

# Kentucky Soil & Water Quality State Cost Share Program

An Introductory Training Presentation

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Kentucky Division of Conservation

# Kentucky State Cost Share Program

## What is this program?

The Kentucky State Cost Share Program provides financial assistance to agricultural producers to install agricultural best management practices (BMPs). These BMPs are designed to maximize natural resource protection while allowing farming operations to continue, and often improve, as a result of their installation.

The program offers 75% reimbursement of BMP installation costs for eligible practices, not to exceed \$20,000 per application.

There is a competitive application process for the dispersal of cost share funds statewide.

# Kentucky State Cost Share Program

## Eligible Practices

General program organization will be described in the following section within this presentation.

The 2019 Kentucky Soil & Water Quality State Cost Share Practice Handbook details the eligible practices and corresponding information.

2019 Kentucky Soil & Water  
Quality State Cost Share  
Practice Handbook



# Kentucky State Cost Share Program

## Program Objectives

The broad objective of the program is to provide the previously described cost share funding to allow agricultural operations to maximize conservation BMPs so that sound natural resource practices are implemented on a large scale across the Commonwealth.

The resource concerns are outlined in 416 KAR 1:010. Practices are available for a variety of agricultural types, and are prioritized based on the criteria in the regulation.

The scoring of the applications for approval is primarily based on the type of BMP applied for. Each BMP is given a score based on the effect to the natural resource concern in question. By regulation, BMPs dealing with animal waste receive priority within the program.

# Kentucky State Cost Share Program

## The “Who” of the Program

The Kentucky Soil & Water Conservation Commission (SWCC) has broad oversight over the program. The Kentucky Division of Conservation (KDOC) administers SWCC programs on a statewide basis.

Conservation districts are the front line of the program in the field. The conservation districts solicit applications, keep case files, and approve and make payment. This is a very general description, and will be expanded on later in this presentation.

The Natural Resources Conservation Service (NRCS) is a partner federal agency that often conducts technical field work for the program.

# Kentucky State Cost Share Program

## Useful Regulatory References

KRS 146.110 to 146.121 authorize the Soil and Water Conservation Commission to request the EEC Secretary to promulgate administrative regulations governing administration of the Kentucky Soil and Water Quality Cost Share Fund.

416 KAR 1:010 establishes criteria for participation in the Kentucky Soil and Water Quality Cost Share Program.

KRS 224.71 is the Kentucky Revised Statute for the Kentucky Ag Water Quality Act. For more information on the AWQA and Ag Water Quality Plans, please visit:

<https://eec.ky.gov/Natural-Resources/Conservation/Pages/Agriculture-Water-Quality-Act.aspx>

# Kentucky State Cost Share Program

## General Practice Organization

As described previously, the 2019 Kentucky Soil & Water Quality State Cost Share Practice Handbook contains the listing and descriptions of eligible BMPs.

The BMP's are separated into four "categories" of BMP/agricultural operation type. Each category then has a subset of eligible BMPs for that specific category. Some BMPs may be found in multiple categories, and some may be unique to only one.

The four BMP categories are: **Livestock: Animal Feeding Operation**  
**Livestock: Pastureland**  
**Cropland**  
**Forestland**

# Kentucky State Cost Share Program

## General Practice Organization

From the previous list, there are two BMP categories for livestock. The primary difference in the two are stocking rate or density. When a certain stocking density is exceeded, the characteristics of the operation change, and waste handling, feeding, etc. often require different types of BMPs to be utilized.

Both the 2019 Kentucky Soil & Water Quality State Cost Share Practice Handbook and the form *Practice Worksheet* (Excel file) have the descriptions/requirements for each of the Practice Categories and when they should be utilized.

BMPs from only one Practice Category may be used per application, and each applicant is limited to one application per funding cycle.



# Kentucky State Cost Share Program

## General Practice Organization

A full list of forms will be provided later in this presentation. The *Practice Worksheet* is an Excel sheet, with the BMPs for each category listed under their respective tabs. This sheet allows the user to enter the number of units needed on the application, and the estimated cost is calculated. This sheet contains all eligible practices and is needed to complete the online *Application*. Below is an example screenshot of the form.

