help Center, and Anonymous Forms, along with a 'Please Sign in' dropdown. The main heading is 'Register confirmation' with a sub-message: 'Please check your email to confirm your account.' Below this, it displays the copyright '© 2023 - eForms - Privacy' and the browser information 'Your Browser : Chrome 119'. A detailed 'User Interface issues' section follows, listing requirements for browser versions (Internet Explorer 11+, Firefox 26+, Chrome 34+), Adobe Flash, a 45-minute session timeout, and a warning about the backspace key in Internet Explorer.

When the user registers, they will receive an email to confirm their email address as below.

The email content starts with 'Hello User,' followed by 'Thanks for registering a new account with us. Please click [here](#) to validate your email.' A red callout box with the text 'Please click here to validate your email.' has a red arrow pointing to the 'here' link. Below the main text is a horizontal line and a footer note: 'Please do not reply to this email as this is a system generated and replies will not be monitored.'

When the user clicks the link in the email, they will be navigated to confirm email success page as below.

The screenshot shows the 'Confirm email' success page. The navigation bar includes 'Welcome User!' and a dropdown arrow. The main heading is 'Confirm email' with a green confirmation message: 'Thank you for confirming your email.' Below this, it displays the copyright '© 2023 - eForms - Privacy' and the browser information 'Your Browser : Chrome 119'. The same 'User Interface issues' section is present at the bottom of the page.

Step 4: Sign-in

Once the user completes the registration, they will be signed to their account and their username will be displayed on the right-hand corner of the screen.

The screenshot shows the EEC eForms website interface. At the top, a dark navigation bar contains the following items from left to right: 'EEC eForms', a Home icon, a Dashboard icon, a Forms icon, a Contacts icon, a Help Center icon, an Anonymous Forms icon, and a 'Welcome User!' dropdown menu. Below this is a light gray bar with a Home icon and the text 'Home'. The main content area features the 'TEAM KENTUCKY' logo on the left and the title 'EEC The Energy and Environment Cabinet' in the center. A paragraph of text explains that the eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website, designed to be business-friendly and reduce the time and cost of the review process. At the bottom of the page, there is a copyright notice for 2023, a link to the Privacy policy, and a browser identification 'Your Browser : Chrome 119'. A small 'User Interface issues' section at the very bottom provides technical details about browser requirements and security.

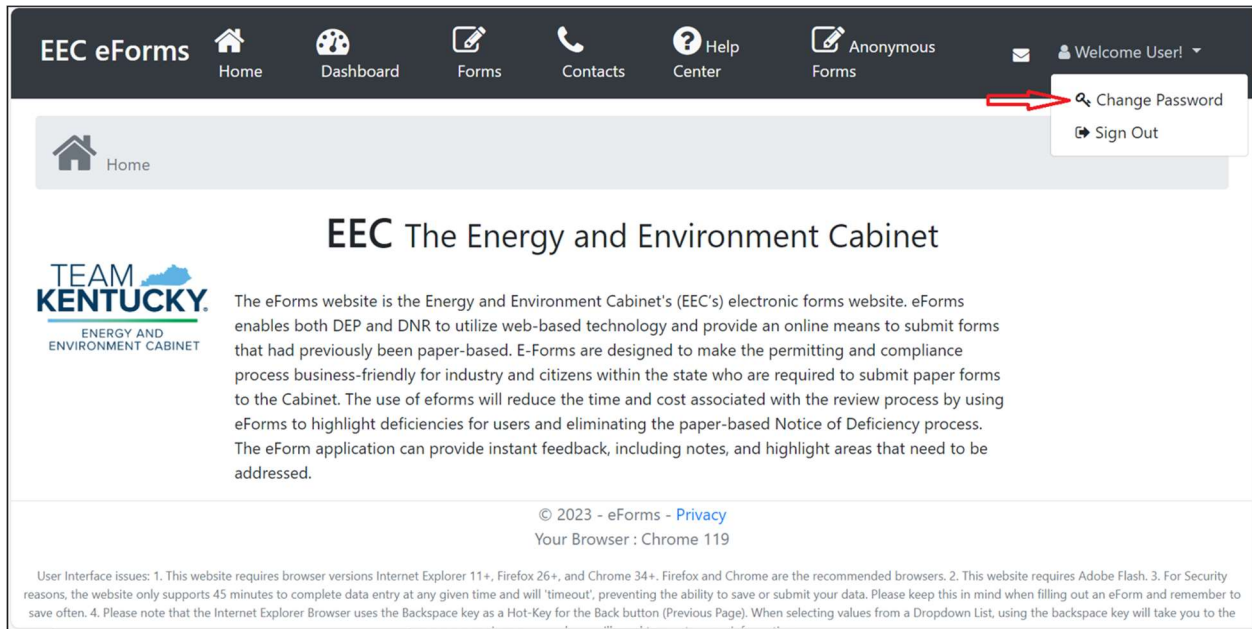
➤ **Login successful**

The user is now successfully logged into eForms and can create and submit an eForm.

This is a duplicate of the screenshot above, showing the EEC eForms website home page after a successful login. It includes the same navigation bar, home button, logo, title, descriptive text, copyright notice, and browser information.

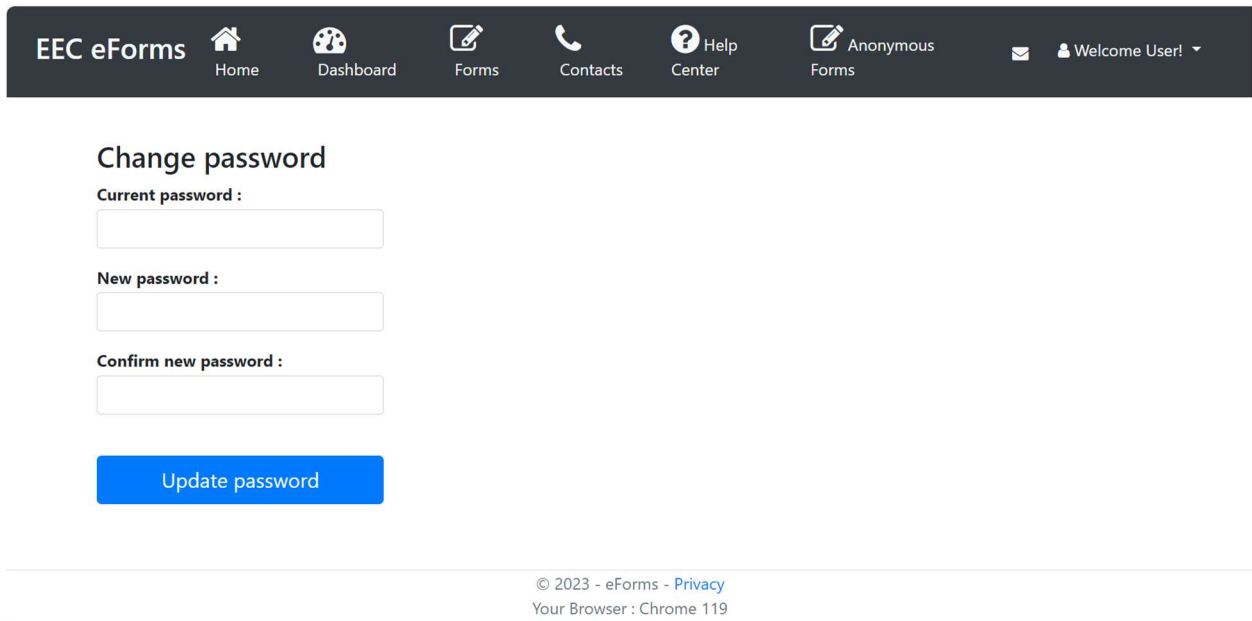
➤ Change Password

In case, if the user wants to change password at any time, they need to login and follow the steps below.



