



Kentucky Department of Agriculture Industrial Hemp Research Pilot Program

2018 GROWER LICENSE APPLICATION PACKET

Guidelines and Instructions for Grower Applicants

- The Kentucky Department of Agriculture (KDA) is conducting an Industrial Hemp Research Pilot Program as authorized by KRS 260.850-260.869, and 7 U.S.C. § 5940 (also known as Section 7606 of the 2014 Farm Bill). Individuals and businesses who would like to be considered for participation in the Kentucky program as a grower must submit the *Grower License Application* for 2018 to KDA, Industrial Hemp Research Pilot Program, 111 Corporate Drive, Frankfort, KY 40601. Complete the full application in this packet including all required attachments, and return by mail or hand deliver to KDA along with a check or money order for \$100 made payable to Kentucky State Treasurer.
- **Contents of Application Packet.**
 - Guidelines and Instructions
 - Instructions for Obtaining a KSP Background Check
 - 2018 Fee Schedule
 - Instructions for Creating Maps for Submission with your Application
 - *Grower License Application*. Please submit only the application and required attachments. Do not submit the guidelines and instructions (pages i-x).
- **Application Deadline.** November 15, 2017, 4:30 PM Eastern Standard Time (EST) is the application deadline for all 2018 projects which involve planting or growing hemp. Applications must be postmarked no later than November 15, 2017, or hand delivered to the KDA Marketing Office (at 111 Corporate Dr., Frankfort, KY 40601) no later than 4:30 PM EST on November 15, 2017; **Email submissions will NOT be accepted** because the payment for the application fee must be attached to the application. KDA recommends that applicants use a delivery method with tracking capabilities when submitting an application by mail; KDA is not responsible for applications lost in the mail or not received. **Keep a copy of the completed application, all attachments, and, if applicable, the mail receipt and tracking number for your records.**
- **Fee Schedule.** A \$100 nonrefundable application fee (check or money order made payable to Kentucky State Treasurer) must be included with the completed application upon submission. This application fee does not apply to any other program costs. See the *2018 Fee Schedule* in this application packet or 302 KAR 50:060. If you are conditionally approved for participation in the program, there will be additional fees associated with participation. **Be sure to carefully review these fees which are required for all participants, and budget accordingly in the event you are selected for participation.**
- **Application File Format.** The KDA Industrial Hemp Research Pilot Program Application for 2018 is available in two file formats: Microsoft Word fillable form and PDF. If you do not have compatible software for the fillable form, please print out the PDF and complete the form manually and legibly. **KDA is not responsible for missing information due to formatting or printing errors by applicants.**
- **Complete Applications.** Applications must be complete, accurate and legible. Follow all instructions in the document. Applications and any attachments may be subject to Kentucky Open Records law (KRS 61.870 through KRS 61.884). **Incomplete answers may result in the application's removal from consideration; KDA is not required to request additional information for clarity of the application. Incomplete applications may not be approved.**



- **Application from a Business Entity.** A Grower License can be issued to an individual or an established business entity.
 - The “applicant” is the person, or the person authorized to sign for a business entity, who submits an application.
 - KDA requires the submission of a *Signing Authority for Business Entities*, found on page vi, when the applicant is representing a business entity. The designation of a signing authority for the business allows this individual to make decisions for the company in all matters related to a Kentucky industrial hemp research project.
 - Only ONE signing authority shall be allowed to represent a business entity.
 - If during the application process, or at any point after a *Licensing Agreement* is signed with the Kentucky Department of Agriculture, a business entity requires a change of signing authority, a new *Signing Authority for Business Entities* form, a current background check, and copy of the individual’s driver’s license must be submitted together in a change request to KDA.
- **Application Review.** The KDA will evaluate each application and select projects for approval based on the review criteria set forth in the draft regulation published 10/17/2017 titled 302 KAR 50:020 *Policies and Procedures for Growers* and associated regulations available at www.kyagr.com/hemp.
- **Research Plan.** The KDA Industrial Hemp Research Pilot Program involves research of crop production techniques, processing, and marketing, including such things as the investigation of planting methods, fertility levels, seed varieties, harvest methods, yields, equipment uses, and marketing. Each program applicant must submit a project research plan to be approved to become part of the KDA pilot program. Additionally, only the KDA is allowed to import industrial hemp seed or plants into Kentucky under federal law.
- **Background Checks.** Before conditional approval will be granted, a Kentucky State Police (KSP) background check must be received and reviewed by KDA. As the issuance of a background check can take KSP up to two weeks to complete, it is recommended that applicants submit a KSP background check request immediately. See the *Instructions for Obtaining a Kentucky State Police Background Check* and the associated form attached to the application. Note: **These requests must be sent directly to KSP (DO NOT SEND TO KDA) and the report received by the KDA Hemp Program no later than November 29, 2017.**
- **Prohibited Activities.** The activities listed below are prohibited from the KDA Industrial Hemp Research Pilot Program. When described in a research plan, any prohibited activities will disqualify an application from approval. A current participant found to be conducting or participating in any of these activities may be subject to actions including but not limited to termination of their *Grower Licensing Agreement* and forfeiture or destruction of all cannabis materials in their possession.
 - Growing cannabis that is not industrial hemp (cannot have a decarboxylated delta-9-tetrahydrocannabinol concentration of more than 0.3%).
 - Possessing or growing industrial hemp plants on any site not listed in the *Grower Licensing Agreement*.
 - Growing or storing industrial hemp:
 - in or adjacent to any structure that is used for residential purposes (indoors or outdoors);
 - in any outdoor field or site that is located within 1,000 feet of schools, or a public recreational area;
 - on property which is not owned or completely controlled by a license holder;
 - on property owned by or leased from any person who is ineligible or was terminated, or denied admission to the program;
 - intermixed with other crops without prior written approval from KDA; and
 - in an outdoor growing location of less than 0.25 acre or 1,000 plants without prior written approval from KDA.
 - Using pesticides not labeled for use on industrial hemp, or applying labeled pesticides without an applicator license.