Livestock - Pastureland Practices									
<b>ELIGIBILITY QUESTION</b>									
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 selection. If "no", stocking rates would need to be reduced prior to applying for this practice, or practices should be requested under the Livestock - Animal Feeding Operation (AFO) BMP Category.									
Practice Name	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
Critical Area Planting	342	A	Vegetation- normal tillage to establish practice vegetation	Acres		\$ 157.21	\$0.00		\$0.00
Critical Area Planting	342	B	Native and Introduced Vegetation - Moderate Grading	Acres		\$ 435.34	\$0.00		\$0.00
Critical Area Planting	342	C	Native and Introduced Vegetation - Heavy Grading	Acres		\$ 728.02	\$0.00		\$0.00
Diversion	362	A	Diversion	Feet		\$ 1.94	\$0.00		\$0.00
Fence	382	A	Permanent Fence to remove livestock from stream (blue line) or sinkhole	Feet		\$ 2.00	\$0.00		\$0.00
Fence	382	B	Permanent Fence to remove livestock from existing pond or water body	Feet		\$ 2.00	\$0.00		\$0.00
Fence	382	C	Permanent Fence to protect newly constructed conservation practice (i.e. grassed waterway)	Feet		\$ 2.00	\$0.00		\$0.00
Fence	382	D	Permanent Fence to divide existing pastures for rotational grazing	Feet		\$ 2.00	\$0.00		\$0.00
Fence	382	E	Permanent Fence to protect forestland from livestock access	Feet		\$ 2.00	\$0.00		\$0.00
Forage and Biomass Planting	512	A	Cool Season Grass and Legume Mix (killing existing vegetation + fertilize according to soil test)	Acres		\$ 157.76	\$0.00		\$0.00
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Grade Stabilization Structure	410	A	Rock Chute	Tons		\$ 40.59	\$0.00		\$0.00
Grade Stabilization Structure	410	B	Cattle Panel Drop Structure	Weir Sq. Ft.		\$ 52.76	\$0.00		\$0.00
Grade Stabilization Structure	410	C	Embankment With Pipe	Cubic Yds.		\$ 5.05	\$0.00		\$0.00
Grassed Waterway	412	A	Grassed Waterway < 1000 ft. long	Square Ft.		\$ 0.04	\$0.00		\$0.00
Grassed Waterway	412	B	Grassed Waterway > 1000 ft. long	Acres		\$ 1,285.99	\$0.00		\$0.00
Grassed Waterway	412	C	Grassed Waterway with geotextile or stone checks	Acres		\$ 1,981.62	\$0.00		\$0.00

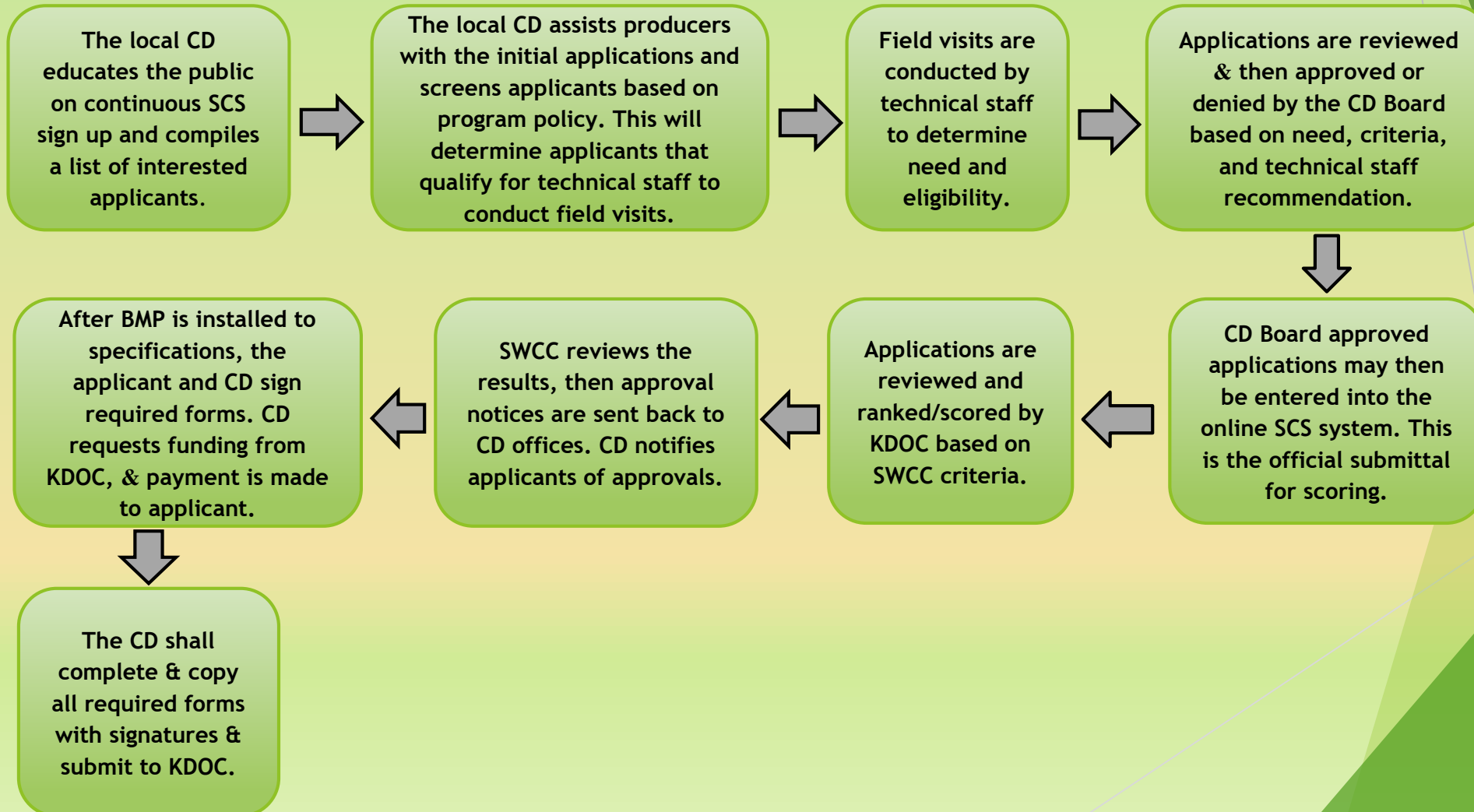
# Kentucky State Cost Share Program

## General Practice Organization (Example)

Here is a brief example of potential options from what has been discussed so far:

Farmer John Doe needs some BMPs on his cattle operation. He has a livestock stocking rate that meets the Livestock: Pastureland category. He has met with technical staff, and it has been determined that he needs a heavy use area and some fencing. So, farmer J. Doe can apply for any practices under the Pastureland category. He could *not* apply for any additional *category* in the current funding cycle. He can apply for the heavy use area, and the estimated cost will be calculated. He may also apply for the fencing with the units/cost estimated. With this estimation, he may apply for quantities up to the annual \$20,000 limit if needed. This would be true with only one BMP or multiple under the same category. This cost is an estimate. When the practice is completed, he would bring in the installation receipts to the local office and the actual amount would be calculated at 75% of those receipts.

# Kentucky State Cost Share Program Flow Chart



# Kentucky State Cost Share Program

## Flow Chart Detailed Description

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. \*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 may 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).

# Kentucky State Cost Share Program

## Flow Chart Detailed Description

6. Locally approved applications are filed at the conservation district office, and then entered into the online 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 appropriate estimated funding amounts to install approved practices. These are cost *estimates*, not limits on payment.
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 the project is completed, inspected, and signed off 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).

# Kentucky State Cost Share Program

## Flow Chart Detailed Description

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 *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 recommended by the local conservation district board. The modification form may be found in the *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.

# Kentucky State Cost Share Program

## Flow Chart Detailed Description

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.

# Kentucky State Cost Share Program Application

On the following page is a screenshot of the two pages of the *SCS Application Form*.

This form is the paper copy to be retained in the local office file. The information documented on this form will be used to input into the online portal.

The second page is the agreement and signature page. This page will be scanned and uploaded into the online portal when submitting the application.

In addition to the two pages of the application shown, there is a detailed set of instructions for completing the form.



# Kentucky State Cost Share Program Application

**Kentucky Soil and Water Cost Share Program Application**

**Applicant Information** Application ID:

First Name  Last Name

Address

City/State  Zip Code

Cell Phone  Home Phone

Application Date  Email

County Conservation District

Are you the owner of the land on which the BMP will be installed?

**BMPs Requested**

Livestock AFO BMP

Livestock Pastureland BMP

Cropland BMP

Forestland BMP

**Location Information**

Latitude (N)  Longitude (W)  Farm No.

County where practice will be installed  Tract No.

**Additional Consideration**

The applicant has a current Kentucky Agricultural Water Quality Plan on file. Note: A current AWQP is required to apply for Kentucky State Cost Share funding.

The land, where the practice(s) will be located, is within the boundaries of a Kentucky Division of Conservation approved Agricultural District. Agricultural District ID Number:

The applicant has received state cost share funds within the last 3 years. Year(s) funded

The applicant has failed to comply with practice lifespans or complete previous cost share projects within five (5) years prior to the application date. If this has occurred, the applicant is not eligible for cost share funding.

**Agricultural Operation Information**

What type of agricultural operation do you have? (Check all that apply)

**Livestock:**  Beef  Equine  Cropland  Forestland

Dairy  Poultry

Swine  Other: \_\_\_\_\_

If this is a livestock operation, how many head (animals) are currently on your operation? \_\_\_\_\_

If livestock are present, how many acres are grazed? \_\_\_\_ Do you currently have a nutrient management plan?  Yes /  No

What types of resource concerns are you attempting to improve upon by applying for Kentucky State Cost Share?

Animal Waste  Nutrient Loss

Erosion (Sediment)  Pesticide Contamination

Water Quality/Quantity

Potential BMPs that may interest you in resolving the above resource concerns: \_\_\_\_\_

**Kentucky Soil and Water Cost Share Program Application**

Application ID:

**Applicant Agreement**

I request cost share assistance under this program to install BMPs 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 (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. I also authorize conservation district staff to enter the contents of this application into the online Kentucky Eform system on my behalf.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Conservation District Approval or Disapproval** (Completed by the Conservation District Board)

We have reviewed this cost share request and make the following recommendations based on the program guidelines of the Kentucky Soil Erosion and Water Quality Cost Share program.

Approve application for cost share submittal and ranking.

Disapprove the application for cost share submittal and ranking due to ineligibility criteria in 416 KAR 1:010.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ County Conservation District

# Kentucky State Cost Share Program Payment Form

This is the first page of the *SCS Payment Form*. The following slide has the last two pages of the form.

This form is to be utilized for practice approval and payment information.

This form is also accompanied by a detailed set of instructions for filling out the information properly.

