



January 4, 2023

Jessica Mayes
Kentucky State Beekeepers Association, Inc
741 Collins Road
Paris, KY 40361

RE: Application A2022-0204, Certified KY Honey Program
Approved on 11/18/2022, Agreement Executed on 12/28/2022

Dear Ms. Mayes:

Enclosed for your records is a copy of the executed Legal Agreement between the Kentucky Agricultural Development Board and the Kentucky State Beekeepers Association, Inc for Project **A2022-0204**.

Please recall that during the course of this project, the Kentucky State Beekeepers Association, Inc. is required to submit progress reports due as stated in the agreement to the Compliance Department. A separate letter will follow, outlining reporting dates and requirements.

Thank you for your work on this project. If you have any questions, then please feel free to contact me or your Project Manager, Chelsea Smither at 502-782-1771 or Chelsea.Smither@ky.gov.

Sincerely,

Kelly Childers

Kelly Childers
Executive Staff Assistant

cc: File A2022-0204

Enclosure



**AGREEMENT BETWEEN
THE KENTUCKY AGRICULTURAL DEVELOPMENT BOARD
AND
KENTUCKY STATE BEEKEEPERS ASSOCIATION, INCORPORATED
FOR A PROJECT
A2022-0204**



BACKGROUND RECITALS

1. The **Kentucky Agricultural Development Board** (the “Board”) was created by the General Assembly pursuant to KRS 248.707 and charged with the responsibility of administering funds from the “Rural Development Fund,” established in KRS 248.655 to provide economic assistance to the agriculture community of the Commonwealth.
2. The Board, pursuant to its statutory mandate of receiving requests via Applications for funding and subsequently authorizing the distribution of said funds pursuant to KRS 248.709(2), desires to enter into an Agreement with the **Kentucky State Beekeepers Association, Incorporated** (the “Recipient”), in furtherance of said goals and objectives.
3. The Recipient has submitted an Application (A2022-0204) AND Benchmarks and Measurables which are attached to this Agreement as Exhibit B. After full review and consideration during the **November 18, 2022** Board meeting, the Board has approved said Application and now the Board and the Recipient (the “Parties”) seek to enter into an Agreement to set forth the rights and obligations of the Parties.

Accordingly, the Parties agree to the following:

**SECTION I.
FUNDING**

A. Amount of Funding

The Board, subject to the terms, conditions and restrictions set forth herein, agrees to provide up to ONE HUNDRED SIX THOUSAND DOLLARS (\$106,000) in state and county funds.

B. Use of State and County Funds

The Recipient agrees to abide by any general restrictions as set forth by the Commonwealth of Kentucky for the use of state and county funds.

C. Voidable Legal Agreement

Notwithstanding any other provision in this Agreement, this Agreement shall be voidable for any reason upon notification by the Board to the Recipient of its inability to fund the project. The Recipient recognizes and agrees that the Board shall not be liable for any funding commitment or any portion thereof when the Board is unable to fund said commitment for any reason.

Original

**SECTION II.
TERMS AND CONDITIONS**

A. Effective Date of Legal Agreement

The Effective Date of this Legal Agreement shall be the date of execution by the Executive Director of the Kentucky Office of Agricultural Policy (the "KOAP").

B. Availability of Funds

1. The Board, through its duly authorized officers and representatives, shall make the sum of EIGHTY THOUSAND FIVE HUNDRED DOLLARS (\$80,500) in State funds available to the Recipient in the form of a grant on the Effective Date of this Agreement.
2. The Board shall allow the Recipient until June 30, 2023, to secure commitments from county councils of county funds.
3. If the Recipient receives county commitments or other matching funds before June 30, 2023, of up to TWELVE THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$12,750), then the Board shall grant the committed county funds and additional matching state funds, but the total state and county funds may not exceed the lesser of ONE HUNDRED SIX THOUSAND DOLLARS (\$106,000) or FIFTY PERCENT (50%) of the total project costs.

C. Notification of KSBA Planning Meetings and Job Interviews

The Recipient shall notify the Board of job interviews and KSBA planning meetings at least FIVE (5) business days in advance of such a meeting.

D. Utilization of Funds

1. Purpose

The Recipient shall use the state and county funds to in support of a part-time program manager's salary, travel, promotional and educational materials, financial and accounting support, events, supplies, equipment, and services to support the Certified Kentucky Honey Program operation.

