

Submitter User Guide

New
Kentucky
Home

TEAM 
KENTUCKY®

Issued by:

Kentucky Department for Local Government

100 Airport Road, 3rd Floor, Frankfort, KY 40601

office phone: 502-573-2382

Contents

Introduction	5
User Account Set-Up.....	5
Account Registration and Login	5
Editing Your User Profile.....	8
<i>Editing Personal Information</i>	<i>8</i>
<i>Editing Contact Email</i>	<i>9</i>
Associating Your Profile with an Organization	10
<i>Creating a New Organization.....</i>	<i>10</i>
<i>Inviting Members to Join Your Organization.....</i>	<i>11</i>
<i>Joining an Existing Organization with Invitation</i>	<i>12</i>
<i>Joining an Existing Organization without Invitation</i>	<i>13</i>
Navigation	14
Grants Opportunities	15
Support	16
Messages	17
Completing the State Grants Project Application	18
Start Flood Control Local Match Participation Program Project Application	19
Section 1: Applicant Information.....	19
Section 2: Project Information	20
Section 3: Project Contact Information	21
Section 4: Supporting Documents	21
Start LGEDF Single County Coal Severance Project Application	22
Section 1: Project Information	22
Section 2: Grantee Information	23
Section 3: Recipient Information	23
Section 4: Scope of Work.....	24
Section 5: Supporting Documents	25
Start Regional Development Agency Assistance Program Project Application	26
Section 1: Project Information	26

Section 2: Grantee Information	27
Section 3: Recipient Information	27
Section 4: Scope of Work.....	28
Section 5: Supporting Documents	28
Start Legislative Line-Items and Special Programs Project Application	29
Section 1: Project Information	29
Section 2: Grantee Information	30
Section 3: Recipient Information	30
Section 4: Scope of Work.....	30
Section 5: Supporting Documents	30
Viewing State Grants Applications	31
Actions for a Project Application	32
View Details for a Project Application	34
<i>Create Message</i>	36
<i>Edit Application</i>	36
<i>Cancel Application</i>	36
<i>General Details</i>	36
<i>Status and Decision</i>	36
<i>Messages</i>	36
<i>Documents</i>	37
Post-Award Documents.....	38
Disbursement Request Form	38
Section 1: Disbursement Request Information	39
Section 2: Expenditure Information	39
Quarterly Progress Report Form	41
Section 1: Project Details	42
Section 2: Financial Details.....	43
Award Closeout Form.....	45
Section 1: Completion Details	46
Section 2: Additional Information	47

Introduction

State Grants provides funding opportunities administered by the Kentucky Department for Local Government (DLG) to support local governments, nonprofit organizations, Area Development Districts, and other eligible entities throughout the Commonwealth. These programs help fund projects that promote economic development, community improvement, infrastructure investment, public services, and other initiatives that benefit Kentucky communities.

The KY DLG Portal serves as the centralized system for applying to State Grants and managing awards throughout the grant lifecycle, including application submission, grant administration, reimbursement requests, reporting, and award closeout.



Please note that, throughout this document and on the KY DLG Portal, the term “Submitter” refers to the individual who is submitting a State Grants project application.

This user guide is designed to provide Submitters with information and resources to assist in completion of their submission of State Grant project applications and is structured to follow the process from beginning to end.

User Account Set-Up

The State Grant Opportunities will be available on the “KY DLG Portal.” Access the portal home page using this link: <https://www.dlgportal.ky.gov/en-US/>

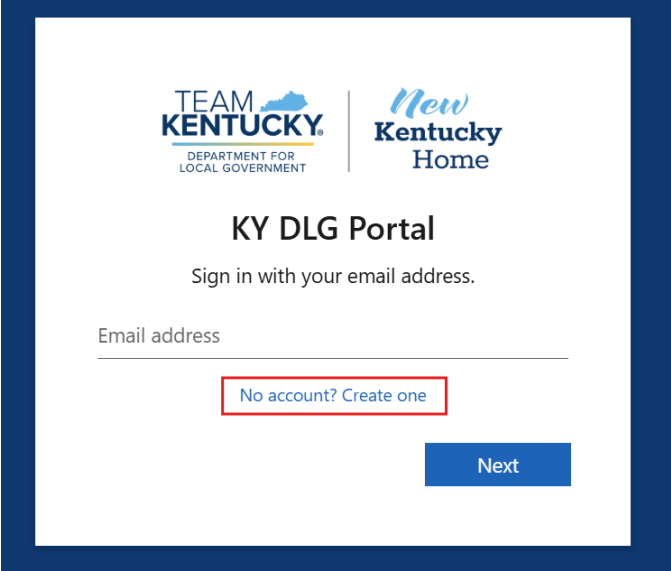
Account Registration and Login

To both create a user account (if you are a new user) and sign in to your account (if you are an existing user), click on the “Login / Register” button in the top-right of the page:



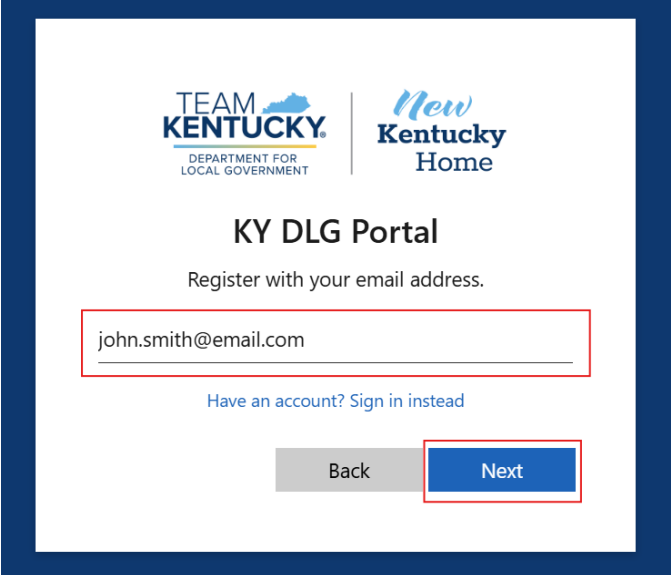
From the “Sign In” page, to register for an account, click the “No account? Create one” link

at the bottom:



The image shows a web page titled "KY DLG Portal" with logos for "TEAM KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT" and "New Kentucky Home". The instruction "Sign in with your email address." is displayed. Below it is a text input field labeled "Email address". A red rectangular box highlights a link that says "No account? Create one". To the right of the input field is a blue button labeled "Next".

This will navigate you to a new page where you will be prompted for an email address to associate your account with. Enter your email address and click on the “Next” button.



The image shows a web page titled "KY DLG Portal" with the same logos as the previous screen. The instruction "Register with your email address." is displayed. Below it is a text input field containing the email address "john.smith@email.com", which is highlighted by a red rectangular box. Below the input field is a link that says "Have an account? Sign in instead". At the bottom are two buttons: a grey "Back" button and a blue "Next" button, with the "Next" button highlighted by a red rectangular box.

You will then be prompted to enter a code that is sent to the email address to verify you. Give the code a couple minutes to send. If it has not sent then please double check the email that you input is correct.

TEAM KENTUCKY
DEPARTMENT FOR
LOCAL GOVERNMENT

New
Kentucky
Home

← john.smith@email.com

Enter code

We just sent a code to john.smith@email.com

Enter code

Next

Enter the code and click “Next.” This will navigate you to a final screen where you will input details about your new account including a password, name, and phone number:

TEAM KENTUCKY
DEPARTMENT FOR
LOCAL GOVERNMENT

New
Kentucky
Home

joshua.saldia@ey.com

Add details

We just need a little more information to set up your account.