**Kentucky State Cost Share Payment Form**

Name: \_\_\_\_\_ Application ID#: \_\_\_\_\_  
Farm # \_\_\_\_\_ Tract # \_\_\_\_\_ County \_\_\_\_\_ Month \_\_\_\_\_

**A. Practice Approval Information**

Funds Requested: \$ \_\_\_\_\_  
Practice Installation Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

**B. Installation Information**

1. Practice and components actually installed: Technical staff complete page 3 (final payment information) of this document that identifies the conservation practice, units applied, estimated payment, actual cost, and actual payment information. The estimated payment rate will be supplied from the online version of the State Cost Share application. This payment estimate is for comparison to the actual bills furnished to the district by the applicant for the practice.
2. Performance Report: The conservation practices and components listed on page 3 of this form have been inspected by authorized technical staff. This practice installation meets program technical standards and specifications, and is completed in accordance with approved plans furnished for this practice:  
 Yes  No
3. Date Performed: The practice was completed to program technical standards on: \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Technical Staff Signature Date

Total Installation Cost: \$ \_\_\_\_\_ Cost Share Payment: \$ \_\_\_\_\_

**C. Conservation District Payment Approval**

If applicable, does the applicant have the required Nutrient Management Plan on file for the approved practices:  Yes  No  Not Applicable

Conservation District Employee Initials: \_\_\_\_\_



# Kentucky State Cost Share Program Practice Worksheet

Below is a screenshot of the *SCS Practice Worksheet*. This contains all practices with cost estimates per unit. The user will simply enter the units of the desired practices and the cost estimate will be calculated. Notice the tabs for the four different practice categories at the bottom of the sheet. This form should accompany each *SCS Application*.

Livestock - Pastureland Practices									
		<b>ELIGIBILITY QUESTION</b> 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 selection. If "no", stocking rates would need to be reduced prior to applying for this practice, or practices should be requested under the Livestock - Animal Feeding Operation (AFO) BMP Category.							
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Grassed Waterway	412	A	Grassed Waterway < 1000 ft. long	Square Ft.		\$ 0.04	\$0.00		\$0.00
Grassed Waterway	412	B	Grassed Waterway > 1000 ft. long	Acres		\$ 1,285.99	\$0.00		\$0.00
Grassed Waterway	412	C	Grassed Waterway with geotextile or stone checks	Acres		\$ 1,981.62	\$0.00		\$0.00
Heavy Use Area	561	A	Concrete Winter Feeding Area with hay feeding rack (Bo Renfro Structure)	Each		\$ 15,000.00	\$0.00		\$0.00
Heavy Use Area	561	B	Reinforced Concrete, no curb winter feeding pad	Square Ft.		\$ 5.23	\$0.00		\$0.00
Heavy Use Area	561	C	Concrete Slab (not rebar reinforced) winter feeding pad	Square Ft.		\$ 3.74	\$0.00		\$0.00
Heavy Use Area	561	D	Rock/Gravel on Geotextile winter feeding pad	Square Ft.		\$ 0.95	\$0.00		\$0.00
Heavy Use Area	561	E	Rock/Gravel on Geotextile for gate openings and around water facilities	Square Ft.		\$ 0.95	\$0.00		\$0.00
Heavy Use Area	561	F	Rock/Gravel on Geotextile for grassed waterway crossing	Square Ft.		\$ 0.95	\$0.00		\$0.00
Heavy Use Area	561	G	Fence Line Feeding Area (Cubby Design)	Each		\$ 3,500.00	\$0.00		\$0.00
Lined Waterway or Outlet	468	A	Rock Lined - 18 inches	Square Ft.		\$ 4.39	\$0.00		\$0.00



# Kentucky State Cost Share Program

## Form Location

- The forms described in this presentation, along with the accompanying instructions, can be found on the KDOC website. Simply go to the KDOC website, select the *State Cost Share* section, and the forms are located at the bottom of the page. The direct link to this page is: <https://eec.ky.gov/Natural-Resources/Conservation/Pages/State-Cost-Share.aspx>
- All correspondence and form submittal should be sent to KDOC at: [conservation@ky.gov](mailto:conservation@ky.gov). Be sure to include the form or request in the subject line of the email.

# Online Application Procedure

## Background

- When the program underwent the restructuring in 2016, a primary goal was to have an efficient and user friendly online application portal.
- The current Kentucky State Cost Share online application portal is available in the Kentucky Online Gateway Portal platform.
- The following slides will describe how to access and use this tool.
- This platform was created to be optimized using *Google Chrome* as your web browser. Use of other browsers may affect performance.
- Any conservation district staff that will be entering applications into this system, will require a PIN to be able to submit the form. Please contact your local KDOC field representative to request your PIN.

# Online Application Procedure

## Register for an Account

- The first step is to register for an account with the Kentucky Online Gateway Portal. This a simple step, just like creating any online account. You will simply use your email address and create a password.
  - For instructional video, you may visit the Division of Compliance Assistance Website at <https://eec.ky.gov/Environmental-Protection/Compliance-Assistance/Pages/default.aspx>. DCA has a dedicated page to assist with eForms at: <https://eec.ky.gov/Environmental-Protection/Pages/services.aspx> .
  - Or, you can visit the EEC eForms direct link and create an account. <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>.



# The EEC eForms page will look like this:

The screenshot displays the EEC eForms website interface. At the top, a blue navigation bar contains the EEC eForms logo on the left and navigation links for Home, Dashboard, Forms, Contact Us, and Help Center on the right. A notification icon with the number 0 and a user profile icon are also present in the top right corner. Below the navigation bar, a light gray bar features a Home button with a house icon. The main content area has a heading "EEC The Energy and Environment Cabinet" and a paragraph describing the eForms website's purpose. Below the paragraph, a link for account registration is provided. At the bottom of the page, a footer contains browser version information and user interface issues.

