

2024 Guidelines: YOUTH AGRICULTURAL INCENTIVES PROGRAM



The following guidelines are for the implementation of the **Youth Agricultural Incentives Program** to encourage youth to engage in and explore agricultural opportunities.

Direct questions concerning these guidelines to the Kentucky Office of Agricultural Policy at (502) 573-0282 or KOAP@ky.gov. Applications to administer this program must be directed through the local County Agricultural Development Council.

STANDARD GUIDELINES

A. Funding & Limitations

1. Eligible up to \$1,500 maximum per program year on a pro-rated basis
2. Eligible cost-share is on a 50/50 basis
3. Cost-share funds must be paid to the applicant
4. Projects as part of a larger school project or organization are not eligible; all investments are for individual youth.
5. Funds disbursed to applicants will be on a reimbursement basis, upon completion of the project.
6. Approved applicants shall submit the **Student Report & Certification Form** before reimbursement funds are received.
7. The applicant shall supply a dated receipt indicating buyer and seller information, along with a description of the item(s) purchased in order to be eligible for payment. **Payment shall only be made for eligible cost-share items.**
8. Proof of payment is required for all reimbursements and shall include the following:
 - a. Itemized invoice with buyer and seller detail
 - b. Cancelled check or credit card statement
9. NO CASH PURCHASES are eligible for reimbursement
10. Applicants are limited to participation in one of the following programs in a program year: County Agricultural Investment Program (CAIP), Next Generation Beginning Farmer Program (NextGen), Youth Agricultural Incentives Program.

B. Student Eligibility

1. Applicants shall be enrolled in elementary, middle, or high school; this includes home schooled students.
2. Applicant shall be **at least 9 years at the time of application**.
 - Age is based on 4-H program entry age
 - Program is not available for the Clover Bud age group of 4-8 years
 - County resident; or a non-resident actively participating in at least one of the county's youth programs
3. Applicant shall provide their individual Social Security Number (SSN).
4. Applicant shall have parental consent if under the age of 18
See Parental Consent Section of Youth Application

5. Mentorship is required from one of the following types of organizations:

- a. 4-H Leader or Extension Agent
- b. FFA Leader or School Ag Teacher

Mentors must be willing to provide consultation or assistance for the length of the program and shall not be from the applicant's immediate family. See *Mentor Section of Youth Application*

6. Applicant shall complete one of the following:

- a. Make a presentation to mentor and peers related to the approved project
- b. Organize one (1) event in partnership with 4-H or FFA relative to the following:
 - i. Community service event
 - ii. Workshop or field day

7. Applicant shall complete at least one educational component – minimum of two (2) hours total - from one of the following:

- a. 4-H club education – *specific to investment area*
- b. FFA program education – *specific to investment area*
- c. Leadership or Community Service
- d. Marketing or Promotion

Education must be approved by the applicant's designated mentor.

C. Adminstrating Entity Responsibilities

1. An administrating entity must be:

- a. Composed of three or more individuals;
- b. Registered and in good standing with the secretary of state's office; (exceptions: conservation districts & fiscal courts)
- c. Bonded;
- d. Have a Federal Tax ID number;
- e. Willing to administer the full responsibilities of the program; and,
- f. Must identify at least two co-signers (one must be bonded) for the purpose of signing checks and disbursing funds from the program's account.

2. The YAIP Application to Administer, including cover sheet and all other documents specified in the application, must be submitted for new program requests. Additionally, a Non-CAIP Prioritization Sheet that has a minimum of five original signatures and a priority designated shall be submitted by the County Agricultural Development Council.

Requests for additional funds, within the terms of the original agreement, require the Amendment Request Form, the Non-CAIP Prioritization Sheet and a letter explaining the need for this request.

- 3. All applications and amendment requests are due to the Kentucky Office of Agricultural Policy (KOAP) office by the last Friday of the month, unless otherwise noted due to office closings.
- 4. The program administrator shall ensure that commingling of KADF funds with other funds does not occur. The KADF program funds shall reside in a unique and separate bank account from any other funds.
- 5. If funds set forth in the agreement between the Agricultural Development Board and the administrator are not completely utilized within the term of the Legal Agreement, remaining funds including interest and unused administrative funds shall be returned to KOAP for redeposit into the county's account.

Checks shall be made payable to the **Kentucky State Treasurer** and mailed to the Kentucky Office of Agricultural Policy/107 Corporate Drive/Frankfort, KY 40601 (include application number in the memo section).