- Violating the restrictions outlined in the current *Transfer Requirements* document on the program website.
- Allowing unsupervised public access to hemp plots, including, but not limited to, activities such as a hemp maze.
- Engaging in other activities that may be deemed prohibited by KDA.

Upon request, KDA shall review and make a determination on any activity or product not specifically listed in the *Transfer Requirements* document or in the Prohibited Activities list.

- **Orientation.** All conditionally approved applicants must attend a KDA orientation session where they will receive further instructions, sign a *Grower Licensing Agreement*, and submit payment of Participation Fees.
- **Grower Licensing Agreement.** Approved participants become an extension of and act on behalf of the KDA for the purposes of conducting research by executing a *Grower Licensing Agreement* with KDA.
- **Timeline.** The expected timeline for approval of 2018 applications is as follows:
 - **November 15, 2017, 4:30 PM ET** - Applications due in the KDA Marketing Office; email submissions are NOT acceptable.
 - **November 29, 2017** – Background checks due.
 - **December 30, 2017** – Notification of application status.
 - **20 days following notification** – Appeals request deadline for denied applicants.
 - **February 2018** - Orientations and execution of *Grower Licensing Agreements*.

For more information on the KDA Industrial Hemp Research Pilot Program, please visit www.kyagr.com/hemp or contact KDA at Hemp@ky.gov. **Please note that KDA is not able to provide assistance in completing the application.**

Instructions for Obtaining a Kentucky State Police Background Check

KDA requires a Kentucky State Police (KSP) background check on each Industrial Hemp Research Pilot Program applicant. An applicant is a person, or a person who is authorized to sign for a business entity, who submits an application. Applicants are required to select the **Request for Conviction Records-Employment/Professional License** background check option.

Background checks are required annually for all applicants, including the signing authority for a business entity. The request is processed by the Kentucky State Police (KSP) office listed below.

KSP Records Branch, Criminal Records Dissemination Section

Address: 1266 Louisville Road, Frankfort, KY 40601

Phone: 502-227-8700

Business hours: M-F 8:00 AM - 4:30 PM Eastern Time (ET).

Website: http://kentuckystatepolice.org/background_check_forms.html

You must complete the form on the next page or use the original form at
http://kentuckystatepolice.org/pdf/employment_rev11_10.pdf

- You may submit the request and payment in person where it can be processed while you wait (typically 15 minutes).
- If submitting the request via mail, complete steps 1 through 5 below. This process typically requires at least 2 weeks.

Required for a mailed submission of the background check:

1. Completed **Request for Conviction Records-Employment/Professional License** form found on the following page
2. \$20 check made payable to Kentucky State Treasurer
3. Self-Addressed Stamped Envelope (SASE) for a copy to be returned to you
4. Pre-Addressed Stamped Envelope with the following recipient address:
Kentucky Department of Agriculture
Attn: Industrial Hemp Program
111 Corporate Dr.
Frankfort, KY 40601
5. Mail items 1-4 listed above to:
Kentucky State Police
Criminal Identifications and Records Branch
1266 Louisville Road
Frankfort, KY 40601

The Request for Conviction Records/Employment/Professional License form (also known as the background check request) must be mailed or hand delivered to Kentucky State Police; DO NOT SEND THIS REQUEST TO KDA.