**EEC eForms** Home Dashboard Forms Contact Us Help Center

Home

## 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.

Account registration is located at <https://kog.chfs.ky.gov/public/requestaccount/> and is part of the Kentucky Online Gateway (KOG).

Chrome93 Version:93.0

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.


If you click on any icon at the top of the page, it will prompt you to sign in if you have an account, or create an account if you don't. This is the page that you will see if not, click "Create An Account":


**MYKY**  
MyKentucky.gov

FAQ | Help | English

### Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

 Email Address

 Password [Forgot/Reset Password?](#)

**SIGN IN**

[Resend Account Verification Email](#)

**WARNING**

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?

**Create An Account**

[Click here to select user account type](#)

# Online Application Procedure

## Register for an Account

- After registering, you will receive an email and will be instructed to confirm registration. After this confirmation, you will be able to login to EEC eForms.
- Upon your initial login, you will return to the EEC eForm homepage. Click “Dashboard” and you will see the following page:

- Home
- Dashboard
- Forms
- Contact Us
- Help Center

2  
Unread Messages  
[View Details](#)

2  
My incomplete eForms  
[View Details](#)

0  
eForms Pending EEC Review  
[View Details](#)

3  
Completed eForms  
[View Details](#)

My incomplete eForms - Details

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

Submittal Id	Form Name	Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">125765</a>	Kentucky Soil and Water Cost Share Program Application	5-01-2018	User Saved
<a href="#">123649</a>	Kentucky Soil and Water Cost Share Program Application	3-29-2018	User Saved

IE10 Version:10.0

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 Dropdownlist, using the backspace key will take you to the previous page and you will need to reenter your information.

# EEC eForms Dashboard Page

- The blue box is received messages from the system.
- The green box is the list of eForms that have been saved but not completed.
- The yellow box is a ranking box, but this function will not be utilized within our program.
- The red box is forms/applications that have been completed & submitted.
- The chart box at the bottom lists your eForms in the box that is selected. The page opens as a default in the green box (saved eforms).

EEC eForms

Home  
Dashboard  
Forms  
Contact Us  
Help Center

Unread Messages 2  
View Details

My incomplete eForms 2  
View Details

eForms Pending EEC Review 0  
View Details

Completed eForms 3  
View Details

My incomplete eForms - Details

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

Submittal Id	Form Name	Date	Status
125765	Kentucky Soil and Water Cost Share Program Application	5-01-2018	User Saved
123649	Kentucky Soil and Water Cost Share Program Application	3-29-2018	User Saved

IE10 Version:10.0

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 Dropdownlist, using the backspace key will take you to the previous page and you will need to reenter your information.

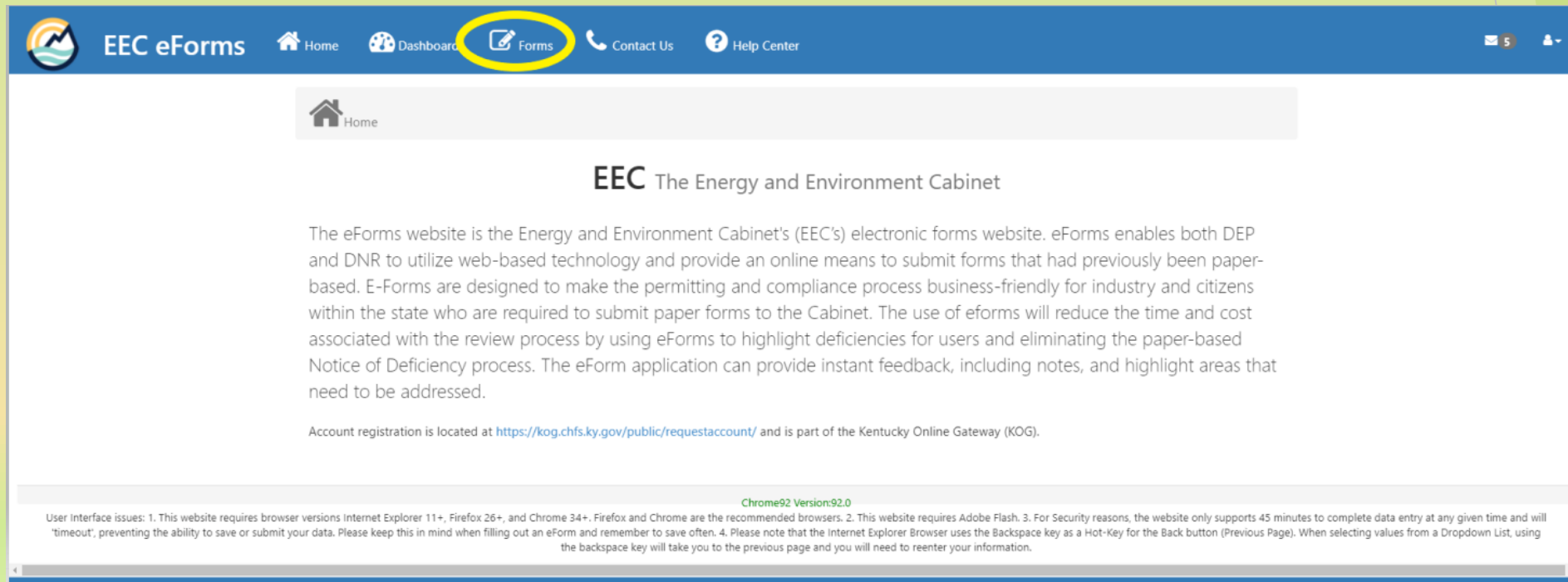
# EEC eForms Dashboard Page

- The system will assign a unique ID# to each application. This will be the last six (6) digits of the application ID. The submittal ID# is assigned to that form as soon as it is created in the “Forms” section.
- For ease of future retrieval, it is strongly recommended that a list be created to document submittal ID# assignment with the proper name listed on the application.

