



Kentucky Department of Agriculture Industrial Hemp Research Pilot Program

2017 GROWER 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 7 U.S.C. § 5940 (also known as Section 7606 of the 2014 Farm Bill). Individuals and companies who would like to be considered for participation in the program as a grower must submit the KDA Industrial Hemp Research Pilot Program *Grower Application* for 2017 and a \$50 nonrefundable application fee submitted with the application to KDA, Industrial Hemp Research Pilot Program, 111 Corporate Drive, Frankfort, KY 40601. Complete the full application as attached and return by mail or hand deliver to KDA along with a check or money order for \$50 made payable to Kentucky State Treasurer.

- **Contents of Application Package.**
 - Guidelines and Instructions
 - Instructions for Obtaining a KSP Background Check
 - 2017 Fee Schedule
 - Instructions for Creating a Map(s) for Submission with your Application
 - *Grower Application.* Please do NOT submit the guidelines and instructions. Submit only the application and required attachments.
- **Application Deadline.** November 14, 2016, 4:30 PM Eastern Time (ET) is the application deadline for all 2017 projects which involve planting and growing hemp. Applications must be postmarked no later than November 14, 2016, or hand delivered to the KDA Marketing Office no later than 4:30 PM ET on November 14, 2016; **Email submissions will NOT be accepted** because the payment for the application fee must be attached to the application. KDA recommends that applicants use certified mail, return receipt requested, when submitting an application by mail; KDA is not responsible for applications lost in the mail or not received. **Keep a copy of the full application for your records.**
- **Fee Schedule.** A \$50 nonrefundable application fee (check or money order made payable to Kentucky State Treasurer) must be included with the completed application upon submission. This fee does not apply to any other program costs. See the *2017 Fee Schedule* in this application packet or on the KDA website at www.kyagr.com/hemp. If you are approved for participation in the program, there are costs 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 2017 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 on the user end.**
- **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 applications will not be approved.**
- **Application Review.** The KDA will evaluate each application and select projects for approval based on the review criteria found in the *KDA Industrial Hemp Research Pilot Program 2017 Policy Guide* on the program website at www.kyagr.com/hemp.
- **Research Plan.** 7 U.S.C. § 5940 only authorizes industrial hemp research programs by institutions of higher education and state departments of agriculture; consequently, each program applicant must submit a project



research plan and 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. 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, marketing, etc. **Grower Information Section, Question 7 of the application asks for YOUR specific research plan; be sure to answer this question fully.**

- **Background Checks.** Before conditional approval will be granted to a potential project, a Kentucky State Police (KSP) background check must be received and approved by KDA. As this process can take up to two weeks to complete, it is highly 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 Marketing Office no later than November 28, 2016.**
- **Prohibited Activities.** The activities listed below are prohibited from the KDA 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 *Memorandum of Understanding (MOU)* and forfeiture or destruction of all in-program industrial hemp materials.
 - Possessing or growing hemp plants in residential areas (indoors or outdoors).
 - Using pesticides not labeled for use on industrial hemp. (None are currently labeled.)
 - Violating the restrictions outlined in the *Transfer Requirements* document on the program website.
 - Transporting live hemp plants and in-program hemp materials to unapproved locations including trade shows, county fairs, educational or other events, or any other address not listed on an MOU or within another 7 U.S.C. § 5940 program.
 - Allowing unsupervised public access to hemp plots, including, but not limited to, activities such as a hemp maze.
 - Participating 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 approved applicants and signing authorities must attend an orientation session where they will receive further instructions, complete a *Memorandum of Understanding* and the *Participant Agreement* form, and submission payment of the Participation Fees.
- **Memorandum of Understanding (MOU).** Approved participants become an extension of and act on behalf of the KDA for the purposes of conducting research by executing a *Memorandum of Understanding* with KDA. View a sample of the MOU and *Participant Agreement* form on KDA's website at: www.kyagr.com/hemp.
- **Timeline.** The expected timeline for approval of 2017 projects is as follows:
 - **November 14, 2016, 4:30 PM ET** - Applications due in the KDA Marketing Office; email submissions are NOT acceptable.
 - **November 28, 2016** – Background checks due.
 - **December 30, 2016** – Notification of application status.
 - **20 days following notification** – Appeals deadline for denied applicants.
 - **January 2017** - Orientations and execution of MOUs.
 - **February 2017** – Complete seed acquisition orders and import permit requests.