REQUEST FOR CONVICTION RECORDS - EMPLOYMENT/PROFESSIONAL LICENSE

Request is made for any record of conviction found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

Kentucky Dept of Agriculture, ATTN: Industrial Hemp Program, 111 Corporate Dr, Frankfort, KY 40601

Agency/Organization Name and Address

ACKNOWLEDGMENT BY APPLICANT

I am requesting that the Kentucky State Police provide the above named agency/organization with any record of conviction found in the files of the Kentucky centralized criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State police and any Kentucky State Police employee(s) from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION (PLEASE PRINT)

NAME:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First	Middle	Last	Maiden
ADDRESS:	<input type="text"/>		<input type="text"/>	<input type="text"/>
	Street	City	State	Zip
SEX:	<input type="text"/>	RACE:	<input type="text"/>	DATE OF BIRTH:
			<input type="text"/>	SOC SEC NO:
			<input type="text"/>	<input type="text"/>

_____ Signature	_____ Date	_____ Witness	_____ Date
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INSTRUCTIONS:

Requesting agencies/organizations should ensure that all application information is completed.

Requesting agencies/organizations should forward a check or money order made payable to the **Kentucky State Treasurer** in the amount of **\$20.00** for each submitted form. Requests should be accompanied by **two, self-addressed stamped envelopes** – one bearing the name and address of the requesting agency/organization and the other bearing the name and address of the applicant.

The Kentucky State Police will charge a \$25.00 fee on each returned check.

RETURN THIS FORM TO:
Kentucky State Police
Criminal Identifications and Records Branch
Criminal Records Dissemination Section
1266 Louisville Road
Frankfort, KY 40601

Visit us online @ <http://kentuckystatepolice.org>

Revised 10/08



Ryan F. Quarles
Commissioner



Office of Agriculture Marketing
Industrial Hemp Program
111 Corporate Drive
Frankfort, KY 40601
Phone: (502) 573-0282

Kentucky Department of Agriculture

Signing Authority for Business Entities (e.g., LLCs, Corporations, etc.)

This form is a required attachment for all applications from a business entity.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

Name of Business Entity	
Complete Business Street Address	
KY Secretary of State Organization Number	
Date of Last Annual Report	

At the _____ (Date) meeting of the board of directors of the organization listed above, the entity authorized the below individual

	Printed Name	Title
Signing Authority*		

*must have an annual background check and copy of driver's license on file with KDA prior to signing a *Licensing Agreement*.

to sign all documents submitted on the entity's behalf to KDA. The acknowledges that a change of authorization to sign documents requires written notice to KDA.

I certify that this information is true and correct, and that the authorization was granted at the board meeting that occurred on the date noted above.

Signature
(must be an officer who is listed on Secretary of State website)

Printed Name

Title

Date



KDA Industrial Hemp Research Pilot Program 2018 Fee Schedule

Fee Type	Program Fees*	Fee Due Date
Application Fee	\$100 (nonrefundable; does NOT apply to Participant Fee)	@ time of application
Participant Fee – GROWER	\$400 per growing address NOTE: GPS coordinates for all growing locations (fields and greenhouses/indoor growing sites) and storage locations are submitted on the application. Changes to growing locations after the signing the <i>Grower Licensing Agreement</i> will incur a Site Modification Surcharge (see below).	@ signing of <i>Licensing Agreement</i> at Orientation
Participant Fee – PROCESSOR / HANDLER (Due annually)	Fees per Processing Type <ul style="list-style-type: none"> • Handlers - \$500 annual fee <ul style="list-style-type: none"> ○ An example of a “handler” includes any private lab or service provider, such as a seed cleaner. • Fiber Processor - \$500 annual fee • Grain Processor - \$500 annual fee • Floral Material Processor - \$3,000 annual fee <p>NOTE 1: License holders working with multiple harvestable components will be required to pay an annual fee for EACH component.</p> <p>NOTE 2: GPS coordinates for all processing, handling, and storage locations must be submitted with the application submission. Changes to processing sites following execution of the <i>Processor Licensing Agreement</i> will incur a Site Modification Surcharge (see below).</p>	@ signing of <i>Licensing Agreement</i> , annually, at Orientation
Site Modification Surcharge (SMS)	\$1,000 / each change or addition of GPS coordinates Defined as any change to the GPS coordinates for processing or growing locations at an existing address on the <i>Licensing Agreement</i> , or for the addition of a GPS coordinate not already on the <i>Licensing Agreement</i>). Storage location changes or additions will not incur the SMS.	@ submission of <i>Site Modification Request</i> form
Secondary Pre-Harvest Sample, Post-Harvest Retest, or Product THC Test Fees	\$250 per instance These tests are only required if warranted by initial test results, or at KDA’s discretion if a grower fails to harvest within 15 days of first sampling.	Within 15 days of invoice by KDA

* Fees may be submitted in the form of a check or money order made payable to Kentucky State Treasurer.



