Statewide Transportation Planners Training Manual

Produced by the
Kentucky Transportation Cabinet
Division of Planning & the Area Development Districts of Kentucky

Contents

<u>Commonly Used Acronyms</u>

KYTC   Kentucky Transportation Cabinet

ADD   Area Development District

HDO   Highway District Office

MPO   Metropolitan Planning Organization

DOP   Division of Planning

FY   Fiscal Year

AWP   Annual Work Program

6YP   Six – Year Plan

WE   Work Element

STP   Statewide Transportation Plan

STIP   Statewide Transportation Improvement Program

PIP   Public Involvement Plan

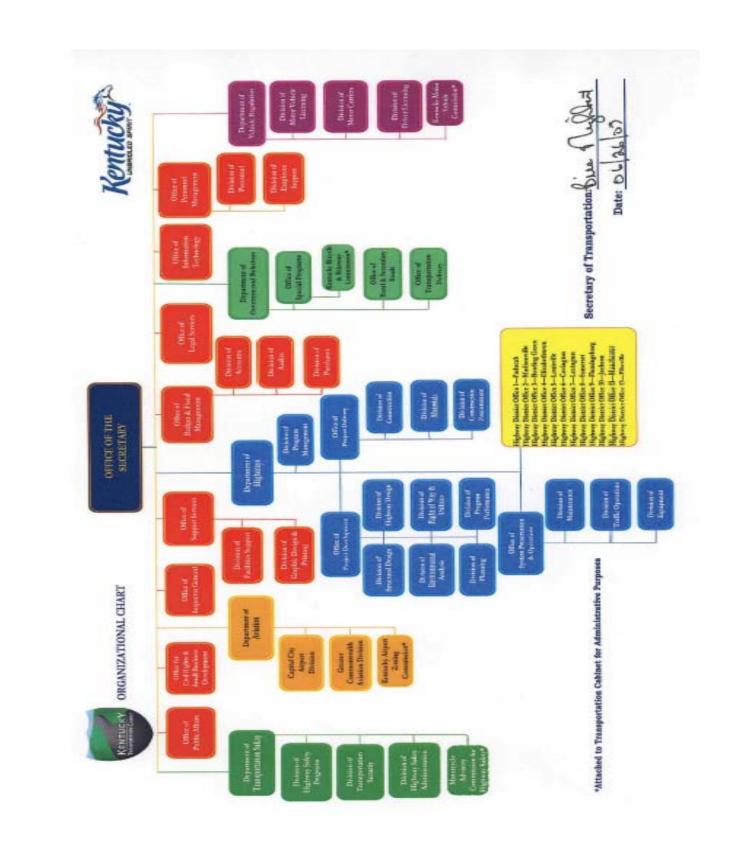PIF   Project Identification Form

RTC   Regional Transportation Committee

RCP   Regional Concept Plan

HIS   Highway Information System

MTG   Major Traffic Generator

KYTC Organization Chart

Regional Planning Contacts

Area Development Districts

Transportation Director
Barren River Area Development District
P. O. Box 90005
Bowling Green, Kentucky 42102-9005
Telephone: 270-781-2381
FAX: 270-842-0768
Email: name@bradd.org
Web Page: http://www.bradd.org/

Transportation Planner   .
Big Sandy Area Development District, Inc.
110 Resource Court
Prestonsburg, Kentucky 41653
Telephone: 606-886-2374
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Webpage: http://www.bigsandy.org

Manager, Transp. Planning Division
Bluegrass Area Development District
699 Perimeter Drive
Lexington, Kentucky 40517
Telephone: 859-269-8021
FAX: 859-269-7917
Email: name@bgadd.org
Webpage: http://www.bgadd.org/

Transportation Planner
Buffalo Trace Area Development District
201 Government Street, Suite 300
P. O. Box 460
Maysville, Kentucky 41056
Telephone: 606-564-6894
FAX: 606-564-0955
Email: **name**@btadd.com
Webpage: http://www.btadd.com

Transportation Planner
Cumberland Valley Area Development District
342 Old Whitley Road
P. O. Box 1740
London, Kentucky 40743-1740
Telephone: 606-864-7391
FAX: 606-878-7361
Webpage: http://www.cvadd.org/
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Transportation Planner
FIVCO Area Development District
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Ashland, Kentucky 41101
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110 Lake Park Drive
Morehead, Kentucky 40351
Telephone: 606-780-0090
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Regional Transportation Planner
Green River Area Development District
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Owensboro, Kentucky 42301-0200
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FAX: 270-684-0714   /
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Webpage: http://www.gradd.com

Transportation Planner
Kentuckiana Regl Planning & Development Agency
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Transportation Planner
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Transportation Planner
Lake Cumberland Area Development District, Inc.
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Russell Springs, Kentucky 42642
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FAX: 270-866-2044
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Webpage: http://www.lcadd.org/

Transportation Planner
Lincoln Trail Area Development District
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613 College Street Road
Elizabethtown, Kentucky 42702-0604
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FAX: 270-886-3211   /
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Director
KYTC Division of Planning
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Frankfort, Kentucky 40601
Telephone (502) 223-6720
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name@ky.gov

Highway District Offices

DISTRICT	NAME/ADDRESS	AREA	PHONE	FAX	E-MAIL
1	**Allen Thomas** Ky Dam Rd, P O Box 3010 Paducah, Ky 42001	Planning	270-898-2431	270-898-7457	allen.thomas@ky.gov
2	**Kevin McClearn/Nick Hall** 1840 North Main, PO Box 600 Madisonville, Ky 42431	Planning	270-824-7080	270-824-7091	kevin.mcclearn@ky.gov nick.hall@ky.gov
3	**W. Jeffery Moore/Deneatra Hack** 900 Morgantown Rd PO Box 599 Bowling Green, Ky 42102	Traffic	270-746-7898	270-746-7643	jeff.moore@ky.gov deneatra.hack@ky.gov
4	**Josh Hornbeck** 634 East Dixie, PO Box 309 Elizabethtown, Ky 42701	Planning	270-766-5066	270-766-5069	Josh.hornbeck@ky.gov
5	**Tom Hall (acting)** 977 Phillips Ln, PO Box 37090 Louisville, Ky 40233	Planning	502-367-6411	502-363-6170	tom.hall@ky.gov
6	**Rob Hans/Mike Bezold** 421 Buttermilk Pk & I-75 PO Box 17130 Covington, Ky 41017	Planning	859-341-2700	859-341-3661	Robert.Hans@ky.gov mike.bezold@ky.gov
7	**Stuart Goodpaster** 763 New Circle,NW PO Box 11127 Lexington, Ky 40512	Planning	859-246-2355	859-246-2354	stuart.goodpaster@ky.gov
8	**Tom Clouse** US 27, PO Box 780 Somerset, Ky 42501	Planning	606-677-4017	606-677-4013	tom.clouse@ky.gov
9	**Deanna Harris** Elizaville Rd, PO Box 347 Flemingsburg, Ky 41041	Planning	606-845-2551	606-849-2286	deanna.harris@ky.gov
10	**Bill Madden** Hwy 15, PO Box 621 Jackson, Ky 41339	Planning	606-666-8841	606-666-7074	bill.madden@ky.gov
11	**Joel Holcomb** Railroad Ave. PO Box 250 Manchester, Ky 40962	Planning	606-598-2145	606-598-8269	Joel.Holcomb@ky.gov
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INTRODUCTION

The purpose of the ADD Planner's Manual is to provide guidance and insight into the statewide planning process. The manual, in conjunction with the Fiscal Year Agreement and Annual Work Program between the Kentucky Transportation Cabinet and the Area Development Districts, can be used as a tool to aid in the planner's orientation and education of the overall scope of the program. It may also be used as a means of educating the public and other planning entities on Kentucky's statewide process.

The Memorandum on KYTC Policies and Procedures for the Regional Transportation Program (found in the Fiscal Year Agreement and AWP, Attachment A) outlines the policies and guidelines for the Regional Transportation Program within and in relation to the designated ADD of the Commonwealth of Kentucky. State Legislation was enacted in 1972 creating the ADDs by law in Chapter 147A of the Kentucky Revised Statues (KRS).

The KYTC has historically administered major comprehensive transportation programs at the urban, metropolitan, and statewide levels. The creation of the ADD pursuant to federal legislation, an effective link was established for the development of a comprehensive transportation program utilizing local, regional, and statewide agencies. The jurisdiction of the program is not necessarily limited to within the boundaries of each of the 15 ADDs. It may be necessary to include coordination between Districts and Metropolitan Planning Organizations, particularly those whose boundaries are coincident to develop and maintain regional continuity and integrity for transportation elements.

The program is funded by a 90 percent state and 10 percent local matching basis for each fiscal year by agreements between the KYTC and each individual ADD. All funding provided by the KYTC is subject to approval of the contract agreement, including approval of the AWP. The funds provided to the ADD are in accordance with legislation/regulations related to federal reauthorization of transportation programs.

A new contract is written each fiscal year (July 1 – June 30), providing the agreement, policies, procedures and annual work program work elements. Drafts of these documents are provided by the KYTC to each of the ADDs for review and comment. The draft agreements are submitted by the ADDs by June 1st of each year or other dates which maybe established by the KYTC. The AWP list each work element to be undertaken during the next project year.