2. Approved Budget; Changes Thereto; Reallocations

- a. If the Recipient wishes to:
 - i. use funds in a manner that substantially deviates from the approved budget, OR
 - ii. reallocate funds from one approved budget category to another approved budget category in an amount that exceeds TWENTY PERCENT (20%) of the KADF funds,
the Recipient shall first submit a proposal to the Board of how it wishes the Board to amend the budget.
- b. If the Board approves the amendment, the Recipient shall use the funds according to the amended budget.
- c. If the Board denies the amendment, then the Recipient may use the funds according to the original approved budget, OR it may return the unused funds to the Board.

E. Expiration of Funds

1. If any portion of the funds given by the Board to the Recipient under Section II.B. have not

been committed or encumbered within TWENTY-FOUR (24) months of the Effective Date, the Recipient shall return the uncommitted or unencumbered funds to the Board or its duly authorized representative within TWENTY-FIVE (25) months of the Effective Date.

2. If the Recipient does not refund the unused funds to the Board or its duly authorized representatives within this time period, the Recipient shall not be eligible to receive additional funds from the Kentucky Agricultural Development Fund or from the Kentucky Agricultural Finance Corporation.

F. Acknowledgement of Funding Source

1. All grants are intended to further the mission of the Kentucky Agricultural Development Fund (KADF) of diversifying and modernizing Kentucky's farm economy.
2. Therefore, the Recipient shall acknowledge in any awards, publications, brochures, websites, articles, advertising, correspondence, or promotional projects and activities that a portion of the funding for this project was provided by the KADF.
3. Furthermore, the Recipient shall utilize where possible, the KADF logo which is available for download at <https://www.kyagr.com/agpolicy/Kentucky-Agricultural-Development-Fund-Administrators.html>. Copies of publications, brochures, etc. shall be submitted in conjunction with the Recipient's Progress Reports as required by Section VI, below.
4. The Recipient shall display signage provided by the KOAP. The Recipient shall keep the signage in place for the remainder of the duration of the project as defined in Section III, below. The Recipient shall include the KADF logo in any additional signage that is displayed promoting the facility.

SECTION III. DURATION OF LEGAL AGREEMENT

This Agreement shall be in full force and effect until the Recipient has completed all reporting requirements and returned any unused funds owed.

SECTION IV. MODIFICATION

A. Procedure for Modification

1. If, in the duration of this Agreement, the Recipient wishes to modify or amend the Agreement, the Recipient shall make a formal written request to the KOAP with specific suggested modifications or additions to the Agreement.
2. The KOAP shall submit the request to the Board for review.
3. Requests for modification must be submitted at least THIRTY (30) days before expiration of the Agreement.

B. Incorporation of Amendment

If the Board approves said modification or amendment, it shall be incorporated as an Amendment to the original Agreement.

SECTION V.

REQUIRED RECORDKEEPING

A. Maintenance of Business Records

The Recipient shall maintain all business records and supporting documentation for a period of at least SEVEN (7) years from the date of the final payment of funds to the Recipient.

B. Business Records Defined

For purposes of this Agreement, business records include, but are not limited to, those documents typically required in the normal course and scope of a traditional business operation, as well as any documents required by the Board or its authorized representatives.

C. Format of Business Records

Business records may be maintained in either paper or generally recognized electronic format.

D. Substantiation of Expenditures

The business documents maintained by the Recipient shall substantiate expenditures made with funds received pursuant to this Agreement.

E. Right to Inspect/Copy Business Records

Upon request by the Board, the Recipient shall permit the Board or its authorized representative(s) the right to inspect and/or copy any business records maintained by the Recipient, including, but not limited to, books, documents, papers, records, computer programs or any other evidence reflecting the project funded by the Board and memorialized by the Agreement herein.

F. Subject to Open Records Law

Said business records shall be subject to public disclosure pursuant to Kentucky's Open Records Law unless exempted from disclosure by KRS 61.878 or other applicable law.

SECTION VI. REPORTS REQUIRED FROM THE RECIPIENT

A. Semi-Annual Progress & Expenditure Report

1. Frequency

The Recipient shall submit a Semi-Annual Progress & Expenditure Report (Exhibit C) to the KOAP every SIX (6) months after the Effective Date of the Agreement until the funds are expended.

2. Content

The Semi-Annual Progress & Expenditure Report includes a cumulative expense report using the categories outlined in the project budget (Exhibit A). It also includes an update on the progress of implementing the project.