6. There shall be an acknowledgement in any grants awarded, publications, brochures, articles, advertising, correspondence, or promotional material that a portion of the funding for this project was provided by the Kentucky Agricultural Development Fund. Copies of said publications, brochures, etc. shall be kept on file with the administrator.
7. The KADF logo is available for usage when advertising the Youth Agricultural Incentives Program (YAIP) - <https://www.kyagr.com/agpolicy/Kentucky-Agricultural-Development-Fund-Administrators.html>.
8. Promotion/advertising for the program is a minimum of three consecutive weeks after the execution of the Legal Agreement.
9. The minimum application period for the program is 15 business days after the execution of the Legal Agreement (may coincide with the promotion and advertising period).
10. The County Agricultural Development Council may choose to approve eligible cost-share expenses for reimbursement on a retroactive basis. However, this retroactive date shall not exceed six (6) months prior to the execution of the Legal Agreement for this program.
11. **Site visits:** The administrative entity shall ensure a minimum of 25% of approved applicants or 13 recipients, whichever is lesser, receive a site visit prior to the disbursement of funds.
12. Each student who receives \$600 or more shall be supplied an IRS form 1099 or equivalent tax accounting documentation. The program administrator is responsible for distributing the necessary tax information.

D. Administrative Expenses

1. All YAIPs shall have a 5% limit on all administrative funds **based on the amount awarded**.
 - a. Any remaining unused administrative funds shall be returned to KOAP and credited to the county account for future programs.
2. Administrative Funds are intended to pay expenses related to administering YAIP. Funds shall not be used for unrelated expenses. A budget for administrative funds shall be submitted as part of the Application to Administer YAIP. KOAP reserves the right to request proof of expenses.

E. Reporting Requirements

1. **Reporting: Semi-annual reporting**, which includes the **YAIP Summary** and **Detail Report**, is required of the program administrator six (6) months after the execution date of the Legal Agreement and again at the 12-month anniversary of the agreement.
 The reporting workbook may be downloaded from <https://www.kyagr.com/agpolicy/Kentucky-Agricultural-Development-Fund-Report.html>. The reporting workbook shall be completed in its entirety and uploaded to the secure submission site at <https://gov.usa.gov/xmTBP> with username: kadf reports, password: Admin23@.
2. Program **Close-Out** is due 60 days after the final report is submitted or the term of the Legal Agreement has expired, whichever comes first. This includes submitting copies of cancelled checks issued to producers and returning unused funds. Administrators shall maintain all administrative records for this program for a period of seven (7) years.
3. The **Completion** of this agreement may occur when the above reporting and close-out are completed and verified. A completion letter and a summary of expenditures will be emailed to the authorized representative.
4. The 12-month Semi-Annual Reports and any unused funds shall be submitted prior to execution of a new Legal Agreement for subsequent YAIPs in the county/by the administrator.
 (Submittal of cancelled checks will not delay execution of a new Legal Agreement, unless past close-out deadline.)
5. Administrators/administrative entities that fail to comply with the program guidelines, or who are delinquent in reporting, may be placed on a "watch list," "probation," or "suspended." Administrators who are "suspended" will no longer be eligible to administer Kentucky Agricultural Development Fund programs/projects. KOAP Compliance & Monitoring Policies are available on-line at <https://www.kyagr.com/agpolicy/Kentucky-Agricultural-Development-Fund-Report.html>.

INVESTMENT AREAS

EXCLUSIONS

1. Consumables are **not** eligible - (i.e., feed, hay, medicine, etc.)
2. Transportation equipment, including trailers, wagons, and carts are **not** eligible.
3. Reimbursement for purchases, including labor, from the student's immediate family (e.g., father/mother, brother/sister, grandparents, aunt/uncle, including step family) are **not** eligible.
4. Chemicals (fertilizer, pesticides, herbicide, etc.) are **not** eligible.

A. Agricultural Diversification

1. Greenhouse
 - Building components to construct or renovate an existing structure
 - Contracted site preparation/Labor
2. Horticulture
 - Seedlings
 - Media for plant production
 - Containers for starting or growing plants
 - Other materials and supplies for plant production
3. Hydroponics & Aquaponics
 - Materials and supplies
4. Technology - Computer Software
 - QuickBooks or other accounting software
 - Farm or livestock management software
5. Value-Added & Marketing – Only items that add value on the farm to food and fiber
 - Marketing, packaging, and processing supplies
6. Wildlife management
 - Materials necessary to establish native grasses, feed plots, etc.

B. Animal Production*

1. Beef, dairy
 - Purchase of breeding stock and/or market animals – no bull purchases
 - Semen for A.I.
 - **Embryos**
 - Handling supplies & equipment
2. Goat, equine, sheep, rabbit, swine, poultry
 - Purchase of breeding stock and/or market animals
 - Semen for A.I.
 - Handling supplies & equipment
3. Bees
 - Purchase of bees from an inspected source
 - Handling supplies & equipment
4. Livestock Barns
 - Building components to construct or renovate an existing structure into appropriate facilities for either livestock, poultry, or equine
 - Contracted site preparation/labor

* Participants purchasing any type of **breeding** livestock must provide a copy of health papers when requesting reimbursement. **Participants purchasing heifers must submit Heifer Affidavit to certify that all heifers purchased have been developed following the minimum guidelines outlined by the University of Kentucky and the Kentucky Department of Agriculture's "Herd Builders" replacement heifer program (Appendix A).**

C. Forage & Grain Improvement

- Seeding based on 2024 CAIP Approved Seed List
soil test required within the last 12 months

D. Showmanship (*Beef, dairy, equine, goat, sheep, swine, poultry, rabbit*)

1. Showmanship equipment & supplies, including a generator
2. Handling supplies & equipment

E. Country Ham Projects

- Ham purchase
- Project supplies

Cost of participation in a 4-H Country Ham Project

Appendix A: Heifer Purchases

Requirements for Heifer Purchases Program - Beef

(<http://www.kyagr.com/marketing/beef.html>)

Bred Heifers:

1. All bred heifers must be bred to calving ease bulls based on their EPDs (see Beef Sire Selection for Cattle Genetics Improvement Program). **The EPDs of the service sire must be provided at the time of sale.**
2. All bred heifers must be owned by the consignor at the time of breeding.