Each ADD is required to submit a quarterly progress report to the KYTC to document activities and accomplishments within the AWP. These reports are used for continuous evaluation by the KYTC of the planning program. These reports are also used by the KYTC to provide documentation to the Federal Highway Administration to demonstrate compliance with federal regulations pertaining to the statewide planning process.

The purpose of the annual work program is to define the regional transportation activities to be conducted by the Area Development District (ADD) in support of the Kentucky Transportation Cabinet (KYTC) Statewide Transportation Planning Process. The bases for this major activity are the federal reauthorization bills, Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21) passed in 1998, and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) bill passed in 2005.

The responsibility for conducting the various aspects of the statewide transportation planning process falls mainly on four groups: ADDs, Metropolitan Planning Organizations (MPOs), KYTC Division of

Planning (DOP), and Highway District Offices (HDOs). The ADDs and MPOs are responsible mainly for the analysis of data and transportation systems, identification and evaluation of needs in the region, the coordination of public input for the Kentucky Statewide Transportation Plan (STP), the Kentucky Statewide Transportation Improvement Program (STIP), and the subsequent evaluation and prioritization and ranking of projects in the Unscheduled Projects List (UPL) for possible inclusion in the KYTC Six-Year Highway Plan (6YP).

The ADDs are concerned with all modes of transportation. The ADD conducts activities in support of transportation planning outside the nine urbanized areas of the state. All planning within the nine urbanized areas will be the responsibility of the MPOs. However, the ADD will coordinate transportation planning activities with the MPOs.

The transportation planning process is guided by many federal regulations. These regulations require certain processes be followed, actions be taken, persons be involved in the process, and policies be implemented. Regardless, these regulations were enacted because prior actions by transportation agencies did not appropriately plan and address concerns of the citizens or stakeholders. These regulations simply require transportation agencies to "do the right thing." Many of these regulations probably would not have been implemented if the transportation agencies had not been reluctant to change practices.

With that said, the regulations are sometimes complicated, difficult to comply with, and burdensome. With each successive federal transportation reauthorization act, additional regulations are added. This increases the burdens on transportation and planning agencies, often without additional funding to offset the requirements. Failure to comply with the requirements, however, can prevent a state from utilizing federal funds for transportation projects. In Kentucky, federal funds make up a sizeable portion of the transportation budget.

The KYTC contracts with the 15 ADDs to assist in transportation planning in areas outside of the MPO boundaries. KYTC develops the work plans for the ADDs to help address the federal requirements. So while some of the work plan activities and deliverables may seem to be unimportant, they play a vital role in assuring that the federal requirements are met.

The federal regulations for Transportation Planning are codified in Title 23 of the Code of Federal Regulations, Parts 420 and 450. Part 420 deals mainly with administration of federal grants related to planning and research. Part 450 deals with planning standards and contains the bulk of the issues of concern. Subpart B of Part 450 discusses statewide planning items while Subpart C deals with the MPO items.

The regulations currently require consideration of eight planning factors. They are contained in 23 CFR 450.206 and include:

1. Supporting economic vitality,
2. Increasing safety for motorized and non-motorized users,
3. Increasing security of the transportation system,
4. Increasing accessibility and mobility for people and freight,
5. Protecting the environment and improving quality of life including consideration of planned growth and economic development patterns,
6. Integration and connectivity between various transportation modes,
7. Promoting efficient management of the transportation system, and
8. Preservation of the existing transportation system.

The regulations also require that the public be given opportunities to comment at key decision points (23 CFR 450.210). The parties specifically identified in the regulations include:

- Citizens
- Affected public agencies
- Representatives of public transportation employees and users
- Freight shippers and providers of freight transportation services
- Private providers of transportation
- Representatives of pedestrian and bicycle interests
- Representatives of the disabled
- Non-metropolitan local officials
- Traditionally underserved including low-income and minority households
- Other interested parties

Public involvement activities also include providing reasonable access to information, adequate notice of opportunity to comment or of meetings, holding meetings at convenient times and accessible locations, use of visualization techniques, making information available in electronic formats including the use of the Internet, and explicit consideration of the input received.

KYTC is also required to develop a long-range statewide transportation plan. This plan must have at least a 20 year horizon and consider connections between public transportation, non-motorized modes, rail, commercial motor vehicle, waterway, and aviation facilities. It should include:

- Methods to preserve and create efficient use of the existing transportation system
- Reference other plans or studies that were relevant to development of the long-range plan
- Safety considerations including items contained in the Strategic Highway Safety Plan
- Security elements that incorporate any related transit security plans
- Coordination with MPO area plans
- Consultation with land use management, natural resources, environmental protection, conservation, and historic protection agencies
- Discussion at a policy and strategy level of environmental mitigation activities and potential areas to carry out those activities
- Opportunity for public input

KYTC must also certify that they carry out the transportation planning processes in accordance with the following:

- Applicable sections of the U. S. Code
- Title VI of the Civil Rights Act of 1964
- That discrimination on the basis of race, color, creed, national origin, sex, or age did not occur
- Involvement of disadvantage business enterprises
- Equal Employment Opportunity on federal aid construction projects
- Compliance with the Americans with Disability Act
- Compliance with the Clean Air Act
- Compliance with the Rehabilitation Act of 1973 in that discrimination against individuals with disabilities did not occur

Hopefully, as you read through this guide and through the work programs, you will see that the activities and deliverables KYTC requires directly relate to the items mentioned above. Having each ADD fulfill the requirements of their contracts is essential to helping KYTC document that it complies not only with the letter but the spirit of the planning regulations.

It is important to mention, however, that there are no federal regulations that require KYTC to accomplish these items through a program with the ADDs.   Many other states handle compliance with the planning regulations in different ways; however, KYTC feels that this program has been beneficial and efficient. The ADDs have many of the processes and contacts already in place for their other activities, and it makes sense to utilize those existing relationships. Many other states are copying our processes, and we have received national awards for our efforts.

It is also important that we not rest on our laurels. As the regulations and circumstances change, we must be prepared to adjust and tread on new territory to insure that we can continue to deliver projects that the citizens of Kentucky need and deserve.

History of the KYTC Statewide Transportation Planning Process

- KYTC first began a Statewide Planning Program with the ADDs in the early 1970's
- Rural Transportation Committees were established for the purpose of soliciting input as to transportation needs
- Rural Transportation Planning Program was abolished around 1980
- First Unscheduled Needs List Database developed in 1988 – projects identified through:
  - Research of correspondence files
  - Analysis of adequacy ratings
- First Project Priorities were provided by HDOs in 1989-1990, by ADDs (Local only) in 1993, by ADDs (Local / Regional) in 1995
- ISTEA (1991) – Established STP & required consultation with locally elected officials and consideration of all modes of transportation
- KY's first "formal" STIP in 1992 (KY had informally prepared a STIP since 1970's)
- KY Statewide Rural Transportation Planning Program re-established through the ADDs in November of 1994
- KYTC contracted with the ADDs to provide one full-time transportation planner for each ADD
- First Statewide Transportation Plan in 1995
- TEA-21 (1998) – required more extensive input, including input from transit users and freight suppliers
- Statewide Transportation Planning Process incorporated the MPOs in 2000
- SAFETEA-LU (2005) – requires more documentation input from elected officials and the public, more emphasis on safety program and projects

Statewide Documents

The STP process produces four KYTC documents:

- Unscheduled Projects List Database
- Long-Range Statewide Transportation Plan
- Six-Year Highway Plan
- Statewide Transportation Improvement Program

Unscheduled Projects List (UPL)

- First established in 1988
- 2420 projects as of 12/5/2007
- $58.2 billion in project cost as of 12/5/2007
- Database includes:
    - Data from Project Identification Form
    - Prioritization History
    - MPO, LRP, 6YP, Study references

Long-Range Statewide Transportation Plan (STP)

- Federal requirement (ISTEA / TEA-21/SAFETEA-LU)
- Minimum of 20 year horizon
- Updated every 4 – 5 years as needed
- Policy and Project Plan in 1995 and 1999
- Policy Plan only in 2006
- Includes all modes
- Current Plan updated in 2006

Six-Year Highway Plan (6YP)

- KY (state) legislative requirement
- Six years of projects identified by phase / cost
- Approved every 2 years in even years by legislature
- Does not include projects from "other" modes (air, rail, water)
- Normally submitted around January 31 and approved in April as part of the Executive Budget

Statewide Transportation Improvement Program (STIP)

- Federal requirement (ISTEA, TEA-21 and SAFETEA-LU)
- Updated every two years in even numbered years, following legislative session
- Covers four years of all transportation projects which are funded with federal funds
- Contains all projects which have federal funding (all modes – air, rail, water, public transportation)

PROGRAM ADMINISTRATION

PURPOSE

The purpose of the Program Administration element is for the planner to prepare and /or review and maintain the Fiscal Year (FY) Annual Work Program (AWP)/Contract for the Regional Transportation Planning Program and timely reporting for this program as required by the KYTC.

TASKS
- Provide Estimated Allocation of Staff, Cost and Time
- Provide input regarding time/schedule commitments for each AWP work element
- Provide FY Timeline for activities
- Attend Statewide Transportation Meetings
- Prepare and submit Quarterly Progress Reports

Each Work Element (WE) in the AWP includes tasks/products to be completed by the ADD and deadlines laid out by the KYTC. The ADD should complete the work element products and submit to the KYTC by the deadline specified in the AWP contract. Every effort should be made to meet these important deadline dates.

