

Checklist for 2018 CAIP Program Administration



✓	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 GOAP.	
	Receive Letter of Acknowledgement from GOAP <ul style="list-style-type: none"> Letter will provide application number and KADB meeting date Application #: _____ Board Meeting Date: _____	
	KADB Decision <ul style="list-style-type: none"> County Programs Manager will communicate board decision via email 	
	Receive Legal Agreement or Amendment from GOAP	
	Return Legal Agreement or Amendment Signed by Authorized Representative <ul style="list-style-type: none"> Submit proof of bonding with legal agreement if not previously submitted 	
	Receive Executed Legal Agreement from GOAP <ul style="list-style-type: none"> Date the GOAP Exec. Dir. signs the agreement is the <u>execution and anniversary</u> date 	Execution Date: _____
	Receive Funds	
	Advertising & Promotion <ul style="list-style-type: none"> Minimum 3 week period, beginning <i>after</i> 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 GOAP, no later than with submission of 6-month reports Date Begin: _____ Date End: _____	
	Application Period <ul style="list-style-type: none"> Minimum 15 business days, beginning <i>after</i> executed agreement is received Date Begin: _____ Date End: _____	
	Score Universal CAIP Producer Applications <ul style="list-style-type: none"> Each application shall be scored by three or more individuals from the administrating entity (See guidelines for additional requirements for scoring committee.) 	
	Notify Producers in Writing of Approval, Waiting List, or No Fund Status <ul style="list-style-type: none"> Templates provided by GOAP 	
	Set Deadline for Submission of Proof of Purchase and Producer Report & Certification Deadline Date: _____	
	Conduct Site Visits	
	Reimburse Producer <ul style="list-style-type: none"> 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 Each check shall be signed by 2 members of the administrating entity 	
	Submit 6-month Summary & Detail Reports⁺ Date due: _____ (6-months after the <u>execution</u> date)	
	Submit 12-month Summary & Detail Reports⁺ Date due: _____ <i>Note: The 12-month report is not a cumulative report; only covers the last 6-months of agreement</i>	
	Submit Copies of Cancelled Checks to GOAP (no later than 60 days after the final report or <u>anniversary</u> date, whichever comes first)	
	Submit Any Remaining Funds to GOAP <ul style="list-style-type: none"> Each check shall be signed by 2 members of the administrating entity Make check payable to: KY State Treasurer and mail to GOAP, 404 Ann St., Frankfort, KY 40601 	
	Receive Letter of Completion from GOAP	

*The KADF logo can be downloaded at <http://agpolicy.ky.gov/Pages/KADF-Logo.aspx>.

⁺Reporting forms can be downloaded at <http://agpolicy.ky.gov/funds/Pages/compliance.aspx>.