Instructions for Creating Maps for Submission with the Application

The following instructions outline required site map contents and basic instructions for obtaining a map. If you need more information after reading these complete instructions, contact Hemp@ky.gov.

You are required to provide to KDA a photographic aerial map of all growing, handling, and storage locations. This requirement applies to all applicants and License Holders, and will assist with the KDA's required reporting to law enforcement.

Each map should be **in color** and contain the following:

- Contain only one address per map.
- The applicant's full name printed on the page.
- If applicable, the full name of the business entity.
- The map location's street address, city, state and zip code printed on the page.
- "E" marking the primary farm/site entrance on the map.
- "E2" marking any secondary farm/site entrances.
- A nearby roadway showing the road name.
- Be zoomed out to show the site location and a connection to a public roadway.
- Field location.
 - Outline of each separate field to be used for contiguous planting (see next page for explanation of contiguous);
 - Location ID/name for each separate field; and
 - Indicate the acreage for that field intended for contiguous planting.

NOTE: A contiguous field will NOT have any breaks, fence lines, tree lines, or hedge rows dividing the field. Any field division shall be seen as two or more separate fields.

- Greenhouses, indoor growing structures, storage buildings, or handling facilities and the location ID/name of each structure.

NOTE: The field, greenhouse, indoor growing location, handling, and storage location IDs used MUST be consistent on all report forms used in the 2018 program.

- GPS coordinates for each field or building. GPS coordinates should be provided in DEGREES DECIMAL MINUTES (dd° mm.mmm'; example: *lat: 38° 9.919'N, long: 84° 49.267'W*) with a pinpoint showing exactly where the GPS coordinate was taken.
 - Use Google Earth or another web based mapping program, or obtain GPS coordinates off your smartphone. If you are unable to get the required coordinates in this way, please visit www.geoplaner.com.

KDA prefers maps created with Google Earth. You can download Google Earth Pro for free by visiting <https://www.google.com/earth/download/gep/agree.html>. If asked for a registration key, enter "GEPFREE".

Google Maps, MapQuest maps or another similar program; Property Valuation Administration (PVA) maps; or Soil Conservation maps with legible handwritten information will suffice. Farm Service Agency (FSA) maps are generally not sufficient as they typically are not in color and do not identify the roadway. To obtain a map online:





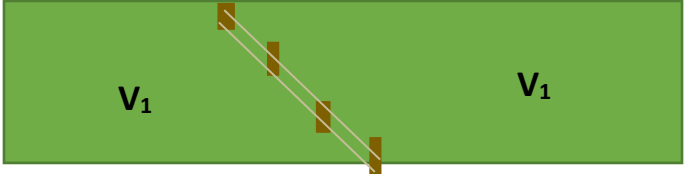
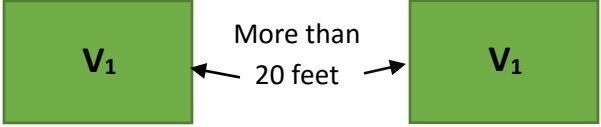
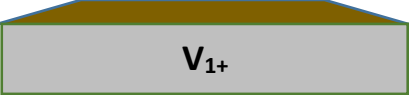
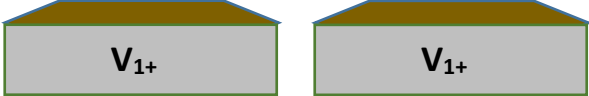
- You can go to Google Maps online at <http://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On Map Quest at <http://www.mapquest.com/>, locate the address on your screen, then click in the upper right corner on "Satellite" for an aerial view of the location.

On both websites, you can zoom in or out to obtain the necessary view of the property. Print out the map when you are satisfied with the level of zoom (i.e, should show at least one nearby road, the entrance to the site, and the location of the hemp).

What is a Contiguous Location?

A contiguous field will NOT have any breaks, fence lines, tree lines, or hedge rows dividing the field. Any field division shall be seen as two or more separate fields.

Greenhouses and other indoor growing locations are treated as individual structures and need separate coordinates.

Contiguous Locations?	Diagram V = variety
Yes	
Yes	
<p>NO <u>Reason:</u> Field divided by trees or hedgerow.</p>	
<p>NO <u>Reason:</u> Field divided by stream.</p>	
<p>NO <u>Reason:</u> Field divided by fence.</p>	
<p>NO <u>Reason:</u> Field divided by space of more than 20 feet.</p>	
Yes	
<p>NO <u>Reason:</u> Two separate buildings.</p>	



**Kentucky Department of Agriculture
2018 Industrial Hemp Research Pilot Program**

**Grower License Application
Submission Deadline: Nov. 15, 2017, 4:30 PM EST**

OFFICIAL USE ONLY.