The ADD Planner should review the AWP making note of these deadlines and refer to them often, in order to ensure deadlines are met as required by the contract.

What is the Estimated Allocation of Resources Form?

This form is provided by the KYTC. The information needed to complete this form will come from the ADD Fiscal Officer. In some ADDs the fiscal officer is responsible for completing this form and returning to the KYTC. If the ADD Planner is the responsible party, then the fiscal officer can assist by providing the information. Check with the ADD Executive Director to determine who is responsible for this task within your ADD.

Please note that this KYTC form should not be confused with the Cost Allocation Plan document which is prepared by fiscal year for the ADD in compliance with the requirements by the Department for Local Development. The Cost Allocation Plan is for the entire ADD and all employees/expenditures of the ADD and is submitted to the Department of Local Government by September 30th of each year. KYTC does require that a copy of this document also be provided to KYTC no later than November 30th of each fiscal year.

To complete the KYTC form, you or your administrative staff should estimate who will be performing the work, costs associated with the staff members, and how much time it will take the staff member(s) to complete the required tasks. The staff person designated as the transportation planner will be responsible for completing the majority of the AWP; however administrative and support staff may also be responsible for some part of the AWP and should be noted in this estimate. Please note that 100% person effort should be dedicated to this contract, however, this work can be distributed to more than one staff person.

Estimated Allocation of Resources

How do you provide input/additional information for each work element and what format is used?

In completing this task the KYTC will ask each ADD Planner to provide estimated information about each AWP WE. The idea for this task is to encourage the planner to carefully review the work elements and "think through" what needs to be done or what effort will be required to complete the work element tasks/products by the required KYTC deadline.

The format for providing this information will be decided by the KYTC. Normally it is completed as a word document but KYTC will allow flexibility to the ADD Planner to use a format that works for the individual as long as the finished product is clear and understandable to the reader. For this particular task, refer to the outline of the work elements provided by the KYTC located at the end of each work element.

- The "Products" may vary from year to year, but can always be found in the specific work element. (In some instances, you may have to input this information yourself – refer to each work element for more information.)

- The "Anticipated Time" can only be determined by you, but the total should reflect the amount of hours in the Estimated Allocation of Staff/Costs/Time.

- "Staff Responsible" again should reflect information in the Estimated Allocation Form.

- "Months" should reflect the particular due dates in the AWP and are determined by your current schedule.

- The "Estimated Percent of Total AWP" can be determined by simple math. Estimate the number of hours to be spent on the work element and divide by the total number of hours in the program to find the percentage. The total number of hours in the program is the total number of hours in the work year. For example, an ADD Planner that has full time position of 37.5 hours per work week will work 1950 hours for the year; if a planner spends 175 hours on a work element throughout the year that would be equal to 9% of the AWP.

Work Element Estimate

What is the FY Timeline and how do I complete this task?

Just like the additional input information, this task is an estimate of time spent on the AWP WE. The products in this element should be identical to the additional input information described above. The difference is this document is normally an excel spreadsheet that may be color-coded to indicate the staff responsible and is meant to be a guide or quick reference for the planner to use in making sure that all AWP products have been reviewed and staff have been designated to complete the tasks. The planner should first note the due dates for each AWP deliverable on the timeline and then designate the time that will be required to complete this task, allowing sufficient time. The planner should also note overlapping time required for tasks and adjust the work schedule as needed to allow sufficient time to address each task. This is intended to be a "planning tool" to encourage the planner to plan their schedule and begin all tasks well ahead of due dates. The information should come from both the work program and your particular schedule and include specific tasks, due dates, and color-coded staff responsibilities.

What are Quarterly Progress Reports / Invoices?

Each ADD involved in the Regional Transportation Planning Program must submit a quarterly progress report to the KYTC. This report should be received by KYTC no later than the last day of the month following the end of each quarter. These reports are used to provide documentation of efforts taken by the ADD to complete AWP tasks. The KYTC will use the quarterly progress report as an evaluation tool for the Regional Transportation Program. There are two parts to the Quarterly Progress Reports: Narrative report and quarterly invoice. The Narrative Report should contain at a minimum: dates of submittals, specific information/dates of meetings attended, and progress on each element. The percent complete should be estimated based upon the WE information that details how many staff hours were allocated to each work element. The "percent complete" should be included in the narrative report and indicate the total progress to date for that particular task. The progress report should be thorough and address all work performed and meetings attended under this contract during the subject quarter. The Narrative Report should be submitted to KYTC electronically within 30 days of the end of the quarter (September 30, December 31, March 31, and June 30). The invoice should be prepared by the ADD Fiscal Officer and must be submitted as an original paper invoice with original signature by the Executive Director. KYTC cannot accept electronic, faxed or copied invoices. However, the ADD may submit a "draft" invoice electronically for review, if the ADD has any questions regarding the format or amounts to be billed.

Both documents, the Quarterly Progress Report and Invoice must be received and approved by the KYTC before the ADD can receive funding (reimbursement) for the Regional Transportation Planning Program.

What are the Statewide Transportation Planning meetings?

These are scheduled by the KYTC and are held at various locations throughout the state. The current schedule includes five meetings per year. These meetings are scheduled to allow networking, training, and sharing of information between the KYTC Central Office, District Highway Offices (DHO), Federal Highway Administration (FHWA), ADDs and Metropolitan Planning Organizations (MPO). The ADD **is required to attend** these meetings. If the planner assigned to this program cannot attend due to illness or other extenuating circumstances, the ADD should notify KYTC that they will be unable to attend, stating the reason and providing the name of a representative designated by the ADD who will attend.

Who am I supposed to send these documents to?

The KYTC will determine the individuals in the Cabinet to whom the ADD Planner should submit required documents for the AWP. Depending on the product being submitted this could include the KYTC Division of Planning (DOP) Executive Director, DOP Branch Manager, KYTC EEO Coordinator and the designated DOP staff in charge of ADD coordination. If unsure about to whom the ADD should submit documentation, check with the ADD Planner Assistance Coordinator or Assistant Coordinator for this information. If the contact is still undetermined, consult with the DOP's designated staff for ADD coordination.

All documents should be submitted in electronic formats (e-mail or CD), unless not practical. All electronic submittals must include a cover page indicating which work element it applies to, title of task or document, name of the ADD and the submittal date. Always copy one additional KYTC staff person, when submitting documents electronically.

However, **any documents** sent in paper format, should always be sent to the Director, DOP. Only one hard copy of a document is required.

If a deadline cannot be met can I file for an extension?

Every effort should be made by the ADD to deliver AWP products by the date provided by the KYTC. If extenuating circumstances occur, then the ADD should contact the KYTC immediately (always prior to the due date) and request a deadline extension, explaining the reason for the request and the estimated date for submittal.

Who can I ask for assistance?

The most beneficial assistance in completing a work element will come from other experienced transportation planners who are themselves performing the same tasks. The ADD Planner Assistance Coordinator and Assistant Coordinator are available for help and guidance or consult with a neighboring ADD planner. In instances of policy or guideline clarifications, the DOP should be consulted to avoid any unnecessary confusion. Please do not hesitate to ask questions as necessary for clarification. No question is a "dumb" question. Chances are, if you have a question about a topic, someone else does too.

TRANSPORTATION COMMITTEE

PURPOSE

As a major component of the Public Involvement Process and to comply with the KYTC and the SAFETEA-LU requirements for public involvement, the ADD maintains a Regional Transportation Committee (RTC) for the purpose of consultation, soliciting input, developing regional goals and direction, identification and review of regional transportation needs, providing transportation information/updates and addressing any other transportation issues in the region. The committee should include a <u>broad-based</u> membership, develop and maintain by-laws consistent with KYTC direction, convene as necessary to complete the tasks assigned to the committee. The ADD must meet the necessary requirements for committee membership and activity to be eligible for certification in the Regional Transportation Planning Program.

TASKS
- Committee Bylaws
- Committee Membership
- Regional Goals and Objectives
- Committee Meetings
- Plan of Activities

What are the committee membership requirements for certification in the Regional Transportation Planning Program?

- Broad-based or diversified membership on the committee
- Approved Committee Bylaws
- Conduct the appropriate number of meetings as necessary to complete the tasks of the AWP

What are the By-Laws and how do I update them?

The By-Laws are the guiding principals followed by the ADD RTC. These principals should address key elements of the functions of the RTC. These elements are outlined in the AWP and address membership composition, requirements, voting guidelines and meeting format and frequency. A copy of the committee's previous By-Laws should be on hand and are reviewed / updated every year following the comments provided by the KYTC. Adjustments should be made as necessary to ensure "active" committee membership, replacement of "inactive" members and enough flexibility to add new members to ensure a "broad-based" and well-rounded group. The transportation committee should NEVER consist of only local elected officials.

Transportation Committee By-Laws.

Why do we have a Committee?

As stated in the purpose, the committee is a major part of the public involvement process. KYTC requires each ADD to have a committee to **ensure compliance of the federal regulations and to solicit input from local citizens, officials and persons with an interest in the transportation system**.

Who should be included in the committee and how should I contact them?

