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**Checklist for 2025 CAIP Program Administration**

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|  | *Item* | *Date Completed* |
|  | **Complete Application for New Program or Amendment and Submit to County Council. *County Council forwards Application, Prioritization Sheet, and Conflict of Interest Form to KOAP.*** |  |
|  | **Receive Letter of Acknowledgement/Summary Email from KOAP*** Letter/email will provide application number and KADB meeting date

Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **KADB Decision** (KADF Programs Manager will communicate board decision via email) |  |
|  | **Receive Legal Agreement or Amendment from KOAP** |  |
|  | **Return Legal Agreement or Amendment Signed by Authorized Representative*** Submit proof of bonding with legal agreement if not previously submitted
 |  |
|  | **Receive Executed Legal Agreement from KOAP*** Date the KOAP Exec. Dir. signs the agreement is the execution *and* anniversary date
 | Execution Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Receive Funds** |  |
|  | **Advertising & Promotion*** **Minimum 3-week period**, beginning *after* executed agreement is received
* Advertisement/Promotion shall acknowledge that this program is sponsored in part by the Kentucky Agricultural Development Fund (KADF)\*
* Send copy of advertising/promotion to KOAP, no later than with submission of 6-month reports

Date Begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **Application Period*** **Minimum 15 business days**, beginning *after* executed agreement is received

Date Begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **Score Universal CAIP Producer Applications*** Each application shall be scored by **three** or more individuals from the administrating entity (See guidelines for additional requirements for scoring committee.)
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|  | **Notify Producers in Writing of Approval, Waiting List, or No Fund Status*** Templates provided by KOAP
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|  | **Set Deadline for Submission of Proof of Purchase and Producer** **Report & Certification**Deadline Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **Conduct Site Visits** (minimum of 25% of approved applicants or 13 recipients, whichever is lesser; all capital construction projects shall be visited) |  |
|  | **Reimburse Producer*** Educational component shall be attained by producer prior to reimbursement (completed in the last 6 months. See guidelines for details.)
* *Producer Report & Certification* form must be completed by producer and submitted to administrator prior to reimbursement
* No cash purchases may be reimbursed; beginning in 2020 proof of payment is required
* Each check shall be signed by 2 members of the administrating entity
 |  |
|  | **Submit 6-month Summary & Detail Reports+**Date due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (6-months after the ***execution*** date) |  |
|  | **Submit 12-month Summary & Detail Reports+**  Date due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Note: The 12-month report is not a cumulative report; only covers the* ***last 6-months*** *of agreement*  |  |
|  | **Submit Any Remaining Funds to KOAP*** Each check shall be signed by 2 members of the administrating entity
* Make check payable to: KY State Treasurer and mail to KOAP, 107 Corporate Dr., Frankfort, KY 40601
 |  |
|  | **Submit Copies of Cancelled Checks to KOAP** (no later than 60 days after the final report or ***anniversary*** date, whichever comes first) |  |
|  | **Receive Letter of Completion from KOAP** |  |

**\***The KADF logo can be downloaded at <https://www.kyagr.com/agpolicy/Kentucky-Agricultural-Development-Fund-Administrators.html>.

**+**Reporting forms can be downloaded at <https://www.kyagr.com/agpolicy/Kentucky-Agricultural-Development-Fund-Report.html>