3. Submission

The Recipient shall email the reports to: KADF@ky.gov or upload to our secure FTP site at <https://go.usa.gov/xmTBP> (user ID: kadf reports / password: Admin23@). Reporting forms are available on the Kentucky Office of Agricultural Policy's website:

<https://www.kyagr.com/agpolicy/Kentucky-Agricultural-Development-Fund-Report.html>.

B. Progress Reports

1. Six Month Report

The Recipient shall submit its first Progress Report (Exhibit D) showing the first six months from the Effective Date within SEVEN (7) months of the Effective Date.

2. Annual Reports

The Recipient shall submit the Progress Reports (Exhibit D) no later than 30 days after the anniversary of the Effective Date of this Agreement for the duration of the Agreement or until the Recipient receives a Completion Letter from the KOAP.

3. Content

- a. Annual Report Form:** Provides the minimum information required to assess the success of this KADF investment.
- b. Additional Information:** The Recipient shall provide the Board with any additional information, data, and statistics to allow the Board to sufficiently evaluate the impact of this investment, including, but not limited to:
 - i.** The number of Kentucky-certified honey memberships and associated revenues,
 - ii.** Retail and wholesale connections made,
 - iii.** Website information,
 - iv.** Promotion and advertising materials, and
 - v.** Articles on certified honey and marketing.

4. Submission

The Recipient shall submit the Project Annual Report form by email to: KADF@ky.gov or upload to our secure FTP site at <https://go.usa.gov/xmTBP> (user ID: kadf reports / password: Admin23@). Additional information submitted that may be difficult to electronically transmit may be mailed to KOAP, 404 Ann Street, Frankfort, KY 40601 (Attn: Compliance Dept.).

C. Compliance Requirement

Failure to comply with the reporting requirements set forth in this Section may result in the denial of requests for funding in the future by the Recipient or its subsidiaries. Additionally, non-compliance may affect the Recipient's ability to access other grant programs operated using Kentucky Agricultural Development Funds.

SECTION VII. ASSIGNMENT

This Agreement shall not be assigned to any other person or entity. Any attempted assignment of this Agreement by the Recipient shall be void.

SECTION VIII. SUB-CONTRACTS

A. Board Approval Required

- 1.** If the Recipient wishes to enter into a sub-contract for work to be done that would normally

be part of the duties and responsibilities of the Recipient, the Recipient shall not do so until it makes a request to and receives permission from the Board.

2. At the time of the request for approval, the Recipient shall provide the necessary documentation (in paper or electronic form) to aid the Board, including, but not limited to, details regarding the scope of the sub-contract and cost estimates.
3. Furthermore, failure to comply with the provisions of this paragraph may result in the Recipient being found in default and the Board may terminate this Agreement pursuant to Section XV.

B. Terms of Agreement

The sub-agreement shall be in writing and require that the subcontractor be subject to all provisions of this Agreement and shall be incorporated by reference into this Agreement herein.

SECTION IX. AUDIT OF RECORDS

The Recipient agrees that the Kentucky Office of Agricultural Policy, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid (application) process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The Recipient also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

In the event of a dispute between the Recipient and the KOAP, Attorney General, or the Auditor of Public Accounts over documents that are eligible for production and review, the Finance and Administration Cabinet shall review the dispute and issue a determination, in accordance with Secretary's Order No. 11-004.

SECTION X. COMPLIANCE WITH STATE AND FEDERAL LAWS

A. Recipient's Compliance

The Recipient represents and warrants that it complies, and will comply for the duration of this Agreement, with all state and federal laws and regulations.

B. Conflict of Laws

This Agreement and all sub-Agreements are governed by KRS Chapter 248. If any material portion of this Agreement conflicts with said laws or regulations, such portion shall be void with the remainder of this Agreement to continue in full force and effect.

C. Tax Consequences

The Recipient shall be responsible for all tax consequences, if any, that may result from the

receipt of said money from the Board.

**SECTION XI.
CONFLICTS OF INTEREST**

The Recipient agrees to avoid entering into business relationships that create a conflict of interest, either real or perceived. If Recipient can provide sufficient evidence that a conflict of interest can be overcome, the justification for approval, as well as additional oversight measures should be documented by legal counsel and submitted to the Board for approval as an Addendum to the Agreement herein.

