



Department of Rural and Municipal Aid

KYTC Rural and Municipal Aid Funding

Lexington, Kentucky | November 17, 2022

OFFICE STAFF

THE OFFICE OF THE COMMISSIONER

- **Bobbi Jo Lewis** Commissioner
- **Gayle Smith** Executive Advisor
- **Debra Powell** Executive Administrative Secretary

THE OFFICE OF RURAL SECONDARY ROADS

- **Craig Caudill** Transportation Engineering Branch Manager
- **Kelley Johnson** Executive Staff Advisor
- **Sara Hall** RS Project Payment Manager

THE OFFICE OF LOCAL PROGRAMS

- **Jackie Jones** Executive Staff Advisor—CMAQ Program Administrator, Scenic Byways Coordinator
- **Michael Jones** *Historic Preservation Program Administrator*
- **Kimberly Tompkins** Federal Program Specialist, TAP Program Administrator
- **Holly Crosthwaite** Federal Program Specialist

FIELD REPRESENTATIVES

- **Doug Taylor** Western Kentucky
- **Kenny Morgan** Southern Kentucky
- **Barry Davis** Eastern Kentucky
- **Loren “Squirrel” Carl** Northern Kentucky

What has Rural and Municipal Aid accomplished for you?

- **Current Fiscal Year:**

- COUNTY ROAD AID - \$111,466,271
- MUNICIPAL ROAD AID - \$10,616,203 Coop (\$37,926,630 – sent to DLG for non-Coop)

- **From 1/1/2020-11/9/2022:**

- RURAL SECONDARY FUNDS - \$240,107,613
- FLEX FUNDS- \$92,443,898
- 80/20 BRIDGE & STATE EMERGENCIES - \$36,231,406
- COUNTY ROAD AID EMERGENCY FUNDS - \$13,930,174
- MUNICIPAL ROAD AID EMERGENCY FUNDS - \$1,512,625
- DISCRETIONARY FUNDING - \$50,748,642
- TAP PROJECTS - \$17,040,727
- **TOTAL PROCESSED ROAD AID - \$574,097,559**

OFFICES WITHIN THE DEPARTMENT

The Department of Rural and Municipal Aid acts as the liaison to local governments for transportation needs.

The Department oversees two offices:

- 1) Office of Rural and Secondary Roads (ORSR)
- 2) Office of Local Programs (OLP)

The Office of Rural Secondary Roads (ORSR)

- The Office of Rural Secondary Roads administers three revenue-sharing programs funded by state motor fuel taxes as provided by Kentucky Revised Statutes (KRS) 177.320 through 177.366. These programs include the County and Municipal Road Aid Cooperative Programs and the Rural Secondary Program.

The Office of Local Programs (OLP)

- The Office of Local Programs administers two federally funded programs, Transportation Alternatives (TAP) and Congestion Mitigation and Air Quality (CMAQ). Each acts as a grant program which administers funds allocated by the Federal Highway Administration (FHWA). Both TAP and CMAQ conduct an application cycle each year wherein local governments can apply for project funding.
- Examples of projects include: sidewalks (ADA compliance, providing a safe route from schools or neighborhoods, pharmacies and assisted living facilities), transference of diesel busses to electronic, roundabouts, safe routes for non-drivers, bicycle or pedestrian transportation facilities, traffic flow improvements, etc.

The Office of Rural and Secondary Roads



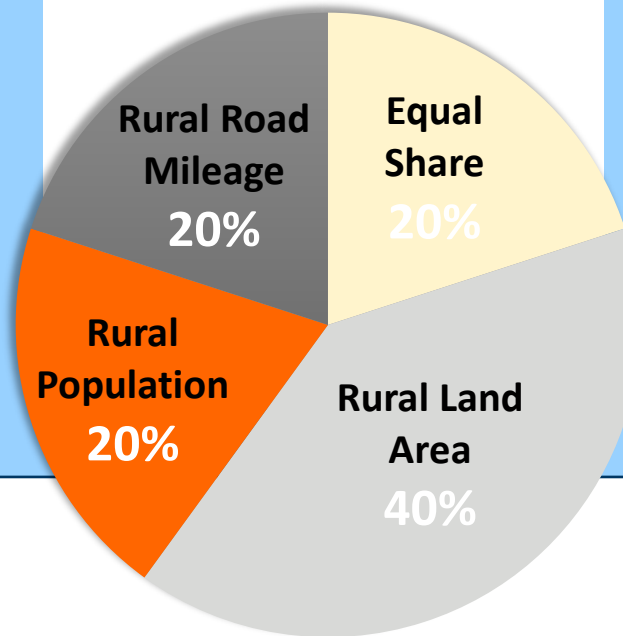
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REVENUE SHARE BREAKDOWN

RURAL SECONDARY ALLOTMENT

- KRS 177.320
- 22.2% of motor fuel tax
- Allocations established by Fifths Formula
- 3% allocated for administrative costs
- Up to 6% allocated for RS emergency account

Formula of the Fifths



COUNTY ROAD AID ALLOTMENT

- KRS 177.320
- 18.3% of the motor fuel tax for county roads
- Allocations to counties established by Fifths Formula
- Used for construction, reconstruction and the maintenance of county roads
- 3% allocated to the county emergency account