Password

Re-enter password

First Name

Last Name

Phone Number

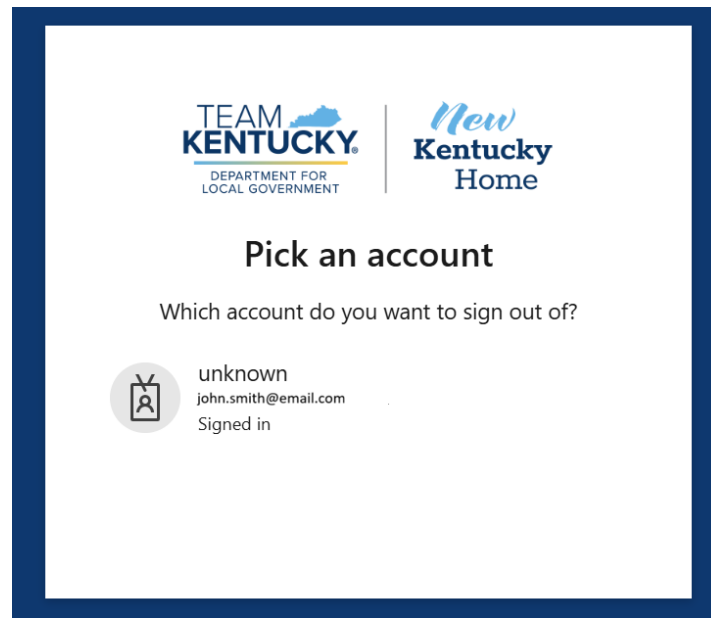
Display Name

Cancel Next

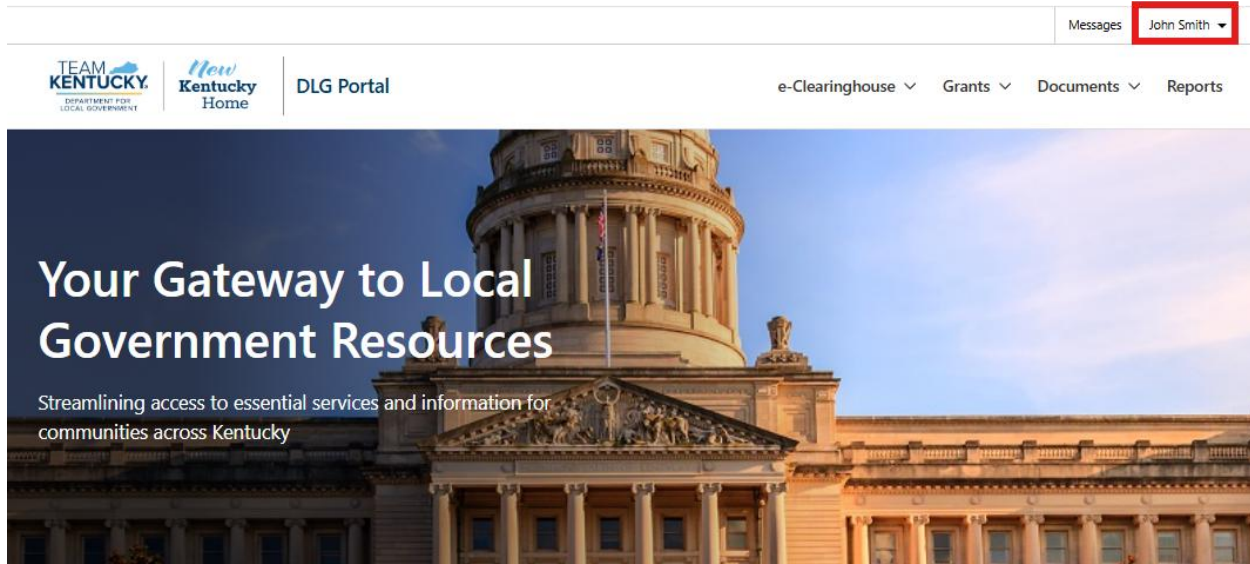
When finished, click the “Next” button to officially create your new user account.

To log in to your account, follow the same steps as before: click on “Login” in the top-right

corner of the page. Select the account for which you are logging in.



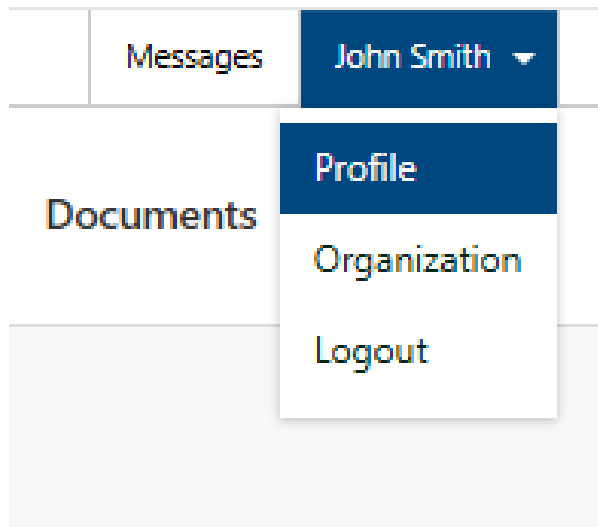
Once you are successfully signed in, the “Login” button in the top-right of the page should then display your name:



Editing Your User Profile

Editing Personal Information

When logged in, click on your name in the top-right corner of the page, then select “Profile” in the drop-down list that appears:



You will then see the “My Account” page, which contains sections for profile information including “Personal Information,” and “Account Details.”

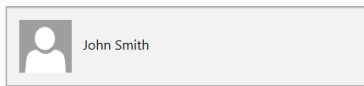
A screenshot of the 'My Account' page. The page has a light gray header with the title 'My Account'. Below the header, there are two main sections: 'Personal Information' and 'Account Details'. The 'Personal Information' section contains five input fields: 'First Name' (with a red asterisk), 'Middle Name', 'Last Name' (with a red asterisk), 'Suffix', and 'Phone' (with a red asterisk). The 'Account Details' section shows the 'Contact Email' as 'john.smith@email.com' with an 'Edit' link. Below the email, there is a section titled 'Updating your password' with instructions. At the bottom of the page, there is a blue 'Submit' button.

It is your responsibility to keep your user profile information current. Should any of your information change, please update your user profile promptly on this page and you will have the option to save the updated information by selecting “Submit”.

Editing Contact Email

You also have the option to edit your contact email. This is the email where you'd like to receive notifications. This email is not connected to your login credentials. By default, the email will be the email used from your account registration. If you wish to edit this, click on the “Edit” button next to the contact email name. You will be navigated to a new screen where you will input your new email address:

Change Email



Email * smith.john@email.com

✉ Change and confirm email

Click on “Change and confirm email” to confirm your email change. If successful, you will be shown a success message, and further instructions to confirm your new contact email will be sent to the contact email address.



Confirm Email

✔ Your email has been changed successfully.

✉ Check your email for confirmation instructions.

Email smith.john@email.com

Associating Your Profile with an Organization

A portal user must be associated to an organization before accessing State Grants Project Application form(s). This helps to keep track of all the people that are a part of the same organization and to ensure collaboration is occurring between your organization’s members only. Additionally, a portal user can belong to only one portal organization.



Please note: The Organization you are associating with is the Submitter Organization, the company you work for. You will provide the Applicant Organization information on the application itself.

All team members in the Organization will be able to access the Applications & Awards page to view the Project Application’s status as it progresses through the review process. Only the Application “Submitter” – the portal user that submits the Project Application portal form – will receive notifications about the application.

Creating a New Organization

The first member of an organization that has created a user profile will also create their respective organization’s record. When signed in, this member can click on their name in

the top-right corner of the page, then select “Organization” in the drop-down list:



From there you can provide your organization's details, and by clicking “Submit” you will create the organization record, and you will become an admin of that organization:

Please provide your organization's details. If your organization has a **Unique Identifier (UEI)**, include it to help us accurately identify your organization. If a UEI is not available, please provide at least one of the following: **Taxpayer Identification Number (TIN)**, **Employer Identification Number (EIN)**, **State Vendor Account Number**.

* Required

Unique Identifier

Taxpayer Identification Number (TIN)

Employer Identification Number (EIN)

State Vendor Account No.

Organization Name *

Street 1 *

Street 2

City *

State/Province *

ZIP/Postal Code *

Main Phone

Phone Extension

Submit

Inviting Members to Join Your Organization

As an admin, you can add people to your organization. To do this, navigate to the Members Tab and click on “Invite User” above the list of team members:

Organization

Details

Payment Accounts

Members

Team

Invite User

Name	Email	Type	User ID	Status	Actions
Rose Dennis	rose.dennis@ey.com	 Admin	USR-0001117	Active	

The “Invite User” pop-up modal will then appear. Complete the fields listed, designate the new user’s type of organization contact, and click “Submit.” The invited user will receive an email with a link to join your organization.

Invite User

×

Required *

First Name *

Last Name *

Email *

Organization Contact Type *

Staff

▼

Cancel

Submit

Joining an Existing Organization with Invitation

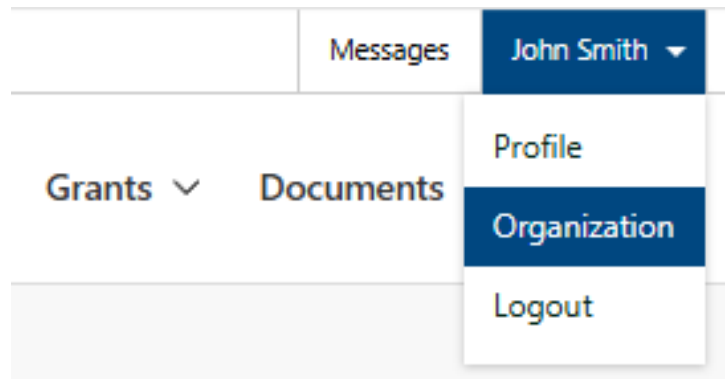
For a portal account to join an organization via invitation, an organization admin must initiate the process. When an admin invites a person to join their organization, a few things happen behind the scenes:

- If, as an invited user, you **do not** have an existing portal account, you will receive an email invitation with a link to complete your portal account. Once you click on that link, you will be redirected to the “Redeem invitation” tab of the KY DLG Portal’s “Sign In” page. The invitation code in your email invitation should be automatically copied into the portal’s text box. Click “Register,” and you will then be prompted to create an account.
- If, as an invited user, you **do** have an existing portal account, you will receive an email invitation with a link to complete your portal account. Once you click on that link, you will be redirected to the “Redeem invitation” tab of the KY DLG Portal’s “Sign In” page. The invitation code in your email invitation should be automatically copied into the portal’s text box. Click “I have an existing account,” then click “Register,” you will then be directed to the “Sign In” page. Your account is now associated with the organization to which you were invited; you did not create a duplicate account.

Joining an Existing Organization without Invitation

To join an existing organization without invitation you will need to know the organization's **Unique Identifier (UEI)** OR at least one of the following: **Tax Identification Number (TIN)**, **Employer Identification Number (EIN)**, or **State Vendor Account Number**.