The screenshot shows the EEC eForms website interface. At the top, there is a dark navigation bar with the following items: EEC eForms, Home, Dashboard, Forms, Contacts, Help Center, Anonymous Forms, and a user profile dropdown menu. The user profile dropdown menu is open, showing 'Change Password' and 'Sign Out' options. A red arrow points to the 'Change Password' option. Below the navigation bar, there is a 'Home' button and the EEC logo. The main content area features the text: 'EEC The Energy and Environment Cabinet' and a paragraph describing the eForms website. At the bottom, there is a copyright notice and browser information.

Once the user enters all the fields, they need to click on update password.



The screenshot shows the 'Change password' form on the EEC eForms website. The form is located below the navigation bar and contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Below the input fields is a blue 'Update password' button. At the bottom of the page, there is a copyright notice and browser information.

Once the user clicks on update password, they will receive an email with the confirmation as below.

Hello User,

Your password has been updated successfully.

If you are not the one who updated this. Please click [Reset Password](#) to reset your password.

Please do not reply to this email as this is a system generated and replies will not be monitored.

➤ **Forgot Password**

In case the user forgets their password, they need to follow the below steps.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Please Sign in ▾


Welcome Back !

Email :

Password :

Keep me logged in

[Log in](#)

[Forgot your password?](#) 

[Register as a new user](#)

© 2023 - eForms - [Privacy](#)
Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to

Once the user clicks on forgot their password, the user needs to enter their confirmed email address in the below input field and click on Reset password button.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Please Sign in ▾

Enter your email in the below input field and we will send an email with the link to reset your password.

Email :

[Reset Password](#)

© 2023 - eForms - [Privacy](#)
Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

Below is the sample email that the user will receive when they hit reset password button in the above screen.

Hello User,

Please reset your password by clicking [here](#).

Please do not reply to this email as this is a system generated and replies will not be monitored.

The user will receive a link in the email and when clicked, the user will be navigated to the below screen to reset their password.

Reset your password.

Email :

Password :

Confirm password :

[Reset](#)

© 2023 - eForms - [Privacy](#)
Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

➤ Login Screen

Once the user resets their password, they can login using their credentials from the login screen.

Welcome Back !

Email :

Password :

Keep me logged in

[Log in](#)

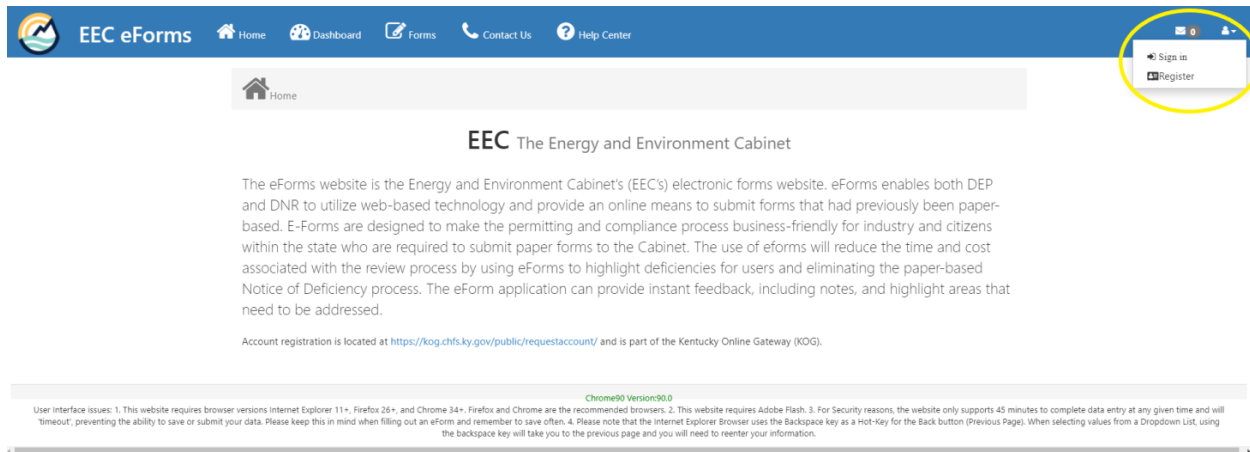
[Forgot your password?](#)
[Register as a new user](#)

© 2023 - eForms - [Privacy](#)
Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to






Login

- To access the EEC eForms platform directly, you may use the following link: <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>.
- This will take you directly to the home page of the EEC eForms, and you may click the icon in the upper right hand corner to sign in.



Navigation within EEC eForms



- You will see five tabs at the top of the EEC eForms page.
 - The first, the “Home” icon , is simply the page viewed above.
 - The “Contact Us” icon  has contact information for the Cabinet, and the ability to send a message if there is a question about the forms in use.
 - The “Help Center” icon  has a Frequently Asked Questions section, and links to agencies and user help topics. Go to the KOG FAQ section for actions such as resetting passwords. Please see example screenshots on page 21 of this document.
 - The “Dashboard” icon  and the “Forms” icon  will be the primary two tabs used to complete your SCS application.
 - The “Dashboard” section organizes a user’s completed or in-progress eForms. This section is covered further in the [EEC eForms Dashboard](#) section on page 8 of this document.
 - Navigation of the “Forms” section to create an application is covered in the [Start a New Application](#) section on page 9 of this document.

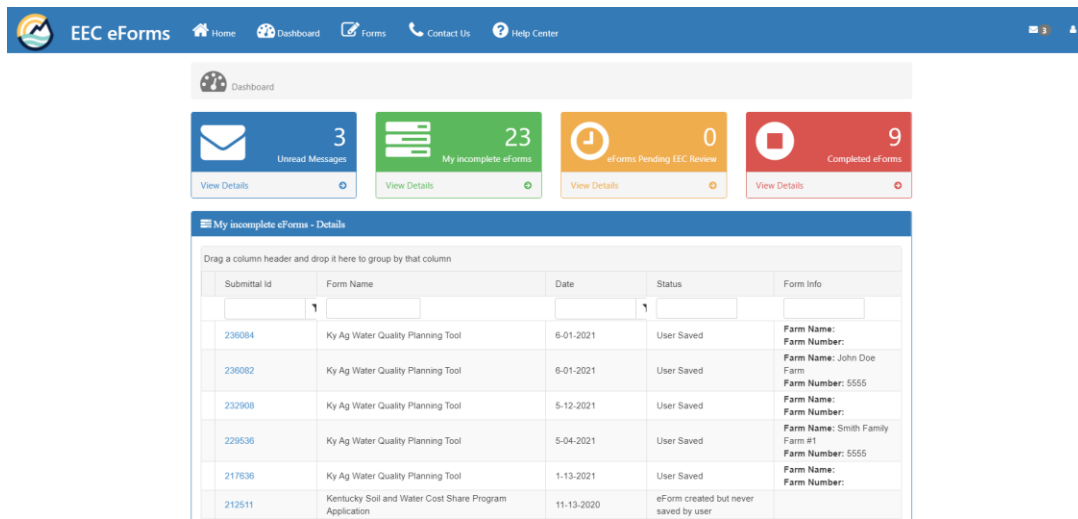
EEC eForms Dashboard



- After you have started and saved an application, you may want to return to continue working on that application. You may need to start a new application for another farm, or you may want to review what applications that you have already submitted.
- From your home page, select the Dashboard icon at the top of the page.