MUNICIPAL ROAD AID ALLOTMENT

KRS 177.36 & 177.366

7.7% of the motor fuel tax for urban roads and streets

Allotment per city determined by population

Used for construction, reconstruction and maintenance of city streets

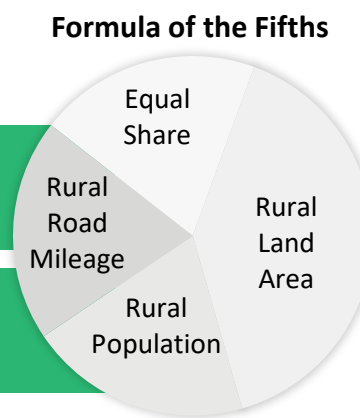
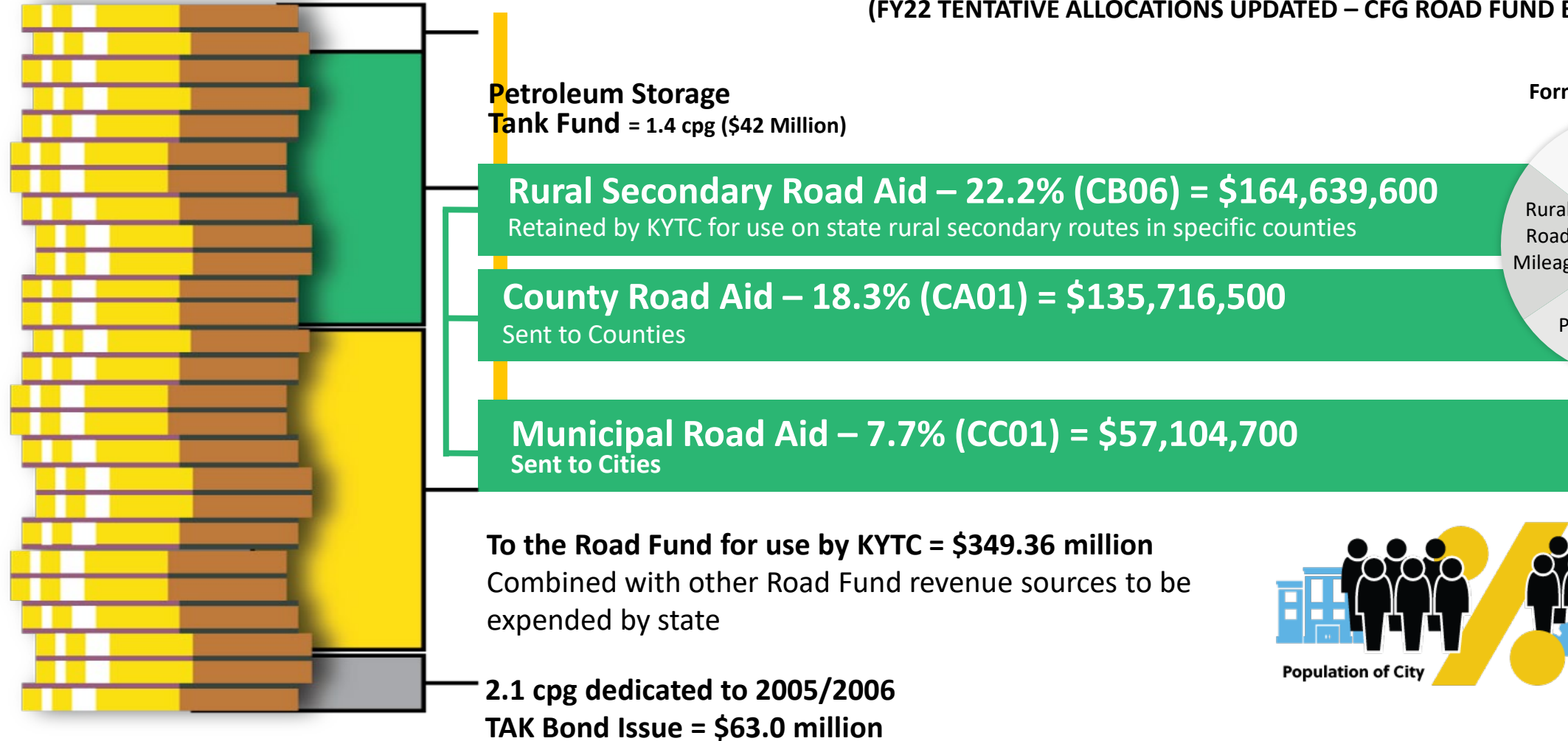
3% allocated to the municipal emergency account



26 cents per gallon (cpg)
 (1 cent per gallon = \$30 million)

MOTOR FUELS TAX RECEIPTS STATUTORY REVENUE SHARING

(FY22 TENTATIVE ALLOCATIONS UPDATED – CFG ROAD FUND ESTIMATE)



FUNDING BREAKDOWN - EMERGENCY FUNDING

RURAL SECONDARY

(KRS 177.320) 22.2% (CB06) = \$164,639,600

RS EMERGENCY FUND

(CB01)
Up to 6%
Funding allotment (90%)
(10% set aside)

**INITIAL
DISTRIBUTION**
(breakdown on
next page)

**State
Emergencies**
on Rural
Secondary Roads
(½ of 6%)

**80/20
BRIDGE
PROGRAM**
(½ of 6%)

District Offices
Emergency requests are
submitted to the Office of
Rural and Secondary Roads
(ORSR). Currently processing
on an as needed basis.

COUNTIES
80/20 Bridge recommendations sent
to the ORSR. Request is reviewed for
available funding, and eligibility. A
need assessment concurrence from
the District is obtained.