Navigate to the Organization Details page in the portal:



If your organization has a UEI, check “Yes” for the first field “Has Unique Identifier” and input the Unique Identifier appropriately. For “Organization Name” input a reasonable name, it does not need to match exactly what is in the system—the system will match based on the ID.

Organization

An organization already exists for one or more of the identifiers you entered. Please select one to request access to it below: ×

Bluegrass Innovations LLC Request Access

Details

💡 Please provide your organization's details. If your organization has a **Unique Identifier (UEI)**, include it to help us accurately identify your organization. If a UEI is not available, please provide at least one of the following: **Taxpayer Identification Number (TIN)**, **Employer Identification Number (EIN)**, or **State Vendor Account Number**.

* Required

Has Unique Identifier

☒ Yes ☐ No

Unique Identifier *

1234-5678-90AB

If the UEI is recognized, you will see a notification at the top of the form letting you know that an “organization already exists for one or more of the identifiers you entered.” Confirm that the organization name below matches what you expect, and if it does, click on the “Request Access” button to initiate your Organization Join Request.

If your organization does not have a UEI number or you prefer to input the TIN, EIN, or State Vendor Account Number, leave the “Has Unique Identifier” field as “No”, and input

one of the three numbers in the fields below. If a match is found, you will see the same notification to request access to an existing org. As before, click “Request Access” to initiate your Organization Join Request.

Organization

An organization already exists for one or more of the identifiers you entered. Please select one to request access to it below:

Bluegrass Innovations LLC

Request Access

Details

Please provide your organization's details. If your organization has a **Unique Identifier (UEI)**, include it to help us accurately identify your organization. If a UEI is not available, please provide at least one of the following: **Taxpayer Identification Number (TIN)**, **Employer Identification Number (EIN)**, or **State Vendor Account Number**.

* Required

Has Unique Identifier

☐ Yes ☒ No

Taxpayer Identification Number (TIN)

26571236

Clicking “Request Access” will display a popup confirming that you would like to send the request. Click “Confirm” to officially create the request:

Send Join Request

Please confirm you want to send this join request to be added to Bluegrass Innovations LLC. If you already have an existing join request this action will overwrite it.

Are you sure?

Cancel

Confirm

The Organizations Administrator will review the request and issue an acceptance or denial at which point you will receive an automated email notification of the decision. The KY DLG team also can approve or deny access to an Organization on behalf of an Organization Admin.

Navigation

From the home page, scroll down to see a list of the various portal pages, along with a brief description of each, for your use and convenience:

[Messages](#) | [John Smith](#) ▼



DLG Portal

[e-Clearinghouse](#) ▼ [Grants](#) ▼ [Documents](#) ▼ [Reports](#)

Your Gateway to Local Government Resources

Streamlining access to essential services and information for communities across Kentucky



Grants

Learn more about state and federal grant opportunities

[Grants Opportunities](#)



e-Clearinghouse

Learn more about or submit a project in e-Clearinghouse

[e-Clearinghouse Details](#)



Support

Contact us for support using one of our contact methods or view our frequently asked questions.

[Contact Us](#)

Grants Opportunities

Of the options displayed in the screenshot above, if you click on “Grant Opportunities” button, you will be redirected to a page stating the purpose of State Grants. To begin a new State Grants project application, select a Program or Opportunity from the list. Once a Program or Opportunity is selected, read through the application details and select “Begin Application” to start your application.

Search for Opportunities

Search by Name

Programs

Select... ▼

Categories

Select... ▼

Status

Open ▼

Search

Program	Opportunities	Start Date	End Date
Legislative Line-Items and Special Programs	Legislative Line-Items and Special Programs	–	–
LGEDF Single County Coal Severance	LGEDF Single County Coal Severance	–	–
Flood Control Local Match Participation Program	Local Match Participation Program	–	–
Regional Development Agency Assistance Program	Regional Development Agency Assistance Program	–	–

Legislative Line-Items and Special Programs

The KYGA Line-Item Appropriations administered by the Office of State Grants, provides financial assistance for projects and initiatives specifically authorized through appropriations made by the Kentucky General Assembly. These funds support local governments, public entities, and eligible organizations in carrying out community improvement, infrastructure, public service, economic development, and other locally significant projects identified through the state budgeting process. The program is administered by the Kentucky Department for Local Government's Office of State Grants.

Eligibility Criteria

Eligible recipients are entities identified in legislative appropriations and designated to the Kentucky Department for Local Government for distribution to local governments, public agencies, SPGEs, and other authorized recipients. Applicants must comply with all program, reporting, and terms and conditions outlined in the Memorandum of Agreement.

Required Documentation

Completed application, project scope, budget, authorizing documentation, and any additional materials required by DLG or the legislative appropriation.

Award Details

The Kentucky General Assembly determines line-item funding allocations through the state budgeting process. Award amounts, eligible recipients, and project requirements may vary depending on the specific legislative appropriation. DLG administers awarded funds and oversees compliance, reporting, and disbursement requirements.

Application Process

Submit a complete application and required supporting documentation to DLG's Office of State Grants. Applications are reviewed for eligibility and compliance before awards are issued and administered.

[Begin Application](#)

Support

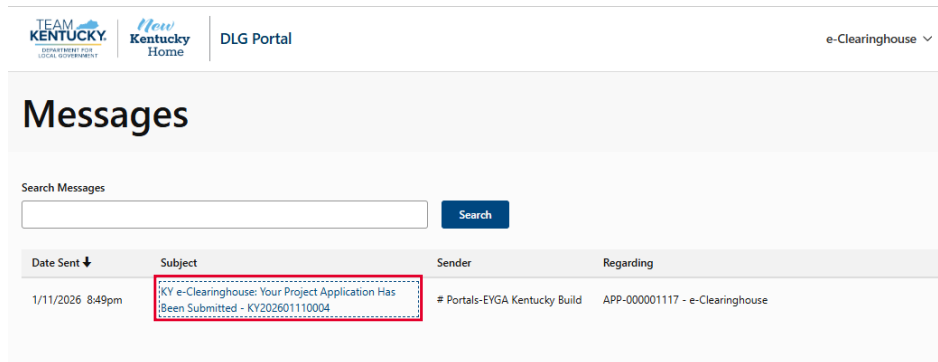
Of the options displayed in the home screen screenshot above, if you click “Contact Us”,

you will be redirected to the Kentucky DLG website's contact page.

Messages

To send/receive messages click the “Messages” button on the top ribbon.

The Messages page displays all incoming and outgoing messages across all your State Grants project applications. You can only reply to existing message threads here; you cannot create net-new conversations from this view. This page also contains a “Search Messages” bar for you to search the content of all your messages. The “Messages” tab is shown below:



The messages displayed here are not filtered for any application record. On this page, all messages are displayed together in one list and is sorted by most recent “Date Sent”.

Clicking on the hyperlinked “Subject” of a message opens a pop-up modal where you can view the incoming/outgoing message contents and reply directly to that message. When you click “Reply,” the “Create Message” modal opens as a pop-up, as shown below:

Reply to Message

* Required

Subject *

Re: KY e-Clearinghouse: Your Project Application Has Been Submitted - KY2026011

Message *

Attachments

Maximum file size per file is application/pdfapplication/vnd.openxmlformats-officedocument.wordprocessingml.documentapplication/vnd.ms-powerpointapplication/vnd.openxmlformats-officedocument.spreadsheetml.templateapplication/vnd.ms-excelapplication/mswordtext/plainimage/jpegimage/pngimage/giftext/rtfimage. Acceptable file types include all file types.

Choose File

Cancel

Send

When you receive a new message from the Kentucky DLG, your contact email address will receive a notification. The email will not contain any sensitive data; it will only alert you to a

new message in the portal and direct you to view the message.

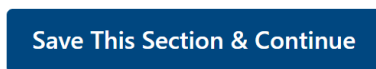
Completing the State Grants Project Application

The fields in the Project Application may correspond to additional information/instructions in this user guide and in other informational documents available on the KY DLG Portal.

A few important formatting reminders:

- Required fields are indicated by a red asterisk *
- In certain instances, the KY DLG Team has determined that Submitters may need additional information and/or instructions to sufficiently respond to the posited question; in these cases, we have added links to guide the portal user to (1) forms provided by the team, or (2) external websites offering supplemental guidance
- All narrative responses are limited to no more than 5,000 characters (including spaces) – if you require additional space to adequately respond to a narrative question, you will sometimes have the option to upload an attachment with supplementary information (in these cases, uploaded files are limited to a maximum of three pages of double-spaced content; the KY DLG team will not review beyond the third page of any supplemental narrative information)

Please review the information below, which details each section of the Project Application. As you progress throughout the Project Application, you will have the option to click “Next” or “Save This Section & Continue” at the end of each section:



Clicking “Next” or “Save This Section & Continue” saves your progress in that section, allowing you to exit the form and return later.



The “Next” button saves your progress only within its respective section. This means that, should you add content in multiple sections at once, you will need to click this button within each section in which you have added content.

The Project Application portal form also contains automated validation rules to help control data quality. Should one of your responses violate one of the automated validation rules (e.g., you enter an invalid amount or upload an invalid file type), you will receive a pop-up validation error. You will not be able to proceed with saving and/or submitting your Project Review until you resolve the error described in the validation pop-up.