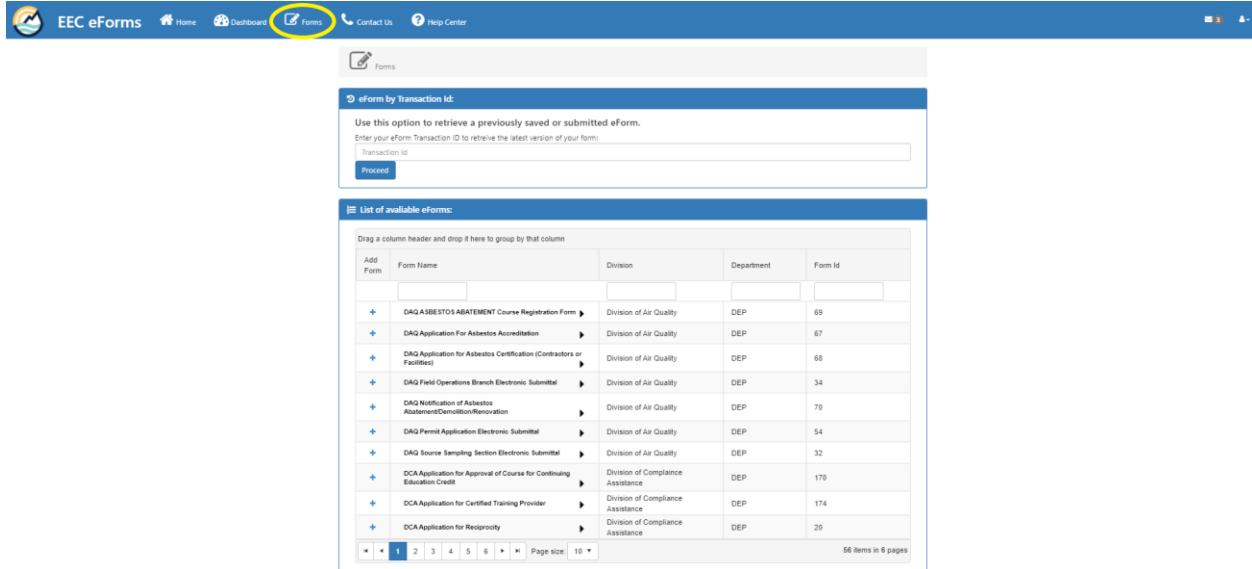
- After you have selected Dashboard, you will see the following page:



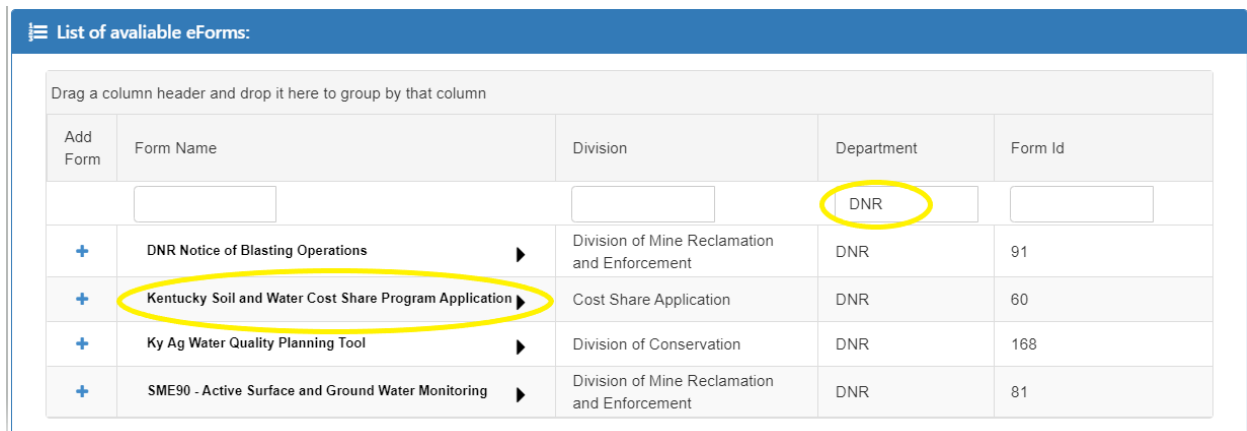
- The Blue Box contains messages from the system. You will receive a message for each completed application that you submit.
- The Green Box is a list (as shown in above example) of the “incomplete eForms”. With regards to our tool, these are the applications that you “save” but have not submitted. So, if you do not complete and submit an application, and need to return to the system to retrieve it or continue working on it, it is found in this section.
- The Orange Box is not utilized within our SCS tool, thus serves no purpose for our workflow.
- The Red Box is a list of the submitted applications. After you click on the option to submit your completed application on the form, and the system has had time to process that request, then it should appear in the list under this box. You will go here to retrieve or review your submitted applications. Once an application is submitted into the system, it cannot be changed/revise.

Start a New Application

- On the Home page, select the “Forms” icon . After selecting the icon, the following page will appear:



- You will see a list with 10 forms per page. These forms appear in alphabetical order, and include forms for both DNR (Department for Natural Resources) and DEP (Department for Environmental Protection). Notice that at the bottom of the page, you can select how many forms to view at a time in the “Page Size” drop down box. The form for which we are searching is entitled “**Kentucky Soil and Water Cost Share Program Application**” (Form ID 60).
 - You can find the SCS application eForm by:
 - Expanding the selection of “Page Size” to 50, and scrolling down, *or*;
 - At the top of the column under “Department”, simply type in “DNR” then click enter. This will only show forms located within DNR.



Add Form	Form Name	Division	Department	Form Id
			DNR	
+	DNR Notice of Blasting Operations	Division of Mine Reclamation and Enforcement	DNR	91
+	Kentucky Soil and Water Cost Share Program Application	Cost Share Application	DNR	60
+	Ky Ag Water Quality Planning Tool	Division of Conservation	DNR	168
+	SME90 - Active Surface and Ground Water Monitoring	Division of Mine Reclamation and Enforcement	DNR	81

- To start a new form from this location, you will click on the “+” symbol in front of the form name, under the column entitled “Add Form”.

List of available eForms:

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
			DNR	
+	DNR Notice of Blasting Operations	Division of Mine Reclamation and Enforcement	DNR	91
+	Kentucky Soil and Water Cost Share Program Application	Cost Share Application	DNR	60
+	Ky Ag Water Quality Planning Tool	Division of Conservation	DNR	168
+	SME90 - Active Surface and Ground Water Monitoring	Division of Mine Reclamation and Enforcement	DNR	81

- This will open a new, blank form, and a six-digit ID number will automatically be assigned to that form at this point for future tracking.


