2025 Governor's Local Issues Conference (GLIC)

Special Purpose Governmental Entity (SPGE) Public Administration Specialist (PAS) Workshop

Cities and Special Districts (CSD) Branch

August 13, 2025









Cities and Special Districts Branch Staff



Tammy Vernon, Branch Manager, Tammy.Vernon@ky.gov



Keeaira Lail, Local Government Advisor, Keeaira.Lail@ky.gov



Rebecca Morton, Local Government Advisor, Rebeccad.Morton@ky.gov





Outline

Program Background Submission Requirements <u>Noncompliance</u> **Area Development Districts** Finding the Public Portal Login Page Features Using the Public Portal **SPGE Dashboard Creating Lists** <u>Demo</u>





PROGRAM BACKGROUND





Background and Purpose of the SPGE Program Creation







Enhancing Oversight with KRS 65A and the SPGE Portal



HB 1 established Kentucky Revised Statute (KRS) 65A.



KRS 65A.020 requires all SPGEs to begin reporting to the Department for Local Government (DLG) on DLG's online reporting portal on or before July 1, 2014.



The portal serves as a unified location for the reporting of and access to SPGE administrative and financial information.



All SPGEs are required to annually submit information to DLG using the portal.



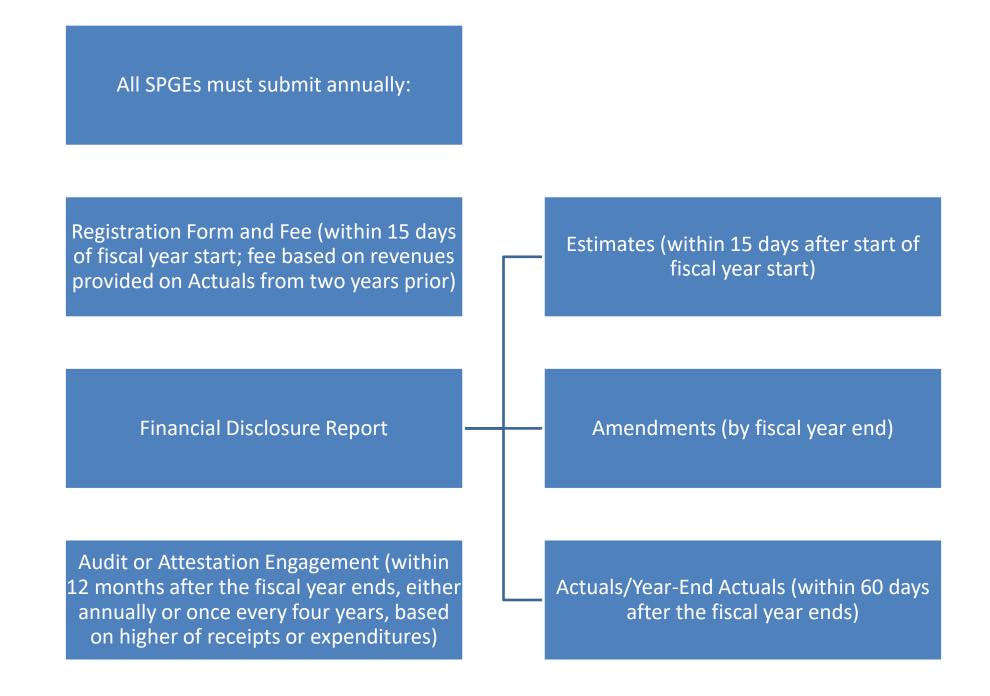


SUBMISSION REQUIREMENTS





Annual Reporting Requirements for SPGEs (KRS 65A.020-030)







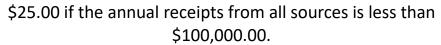
Registration Fee (KRS 65A.020)



Amount determined by the annual receipts from all sources, provided on the SPGE's Actuals from two years prior.



The fee amount will be:



\$250.00 if the annual receipts from all sources is \$100,000.00 but less than \$500,000.00.

\$500.00 if the annual receipts from all sources is \$500,000.00 or more.



The fee amount can change each fiscal year.





Audit and Attestation Engagement (KRS 65A.030)

Each fiscal year, the audit requirement is based on the higher of total annual receipts or expenditures from the current year's Actuals.



If the higher of annual receipts or expenditures is:

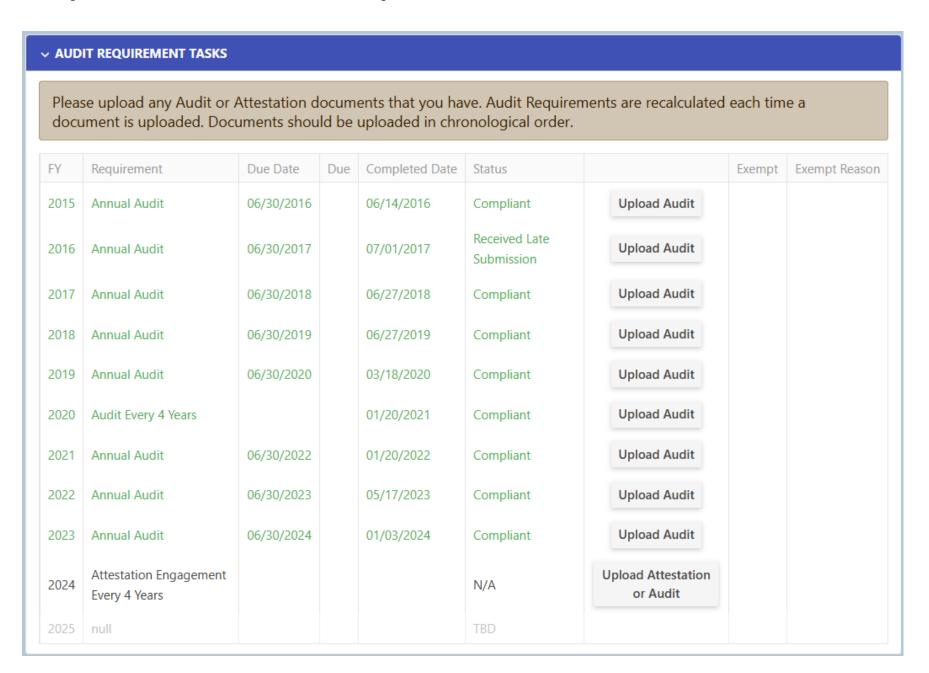
Less than \$100,000: attestation engagement once every 4 years.

Equal to or greater than \$100,000 but less than \$500,000: audit once every 4 years.

Equal to or greater than \$500,000: annual audit.



The audit requirement can change each fiscal year.







NONCOMPLIANCE





What Is Noncompliance? (KRS 65A.040)



SPGEs are noncompliant if they:

Miss submission deadlines (e.g., Registration, Financial Disclosure, Audit)

Fail to pay registration or newspaper fees (no submissions allowed until paid)

Submit non-compliant information (e.g., all zeros for Estimates and Actuals)



If documents are late, the SPGE portal shows noncompliance. DLG offers a 75-day grace period, and penalties apply only after this period.





Noncompliance Penalties (KRS 65A.040-050)



State Funds Withheld

DLG will notify the Finance and Administration Cabinet, grant-issuing state agencies, and oversight agencies to withhold funds until the SPGE regains compliance.



Newspaper Publication of Noncompliance

SPGEs will be published in the largest circulating newspaper in each county served. The publication includes SPGE contact info, Board Members, and noncompliance issues. The SPGE covers publication fees.



The Auditor of Public Accounts (APA) is informed of the SPGE's noncompliance

The APA is notified and may initiate an audit or special examination of the SPGE at the SPGE's expense.



Possible Dissolution

DLG may dissolve an SPGE if it fails to file required information for two consecutive years.





ESTABLISHING ENTITIES





Roles of Establishing Entities with SPGEs

THE RELATIONSHIP BETWEEN THE ESTABLISHING ENTITY AND THE SPGE IS TYPICALLY DEFINED IN THE SPGE'S CREATION AND OPERATING STATUTES

ABILITY TO REVIEW COMPLIANCE INFORMATION ON THE SPGE PORTAL TO ASSIST IN THEIR ROLE WITH THE SPGE

AUTHORITY TO CREATE OR DISSOLVE AN SPGE AND NOTIFY DLG





AREA DEVELOPMENT DISTRICTS





Typical Role of ADDs in Relation to SPGEs



Notifying DLG when new SPGEs are created, dissolved, or merged in their region.



Reviewing SPGEs in their region annually to ensure all entities are included in the SPGE Portal.



Assist in training SPGEs.



Assisting with compliance outreach when issues arise.





Steps for Contacting Noncompliant SPGEs

Verify

• Verify the SPGE's noncompliance status on the SPGE portal. Please note that this information is updated daily, and the list provided by DLG may no longer be accurate.

Contact

• Sample script: This is [Insert Name] from [Insert ADD Name]. We received a notice from the Department for Local Government indicating that the [Insert SPGE Name] is currently noncompliant with one or more documents required by KRS 65A. I wanted to ensure you're aware of this and to see if there's any way we can assist you in regaining compliance. Please feel free to reach out if you need support or have any questions.

Email

• Send an email to dlg-csd@ky.gov with a list of the SPGEs you have contacted and the outcomes of those conversations.