On the final section of the Project Application. Instead of “Next,” you will see a “Submit” button:

Submit

Once you click on “Submit,” your Project Application has been completed, and you will be redirected to the “Applications & Awards” portal page where you can view all your submitted Project Applications.

Start Flood Control Local Match Participation Program Project Application

The Project Application portal form can be accessed on the State Grants portal page upon clicking the “Begin Application” button under the “Opportunities” tab in “Grants”.

TEAM KENTUCKY
Department for Local Government

How Kentucky Home

DLG Portal

e-Clearinghouse ▾ Grants ▾ Documents ▾ Reports

Local Match Participation Program

The Flood Control LMPP is administered by the Department for Local Government, Office of State Grants. The program uses state bond funds as a system of grants used to assist local governments to meet cost-share match requirements for flood-related projects, flood control planning and flood mitigation activities associated with projects funded by a federal agency or federally sponsored funding.

Eligibility Criteria

Eligible applicants: City governments, County governments, Joint applicants (City-County or Multiple Counties).***ONE MAIN REQUIREMENT***

- Project must have funding by a federal agency or sponsor.
- Traditional Project (percentage cost-share match requirement).
- Non-Traditional Project (gap funding).
- DLG will not fund more than 50% of the total project.
- Federal Agencies: U.S. Army Corps of Engineers (USACE), Federal Emergency Management Agency (FEMA), U.S. Geological Survey (USGS), Natural Resources Conservation Service (NRCS), U.S. Department of Agriculture Rural Development (RD).
- Federal Sponsored Funding: Kentucky Division of Water (KDOW), Kentucky Transportation Cabinet (KYTC), Kentucky Emergency Management (KYEM).

Required Documentation

Must submit application with project scope and budget, authorizing resolution and copy of executed legally binding agreement or commitment letters with federal sponsor agency.

Award Details

The standard matching process requires a local match to go along with funds from a federal sponsor. The state flood control funds are used to assist local communities (grantees) with the required local match funds. DLG will assist in funding the local match requirement that is determined based on a percentage of the total federal funding amount for the project. These terms and conditions may vary depending on the federal sponsor and the project. DLG encourages the grantee to include as many funding sponsors possible, including federal, state and local agencies, non-profit, private sector and/or any entities that will benefit from the project.

Application Process

Applications are accepted year-round. The application must include a resolution from the local government legislative body authorizing the submittal of application, and a copy the of legally binding agreement(s) and/or commitment letter(s) with the federal sponsor. If the requested grant amount is to supplement project gap funding, DLG's LMPP contribution will not exceed 50% of the total project cost. Once DLG receives an application, the project is reviewed by Office of State Grants staff and forwarded to the Commissioner for approval.

Begin Application

Section 1: Applicant Information

The first section collects general information about the proposed flood control project.

Enter the General Instructions displayed at the top of the application before entering information. These instructions include eligibility assistance contact information, guidance regarding rounding funding amounts, and required supporting documentation.

Enter the requested project information, including Project Title, Amount Requested, Federal Grant and Federal Agency.

In Traditional Match Funding, select the appropriate funding type from the dropdown list.

In Executive Signer, select the individual who will review and certify that the application is correct and complete. If the Executive Signer is not listed, select the search icon and follow the prompts to create a new record to identify the appropriate individual.

Enter the Official's Name associated with the applicant organization.

In Area Development District, select the appropriate Area Development District serving the applicant community.

In Recipient Organization, select the organization that will receive the requested funding. If the Recipient Organization is not available, contact a representative of that organization so it can be created in the portal.

Enter the name of the Federal Grant associated with the project and select the corresponding Federal Agency from the dropdown list.

Review each entry for accuracy.

Your project application is not officially created, and a draft will not be saved until you complete this section and hit the "Next" button.

Section 2: Project Information

The second section collects detailed information about the flood-related issues being addressed by the project, the need for the proposed project, and the funding sources that will be used to complete the project.

In "Is this project submission related to a Disaster Emergency Declaration?", select the appropriate response from the dropdown list.

In Flooding Issues, describe the flooding conditions or issues affecting the project area. Include sufficient details regarding the nature of the flooding problem, impacted areas, and any recurring conditions that contribute to the need for the project.

In "Flood Project Need", describe the proposed project and explain why the project is necessary. Provide enough detail for reviewers to understand the project objectives, the anticipated benefits, and how the project will address the identified flooding issues.

The "Project Funding Sources" section is used to identify all additional funding sources associated with the project. Select Create to add a funding source record. For each funding source, enter the requested information, including Funding Source, Funding Source Type, Funding Amount, Funding Status, Documentation Type and any applicable notes.

Repeat this process until all funding sources associated with the project have been entered.

Be sure to include required supporting documentation (legally binding agreements, award documents, commitment letters, or other relevant documentation) for all project funding sources created on the table in the upload area provided.

Select “Next” to save the section and continue.

Section 3: Project Contact Information

The third section collects contact information for the individual who will serve as the primary point of contact for the project.

Enter the “Project Contact’s Name”. The Project Contact should be the individual who is most familiar with the project and can respond to questions regarding the application.

Enter the “Project Contact’s Phone Number”. Provide a valid telephone number where the contact can be reached during normal business hours.

Enter “Project Contact’s Email”. This email address will be used for communications regarding the project and application, as applicable.

Review all entries for accuracy and confirm that the contact information is current and complete.

Select “Next” to save the section and continue.

Section 4: Supporting Documents

The final section is used to upload the documentation required to support the application and DLG’s review.

Upload all required “Resolution Letter” related to the application in the designated upload area. Resolution Letters should authorize the legislative body of the local government to apply for funding through the Local Match Participation Program (LMPP).

Upload all executed “legally binding agreements and/or commitment letters” related to the application in the designated upload area. This documentation should include the agreement between the local government and the primary federal sponsor, along with any additional executed agreements or funding commitment letters that support the project.

Confirm that all uploaded files are the correct documents and are readable prior to submission.

Review the application to ensure all required fields have been completed and all required supporting documentation has been uploaded.

When you are ready, click the “Submit” button to submit your project. Upon successful completion, you will be navigated to the “Applications & Awards” dashboard.

Start LGEDF Single County Coal Severance Project Application

The Project Application portal form can be accessed on the State Grants portal page upon clicking the “Begin Application” button under the “Opportunities” tab in “Grants”.



DLG Portal

e-Clearinghouse ▾ Grants ▾ Documents ▾ Reports

LGEDF Single County Coal Severance

The Local Government Economic Development Fund (LGEDF), also known as “Single-County” Coal Severance, grants are available for any coal-producing county for any economic or industrial development projects as defined by KRS 42.4588.

The 2026-2028 Executive Branch Budget of the Commonwealth also allows that LGEDF grants to be allocated to projects that have the concurrence of the respective County Judge-Executive, State Representative(s) and State Senator(s).

Eligibility Criteria

The Local Government Economic Development Fund (LGEDF), also known as the Single-County Coal Severance Program, provides funding to eligible coal-producing counties for economic and industrial development projects as defined by KRS 42.4588. Projects must have the concurrence of the respective County Judge/Executive, State Representative(s), and State Senator(s) as required by current state budget provisions.

Required Documentation

Completed application, project scope and budget, authorizing resolution, legislative concurrence letters, and any additional materials required by DLG or the legislative appropriation.

Award Details

Funding is provided through the Local Government Economic Development Fund (LGEDF) as grant assistance for eligible projects. Award amounts are subject to available funding and DLG approval. Funds are reimbursed following execution of a Grant Agreement/Memorandum of Agreement (MOA) and satisfaction of program requirements.

Application Process

- Complete the LGEDF application form.
- Prepare a project scope and budget detailing the proposed project and anticipated outcomes.
- Obtain the required Fiscal Court resolution and legislative concurrence letters.
- Submit the completed application package and all supporting documentation to the Department for Local Government (DLG).
- DLG will review the application for completeness, eligibility, and compliance prior to award consideration.

[Begin Application](#)

Section 1: Project Information

The first section collects general information about the proposed Local Government Economic Development Fund (LGEDF) Single County Coal Severance project.

Enter the requested project information, including “Project Name”, “Project Start Date”, “End Date”, and “Amount Requested”.

In “County”, select the county associated with the proposed project. To select a county, click the search icon and choose the appropriate county from the available list.

The “ADD” field will identify the Area Development District associated with the selected

county.

Enter the anticipated “Project Start Date” and “End Date” for the project. Ensure the dates accurately reflect the planned project period and implementation schedule.

In “Amount Requested”, enter the total amount of LGEDF Single County Coal Severance funding being requested for the project.

Review each entry for accuracy and confirm the project name, county, project dates, and funding request amount are correct before proceeding.

Your project application is not officially created, and a draft will not be saved until you complete this section and hit the “Next” button.

Section 2: Grantee Information

The second section collects information about the grantee organization associated with the Local Government Economic Development Fund (LGEDF) Single County Coal Severance project.

Enter the “Official’s Name/Title” for the individual authorized to represent the grantee organization regarding the project and application.

Enter the grantee organization’s mailing address, including “Address – Street 1”, “Address - Street 2” (if applicable), “Address – City”, “Address – State”, and “Address – ZIP”. Address information should reflect the official mailing address of the grantee organization.

In “Phone”, enter the primary telephone number for the grantee organization or designated contact.

In “Email”, enter the email address that should be used for communications regarding the application and project.

Review all entries to ensure the information provided is accurate and complete.