You will see the following page:

Kentucky Soil and Water Cost Share Program Application

Note: This eForm is Valid to Submit on or before November 15, 2021

(*) indicates a required field.

Applicant Information:			
Application Date(*) <input type="text" value="MMDDYYYY"/>		Company Name <input type="text"/>	
Applicant First Name(*) <input type="text" value="First Name"/>		M.I. <input type="text" value="MI"/>	Applicant Last Name(*) <input type="text" value="Last Name"/>
Address(*) <input type="text"/>		City(*) <input type="text"/>	Zip Code(*) <input type="text" value="#####-####"/>
Telephone(*) <input type="text" value="-- --"/>		Cell Phone <input type="text" value="-- --"/>	
E-Mail Address <input type="text" value="eMail Address"/>		County Conservation District(*) <input type="text"/>	
Location Information: Attach an aerial map identifying practice(s) location(s)			
County(ies) where cost share practice(s) will be installed(*) <input type="text"/>			
Farm Number(*) <input type="text"/>		Tract Number(s) (*) <input type="text"/>	
Latitude(decimal degrees) (*) DMS to DD Converter <input type="text" value="Latitude"/>		Longitude(decimal degrees) (*) DMS to DD Converter <input type="text" value="Longitude"/>	
Additional Consideration(s):			
<input type="checkbox"/> The Applicant(s) has a current Kentucky Agricultural Water Quality Plan (less than 2 years old) and either a conservation plan or farmstead water plan on file.			
<input type="checkbox"/> The land, where the practice(s) will be located, is within the boundaries of a Kentucky Division of Conservation approved Agricultural District.		Ag District ID Number(*) <input type="text"/>	
<input type="checkbox"/> The applicant has received some cost share funds within the last 2 years. Year(s) funded:		Year(s) funded: <input type="text"/>	
PRACTICES Note: Please Select the Practice and read the instructions to fill out the practice.			
0 of 0 <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Go To Page"/>			
I request cost share assistance under this program to install BMP's to help solve natural resource problems. The practice(s) needed to conserve soil and water resources on the farm identified above could not be performed to the extent requested without cost share assistance. I understand that in order to receive state cost share funds, the practices must be installed to approved design standards and specifications and may need to be certified by an NRCS engineer. If cost-sharing is approved for the practice(s) requested, I agree to refund all or part of the cost share assistance paid to me, as determined by the local conservation district, if before the expiration of the specified practice life span I (a) destroy the approved practice, (b) cease to use the practice for its intended purpose or (c) voluntarily relinquish control of title to the land on which the approved practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its life span.			
Applicant's Signature(*) <input type="text"/>		Date(*) <input type="text" value="MMDDYYYY"/>	
Chairman(*) <input type="text"/>		Date(*) <input type="text" value="MMDDYYYY"/>	
Signature File(*) <input type="text"/>		<input type="button" value="Upload file"/>	
Preparer Name(*) <input type="text"/>		Preparer PIN(*) <input type="text"/>	
<input type="button" value="Click to Save Values for Future Retrieval"/> <input type="button" value="Click to Submit to EEC"/>			

- Upon opening this page, you will then begin to fill out the required fields.
- Any field marked with an asterisk (*) is required, thus if these fields are not completed, you will get an error message upon attempting to submit.
- Hovering over a “?” box  provides more information about that input category.
- Note the red text in the heading that is populated when opening a new application. This tells the user that this application is good for that program year. If you were to save an application in one funding year, and then attempt to submit the following funding year, it would not accept it since this form was created for a specific funding year.
- This page includes the following sections as described below:

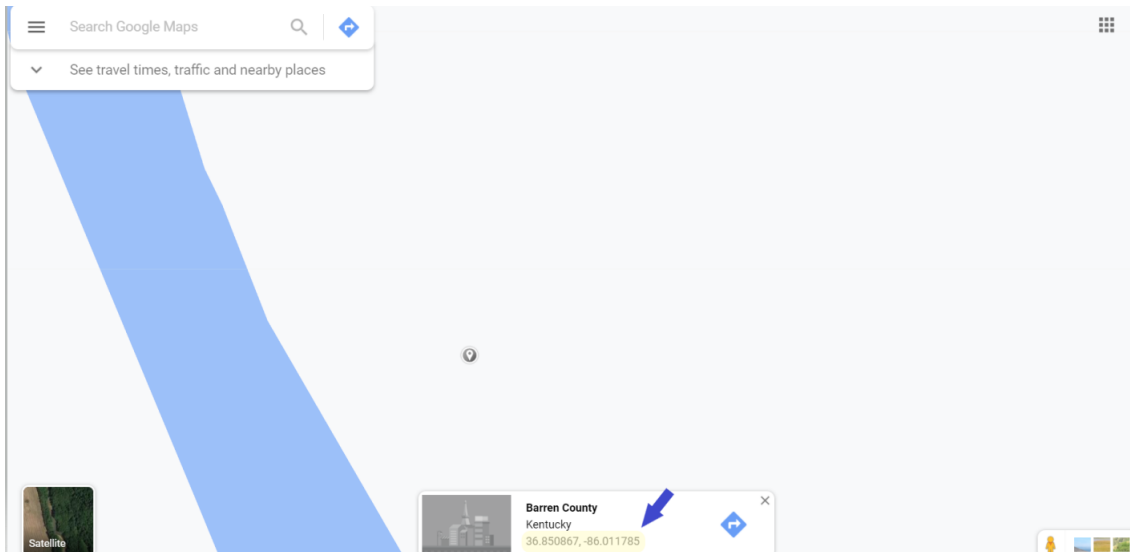
<p>Kentucky Soil and Water Cost Share Program Application</p> <p style="color: red; font-weight: bold;">Note: This eForm is Valid to Submit on or before November 15, 2021</p> <p style="font-size: small;">(*) indicates a required field.</p>			
Applicant Information.			
Application Date(*) <input style="width: 100%;" type="text" value="MM/DD/YYYY"/>		Company Name <input style="width: 100%;" type="text"/>	
Applicant First Name:(*) <input style="width: 100%;" type="text" value="First Name"/>		M.I.: <input style="width: 100%;" type="text" value="MI"/>	Applicant Last Name:(*) <input style="width: 100%;" type="text" value="Last Name"/>
Address(*) <input style="width: 100%;" type="text"/>		City(*) <input style="width: 100%;" type="text"/>	Zip Code(*) <input style="width: 100%;" type="text" value="##### or ##### -####"/>
Telephone(*) <input style="width: 100%;" type="text" value="___-___-____"/>		Cell Phone <input style="width: 100%;" type="text" value="___-___-____"/>	
E-Mail Address <input style="width: 100%;" type="text" value="eMail Address"/>		County Conservation District(*) <input style="width: 100%;" type="text" value=""/>	

- **Applicant Information**
 - The **Application Date** is simply the date that this application is initiated in the eForm.
 - **Company Name** is an optional field. If the operation is part of a corporation, LLC, etc., then that name may be entered here. If not, it may be left blank.
 - The **Applicant Name Boxes**; simply enter the applicant’s name in the appropriate spaces.
 - The **Applicant Address Boxes**; insert the applicant’s mailing address in the corresponding spaces.
 - There is both a **Telephone** space and a **Cell Phone** space; the **Telephone** space is a required field, so if the applicant only has a cell phone, it may be entered there.
 - Enter the applicant’s **Email Address** in the space provided.
 - The **County Conservation District** box is a drop down list. Please enter the county conservation district in which the application is being submitted.