Open Heifers:

1. All open heifers must be owned a minimum of 60 days prior to consignment and be a minimum of 12 months of age on sale day.

Vaccination:

Heifers must be vaccinated for IBR, BVD, PI3, BRSV, Leptospirosis, (Campylobacter Fetus), and 7-Way Blackleg. Various products may be used on the heifers. Label directions concerning booster vaccinations must be followed. Initial vaccinations and boosters must be administered to all heifers and cannot be given within two weeks prior to sale day. Any intramuscular vaccines should be given in the neck. A veterinarian and/or a signed statement from the producer must validate vaccinations.

Parasite Control:

All heifers must be treated for internal and external parasites within 45 days of sale. Products for internal parasite control must have a label claim for all stages of the parasite life cycle.

Bred Heifers:

Consignors guarantee heifers to be safe in calf. If a heifer is proven open by veterinary exam within 30 days after sale, the consignor will replace the heifer or make financial settlement with the buyer. All heifers must have had a yearling pelvic measurement of 150 square centimeters or greater, and/or 18 months old heifers must have a pelvic measurement of 180 square centimeters or greater. Tract score and pelvic measurement work should be done by local vet and statement brought to the sale.

Open Heifers (ready to breed):

Open heifers that are 15 months of age or less must have a reproductive tract score of 2 or greater on sale day. Heifers that are older than 15 months of age must have a reproductive tract score of 4 or 5 on sale day. Open heifers must be pregnancy checked and certified open. Tract score and pelvic measurement work should be done by local vet and statement brought to the sale. All consignors guarantee that animals are sold as represented. If not then settlement must be made with the buyer.

Blemishes:

Heifers with active cases of Pinkeye or scars resulting from Pinkeye will not be eligible for sale. Heifers must be polled or dehorned and healed completely by sale day.

Body Condition:

All heifers must have a minimum body condition score of 5 on sale day. Open heifers must weigh 700 pounds or greater upon check in at the sale.

Sire Requirements:

Bulls of known ID and breed must service heifers. All service sires must have complete EPD information, with emphasis placed on birth weight and calving ease.

Requirements for Heifer Purchases Program - Dairy

Heifers:

1. All bred heifers should be bred AI to bulls that are considered acceptable to use on heifers based upon scoring <10% on percentage of difficult births in heifers (%DBH).
2. All bred heifers must be owned by the consignor at the time of breeding.
3. All open heifers must be owned a minimum of 60 days prior to consignment and be a minimum of 12 months of age on sale day.

Vaccination:

Heifers must be vaccinated for IBR, BVD, PI3, BRSV, Leptospirosis, and 7-Way Blackleg. Various products may be used on the heifers. Label directions concerning booster vaccinations must be followed. Initial vaccinations and boosters must be administered to all heifers and cannot be given within two weeks prior to sale day. A veterinarian and/or a signed statement from the producer must validate vaccinations. All vaccinations must meet BQA certification and must include a list of all products used.

Parasite Control:

All heifers must be treated for internal and external parasites within 45 days of sale. Products for internal parasite control must have a label claim for all stages of the parasite life cycle and brands must be listed.

Bred Heifers:

Consignors guarantee heifers to be safe in calf. If a heifer is proven open by veterinary exam within 30 days after sale, the consignor will replace the heifer or make financial settlement with the buyer. All heifers must have had a yearling pelvic measurement of 150 square centimeters or greater, and/or 18 months old heifers must have a pelvic measurement of 180 square centimeters or greater. Tract score and pelvic measurement work should be done by local vet and statement brought to the sale.

Open Heifers (ready to breed):

Open heifers must be certified to not be a freemartin. Open heifers must be pregnancy checked and certified open. All consignors guarantee that animals are sold as represented. If not, then settlement must be made with the buyer.

Blemishes:

Heifers with active cases of Pinkeye or scars resulting from Pinkeye will not be eligible for sale. Heifers with active cases of ringworm or heel warts will not be eligible for sale. Heifers with unsound udders or udders showing evidence of mastitis will not be eligible for sale. Heifers must be polled or dehorned and healed completely by sale day.

Body Condition:

All heifers must have a body condition score between 2.5-3.5 on sale day. Dairy heifers must be between the median and 95th Percentile for wither height based upon the Penn State guidelines for their respective breed.

Sire Requirements:

Bulls of known ID and breed must service heifers. See item no. 1 in section on Heifers. All service sires must have complete Net Merit Index information.