COUNTY ROAD AID

KRS 177.320
18.3% in Cooperative Program
(CA02)
= \$135,716,500

COUNTY EMERGENCY FUND (CA03)

3%

Funding is allotted based on need and
a first come, first serve basis.
= \$4,028,212

COUNTIES

Submit a County Emergency Request Form.
The ORSR reviews for eligibility and
determines available funding. Submits for
approval.

MUNICIPAL ROAD AID

KRS 177.36 & 177.366
7.7% - Cities in Cooperative
Program (CC02)
= \$57,104,700

MUNICIPAL EMERGENCY FUND (CC03)

3%

Funding is allotted based on need and
a first come, first serve basis.
= \$388,739

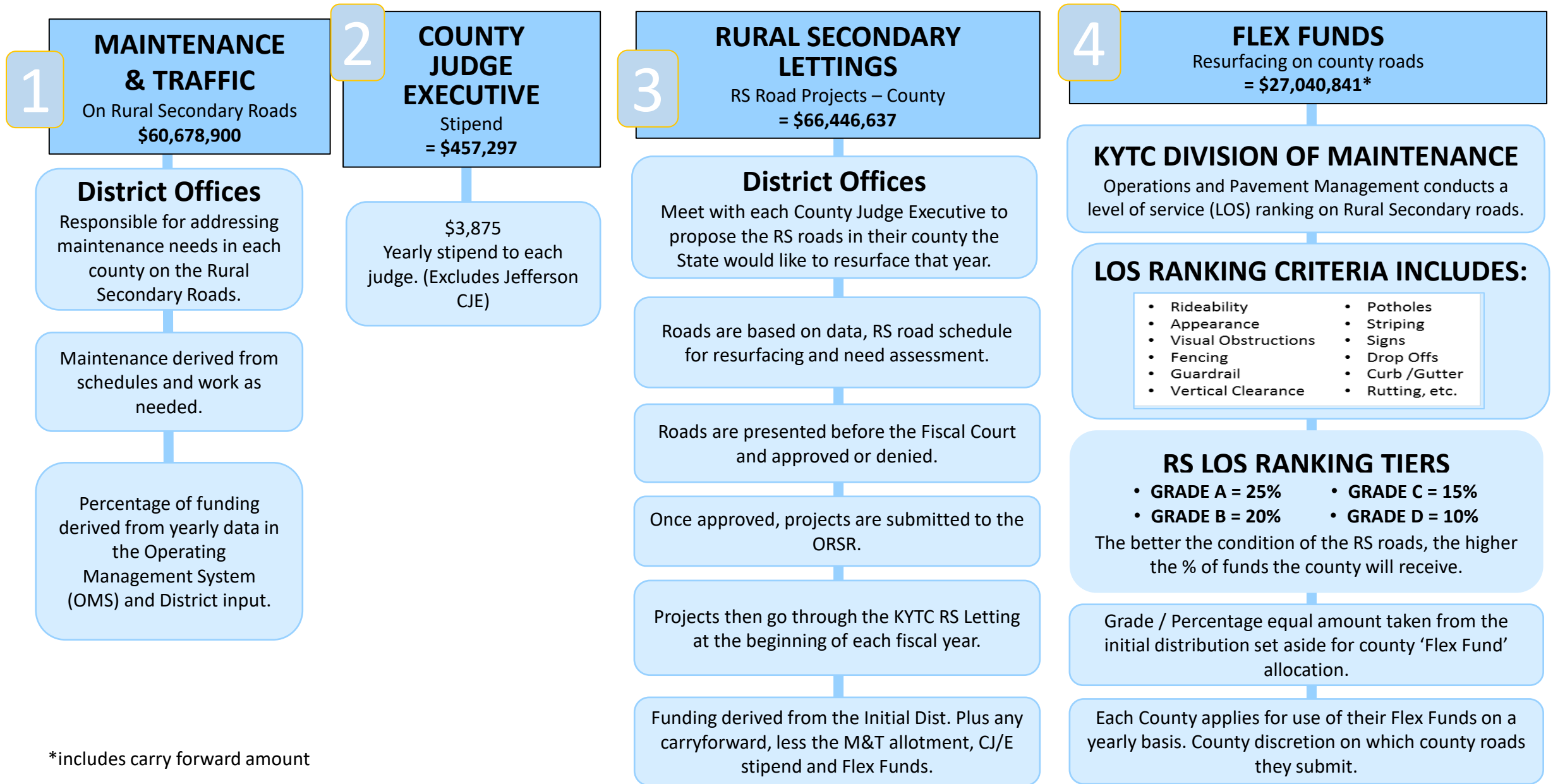
CITIES

Submit a Municipal Emergency Request
Form. The ORSR reviews for eligibility and
determines available funding. Submits for
approval.

** All programs are subject to receive additional funding due to carry forward amounts from year to year.*

RURAL SECONDARY FUNDING BREAKDOWN

FUNDING DERIVED FROM THE RS INITIAL DISTRIBUTION (CB06)



*includes carry forward amount

COUNTY AND MUNICIPAL ROAD AID PROGRAM

Road Aid funds are allocated annually for construction and maintenance of your roads.