Location Information: Attach an aerial map identifying practice(s) location(s)	
County(ies) where cost share practices(s) will be installed: (*)	
Farm Number: (*)	Tract Number(s): (*)
Latitude(decimal degrees)(*) DMS to DD Converter (?)	Longitude(decimal degrees)(*) (?)
Latitude	Longitude

- **Location Information**

- **County(ies) where cost share practice(s) will be installed** is a drop down box of all counties within the Commonwealth. Please select the physical location where the practice will be installed. This will normally be the same as the county conservation district. However, on rare occasions, a farm may be located across a county line, and the practice may actually be installed in a neighboring county. More than one selection may be made if needed.
- Please enter the FSA assigned **Farm Number** and **Tract Number(s)** in the appropriate boxes. If a practice covers multiple tracts, more than one tract number may be entered.
- Please enter the correct GPS coordinates for the BMP installation in the corresponding **Latitude** and **Longitude** boxes. It is important to enter an accurate GPS coordinate. Coordinates shall be entered in decimal degrees to six digits after the decimal point. Do not forget the “-“ in front of the longitude. Technical field staff normally take these coordinates. If not, the GPS coordinates can be determined by using an app on your cellular device if in the field, using the AWQP Tool in EEC eForms, or by using [Google Maps](#) or similar websites if you have a map of the site. If you have not used [Google Maps](#) to retrieve a GPS coordinate: Simply zoom in to the operation as far as the zoom function will allow. Pick the point of BMP installation within the property and left click. A box will appear near the point, and it will contain the six-digit GPS decimal degree coordinate for that point. [Google Maps](#) also allows the user to toggle between a street map and an imagery map layer. An example is shown below:



Additional Consideration(*):	
<input type="checkbox"/> The Applicant(s) has a current Kentucky Agricultural Water Quality Plan (less than 3 years old) and either a conservation plan or forestry stewardship plan on file.	
<input type="checkbox"/> The land, where the practice(s) will be located, is within the boundaries of a Kentucky Division of Conservation approved Agricultural District.	Ag District ID Number(*) <input type="text"/>
<input type="checkbox"/> The applicant has received state cost share funds within the last 3 years. Year(s) funded.	Year(s) funded. <input type="text"/>

- **Additional Considerations**

- **The Applicant has a current Kentucky Agricultural Water Quality Plan verified/on file:** check the box if an application has a *current** Ag Water Quality Plan on file. If an applicant does not have a current Ag Water Quality Plan, and refuses to produce one, then that applicant is not eligible for program funding and the application should not be submitted to KDOC for ranking. *The AWQA plan for the farm must not be older than the most recent version of the statewide agriculture water quality plan. For example, if the statewide plan was updated in November 2019, then all plans must have been updated after November 2019. Plans developed before that date would be considered out of date and no longer “current”.
- **The land, where the practice(s) will be located, is within the boundaries of a Kentucky Division of Conservation approved Agricultural District:** Check this box if the applicant is part of an Agricultural District. The identification number of that ag district is required, and should appear in the drop down box that appears with this question. Only ag districts that are currently certified will be eligible for points for this question. Due to the constant application and recertification process for ag districts, if an applicant is in an ag district and it does not appear on the drop down list, please contact your local KDOC field representative.
- **The applicant has received state cost share funds within the last 3 funding years.** Check the box for the third question if the applicant has received Kentucky State Cost Share funding within the past three funding years. Indicate funding years in the drop down box provided.

Reminder: Be sure to periodically save your document by selecting [Click to Save](#) to prevent timing out or losing information (see [Saving Progress](#) on page 18 for details). When returning to the document after saving, you will return to the first page of the plan. The information you previously input is still there, but you will need to navigate through sections to return to where you left off.

PRACTICES
Note: Please Select the Practice and read the instructions to fill out the practice.

0 of 0

◀ -Previous ▶ -Next **Add** ✕ -Delete Go To Page

- **Practices**

- This is where the requested practices are entered. First, select the **ADD** box. This will show a drop down box in which the four practice categories are located. Select the appropriate practice category.

PRACTICES
Note: Please Select the Practice and read the instructions to fill out the practice.

0 of 0

◀ -Previous ▶ -Next **Add** ✕ -Delete Go To Page

PRACTICES
Note: Please Select the Practice and read the instructions to fill out the practice.

Type of Practice (*)

- Cropland Practice
- Forestland Practice
- Livestock-Animal Feeding Operations Practice
- Livestock-Pastureland Practice

- After selection, a spreadsheet will populate under this drop down box. These practices correspond to the practice category that you selected.

PRACTICES
Note: Please Select the Practice and read the instructions to fill out the practice.

Type of Practice (*)

Livestock-Pastureland Practice

LIVESTOCK-PASTURELAND PRACTICE

ELIGIBILITY QUESTION

Are livestock stocking rates on treated pastureland acres less than or equal to one cow/calf pair (or equivalent Animal Unit) per two acres of pastureland or less than or equal to 130% pastureland stocking rate as determined by KY Graze Tool?

If "Yes", proceed with practice ranking.

If "No", stocking rates would need to be reduced prior to applying for this practice, or a Comprehensive Nutrient Management Plan (CNMP) would need to be developed and practices should be requested under the Livestock - Animal Feeding Operation (AFO) BMP.

Practice Name	Specific Practice Description	NRCS Practice Code	Sub Practice Code	Unit of Measure
Critical Area Planting	Native and Introduced Vegetation - Heavy Grading	342	C	Acres
Critical Area Planting	Native and Introduced Vegetation - Moderate Grading	342	B	Acres
Critical Area Planting	Vegetation- normal tillage to establish practice vegetation	342	A	Acres
Diversion	Diversion	362	A	Feet
Fence	Permanent Fence to divide existing pastures for rotational grazing	382	D	Feet
Fence	Permanent Fence to protect forestland from livestock access	382	E	Feet
Fence	Permanent Fence to protect newly constructed conservation practice (i.e. grassed	382	C	Feet
Fence	Permanent Fence to remove livestock from existing pond or water body	382	B	Feet
Fence	Permanent Fence to remove livestock from stream (blue line) or sinkhole	382	A	Feet
Forage and Biomass Planting	Cool Season Grass and Legume Mix (killing existing vegetation + fertilize accordi	512	A	Acres
Forage and Biomass Planting	Interseeding Cool Season Grasses and Legumes into existing pasture (fertilize ac	512	D	Acres
Forage and Biomass Planting	Interseeding Legumes into existing pasture (fertilize according to soil test)	512	E	Acres
Forage and Biomass Planting	Native Warm Season Grass (killing existing vegetation + fertilize according to soil	512	B	Acres
Forage and Biomass Planting	Warm Season Introduced (killing existing vegetation + fertilize according to soil t	512	C	Acres
Grade Stabilization Structure	Cattle Panel Drop Structure	410	B	Weir Square Feet
Grade Stabilization Structure	Embankment With Pipe	410	C	Cubic Yds.
Grade Stabilization Structure	Rock Chute	410	A	Tons
Grassed Waterway	Grassed Waterway < 1000 ft. long	412	A	Square Ft.
Grassed Waterway	Grassed Waterway > 1000 ft. long	412	B	Acres
Grassed Waterway	Grassed Waterway with geotextile or stone checks	412	C	Acres
Heavy Use Area	Concrete Slab (not rebar reinforced) winter feeding pad	561	C	Square Ft.