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 direct assistance in completing the application.**

Instructions for Obtaining a Kentucky State Police Background Check

KDA Industrial Hemp Research Pilot Program requires a Kentucky State Police (KSP) background check on each applicant and additional signing authority for a project. Applicants are required to utilize the **Request for Conviction Records-Employment/Professional License** background check option.

Background checks are required annually for all applicants and all proposed signing authorities associated with the application. 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
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: [First] [Middle] [Last] [Maiden]
ADDRESS: [Street] [City] [State] [Zip]
SEX: [] RACE: [] DATE OF BIRTH: [] SOC SEC NO: []

Signature _____ Date _____ Witness _____ Date _____

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



KDA Industrial Hemp Research Pilot Program 2017 Fee Schedule

| Fee Type | Program Fees* | Fee Due Date |
|--|---|--|
| Application Fee | \$50 (nonrefundable; does NOT apply to Participant Fee) | @ time of application |
| Participant Fee – PROCESSOR / HANDLER (Due annually) | <p>Tiered Fees</p> <ul style="list-style-type: none"> • Small Processors and Handlers - \$400 Flat Fee <ul style="list-style-type: none"> ○ A “small processor” is defined as any processor who sources materials from up to two (2) farmers. ○ A “handler” is defined as any private lab or service provider. (See <i>2017 Policy Guide</i>, page 9). • Large Processor - \$1,000 Flat Fee A “large processor” is defined as any processor who source materials from three (3) or more farmers. <p>NOTE: GPS coordinates for all processing sites and storage locations are submitted with the application submission. Changes to processing sites will incur a Site Modification Surcharge (see below).</p> | @ signing of <i>Participant Agreement</i> , annually |
| Participant Fee – GROWER | <p>\$350 per growing address</p> <p>NOTE: GPS coordinates for all growing locations (fields and greenhouses) and storage locations are submitted with the application submission. Changes to growing locations will incur a Site Modification Surcharge (see below).</p> | @ signing of <i>Participant Agreement</i> |
| Site Modification Surcharge (SMS) | <p>\$500 / each change or addition to the MOU</p> <p>Defined as any change to or addition of GPS coordinates for processing or growing locations at an address on the MOU, or for the addition of a new address (i.e., address not already on MOU). Storage location changes or additions will not incur the SMS.</p> | @ submission of <i>Site Modification Request</i> form |
| Post-Harvest Retest, Product THC Test, or Pesticide Residue Quantification Fee | <p>\$150 per instance</p> <p>These tests are only required if warranted by initial test results.</p> | Within 30-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 location(s). This requirement applies to all participants and affiliates and will assist with KDA's required reporting to law enforcement.

Each map should be in color and contain the following:

- Contain only one address per map.
- Your full name and the street address, city, state and zip 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 entire farm and road entrance.
- Be sure to CLEARLY indicate on the map the following:
 - Field location.
 - Outline of each field(s) to be used for planting;
 - Field ID/name; and
 - Indicate the acreage for that field.
 - Greenhouses, storage buildings or handling facilities and the building ID/name of each.
 - 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.
 - **The field, greenhouse, and building IDs used in these tables MUST be consistent on all report forms used in the 2017 program.**

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; PVA maps; or Soil Conservation maps with legible handwritten information will suffice. 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 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).





Kentucky Department of Agriculture 2017 Industrial Hemp Pilot Program Application

Grower Application Deadline: November 14, 2016, 4:30 PM ET

Anyone 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 *Memorandum of Understanding* (MOU) and *Participant Agreement* form before taking possession of any viable hemp seeds/propagules or in-program harvested hemp materials. Growers must submit this *Grower Application*; processors, handlers or service providers must complete the *Processor Application*.

| | |
|---|--|
| OFFICIAL USE ONLY. Post Mark or Received On: | |
| | |
| Check Number: | |
| Background Check? | |

Directions: Complete all parts of the following application and submit this application, the \$50 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 on the user end. All information submitted must be accurate, legible, and complete. If any information herein is later determined by KDA to be inaccurate, the application and MOU 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.

| Grower Information | | | |
|--|---------------|-------------------------|--------------|
| Name of primary signing authority: | | | |
| Title of primary signing authority: | | | |
| Company (if applicable): | | | |
| Is this company registered with the Kentucky Secretary of State? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable | | | |
| Business type (example: LLC, C-Corp., etc.): | | | |
| Indicate name of person or entity as it should appear on the MOU: | | | |
| Mailing address: | | | |
| Physical address, if mailing address is different: | | | |
| City: | State: | Zip: | |
| Primary Email: | | Secondary Email: | |
| Business Phone: | | Cell Phone: | |
| Indicate the name and contact information below for up to one additional person who may have signing authority for the business entity in matters related to industrial hemp and will be co-signing the MOU at the mandatory Program Orientation; co-signing is not allowable for MOUs in the name of an individual. A background check is required for each signing authority. | | | |
| Name | Title | Cell Phone | Email |
| | | | |



1) **Indicate the focus of your 2017 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
- Other (describe): _____

2) **Were you previously a participant in the KDA Industrial Hemp Research Pilot Program?** Yes No
If “No”, skip to Question 4.