There are two ways to receive Road Aid funds:

- 1) Monthly through the Kentucky Department for Local Government (DLG), OR
- 2) Join the ORSR Cooperative Program

***Agreements are sent out at the end of March and should be sent back ASAP



**IF YOU JOIN THE ORSR COOPERATIVE PROGRAM
YOU WILL BE ELIGIBLE FOR EMERGENCY
FUNDING**

THE FLEX FUND

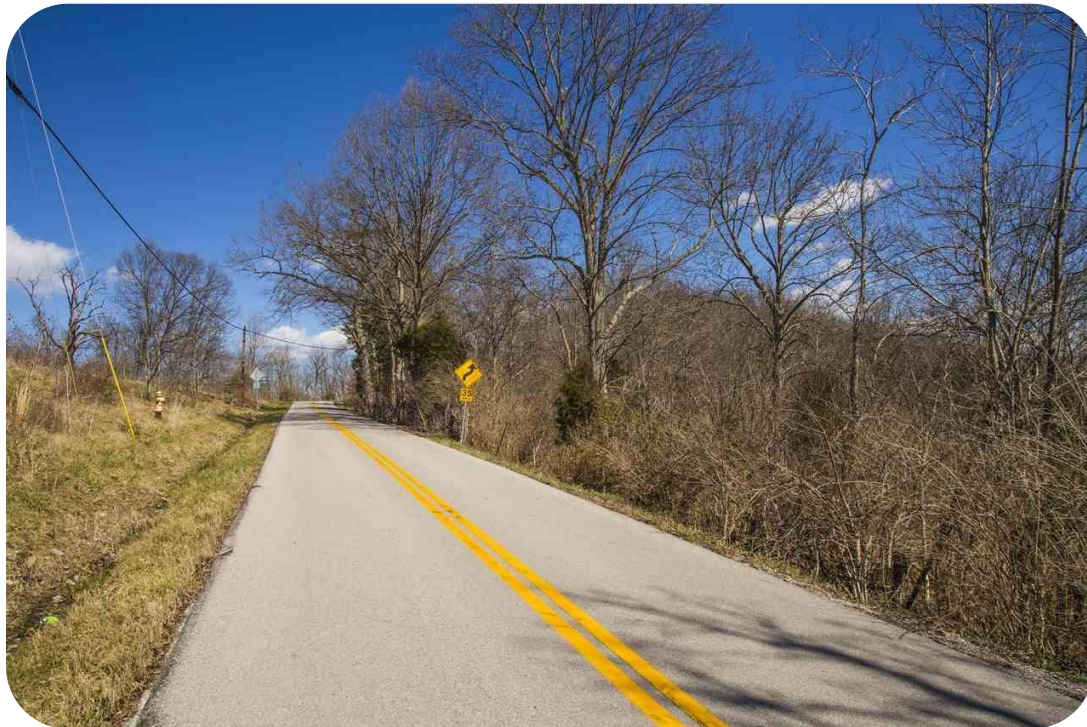
Funds allocated to counties for resurfacing

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The Flex Funds

FY 23 PROJECTION: \$27,040,841



- **What are Flex Funds?**

- These are funds set aside from the Rural Secondary (22.2%) apportionment to help counties in their resurfacing needs.
- These funds are to be solely used for repairs and resurfacing the existing asphalt surface.
- With over 40,000 county road miles we recognize the need for assistance!
 - **At the beginning of the year, District personnel will communicate with each county as to the amount of Flex Funds the county will be allocated for the upcoming fiscal year**

Flex Fund



To Determine the allocation of Flex Funds to each County the State’s Division of Maintenance reviews the rural secondary roads in each county and determines the necessary funding needed for the reasonable up-keep of these roads during that fiscal year.

Features used in determining the rating

- | | | | |
|---|--|---|---|
| <ul style="list-style-type: none">▪ Rideability▪ Appearance▪ Vertical Clearance▪ Guardrail Specifications▪ Guardrail Damage | <ul style="list-style-type: none">▪ Visual Obstructions▪ Fencing▪ Attenuators▪ Potholes▪ Rutting | <ul style="list-style-type: none">▪ Pavement Drop Off▪ Drains▪ Ditches▪ Curb and Gutter▪ White Stripe▪ Yellow Stripe | <ul style="list-style-type: none">▪ Guide Signs▪ Guide Sign Assemblies▪ Warning and Reg. Signs▪ Warning and Reg. Sign Assemblies |
|---|--|---|---|

Adopting County Roads

- **How to get credit for the road miles**

- Contact and work with your local Area Development District (ADD)
- ADD Districts work with our Division of Planning to register the roads
- If you are using our mapping system and cannot find your road please contact us!



Level of Service on Rural Secondary Roads

- RS Level of Service Rankings

- Grade A - 25%
- Grade B - 20%
- Grade C - 15%
- Grade D - 10%

- Once the Level of Service (LOS) rankings are completed by the Division of Maintenance, Pavement Operations Branch, the information is forwarded to the Office of Rural Secondary Roads (ORSR)
 - ORSR takes the LOS **percentage amount** and multiplies it by the **initial allotment**
 - This amount equals the **flex fund allocation** amount for each county
 - If a county has **carry forward** amounts it will be added on to the total flex funds for projects (highlighted column below)