- You will then simply fill in the correct number of units requested for that application for each practice on the spreadsheet that are being applied for. Be sure to select the correct practice component noted by *practice code* **and** *sub-practice code*. (e.g. 561D). The system will produce the correct funding amount, and scoring will occur in the background after this step. Your technical staff should use the SCS Practice Worksheet (Excel file) that corresponds to this list. Technical staff should have the proper amount of units documented on the *Practice Worksheet*, thus you simply fill the number of units into the form from that worksheet for the corresponding practices.
- **Note:** When this spreadsheet opens, you will have to use the scroll bar on the bottom of the chart in order to view all of the columns. Simply scroll right until you arrive at the “Units” column, and you will enter the correct number there. Be sure that you remain on the correct line and it corresponds to the practice desired. The first two columns remain static while scrolling right/left. The desired “Units” column is the next column after scrolling right after “Unit of Measure” column.

Practice Name	Specific Practice Description	Sub Practice Code	Unit of Measure	Units Requested
Critical Area Planting	Native and Introduced Vegetation - Heavy Grading	C	Acres	
Critical Area Planting	Native and Introduced Vegetation - Moderate Grading	B	Acres	
Critical Area Planting	Vegetation- normal tillage to establish practice vegetation	A	Acres	
Diversion	Diversion	A	Feet	
Fence	Permanent Fence to divide existing pastures for rotational grazing	D	Feet	
Fence	Permanent Fence to protect forestland from livestock access	E	Feet	
Fence	Permanent Fence to protect newly constructed conservation practice (i.e. grassed	C	Feet	
Fence	Permanent Fence to remove livestock from existing pond or water body	B	Feet	
Fence	Permanent Fence to remove livestock from stream (blue line) or sinkhole	A	Feet	
Forage and Biomass Planting	Cool Season Grass and Legume Mix (killing existing vegetation + fertilize accordi	A	Acres	
Forage and Biomass Planting	Interseeding Cool Season Grasses and Legumes into existing pasture (fertilize ac	D	Acres	
Forage and Biomass Planting	Interseeding Legumes into existing pasture (fertilize according to soil test)	E	Acres	
Forage and Biomass Planting	Native Warm Season Grass (killing existing vegetation + fertilize according to soil	B	Acres	
Forage and Biomass Planting	Warm Season Introduced (killing existing vegetation + fertilize according to soil t	C	Acres	
Grade Stabilization Structure	Cattle Panel Drop Structure	B	Weir Square Feet	
Grade Stabilization Structure	Embankment With Pipe	C	Cubic Yds.	
Grade Stabilization Structure	Rock Chute	A	Tons	
Grassed Waterway	Grassed Waterway < 1000 ft. long	A	Square Ft.	
Grassed Waterway	Grassed Waterway > 1000 ft. long	B	Acres	
Grassed Waterway	Grassed Waterway with geotextile or stone checks	C	Acres	
Heavy Use Area	Concrete Slab (not rebar reinforced) winter feeding pad	C	Square Ft.	

The following is a screenshot of one of the BMP categories of the *SCS Practice Worksheet*:

Livestock - Pastureland BMP Practices								
NRCS Practice Code	Sub-Practice Code	Specific Practice Description	Unit of Measure	Units Requested	Cost Share Estimate/Unit	Estimated Cost Share Requested	Actual Units Applied	Final Cost Share Approval Limit
342	A	Vegetation- normal tillage to establish practice vegetation	Acres		\$ 167.19	\$0.00		\$0.00
342	B	Native and Introduced Vegetation - Moderate Grading	Acres		\$ 453.67	\$0.00		\$0.00
342	C	Native and Introduced Vegetation - Heavy Grading	Acres		\$ 746.17	\$0.00		\$0.00
362	A	Diversion	Feet		\$ 2.03	\$0.00		\$0.00
382	A	Permanent Fence to remove livestock from stream (blue line) or sinkhole	Feet		\$ 2.00	\$0.00		\$0.00
382	B	Permanent Fence to remove livestock from existing pond or water body	Feet		\$ 2.00	\$0.00		\$0.00
382	C	Permanent Fence to protect newly constructed conservation practice (i.e. grassed waterway)	Feet		\$ 2.00	\$0.00		\$0.00
382	D	Permanent Fence to divide existing pastures for rotational grazing	Feet		\$ 2.00	\$0.00		\$0.00
382	E	Permanent Fence to protect forestland from livestock access	Feet		\$ 2.00	\$0.00		\$0.00
512	A	Cool Season Grass and Legume Mix (killing existing vegetation + fertilize according to soil test)	Acres		\$ 187.79	\$0.00		\$0.00
512	B	Native Warm Season Grass (killing existing vegetation + fertilize according to soil test)	Acres		\$ 205.87	\$0.00		\$0.00
512	C	Warm Season Introduced (killing existing vegetation + fertilize according to soil test)	Acres		\$ 195.08	\$0.00		\$0.00
512	D	Interseeding Cool Season Grasses and Legumes into existing pasture (fertilize according to soil test)	Acres		\$ 150.00	\$0.00		\$0.00
512	E	Interseeding Legumes into existing pasture (fertilize according to soil test)	Acres		\$ 130.82	\$0.00		\$0.00
410	A	Rock Chute	Tons		\$ 39.25	\$0.00		\$0.00
410	B	Cattle Panel Drop Structure	Weir Square Feet		\$ 53.29	\$0.00		\$0.00
410	C	Embankment With Pipe	Cubic Yds.		\$ 5.05	\$0.00		\$0.00
412	A	Grassed Waterway < 1000 ft. long	Square Ft.		\$ 0.04	\$0.00		\$0.00
412	B	Grassed Waterway > 1000 ft. long	Acres		\$ 1,368.77	\$0.00		\$0.00
561	A	Concrete Winter Feeding Area with hay feeding rack (35 cow maximum)	Each		\$ 7,500.00	\$0.00		\$0.00
561	B	Reinforced Concrete, no curb winter feeding pad	Square Ft.		\$ 4.79	\$0.00		\$0.00
561	C	Concrete Slab (not rebar reinforced) winter feeding pad	Square Ft.		\$ 3.54	\$0.00		\$0.00
561	D	Rock/Gravel on Geotextile winter feeding pad	Square Ft.		\$ 0.99	\$0.00		\$0.00
561	E	Rock/Gravel on Geotextile for gate openings and around water facilities	Square Ft.		\$ 0.99	\$0.00		\$0.00
561	F	Rock/Gravel on Geotextile for grassed waterway crossing	Square Ft.		\$ 0.99	\$0.00		\$0.00
468	A	Rock Lined - 18 inches	Square Ft.		\$ 3.15	\$0.00		\$0.00
516	A	Buried Pipeline, all diameters	Feet		\$ 2.19	\$0.00		\$0.00
516	B	Buried Pipeline in Rocky Terrain	Feet		\$ 4.03	\$0.00		\$0.00
484	A	Natural Material- Full Coverage	Acres		\$ 398.84	\$0.00		\$0.00
484	B	Erosion Control Blanket	Square Ft.		\$ 0.16	\$0.00		\$0.00
378	A	Embankment Pond with Hooded Inlet Pipe	Cubic Yds.		\$ 2.14	\$0.00		\$0.00
391	A	Bare-root, hand planted or machine planted, conifers, hrdwds, shrubs	Acres		\$ 778.97	\$0.00		\$0.00

- **If one of the two Livestock Practice Categories are selected, remember to complete the “Animals Served” table that populates at the bottom of the screen.** This number should also be completed and documented on the SCS Practice Worksheet by technical staff. Failure to do so will result in the application not being scored correctly.