# EEC eForms Forms Page

## Starting a New Form

- When starting a new State Cost Share application, from the Dashboard page, go to the column at top and click Forms.



The screenshot shows the EEC eForms website interface. The top navigation bar is blue and contains the following items from left to right: the EEC logo, the text 'EEC eForms', a 'Home' icon, a 'Dashboard' icon, a 'Forms' icon (circled in yellow), a 'Contact Us' icon, and a 'Help Center' icon. On the right side of the navigation bar, there is a notification icon with the number '5' and a user profile icon. Below the navigation bar, there is a 'Home' button with a house icon. The main content area features the heading 'EEC The Energy and Environment Cabinet' and a paragraph of text describing the eForms website. At the bottom of the page, there is a footer with browser version information and user interface issues.

EEC eForms

Home Dashboard **Forms** Contact Us Help Center

Home

### 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.

Account registration is located at <https://kog.chfs.ky.gov/public/requestaccount/> and is part of the Kentucky Online Gateway (KOG).

Chrome92 Version:92.0

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.

# EEC eForms Forms Page

## Starting a New Form

- The page below is what you will see when the Forms page opens. The forms are in alphabetical order, and the name of our form is Kentucky Soil and Water Cost Share Program Application.
- Note that when first entering, the page only shows 10 forms/page. Go to the bottom, and either scroll pages or go to the page size drop down and select 50, and that will show our form.
- You may also search by typing DNR in the *Department* box at the top of the list.

The screenshot displays the EEC eForms interface. At the top, the navigation bar includes 'Home', 'Dashboard', 'Forms' (highlighted with a red circle), 'Contact Us', and 'Help Center'. Below the navigation bar, there is a section for 'eForm by Transaction Id.' with a text input field and a 'Proceed' button. The main content area is titled 'List of available eForms:' and contains a table with columns for 'Add Form', 'Form Name', 'Division', 'Department', and 'Form Id'. The table lists 10 forms, including 'DAQ ASBESTOS ABATEMENT Course Registration Form' (Form Id: 69) and 'DCA Application for Approval of Course for Continuing Education Credit' (Form Id: 170). At the bottom of the table, there is a pagination control showing 'Page size: 10' and '56 items in 6 pages'.

Add Form	Form Name	Division	Department	Form Id
+	DAQ ASBESTOS ABATEMENT Course Registration Form ▶	Division of Air Quality	DEP	69
+	DAQ Application For Asbestos Accreditation ▶	Division of Air Quality	DEP	67
+	DAQ Application for Asbestos Certification (Contractors or Facilities) ▶	Division of Air Quality	DEP	66
+	DAQ Field Operations Branch Electronic Submittal ▶	Division of Air Quality	DEP	34
+	DAQ Notification of Asbestos Abatement/Demolition/Renovation ▶	Division of Air Quality	DEP	70
+	DAQ Permit Application Electronic Submittal ▶	Division of Air Quality	DEP	54
+	DAQ Source Sampling Section Electronic Submittal ▶	Division of Air Quality	DEP	32
+	DCA Application for Approval of Course for Continuing Education Credit ▶	Division of Compliance Assistance	DEP	170
+	DCA Application for Certified Training Provider ▶	Division of Compliance Assistance	DEP	174
+	DCA Application for Reciprocity ▶	Division of Compliance Assistance	DEP	20



# EEC eForms Forms Page

## Starting a New Form

- After expanding the list, locate the correct form.
- **IMPORTANT:** To begin a new application, click on the “+” sign in the left column before the name of the form; do not click on the form name.

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

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

# EEC eForms Application Page

## Starting a New Application

- The new form will open as shown to the right.
- This form looks somewhat different than the paper copy; however the information is the same.
- The following pages go over each section in more detail.

Kentucky Soil and Water Cost Share Program Application			
<p>Note: This eForm is Valid to Submit on or before November 15, 2021</p> <p>(*) indicates a required field.</p>			
<b>Applicant Information:</b>			
Application Date(*) MM/DD/YYYY		Company Name	
Applicant First Name(*) First Name		M.I. MI	Applicant Last Name(*) Last Name
Address(*)	City(*)	Zip Code(*) #### or #####-####	
Telephone(*)		Cell Phone	
E-Mail Address eMail Address		County Conservation District(*)	
<b>Location Information: Attach an aerial map identifying practice(s) location(s)</b>			
County(ies) where cost share practice(s) will be installed(*)			
Farm Number(*)		Tract Number(s);(*)	
Latitude(decimal degrees)(*) Latitude		Longitude(decimal degrees)(*) Longitude	
<b>Additional Consideration(*):</b>			
<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 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="checkbox"/> The applicant has received estate share funds within the last 2 years. Year(s) funded.		Year(s) funded.	
<b>PRACTICES</b>			
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"/>			
<p>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 1 (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.</p>			
Applicant's Signature(*)		Date(*) MM/DD/YYYY	
Chairman(*)		Date(*) MM/DD/YYYY	
Signature File(*)		Upload file	
Preparer Name(*)		Preparer PIN(*)	
<input type="button" value="Click to Save Values for Future Retrieval"/> <input type="button" value="Click to Submit to EEC"/>			