**SECTION XII.
RELATED PARTY TRANSACTIONS**

The Recipient shall seek prior approval from the Board for all business transactions or agreements with related parties. For purposes of this Agreement related parties are defined as relatives of the Recipient's management, or arrangements with businesses or other entities in which an officer or employee of the Recipient holds a significant financial interest.

**SECTION XIII.
VENUE AND CHOICE OF LAW**

A. Venue

Both parties agree that venue for any legal action regarding the terms and conditions of this Legal Agreement shall be in the Franklin Circuit Court or the United States District Court, Eastern District of Kentucky, Frankfort Division. Both parties agree that this is a material term of the Agreement and consent to said venue.

B. Choice of Law

Both parties further agree that all questions as to the execution, validity, interpretation, construction, and performance of this Agreement shall be governed by the laws of the Commonwealth of Kentucky. Recipient agrees to place the substance of this paragraph into all sub-agreements with other entities.

**SECTION XIV.
WAIVER OF LIABILITY**

In accepting the Kentucky Agricultural Development Funds offered and approved by the Board, the Recipient, its agents, employees, representatives, subcontractors, successors, and assigns, absolutely and unconditionally release and forever discharge the Commonwealth, including the members of the Board, Chief Executive Officer of the Board and all staff members of the Kentucky Office of Agricultural Policy, both in their official and individual capacities, from any and all actions, claims, demands, damages, executions, judgments, liabilities, expenses, costs, attorneys fees, and suits, arising out of, in connection with, or in any manner related to the Application, this Agreement and the grant funds disbursed to the Recipient hereunder, whether

past, present or future, known or unknown, foreseen or unforeseen, existent or nonexistent, disclosed or undisclosed.

SECTION XV. TERMINATION

The Board shall have the right to terminate this Agreement upon thirty (30) days written notice via certified mail, return receipt requested, to the Recipient. Specifically, the Board may terminate this Agreement because the Recipient is failing to perform its contractual duties, or for the convenience of the Commonwealth if the Board has determined that such action is in the best interest of the Commonwealth. This provision allows the Board to react to budgetary constraints, performance concerns, and other events.

A. Termination by Default

1. Default Defined – Events defining default shall include, but are not limited to:
 - a. Recipient’s failure to perform the Agreement according to its terms, conditions and specifications;
 - b. Recipient’s failure to diligently advance the work of the project in accordance with the terms of the Agreement and project application as evidenced by KOAP staff inspection;
 - c. The filing of a bankruptcy petition by or against the Recipient; or
 - d. Actions that endanger the health, safety or welfare of the Commonwealth or its citizens.
2. Curing of Deficiencies – If the Board determines that the identified default can be cured, the notice of termination shall include the specifics required to cure the deficiency and the date by which it shall be accomplished. Failure to cure the deficiencies within the time specified shall result in the Board proceeding with termination pursuant to this Section.

B. Termination for Convenience of the Commonwealth

The Board may terminate this Agreement for convenience if it determines that termination is in the Commonwealth’s best interest.

C. Action Following Notice of Termination

If the Board or the Recipient gives the other Party notice of termination, then the Recipient shall:

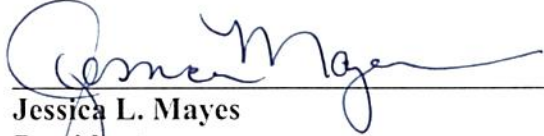
1. Return any unused funds that have not been expended and/or committed as of the date of notice of termination to the Board or the Board’s designee within THIRTY (30) days of receipt of the notice,
2. If the Recipient desires to negotiate a settlement, a written request must be received in the KOAP offices within the thirty (30) day timeframe. A meeting will be scheduled and the settlement offer communicated to the Board for review, and
3. Submit its last Progress Report (Exhibit C).

D. Board Not Liable for Damages


The Board shall not be responsible for any costs, damages, or expenditures to entities that receive funds from the Recipient because of termination of this Agreement with the Recipient.

IN WITNESS WHEREOF, the parties have set their hands by and through the duly authorized officers and agents.