CO#	COUNTY	DIS	18-19 INITIAL DISTRIB. (90%)	17-18 BALANCE (EST. 12-20- 17)	Flex Funds Carry Over	TOTAL FUNDS AVAILABLE	18-19 PROPOSED M & T	M & T % of INITIAL	CJEXP	TOTAL AMOUNT LEFT FOR PROJECTS	"FLEX FUNDS" FOR PROJECTS	"TOTAL FLEX FUNDS" FOR PROJECTS	"FLEX FUNDS" % of INITIAL DISTRIB.	TOTAL AMOUNT MINUS "FLEX FUNDS"
004	Ballard	1	805,426	156,196	27,956	961,622	362,400	45%	2,400	596,822	201,357	229,312	25%	395,466
018	Calloway	1	1,400,395	418,737		1,819,132	532,200	38%	2,400	1,284,532	280,079	280,079	20%	1,004,453
020	Carlisle	1	661,525	118,142		779,667	297,700	45%	2,400	479,567	132,305	132,305	20%	347,262
028	Crittenden	1	1,001,288	254,458		1,255,746	380,500	38%	2,400	872,846	250,322	250,322	25%	622,524
038	Fulton	1	654,861	39,986		694,847	327,400	50%	2,400	365,047	130,972	130,972	20%	234,075
042	Graves	1	1,777,955	338,110		2,116,065	782,300	44%	2,400	1,331,365	355,591	355,591	20%	975,774
053	Hickman	1	747,354	126,026	746	873,380	373,700	50%	2,400	497,280	149,471	150,217	20%	347,809
070	Livingston	1	969,057	220,092	66,057	1,189,149	484,500	50%	2,400	702,249	242,264	308,321	25%	459,984
072	Lyon	1	779,535	226,796	5,479	1,006,331	350,800	45%	2,400	653,131	194,884	200,363	25%	458,247
073	McCracken	1	931,802	302,673	23,297	1,234,475	437,900	47%	2,400	794,175	232,951	256,247	25%	561,225
079	Marshall	1	1,289,247	298,443	43,680	1,587,690	455,100	35%	2,400	1,130,190	193,387	237,047	15%	936,803
111	Trigg	1	1,353,173	324,171	6,482	1,677,344	514,200	38%	2,400	1,160,744	270,635	277,117	20%	890,110

Flex Fund Process

Application Guidelines:

- County must complete and submit their Flex Fund recommendation list to ORSR in Frankfort
 - Completed Flex Recommendation form (TC 20-34). Available on our website in our Forms Library: [https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-\(TC-20\).aspx](https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-20).aspx)
 - Mile point locator map: <http://maps.kytc.ky.gov/photolog/?config=RASR>
- ORSR will conduct a quick review of the Flex recommendation list and an approved list is forwarded to the District Office (D.O.) for further evaluation
- D.O. personnel performs field review of recommendations to gather information to verify need:
 - Condition of Pavement
 - Length
 - Width
 - Number of homes and businesses served

HOW TO APPLY FOR COUNTY 'FLEX' FUNDING CONSIDERATION

- To receive funding counties must complete the **TC 20-34** and submit to the Office of Rural and Secondary Roads for evaluation and determination of eligibility.



Kentucky Transportation Cabinet
 Department of Rural and Municipal Aid
RS FLEX PROGRAM RECOMMENDATIONS

TC 20-34
 04/2013
 Page 1 of 1

COUNTY NAME				DATE		
RECOMMENDED BY						
PRIORITY NO.	ROAD NAME	ROAD NUMBER	TYPE OF PROJECT	LOCATION OF PROJECT (WHERE THE PROJECT BEGINS AND ENDS)	LENGTH (MI) OF PROJECT	EST COST
SAMPLE	TYPICAL COUNTY ROAD	CR 1111	BIT. RESURFAC E	BEGIN AT: KY 9999 EXTENDING NORTH END AT: JONES ROAD	1.00	\$30,000.00
SAMPLE	TYPICAL COUNTY ROAD	CR 1234	BIT. PATCHING	BEGIN AT: KY 99 (This should be the beginning of first patch) END AT: 2.5 MILES NORTH OF KY 99 (This should be the end of last patch) BEGIN AT: END AT: BEGIN AT: END AT: BEGIN AT: END AT: BEGIN AT: END AT: BEGIN AT: END AT:	2.50	\$10,000.00

Submit this request electronically to:
 RuralandMunicipalAid@ky.gov



Milepoint Locator Map



The RS 80/20 Bridge Program

Funds allocated for drainage structure maintenance



RS 80/20 Bridge Program

The 80/20 Bridge Program is funding set aside from the RS emergency fund to be used for repair or replacement of existing drainage structures, bridges, low water fords, culverts, pipes, etc. on county roads. The Office of Rural & Secondary Roads (ORSR) determines the allotment percentage each year based on gas tax receipts. At this time, each county receives up to \$80,000 per fiscal year, with no carry forward.



RS 80/20 Bridge

The KYTC Division of Structural Design has created “bridge” drawings at no cost to the counties and are available for use:

- Pile End Bents
- Abutment Plans
- Steel Superstructure Plans
- 2-Railing Alternatives
- Existing Box Beams
- Final Standard Steel Composite
- Culverts
- Piers 22X36
- Associated Deck Unit Standard Drawings (for use with the above listed)

These can be found on our website! www.Transportation.ky.gov - Rural and Municipal Aid

RS 80/20 Bridge Process

Application Guidelines:

- County submits recommendation package to ORSR in Central Office (CO) in Frankfort. This package consists of:
 - Completed Bridge Recommendation Form (TC 20-35) available on our website in our Forms Library: [https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-\(TC-20\).aspx](https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-20).aspx)
 - Mile point locator map: <http://maps.kytc.ky.gov/photolog/?config=RASR>
 - Photographs of the current structure/site
 - Detailed cost estimate or quote for the proposed work
- ORSR performs quick review of package submitted and requests additional info when/if needed
- The package is reviewed by the Branch Manager and given to the Executive Director of the Office of Rural and Secondary Roads for recommendation process
- Projects are approved/denied along with the determination of the amount of the state's share of the cost by the Executive Director and Commissioner. This amount is typically set at 80% of the estimated cost up to a cap determined by the reviewers and is stated in the MOA. The ORSR may request additional information including a field review by state personnel before a project is approved

The Emergency Fund



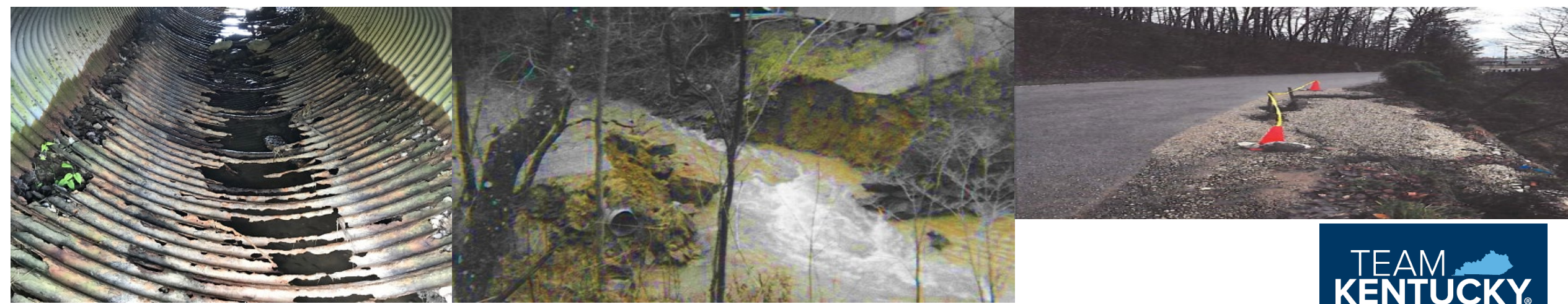
EMERGENCY FUNDING

3%

3% is withheld from each participating entity's road aid allocation and it is placed into the Emergency Road Aid Fund. Participating Counties & Cities can apply for funding assistance on emergency projects throughout the year.

80/20 Match

The funding process for Emergency projects is an 80/20 match program meaning the state pays up to 80% of approved total project cost and the local government entity is responsible for 20%.



EMERGENCY PROCESS: TC 20-16

Application Guidelines:

- Requires application form (TC 20-16)
- Because this is an emergency, **you may begin work at anytime**. However, it is possible that a project may not be approved for funding.
- When a request is approved, notification is sent to the local government and 50% of the approved funding is released immediately. The remaining amount is released after the final project cost has been tabulated (invoices, etc.)
- Project examples: bridge replacement, slide repair, flood damage, etc.

Initial Project Cost:	\$100,000
Approved 80%	\$80,000
50% of Approved amount issued immediately:	\$40,000
Receipt's Submitted New Project Cost	\$75,000
80% of actual cost:	\$65,000
-50% previously issued:	\$40,000
Reimbursement	\$20,000

REIMBURSEMENT FORM: TC 20-38

Emergency Program:

When a request is submitted and approved, **50% of the approved funding (80% of total project)** is released to the local government immediately.

The remaining amount is released after final project cost has been tabulated.

The image shows two overlapping copies of the 'REQUEST FOR PAYMENT' form (TC 20-38) from the Kentucky Transportation Cabinet. The forms are tilted and show various sections including project information, billing details, agency certification, and a table for documenting costs incurred.

Form 1 (Top): SECTION 4: DOCUMENTATION OF COSTS INCURRED (Use this page multiple times if needed). Includes a table with columns for 'AGREEMENT ITEM' and 'ATTACHED INVOICE # (if applicable)'. Example: John's Rock Company. Invoice # 1234.

Form 2 (Bottom): REQUEST FOR PAYMENT. Includes sections for: SECTION 1: PROJECT & AGENCY INFORMATION; SECTION 2: BILLING INFORMATION; SECTION 3: AGENCY CERTIFICATION; SECTION 4: FOR DEPARTMENTAL USE ONLY.

How to apply: Complete the TC 20-38, attach supporting documentation and submit to ORSR.

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REIMBURSEMENT

What to include in your request for reimbursement:

- TC 20-38 Reimbursement Request
- TC 20-40 Non-Cash Match Forms *(if needed)*
- Invoices for work completed on the specific roads outlined in initial request. Invoices should specify the project location on the document.
- Checks showing funds were spent and what they were.



OFFICE OF LOCAL PROGRAMS



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FEDERAL FUNDING OPPORTUNITIES

State and Local governments can apply to the Office of Local Programs to receive funding through federal programs authorized by the Bipartisan Infrastructure Law:

- 1) Transportation Alternatives (TAP)**
- 2) Congestion Mitigation & Air Quality (CMAQ)**

These are reimbursement programs **NOT** grants and are funded through 80% Federal Funds and 20% Local Match. CMAQ Applications closed this year on September 30th. TAP Application Cycle will be coming up at the beginning of 2023.