Sample Email



RE: Update to SPGE Noncompliance List- 7/24/2025



Jennifer Wilson <jennifer.wilson@kipda.org>

To ODLG CSD

i You replied to this message on 8/5/2025 1:03 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

From: Jennifer Wilson < jennifer.wilson@kipda.org>

Sent: Tuesday, August 5, 2025 10:44 AM

To: DLG CSD <DLG-CSD@ky.gov>

Subject: RE: Update to SPGE Noncompliance List- 7/24/2025

Hi Becca, I reached out to the noncompliant SPGEs in the KIPDA region – see notes below:

Ballardsville Fire Protection District

FY2025 - Budget Amendments, FY2026 - Registration, FY2026 - Registration Fee, FY2026 - Budget Estimates

(502) 222-1593 Ryan Baker

Called 7/25/25: left message to call back. Called 8/5/25: left detailed voicemail.

Oldham County Economic Development Authority

FY2025 - Budget Amendments, FY2026 - Registration, FY2026 - Registration Fee, FY2026 - Budget Estimates

(502) 222-1635 David Bizianes

Called 7/25/25: left voicemail. Called 8/5/25 and talked to Jennifer Lynn. She is working on this now.



Tue 8/5/2025 12:38 PM





FINDING THE PUBLIC PORTAL





Public Portal

All SPGEs must create a user account on the SPGE Portal to submit KRS 65A documents.

The Public Portal is accessible to all for viewing SPGE submissions and compliance with KRS 65A; no account is needed.





Finding the Public Portal Step 1

To access the Public Portal, go to the DLG website, https://dlg.ky.gov, and click the SPGE icon.

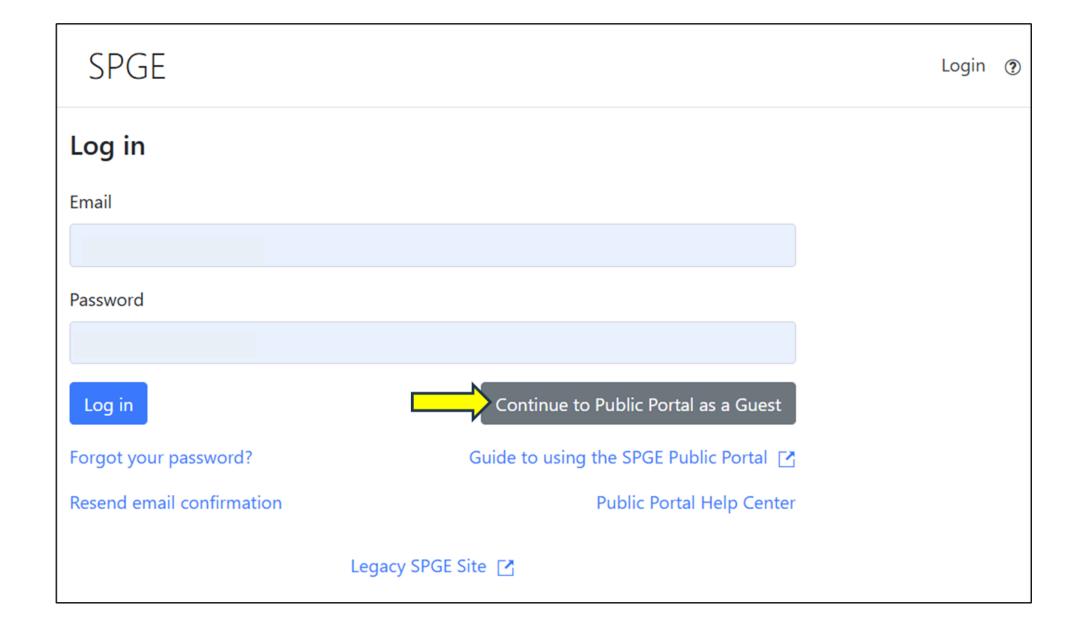






Finding the Public Portal Step 2

On the login page, click Continue to Public Portal as a Guest.







LOGIN PAGE FEATURES





Help Center

Click the Public Portal
Help Center link to
access the Public
Portal Help Center.

SPGE	
Log in	
Email	
Password	
Log in	Continue to Public Portal as a Guest
Forgot your password?	Guide to using the SPGE Public
Resend email confirmation	Portal Public Portal Help Center
	Public Portal nelp Center

Legacy SPGE Site 🖸





Help Center

Provides the CSD branch contact information, downloadable documents, training materials and videos, resources, and CSD staff information.

SPGE Login ®

PUBLIC PORTAL HELP CENTER

Welcome to the Help Center for Public Portal Users (Guests). If you are an SPGE User, please visit the SPGE User Help Center.

CONTACT US

Email: dlg-csd@ky.gov

Phone: 502-892-3490 - Please leave a detailed message

DOCUMENTS

- SPGE Public Portal A Guide for County Officials (March 20, 2024).pdf
- · Using the SPGE Public Portal.pdf
- · Website Updates SPGE Public Portal June 2023.pdf
- Audit Requirement
 - Attestation Engagement Format.docx
- Calendars
 - Cycle 1 JANUARY Fiscal Year.doc
 - Cycle 2 APRIL Fiscal Year.doc
 - Cycle 3 JULY Fiscal Year.doc
 - Cycle 4 OCTOBER Fiscal Year.doc
- New Found
 - · Are you a SPGE Questionnaire.pdf
- Newsletter
 - Volume 1, Release August 7, 2023 SPGE Public Governance Gazette.pdf
 - Website Updates SPGE Public Portal June 2023.pdf





Legacy SPGE Site

Click the Legacy
SPGE Site link to
access the original
DLG website.

SPGE		Login	?
Log in			
Email			
rebeccad.morton@ky.gov			
Password			
•••••			
Log in	Continue to Public Portal as a Guest		
Forgot your password?	Guide to using the SPGE Public Portal		
Resend email confirmation	Public Portal Help Center		

	DEPARTMENT F	
	GOVERNMENT	CAO E
100	PRESS	
	Special Purpose Governmen	ntal Entities (SPGEs)
	Search Records	COUNTY INFORMATION CITY TRAINING PROGRAM LEGAL
SPGE Name		
ADD		SPECIAL PURPOSE GOVERNMENT ECLERRINGHOUSE GOVERNMENT
City	ART 1 1 5 5 10 10 10 10 10 10 10 10 10 10 10 10 10	SPGE ONTERANZA
Zip	W / W / W	Public Portal
Taxing	F. J. G., 79, F. J. J. J. S. S.	
County		
District Type		Powelende
Status	Active SEARCH RESET FIELDS	Downloads 2022 SPGE Tax Rate Calculation Workbook -



USING THE PUBLIC PORTAL

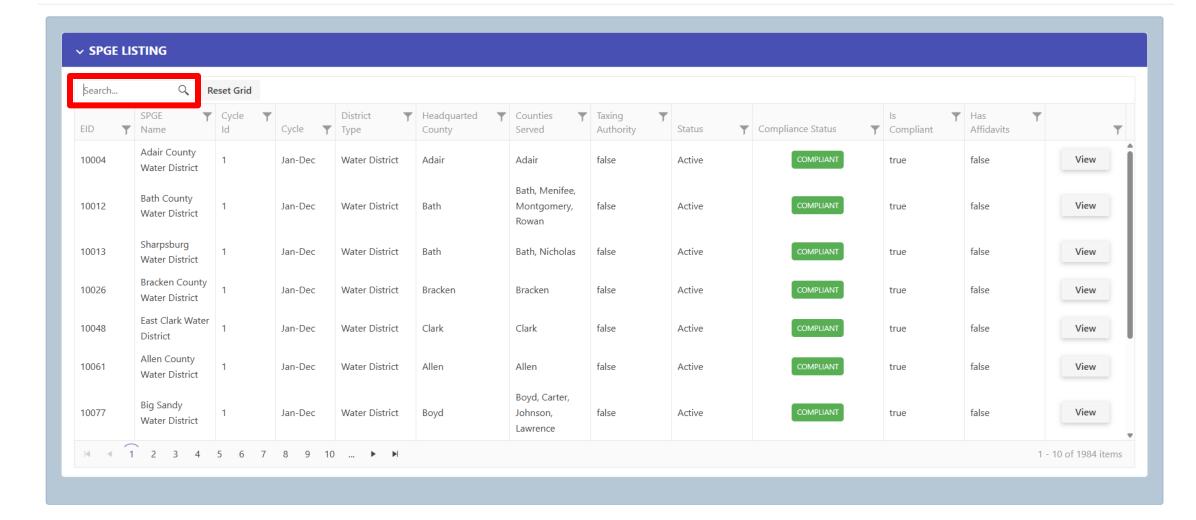




Using the Search Field

Once on the SPGE Public Portal, enter your search criteria in the search field. You can search by entering the full or partial name of the SPGE, county, cycle, or other relevant information.

SPGE Welcome Guest Login ②



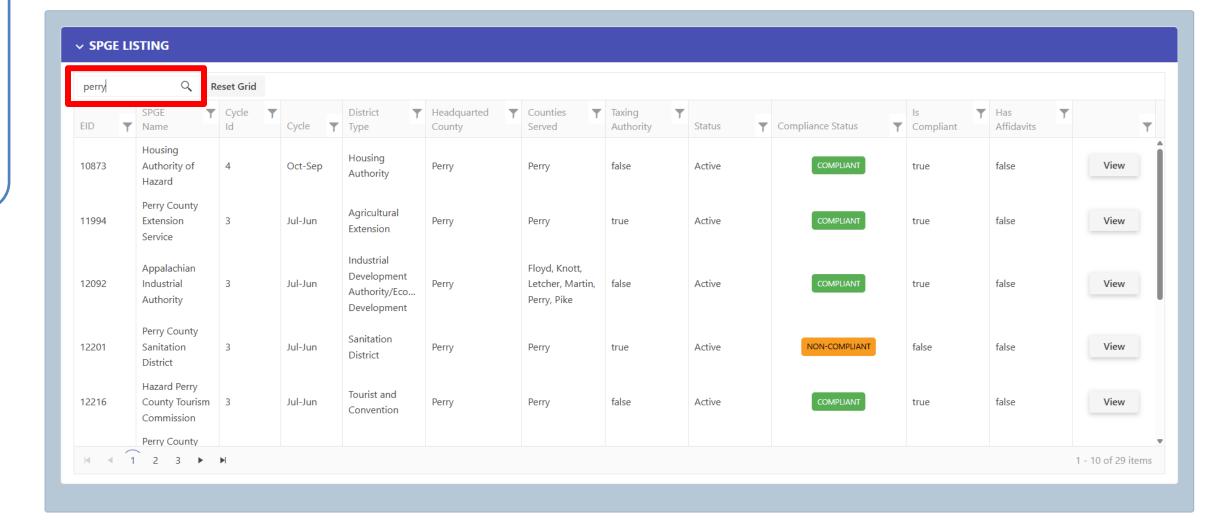




Search Field Example

Entering "Perry" will display a list of all SPGEs with "Perry" in their name, as well as all SPGEs located in Perry County.

SPGE Welcome Guest Login ③







Search Using Filters

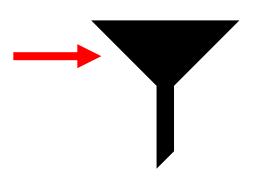
Search for SPGEs using the following filters:

EID, SPGE Name, Cycle ID, Cycle, District Type, Headquartered County, Counties Served, Taxing Authority, Status, Is Compliant, and Has Affidavits.

To begin the search, click the filter and make the appropriate selections and entries.

SPGE Welcome Guest Login ③

Search	Search Q Reset Grid											
EID 🍸		Cycle T	Cycle Y		Headquarted Tounty	Counties Y Served	Taxing Y Authority		Compliance Status	Is T	Has Y Affidavits	
10004	Adair County Water District	1	Jan-Dec	Water District	Adair	Adair	false	Active	COMPLIANT	true	false	View
10012	Bath County Water District	1	Jan-Dec	Water District	Bath	Bath, Menifee, Montgomery, Rowan	false	Active	COMPLIANT	true	false	View
10013	Sharpsburg Water District	1	Jan-Dec	Water District	Bath	Bath, Nicholas	false	Active	COMPLIANT	true	false	View
10026	Bracken County Water District	1	Jan-Dec	Water District	Bracken	Bracken	false	Active	COMPLIANT	true	false	View
10048	East Clark Water District	1	Jan-Dec	Water District	Clark	Clark	false	Active	COMPLIANT	true	false	View
10061	Allen County Water District	1	Jan-Dec	Water District	Allen	Allen	false	Active	COMPLIANT	true	false	View
10077	Big Sandy Water District	1	Jan-Dec	Water District	Boyd	Boyd, Carter, Johnson, Lawrence	false	Active	COMPLIANT	true	false	View





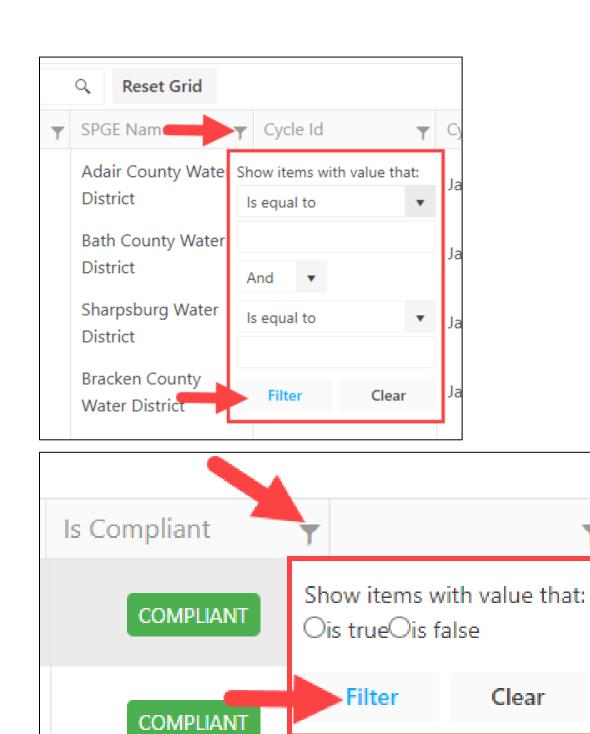


How To Use Filters

Click the filter in one of the fields.

Search using one or more values, or by selecting "True" or "False."

Click "Filter."







EID Filter

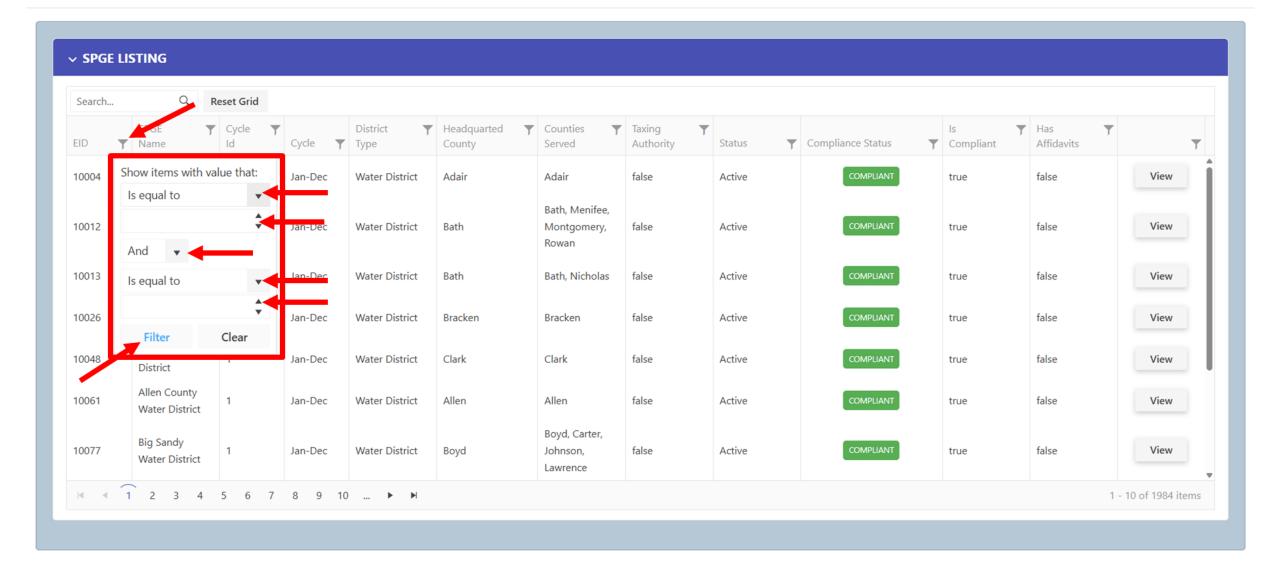
The EID number uniquely identifies each SPGE. It cannot be changed and is not the Tax Identification Number (TIN) or Federal EIN Number.

Click the filter and select any of the options in the drawdown menus.

Click "Filter."

SPGE

Welcome Guest Login ?







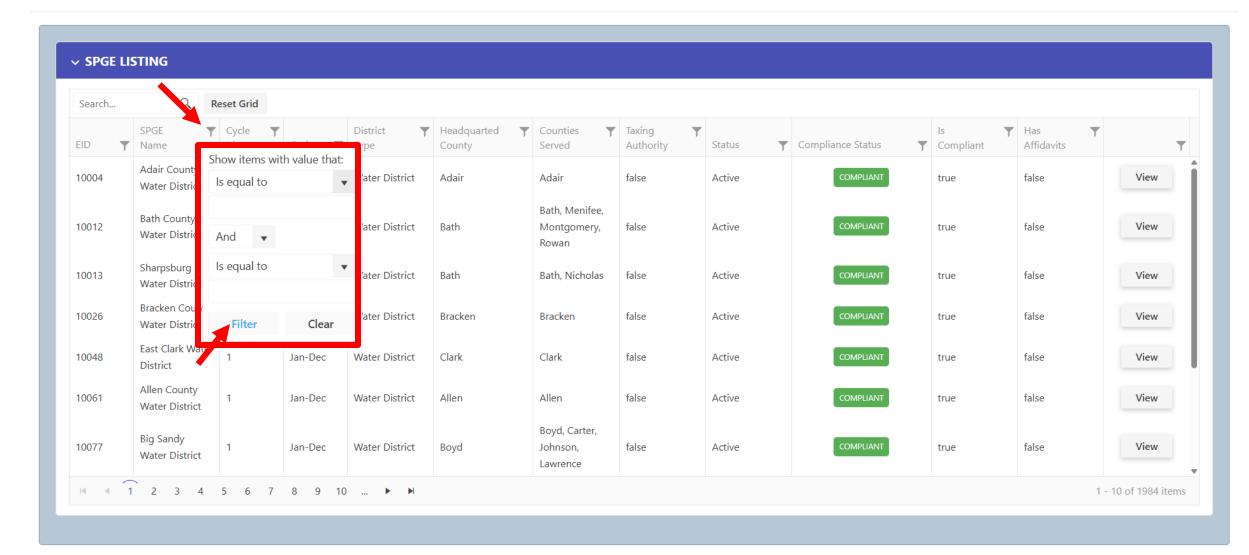
SPGE Name Filter

Click the filter.

Select any of the options in the drawdown menus and enter any applicable information.

Click "Filter."

SPGE Welcome Guest Login ③







Cycle ID Filter

Search for SPGEs by reporting fiscal year:

Cycle ID 1 = Jan-Dec

Cycle ID 2 = Apr-Mar

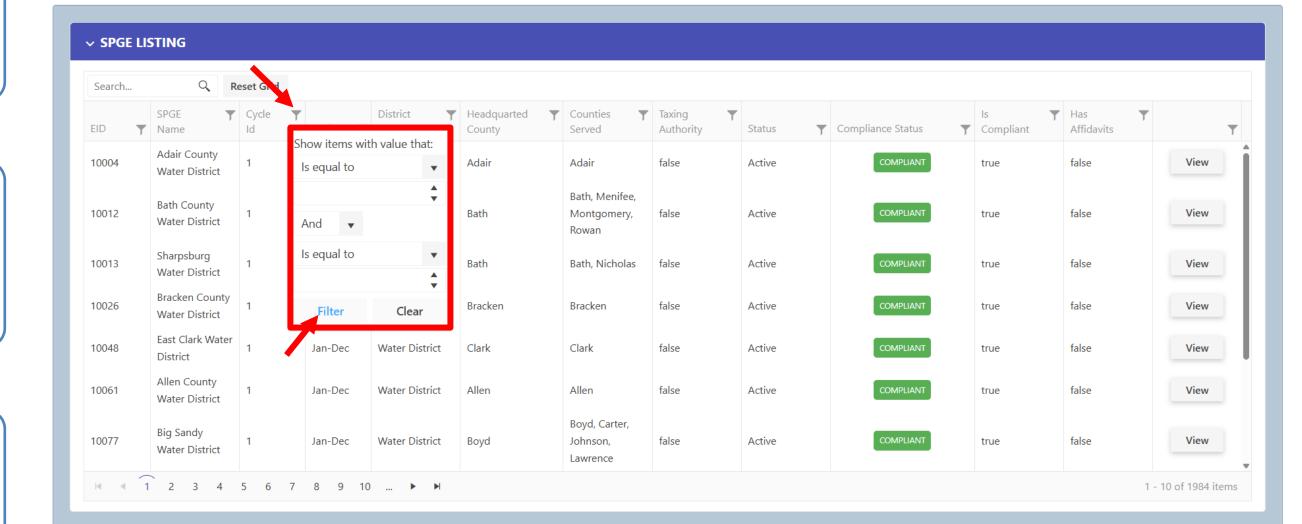
Cycle ID 3 = Jul-Jun

Cycle ID 4 = Oct-Sep

Olick the filter and select any of the options in the drawdown menus and enter any applicable information.

Click "Filter."

SPGE Welcome Guest Login ③







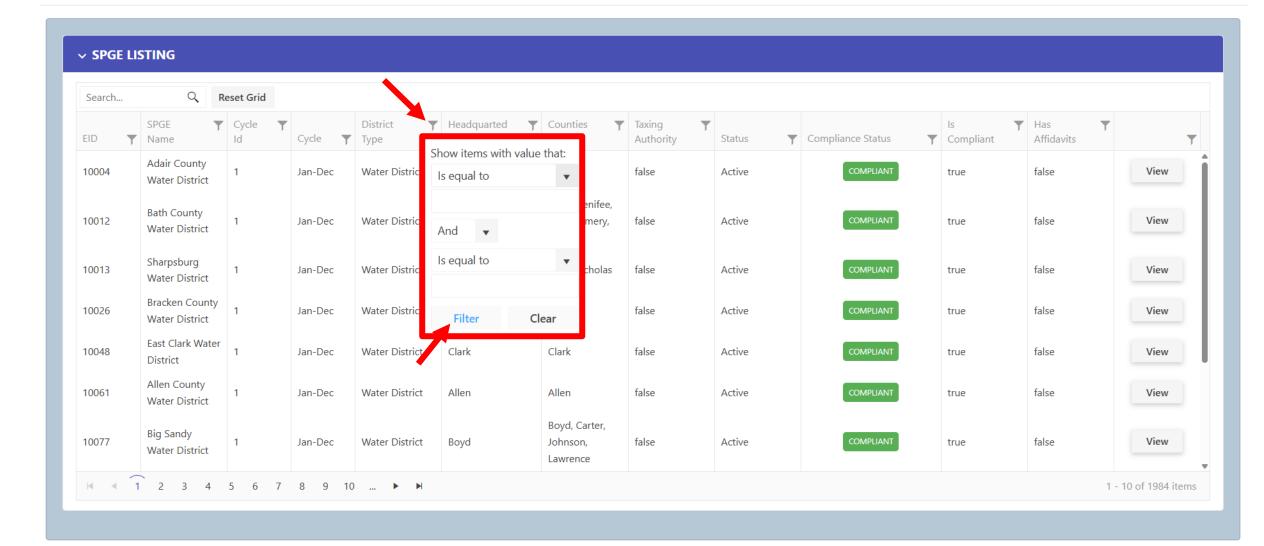
District Type Filter

Search for SPGEs by district type (list provided on next slide).

Click the filter and select any of the options in the drawdown menus and enter any applicable information.

Click "Filter."

SPGE Welcome Guest Login ②







District Types

 Agricultural Extension, Air Board, Air Pollution Control, Ambulance, Area Development District, Area Planning Commission, Cable Commission, Cemetery, Community Action Corporation, Community Correction Advisory, Community Improvement, Courthouse Commission, Drainage and Levee, Emergency Telephone Service, Fire Protection, Flood Control, Hospital, Housing Authority, Human Rights Commission, Industrial Development Authority/Economic Development, Landbank Authority, Library, Mass Transit Authority, Mental Health, Other, Parks and Recreation, Performing Arts, Public Health, Public Health (Fee Exempt), Public Utilities (With Components), Recycling, Regional Jail, Rescue Squad, Riverport Authority, Road District, Sanitation District, Sewer District, Soil and Water Conservation, Solid Waste Management, Tourist and Convention Commission, TVA Municipal Utilities (With Components), TVA Municipal Utilities (Without Components), Utility Provider (Combined), Volunteer Fire, Water Commission, Water District, Watershed Conservancy





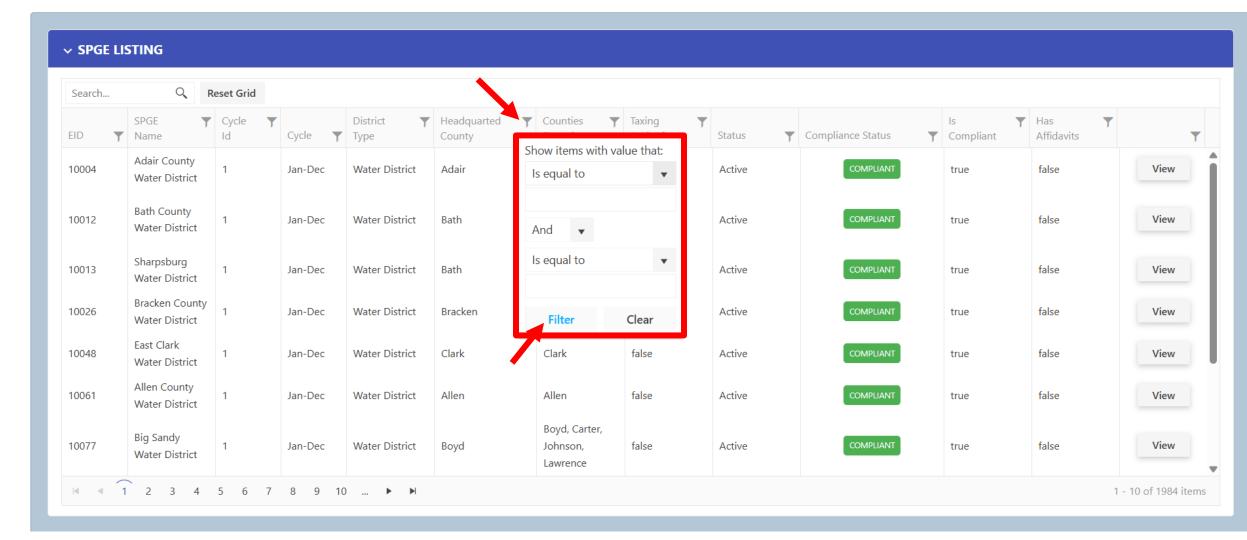
Headquartered County Filter

Search for SPGEs by the county in which they are located.

Click the filter and select any of the options in the drawdown menus and enter any applicable information.

Click "Filter."

SPGE Welcome Guest Login ③







Counties Served Filter

Search for SPGEs by the county they serve.

Click the filter and select any of the options in the drawdown menus and enter any applicable information.

Click "Filter."

SPGE Welcome Guest Login ② ✓ SPGE LISTING Q Reset Grid District ▼ Headquarted ▼ Counties ▼ Has EID ▼ Type ▼ Compliance Status Cycle Compliant Show items with value that: Adair County 10004 false Water District Adair true View Is equal to Water District Bath, Menife Bath County 10012 Montgome true false View Water District Water District Rowan Sharpsburg 10013 Water District Bath, Nichol View Water District Bracken County 10026 false Water District Bracken true View Bracken Water District Clear East Clark 10048 Active Clark false Water District true View Water District Allen County 10061 Water District Active true false View Water District Boyd, Carter, Big Sandy 10077 View N 1 2 3 4 5 6 7 8 9 10 ... ▶ N 1 - 10 of 1984 items





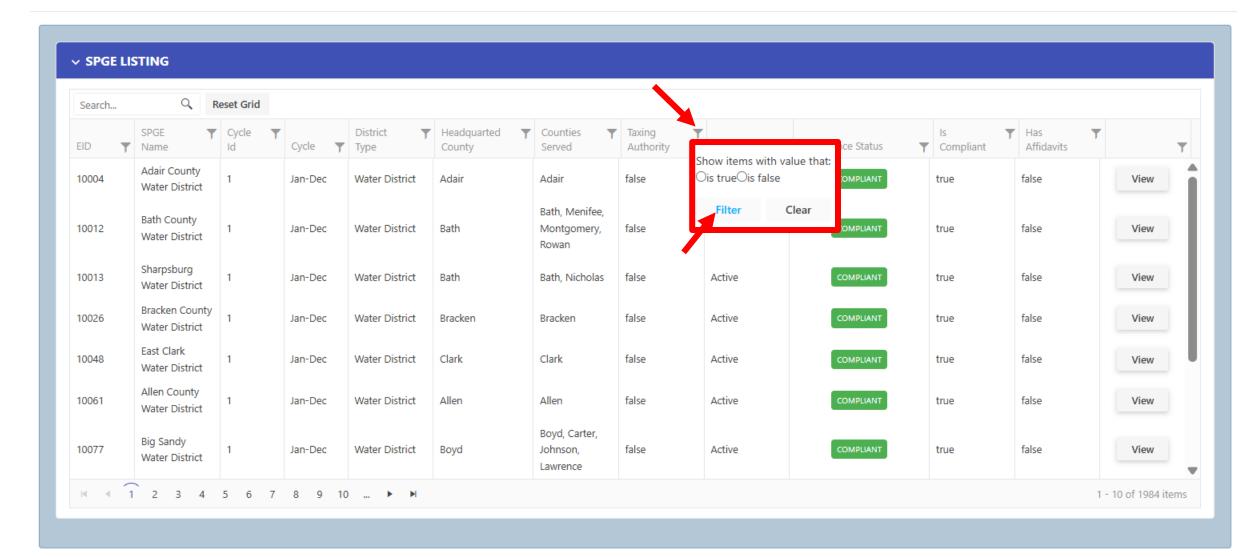
Taxing Authority Filter

Search for SPGEs by their taxing authority status.

Click the filter and select "True" or "False."

Click "Filter."

SPGE







Welcome Guest Login ?

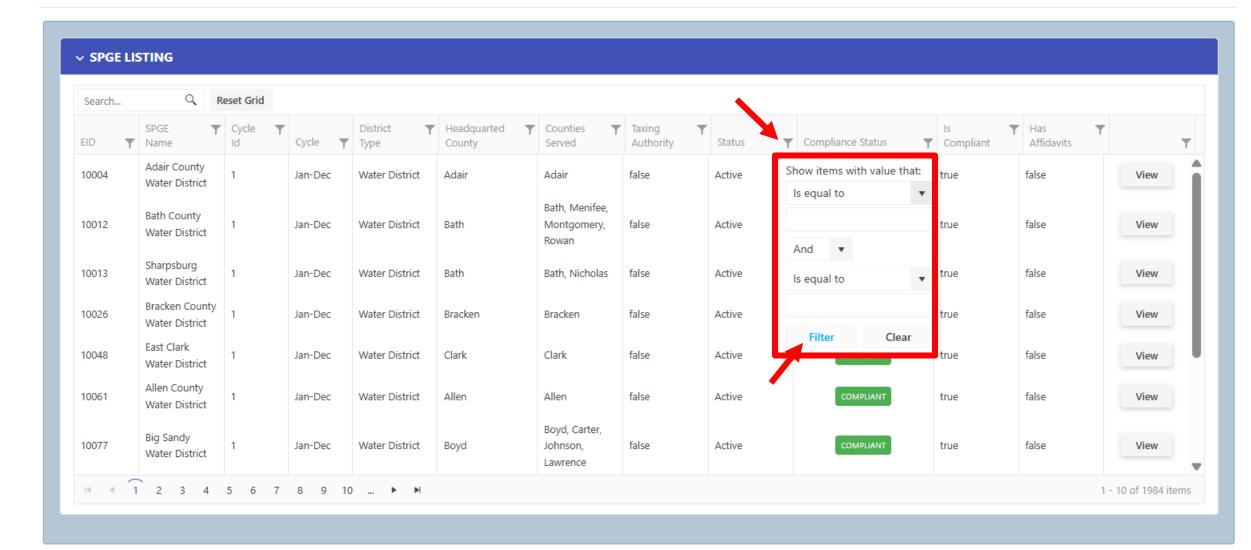
Status Filter

Search for SPGEs by their operational status.

Click the filter and select any of the options in the drawdown menus and enter any applicable information.

Click "Filter."

SPGE Welcome Guest Login ③







Status Options



Active: SPGEs that are currently in the compliance and noncompliance process



Hold: SPGEs that are temporarily not in the compliance and noncompliance process



Process – Dissolution: SPGEs in the process of ceasing operations and will no longer exist



Result – Merged: SPGEs that no longer exist due to combining with another SPGE



Result – Dissolved: SPGEs that completed the process of ceasing operations and no longer exist



75 Exempt: Any fire protection district operating under KRS Chapter 75, with either the higher of annual receipts from all sources or annual expenditures less than \$100,000. These districts began reporting to the Fire Commission in FY 2017



273 Exempt: Any volunteer fire department incorporated under KRS Chapter 273. These districts began reporting to the Fire Commission in FY 2019





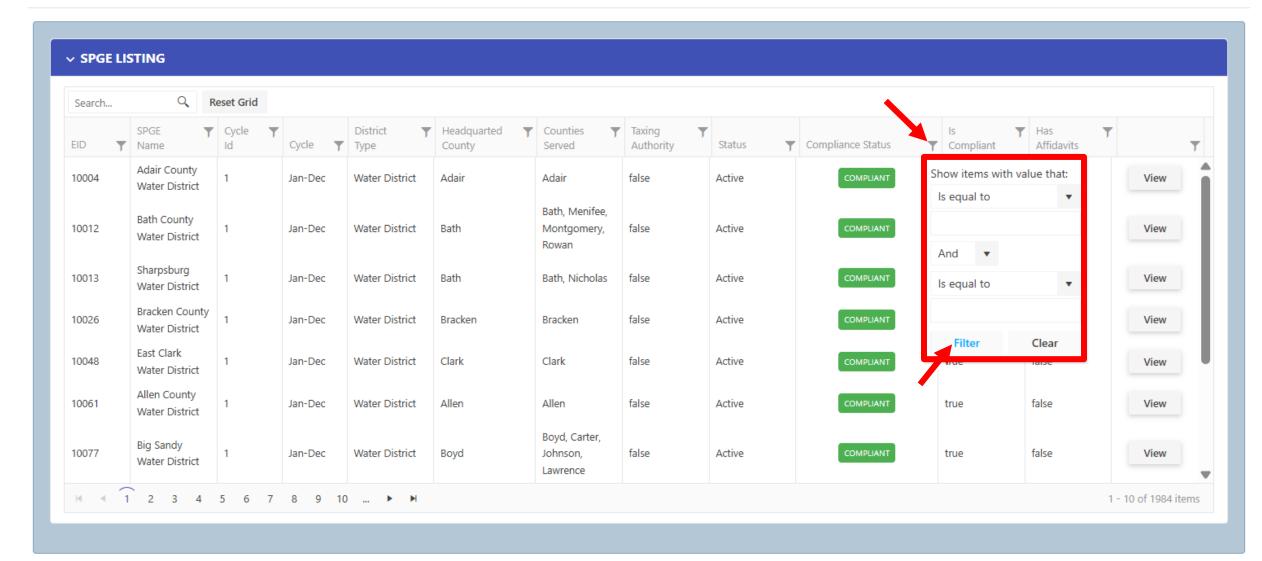
Compliance Status Filter

Search for SPGEs by their compliance status.

Click the filter and select any of the options in the drawdown menus and enter any applicable information.

Click "Filter."

SPGE







Welcome Guest Login ?

Compliance Status Options

COMPLIANT

SPGE has submitted all required documents and is not at risk of resulting noncompliance penalties.

NON-COMPLIANT

SPGE is missing tasks from the Open Task list and possibly an audit or attestation, risking noncompliance penalties.

NON-COMPLIANT

SPGE is missing an audit or attestation, risking noncompliance penalties.





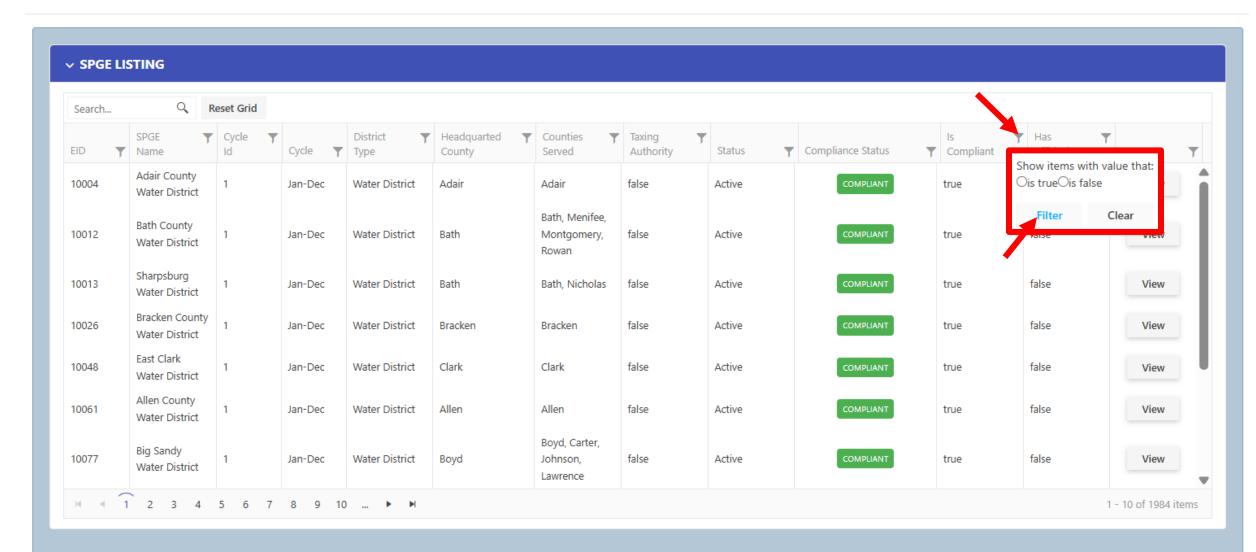
Is Compliant Filter

Search for SPGEs by their compliance status.

Click the filter and select "True" or "False."

Click "Filter."

SPGE







Welcome Guest Login ?

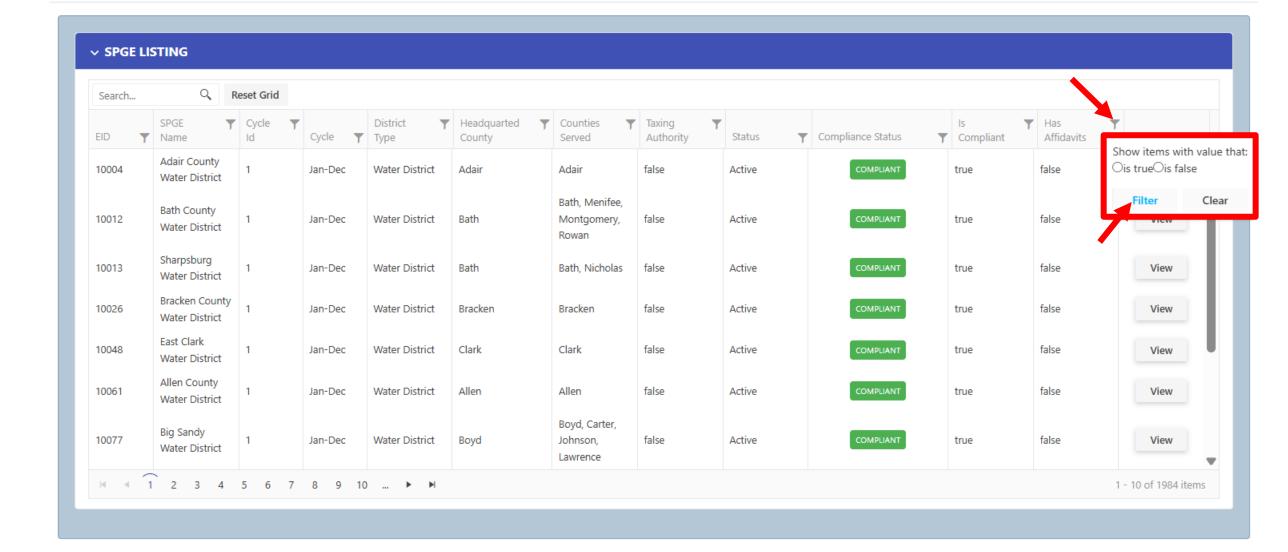
Has Affidavits Filter

Search for SPGEs by their affidavit status.

Click the filter and select "True" or "False."

Click "Filter."

SPGE Welcome Guest Login ②







Affidavits (KRS 65.037)



Local governments may submit an affidavit in lieu of a required record that has been lost, damaged, or destroyed.



SPGEs complete one affidavit per missing document and email it to dlg-csd@ky.gov.



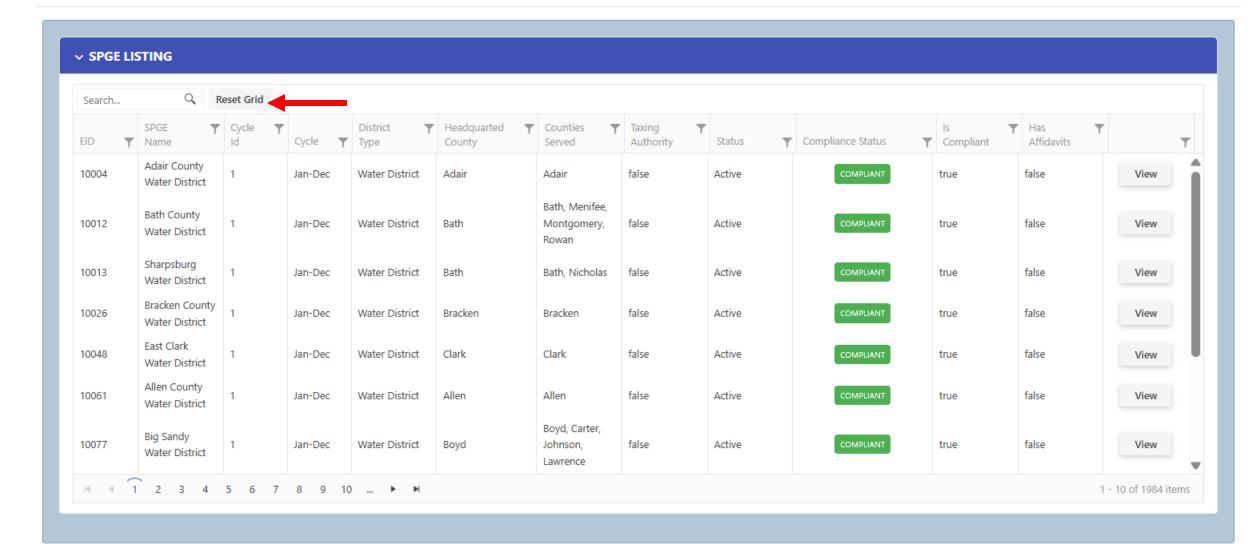
If accepted by DLG, the missing document is waived.





Reset

Click "Reset Grid" to clear the search field and all filters. SPGE Welcome Guest Login ②



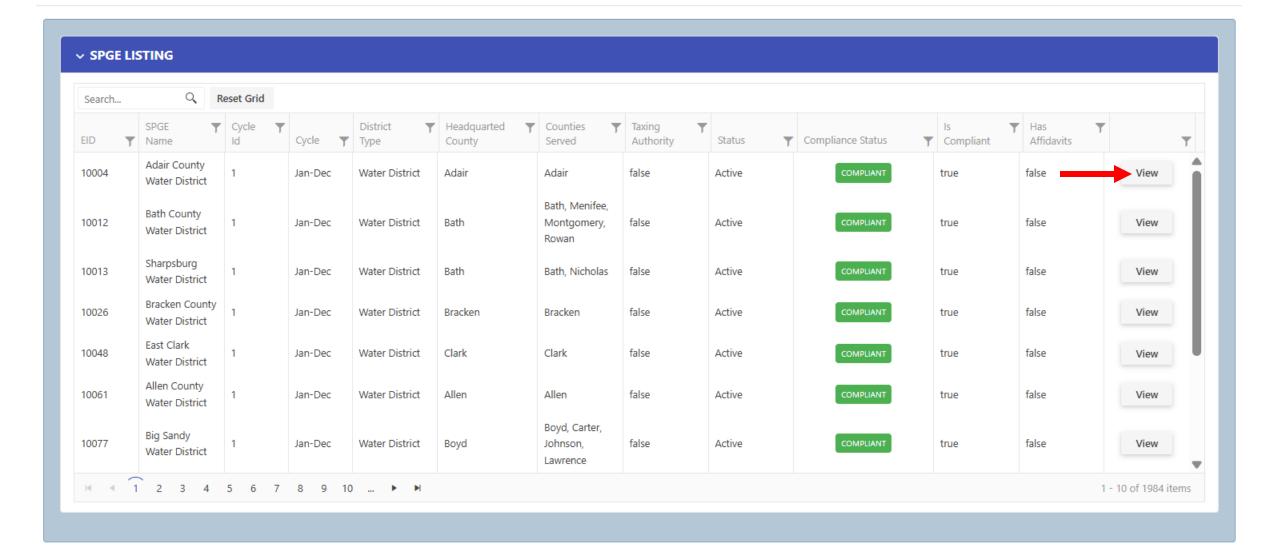




View SPGE Dashboard

Once the desired SPGE is found, click "View" to access the SPGE Dashboard.

SPGE Welcome Guest Login ②

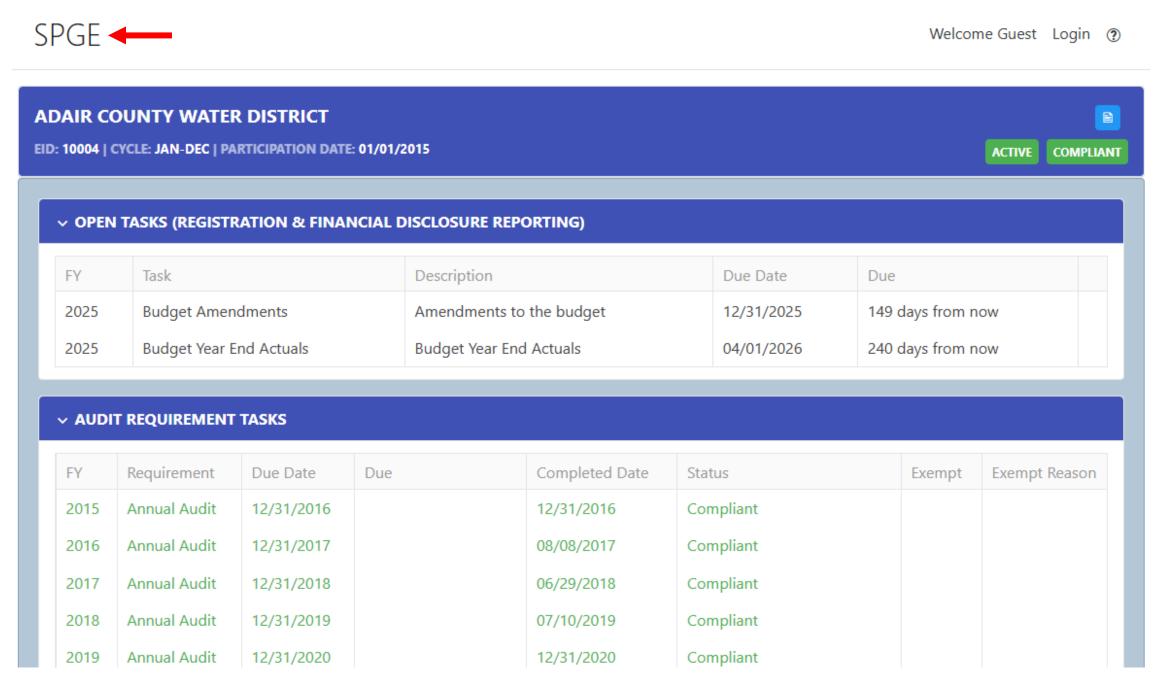






Go Back to SPGE Public Portal

You are now on the SPGE Dashboard. Click the SPGE icon at anytime to go back to the SPGE Public Portal.







SPGE DASHBOARD

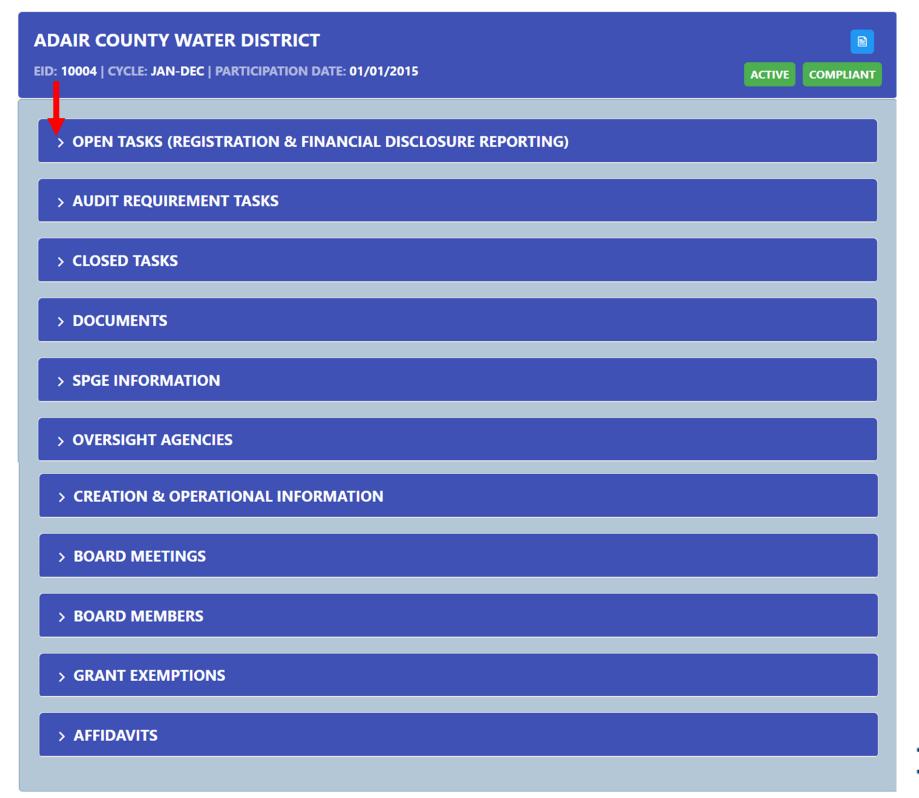




Dashboard Sections

Each SPGE Dashboard includes the same sections.

Click the down arrow in the remaining sections to open it and view the information there. Click the arrow again to close the section.





Open Tasks

Shows tasks with past and upcoming due dates. Tasks in this section have not been submitted and cannot be viewed.

Red = past due

Orange = due in 15 days or less

Black = due dates exceed 15 days

Tasks include registration forms, fees, budget estimates, budget amendments, and yearend actuals.

▽ OPEN TASKS (REGISTRATION & FINANCIAL DISCLOSURE REPORTING) Task Description Due Date Due FY Amendments to the budget **Budget Amendments** 12/31/2023 582 days ago Submit the Registration & Board Reporting Form Registration 567 days ago 2024 01/15/2024 Pay annual registration fee 567 days ago Registration Fee 01/15/2024 2024 Budget figures, adopted by the SPGE's board 2024 **Budget Estimates** 01/15/2024 567 days ago **Budget Year End Actuals Budget Year End Actuals** 493 days ago 2023 03/29/2024 Amendments to the budget 216 days ago **Budget Amendments** 2024 12/31/2024 2025 Registration Submit the Registration & Board Reporting Form 01/15/2025 201 days ago Pay annual registration fee 01/15/2025 201 days ago 2025 Registration Fee Budget figures, adopted by the SPGE's board **Budget Estimates** 201 days ago 2025 01/15/2025 **Budget Year End Actuals** 125 days ago 2024 Budget Year End Actuals 04/01/2025 **Budget Amendments** Amendments to the budget 12/31/2025 149 days from now 2025 **Budget Year End Actuals** 240 days from now **Budget Year End Actuals** 04/01/2026





Audit Requirement Tasks

Shows required audit and attestation engagement tasks.

"TBD" is shown until the year-end actuals for that fiscal year are submitted.

Audits and attestation engagements cannot be viewed in this section. They can be viewed in the Documents section.

∕ AUDI	T REQUIREMENT T	ASKS					
FY	Requirement	Due Date	Due	Completed Date	Status	Exempt	Exempt Reaso
2015	Annual Audit	12/31/2016		12/31/2016	Compliant		
2016	Annual Audit	12/31/2017		12/31/2017	Compliant		
2017	Annual Audit	12/31/2018		12/31/2018	Compliant		
2018	Annual Audit	12/31/2019		12/31/2019	Compliant		
2019	Annual Audit	12/31/2020		12/31/2020	Compliant		
2020	Annual Audit	12/31/2021		08/29/2023	Received Late Submission		
2021	Annual Audit	12/31/2022		08/29/2023	Received Late Submission		
2022	Annual Audit	12/31/2023		12/29/2023	Compliant		
2023	Annual Audit	12/31/2024		01/07/2025	Received Late Submission		
2024	Annual Audit	12/31/2025		04/01/2025	Compliant		
2025	null				TBD		





Closed Tasks

Shows tasks that have been submitted.

These tasks include registration forms, fees, budget estimates, budget amendments, and yearend actuals.

Click "View" to view the documents.

FY	Task	Description	Due Date	Completed Date	Exempt	Exempt Reason	
2023	Registration	Submit the Registration & Board Reporting Form	01/15/2023	01/30/2023			View
2023	Registration Fee	Pay annual registration fee	01/15/2023	01/30/2023			View
2023	Budget Estimates	Budget figures, adopted by the SPGE's board	01/15/2023	01/30/2023			View
2022	Registration	Submit the Registration & Board Reporting Form	01/15/2022	12/20/2021			View
2022	Registration Fee	Pay annual registration fee	01/15/2022	12/20/2021			View
2022	Budget Estimates	Budget figures, adopted by the SPGE's board	01/15/2022	12/20/2021			View
2022	Budget Amendments	Amendments to the budget	12/31/2022	01/30/2023			View
2022	Budget Year End Actuals	Budget Year End Actuals	04/01/2023	01/30/2023			View





Documents

Shows submitted audits, attestation engagements, etc.

Click "View" to view the documents.

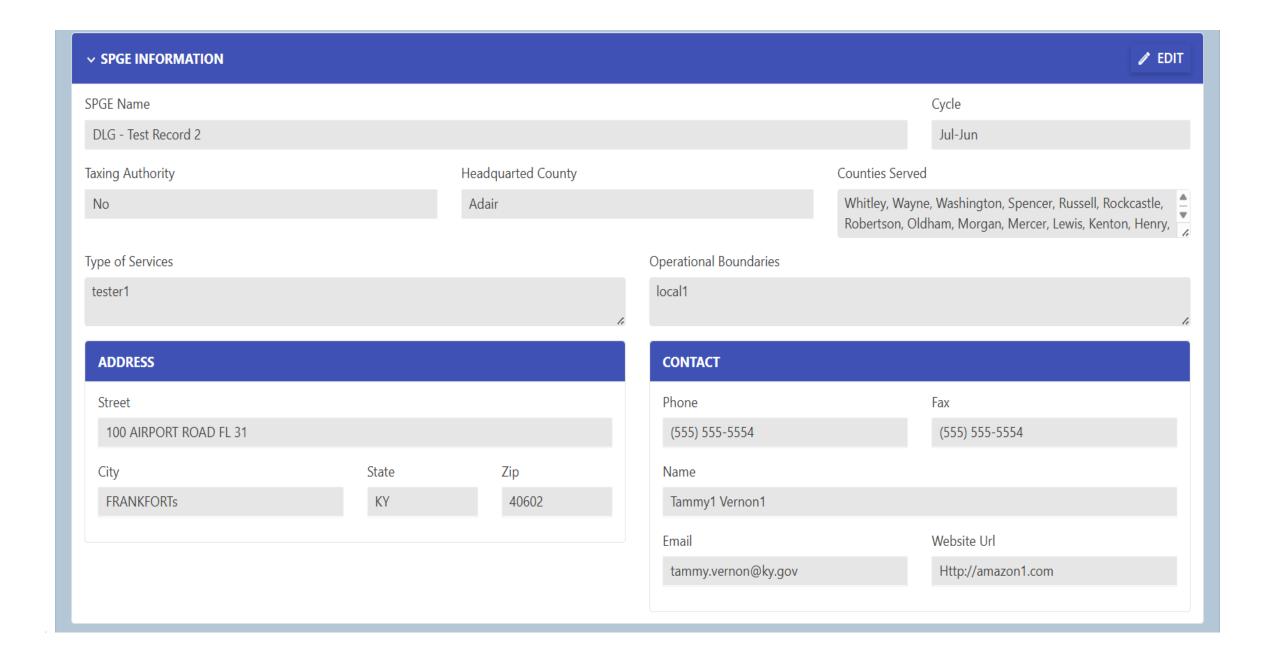
/ear	Document Type	Document Name	
2023	Audit	2023 Financial Stmts.pdf	View
2022	Audit	20230612081413.pdf	View
2021	Audit	20230829105055.pdf	View
2020	Audit	1573 - FY 2020 Audit.pdf	View
2019	Audit	1573 - Adair County Water District - FY 2018 and 2019 Audit.pdf	View
2018	Audit	2018-Audit-1973.pdf	View
2017	Audit	2017-Audit-1973.pdf	View
2016	Audit	2016-Audit-1973.pdf	View





SPGE Information

Shows the SPGE's basic information, such the SPGE's name, address, cycle information, and contact information







Oversight Agencies

Shows information pertaining to agencies that assist the SPGE or have input regarding the SPGE's operations.

The oversight agencies listed here have the authority to withhold funds if the SPGE is noncompliant.

V OVERSIGHT AGENCIES								
Name	Street	City	State	Zip	Phone			
Monroe County Fiscal Court	200 N. Main Street, Suite C	Tompkinsville	KY	42167	(270) 487-5505			
University of Kentucky Cooperative Extension Service	S107 Ag. Science Center North	Lexington	KY	40546	(859) 257-7194			





Creation & Operational Information

Shows information pertaining to how the SPGE was created

→ CREATION & OPERATIONAL INF	ORMATION				✓ EDIT
District Type		KRS Established		Date Established	
Air Pollution Control	©	171		12/21/1969	
Most Recent FY Audited			Establishing Entity		
			Interlocal Agreement		
KRS under which SPGE Operates			Ethics Ordinance		
999			City		





Board Meetings

Shows the current board meeting date, time, and location.

∨ BOARD MEETINGS			✓ EDIT
Meeting Frequency			
weekly			
Street			
AFDAS			
City	State	Zip	
AFD	KY	40000	
Video Conference URL			





Board Members

Shows past and current board members.







Grant Exemptions

Shows any submitted grant exemptions.

SPGEs are encouraged to submit a grant exemption when receiving a nonrecurring and non-operating grant that raises its total annual receipts or appropriations, resulting in a higher registration fee and a more stringent audit requirement.

GRANT E	KEMPTIONS						
Fiscal Year	Grant Date	Grant Amount	Source	Purpose Category	Purpose	Grant Status	
2025	11/15/2024	\$700,000.00	American Rescue Plan Act	Capital Construction	Other	Approved	View
2024	06/11/2024	\$500,000.00	American Rescue Plan Act	Capital Construction	Other	Approved	View
2024	05/14/2024	\$350,000.00	American Rescue Plan Act	Capital Asset Acquisition	Other	Approved	View
2024	05/13/2024	\$200,000.00	Other	Capital Construction	Other	Approved	View
2024	04/06/2024	\$300,000.00	American Rescue Plan Act	Capital Construction	Other	Approved	View
2024	03/25/2024	\$400,000.00	American Rescue Plan Act	Disaster Recovery Efforts	Other	Approved	View
2024	01/16/2024	\$100,000.00	American Rescue Plan Act	Capital Construction	Other	Approved	View





Affidavits

Shows any submitted affidavits.

The affidavit cannot replace a required record if someone tampers with it to invoke KRS 65.037.



AFFIDAVITS									
Fiscal Year	Affidavit Status	Recovering	Affidavit Type	Est. Recovery Date	Est. Audit Availablity Date				
2018	Accepted	false	Audit			View			





CREATING LISTS



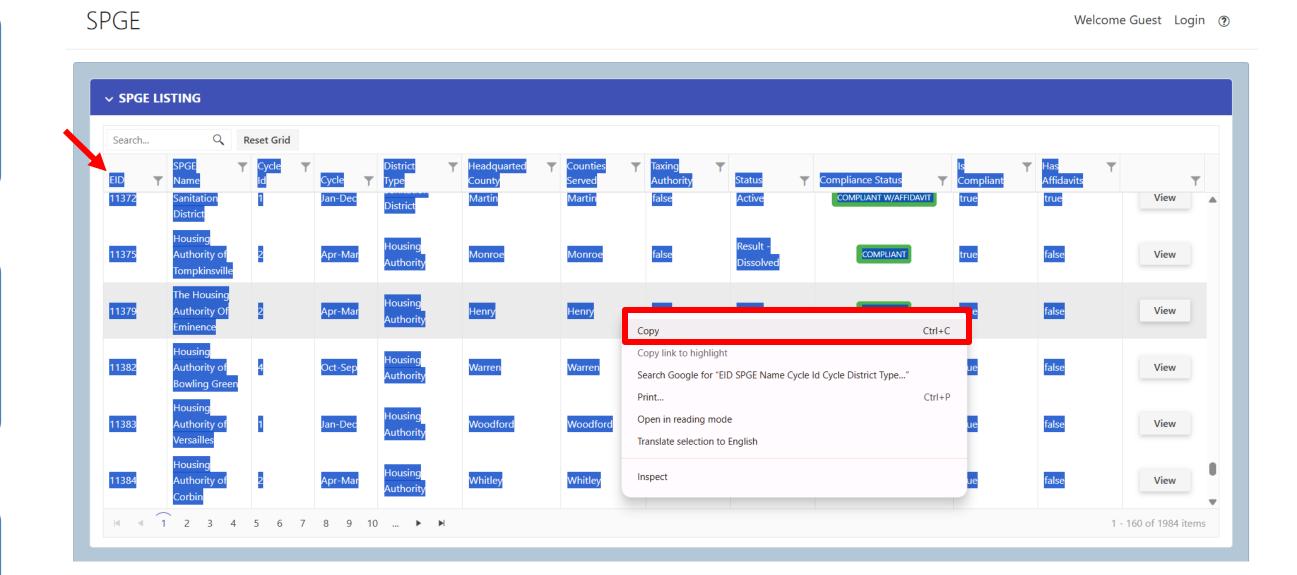


Copying SPGE Data to Make a List

On the SPGE Public Portal, go to the left side of the EID field.

Left mouse click and drag the mouse to the right and down, highlighting the fields.

Right mouse click on one part of the highlighted data and a box will appear. Left mouse click "Copy" to copy the data.



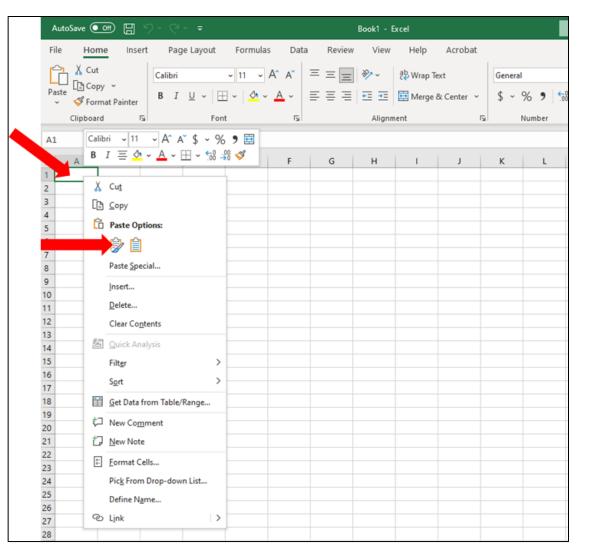


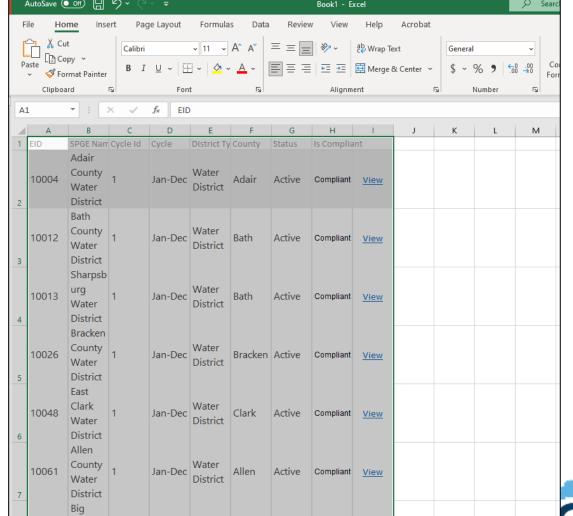


Save the Data in Excel



Right mouse click in field 1A and select the clipboard-paintbrush icon to paste.







DEMO





DLG WEBSITE: HTTPS://DLG.KY.GOV/PAGES/INDEX.ASPX

SPGE PORTAL: HTTPS://SPGE.DLG.KY.GOV/SPGE





QUESTIONS





Cities and Special District Branch Contact Information

Cities and Special Districts Branch

Department for Local Government

100 Airport Road, 3rd Floor

Frankfort, Kentucky 40601

(502) 892-3490

Email: dlg-csd@ky.gov

www.dlg.ky.gov