Select “Next” to save the section and continue.

Section 3: Recipient Information

The third section identifies the organization that will receive and administer the awarded funds and the individual who will certify the application.

In “Executive Signer”, select the individual who will review and certify that the application is correct and complete.

If the Executive Signer is not listed, select the search icon and follow the prompts to identify the appropriate individual.

In “Vendor Account Number”, enter the Vendor Account Number associated with the Recipient Organization. If a Vendor Account Number does not already exist, use the Kentucky Vendor Self Service system to obtain or create a Vendor Account Number before proceeding.

In “Payment Type”, select the appropriate payment method from the dropdown list.

In “Recipient Organization”, select the organization that will receive and administer the awarded funds. This may be a city, county, nonprofit organization, Special Purpose Government Entity (SPGE), or other eligible recipient organization.

If the Recipient Organization is not available, contact a representative of that organization so it can be created in the portal.

Enter the “Primary Contact Name” for the individual who will serve as the primary contact for the Recipient Organization regarding the project and grant administration activities.

In “Primary Contact Phone”, enter a valid telephone number where the Primary Contact can be reached during normal business hours.

In “Primary Contact Email”, enter the email address that should be used for communication regarding the project, grant administration activities, and application-related correspondence.

Review all entries for accuracy and confirm that the selected Executive Signer, Vendor Account Number, Payment Type, Recipient Organization, and Primary Contact information are correct.

Complete all fields marked with a red asterisk.

Select “Next” to save the section and continue.

The selected Executive Signer will receive the certification request after the application is submitted. The information provided in this section will be used for grant administration, project communications, payment processing, and official correspondence related to the LGEDF Single County Coal Severance application.

Section 4: Scope of Work

The fourth section collects detailed information about the proposed project activities and the anticipated outcomes of the Local Government Economic Development Fund (LGEDF) Single County Coal Severance funding.

In the “Scope of Work” field, provide a brief description of the project detailing all relevant information. The project description should clearly explain the activities that will be completed using the requested funds and how those activities support the goals and objectives of the proposed project.

The project description should include, at a minimum, the proposed project activities, the justification for project funding, and the expected results or benefits to be achieved through project completion.

Describe how the requested funding will be used and explain why the funding is needed. Include sufficient detail to allow reviewers to understand the purpose of the project, the work to be completed, and the anticipated outcomes.

The project narrative should also describe any expected economic development benefits, infrastructure improvements, public service enhancements, community impacts, or job creation opportunities that may result from the project.

If the project involves construction, renovation, equipment purchases, planning activities, or other specific project components, provide information regarding those activities and their

relationship to the overall project objectives.

If additional space is needed to fully describe the project, supplemental documentation may be provided in the Supporting Documents section.

Review the information entered to ensure the project description is complete, accurate, and clearly communicates the purpose, need, and expected outcomes of the project.

Complete all fields marked with a red asterisk.

Select “Next” to save the section and continue.

Section 5: Supporting Documents

The final section is used to upload the documentation required to support the application and DLG's review.

Upload all required “Concurrence Letters” related to the application in the designated upload area. Concurrence Letters should demonstrate project support and approval from the appropriate local officials, organizations, or entities, as required by the LGEDF Single County Coal Severance Program.

Upload all required “Resolution Documents” related to the application in the designated upload area. Resolution Documents should provide official authorization for the project and application by the governing body of the applicant organization.

Confirm that all uploaded files are the correct documents and are readable prior to submission.

Review the application to ensure all required fields have been completed and all required supporting documentation has been uploaded.

When you are ready, click the “Submit” button to submit your project. Upon successful completion, you will be navigated to the “Applications & Awards” dashboard.

Start Regional Development Agency Assistance Program Project Application

The Project Application portal form can be accessed on the State Grants portal page upon clicking the “Begin Application” button under the “Opportunities” tab in “Grants”.



DLG Portal

e-Clearinghouse ▾ Grants ▾ Documents ▾ Reports

Regional Development Agency Assistance Program

The Regional Development Agency Assistance Program (RDAAP) is established as a system of grants to Special Purpose Governmental Entities, as defined by KRS 65A.010(9) and in KRS 96.895, and in partnership with county governments.

Eligibility Criteria

The Regional Development Agency Assistance Program (RDAAP) provides funding for eligible projects that support economic and community development within Kentucky's coal-impacted regions. Applicants must meet program requirements and demonstrate that the proposed project aligns with the goals and objectives of the program.

Required Documentation

Must submit completed application form, Authorizing Resolution and SPGE Resolution, Legislative Concurrence Letter, and additional supporting documentation if requested by DLG.

Award Details

Grants obtained under this program are for the following activities, per KRS 96.905:

- Economic Development and Job Creation activities;
- Acquiring federal, state, or private matching funds to the extent possible; and
- Debt service for approved projects.

Application Process

- Complete the RDAAP application form.
- Prepare a project scope and budget describing the proposed project and anticipated outcomes.
- Obtain an authorizing Fiscal Court resolution and required legislative concurrence letters.
- Submit the completed application package and supporting documentation to DLG.
- DLG will review the application for completeness, eligibility, and compliance prior to award consideration.

[Begin Application](#)

Section 1: Project Information

The first section collects general information about the proposed Regional Development Agency Assistance Program (RDAAP) project.

Enter the requested project information, including “Project Title”, “Project Start Date”, “End Date”, and “Amount Requested”.

In “County”, select the county associated with the proposed project. To select a county, click the search icon and choose the appropriate county from the list.

Enter the anticipated “Project Start Date” and “End Date” for the project. Ensure the dates

accurately reflect the planned project period.

In “Amount Requested”, enter the total RDAAP funding amount being requested for the project.

Review each entry for accuracy.

Your project application is not officially created, and a draft will not be saved until you complete this section and hit the “Next” button.

Section 2: Grantee Information

The second section collects information about the grantee organization associated with the Regional Development Agency Assistance Program (RDAAP) project.

Enter the “Official’s Name/Title” for the individual authorized to represent the grantee organization regarding the project and application.

Enter the grantee organization’s mailing address, including “Address – Street 1”, “Address – Street 2” (if applicable), “Address – City”, “Address – State”, and “Address – ZIP”.

Address information should reflect the official mailing address of the grantee organization.

In “Phone”, enter the primary telephone number for the grantee organization designated contact.

In “Email”, enter the email address that should be used for communications regarding the application and project.

Review all entries to ensure the information provided is accurate and current.

Select “Next” to save the section and continue.

Section 3: Recipient Information

The third section identifies the organization that will receive and administer the awarded funds and the individual who will certify the application.

In “Recipient Organization”, select the organization that will receive and administer the awarded funds. This may be a city, county, nonprofit organization, Special Purpose Government Entity (SPGE), or other eligible recipient organization. If the Recipient Organization is not available, contact a representative of that organization so it can be created in the portal.

In “Executive Signer”, select the individual who will review and certify that the application is correct and complete. If the Executive Signer is not listed, select the search icon and follow the prompts to identify the appropriate individual.

In “Vendor Account #”, enter the Vendor Account Number associated with the Recipient Organization. If a Vendor Account Number does not exist, use the Kentucky Vendor Self Service system before proceeding.

Enter the “Contact Person Name” for the individual who will serve as the primary contact for the Recipient Organization regarding the project and grant administration activities.

In “Contact Person Phone”, enter a valid telephone number where the Contact Person can be reached during normal business hours.

Review all entries for accuracy and confirm that the selected Recipient Organization,

Executive Signer, Vendor Account Number, and Contact Person information are correct.

Select “Next” to save the section and continue.

The selected Executive Signer will receive the certification request after the application is submitted. The information provided in this section will be used for grant administration, project communications, and payment processing purposes.

Section 4: Scope of Work

The fourth section collects detailed information about the proposed project activities and the anticipated outcomes of the Regional Development Agency Assistance Program (RDAAP) funding.

In the “Scope of Work” field, provide a brief description of the project detailing all relevant information. The project description should clearly explain the activities that will be completed using the requested funds and how those activities support the mission and objectives of the Regional Development Agency.

The project description should include, at a minimum, the proposed project activities, the justification for project funding and the expected results of the project.

If additional space is needed, supplemental pages may be provided as supporting documentation.

Review the information entered to ensure the project description is complete, accurate, and clearly communicates the purpose and expected outcomes of the project.

Select “Next” to save the section and continue.

Section 5: Supporting Documents

The fifth and final section is used to upload the documentation required to support the application and DLG’s review.

Upload all required Concurrence Letters related to the application in the designated upload area. Concurrence Letters should document support for the project and demonstrate coordination with applicable stakeholders, partners, or organizations, as required by the program.

Upload all required Resolution Documents related to the application in the designated upload area. Resolution Documents should provide official authorization for the project and application, as applicable.

Confirm that all uploaded files are the correct documents and are readable prior to submission.

Review the application to ensure all required fields have been completed and all required supporting documentation has been uploaded.

When you are ready, click the “Submit” button to submit your project. Upon successful completion, you will be navigated to the “Applications & Awards” dashboard.

Start Legislative Line-Items and Special Programs Project Application

The Project Application portal form can be accessed on the State Grants portal page upon clicking the “Begin Application” button under the “Opportunities” tab in “Grants”.