# EEC eForms Application Page

## Completing an Application

Applicant Information.			
Application Date(*) MM/DD/YYYY		Company Name	
Applicant First Name:(*) First Name	M.I.: MI	Applicant Last Name:(*) Last Name	
Address(*)	City(*)	Zip Code(*) ##### or ##### -####	
Telephone(*) - - - - -	Cell Phone - - - - -		
E-Mail Address eMail Address	County Conservation District(*) ▼		

- Simply fill in the applicant information in the appropriate text boxes. The County Conservation District box is a dropdown.
- All fields marked with an (\*) are required fields.

# EEC eForms Application Page

## Completing an Application

Location Information: Attach an aerial map identifying practice(s) location(s)	
County(ies) where cost share practices(s) will be installed: (*) <input type="text"/>	
Farm Number: (*) <input type="text"/>	Tract Number(s): (*) <input type="text"/>
Latitude(decimal degrees)(*) <a href="#">DMS to DD Converter</a> <a href="#">?</a> <input type="text" value="Latitude"/>	Longitude(decimal degrees)(*) <a href="#">?</a> <input type="text" value="Longitude"/>

- County where practices will be installed: this is typically the same as the Conservation District; however, if a property lies within two counties on a boundary, then more than one may be selected.
- **IMPORTANT:** It is critical that GPS coordinates are accurate. With our GIS integration, scoring could occur based on this entry. Coordinates are to be entered to 6 decimal places. Don't forget the “-” sign in front of longitude value.

# EEC eForms Application Page

## Completing an Application

Additional Consideration(*):	
<input type="checkbox"/> The Applicant(s) has a current Kentucky Agricultural Water Quality Plan.	
<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"/>


- Applicants must have a *current* Ag Water Quality Plan.
- If the land is an Ag District, you must select the corresponding Ag District from the drop down list. If an Ag District is not current on recertification, it will not appear on the list and therefore will not receive points.
- Check the appropriate years if applicant has received SCS funding in the described time frame.

# EEC eForms Application Page

## Completing an Application

**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 

- This is where practices will be entered. First, select the ADD box. This will show a drop down box in which the 4 practice categories are located. Select the appropriate practice category.
- After selection, a spreadsheet will populate under this drop down box. These practices correspond to the practice category that you selected.
- You will then simply fill in the correct number of units that are requested for that application. Be sure to select the correct practice component noted by practice code and additional identifiers. (e.g. 561 D).
- The system will produce the correct funding amount, and scoring will occur in the background after this step.

# EEC eForms Application Page

## Completing an Application

- Since we are limiting each applicant to one practice category for each program year, only one practice category will be entered.
- If for some reason you enter the incorrect practice category originally, or need to change the practice category, you need to navigate that window by using the ADD, DELETE, PREVIOUS, NEXT boxes.
- If a mistake is made, please DELETE the original and add the correct one. If you go straight back to the drop down box and simply change it, 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 processed.