Listed in the AWP Transportation Committee Work Element, KYTC has outlined the various types of membership that should be solicited by the ADD. This listing is at minimum what is required by the KYTC. The ADD should attempt to avoid overloading the regional committee with local elected officials. The goal should be to create the proper balance of elected officials to other stakeholders on the committee. Remember, the primary responsibility of the committee is to evaluate and prioritize unscheduled highway, bikeway, pedestrian and Intelligent Transportation System needs based on the whole region. The local officials have the opportunity to prioritize at the local level of the prioritization process.

The ADD planner should start by contacting prospective members by telephone, mail, e-mail, and / or in person. Planners could consult with current committee members, co-workers, local officials, friends and neighbors, for help in finding interested persons for the committee. Explain the committee diversification you are seeking and ask if they know someone who can fill a specific slot. For example, you may represent a region with few minorities; most likely the county judge-executive and mayor can recommend a potential representative or know someone that can. You may have to work harder to find some members. Don't be afraid to ask people you may not know for a recommendation. For example, many banks and insurance agencies are actively recruiting Hispanics to attract Hispanic customers. Be aware of your community, read the papers and pick up on any indication of a potential committee member or population or specific interest representative.

Human Service Delivery representatives may include Community Action Agencies, Social Services and local Health Departments. You also may want to include stakeholders important to your region that are not on the general list above. For example, some areas will need to include Historic Preservation and/or representation from advocacy groups promoting planned growth, no growth and opposition to urban sprawl. By the same token some of the categories above may not be applicable to your region such as riverports, if you don't have any navigable waterways.

Is there a template for submitting an updated committee membership list?

The KYTC has a membership template that can be used when submitting the committee list to KYTC. This template is formatted to include additional information which is also required for the KYTC's FHWA Annual Reports each year, and provides information regarding committee representation from the underserved population groups. Each ADD should have a copy of the previous year's submittal. If you are not able to find the previous membership list contact the KYTC DOP.

Transportation Committee Membership

How often should the committee have meetings?

The committee should hold meetings as often as necessary to complete the tasks assigned in the AWP. As a general rule most committees will meet on average five to six times a year on a bimonthly schedule. Refer to your committee bylaws to see if a specific day and time of the month has been established for committee meetings.

What activities do I need to schedule for the Committee?

First establish a schedule that will allow sufficient time for the committee to review and approve specific documents or tasks prior to the KYTC submittal due dates. Activities should be scheduled that educate/inform the committee of the statewide transportation planning process.

The KYTC requires that the ADD prepare a "Plan of Transportation Activities/Programs". This document is prepared at the beginning of each FY and outlines the proposed meetings and activities for the coming year. This plan should include specific target dates as may be required by the AWP, i.e., meetings required for the prioritization and ranking of projects or the review of projects prior to due dates for submission. This plan may also include field trips, proposed presentations and/or speakers or workshops planned to further develop a better understanding of the transportation planning program. Planners are encouraged to be creative in developing committee activities. Different venues, times and formats should be explored to encourage involvement and attendance.

If you need help in identifying activities for your committee, consult with other ADD planners or KYTC.

Plan of Transportation Committee Activities/Programs
List of Possible Committee Meeting Agenda Items

Is there a template for Meeting Memorandums, Agendas, or Minutes?

There is not a specific template required by KYTC. However, the ADD may have a specific format that it follows. The ADD should pay special attention to instructions as may be provided by KYTC through the contract agreement and attachments or email/written guidelines, i.e., meeting notices should be provided well in advance of the meeting date, agendas should be provided in advance, notices should always be forwarded to KYTC DOP and Business and Occupational Development Branch of the KYTC Office of Personnel. Meeting notices and agendas should also be posted to the ADD Website well in advance of the meeting date.

Transportation Committee Meeting Minutes.

TRAINING

PURPOSE

ADD Planners should continually be aware of and participate in applicable training sessions as either required by KYTC, which may be applicable to this work program, or which would better provide professional development or skills to help the transportation planner better address the requirements of this program. The KYTC has added this work element as a way to allow the ADD Planners some flexibility in acquiring the necessary and/or voluntary training to perform the duties of the AWP. All training in support of the activities in this work program and subsequent travel expenses are eligible expenditures under this program. ADD Planners should attend all required training sessions as outlined by the KYTC and if time allows attend any suggested training opportunities that can improve the abilities / talents of the person responsible for performing the tasks of the AWP. ADD Planners should take advantage of training opportunities that may enhance computer skills (Excel, Access, ArcView, ArcInfo, ArcMap), public involvement skills, compliance with Title VI issues, rural consultation methods, scenario and land use planning, etc. Specific advance approval is not required if the training is 100% applicable to this program. If there is any doubt as to the applicability of training, a request for review should be submitted to the DOP.

Following the attendance of any training session, not required by and attended by KYTC, a summary of the training and the skills learned should be written and provided to KYTC within 30 days of the training session.

TASKS
- ADD Planner Assistance Program
- ADD Planner Meetings
- Training Opportunities
- Conferences

What is the ADD Planner's Assistance Program?

The ADD Planner Assistance Program was established as part of the AWP to help support the 15 planners involved in the Regional Transportation Program. Coordinating, interacting with peers and peer training to strengthen the overall quality of the program are the main goals of this AWP element.

The program involves meetings that are held in conjunction with the Statewide Transportation Planning Meetings, per the schedule provided by KYTC. These meetings are used to share information, examples, and AWP experiences with each of the ADDs. This allows the planners to share ideas about what works or what didn't work in performing the required AWP tasks. It can also be a time for sharing new ideas and building on those ideas to make improvements in the planning program. Planners should also share information from training sessions or any conferences attended under this program with the other planners as part of the ADD Planner meeting or the statewide meeting as applicable. If the need arises special meetings may be called at the request of the KYTC or by the ADD to address issues for completing AWP elements. Attendance at these meetings is considered to be mandatory, unless a waiver is specifically approved by KYTC. Sign in sheets are maintained and provided to KYTC.

Planners are encouraged to attend the committee meetings of neighboring ADDs; this is particularly helpful to those just getting started in the transportation program. New planners are encouraged to

call on the more experienced planners for ideas and assistance in completing the AWP requirements. The ADDs have established the positions of ADD Planner Assistance Coordinator (APAC) and Assistant Coordinator (AC) for the purpose of providing planners with a "point of contact" or a liaison between the ADDs and KYTC.

ADD Planner Assistance Coordinator / Assistant Coordinator

Through a selection process between the KYTC and the ADD Executive Directors, one of the 15 ADD Planners is selected to be the APAC and one is selected to be the AC. These individuals are responsible for coordinating the Assistance Program. This coordination involves scheduling and conducting the ADD Planner meetings held in conjunction with the statewide meetings. Communicating problems/issues or training needs to the KYTC staff will also be duties for the APAC and AC. A major role that the APAC and AC will play is to provide assistance and direction to new and current ADD Transportation Planners. This action may come as a request from the KYTC or the ADD Planners. KYTC DOP staff will communicate regularly with the coordinators for this program, often requesting the distribution of information or guidelines, or requesting that certain topics be included in the ADD Planner Peer Meetings.

How do I request/schedule training?

If a planner has identified training opportunities that may be advantageous for the entire group of planners, the effort should be coordinated between the APAC and the KYTC designated staff for the ADDs.

Unique training opportunities or special training for an individual planner can be requested and coordinated with the KYTC designated staff for the ADDs; the planner may include the APAC but it is most likely not necessary.

What conferences are available?

Throughout the course of the AWP work year, certain transportation conferences may be identified (state level and national level) that may be beneficial for ADD Planners to attend. Some conferences are attended on an annual basis by most planners and others may be unique to a few or individual planners. These conferences are good for networking with transportation peers from across the state and / or nation to learn more about the transportation planning efforts of other regions and states.

Listed below are some of the conferences that a planner might attend. For more information about the host organizations and conference agendas click on the available web links.

Access Management Conference
Freight Management
TRB Tools of the Trade Workshop
LifeSavers Conference
KBT Annual Conference
NADO
NADO RPO
AASHTO

PUBLIC INVOLVEMENT

PURPOSE

Expand, enhance and document the public involvement process of the Regional Transportation Planning Program. Comply with federal reauthorization legislation (ISTEA, TEA-21, SAFETEA-LU) requirements to inform, solicit input from and consult with transportation users, publicly elected officials, representatives from all transportation modes and the underserved populations. Perform specific tasks as may be identified by the KYTC through additional training and/or guidelines.

TASKS
- Revise / enhance specific components of the Public Involvement Plan
- Address activities/actions to reach underserved and minority populations
- Develop / maintain a toolbox of resources to reach target populations and general public
- Research and monitor socioeconomic data for counties in the region
- Develop process to inform the public of the Statewide Transportation Planning Process
- Attend various civic and government meetings to review the statewide process
- Document the public involvement process to the KYTC

What is a Public Involvement Plan?

A Public Involvement Plan (PIP) describes in detail any and all methods utilized to ensure fair, adequate and equitable access for all segments of a region's population to all information, deliberations, activities, meetings and other decision-making processes. It is intended to provide transparency to all phases of our activities, and serve as a guide for reaching the region's total population, especially targeting those who are traditionally underserved by existing transportation systems such as low income, minorities, low literacy, elderly, disabled or other population group as identified in the region. These groups are identified through data gathered from the Census tables. This data helps us identify Title VI groups for which specific outreach efforts must be made.