DLG Portal

e-Clearinghouse ▾ Grants ▾ Documents ▾ Reports

Legislative Line-Items and Special Programs

The KYGA Line-Item Appropriations administered by the Office of State Grants, provides financial assistance for projects and initiatives specifically authorized through appropriations made by the Kentucky General Assembly. These funds support local governments, public entities, and eligible organizations in carrying out community improvement, infrastructure, public service, economic development, and other locally significant projects identified through the state budgeting process. The program is administered by the Kentucky Department for Local Government's Office of State Grants.

Eligibility Criteria

Eligible recipients are entities identified in legislative appropriations and designated to the Kentucky Department for Local Government for distribution to local governments, public agencies, SPGEs, and other authorized recipients. Applicants must comply with all program, reporting, and terms and conditions outlined in the Memorandum of Agreement.

Required Documentation

Completed application, project scope, budget, authorizing documentation, and any additional materials required by DLG or the legislative appropriation.

Award Details

The Kentucky General Assembly determines line-item funding allocations through the state budgeting process. Award amounts, eligible recipients, and project requirements may vary depending on the specific legislative appropriation. DLG administers awarded funds and oversees compliance, reporting, and disbursement requirements.

Application Process

Submit a complete application and required supporting documentation to DLG's Office of State Grants. Applications are reviewed for eligibility and compliance before awards are issued and administered.

[Begin Application](#)

Section 1: Project Information

The first section collects general information about the proposed project.

Enter the requested project information, including Project Title, County, relevant project dates, and Amount Requested, as displayed on the application.

Review each entry for accuracy.

After this section is completed and Next is selected, the application is created as a draft and the information entered in the section is saved.

Your project application is not officially created, and a draft will not be saved until you complete this section and hit the “Next” button.

Section 2: Grantee Information

The second section collects information about the grantee associated with the project.

Enter the requested Organization and contact information for the Grantee.

Complete all fields marked with a red asterisk.

Confirm that the mailing address, telephone number, email address, and contact information are accurate.

Select Next to save the section and continue.

Section 3: Recipient Information

The third section identifies the organization that will receive the funds and the individual who will certify the application.

In Executive Signer, select the individual who will review and certify that the application is correct and complete.

If the Executive Signer is not listed, select New at the bottom of the lookup window and enter the signer's contact information.

In Recipient Organization, select the organization that will receive the project funds.

****If the Recipient Organization is not available, contact a representative of that organization so it can be created in the portal.**

Enter any remaining required information, including Vendor Account Number, and contact person information.

Select Next to save the section and continue.

The selected Executive Signer will receive the certification request after the application is submitted.

Section 4: Scope of Work

The fourth section collects a detailed description of the proposed project.

Describe the activities that will be performed. Explain the purpose and the need for the project. Describe how the requested grant funds will be used. Identify the anticipated results, outcomes, or benefits.

Provide enough detail for reviewers to understand what work will be completed, why the work is necessary and what the project is expected to accomplish.

Select Next to save the section and continue.

Section 5: Supporting Documents

The final section is used to upload the documentation required to support the project and DLG's review.

Upload each required document (Concurrence Letter and Resolution Letter) in the appropriate upload area.

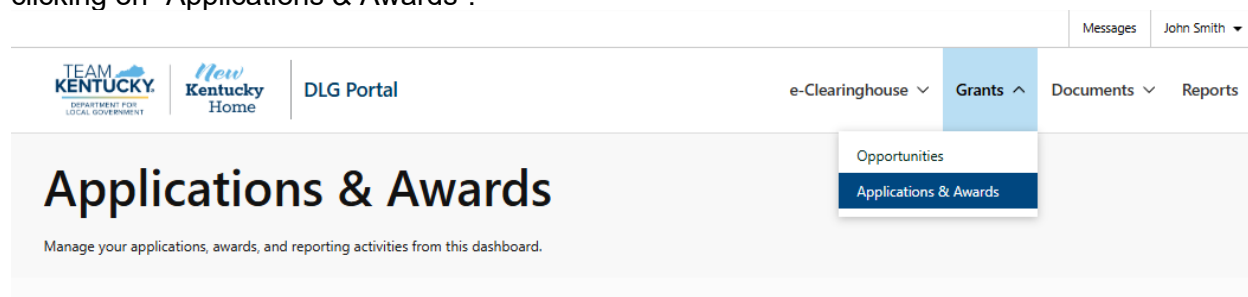
Confirm that the uploaded files are the correct documents and are readable.

When you are ready, click the “Submit” button to submit your project. Upon successful completion, you will be navigated to the “Applications & Awards” dashboard.

If an entry violates an automated validation rule, the portal displays a validation error. The error must be corrected before the application can be saved or submitted.

Viewing State Grants Applications

To view State Grants Project Applications you will navigate to the “Applications & Awards” dashboard page. This page can be found in the portal ribbon under the “Grants” menu and clicking on “Applications & Awards”.



Note that when you submit a State Grants project application, you will automatically be redirected to this dashboard page as well.

The dashboard is where you will manage your applications and activities. By default, you are shown a list of all your organization’s projects. You also have the option to view just your “Applications” for projects or your “Awards” for your project applications.

Applications & Awards

Manage your applications, awards, and reporting activities from this dashboard.

Applications Awards

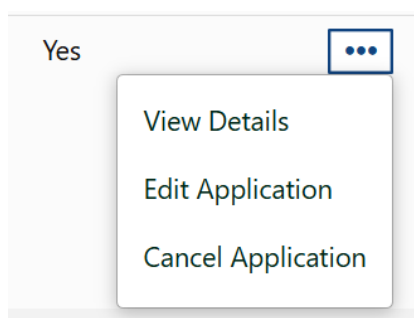
ID	Project Name	Opportunity	Submitted Date	Status	Open?	Actions
26C-101	County Updates	LGEDF Single County Coal Severance	–	Draft	Yes	...
R26-101	Restoration	Regional Development Agency Assistance Program	–	Draft	Yes	...
R26-002	Restoration	Regional Development Agency Assistance Program	–	Draft	Yes	...
F26-001	x	Local Match Participation Program	–	Draft	Yes	...
F26-000	Restore	Local Match Participation Program	–	Draft	Yes	...
R26-001	Restoration	Regional Development Agency Assistance Program	September 11, 2026	Awaiting Executive Signature	No	...
26C-005	County Updates	LGEDF Single County Coal Severance	–	Draft	Yes	...
26-001	Restoring Downtown	Legislative Line-Items and Special Programs	–	Draft	Yes	...
APP-000001029	x	Local Match Participation Program	–	Draft	Yes	...
APP-000001028		Local Match Participation Program	–	Draft	Yes	...

If you have many applications, they may be paginated as shown above.

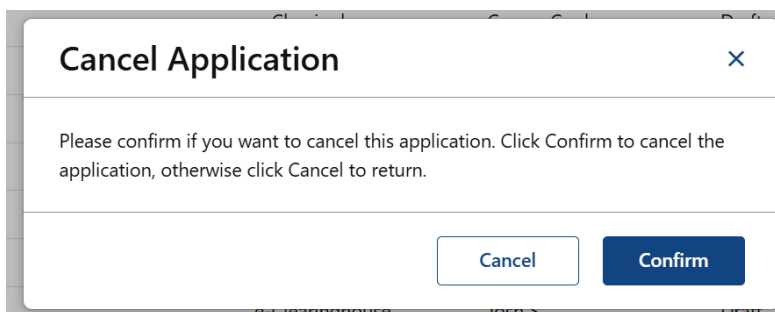
Actions for a Project Application

The three dots icon under the actions column for a project application displays the available actions for a project. Whether the application is open or not will determine what types of actions are available.

Any project application with a “Yes” under the “Open?” column will be open for editing and submission (or resubmission). Additionally, when in a Draft state, you will have the option to “Cancel Application” which will cancel your application.



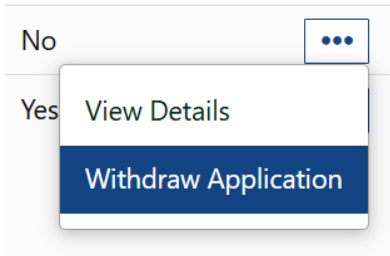
Should you click on the “Cancel Application” button, you will be prompted to confirm your decision. Please note that this action is final and cannot be reversed.



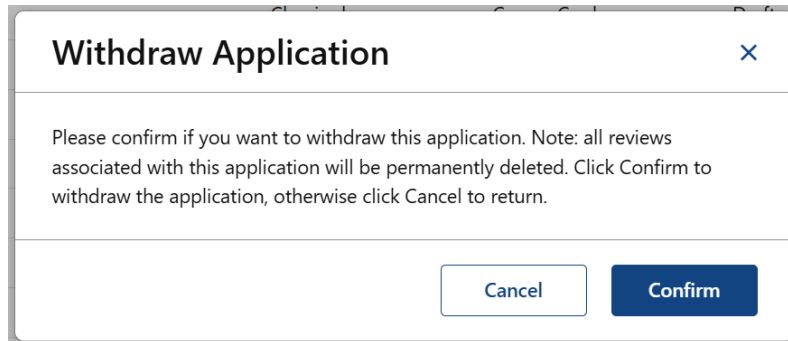
Cancelling an application will remove it from your dashboard view.

To edit your project application that is open for editing, simply click on the “Edit Application” button in the menu dropdown. This will take you back to the form you initially used to create your application. See the Completing the State Grants [Project Application](#) section if you need require instruction on continuing your project application.