# EEC eForms Application Page

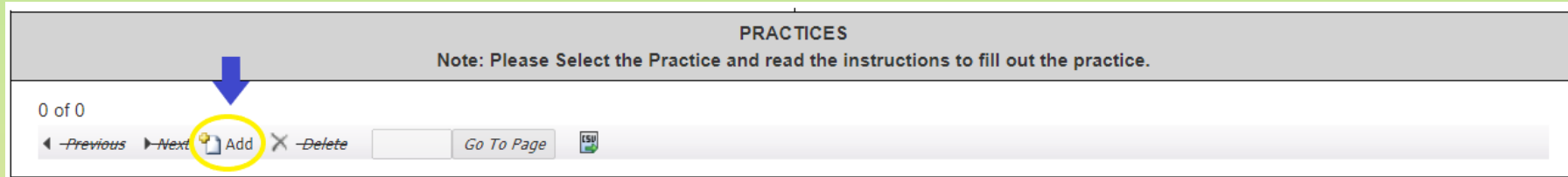
## Completing an Application

**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 



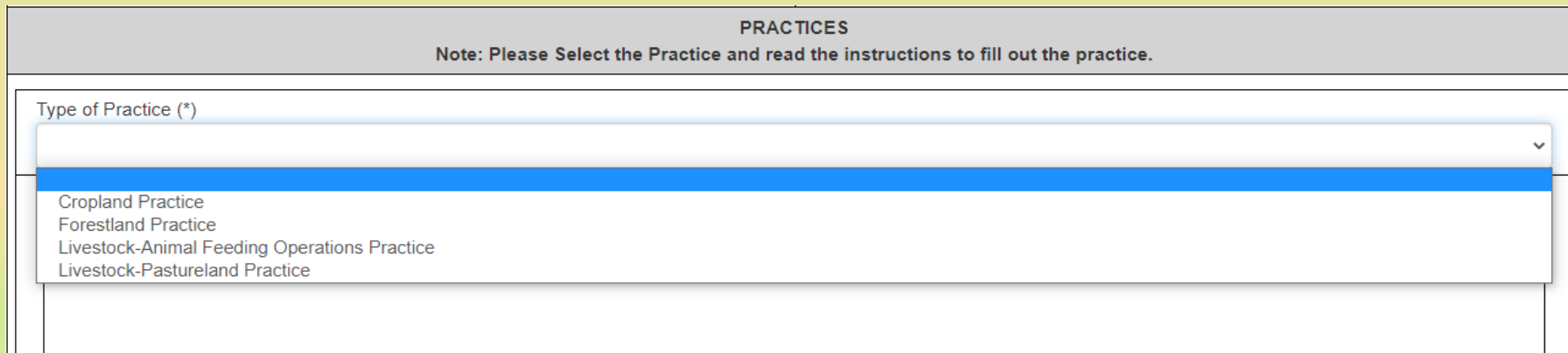
### ➤ Select Practice Category

**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





# EEC eForms Application Page

## Completing an Application

- After BMP category selection, the practice table will populate below.

**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.

# EEC eForms Application Page

## Completing an Application

- Use the scroll bar at bottom and enter “units requested” from SCS Practice Sheet. Be sure to enter into correct practice row from left.

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.	

# EEC eForms Application Page

## Completing an Application

The units from the corresponding practices will be entered from the Practice Worksheet

### Livestock - Pastureland BMP Practices

<u>NRCS Practice Code</u>	<u>Sub-Practice Code</u>	<u>Specific Practice Description</u>	<u>Unit of Measure</u>	<u>Units Requested</u>	<u>Cost Share Estimate/Unit</u>	<u>Estimated Cost Share Requested</u>	<u>Actual Units Applied</u>	<u>Final Cost Share Approval Limit</u>
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

# EEC eForms Application Page

## Completing an Application

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"/>

- Type the name of the applicant and CD Board Chairman in the corresponding boxes. The preparer name is a drop down box with supplied names, select yours.
- The two date boxes have to be populated with the current date of which the application is being SUBMITTED (not saved).
- Enter your unique PIN#.

# EEC eForms Application Page

## Completing an Application

- In addition to the entries from the previous page, you will be required to download a copy of the signature page from the hard copy of the application. The application will not be allowed to be submitted prior to this download. This will typically be a PDF file.
- Also keep in mind, the fields of the dates of the signatures, the PIN#, and the download of the signature file cannot be saved in the document. If you populate these fields and simply save to return later, you will be required to re-enter this information into the system. Only enter these immediately prior to SUBMITTING. Everything else in the application may be saved and you may return to the file later to continue work.

# EEC eForms Saved Form Page

EEC eForms Home Dashboard Forms Contact Us Help Center

Forms - Form Details

**Form Details:**

Form Name:	Kentucky Soil and Water Cost Share Program Application
Form Id:	60
eForm Submittal ID:	249116
eForm Transaction ID:	f0390de0-d67c-449e-8efb-8dda18b40781
Status:	User Saved <a href="#">Help</a>
Date:	08/27/2021
Submitted to EEC?:	No <a href="#">Help</a>
Form Info:	Farm Number: 555 <a href="#">Help</a>

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm.](#)

- This page will appear after saving your document. Note the ID# is called the eForm Submittal ID. Document this number with the name on the application.

# EEC eForms Dashboard Page

EEC eForms Dashboard

Dashboard

Unread Messages: 3

My incomplete eForms: 23

eForms Pending EEC Review: 0

Completed eForms: 9

My incomplete eForms - Details

Submittal Id	Form Name	Date	Status	Form Info
236084	Ky Ag Water Quality Planning Tool	6-01-2021	User Saved	Farm Name: Farm Number:
236082	Ky Ag Water Quality Planning Tool	6-01-2021	User Saved	Farm Name: John Doe Farm Farm Number: 5555
232908	Ky Ag Water Quality Planning Tool	5-12-2021	User Saved	Farm Name: Farm Number:
229536	Ky Ag Water Quality Planning Tool	5-04-2021	User Saved	Farm Name: Smith Family Farm #1 Farm Number: 5555
217636	Ky Ag Water Quality Planning Tool	1-13-2021	User Saved	Farm Name: Farm Number:
212511	Kentucky Soil and Water Cost Share Program Application	11-13-2020	eForm created but never saved by user	

- We are now back to our eForm Dashboard. After *saving*, it will appear in the green box. After *submittal*, it will appear in the red box, and you will receive a message documenting this in the blue box.

# Conclusion

- This presentation is a brief introduction to the Kentucky State Cost Share Program and related forms and processes.
- For a more detailed description of the application entry process into EEC eForms, please refer to the *User Guide to the Kentucky State Cost Share Application Entry Process in KOG*
- If you have further questions, feel free to contact your designated KDOC Field Representative; or Jay Nelson at: [jay.nelson@ky.gov](mailto:jay.nelson@ky.gov) or (cell) 270-590-1825.