As part of the public involvement process each ADD is required to conduct a public outreach program for the general public (including the underserved populations) for the purpose of educating the public or "selling" the transportation program. This outreach program is intended to reach as many citizens within the region to ensure the public is aware of the statewide planning program and know how to contact someone to discuss a potential project or transportation need. As part of this outreach, planners should attend various civic and government meetings to request speaking opportunities to review the statewide transportation planning process and various transportation documents, i.e., STP and STIP and provide opportunities for review and input. To help plan for this effort the ADD must provide to the KYTC a tentative list of groups that they intend to address during the fiscal year. It is important to note that these groups to address are in addition to the regular ADD board and committee meetings.

PIP Special Groups – Population groups defined under Title VI of the Civil Rights Act of 1964 are to be identified in your region and contacted for input on transportation needs, policies, and programs that may impact them. To reach these groups a number of methods can be used.

These groups can be identified through data gathered from web sites, such as:
- U.S. Census Bureau (www.census.gov)

- National Center for Educational Statistics (www.nces.ed.gov/ccd/schoolsearch/)
- Ersys.com (www.ersys.com/usa/21/index.htm)
- Great Schools, Inc. (www.greatschools.net)
- Modern Language Association (www.mla.org)
- Kentucky Department of Education (www.education.ky.gov) search SAAR ethnic and School and Community Nutrition.
- Ethnomed.org (www.ethnomed.org)
- Use of GIS data gathering and mapping.
- Use the "Making Title VI Work for You" manual for other resources.
- Local agencies that are designed to serve underserved populations.

PIP Methods – methods a PIP might utilize to improve public outreach and participation:
- Public meetings, whether with civic groups, neighborhood meetings, your committee meetings or county or city government council meetings.
- Local agencies that are designed to serve underserved populations also are invaluable in reaching groups you may not otherwise be able to access. Many county and state government agencies are targeted for underserved population segments, and are a useful tool for information-sharing.
- Committee Representation ensures that all segments of our population have a voice in our committee meetings and activities.
- Media advertisements, be it radio, television or newspaper, also serve to deliver our message to a wider audience.
- Information sharing either piggybacked onto another event with high attendance and participation or as its own event also helps express our ideas to parts of the public we can not reach individually. Rallies, booths and contests are a few of many ways this can be accomplished.
- Public and private facilities bulletin boards and/or newsletters and web pages notify a broad spectrum of the population of your activities, located at churches, post offices, Laundromats, grocery stores, shopping places, schools, and local businesses of all kinds.

The above methods are merely examples and are not intended to serve as the only methods for public outreach.

The PIP is one part of a process for informing the public about our statewide transportation planning process, for gathering information that helps identify new projects for inclusion onto the Unscheduled Projects List (UPL) and for soliciting input into the prioritization of the projects on the UPL for inclusion into the KYTC Six-Year Plan, or the state's plan for transportation projects over a 6 year period.

Documentation – It is important to remember that thorough documentation is a top priority throughout all phases of your PIP. Not only should you document your efforts through the PIP, but you should also document every function that you attend for the purpose of providing information about the statewide transportation planning program. This serves not only as a checklist for you to use in ensuring you have made an adequate attempt at reaching all your population, it also protects you should your efforts be called into question at a later time. Finally, it allows each and every person in your ADD the same opportunities to participate in, and comment on, every phase of the transportation planning process.

Public Involvement Plan

Documents/References: Public Involvement Plan (PIP)

Tentative List of Groups to Address
Transportation Planning Power Point

PRIORITIZATION AND RANKING PROCESS

PURPOSE

The statewide transportation planning process is accomplished through a cooperative program with the KYTC's 12 HDOs, 15 ADDs, and 9 MPOs, 15 ADD RTCs, local officials and public involvement committees. This process identifies transportation needs, based on data and public input, documents available data on each project, sets priorities for input to the Statewide Transportation Plan, Statewide Transportation Improvement Program and the Six-Year Highway Plan. This Statewide Transportation Planning Identification, Prioritization and Ranking Process complies with federal reauthorization and legislation requirements to inform, solicit input from and consult with transportation users, publicly elected officials, and representatives from all transportation modes and the underserved populations.

The ADDs are also responsible for coordination with MPO's and other agencies in the region, as appropriate. Additional input on needs and priorities is solicited from other KYTC offices, including the 12 HDOs, as well as other state agencies. Statewide priorities are established by DOP staff through a scoring system which includes and considers the local, ADD, MPO, and HDO priorities and rankings, performance data such as adequacy ratings, crash data and traffic data, system continuity and connectivity, system priorities, recommendations from various planning studies, and socioeconomic and economic development factors.

TASKS

- Follow the schedule and guidelines for completion of the prioritization process set by the KYTC.
- Obtain updated UPL from the KYTC and review with the local officials and transportation committee
- Educate the local officials and regional committee on the guidelines for prioritization and ranking as determined by the KYTC
- Update Project Identification Forms with the most current transportation data and local input; these forms will be helpful in reviewing projects for prioritization with the local officials and the regional committee.
- Meet with local officials / local committees to obtain local priorities and rankings
- Meet with RTC to obtain regional priorities and rankings
- Document the public involvement process utilized to prioritize and rank projects, including all efforts to educate / inform the committee and the public and any methods used to build consensus for priorities and rankings
- Critique of the process to determine guidelines for future prioritization years

What is the schedule for the process?

Each year the KYTC DOP will set a schedule for updating and prioritizing the UPL. This schedule will include the drafting of a plan for the prioritization and ranking process, the dispersal of documents to the ADDs/MPOs/HDOs, and the due date for the regional and local priority rankings. The process for the ADD usually begins between Feb 1 – April 1 and concludes between May 15 – July 15 of each odd numbered year.

ADDs/MPOs/HDOs should research and develop a plan or method for the prioritization/ranking process to be used by local and/or regional committees prior to the beginning of this process. A draft

plan describing the process for prioritizing/ranking projects and the schedule of meetings with specific tasks noted for each meeting should be thoroughly documented in writing and submitted to the Cabinet.

What documents do you need?

Before the process can begin, certain documents are needed from KYTC. The first of which is the most current KYTC version of the UPL – which shows the projects that have been identified and prioritized in previous years. It provides information such as the control number, county, description, cost, project phase and previous rankings and priorities.   The current Project Identification Forms (PIF) will also be helpful and should be on file at the ADD. Each PIF should also have a location map and photographs, which are very important pieces of information that can be used by the committees and local officials. Another document that may be useful during the priority process is the current Six-Year Highway Plan, which details the projects that have been accepted by the Governor and General Assembly and have been allocated a certain amount of funding by project phase. Knowing which projects are already funded may help others in setting current priorities.

Guidelines for the prioritization and ranking process will also be distributed with a schedule specifying the due dates for the appropriate items. The last item needed is an updated version of the Adequacy Ratings, which is a comprehensive grading of all the road segments within the state. This data provides justification for the project and allows for the quick assessment of the project.

The ADD should research and develop a plan or method for the prioritization and ranking process to be used by local and / or regional committees prior to the beginning of the process. The draft plan should describe the process for prioritization / ranking of projects and the schedule of meetings with specific tasks noted for each meeting.

How to draft a plan for the process?

The draft plan for the Prioritization and Ranking Process should be submitted to the KYTC DOP before the process is scheduled to begin. Making a detailed plan is probably the most critical aspect in the process. Identify target audiences which need to be included in the process. At the local level these groups include: civic groups (public involvement associations), local elected officials (county judges and/or mayors), and low-income/minority populations. Advertise your process and remind interested groups and committee members numerous times of the dates for this process.   The regional level will involve the RTC. Outline a plan for obtaining local and regional priorities / rankings listing meeting dates and process milestones. Make sure that you allow at least one committee meeting just to walk through the process with the committee – well in advance of actually beginning the prioritization process. The ADD should submit this plan to KYTC and upon approval begin the process.

Well in advance of the prioritization, the process for ranking and prioritizing projects should be discussed with the RTC so that all members are aware of the process. ADD Planners should schedule timely and appropriate local and regional meetings for this purpose and meet all prescribed due dates as provided by the KYTC.   Extensions will not be granted for completing this process.

What documentation is required?

Once the local and regional priorities and rankings have been obtained, the updated list should be submitted to the KYTC. The public involvement process utilized to prioritize and rank the UPL should be documented and submitted to the KYTC. This documentation should include all consultation

and/or input from the general public, citizen committees and low-income/minority populations. It should include all efforts to educate/inform the committee and the public and any methods used to build consensus for priorities/rankings.

Submittal of UPL Prioritization/Ranking

ADD/MPO/HDO PRIORITIZATION
(Considerations)

- REGIONAL GOALS AND OBJECTIVES
- RESOURCE DOCUMENTS
    - Project Identification Forms
    - Major Traffic Generator Maps
    - Regional Inventories (maps / locations)
    - Regional Concept Plan

- DATA
    - Maps of projects
    - Adequacy Ratings
    - Crash Information
    - HIS Information
    - Traffic Counts
    - Access to National Highway System and/or National Truck Network
    - Project history
    - Area growth patterns

KYTC – RECOMMENDED 6YP / STP
(Considerations)

- KYTC Goals
- Long-Range Plan Goals
- Fiscal Constraints
- Priorities and Rankings (Local, ADD, HDO, MPO)
- Planning study recommendations
- System Analysis
- Connectivity / parallel routes
- Intermodal access / economic development access
- Geographic Distribution
- Political reality

What does it mean to critique the process?

