So You Got A State Cost Share Approved - Now What?

Below are some steps to follow after the conservation district has received notification from the Division of Conservation that State Cost Share (SCS) applications from your county have been approved. This list is not exhaustive and if you have any questions regarding the SCS process, please contact your field representative.

After an Application is Approved

1. The conservation district needs to notify all applicants of the approval or denial of their application. This should include any additional information pertaining to their project, like if they need to take soil samples, etc.

2. After notifying the applicant, the district needs to update their monthly SCS report with the new approvals and any internal tracking sheets.

3. Districts are also responsible for notifying any partner agencies that provide technical assistance that applicants are approved or denied.

4. The district will then work with their technical assistance provider to complete plans, engineering designs, and other such materials for the landowner. The district should retain records on site of all documents relating to a SCS contract, including the application, an Ag Water Quality Plan, designs, maps, and other such materials.

5. The district will then assist in scheduling follow-up field visits to complete tasks such as engineering designs and ensure that the landowner understands and can implement their SCS.

6. Districts should insure that landowners have electronic or paper copies of their Ag Water Quality plan, designs, maps, and other documents.

7. The district should ask the landowner to contact the technical assistance provider or the conservation district once they are ready to commence practices.

8. After 6 months have passed from the initial approval, the district should reach out to the landowner either via mail, email or phone call to remind them of their project and to see if they have commenced practices.

9. 30 days prior to the end of the 1st contract year, the district should reach out to the landowner to see if they would like an extension.

10. Extension requests need to be written by the landowner. When requesting extension requests for multiple participants please include all the names on the state cost share extension request form found in the state cost share Excel workbook. Please include the county name, month and year in the spaces provided at the top of the form. Make sure the full practice ID number (i.e. 20xx-xxx-12345) name of participant, the type of practice (i.e. cropland, livestock-pastureland) and the reason for the extension request. Please include the letters from the participants requesting the extension in the same email if

possible and preferably in pdf file format. Make sure the name is legible and includes the full practice ID number on each letter.

11. All extension requests need to be sent in to the Division of Conservation (conservation@ky.gov) using the paperwork in the most recent SCS workbook.

12. If the 1 year mark has passed and the conservation district cannot reach the landowner after multiple attempts, the conservation district can vote to cancel the contract due to no contact. This should be noted in the meeting minutes.

13. If the board votes to cancel a contract, the conservation district needs to inform the Division of Conservation by using the cancellation form in the SCS Excel workbook found on the Division of Conservation website and sent to conservation@ky.gov. When requesting cancellation requests for multiple participants please include all the names on the state cost share cancellation request form. Please include the county name, month and year in the spaces provided at the top of the form. Make sure the full practice ID number (i.e. 20xx-xxx-12345) name of participant, the type of practice (i.e. cropland, livestock-pastureland) and the reason for the cancellation request. If the landowner has requested the cancellation, please include the letters from the participant requesting the cancellation in the same email and preferably in pdf file format. Make sure the name is legible and include the full practice ID number on each letter. If the district cancels the project due to no response, please include a copy of the meeting minutes with the form.

14. Update the landowner on approval of extension with new completion due date or of cancellation of contract.

15. If the landowner will need a second extension, refer to the steps above.

16. All schedules for extensions and deadlines should be tracked by the conservation district.

17. All applications must be completed within 2 years. There are no extensions approved beyond 2 years.

Making a Payment

1. When a landowner has completed a project, they need to contact the conservation district office for a final field visit.

2. Once the final field visit has been completed, the technical assistance provider needs to certify the practices were implemented correctly.

3. The landowner needs to provide all bills to the district office. Landowners will be reimbursed for 75% of the bills that are presented. This may be more or less then their estimate at the time of application, but may not exceed the $20,000 state cost share cap.

4. The conservation district board should vote to approve the contract for payment.

5. The conservation district e-mails copies of the bills, the most recent payment form with signatures, the Payment Request Summary Form, and any other documents to Conservation@ky.gov. All forms can be found in the state cost share Excel workbook. Include the county name, month and year in the spaces provided at the top of the form. You may include multiple requests on the same form. Provide the full practice ID number (i.e. 20xx-xxx-xxxxx), participant's name as it appears on the application (no nicknames or alternate names), the practice ID (i.e. cropland, livestock-pastureland, Animal Feeding Operation).
    - **a.** Include the payment form paperwork with all required signatures signed and all information correctly filled out except for the check number space is to be left blank at this time.
    - **b.** Include the payment summary breakdown page filled out then copies of all of the bills, must be legible and the participant's name must be written on each bill. This is very important, especially when requesting multiple payment requests at once. Any items on the bills that do not apply to the request must be redacted and the totals reconfigured. Show your work!
    - **c.** When scanning, please scan the state cost share payment request form from your workbook first then the payment paperwork and then the bills and preferably in one pdf document emailed to the Conservation@ky.gov with the subject of "State Cost Share Payment Request" and the County Name.

6. Wait for the payment request to be confirmed and approved by the Division of Conservation.

7. Payments will be made directly to the conservation district. Districts are responsible for paying the landowner.

8. Once payment has been made, you will receive an automated email from the Finance Cabinet letting you know your deposit is on the way. The Division of Conservation will also send out an approval email showing the amounts we have approved for payment and for whom.

9. Once you have made the payment, you will include the check number that you issued on your monthly state cost share report reflecting payment of the contract. You should also fill it out on the payment form that you previously left blank.

Things to Remember

1. The conservation district needs to maintain records of all SCS applications and contracts at the conservation district office.

2. The conservation district must submit monthly cost share reports, cancellation requests. extension requests and modification requests on separate workbook pages.

    a. Do not send the entire workbook in for multiple items; example; if you are sending in a cost share report do not also have an extension request in the same workbook, send your extension request in separately.

b. Please send in all reports and requests in pdf file format if possible; this will greatly reduce processing time as all documents received are being converted to pdf file format and saved with the date of receipt; example 02252021-State Cost Share Report-County Name

3. The conservation district must submit a monthly SCS report.
   a. Be sure to maintain all paid/cancelled/expired contracts on your monthly cost share report for the two year duration the participant would be eligible and do not remove any approved participant for any reason until their two year period has expired.

4. Cancelled applications need to be submitted to the Division of Conservation with a written explanation as to why ASAP.
   a. Use the cancellation form in the workbook. You should still complete the form if the project is cancelled by the district for failure to no response.

5. Modifications should be submitted as soon as possible, but can be submitted at the end of a contract for things like implementing more units then the original estimate. The Modification Request form is in the state cost share Excel workbook. Please include county name, month and year at the top. Provide the full practice ID number, participant name, reason for the modification and then include your modification paperwork w/ tech notes.
   a. For example, if the landowner applied for 700 feet of fence but needed 1000 feet of fence, that is a modification to be submitted with your payment request.
   b. If the landowner applied for fence and a heavy use area, but no longer wants to implement the heavy use area, the application needs to be modified and re-ranked. If without the heavy use area the application would have ranked too low to have been approved, the modification will be rejected. The landowner can either choose to implement the contract as originally approved or cancel the contract.
   c. Modifications need to be voted on and approved by the board.

6. Cost override forms are to be used when the landowner exceeds the original estimate for their project.
   a. Landowners will be reimbursed for 75% of their ACTUAL receipts. Using the cost override form helps the Division of Conservation better understand the costs of implementing practices and can assist us in adjusting our price lists when needed.
   b. Cost overrides need to be voted on and approved by the board.

7. When in doubt you should reach out to your field rep.