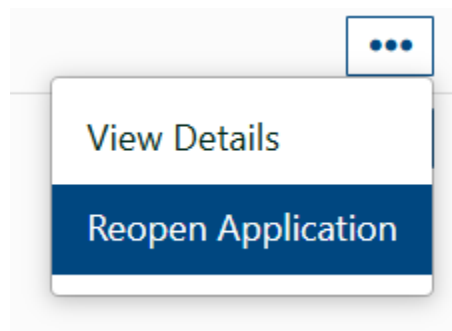
Any project application with a “No” under the “Open?” column will not be open for editing. After an application has been Submitted but before it has been Completed, you will have the option to “Withdraw Application” which will withdraw your application from review.



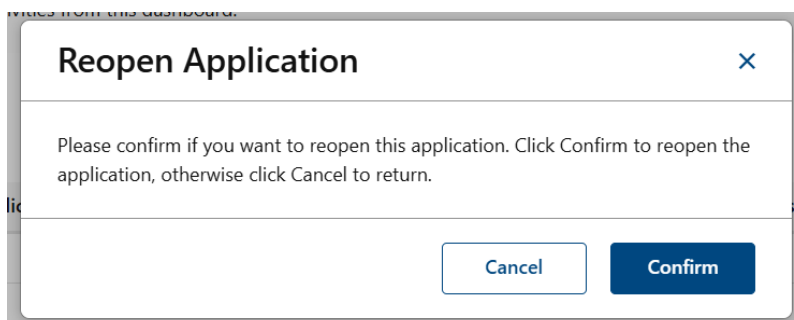
Likewise, should you click on the “Withdraw Application” button, you will be prompted to confirm your decision. Please note that this action is final and cannot be reversed.



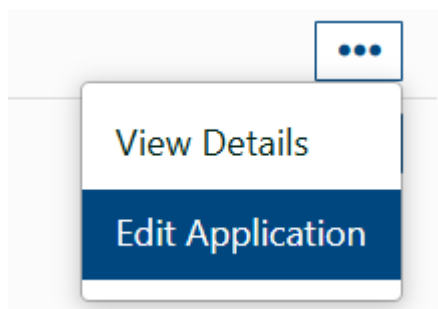
Withdrawing an application will delete any reviews that have already been completed and put the application in a Withdrawn status. Withdrawing an application will not remove it from your dashboard view, and you will have the option to reopen the application at any time. Selecting the actions for the withdrawn project application will now show a “Reopen Application” button.



Clicking “Reopen Application” will ask you if you’d like to confirm:



Clicking “Confirm” will officially reopen the application allowing you to make any edits to the application with the newly added “Edit Application” button in the actions menu:



Clicking “Edit Application” will navigate you to the form where you can edit and resubmit your application. For information on this, visit the [Completing the State Grants Project Application](#) section of this guide. Resubmitting the project application will update the status of your application from “Withdrawn” back to “Submitted.”

View Details for a Project Application

Regardless of whether a project is open or closed for editing, you will have the ability to “View Details” of the application as seen in the screenshot above. Another way to view the details of an application is to click on the blue hyperlink under the Application ID for the project application you wish to view.

Applications & Awards

Manage your applications, awards, and reporting activities from this dashboard.

Applications & Awards						
Manage your applications, awards, and reporting activities from this dashboard.						
Applications Awards						
ID	Project Name	Opportunity	Submitted Date	Status	Open?	Actions
26C-101	County Updates	LGEDF Single County Coal Severance	–	Draft	Yes	...
R26-101	Restoration	Regional Development Agency Assistance Program	–	Draft		View Details
R26-002	Restoration	Regional Development Agency Assistance Program	–	Draft		Edit Application
						Cancel Application

Upon viewing the application record, you will see the status of the application in the top left corner, the same actions menu in the top right corner and information and other actions about the project organized into tabs below:

[Return to My Applications](#)

LGEDF Single County Coal Severance

ID:
26C-101

Application

Draft

Actions ▾

General Details

Status and Decision

Award Details

Messages

Reporting

Documents

App ID 26C-101

Grant Name LGEDF Single County Coal Severance

Program Name LGEDF Single County Coal Severance

Organization

Application Open Yes

Requestor John Smith

Submission Date

Created On 9/14/2026 2:24:22 PM

Modified On 9/14/2026 3:14:06 PM

Clicking on the “Actions” menu in the top-right corner will reveal the available actions for a project application when viewing its details.

ID:
26C-101

Application

Draft

Actions ▾

Create Message

Edit Application

Cancel Application



Note that the options under the “Actions” menu when viewing the details of a specific project application are different than what is shown in the actions menu for the dashboard view of all applications.

The next three subsections in this documentation outline the actions for a project application when viewing its details. The following six subsections describe the data and functionality of each tab within the project application details page.

Create Message

The “Create Message” action will create a new message from your account to the DLG Coordinators regarding the application you are currently viewing. If needed, see the Navigation section for instructions on how to send a new message.

When a new message is created, it is automatically sent and will show up under the “Messages” tab for which further information is provided below.

Edit Application

The “Edit Application” actions follow the same rules and functionality as outlined above in this section.

Cancel Application

The “Create Extension Request” button is visible for completed project applications which are eligible to create a request. If the button is not visible, then the creation of a request is not allowed for the project application.

If enabled, clicking “Create Extension Request” will navigate you to a new form to complete the details of the request. The form is brief and only has two sections:

General Details

The “General Details” tab contains a read-only list view of all inputted data for the project application.

Status and Decision

The “Status and Decision” tab contains read-only information about the project application including Application Status, Submission Date, Decision Date, and Decision. Note that the Submitted Date field will not have a value until the project application is submitted, and the Decision Date and Decision fields will not have a value until a submitted project has been issued a decision.

Award Details

The “Award Details” tab displays information related to awards associated with the application, including the total award amount, award number, recipient, award date, and current award status. This information is maintained by DLG and is available for review throughout the award lifecycle.

Messages

The “Messages” tab contains a list of all messages sent to and from the Submitter of an application. Note that this list contains only the messages sent or received regarding the project application you are viewing.

ID:
F26-000

Application

Draft

Actions ▾

General Details Status and Decision Award Details **Messages** Reporting Documents

Date Sent	Sender	Subject	Message
9/25/26 7:52:27 PM UTC	Ava	Update Documentation	View

Messages that list “SYSTEM” as the sender are automated email notifications, for example, an email notification confirming successful submission of a new project application. Clicking on the “View” button for a Message or the blue hyperlink in the “Subject” column will open a popup modal allowing you to view the entire message. See the Navigation section of this documentation for more information about Messages and how to reply to a message.

Reporting

The "Reporting" tab displays all reports associated with the award, including reporting schedules, submission dates, and current report statuses. Recipients can use this tab to create, view, and monitor required reports throughout the grant lifecycle.

Documents

The “Documents” tab contains a list of all documents that have been uploaded within the document uploads actions of a project application. Additionally, this section will include any Decision Letters generated from a DLG coordinator. These documents can be downloaded at any time by simply clicking on the blue hyperlink under the “Document” column.



[Return to My Applications](#)

Regional Development Agency Assistance Program

ID:
R26-001

Application

Awaiting Executive Signature

Actions ▾

General Details Status and Decision Award Details Messages Reporting **Documents**

Document	Type	Submitted On
RDAAP Application Certification.docx	Certification	09/11/2026
Doc Upload.docx	RDAAP Concurrence Letters	09/11/2026
Doc Upload.docx	RDAAP Resolution Letters	09/11/2026

Post-Award Documents

Disbursement Request Form

Disbursement Requests are submitted through the “Applications & Awards” dashboard and are used to request reimbursement or payment for eligible project expenses incurred during the grant period.

Before beginning a Disbursement Request, gather all supporting documentation related to the expenses being requested, including invoices, proof of payment, payroll records, contracts, vendor documentation, and any other documentation required by the grant program.

To create a Disbursement Request, navigate to the "Applications & Awards" dashboard, locate the applicable award in the “Awards” toggle, select “View Details” in the three dots under Actions (or select the specific ID) and select "Create Disbursement Request" under Actions within the “Breakdown” tab.

Applications & Awards

Manage your applications, awards, and reporting activities from this dashboard.

Applications

Awards

ID	Project Name	Opportunity	Status	Actions
AWD-00001071		Local Match Participation Program	Close Out	...
AWD-00001055	Floyd County Commerce Center Infrastructure Expansion	LGEDF Single County Coal Severance	Close Out	View Details

[Return to Application Details](#)

Grant Details

Award Number

AWD-00001055

Associated Application

Award Type

Grant

Award Date

09/23/2026

Grant Award

Approved

Actions

General Details

Breakdown

Reporting

Documents

Messages

Current Total Awards

\$950,000.00

Fully Disbursed?

No

ID	Amount	Total Non-Disbursed Amount	Disbursement Structure	Award Breakdown Type	Actions
AB-0001046	\$950,000.00	\$950,000.00	Disburse On Request	Initial Award	... Create Disbursement Request

Section 1: Disbursement Request Information

The first section collects general information about the reimbursement request.

Enter the requested information, including the Disbursement Request Amount, Request Period, and any other identifying information required by the grant program.

The Disbursement Request Amount should reflect the total amount being requested for reimbursement or payment through the current request.

Review all entries for accuracy and confirm that the amount requested matches the supporting documentation provided.