A critique should be conducted at the conclusion of the process which will provide input to KYTC as to what improvements are required as well as what elements of the process were successful.

The prioritization / ranking process is constantly evolving and the evaluation of the process as to what elements work or don't work is essential to its improvement and effectiveness.

This critique begins as soon as the prioritization process begins. During the course of the entire process, ideas should be developed to generate improvement. After the process is completed, these ideas should be documented and submitted to the KYTC.

REGIONAL TRANSPORTATION CONCEPT PLAN (RCP)

PURPOSE

Each ADD completed the first RCP during FY 2000. During the FY 2005 each ADD updated the RCP to include a specific set of resource documents as identified in the FY 2005 Annual Work Program and completed this document during FY 2006. This plan shall be utilized as a resource document for the entire region while developing goals and objectives for the transportation system, identifying and evaluating needs, reviewing and documenting projects, and throughout the prioritization/ranking process. A major update shall be prepared, updating all elements every two years. Minor revisions may be made as needed and submitted to the KYTC.

REGIONAL CONCEPT PLAN – GENERAL FORMAT

The ADD should revise the RCP as needed, addressing any comments provided by the KYTC. The plan shall be maintained and accessible for all ADD staff and committees in a three-ring binder format, and compact disc or the ADD web site for ease of updating data in a timely and efficient manner. The plan should be accessible by RTC members, local officials, and the KYTC.

The information list below provides an idea of a general format (things to include, order of information) to follow for putting together your RCP.

a) Title Page
b) Table of Contents
c) Organization of the document – there should be a logical order to the document – i.e. Goals/Objectives, Committee Structure and Public Involvement Plan (PIP) should be together, the transportation systems overview (air, rail, highways, water, other), major traffic generators (MTG) then project information. You might not have this exact order, which is fine. But I think you get the idea. We don't want to skip around with PIP, then 6YP projects, then Goals, then MTG, etc. Go over the checklist (comment sheet provided by DOP) and make sure you have included everything on the list.
d) Include maps in the document when necessary to illustrate locations and transportation data (i.e. adequacy ratings, traffic counts, UPL and 6YP projects, crash data, MTGs, modal facilities, etc.) Maps of the modal system within the region must be shown on "regional" maps. Statewide maps illustrating those modal systems can also be provided to illustrate "relationship" of these systems across the state. DOP does not want the ADDs to just send back a statewide map of all river ports; they already have that information. DOP is interested in the river ports in the ADD. If you want to include some statewide maps for the information of the committee, then that is fine – just as long as you include regional maps of the facilities/systems, etc.
e) For items like the Regional Goals, Committee Members, PIP, etc. – make sure the **date of approval is included** so you can tell how current it is. Dating many of the components (i.e. header/footer) would probably be helpful, since everyone will be updating this information as needed.
f) When the RCP is finished, have the transportation committee members review the document to see if there is anything they would find helpful that is not there, if it seems user friendly, etc.

1. **Regional Goals and Objectives**

The Goals and Objectives should be updated and approved by the RTC and submitted to the KYTC each year. These goals should be broad over-arching goals which will help guide the identification of improvements and the selection of projects. Top priority projects should reflect the Goals and Objectives of the Region.

In preparing goals and objectives, consider updates that reflect overarching goals and objectives, instead of project specific based goals and objectives. This is in keeping with the Dye Management report which suggests identifying goals that we want to achieve and then, based on performance data, develop a strategy to achieve those goals. Then identify and prioritize transportation projects that satisfy those goals and objectives.

THINK REGIONALLY. Establish a vision for the area and identify and prioritize activities that help support that vision.

The step by step process goes like this:

- Review data on transportation system performance. What problems can be identified (congestion, safety, transit, air, bridges, etc.)? This must be data driven and documented. Use your adequacy ratings. Use your safety data and reports. Use HIS and bridge data.
- Identify other problems in the region (economic development, education, welfare to work, access to goods and services, etc.) that are important. Use demographic data. Use employment statistics. Use economic development studies.
- Develop goals and objectives that are based on these identified problems or issues and how you envision the region in 20-30 years. The items in 1 and 2 are not mutually exclusive – they should be blended together. Think in terms of long-range focus. This should tie back items 1 and 2 as far as proving a "need" for the goal. Examples would be improving safety on a corridor or class of road, improving a corridor for economic development, providing access for higher education, reducing congestion along a corridor or urbanized area, and other similar types. Basically these should be problem statements with an action.
- When the time comes to prioritize, use the goals and objectives to evaluate projects. Some projects might meet several of the goals and objectives, some may not meet any. A question should arise when a project meets few, if any, of the goals. If the top goal is economic development and the top project is for major reconstruction of KY 9999, which carries 200 vehicles per day, but it does not have any factories, shopping services, or educational facilities on it, or does not connect to population, employment, or distribution centers, or major interstate, we need to step back and rethink our priorities.
- Continue to reevaluate.

2. **Public Involvement Process**

The RCP should include the documentation of the Public Involvement Process through the Public Involvement Plan as required by the KYTC. This plan should include the public outreach plan for the encouragement/inclusion of minority and low-income populations in the public involvement process, as required by the KYTC; expand and enhance the public involvement process and provide documentation of all public involvement activities to KYTC.

3. Multimodal Facilities Inventory

An overview of the total transportation system for the region, including but not limited to: airports, rail lines, public transportation systems, bikeways, greenway projects, riverports, major highway systems (National Truck Network, National Highway System) and intermodal facilities. To obtain name and location of facilities in your area, consult with your region's local officials, district highway office, transportation committee and KYTC DOP.

4. Major Traffic Generators

These are a listing of all facilities which generate significant peak or continuous traffic and congestion in the region. Major roadways providing access to these locations should be considered and monitored periodically for traffic, congestion, and crash data. Locations can include: major retail or industrial areas, hospitals, schools, industrial parks, recreation parks/areas, concentrations of service industries ("restaurant row"), and other facilities which could generate a higher concentration of traffic or specifically truck traffic, such as airports, riverports, and rail/intermodal facilities.

Map(s) should be created showing locations, noting access routes and any other pertinent information, such as traffic counts (truck percentages if applicable), crash data, adequacy ratings or proposed improvements. Maps can be prepared at the county, city, or other prescribed geographic area as required to show the level of detailed information and can be combined to show other data as required for this document.

This is a planning tool for the planner and transportation committee to use as a guide to help make decisions for identifying, evaluating, and prioritizing projects. It may be county/region specific depending on the needs for each area. The list is subjective and can be interpreted differently by the committee for each county/region. There is no right or wrong answer for what is a MTG because the whole concept is to use this as a planning tool. Obviously places like Lexington, Louisville are going to have a different definition of a MTG than the rural areas of the state. Work with your transportation committee to determine the appropriate criteria for considering a MTG in your region. Each county within the region may want to decide what the MTG facilities are in thier area based on number of trips into and out of a location in one day or if a place generates significant truck traffic it should be consider an MTG. A planner should use good judgment and consultation with the committee and local officials in determining the area's MTGs.

Consult with the ADD GIS Staff concerning the creation of MTG maps. The GIS Staff can also be helpful in plotting other transportation data (i.e. crash data, traffic data, adequacy ratings, etc) on maps that would be helpful in the comprehensive evaluation of access routes to MTG and modal facilities.

5. Comprehensive Evaluation of Access Routes to MTGs and Modal Facilities

This evaluation was first completed in March 2006. This should be revised and submitted to the KYTC per Work Element 8, and maintained as a component of this document.

Details of this work element are located in the Comprehensive Evaluation segment of this manual. At minimum the RCP should contain a portion of this work element's comprehensive review.

6. Inventory of Land Use Plans

Provide an inventory of land use plans, dates approved, and contact information for all approved land use plans within the region. Efforts should be made to continually update this inventory as information becomes available. Start by contacting all counties and cities in your region and asking if they have planning and zoning regulations for land use planning. If regulations exist, simply list the information required by KYTC for this work element in a spreadsheet format and place in the RCP inventory. Surveys for this information will be conducted every five years. Since the first survey was conducted in November of 2007, the next major survey effort will be conducted in 2012, or FY 2013.

7. Socioeconomic/Demographic Profiles

Demographic data should include, but not be limited to:

- total population
- population by gender
- population by race
- population by ethnicity
- minority population
- median household income
- low-income persons
- population by age
- elderly persons
- limited-English proficiency population
- non-English languages spoken at home
- low-literacy population
- population with disabilities
- public transit use
- household auto availability

Other data may be required for environmental justice reviews or consideration of transportation impacts on the region.

Comment: Provide a statistical breakdown of underserved groups for your region. Identify the percentage of the total population that these groups represent in your region. Census 2000 is currently the most comprehensive source of sub-county data (census tract, block group, block level). Documentation of the Census 2000 tables is available for the universe (100% count) data at http://www.census.gov/prod/cen2000/doc/sf1.pdf and for the sample data at http://www.census.gov/prod/cen2000/doc/sf3.pdf. The American Community Survey (ACS) will soon replace the traditional census with updated data and different tables.

RECOMMENDED TABLES

The following tables are from the universe (SF1) and sample (SF3) files in Census 2000. They are available on the American Factfinder website (http://factfinder.census.gov) and from the Kentucky State Data Center and its data center affiliates.