3) **If you answered “Yes” to Question 2, complete parts a) and b), below.**

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

- 2014
- 2015
- 2016

b) **Briefly (2-3 sentences) summarize your previous project(s).**

4) **Are you or other listed signing authorities a current KDA employee(s) or do any of the signing authorities listed above have any related 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.**

| Applicant (Signing Authority) | Name of current KDA Employee who is a family member | Relationship | KDA Office, if known |
|----------------------------------|---|--------------|----------------------|
| | | | |
| | | | |
| | | | |



- 6) **Provide a list of all individuals, including contractors, who will be primarily responsible for the growing or handling of the applicant’s hemp.** List each person’s name, address, driver’s license number, and responsibilities associated with this project. Attach additional sheet(s) if necessary.

| Name | City | State | Driver’s License Number | Specific Responsibilities related to this industrial hemp project |
|------|------|-------|-------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- 7) **RESEARCH PLAN.** Explain in detail the industrial hemp research you are interested in conducting on behalf of the Kentucky Department of Agriculture. Before answering this question, be sure you have reviewed the KDA 2017 Policy Guide and the Transfer Requirements documents. **Incomplete answers to this question may result in the application’s removal from consideration;** KDA is not required to request additional information for clarity of the application. Provide the details of your overall plan, including, what you intend to accomplish in 2017 and how you will achieve it. Attach additional sheet(s) if necessary.

- 8) **In order to document your farming experience, answer parts a) – c).**
- a) **filed an IRS Schedule F* federal tax form at least once in the last three years?** Yes No
 - b) **have an FSN#* (Farm Serial Number with the USDA Farm Service Agency) for properties you currently own or rent in Kentucky?** Yes No
 - c) **have neither filed a Schedule F in the last three years, or have an FSN# for a Kentucky farm, but you do have agriculture education*, experience, or background. Summarize briefly below:**

* KDA reserves the right to inspect these documents; submission of this completed application is consent by the applicant to provide any of these documents upon request by KDA.



9) Identifying and purchasing seed and/or planting stock is the responsibility of the participant, not KDA. Explain your seed/propagule acquisition plan by indicating the source of seed or planting stock you intend to plant by completing the table below.

Check here if the answer to this question contains proprietary information. Yes No If “Yes”, include an explanation for why the information is proprietary below.

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

10) Do you plan to implement field production for this project? Yes No **If “Yes”, indicate the following information you are requesting as a part of your plan:**

- **Number of Addresses:** _____
NOTE: There is a \$350 Participation Fee PER growing address.
- **Number of TOTAL acres:** _____

11) Do you plan to implement greenhouse production for this project? Yes No **If “Yes”, indicate the following information you are requesting as a part of your plan:**

- **Number of Greenhouses:** _____
NOTE 1: \$350 fee PER growing address (if different from field address(es))
NOTE 2: You MUST declare greenhouse production to legally grow in a greenhouse; those approved growers who attempt to grow in a greenhouse without declaring greenhouse usage shall be considered to be growing at an unapproved location and be in violation of their MOU.
- **Number of TOTAL square feet:** _____
- **Indicate type of greenhouse production (check all that apply):**
 - Transplants only; either seeded or vegetative cuttings
 - Mother/stock plants, year round
 - Year-round production with intent to harvest indoor grow

12) Provide a list of all addresses you wish to register by completing the tables below in parts a) fields, b) greenhouses, and c) storage locations.