Post Mark or Walk-in Date:	
Check Number:	
Date Rcvd Bkgrd Chk:	

Anyone growing or handling industrial hemp in the Commonwealth of Kentucky must successfully complete the full application process with the Kentucky Department of Agriculture (KDA) and sign a *Grower Licensing Agreement* before taking possession of any viable hemp seeds/propagules or in-program harvested hemp materials. Growers must submit this *Grower License Application*; processors, handlers, or service providers must complete the *Processor/Handler License Application*.

Directions: Complete all parts of the following application and submit this application, the \$100 nonrefundable application fee, and all required attachments to Kentucky Department of Agriculture, Industrial Hemp Research Pilot Program, 111 Corporate Drive, Frankfort, KY 40601. Email submissions will not be accepted. Be sure to keep a copy of the full application for your records.

KDA is not responsible for missing information due to formatting or printing errors by the applicant. All information submitted must be accurate, legible, and complete. Incomplete answers may result in the application's removal from consideration; KDA is not required to request additional information for clarity of the application. If any information herein is later determined by KDA to be inaccurate, the application and *Grower Licensing Agreement* may be withheld or terminated.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

I. Applicant Information	
1) Are you applying as a business or an individual? Check or Circle one: <input type="checkbox"/> Business Entity (Complete Part A in this table; skip Part B) <input type="checkbox"/> Individual (Skip Part A; Complete Part B in this table, next page)	
A. If applying as a business, complete Section A, questions A1 – A11. NOTE: For business application, the business MUST be an established legal entity, and a <i>Signing Authority for Business Entities</i> form must be attached to this application.	
A1. Name of Business:	
A2. Is this business registered with the Kentucky Secretary of State? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
A3. Business type (example: LLC, C-Corp., Partnership, etc.):	
A4. Mailing Address of Business:	
A5. Principal Physical Address of Business in Kentucky:	
A6. Name of Applicant (Individual with Signing Authority): <i>List name as it appears on the background check.</i>	
A7. Title of Applicant:	
A8. Primary Residential Address of Applicant:	
A9. Email for Applicant:	
A10. Cell Phone:	A11. Business Phone, if different:



B. If applying as an Individual, complete Section B, questions B1 – B7.	
B1. Name of Individual Applicant:	
B2. Mailing Address of Applicant:	
B3. Primary Residential Address of Applicant:	
B4. Primary Kentucky Address Where Applicant Lives During Growing Season, if different from B3:	
B5. Email for Applicant: Note: Email is the primary method of communication for this program.	
B6. Cell Phone:	B7. Home Phone, if different:

2) You may authorize ONE secondary contact person, other than the applicant, to send and receive information related to your proposed project. They will be able to send in reports and may receive all communications related to your project. They will not have the authority to add or remove registered sites, or terminate a license. If you would like to add a secondary contact person, complete the table below.

Name	Address	Email	Phone

3) Provide a list of all individuals (other than yourself), who will be primarily responsible for the growing or handling of the applicant’s hemp, including contractors. List each person’s name, city, state, phone number, and responsibilities associated with this project. Attach additional sheet(s) if necessary.

Name	City	State	Phone Number	Specific Responsibilities related to the proposed industrial hemp project

4) Are you a current KDA employee or do you have any family working as a current KDA employee?

Yes No

"Family" means spouse and children, as well as a person who is related to a public servant as any of the following, whether by blood or adoption: parent, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister. KRS 11A.010(4)

5) If you answered “Yes” to question 4, complete the following table. If “No”, skip to Question 6.

Name of current KDA Employee who is a family member	Relationship	KDA Office, if known



6) In order to document your farming experience, answer parts a) – d).

* KDA reserves the right to inspect these documents referenced in subparts a) – d); submission of this completed application is consent by the applicant to provide any of these documents upon request by KDA.

a) Indicate the years in which you have filed an IRS 1040 Schedule F, federal tax form:

2015 2016 2017 Not Applicable

b) If you have one, provide your FSN# (Farm Serial Number with the USDA Farm Service Agency) for properties you currently own or rent in Kentucky and that you intend to use for your project.

FSN#s: _____

c) If you have a bachelor’s degree or higher level of education, provide the degree, school from which you graduated, and year of graduation: _____

d) If you have at least one year of full-time farm work, summarize your experience briefly below, including your duties, dates, and location where you worked:

II. Research Plan

7) Were you previously a participant in the KDA Industrial Hemp Research Pilot Program?

Yes No If “No”, skip to Question 9.

8) If you answered “Yes” to Question 7, answer parts a) and b) below.

a) Check or circle all years for which you were a program participant:

2014 2015 2016 2017

b) Check or circle all years in which you actually planted industrial hemp.

2014 2015 2016 2017

9) Indicate the proposed focus of your 2018 industrial hemp project (check all that apply).