Practice Name	Specific Practice Description	Sub-Practice Code	Unit of Measure	Units Requested
Critical Area Planting	Native and Introduced Vegetation - Heavy Grading	C	Acres	
Critical Area Planting	Native and Introduced Vegetation - Moderate Grading	B	Acres	
Critical Area Planting	Vegetation- normal tillage to establish practice vegetation	A	Acres	
Diversion	Diversion	A	Feet	
Fence	Permanent Fence to divide existing pastures for rotational grazing	D	Feet	
Fence	Permanent Fence to protect forestland from livestock access	E	Feet	
Fence	Permanent Fence to protect newly constructed conservation practice (i.e. grassed	C	Feet	
Fence	Permanent Fence to remove livestock from existing pond or water body	B	Feet	
Fence	Permanent Fence to remove livestock from stream (blue line) or sinkhole	A	Feet	
Forage and Biomass Planting	Cool Season Grass and Legume Mix (killing existing vegetation + fertilize accordi	A	Acres	
Forage and Biomass Planting	Interseeding Cool Season Grasses and Legumes into existing pasture (fertilize ac	D	Acres	
Forage and Biomass Planting	Interseeding Legumes into existing pasture (fertilize according to soil test)	E	Acres	
Forage and Biomass Planting	Native Warm Season Grass (killing existing vegetation + fertilize according to soil	B	Acres	
Forage and Biomass Planting	Warm Season Introduced (killing existing vegetation + fertilize according to soil t	C	Acres	
Grade Stabilization Structure	Cattle Panel Drop Structure	B	Weir Square Feet	
Grade Stabilization Structure	Embankment With Pipe	C	Cubic Yds.	
Grade Stabilization Structure	Rock Chute	A	Tons	
Grassed Waterway	Grassed Waterway < 1000 ft. long	A	Square Ft.	
Grassed Waterway	Grassed Waterway > 1000 ft. long	B	Acres	
Grassed Waterway	Grassed Waterway with geotextile or stone checks	C	Acres	
Heavy Use Area	Concrete Slab (not rebar reinforced) winter feeding	C	Square Ft.	

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Animals Served by Practices Installed			
Animal Type	Average Weight(lbs)	Number Served	Animal Units
Beef or Dairy Calf	250		
Beef or Dairy Weaned Calf	500		
Beef Feeder	800		
Beef Cow	1100		
Beef Cow / Calf Pairs	1450		
Dairy Replacement Heifer	1065		
Dairy Cow	1400		
Bison	1500		
Horse	1100		
Sheep/Goat	125		

- Each applicant/application is limited to one practice category for each program year. If for some reason you enter the incorrect practice category originally, or need to change the practice category, it is *essential* to navigate that window by using the **ADD, DELETE, PREVIOUS, NEXT** boxes. If a mistake is made, please **DELETE** the original practice category and then add the correct one. If you go straight back to the drop down box and simply change it without first deleting and re-adding, the corresponding practice table will not refresh and will be incorrect. Currently, the system will let you enter more than one practice category. Be advised; any applications received that have more than one practice category on the application will not be considered for ranking/scoring.

- **Signature Section**

- This is the final section of the application. It includes an applicant agreement statement, signatures, preparer name, date, and PIN. A physical signature page from the hard copy of the SCS Application is also required to be uploaded into the system.
- **Applicant’s Signature:** type the name of the applicant in the space provided if the applicant has signed the hard copy of the application in your local office.
- **Chairman:** type the name of the conservation district board chairman. This will serve as his/her signature after the conservation district board has reviewed the application.

- **Preparer Name:** This is a drop down box that has a list of all conservation district employees who have been assigned a PIN and are eligible to submit SCS applications on behalf of the local conservation district board. If your name does not appear on this list, contact your local KDOC field representative.

I request cost share assistance under this program to install BMP's to help solve natural resource problems. The practice(s) needed to conserve soil and water resources on the farm identified above could not be performed to the extent requested without cost share assistance. I understand that in order to receive state cost share funds, the practices must be installed to approved design standards and specifications and may need to be certified by an NRCS engineer. If cost-sharing is approved for the practice(s) requested, I agree to refund all or part of the cost share assistance paid to me, as determined by the local conservation district, if before the expiration of the specified practice life span I (a) destroy the approved practice, (b) cease to use the practice for its intended purpose or (c) voluntarily relinquish control of title to the land on which the approved practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its life span.

Applicant's Signature(*) <input type="text"/>	Date(*) <input type="text" value="MM/DD/YYYY"/>
Chairman(*) <input type="text"/>	Date(*) <input type="text" value="MM/DD/YYYY"/>
Signature File(*)	<input type="button" value="Upload file"/>
Preparer Name(*) <input type="text" value="v"/>	Preparer PIN(*) <input type="text"/>

- **Note:** all of the data entered in the left column may be saved along with the remainder of the data in the application and revisited later to complete by clicking *Click to Save Values for Future Retrieval* at the bottom of the page. However, the following data that is entered into the right-hand column will not save; it has to be entered at the time of submittal.
- **Date:** When clicking on both of the “Date” fields, a calendar pops up. **You must select the current date that the form is being submitted into the system in these two locations.**
- **Upload File:** This is the location in which you will upload your signature file. When using the original paper/hard copy of the application in office, the same agreement text located in the above screenshot is on that hard copy, and the applicant must sign the document. After that hard copy is signed, office staff is required to scan only that second page (the signature page) with both the applicant’s signature and the conservation district board chairperson’s signature. That should be saved as a .pdf file, and that file shall be uploaded using the “Upload File” button in the right-hand column.
- **Preparer Pin:** This is where the preparers’ assigned PIN shall be entered to complete the application. The PIN assigned has to match the preparer name selected in the previous drop down box to the left, or the system will not allow the application to be submitted.

Saving Progress

- It is important to remember, as with any document that you may work with online, that you should **periodically save the progress** that is made. *It is suggested to do this at no more than ten-minute intervals.* Within this application, at the bottom of each page, you will see the following options:

Click to Save Values for Future Retrieval

Click to Submit to EEC

- Select the first (left) option, *Click to Save Values for Future Retrieval*, to save the progress that you have made to that point within the eForm.
- Select the second option, *Click to Submit to EEC*, when you are ready to submit your application and receive a copy for your records. If you attempt to click *Submit* before all required fields are complete, you will get an error message stating that you have not completed all necessary fields, and those fields should have notations in red text.
- When you click to save your current progress, your selections will be saved, and you will exit the SCS application eForm. You will be directed to the “Form Details” page which appears as follows:



Form Details:	
Form Name:	Kentucky Soil and Water Cost Share Program Application
Form Id:	60
eForm Submittal ID:	123217
eForm Transaction ID:	4788e1e6-b623-450c-b7a3-abb63a7a8a17
Status:	User Saved Help
Date:	10/04/2021
Submitted to EEC?:	No Help
Form Info:	Last Name: Smith Farm Number: 444 Help
Continue with this eForm Create a new eForm with values from this previously saved/submitted eForm.	