- Location addresses must be approved and included in your MOU with KDA prior to the planting or storage of any industrial hemp in order to demonstrate legitimacy of your growing operation to law enforcement agencies.
- There is a **\$350 participation fee per growing address**.
- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field/plot, building, and storage at each address. *Example: lat: 38° 9.919'N, long: 84° 49.267'W*
- Any additions or changes to the GPS coordinates list for growing sites after MOU signing will require the participant to pay a **\$500 Site Modification Surcharge (SMS) fee per addition or change to GPS or address locations**.
- You are required to provide a map of each address including all items listed in the *Instructions for Creating Maps for Submission with the Application* in the application packet front matter, page vi-vii.
- **The field, greenhouse, and building IDs used in these tables MUST be consistent on all future report forms used by approved participants in the 2017 program.**
- Attach additional page(s) as necessary.



a) Enter information for requested growing addresses in the tables below:

| | | | | | | |
|--|--|--|--|------------|---------------|--------------------|
| 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: | | | | | |
| | Farm 1 Field ID | GPS: Latitude <i>Ex: 38° 9.919'N</i> | GPS: Longitude <i>Ex: 84° 49.267'W</i> | | Acres | |
| Field | | | | | | |
| Field | | | | | | |
| Field | | | | | | |
| Field | | | | | | |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12. | | | | | | |
| 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: | | | | | |
| | Farm 2 Field ID | GPS: Latitude <i>Ex: 38° 9.919'N</i> | GPS: Longitude <i>Ex: 84° 49.267'W</i> | | Acres | |
| Field | | | | | | |
| Field | | | | | | |
| Field | | | | | | |
| Field | | | | | | |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12. | | | | | | |
| 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: | | | | | |
| | Farm 3 Field ID | GPS: Latitude <i>Ex: 38° 9.919'N</i> | GPS: Longitude <i>Ex: 84° 49.267'W</i> | | Acres | |
| Field | | | | | | |
| Field | | | | | | |
| Field | | | | | | |
| Field | | | | | | |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12. | | | | | | |



b) Enter information for requested greenhouse addresses in the tables below:

| Greenhouse Location 1 | Greenhouse Address 1 | | City | State | Zip | County | Own or Rent |
|--|------------------------|---|---|-------|-------------|--------|-------------|
| | | | | | KY | | |
| | Greenhouse Building ID | GPS: Latitude <i>Ex: 38° 9.919'N</i> | GPS: Longitude <i>Ex: 84° 49.267'W</i> | | Square Feet | | |
| Greenhouse | | | | | | | |
| Greenhouse | | | | | | | |
| Greenhouse | | | | | | | |
| Greenhouse | | | | | | | |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12. | | | | | | | |
| Greenhouse Location 2 | Greenhouse Address 2 | | City | State | Zip | County | Own or Rent |
| | | | | KY | | | |
| | Greenhouse Building ID | GPS: Latitude <i>Ex: 38° 9.919'N</i> | GPS: Longitude <i>Ex: 84° 49.267'W</i> | | Square Feet | | |
| Greenhouse | | | | | | | |
| Greenhouse | | | | | | | |
| Greenhouse | | | | | | | |
| Greenhouse | | | | | | | |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12. | | | | | | | |



c) Enter information for requested storage addresses in the tables below:

NOTE 1: The \$350 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.

| Storage Location 1 | Storage Address 1 | City | State | Zip | County | Own or Rent |
|--|---------------------|---|---|-----|---------|-------------|
| | | | | KY | | |
| | Storage Building ID | GPS: Latitude <i>Ex: 38° 9.919'N</i> | GPS: Longitude <i>Ex: 84° 49.267'W</i> | | Purpose | |
| Building | | | | | | |
| Building | | | | | | |
| Building | | | | | | |
| Building | | | | | | |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12. | | | | | | |
| Storage Location 2 | Storage Address 2 | City | State | Zip | County | Own or Rent |
| | | | KY | | | |
| | Storage Building ID | GPS: Latitude <i>Ex: 38° 9.919'N</i> | GPS: Longitude <i>Ex: 84° 49.267'W</i> | | Purpose | |
| Building | | | | | | |
| Building | | | | | | |
| Building | | | | | | |
| Building | | | | | | |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12. | | | | | | |



13) Are all of the addresses listed in Question 12 locations within 50 miles of the residence listed on your driver's license? Yes No

14) If any of your fields, greenhouses, or storage locations are leased, please indicate whether you have authorization from the owner allowing industrial hemp research to be conducted on the property:

Yes No Not Applicable

15) 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 a specific processor(s), you must attach to this application a letter of intent from each processor. *Note: All Kentucky processors and wholesale buyers are required to complete an application and participate in the KDA Industrial Hemp Research Pilot Program. Participants are not obligated by KDA to remain with a single processor; however, KDA shall not become involved in any contract negotiations or disputes.*

Check here if the answer to this question contains proprietary information. Yes No If "Yes", include an explanation for why the information is proprietary below.