- Grain
- Fiber
- Floral Material (CBD, other phytocannabinoids, terpenoids, or any other extracts)
- Replication of seeds
- Replication of vegetative planting stock (i.e., production of transplants)
- Other (describe): _____



10) In one sentence, explain the industrial hemp research you plan to conduct on behalf of the Kentucky Department of Agriculture. Before answering this question, be sure you have reviewed the KDA *Draft Regulations* 302 KAR 50:020 through 50:070 and the *Transfer Requirements*.

11) Explain your planned source of seeds and/or propagules by indicating the source in the table below. Identifying and purchasing seed and/or planting stock is the responsibility of the participant, not KDA.

	Seed/Planting Stock Source (Name)	City, State	Country	Type of Material (seeds or transplants)
1)				
2)				
3)				

12) What is your intended marketing plan for the crop? Be sure to specifically indicate the name of any processor(s) you are working with. If you intend to grow for one or more specific processors, you must attach to this application a letter of intent from each processor.

NOTE 1: Participants are not obligated by KDA to remain with a single processor; however, KDA does not become involved in any contract negotiations or disputes.

NOTE 2: All Kentucky processors and wholesale buyers of in-program materials are required to be licensed in the KDA Industrial Hemp Research Pilot Program.



13) Read each statement below and check the box next to the statement to indicate your understanding.

- There is a \$400 participation fee per growing address.
- Any additions or changes to the GPS coordinates listed for growing locations after signing a *Grower Licensing Agreement* will require the participant to pay a \$1,000 Site Modification Surcharge (SMS) fee per addition or change to each GPS coordinate. (This could be in the same field if planting is non-contiguous.)

NOTE: This SMS is NOT per address like the participation fee; it is assessed per GPS coordinate whether it is on an already approved address or a new address.

- Locations must be approved and included in your *Grower Licensing Agreement* with KDA prior to the planting, handling, or storage of any industrial hemp at that location.
- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field/plot, greenhouse, indoor growing location, building, and storage at each address.
Example: lat: 38° 9.919'N, long: 84° 49.267'W
- You are required to provide a map of each address with the application. (For complete instructions, see page viii-x, *Instructions for Creating Maps for Submission with the Application*, in the application packet.)
- The following Land Use Restrictions apply to all approved Grower Licenses. By checking the box next to each statement, you are agreeing to NOT propose any sites that would be in contradiction to the restrictions:
 - I will not grow cannabis that is not industrial hemp (cannot have a decarboxylated delta-9-tetrahydrocannabinol concentration of more than 0.3%).
 - I will not grow or store industrial hemp in or adjacent to any structure that is used for residential purposes.
 - I will not grow industrial hemp in any outdoor field or site that is located within 1,000 feet of schools or public recreational area.
 - I will not plant industrial hemp in an outdoor growing location of less than 0.25 acre and 1,000 plants in size, unless prior approval is received in writing from KDA.
 - I will not grow, handle, or store industrial hemp on any land which is not owned or completely controlled by a license holder.
 - I will not grow, handle, or store industrial hemp on land owned by or leased from any person who is ineligible or was terminated, or denied admission to the program.

14) Provide a list of all locations requested for registration by completing the tables below in parts a) Fields, b) Greenhouses/Indoor Growing Locations, and c) Handling/Storage Locations. Attach additional page(s) as necessary.

a) Field Locations.

i. Indicate total acres planned for cultivation as identified in the tables below:

Acres: _____

ii. Enter information for requested FIELD growing locations in the tables below.

NOTE: There is a \$400 Participation Fee PER growing address.

iii. Attach maps of each address, including all required map information outlined in the *Instructions for Creating Maps for Submission* (found in the application instruction materials).

Farm 1	Farm Address 1	City	State	Zip	County	Own or Rent
			KY			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Location ID*	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Acres		
Field 1						
Field 2						
Field 3						
Farm 2	Farm Address 2	City	State	Zip	County	Own or Rent
			KY			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Location ID*	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Acres		
Field 1						
Field 2						
Field 3						
Farm 3	Farm Address 3	City	State	Zip	County	Own or Rent
			KY			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Location ID*	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Acres		
Field 1						
Field 2						
Field 3						

* Location ID: A unique identifier or common name for each field, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the field.



b) Greenhouse / Indoor Growing Locations.

**i. Indicate total square feet planned for indoor growing as indicated in the tables below:
Square Feet:** _____

ii. Indicate type of greenhouse production (check or circle all that apply):

- Transplants only (either seeded or vegetative cuttings), or seasonal stock plants
- Stock plants, year round
- Year-round production with intent to harvest indoor plants

iii. Enter requested Greenhouse/Indoor Growing Locations in the tables below.

NOTE 1: \$400 fee PER growing address (if different from field addresses).