- Total Population—SF1 Table P1—*Total Population*
- Female Population—SF1 Table P12—*Sex by Age* (adult females are

considered to be age 16+)

- Population by Race—SF1 Table P8—*Hispanic or Latino by Race*
- Population by Ethnicity—SF1 Table P8—*Hispanic or Latino by Race*
- Minority Population—SF1 Table P8—*Hispanic or Latino by Race*
- Median Household Income—SF3 Table P53—*Median Household Income in 1999 (Dollars)*
- Low-income Persons—SF3 Table P87—*Poverty Status in 1999 by Age*
- (persons age 17+ with income below poverty level are considered to be low-income persons)
- Population by Age—SF1 Table P12—*Sex by Age*
- Elderly Persons—SF1 Table P12—*Sex by Age* (use applicable elderly definition, such as age 60+, 62+, 65+, etc.)
- Limited-English Proficiency Population—SF3, Table P19—*Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over* (persons age 18+ that speak English less than "well" are considered to have limited-English proficiency)
- Non-English Languages Spoken at Home—SF3 Table PCT10—*Age by Language Spoken at Home for the Population 5 Years and Over* (can rank top 5 or 10 in area)
- Low-literacy Population—SF3 Table P37—*Sex by Educational Attainment for the Population 25 Years and Over* (persons with less than 7th grade
- education are considered to have low literacy)
- Population with Disabilities—SF3 Table P42—*Sex by Age by Disability Status by Employment Status for the Civilian Noninstitutionalized*
- *Population 5 Years and Over with Disabilities* (adult disabled persons are considered to be age 16+)
- Public Transit Use—SF3 Table P30—*Means of Transportation to Work for*
- *Workers 16 Years and Older*
- Household Auto Availability—SF3 Table H44—*Tenure by Vehicles Available*

* Steps on how to navigate the census data can be found in the section titled "Assistance to the Kentucky Transportation Cabinet".

PROJECT IDENTIFICATION FORM (PIF)

PURPOSE

The PIF was formalized in 2003 to provide project data in a concise and useful form for both the planning process and the legislators' review for funding consideration. All of the pertinent data concerning a segment of roadway is delineated on this form that is reviewed by at least three levels of planning professionals. A PIF is prepared for every unscheduled project which could be included on the UPL and/or the KYTC Six-Year Highway Plan. A PIF may be requested for a Six-Year Plan project or special study being conducted by the KYTC. The PIF is intended to be a summary document which includes, all in one place, information that may be utilized throughout the life of the project.

TASKS

- Review / revise previously submitted PIFs
- Prepare PIFs for newly identified projects
- Recommend removal of projects no longer indicating a need

How do I document a project?

A project is identified by the ADD Planner, a local official, RTC, a concerned citizen, KYTC, HDO, the FHWA or other sources. Before submitting a project to be included in the state transportation planning process, it should be determined if the data exists to warrant the need. A need may be identified to address: congestion, access, connectivity, safety, bikeway / pedways, economic development issues, industrial access needs, or – just "something needs to be done. The next step should be to consult the local official, RTC and HDO concerning the need. If it is agreed that enough data or local information exists to warrant the need then the PIF should be prepared and submitted to the HDO for cost estimates. Upon completion of the cost estimate the PIF is then submitted to the KYTC for inclusion in the UPL.

How do I complete a PIF?

Using the PIF Guidelines, the ADD planners are required to do four things in completing this form –

1. Fill in the data elements, problem description, and prioritization ratings. Data elements can be retrieved from the Highway Information System which can be found as the link http://tcapp.ky.gov/hisprod/owa/his$.startup

   * Note: Coordination with the HDO is highly encouraged when completing the PIF

2. Obtain a detailed map of the project. (Maps should show where the project is located in the county and in reference to other state routes. A second map or inset may be utilized to show further details of the proposed project.)

3. Provide photographs of the project. (Photographs should only be attached to the PIF when the location is known and it adds to the clarification of the project (i.e. spot improvements, safety improvements, curve revisions, bridge replacements, etc.). Arial photos may also be used for large reconstruction and new projects when routes are known. Descriptions may also be added to the photos to further explain the need.)

4. Forward completed PIF to appropriate HDO for cost estimates

How do I eliminate a project?

If a project is no longer a priority it can be moved to the "inactive" UPL. This may occur if the data no longer shows a problem or if the project receives a LOW ranking from local, regional, and district planning personnel. The HDO, RTC, and the local officials must mutually agree that the project is no longer an "active" UPL project. The RTC must approve of the move to the inactive listing and it should be recorded in the meeting minutes.

Are there any documents or resources for finding information to complete a PIF?

Documents/References:

- PIF Guidelines (KYTC Planning/Regional Planning Webpage)
- HIS Database (KYTC Planning Webpage)
- UPL Priority History Spreadsheet
- Current Adequacy Ratings – obtain from DOP
- Guide to Understanding and Utilizing Your Adequacy Ratings – Jamie Pinson
- Use local resources to obtain local knowledge of a project – this is information that you may not find in the available traffic data; turn to your local officials and transportation committee members to find this information
- Make field visits to the project location to get an understanding of the project area

COMPREHENSIVE REVIEW/EVALUATION OF MAJOR REGIONAL TRANSPORTATION ROUTES

PURPOSE

A review and evaluation of the region's major transportation systems should be completed. This review may include an analysis of each mode (trucking, railroads, waterways, airports, transit, bikeways, etc.) of transportation operating in your ADD. Also, the entities that generate substantial amounts of traffic should be noted and any impact on transportation usage that may occur. This analysis may lead to additional PIFs being generated to preemptively solve congestion or safety issues discovered. This process also addresses the freight issues within your ADD. Freight patterns for current and future operations may require major changes to roadways to handle the increases in business. Some of these issues may be resolved by your committee members, if you have modal representation available.

TASKS

- Review major highway network
- Review/update major traffic generators, multi-modal facilities
- Review updated adequacy ratings
- Prepare PIFs for any need not previously identified through the UPL or 6YP
- Prepare updated maps as needed, as a result of the work completed during this review

How do I develop the data necessary for conducting this review?

The ADD Planner should complete a comprehensive review of the major highway networks, major traffic generator routes and access routes to such networks from the major traffic generator routes and freight sites within the region. The condition of these roadways should be evaluated based on the data available and needs. Any significant needs should be documented and of any of the needs are identified through the Six-Year Highway Plan or UPL, this should be noted. Any needs that have not been identified should be addressed through the completion of a PIF. This report or a summary of this report should be included as an element in the RCP.

Transportation Modes – Interview the companies that provide these services and attempt to develop their traffic patterns, if possible. At minimum determine the volume of vehicles used at this facility. Use maps to overlay their operations on the existing highway system to identify congestion or safety issues. Information on bikeways and recreational trails can be found by contacting the Bikeways Commission at www.bikeways.ky.gov and Tourism Department at www.tourism.ky.gov.

How is the data evaluated?

The major traffic routes should be analyzed based on their adequacy ratings and other pertinent statistical references from the Highway Information System (http://tcapp.ky.gov/hisprod/owa/his$.startup). This analysis includes the access roads used by these traffic generators, traffic counts, crash data, adequacy ratings, volume to service flow ratios, etc. This analysis may result in issuing a new PIF to handle newly discovered needs or deficiencies in the road system to handle the current or future volume of traffic.

Analysis of Major Traffic Generator Access Routes

COORDINATION WITH OTHER PLANNING AGENCIES

PURPOSE

The ADD will coordinate activities in support of the Statewide Transportation Planning process with the planning activities of other local agencies, interests, and/or organizations, including MPOs and/or neighboring ADDs. The purpose of this coordination is to share information, minimize duplication of effort, understand and address the impacts of transportation on other planning activities, as well as the impacts of other activities on transportation planning.

What does coordination mean? Coordinate with other states?

To answer both questions, ADD and MPO planners from across Kentucky and other states consult one another to keep the lines of communications clear regarding transportation planning. This creates a cohesive team to streamline efforts to improve the transportation system.

TASKS

These points of coordination will include:
- Plans, programs and planning activities of the MPO's in the urbanized areas and other ADDs.
- Transportation plans and programs of local governments.
- Plans and programs of public transportation operators, including school bus systems and human service delivery brokers.
- Plans and programs of airports, riverports, rail lines and other intermodal facilities.
- Plans of large private transportation providers such as railroads, trucking and logistics companies.
- Plans and programs of environmental resource and permit agencies.
- Objectives and plans of land use and development agencies.
- Plans of local and state economic development agencies and industrial authorities.
- Plans of health services, emergency management and agencies serving the underserved populations in the region.
- The ADD will maintain a coordination file that will include correspondence and other documentation concerning contacts, meetings, and presentations with other planning agencies and activities. Notification of such efforts should be reported to the Cabinet, either as it occurs, or made a part of the quarterly progress report.
- Each ADD shall coordinate with the Highway Safety Coordinator whose purpose is to work in partnership with the Kentucky Transportation Cabinet Highway Safety Program in regional efforts to reduce fatalities, injuries, and economic losses relating to traffic collisions in the Commonwealth of Kentucky. The ADD Highway Safety Coordinator shall attend ADD Transportation Committee meetings and provide updates on Highway Safety Programs and Task Team Activities as needed.
- Each ADD should maintain contact with local agencies and officials. The ADD can provide local assistance as time permits. However the ADD must complete the work elements of this Annual Work Program and should try to coordinate such assistance with other ADD staff and the highway district offices. Time spent on providing local assistance should not preempt the ability to complete the tasks required in this work program.
- Local assistance may include assisting communities with the following grants: Transportation Enhancements, Safe Routes to School, Congestion Mitigation and Air Quality, and Recreation Trails

ASSIST THE KENTUCKY TRANSPORTATION CABINET

PURPOSE

The ADD shall provide assistance to the KYTC accordance with instructions and/or guidelines to be provided by the KYTC on request and as needed.