16) Have you ever been convicted of a felony or a drug-related misdemeanor within the last ten (10) years? Yes No **If "Yes", provide dates and details about the conviction(s) that have occurred.**

NOTE: It is highly recommended that applicants submit a KSP background check request immediately. If requesting a background check by mail, it will take 2 weeks. Background check instructions and the proper forms can be found at the beginning of this application package and on our website at www.kyagr.com/hemp.

Dates and Details of Convictions:

Acknowledgments

Read each of the acknowledgment statements below and check “Yes” or “No” to indicate your understanding and acceptance of each statement.

17) I acknowledge that my application, the \$50 nonrefundable application fee, and all attachments must be received no later than November 14, 2016 at 4:30 PM ET. Email submissions will not be accepted because payments 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.

Yes No

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 KDA 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. I understand that KDA is not obligated to enter into a MOU with me.

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 IHRPP Appeals Panel are final. The panel will not accept or consider information or documents that were not timely submitted to KDA Hemp Staff (i.e., that were not submitted on or before the applicable deadline).

Yes No

21) I acknowledge that the following fees will apply, in addition to the \$50 nonrefundable application fee, if my application is approved:

- Participation Fee = \$350 per growing address, due at signing of *Participant Agreement*
- Post-Harvest Retest Fee for THC compliance or Pesticide Quantification Test Fee for pesticide testing conducted by KDA = \$150 per instance, due within 30 days of invoice by KDA
- Site Modification Surcharge = \$500 for each new growing site, due within 30 days of invoice by KDA. A new processing site is defined as any GPS location not listed on the MOU (i.e., any change to or addition of GPS coordinates at an address on the MOU, or for the addition of a new address). The Site Modification Surcharge does not apply to storage-only sites, but notification and approval is required.
- Failure 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.

Yes No

22) 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 Acquisition* form – due only if importing seed or propagules into Kentucky
- *Field Planting* form – due 10 days after planting
- *Greenhouse Planting* form – due 10 days after planting, and quarterly thereafter as long as planting continues
- *Harvest/Destruction Notification* form – due at least two weeks prior to harvest; triggers an inspection and THC sampling
- *Production Report* form – due by December 1, 2017 from all participants who planted hemp
- Other forms as deemed necessary by KDA for program administration.

Yes No

23) I acknowledge that, upon request from KDA Hemp Staff, Kentucky State Police, or other state or local law enforcement officers, participants must immediately produce a copy of their *Memorandum of Understanding or Participant Agreement* form for inspection.

Yes No

24) I agree that, if approved for participation, KDA Hemp Staff, Kentucky State Police, and other federal, state and local law enforcement agencies and drug suppression units may enter into any premises where industrial hemp or hemp products are located, with or without advance notice, with or without cause.

Yes No

25) 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 personnel access to any research pilot location as deemed necessary by KDA for evaluation, verification of compliance and progress of industrial hemp research.

Yes No

26) I acknowledge that my name and all growing 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

27) 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 inspection or sampling.

Yes No

28) 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

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

Yes No

30) I recognize that outside of the KDA 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 raw industrial hemp materials in Kentucky outside the auspices of KDA’s pilot program. If selected for an MOU and my MOU 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 MOU.

Yes No

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. **If the attachment is proprietary or confidential, please mark each page of the document as such, and include on the attachment cover page why you consider this material to be proprietary or confidential.**

REQUIRED: Application Fee: Check or Money Order for \$50 made payable to Kentucky State Treasurer.

REQUIRED: Copy of Driver’s License for each signing authority.

REQUIRED: Background Check from KSP.

If not attached, your background check must be received by KDA before 4:30 PM ET, November 28, 2016. Indicate date requested: _____

REQUIRED: Farm, greenhouse and storage maps (including name, address, field ID, field GPS coordinates).

REQUIRED: Letter of intent from processor, if not self-processing.

Other Attachment (describe): _____

Other Attachment (describe): _____

- 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 application and MOU may be withheld or terminated.

Signature of Applicant

Date

Printed name

Deadline: Applications must be postmarked no later than November 14, 2016, or hand delivered no later than 4:30 PM ET on November 14, 2016.

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.**

Mail completed application, the nonrefundable application fee, and all attachments to:

Kentucky Department of Agriculture
Industrial Hemp Research Pilot Program
111 Corporate Drive, Frankfort, KY 40601

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