KENTUCKY STATE BEEKEEPERS ASSOCIATION, INCORPORATED

By:  _____ 16 DEC 2022
Date
Jessica L. Mayes
President
Kentucky State Beekeepers Association, Incorporated
Authorized Representative for Kentucky State Beekeepers Association, Incorporated

COMMONWEALTH OF KENTUCKY
KENTUCKY AGRICULTURAL DEVELOPMENT BOARD

By:  _____ 12-28-22
Date
Brian Lacefield
Executive Director
Kentucky Office of Agricultural Policy
Authorized Representative of the Kentucky Agricultural Development Board

APPROVED AS TO FORM AND LEGALITY:

 _____
Brian Murphy
General Counsel
Kentucky Office of Agricultural Policy

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing Legal Agreement between the KADB and the Kentucky State Beekeepers Association, Incorporated was mailed via U.S. Mail, first class, postage pre-paid on this 4th day of January, 2023, to:

Kentucky State Beekeepers Association, Incorporated
c/o Jessica L. Mayes
741 Collins Road
Paris, KY 40361
Recipient

And the original shall be maintained on file at the Kentucky Office of Agricultural Policy

Kelly Childers
KOAP Staff

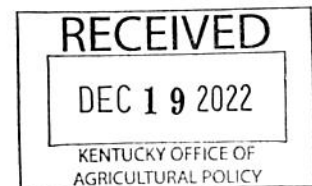


Exhibit A



Multi-Year Budget Request

Data Received:
Application Number:

Budget Category / Item	Description	Budget - Year 1			Budget - Year 2		
		KADF Portion	Other Funds (match)	Total Budgeted	KADF Portion	Other Funds (match)	Total Budgeted
Program Manager - Salary	Part Time Base Salary - \$20 hr. @ 80 hrs. Month	\$ 20,800.00	\$ 1,000.00	\$ 21,800.00	\$ 20,800.00	\$ 1,000.00	\$ 21,800.00
Program Manager - Extra	Extra Hours to Cover Special Events, Overage	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Program Manager - Travel	Travel for Schools, Fairs, Trade Shows, National Event	\$ 3,750.00	\$ 500.00	\$ 4,250.00	\$ 3,750.00	\$ 500.00	\$ 4,250.00
KSBA Board - Salary	Volunteer Hours from KSBA DAO	\$ -	\$ 11,000.00	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 11,000.00
KSBA Board - Travel	Volunteer Travel from KSBA DAO	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
Equipment & Supplies	Mgr. Phone (\$700), Computer (\$1000 yr. 1 / \$600 yr. 2), Postage & Mail Supplies (\$3500)	\$ 5,200.00	\$ 2,000.00	\$ 7,200.00	\$ 4,800.00	\$ 2,000.00	\$ 6,800.00
Promotion - National Conference	Sponsorship & Promotional Materials	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,300.00	\$ -	\$ 2,300.00
Promotion - Labels, Brochures & Sign	CKHP Jar Labels, Print Brochures & Promotional Material	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	\$ 2,800.00	\$ 1,000.00	\$ 3,800.00
Promotion - Advertising	Print & Multi-Media Advertising	\$ 4,750.00	\$ 4,000.00	\$ 8,750.00	\$ 4,550.00	\$ 4,000.00	\$ 8,550.00
Promotion - Social Media	Multi Platform Promotion and Ad Buys	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 800.00	\$ -	\$ 800.00
Beekeeper & Consumer Education	Beekeeping Best Practices, Business Growth, Consumer, Benefit/Uses of Local Honey (i.e. Recipes, Cookbook, Health)	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00	\$ 3,200.00	\$ 4,000.00	\$ 7,200.00
Honey Analysis & Tools	Testing Member Honey, Tools	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
Totals		\$ 54,500.00	\$ 27,500.00	\$ 82,000.00	\$ 51,500.00	\$ 27,500.00	\$ 79,000.00

Total KADF Requested \$ 106,000.00
Total Project Budget \$ 161,000.00

MATCHING FUNDS	Item/Source of Match	Secured or Pending?	Total Match
Program Manager - Salary- 100 In-Kind Volunteer Hours		Secured	\$ 2,000.00
Program Manager - Travel- In-Kind Expenses Paid by Manager		Secured	\$ 1,000.00
KSBA Board - Salary- 1,100 In-Kind Volunteer Hours from KSBA DAO		Secured	\$ 22,000.00
KSBA Board - Travel- In-Kind Expenses Paid by KSBA DAO		Secured	\$ 8,000.00
Equipment & Supplies- Volunteers Use of Computers, Phones, & Office Expenses		Secured	\$ 4,000.00
Promotion - Labels, Brochures & Sign- Income from Membership Dues & Label Sales		Secured	\$ 2,000.00
Promotion - Advertising- Income from Membership Dues & Label Sales		Secured	\$ 4,000.00
Promotion - Advertising- Income from Membership Dues & Label Sales		Secured	\$ 4,000.00
Beekeeper & Consumer Education- In-Kind Instruction by KSBA DAO, CKHP Member Volunteers		Secured	\$ 8,000.00
KSBA Bank Accounts:		Secured	\$ 41,000.00
General Fund Account \$18,000			
KY State Fair Account \$12,000			
KY State Apiarist Account \$9,000			
CKHP Account \$2,000			
Total			\$ 96,000.00

Exhibit B

2.4 What criteria will be used to measure the success of your project? What measurable data will you use in defining progress/success?

Through the first half of 2022 we have attained 60% of the goals we set forth in the 2021 grant and as we move through the second half of the year, we continue to strive to complete all goals set forth in our current grant. Because the program is so young and we are just now getting a post-pandemic baseline established with a part-time position (rather than full-time), we feel that is a good outcome. One metric we are particularly proud of is increasing the number of bottles with the CKHP label from 15,000 in all of 2021 to 20,000 through just the first half of 2022 (as measured by the number of CKHP labels purchased).

Goals of this project are to continue to expand the number and demographics of the customer base and increase the revenue to the CKHP members. We also intend to increase promotion of the CKHP program with retail outlets such as expanded Farmers' Markets and other small and large honey retail establishments to increase the number of customers. We also intend to increase the wholesale market with opportunities such as Bourbon Distillers and local chefs. In parallel, a secondary goal is to continue to

increase the number of beekeepers and number of CKHP hives in the state in order to accommodate the increased demand for CKHP products.

Exhibit C



Form Available on-line at www.kyagr.com/agpol/cy

PROJECT SEMI-ANNUAL PROGRESS & EXPENDITURE REPORT



Application Number: _____

Reporting Period: _____ to _____
(6-, 12-months, etc. from execution of legal agreement)

Title of Project: _____

Recipient: _____

Contact Person: _____ Title: _____

Telephone: _____ E-mail: _____

1. Progress: Estimate the percentage of project completion to date: _____ %
2. Timeline: If not 100% complete, then please provide a timeline for completion of the project.
3. Other Updates: Provide any specific updates or information required from Section II of your legal agreement.
4. Expenditures: On the form provided (or on a separate page), complete the Semi-Annual Project Expenditure Report detailing how the funds granted were utilized, outlined according to the project budget attached to your legal agreement.

Amount of KADF Grant/Loan Approved: 5			Deadlines: Every six months until funds expended <i>from effective date of agreement</i>				
Approved Expense Items for This Project (from agreement budget)				Project Expenditures to Date by Item			
Item	KADF Portion	Other Funds (Match)	Total Amount Budgeted	Total Expenditures To Date	Other Funds Expenditures (Match)	KADF Expenditures	Remaining KADF Balance (= KADF portion - KADF Expenditures)
TOTALS							

GOAP must receive notification of Budget Modifications prior to the expenditure of funds

List funding sources for this project's match:

Source _____ Amount _____

Completed By: _____ Date: _____
(Name and Title)

*SUBMIT REPORT ELECTRONICALLY TO KADF@KY.GOV

Exhibit D

Retain all records for 7 years. For additional forms, please contact KADF@ky.gov.



Kentucky Agricultural Development Fund PROJECT PROGRESS REPORT *Leadership*



Date: _____ Application Number: _____ Amount KADF Grant/Loan approved \$ _____

County: _____ Reporting Period: _____ to _____

Recipient/Organization: _____ Reporting Contact: _____

Telephone: _____ E-mail: _____

1. Number of new Kentucky certified honey memberships: _____
2. Associated Revenues with the new memberships \$ _____
3. State Fair booth revenues: \$ _____
4. Number of attendees at the *Bee Schools* held: _____
5. Please provide or attach to this report your website information, promotion and advertising material info, articles on certified honey, and other pertinent data and information.

All reporting forms must be sent electronically to the compliance department either at KADF@ky.gov or through the Secure Report Submission site: <https://go.usa.gov/xm78P>

- Username: kadf reports
- Password: Admin23@
- Select "Program Reports" folder, select "Upload Files" and follow directions
- Only KADF staff will be able to view/access your submitted reports
- Please name files in the format county-program-addr-type [e.g. Adair_CAIP_18-0130_6-month]

Reporting Record:

6-month Report _____ Year 1 Report _____ Year 2 Report _____

Reporting is required even if the project is complete.