



**Kentucky Agricultural Economic Development Program  
Standard Operating Guidelines**

The following Standard Operating Guidelines (SOG) govern the day-to-day administration and implementation of the Kentucky Agricultural Economic Development Program (KAEDP) established by Senate Bill 28 (2025 Regular Session). These guidelines are intended to ensure efficiency, transparency, and consistency in the operation of the program.

**I. Application Process**

- Applications for financial assistance shall be submitted using forms prescribed by the Division of Agriculture Economic Development (DAED) located within the Kentucky Office of Agricultural Policy (KOAP).
- Applications will be accepted on a rolling basis, subject to available funds.
- Applications must include all required supporting documentation, including capital investment plans and economic impact analysis.
- Incomplete applications shall not be considered and will be returned to the applicant.

**II. Application Review and Approval**

- DAED staff shall review each application for eligibility, completeness, and adherence to program guidelines.
- Eligible applications will be scored based on published criteria and economic impact projections.
- The Kentucky Agricultural Economic Development Board (KAEDB) shall review and approve staff recommended applications at its regularly scheduled meetings.
- The KAEDB may approve, deny, or request additional information on any application.

**III. Memorandum of Agreement (MOA)**

All approved applicants shall execute a Memorandum of Agreement (MOA) with KOAP, setting forth the terms, conditions, performance requirements, and reporting obligations associated with financial assistance.

**IV. Fund Disbursement**

- Funds shall be disbursed in accordance with the MOA and applicable state financial policies.
- Disbursements may be made in installments based on project milestones or reimbursable expenses.

- Recipients must provide documentation of eligible expenditures prior to disbursement of funds.

### **V. Reporting Requirements**

Recipients are required to submit periodic progress and financial reports as specified in the MOA. Failure to comply with reporting requirements may result in suspension or termination of financial assistance.

### **VI. Monitoring and Oversight**

- DAED shall monitor the implementation of funded projects to ensure compliance with program guidelines and MOA provisions.
- Monitoring may include site visits, interviews, financial reviews, and verification of performance outcomes.

### **VII. Amendments and Modifications**

Any proposed amendment or modification to an approved project or MOA must be submitted in writing to DAED for review and approval by the KAEDB.

### **VIII. Program Records**

All records related to the administration of the KAEDB shall be maintained by DAED in accordance with state records retention policies.

### **IX. Review and Amendment**

These Standard Operating Guidelines shall be reviewed periodically by the KAEDB and may be amended by a majority vote of the Board.