NOTE 2: **You MUST declare greenhouse production to legally grow in a greenhouse or indoor structure;** those approved growers who attempt to grow indoors without declaring such usage shall be considered to be growing at an unapproved location and be in violation of their *Grower Licensing Agreement*.

NOTE 3: Any container plants outside a registered growing structure are considered field production and **MUST** be registered on the *Licensing Agreement* as a field and comply with all field production restrictions.

iv. Attach maps of each address, including all required map information outlined in the *Instructions for Creating Maps for Submission* (found in the application instruction materials).

Greenhouse/ Indoor Location 1	Greenhouse/Indoor Address 1		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet		
Structure 1							
Structure 2							
Structure 3							
Structure 4							

Greenhouse/ Indoor Location 2	Greenhouse/Indoor Address 2		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet		
Structure 1							
Structure 2							
Structure 3							
Structure 4							

⁺ Type of Structure may be a greenhouse, high tunnel, barn, warehouse, etc.

* Location ID: A unique identifier or common name for each structure, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.



c) Storage Locations.

i. Enter information for requested handling/storage locations in the tables below:

NOTE 1: The \$400 per address fee does **not** apply to storage only addresses.

NOTE 2: Storage addresses must be listed in the below table even if listed in tables for part (a) or (b) above, in order to provide GPS coordinates for the buildings.

ii. Attach maps of each address, including all required map information outlined in the *Instructions for Creating Maps for Submission*, found in the application instruction materials.

Storage/ Handling Location 1	Storage/ Handling Address 1		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Purpose		
Building 1							
Building 2							
Building 3							
Building 4							

Storage/ Handling Location 2	Storage/ Handling Address 2		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Purpose		
Building 1							
Building 2							
Building 3							
Building 4							

⁺Type of Structure may be a greenhouse, high tunnel, barn, warehouse, etc.

* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the building.



18) I acknowledge that KDA is not obligated to ask follow-up questions during the application review process. The written responses on this application and attachments should be the sole source of information under consideration for potential participation in the Kentucky Industrial Hemp Research Pilot Program.

Yes No

19) I acknowledge that this is a selective process and not every application will be approved for participation.

Yes No

20) I acknowledge that the deadline to submit an appeal to KDA in the event of a denial is 20 days following notification of application denial. Furthermore, the decisions made by the KDA Administrative Panel are final. The panel will not accept or consider information or documents that were not timely submitted to KDA (i.e., that were not submitted on or before the applicable deadline).

Yes No

21) I affirm that I will reside in Kentucky at the primary residence listed on the *Grower License Application* form from at least May 1 to September 30.

Yes No

22) I acknowledge that, if I am approved to participate in the Program, I will be required to attend the mandatory Program Orientation in person in February 2018; substitutes are not allowed.

Yes No

23) I acknowledge that the following fees will apply, in addition to the \$100 nonrefundable application fee, if my application is approved:

- Participation Fee = \$400 per growing address, due at signing of *Grower Licensing Agreement*.
- Secondary Pre-Harvest Sample Fee for additional site visits mandated by premature Harvest Reports, or Post-Harvest Retest Fee for THC compliance testing conducted by KDA = \$250 per instance, due within 15-days of invoice by KDA.
- Site Modification Surcharge = \$1,000 for each new growing site, due with submission of any *Site Modification Request*. A new growing site is defined as any GPS location not listed in the *Grower Licensing Agreement* (i.e., any change to or addition of GPS coordinates at an address on the Agreement, or for the addition of a GPS coordinate not already on the *Licensing Agreement*). The Site Modification Surcharge does not apply to storage-only sites, but request and approval is still required.
- Failure to pay the required fees, submit required notifications to KDA Hemp Staff, or obtain any necessary written approvals in advance may result in appropriate action, including expulsion from the program and the destruction of hemp materials without compensation.

Yes No

24) I affirm that, if approved for participation, I am prepared to conduct a research project and will abide by all other requirements of the Kentucky Department of Agriculture Industrial Hemp Research Pilot Program, including timely submission of reporting forms and required attachments. Forms for growers include those listed below.

- *Seed/Propagule Request* form – due only if purchasing seed or propagules from outside of Kentucky
- *Field Planting* form – due 10 days after planting
- *Greenhouse/Indoor Planting* form – due 10 days after establishment of new plants at an empty location, and quarterly throughout the year
- *Harvest/Destruction Report* form – due at least 15 days prior to harvest or destruction of a failed crop; triggers an inspection and THC sampling
- *Production Report* form – due by December 1, 2018 from all participants who planted hemp
- Other forms as deemed necessary by KDA for program administration.

Yes No

25) I acknowledge that, upon request from KDA Staff, Kentucky State Police, or other state or local law enforcement officers, participants must immediately produce a copy of their *Grower Licensing Agreement* and *Grower License* for inspection.