LOCAL PROGRAMS CONTACT INFORMATION

If you are interested in this program, please contact us:

Department Of Rural And Municipal Aid

Office of Local Programs

Kentucky Transportation Cabinet

200 Mero Street, 6th Floor—East


Frankfort, KY 40622

(502) 564-2060

<https://transportation.ky.gov/LocalPrograms/Pages/default.aspx>

DISCRETIONARY FUNDING



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DISCRETIONARY FUNDING (FD39)

The Discretionary Fund, also known as the Highway Contingency Account (FD39), is administered by the Department of Rural and Municipal Aid.

- This fund receives an annual allocation of funds from the budget adopted by the legislature.
- For FY 2023, the account received \$16.6 million – following statutory deductions to Short-Line Railroad assistance, the Kentucky Pride Fund and the Kentucky Transportation Center, the DRMA is left with \$10.71 million to assist with your needs.
- The amount allocated for FY21-FY23 was decreased by \$14,400,000 as compared to the previous 4 years.

DISCRETIONARY FUNDING (FD39)

- Discretionary Funding may be used for transportation projects across the Commonwealth, such as:
 - Resurfacing,
 - Bridge replacement,
 - Intersection reconstruction, etc.

DISCRETIONARY FUNDING (FD39)

- Discretionary Funding projects require a higher threshold of need outside what is met through other Cabinet/Department programs.

- **IMPORTANT NOTE:**

You should exhaust other ORSR funding options first.

DISCRETIONARY FUNDING (FD39)

When does a project qualify for Discretionary Funding:


- 1) Project presents a hazardous condition as assessed by the Chief District Engineer's Offices of your district;
- 2) ~~Project promotes economic or industrial development and/or;~~ **no longer optional as this funding ability was removed in the FY23 budget bill**
- 3) Project is related to Safety/Emergency issues.


UPDATE:

\$29,350,105.00 in qualified requests pending - at this time.

\$ 7,481,095.73 available funding

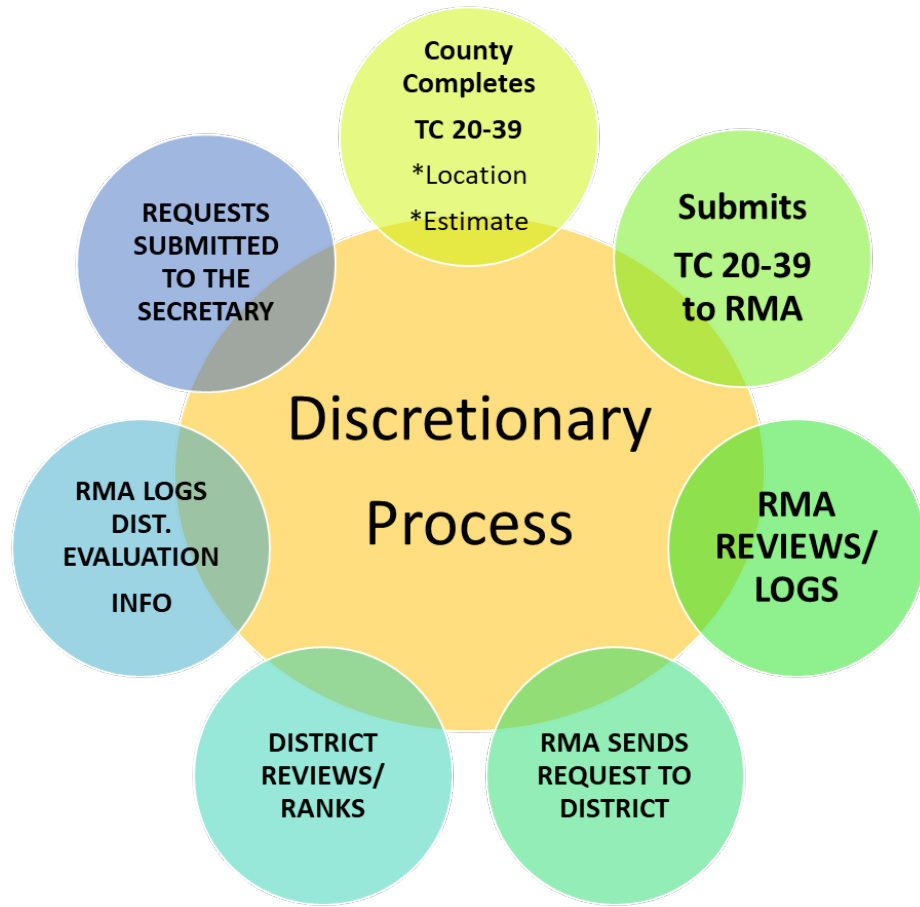
DISCRETIONARY REQUEST TC 20-39

		KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid		TC 20-39 Rev. 08/2016 Page 1 of 2
DISCRETIONARY FUNDING REQUEST				
SECTION 1: REQUESTOR INFORMATION				
NAME		CONTACT PERSON		EMAIL ADDRESS
MAILING ADDRESS			PHONE	FAX
SECTION 2: NATURE OF REQUEST				
Type of Request			Those Affected	
<i>(Mark all that apply. The total of all boxes selected must equal 100%.)</i>				
<input type="checkbox"/> Safety _____ %	<input type="checkbox"/> Economic Development _____ %	Number of constituents _____		
<input type="checkbox"/> Congestion _____ %	<input type="checkbox"/> Emergency _____ %	Number of local businesses _____		
<input type="checkbox"/> Repairs _____ %	<input type="checkbox"/> Other _____ %			
SECTION 3: JUSTIFICATION				
Explain in detail the nature of the funding request, highlighting the impact this project will have on each type of request specified above (i.e., safety, repairs, etc.).				
SECTION 4: DETAILS OF REQUEST				
Pictures <input type="checkbox"/> Yes <input type="checkbox"/> No		District Evaluation <input type="checkbox"/> Yes <input type="checkbox"/> No		Calculations:
		Project estimate _____		
		Less:		
		Public Sector Contribution _____		
		Private Sector Contribution _____		
		Total Remaining Need/ Contribution Requested _____		

		KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid		TC 20-39 Rev. 08/2016 Page 2 of 2
DISCRETIONARY FUNDING REQUEST				
Priority No. 1	ROAD NAME	ROAD NO.	LENGTH OF PROJECT (miles)	ESTIMATED COST
	LOCATION OF PROJECT (where project begins & ends)			
	Type of Request <input type="checkbox"/> Safety <input type="checkbox"/> Repairs <input type="checkbox"/> Emergency <input type="checkbox"/> Congestion <input type="checkbox"/> Economic Development <input type="checkbox"/> Other			
DATE OF LAST WORK COMPLETED ON ROAD _____				
Priority No. 2	ROAD NAME	ROAD NO.	LENGTH OF PROJECT (miles)	ESTIMATED COST
	LOCATION OF PROJECT (where project begins & ends)			
	Type of Request <input type="checkbox"/> Safety <input type="checkbox"/> Repairs <input type="checkbox"/> Emergency <input type="checkbox"/> Congestion <input type="checkbox"/> Economic Development <input type="checkbox"/> Other			
DATE OF LAST WORK COMPLETED ON ROAD _____				


If you need assistance, you may always ask us....but don't forget about our Field Representatives. They are ready and willing to help you.

Discretionary Process




- **Who can apply?** County Judge Executive, Mayor, State Representative or State Senator, and select state road personnel
- Please Use the mile point assistance map to provide accurate road names, numbers and location.
- **MUST** include a cost estimate
- May be submitted via email, snail mail or hand carried
- Once DRMA receives the application (TC 20-39), logs and determines adequate info is provided, the District applies the need assessment

DISCRETIONARY REQUEST TC 20-39

 KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid		TC 20-39 Rev. 08/2016 Page 1 of 2
DISCRETIONARY FUNDING REQUEST		
SECTION 1: REQUESTOR INFORMATION		
NAME	CONTACT PERSON	EMAIL ADDRESS
MAILING ADDRESS		PHONE FAX
SECTION 2: NATURE OF REQUEST		
Type of Request (Mark all that apply. The total of all boxes selected must equal 100%.) <input type="checkbox"/> Safety _____ % <input type="checkbox"/> Economic Development _____ % <input type="checkbox"/> Congestion _____ % <input type="checkbox"/> Emergency _____ % <input type="checkbox"/> Repairs _____ % <input type="checkbox"/> Other _____ %		Those Affected Number of constituents _____ Number of local businesses _____
SECTION 3: JUSTIFICATION		
Explain in detail the nature of the funding request, highlighting the impact this project will have on each type of request specified above (i.e., safety, repairs, etc.).		

Reimbursements are submitted to your Highway District Office.

- **Complete TC 20-38,**
- **Attach invoices & canceled checks**

 KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid		TC 20-39 Rev. 08/2016 Page 2 of 2																																					
DISCRETIONARY FUNDING REQUEST																																							
SECTION 4: DETAIL:																																							
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WHERE TO FIND YOUR FORMS

<https://transportation.ky.gov/RuralandMunicipalAid>

The image shows three overlapping forms from the Kentucky Transportation Cabinet. The top form is titled "REQUEST FOR PAYMENT" and includes the following sections:

- SECTION 1: PROJECT & AGENCY INFORMATION** (Form TC 20-38 Rev. 10/2018 Page 1 of 2): Includes fields for City/County, Address, Email, Project Name, Contact Name, City, State, Zip, and Phone.
- SECTION 2: BILLING INFORMATION** (Form TC 20-38 Rev. 03/2019 Page 2 of 2): Includes fields for Request Date, Service From, Service To, Agreement Amount, Request Amount, and Amount Paid by KYTC to Date. It also contains a checkbox for "Is this a final request for payment?" and a field for "Payment Request #".
- SECTION 3: AGENCY CERTIFICATION**: A statement where the agency certifies that the costs are true and that the work was completed in accordance with the agreement.
- SECTION 4: FOR DEPARTMENTAL USE ONLY**: A table for tracking agreement dates, program authorization, and payment request status.

The bottom form is titled "SECTION 1: REQUESTOR INFORMATION" and includes fields for Name and Mailing Address. It also has a section for "SECTION 2: NATURE OF REQUEST" with checkboxes for Safety, Congestion, and Repairs, and a section for "SECTION 3: JUSTIFICATION" where the nature of the request is explained. A "SECTION 4: DETAILS" section includes a checkbox for "Pictures".

CONTACT INFORMATION

- EMAIL: RuralandMunicipalAid@ky.gov
- My Cell Phone Number: 502-892-9022
 - My Email: bobbijo.lewis@ky.gov
- Craig Caudill's Number: 859-576-4619
- Craig's Email: craig.caudill@ky.gov
 - Field Representatives:
 - Doug Taylor, Western Kentucky
 - Kenny Morgan, Southern Kentucky
 - Barry Davis, Eastern Kentucky