TASKS
- Transportation Planning Studies
- Small Urban Studies
- Environmental Justice Reports
- Assist with air quality issues
- Update data for any KYTC maps
- Review planning documents

What are the most common reports the KYTC will request?

Planners can expect KYTC to request assistance with transportation planning studies and Small Urban Area Studies, as well as provide an Environmental Justice Report for those studies.

What is a Small Urban Area Study and what is my role?

A Small Urban Area Study is a comprehensive transportation study conducted in urban area where the population is between 5,000 and 50,000. The KYTC will conduct these studies to identify operational modifications or low-cost projects to "maximize current transportation assets." The ADD Planners role can vary in these studies and include providing input into the identification of these projects, scheduling public meetings with stakeholders, conducting an Environmental Justice and Community Impact Report, or holding a prioritization session after the projects are identified. It is important to get a clear understanding of expectations from the KYTC Project Manager at the beginning of the study to be able to fully comply with their requests.

What is Environmental Justice and what do I have to do to complete a report?

An EJ Report is a federal focus to ensure just environmental protection regardless of race, ethnicity, age, disability, economic or community status, so that no portion of population or community bears a disproportionate share of impacts to the natural and human environment caused by the proposed project.

An EJ Report is written in a narrative form and should contain the demographics of the planning study area and should be defined using U.S. Census data and the percentages for minorities, low-income, elderly, or disabled populations. Populations should be compared to those of other nearby Census tracts and block groups, the county as a whole, the entire state, and the U.S.

Where to find information needed to complete an EJ report?

EJ Report information can be obtained from the U.S. Census Bureau *Census 2000*, KYTC DOP, Kentucky State Data Center, local officials meeting, stakeholder meetings, and field observations of the project area. Areas with Amish and Mennonite Communities may need to contact PVA offices concerning this population.

How do I navigate through the Census Data?

Finding what you need to know can be time-consuming. However, if you follow these steps, it might be a little easier.

1 – Ask your GIS Specialist or someone else in your office if they have Census Data for the Counties, Census Tracts, Block Groups, and if you're lucky Census Blocks that you will be analyzing. More often than not, your GIS Specialist will have Census information that they can export into an Excel format that you can then use.

2 – If this data is not available in your office, you should navigate to http://factfinder.census.gov

3 – Click on Data Sets.

4 – Choose Census 2000 Summary File 1 (SF 1) 100-Percent Data (This will provide you data down to the Census Block level for Race and Age).

5 – Click on Detailed Tables.

6 – Under "Select geographic type" select the level you are asked to analyze (will probably be Block Group or Census Block), choose either Census Tract, Block Group, or Block.

7 – Next, select the appropriate State, County, and Census Tract. (Again depending on the level of analysis, you will have to repeat the process several times for each Census Tract, and Block Group.)

7B – If a reference map is needed, under "Select one or more geographic areas," select one location and click Map It to see the geographic location and then print the map if necessary.

8 – Highlight "All…"

9 – Click Add. Then Click Next.

10 – Scroll through the list of tables and select P8. Race (Total Population). Click Add. Scroll through and select P12. Sex by Age (Total Population). Click Add. Then Click Show Results.

11 – Scroll over the Print/Download menu and choose Download.

12 – Under the Download file format, choose Microsoft Excel (.xls)

13 – Navigate back to the Data Sets page.

14 – Choose Census Data 2000 Summary File 3 (SF 3) – Sample Data (This will provide you with sample data at the CT level for Poverty Status)

15 – Repeat steps 5 through 9.

16 – Scroll through the list of tables and select P87. Poverty Status in 1999 by Age. Click Add. Then Click Show Results.

17 – Repeat steps 11 and 12.

You will now have to manipulate the Excel files to make sense to you and to provide in the Appendix of the EJ document itself.

What planning documents would need to be reviewed?

The KYTC may request the ADD Planners to review the Statewide Transportation Plan (STP), the Statewide Improvement Plan (STIP), the draft Six-Year Highway Plan, the UPL, transportation planning study reports, and any Amendments to these documents. The KYTC may also request that these documents be made available to the public for review.   It is then the ADD Planner's responsibility to publicize and distribute the document to the public.

SPECIAL PROJECTS

PURPOSE

During the contract year, the KYTC may be conducting special studies which may require other activities be conducted by the ADD, under the terms of the AWP. Also, the ADD may request a special study or project to address a local or regional issue, with submittal and KYTC approval of a scope of work and timeline for this special activity. Other items may include special requests for submittal of information periodically to other KYTC offices, such as the Office for Business and Occupational Development or the Office of Special Programs. Specific guidelines and due dates will be provided for special projects/assignments.

TASKS:

Since these tasks are not anticipated at the beginning of the fiscal year, only an estimate of time can be included based on tasks undertaken in previous years. However if a specific project is to be included, the specific tasks, time involved and products should be submitted to the KYTC for approval. Upon approval specific time required should be identified in this element.

Link to Special Project: Transportation Options for Senior Citizens

HIGHWAY DISTRICT PLANNING FUNCTION

WHAT IS PLANNING?

Planning has been referred to as the "management of change". In Transportation Planning, our efforts are to manage the changes occurring in the transportation infrastructure.

For any planning effort to be successful, three elements are essential.

> 1) **A Clear Vision**
> 2) **Adequate Funding**
> 3) **Public and Political Support**

The function of planning at the district level is to provide the foundation for these three elements. This foundation is built from **input.**

The district planning offices handle three types of input.

> 1) **Technical input**
>> A) Collecting Traffic Count Data
>> B) HIS Inventory Data Collection
>> C) Mapping Activities
>> D) Systems Changes
>> E) Engineering Studies
> 2) **Public input**
> 3) **Political input**

HOW DO THESE THREE TYPES OF INPUT PROVIDE THE ESSENTIAL ELEMENTS OF A SUCCESSFUL PLANNING EFFORT?

No single type of input is more important than the other types are. All of this input plays an important role in defining the essential **Clear Vision** by supplying a picture of the existing conditions of our transportation system. From this picture, the needs of that system can be identified. The technical input can indicate what those needs are and how best to serve them. Input from the political realm and from the everyday users of the system can also draw attention to potential or existing needs.

Public and Political Support can be mostly logically gained from public and political input. These inputs are funneled through the public involvement process that identifies transportation needs and prioritizes those needs.

Securing **Adequate Funding** for the planning efforts begins with the formulation of a reliable cost estimate for each project that will meet the identified needs. Political support is also important for funding projects. The political realm is the location of where the decisions of what projects are to be funded will be made.

PUBLIC AND POLITICAL INPUT

1) Statewide Transportation Planning Process

A) Participation in the collection of public and political input in the planning process. Coordinating with the Area Development District staffs in this public involvement process—transportation council and committee structure.
B) Identification Process for new projects to be added to UNL; determining the description and the cost estimate for each new project.
C) Prioritization at the district level of UNL projects
D) Review and comment on the Long-Range Plan
E) Review and comment on the Six-Year Plan

2) Project/Program Assistance

A) Assist Pre-construction in the review of preliminary plans for projects on the Six-Year Plan
B) Oversees the Transportation Enhancement Projects in the District; both on-going and potential projects.
C) The Information Provider for the Office of the Secretary for the preparation of public presentations concerning the operations of the cabinet.
D) Scenic Byways- assists CO Planning in the establishing of scenic byway routes in the district. This includes creating the signing schematic for these routes.
E) Communicates with those representing other transportation modes; especially pedestrian and bicycle interests. Ad-hoc member of the Bowling Green/Warren County Greenbelt Commission.
F) Coordinates with the efforts underway for the development of the Intermodal Transportation Center (Airpark) in Warren County.

3) Government Assistance

A) Coordination with local officials concerning short-term transportation needs (re-surfacing, bridge replacement, signals, signing, etc.) Relaying this information to the appropriate division in the district.
B) Coordination with Pre-Construction Division in the district in the preparation of replies to legislative request for project estimates and corresponding information.

TECHNICAL INPUT

1) Data Collection

A) Collecting Traffic Count Data (Volume and Classification)
B) HIS Inventory Data Collection
C) Mapping Activities
D) Coordination with Division of Operations in Maintaining DMI Route Log
E) Aides Division of Traffic in data collection---intersection counts, delay studies, radar studies, etc.

2) Highway Systems Classification

A) Preparation of Maintenance/Ownership Agreements for the transfer of roadways.
B) Official Order updates reflecting changes in the system

C) Review of National Truck Network/Truck Routes

3) Scoping or Corridor Studies

A) Participating in Small Urban Transportation Studies by providing data and insight.
B) Providing data for scoping or corridor studies; At times, involved in the actual preparation of such studies.
C) Review drafts of corridor or scoping studies produced by consultants.