Yes No

26) I consent that, if approved for participation, KDA Staff, Kentucky State Police, and other representatives of federal, state and local law enforcement agencies and drug suppression units may enter onto all premises where industrial hemp or other cannabis plants or materials are located, or licensed to be located, with or without cause, with or without advance notice.

Yes No

27) I consent to the confiscation and destruction of all hemp or other cannabis plants and materials found to be growing in unlicensed locations, and I waive any right to seek compensation for such plants.

Yes No

28) I acknowledge that all physical addresses and GPS coordinates of the location(s) to be used to grow, handle, or store industrial hemp must be submitted with this application. This application constitutes written consent by the applicant to allow KDA representatives access to any research pilot location as deemed necessary by KDA for evaluation, verification of compliance and progress of industrial hemp research.

Yes No

29) I acknowledge that my name and all growing, handling, and storage locations will be conveyed to the Kentucky State Police (KSP), the federal Drug Enforcement Agency (DEA), and other law enforcement agencies. In addition, my name and county will be released to the public.

Yes No

30) I acknowledge that I or an authorized representative of the operation who is knowledgeable about the hemp research project shall be available on location by appointment for on-site visits by KDA for the purpose of scheduled inspection or sampling.

Yes No

31) I affirm that, if I am granted a *Grower License*, I shall not allow other persons to grow under my license in lieu of their own application to the Kentucky Industrial Hemp Research Pilot Program.

Yes No

32) I accept the inherent risk associated with participation in a research program focusing on a new crop. I acknowledge that both personal and financial loss may be possible, and agree that KDA is not responsible for reimbursing or compensating any participant for any loss resulting from involvement with the Industrial Hemp Research Pilot Program.

Yes No

33) I acknowledge that grower participants are required to reapply on an annual basis, and all participants – both growers and processors – must annually complete a program orientation and pay all required annual program fees. Past participation does not guarantee or imply automatic approval for future participation.

Yes No

34) I recognize that outside of the KDA’s Industrial Hemp Research Pilot Program or another 7 U.S.C. § 5940 program, industrial hemp is listed under 21 U.S.C. § 801 *et seq.* as a Schedule 1 Controlled Substance. As such, it is illegal to grow or possess in-program industrial hemp materials in Kentucky outside the auspices of the KDA’s pilot program. If selected for participation in the program and my license is terminated or expires, I will not be allowed to possess industrial hemp in any form listed in the “in-program” *Transfer Requirements* table. Unless current federal law changes, I will be required to divest possession of all such industrial hemp materials to an approved program participant, or destroy all in-program industrial hemp materials by the expiration or termination of my license.

Yes No

35) I agree that my registered sites shall only be used to grow or store industrial hemp and shall not be used to grow unlawful cannabis (cannot have a decarboxylated delta-9-tetrahydrocannabinol concentration of more than 0.3%).

Yes No

IV. Attachments

Check all attachments below that you are submitting with this application. In addition to those listed, attachments may include extended answers to any question in the application, a business plan, or other supporting documents. If the attachment is supplementary information to a question in this form, be sure to 1) include the question number on the document; and 2) start each new question attachment on a new page.

REQUIRED: Application Fee: Check or Money Order for \$100 made payable to Kentucky State Treasurer.

REQUIRED: Copy of Driver’s License for the applicant.

REQUIRED: Background Check from KSP for the applicant.

If not attached, your background check must be received by KDA before 4:30 PM ET, November 29, 2017.

Indicate date requested: _____



- REQUIRED: Farm, greenhouse/indoor growing structures, and handling/storage location maps (including applicant name, site address, location ID, and GPS coordinates).
- REQUIRED: Letter of Intent from one or more processors, if not self-processing.
- REQUIRED (ONLY for Business Entities): *Signing Authority for Business Entities*.
- Other Attachment (describe): _____
- Other Attachment (describe): _____

I hereby verify and affirm that all of the information contained in this application is true and accurate. I understand that if KDA later determines any of this information to be inaccurate, the *Grower Licensing Agreement* may be withheld or terminated.

Signature of Applicant

Date

Printed name

Title, if applicable

Deadline: Applications must be postmarked no later than November 15, 2017, or hand delivered no later than 4:30 PM EST on November 15, 2017.

Email submissions will not be accepted because payment for the application fee must be attached to the application.

**KDA is not responsible for missing information due to formatting or printing errors on the user end.
KDA is not responsible for applications lost in the mail or not received.
KDA is not required to request additional information for clarity of the application.**

Mail completed application, the nonrefundable application fee, and all attachments to:
Kentucky Department of Agriculture
Industrial Hemp Program
111 Corporate Drive, Frankfort, KY 40601

For more information on the KDA Industrial Hemp Research Pilot Program, please visit www.kyagr.com/hemp