Your disbursement request is not officially created, and a draft will not be saved until you complete this section and hit the “Next” button.



[Return to Application Details](#)

Local Match Participation Program

Draw Request Information

Required *

* Required

Amount Requested *

Executive Signer *



Save This Section & Continue

Summary of Payees of Amount Requested



Section 2: Expenditure Information

The second section collects detailed information regarding the expenses being submitted for reimbursement.

Enter each expenditure associated with the request.

For each expenditure, provide the requested information, including the vendor or payee, invoice number, expenditure date, expenditure amount, and expenditure description, as applicable.

The expenditure description should clearly explain the goods, services, or work associated with the expense.

Only include expenditures that are eligible under the approved grant award and that were incurred during the approved grant period.

Review all entries to ensure expenditure amounts are accurate and supported by documentation.

Select Next to save the section and continue.

Summary of Payees of Amount Requested

Required *

* Required

Invoices

Create

Name	Reported Amount
There are no records to display.	

Upload supporting documentation for the Invoice(s) listed above. Documentation should provide evidence of the invoiced costs being requested for reimbursement and may include vendor invoices, contractor invoices, receipts, billing statements, or other supporting documentation related to the expenditure. *

Choose File

Submit

Create

×

Type *

Expenditure

▼

Invoice Name *

Reported Amount *

Submit

When you are ready, click the Submit button to submit the Disbursement Request for review.

Upon successful completion, you will be navigated to the "Grant Award Details" dashboard. You will be able to see your completed Disbursement Request under the "Reporting" tab within your Grant Award Details.

General Details

Breakdown

Reporting

Documents

Messages

My Submissions

Reporting Schedule

Number	Report Type	Award Type	Report Period	Submission Date	Status
SRPT-00001209	Disbursement Request	Grant	–	9/26/2026	Awaiting Executive Signature
SRPT-00001208	Quarterly Progress Report Portal Form	Grant	–	9/26/2026	Submitted

Quarterly Progress Report Form

Quarterly Progress Reports (QPRs) are submitted through the "Applications & Awards" dashboard and are used to provide DLG with updates on project activities, accomplishments, expenditures, and overall progress during the grant period.

Recipients are responsible for submitting Quarterly Progress Reports according to the reporting schedule established for their award. The information provided in the report allows DLG to

monitor project progress, evaluate grant performance, and ensure compliance with award requirements.

To create a Quarterly Progress Report, navigate to the "Applications & Awards" dashboard, locate the applicable award in the "Awards" toggle, select "View Details" in the three dots under Actions (or select the specific ID) and select "Create Quarterly Progress Report Portal Form" under Actions.

Applications & Awards

Manage your applications, awards, and reporting activities from this dashboard.

Applications

Awards

ID	Project Name	Opportunity	Status	Actions
AWD-00001071		Local Match Participation Program	Close Out	...
AWD-00001055	Floyd County Commerce Center Infrastructure Expansion	LGEDF Single County Coal Severance	Close Out	View Details

[Return to Application Details](#)

Grant Details

Award Number

AWD-00001071

Associated Application

APP-000001107

Award Type

Grant

Award Date

Grant Award

Draft

Actions

Create Message

Create Quarterly Progress Report Portal Form

General Details

Breakdown

Reporting

Documents

Messages

Section 1: Project Details

The first section allows users to identify the reporting period and provide an update on the project's progress. This section captures information about the activities and developments associated with the project during the selected reporting period.

To complete this section, select the appropriate "Reporting Period" from the dropdown menu. Next, enter a narrative in the "Project Status Report" field describing the project's progress during the selected reporting period. The narrative may include completed activities, significant accomplishments, project milestones, outstanding issues, and anticipated next steps, as applicable.

Review all entries for accuracy.

Complete all fields marked with a red asterisk.

Your Quarterly Progress Report is not officially created, and a draft will not be saved until you complete this section and hit the "Save This Section & Continue" button.



[Return to Application Details](#)

Local Match Participation Program

Project Details 

Required *

* Required

Reporting Period *

Select 

Project Status Report

Save This Section & Continue

Section 2: Financial Details

The second section allows users to provide supporting documentation and record financial transactions associated with the reporting period. This section consists of two primary components: "Financial Documentation" and "Financial Transactions".

The "Financial Documentation" component allows users to upload financial records supporting the information included in the QPR. Supporting documentation should reflect the financial activities associated with the selected reporting period and comply with the applicable requirements. To upload financial documentation, select "Choose File" and locate the appropriate document on your device. Select the file to attach it to the report. Review the selected documentation to ensure that it is accurate, complete, and relevant to the reporting period before proceeding.

The "Financial Transactions" component allows users to create and review individual financial transactions associated with the QPR. To add a financial transaction, select "Create" within the Financial Transactions section. Complete the applicable transaction information in the form that opens, including the transaction "Payable", "Amount", and "Purpose". Review the information entered and save the transaction using the available action.

Review all entries for accuracy and completeness.

Complete all fields marked with a red asterisk.

After reviewing the information, select “Submit” at the bottom of the section.

Upon successful completion, you will be navigated to the "Grant Award Details" dashboard. You will be able to see your completed QPR Portal Form under the “Reporting” tab within your Grant Award Details.

Financial Details

Required *

* Required

Please upload all financial documentation (cancelled checks etc) not previously submitted that are included with this report. If you would like to provide any additional documentation to support your QPR, you may upload it here as well.

Choose File

Financial Transactions

Create

Transaction Payable	Transaction Amount	Transaction Purpose
There are no records to display.		

Submit

Create



* Required

Payable

Amount

Purpose

Submit

General Details Breakdown **Reporting** Documents Messages

My Submissions Reporting Schedule

Number	Report Type	Award Type	Report Period	Submission Date	Status
SRPT-00001209	Disbursement Request	Grant	–	9/26/2026	Awaiting Executive Signature
SRPT-00001208	Quarterly Progress Report Portal Form	Grant	–	9/26/2026	Submitted

Award Closeout Form

Award Closeout Forms are submitted through the Applications & Awards dashboard and are used to document the completion of all grant-funded activities and formally close an award.

Recipients should submit an Award Closeout Form after all project activities have been completed, all grant funds have been expended, and all applicable reporting and reimbursement requirements have been satisfied.

Before beginning an Award Closeout Form, gather project completion information, final expenditure records, and any supporting documentation required to demonstrate that the project has been completed in accordance with the approved award.

To create an Award Closeout, navigate to the "Applications & Awards" dashboard, locate the applicable award in the "Awards" toggle, select "View Details" in the three dots under Actions (or select the specific ID) and select "Create Award Closeout" under Actions.

Applications & Awards

Manage your applications, awards, and reporting activities from this dashboard.

Applications

Awards

ID	Project Name	Opportunity	Status	Actions
AWD-00001071		Local Match Participation Program	Close Out	...
AWD-00001055	Floyd County Commerce Center Infrastructure Expansion	LGEDF Single County Coal Severance	Close Out	View Details

[Return to Application Details](#)

Grant Details

Award Number

AWD-00001071

Associated Application

APP-000001107

Award Type

Grant

Award Date

09/26/2026

Grant Award

Close Out

Actions

Create Message

Create Award Closeout

Create Quarterly Progress Report Portal Form

General Details

Breakdown

Reporting

Documents

Messages

Section 1: Completion Details

The first section collects the final financial information associated with the grant-funded project, including "Total Funds Disbursed" (cumulative amount of funding received under the grant), "Total Funds Expended", and "Funds Leftover".

As indicated on the portal, any remaining funds held by the recipient must be returned to the Department for Local Government by check payable to the Kentucky State Treasurer.

Review all entries for accuracy.

Complete all fields marked with a red asterisk.

Your Award Closeout Form is not officially created, and a draft will not be saved until you complete this section and hit the "Save This Section & Continue" button.



[Return to Application Details](#)

Local Match Participation Program

Completion Details

Required *

* Required

Total Funds Disbursed *

Total Funds Expended

Funds Leftover

Any remaining funds held by the recipient must be returned to the Department for Local Government by check payable to the Kentucky State Treasurer.

Save This Section & Continue

Section 2: Additional Information

The second section allows users to provide supporting documentation and designate the executive signer responsible for the Closeout Report.

The Closeout Documentation field allows users to upload additional files supporting their Closeout Report. To upload a document, select "Choose File" and locate the appropriate file on your device. Select the document to attach it to the Closeout Report. Before proceeding, confirm that the selected file is relevant to the report and contains the intended supporting information.

The Executive Signer field identifies the individual responsible for signing the Closeout Report. To designate an executive signer, locate the Executive Signer field and select the magnifying glass icon to the right of the field. Use the lookup functionality to search for and select the appropriate individual.

Review all entries for accuracy and completeness.

Complete all fields marked with a red asterisk.

Upon successful completion, you will be navigated to the "Grant Award Details" dashboard. You will be able to see your completed Award Closeout under the "Reporting" tab within your Grant Award Details.

Completion Details

>

Additional Information

Required *

* Required

If you would like to provide any additional documentation to support your closeout report, you may upload it here. Please upload any relevant files that may assist in the review process.

Choose File

Executive Signer *

Submit

Grant Award

Close Out

Actions

General Details

Breakdown

Reporting

Documents

Messages

My Submissions

Reporting Schedule

Number	Report Type	Award Type	Report Period	Submission Date	Status
SRPT-00001211	Award Closeout	Grant	–	9/26/2026	Submitted