- This “Form Details” page summarizes the status of your current application and provides a few options to the user.
 - If you are simply saving progress and would like to return to your application, click *Continue with this eForm* [Continue with this eForm](#), and you will return to your application in progress.
 - You will also notice other information provided here. The useful entries are: **eForm Submittal ID** - this identification number is the number that the system uses to identify your unique document. If you need to retrieve/review this application from the system later, this number will allow you to easily find and open it. The **Date** is

simply the date saved. **Submitted to EEC?** indicates if you have completed and submitted to the system. In this example, since this document has simply been saved, but not submitted, it will indicate “no”. **Form Info** is two identifying factors to help find this document if the submittal ID is not available. This will be the applicant last name and the farm number. The final option in this section is light blue box at the bottom [Create a new eForm with values from this previously saved/submitted eForm.](#). Select this option to create an entirely new form, with the same information that was entered into the original application; i.e. the application will be copied into a new form with a different ID number. This may be useful if a large mistake is made, or if an application was started in one funding year, and either not approved or submitted, a new form could be created with the same information for the new program year. Users of the SCS Application Tool do not utilize the subsequent sections on this page.

Submitting an Application





- If you have completed all work on your Kentucky SCS Application click the button at the bottom of the screen labeled “Click to Submit to EEC”. The system will now process the completed plan, and you should see the following page appear:

The screenshot shows the 'Form Details' page for a 'Kentucky Soil and Water Cost Share Program Application'. The status is 'Submitted to EEC' and the date is '10/03/2021'. The 'Submitted to EEC?' field is 'Yes'. The 'Form Info' section shows 'Last Name: Smith' and 'Farm Number: 444'. Below this is a table of documents with a blue arrow pointing to the download icon for the first document.


Document Name	Description/Type	Click Image to Download File
KY_CostShareApplication.pdf	Kentucky Soil & Water Quality State Cost Share Program Application	
2019 c 1 k .pdf	Signature File	
123154.html	eForm Submittal	

- Notice that the top section of this page looks very similar to the page that is seen when the document is simply “saved”, however the **Submitted to EEC?** question states “Yes”, and there is no option to “continue with this plan”.
- The bottom section table (located below the first) allows the user to retrieve a copy of the application. It may take several minutes for the system to process the application, but after processing, you have the ability to download a copy. In the **Document(s)** section, you will

see the first file entitled “**Ky_CostShareApplication.pdf**”. Go to the far right column, and click the download  symbol to download a copy of the Plan Summary.

Document Name	Description/Type	Click Image to Download File
KY_CostShareApplication.pdf	Kentucky Soil & Water Quality State Cost Share Program Application	 
2019 csh-rolling.pdf	Signature File	
123154.html	eForm Submittal	

- The application pdf will appear as follows:



Kentucky Soil & Water Quality State Cost Share Program Application

Application Date: 10/03/2021
Applicant Name: Joe Smith
Address: 555 County Road, Glasgow, 42141
Phone: 270-555-5555 Email: smith@farm.com
Farm #: 444 Tract # (s): 7777
GPS Coordinates: 37.038975, -85.852671

Additional Considerations:

<input checked="" type="checkbox"/>	The Applicant(s) has a current Kentucky Agricultural Water Quality Plan verified/on file.
<input type="checkbox"/>	The land, where the practice(s) will be located, is within the boundaries of a Kentucky Division of Conservation approved Agricultural District.
<input checked="" type="checkbox"/>	The applicant has received state cost share funds within the last 3 years. Year(s) funded.

Practices:
Livestock-Pastureland Practice

Practice Name	Practice Code	Unit of Measure	Units Requested	Estimated Cost Share
Fence	382D	Feet	3000	6000.00
Grassed Waterway	412B	Acres	3	4106.31
Heavy Use Area	561A	Each	1	7500.00

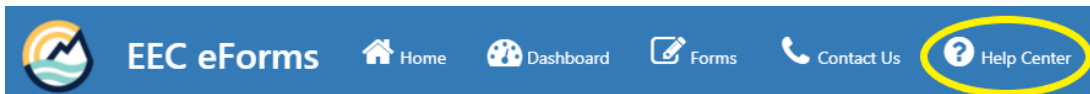
Total: \$17606.31
Applicant Signature: Joe Smith Date: 10/3/2021
Preparer Name:

- This document is a summary of the SCS application that you submitted in the online portal, and has the necessary information documented for future reference to the original application.

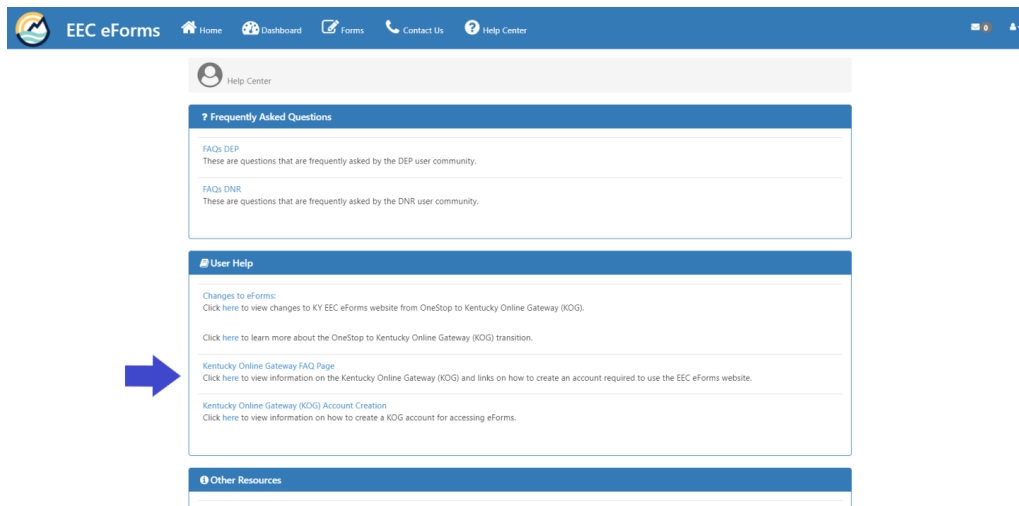
Conclusion

This concludes the User Guide for the Kentucky State Cost Share Application eForm. You are now be ready to start your first application in the KOG system. After you complete and submit your application, you will receive a message to the email address used for your account that the submittal has been made and completed. There will also be a link back to the system where you can download your application pdf as outlined previously in this document. Please keep in mind that the system will take several minutes to process the application, so if you do not receive the email immediately, simply check back at a later time.

If you need further assistance on using this eForm, please contact your local KDOC field representative. For login or website technical issues, utilize the help tab found on the website in the EEC eForms header as shown below:



After selecting the Help Center tab, you will see the following page:



For assistance with common technical issues, such as password resets, select the KOG FAQ link and a series of FAQs with resolutions and related links are provided:

