KENTUCKY TRANSPORTATION CABINET

THE DEPARTMENT OF RURAL AND MUNICIPAL AID

TRANSPORTATION.KY.GOV

THE KYTC MISSION

To provide a safe, efficient, environmentally sound and fiscally responsible transportation system that delivers economic opportunity and enhances the quality of life in Kentucky.

TRANSPORTATION CABINET—EXECUTIVE MANAGEMENT

TITLE	NAME	PHONE (502)	FAX (502)
OFFICE OF THE SECRETARY			
SECRETARY	JIM GRAY	564-5102	564-9540
DEPUTY SECRETARY	MIKE HANCOCK		
STATE HIGHWAY ENGINEER	JAMES BALLINGER	564-3730	564-2277
OFFICE OF CIVIL RIGHTS & SMALL BUSINESS DEVELOPMENT			
EXECUTIVE DIRECTOR	MELVIN BYNES*	564-3601	564-1491
OFFICE OF INSPECTOR GENERAL			
EXECUTIVE DIRECTOR	MARYELLEN MYNEAR	564-0501	564-6862
OFFICE OF LEGAL SERVICES			
EXECUTIVE DIRECTOR	WILL FOGLE	564-7650	564-5238
OFFICE OF HUMAN RESOURCE MANAGEMENT			
EXECUTIVE DIRECTOR	TRACY HYATT	564-4610	564-0845
OFFICE OF PUBLIC AFFAIRS			
EXECUTIVE DIRECTOR	NAITORE DJIGBENOU	564-3419	564-4809
OFFICE OF BUDGET AND FISCAL MANAGEMENT			
EXECUTIVE DIRECTOR	ROBIN BREWER	564-4550	564-9454
OFFICE OF AUDITS			
EXECUTIVE DIRECTOR	RANDALL ROYER	564-6760	564-6766
DEPARTMENT OF AVIATION			
COMMISSIONER	TODD BLOCH	564-4480	564-7953
DEPARTMENT OF VEHICLE REGULATION			
COMMISSIONER	MATT COLE	564-7000	564-6403
DEPARTMENT OF RURAL AND MUNICIPAL AID			
COMMISSIONER	BOBBI JO LEWIS	564-2060	564-6615

DISTRICT 1 – PADUCAH			
EXECUTIVE DIRECTOR	KYLE POAT	5501 KENTUCKY DAM ROAD PADUCAH, KY 42003-9322	PH: **(270) 898-2431** FX: (270) 898-7457
DISTRICT 2 – MADISONVILLE			
EXECUTIVE DIRECTOR	DENEATRA HENDERSON	1840 NORTH MAIN STREET MADISONVILLE, KY 42431	PH: **(270) 824-7080** FX: (270) 824-7091
DISTRICT 3 – BOWLING GREEN			
EXECUTIVE DIRECTOR	JOE PLUNK	900 MORGANTOWN ROAD BOWLING GREEN, KY 42101	PH: **(270) 746-7898** FX: (270) 746-7643
DISTRICT 4 – ELIZABETHTOWN			
EXECUTIVE DIRECTOR	BRADLEY BOTTOMS	634 EAST DIXIE HIGHWAY POST OFFICE BOX 309 ELIZABETHTOWN, KY 42702-0309	PH: **(270) 766-5066** **1-800-459-3566** FX: (270) 766-5069
DISTRICT 5 – LOUISVILLE			
EXECUTIVE DIRECTOR	MATT BULLOCK	8310 WESTPORT ROAD POST OFFICE BOX 22129 LOUISVILLE, KY 40242-3042	PH: **(502) 210-5400** **1-800-903-5844** FX: (502) 210-5494
DISTRICT 6 – COVINGTON			
EXECUTIVE DIRECTOR	BOB YEAGER	421 BUTTERMILK PIKE FT. MITCHELL, KY 41017	PH: **(859) 341-2700** FX: (859) 341-3661
DISTRICT 7 – LEXINGTON			
EXECUTIVE DIRECTOR	KELLY BAKER	800 NEWTOWN COURT POST OFFICE BOX 11127 LEXINGTON, KY 40512-0127	PH: **(859) 246-2355** FX: (859) 246-2354
DISTRICT 8 – SOMERSET			
EXECUTIVE DIRECTOR	JAMES JONES	1660 SOUTH HIGHWAY 27 POST OFFICE BOX 780 SOMERSET, KY 42502-0780	PH: **(606) 677-4017** FX: (606) 677-4013
DISTRICT 9 – FLEMINGSBURG			
EXECUTIVE DIRECTOR	STEVE GUNNELL	822 ELIZAVILLE AVENUE POST OFFICE BOX 347 FLEMINGSBURG, KY 41041-0347	PH: **(606) 845-2551** FX: (606) 849-2286
DISTRICT 10 – JACKSON			
EXECUTIVE DIRECTOR	CORBETT CAUDILL	473 HIGHWAY 15 SOUTH POST OFFICE BOX 621 JACKSON, KY 41339-0621	PH: **(606) 666-8841** FX: (606) 666-7074
DISTRICT 11– MANCHESTER			
EXECUTIVE DIRECTOR	CHRIS JONES	603 RAILROAD AVENUE MANCHESTER, KY 40962	PH: **(606) 598-2145** FX: (606) 598-8269
DISTRICT 12 – PIKEVILLE			
EXECUTIVE DIRECTOR	MARY WESTFALL-HOLBROOK	109 LORAINE STREET PIKEVILLE, KY 41501-2486	**PH: (606) 433-7791** FX: (606)433-7765

Offices within The Department of Rural and Municipal Aid

The Department of Rural and Municipal Aid acts as the liaison to all local governments in regard to transportation needs. This Department oversees two offices: the Office of Rural and Secondary Roads (ORSR) and the Office of Local Programs (OLP).

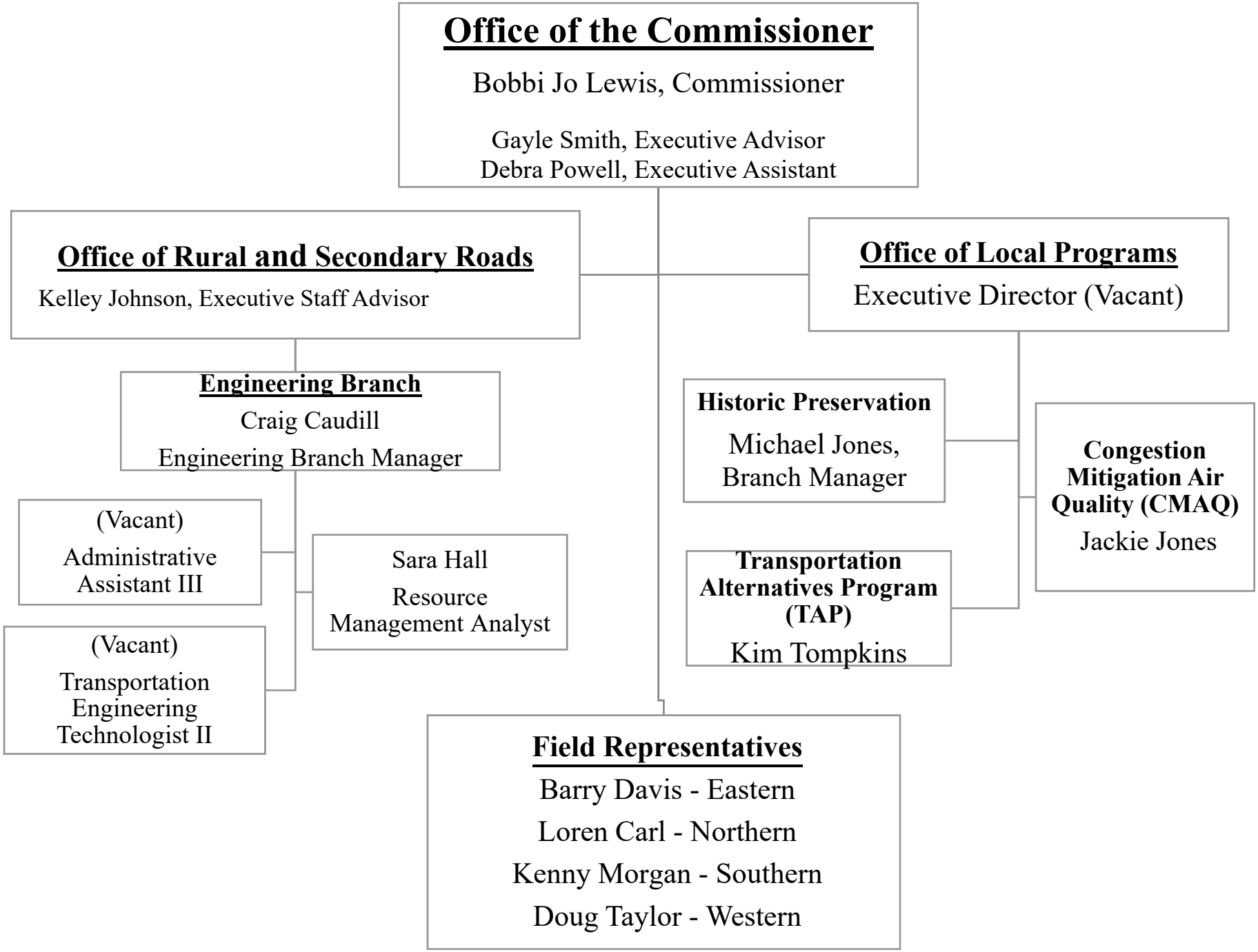
The Office of Rural Secondary Roads

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

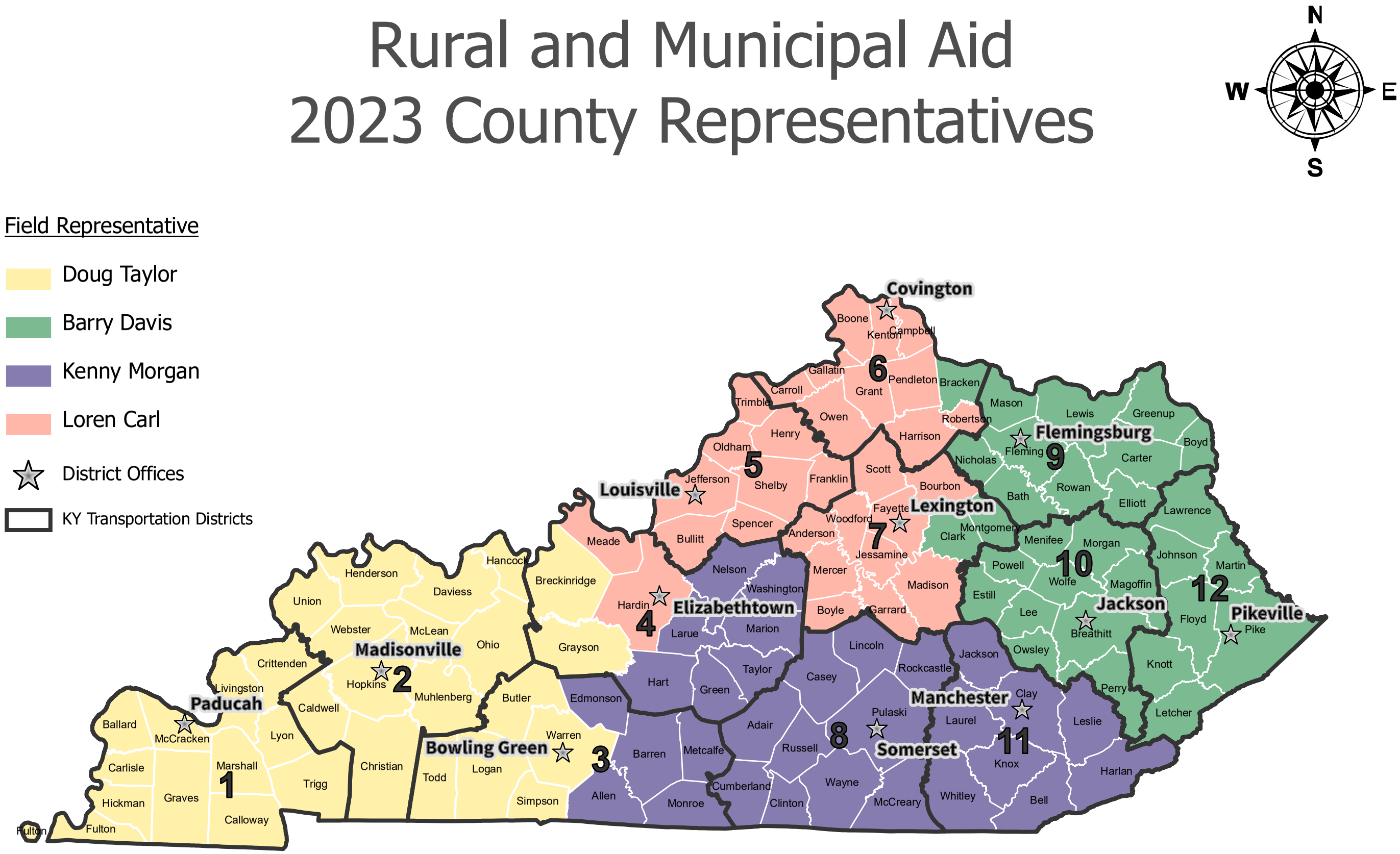
The Office of Local Programs

The Office of Local Programs administers two federally funded programs, Transportation Alternatives (TAP) and Congestion Mitigation and Air Quality (CMAQ). Each acts as a grant program which administers funds allocated by the Federal Highway Administration (FHWA). Both TAP and CMAQ conduct an application cycle each year wherein local governments can apply for project funding.

> Examples of projects include: sidewalks (ADA compliance, providing a safe route from schools or neighborhoods, pharmacies and assisted living facilities), transference of diesel busses to electronic, roundabouts, safe routes for non-drivers, bicycle or pedestrian transportation facilities, traffic flow improvements, etc.


Office of the Commissioner
Bobbi Jo Lewis, Commissioner
Gayle Smith, Executive Advisor
Debra Powell, Executive Assistant
Office of Rural and Secondary Roads
Kelley Johnson, Executive Staff Advisor
Engineering Branch
Craig Caudill
Engineering Branch Manager
(Vacant)
Administrative Assistant III
Sara Hall
Resource Management Analyst
(Vacant)
Transportation Engineering Technologist II
Office of Local Programs
Executive Director (Vacant)
Historic Preservation
Michael Jones, Branch Manager
Congestion Mitigation Air Quality (CMAQ)
Jackie Jones
Transportation Alternatives Program (TAP)
Kim Tompkins
Field Representatives
Barry Davis - Eastern
Loren Carl - Northern
Kenny Morgan - Southern
Doug Taylor - Western

Rural and Municipal Aid
2023 County Representatives



Source: KYTC Dept of Rural and Municipal Aid
11/18/2022

TEAM KENTUCKY
TRANSPORTATION CABINET

OFFICE OF RURAL AND SECONDARY ROADS

Programs Offered in the Office of Rural Secondary Roads

The Office of Rural Secondary Roads (ORSR) administers three revenue-sharing programs funded by state motor fuel taxes as provided by Kentucky Revised Statutes (KRS) 177.320 through 177.366. These programs include the County and Municipal Road Aid Cooperative programs and the Rural Secondary Program. A representative of Rural and Municipal Aid shall consult with the local government officials, district personnel and county fiscal courts at least once per calendar year (KRS 177.320) regarding their rural secondary roads schedule and flex funds.

County and Municipal Road Aid Program

Each fiscal year all counties, incorporated cities, and unincorporated urban places are allocated county and municipal road aid. County Road Aid (CRA) funding is based on the Fifths Formula, and Municipal Road Aid (MRA) funding is based on population as determined by the most recent census. These funds are to be used for the construction, reconstruction, and maintenance of county roads and city streets. Counties and cities have two choices as to how to receive their funds. They can elect to receive a monthly check processed by the Kentucky Department for Local Government or can participate in the ORSR Cooperative Program.

Participants in the cooperative programs do not receive their road aid as a monthly check. Instead, participants receive a portion of their funds three times a year. Typically, the first check makes 60% of the total anticipated road aid available to the county or city. The second check makes an additional up to 30% available, and the third and final installment is the remaining balance based on the actual revenues tabulated after the end of the fiscal year (June 30). Should a county or city choose to participate in the ORSR CRA/MRA program, they will be eligible for emergency funding.

Emergency Funding

Participants in the cooperative have 3% of their road aid funding withheld. This money is then placed in an emergency fund. MRA Co-op and CRA Co-op each have their respective emergency funds. Participants in the cooperative are eligible to request emergency funding for projects. Non-participants are not. No administrative costs are deducted from these funds.

To request emergency funding from either the County Road Aid Co-op or Municipal Road Aid Co-op, the participating county or city must submit form TC 20-16, a detailed cost estimate, and pictures of the existing site conditions to the Office of Rural Secondary Roads. The information provided will be reviewed and, if approved, the applicant will be notified and be paid via check at 50% of the project total outlined in the detailed cost estimate (80% of project) and the remaining amount after total cost of the project has been calculated.

Rural Secondary Program

The Rural Secondary (RS) Program is funded by 22.2% of the motor fuels tax revenue. These funds are used for the construction, reconstruction, and maintenance of secondary and rural roads in each county. Allocation of RS funds is determined using the Fifths Formula. The Transportation Cabinet is responsible for expending all Rural Secondary Program funds.

Rural Secondary Maintenance and Traffic

A portion of RS funds are allocated for the maintenance and upkeep on rural secondary roads. KYTC District Offices are responsible for addressing maintenance needs in each county on the RS roads. The district administers this work based on road work schedules and input from the Pavement Operating Management System which conducts an annual evaluation on the roads. Work includes striping, mowing, strip patching, pot holes, etc. along 12,760 miles.

County Judge Stipend

The RS office administers the stipend awarded to all County Judge/Executives per HB 201.

Part 1, Section 7 Revenue Sharing §(6). County Judge/Executive Expense Allowance: Notwithstanding KRS 10 67.722, each County Judge/Executive not serving in a consolidated local government shall receive an annual expense allowance of $2,400 during the 2018-2020 fiscal biennium. Payment shall be made quarterly from the Rural Secondary Program.

Rural Secondary Lettings

These funds are allocated for resurfacing projects on rural secondary roads in each county. District Office personnel meets with county officials to determine location based on need assessment.

Flex Funds

Flex funds are allocations by the state to counties for resurfacing county roads. Amounts are determined by the condition of the state's RS roads in each county. The better condition the state roads in a county are, the more flex funding the county shall receive.

RS Emergency Funding

RS emergency funds are allocated to address emergencies on rural secondary roads which include road slides, slip repairs, road wash outs, etc. Funds are applied for by the District Office and require detailed estimate and pictures.

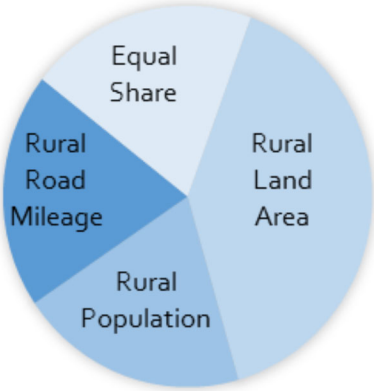
80/20 Bridge Program

The 80/20 Bridge Program uses funding set aside from the RS emergency fund for counties' use. At this time counties may receive up to $80,000 per fiscal year to be used for repairs or replacements of drainage structures, bridges, low water fords, culverts, pipes, etc. If approved, the state may fund up to 80% of the project and the county 20%. Funds do not roll over from year to year and allocation amounts are determined based on funding actuals at that time.

Revenue Sharing Breakdown

RURAL SECONDARY ALLOTMENT

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



Fifths Formula

COUNTY ROAD AID ALLOTMENT

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

MUNICIPAL ROAD AID ALLOTMENT

- KRS 177.365 & 177.366
- 7.7% of the motor fuel tax for urban roads and streets
- Allotment per city determined by population
- Used for construction, reconstruction and maintenance of city streets
- 3% allocated to the municipal emergency account

Population of City
÷
Statewide Municipal Population

CRA/MRA Cooperative Program Funding

County Road Aid (CRA) 18.3%

- FY 2020 is $124,377,051 Actual
- FY 2021 is $122,039,304.63 Projected
- FY 2022 no current Projection

Participation: 118 counties (98.3%)

Municipal Road Aid (MRA) 7.7%

- FY 2020 is $52,333,513 Actual
- FY 2021 is $51,901,600 Projected
- FY 2020 no current projection
    - 465 total municipalities that receive Municipal Aid funds
    - 420 incorporated cities where allocations are distributed to city governments
    - 45 “unincorporated urban places” where allocations are distributed to the county governments

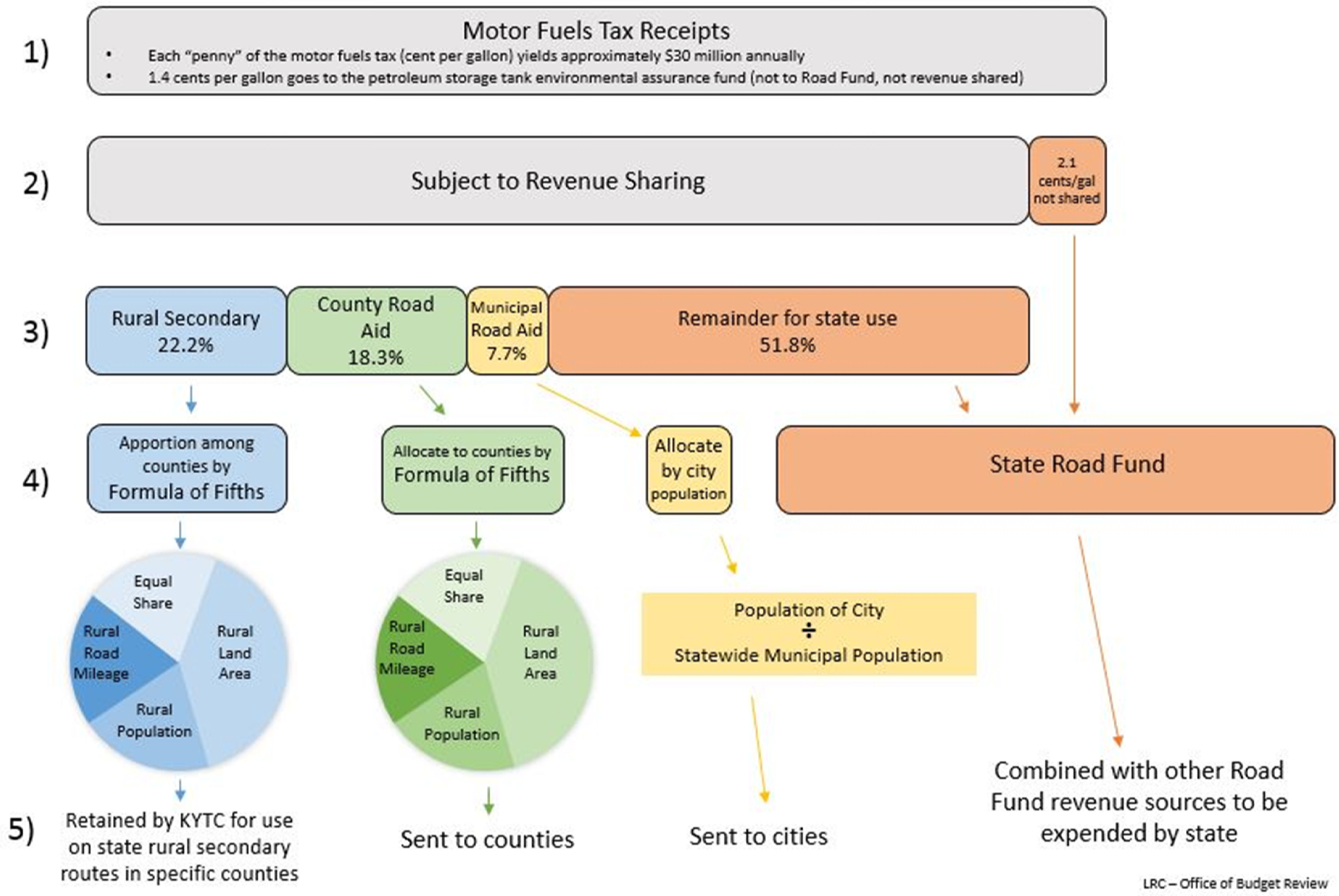
Current Participation: 135 municipalities

Funding Disbursement Schedule

- 60% of projected annual allocation is made available in August
- Additionally, up to 30% of projected annual allocation is made available in February
- Remaining balance of total allocation is distributed after June 30, when the final gas receipt collections are tabulated for the fiscal fear

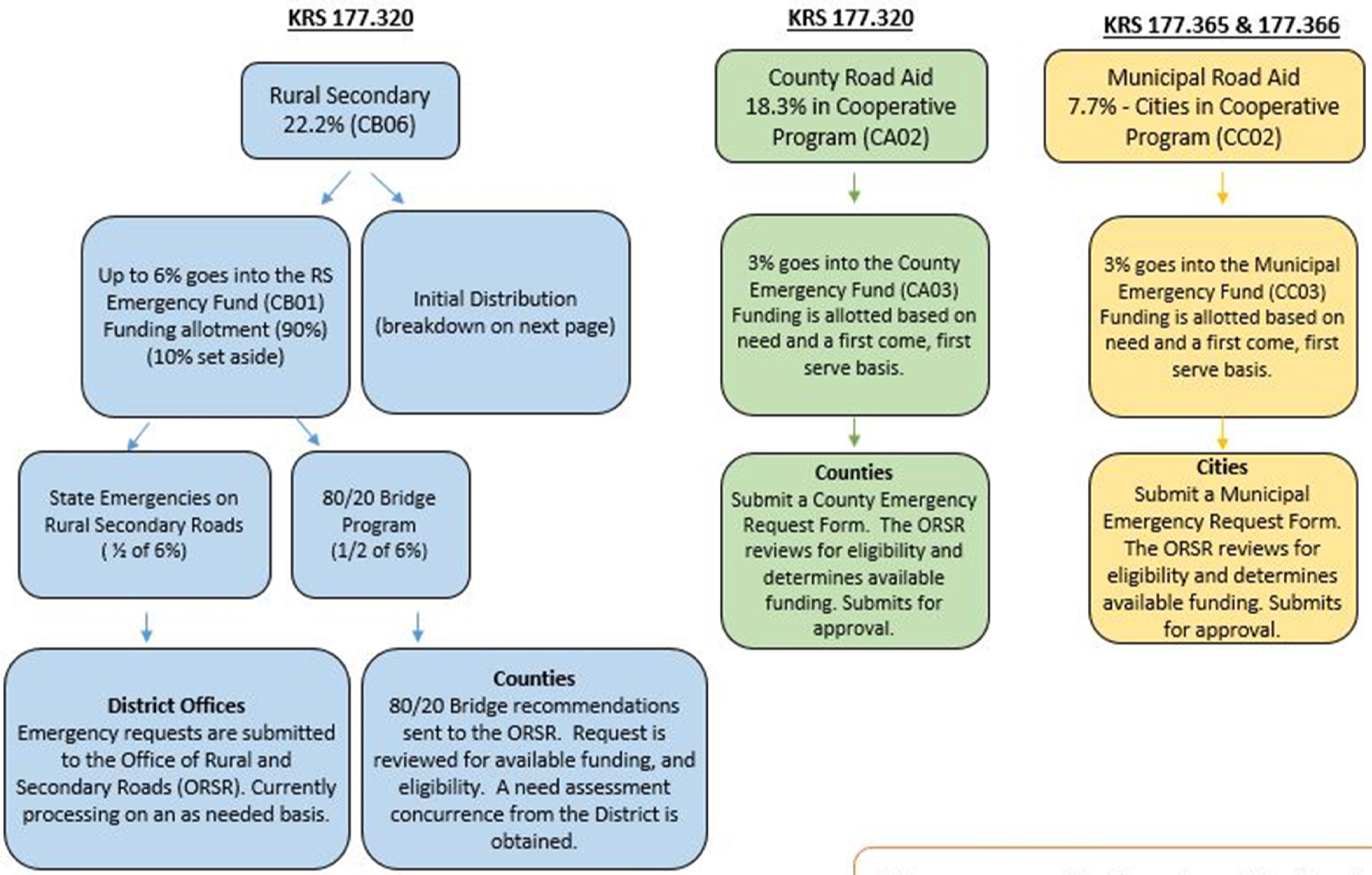
***NOTE: PAYMENT IS WITHHELD IF AGENCY IS NOT COMPLIANT WITH UFIR REQUIREMENTS**

Motor Fuels Tax Receipts Statutory Revenue Sharing



LRC – Office of Budget Review

EMERGENCY FUNDING
RURAL SECONDARY – COUNTY – MUNICIPAL



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

RURAL SECONDARY FUNDING BREAKDOWN

FUNDING DERIVED FROM THE RS INITIAL DISTRIBUTION (CB06)

1

MAINTENANCE & TRAFFIC
On Rural Secondary Roads

District Offices
Responsible for addressing maintenance needs in each county on the Rural Secondary Roads.

Maintenance derived from schedules and work as needed.

Percentage of funding derived from yearly data in the Operating Management System (OMS) and District input.

2

COUNTY JUDGE EXECUTIVE
Stipend

$2,400
Yearly stipend to each judge. (Excludes Jefferson CJE)

3

RURAL SECONDARY LETTINGS
RS Road Projects – County

District Offices
Meet with each County Judge Executive to propose the RS roads in their county the State would like to resurface that year.

Roads are based on data, RS road schedule for resurfacing and need assessment.

Roads are presented before the Fiscal Court and approved or denied.

Once approved, projects are submitted to the ORSR.

Projects then go through the KYTC RS Letting at the beginning of each fiscal year.

Funding derived from the Initial Dist. Plus any carryforward, less the M&T allotment, CJ/E stipend and Flex Funds.

4

FLEX FUNDS
Resurfacing on county roads

KYTC Division of Maintenance
Operations and Pavement Management conducts a level of service (LOS) ranking on Rural Secondary roads.

LOS Ranking Criteria Includes:

- Rideability
- Appearance
- Visual Obstructions
- Fencing
- Guardrail
- Vertical Clearance
- Potholes
- Striping
- Signs
- Drop Offs
- Curb /Gutter
- Rutting, etc.

RS LOS Ranking Tiers

- GRADE A = 25%
- GRADE B = 20%
- GRADE C = 15%
- GRADE D = 10%

The better the condition of the RS roads, the higher the % of funds the county will receive.

Grade / Percentage equal amount taken from the initial distribution set aside for county 'Flex Fund' allocation.

Each County applies for use of their Flex Funds on a yearly basis. County discretion on which county roads they submit.

*includes carry forward amount

FLEX FUND PROCESS

*Cities not eligible

RS personnel communicates with each county what their Flex Fund allotment will be by February of each calendar year. Funding for this program is derived from the RS revenue share initial allotment. This program is not governed by a KRS and therefore, is at the state's discretion.

Application Guidelines:

- County must complete and submit their Flex Fund recommendation list to ORSR in Frankfort
    - Completed Flex Recommendation form (TC 20-34). Available on our website in our Forms Library: https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-20).aspx
    - Mile point locator map: http://maps.kytc.ky.gov/photolog/?config=RASR
- ORSR will conduct a quick review of the Flex recommendation list and an approved list is forwarded to the District Office (D.O.) for further evaluation
- D.O. personnel performs field review of recommendations to gather information to verify need:
    - Condition of Pavement
    - Length
    - Width
    - Number of homes and businesses served
- D.O. personnel completes an evaluation report including a need assessment and submits to ORSR
- ORSR reviews evaluation report and determines which items on the recommendation list are approved to be listed in the Memorandum of Agreement (MOA)
    - If there are issues concerning the evaluation report, process may be delayed until they are resolved
- Approved list is given to ORSR staff to prepare MOA and associated internal programming documents. ORSR staff reviews project descriptions thoroughly to verify compliance with our mapping database
    - If discrepancies are discovered, process is delayed until they are resolved
- Draft MOA and internal programming documents are proofread by ORSR management and, upon approval, the MOA is sent to County Judge/Executive (CJE) along with a resolution template (emailed from the RuralandMunicipalAid@ky.gov mailbox)
- Fiscal Court passes the resolution which authorizes CJE to sign MOA. CJE prints/signs MOA and mails original MOA along with a copy of resolution to ORSR

- Once originals are received from the county, ORSR routes MOA along with internal programming documents to KYTC personnel for remaining signatures
    - First to legal counsel
    - Next to Commissioner of the Department of Rural and Municipal Aid
    - Finally to the Secretary of the Transportation Cabinet.

    At this point the MOA is fully executed.

- Copy of fully executed MOA is scanned and emailed to CJE. Once concurrence is obtained from Chief District Engineer (CDE) as stated in paragraph 2 of the MOA, work may begin
    - This includes checking to see if a contractor is prequalified by KYTC to perform the work to be done. The full list of prequalified contractors can be found here:

https://transportation.ky.gov/Construction-Procurement/Documents/Prequalified%20Contractors%20List.pdf

- Once work is completed, county shall send copies of documented invoices along with Form TC 20-38 to ORSR in Frankfort in accordance with paragraph 8 of the MOA requesting payment
    - Non-Cash Match forms are now available for labor, equipment and purchased/donated materials (TC 20-40)
    - Reimbursement requests must be accompanied by cancelled checks and detailed invoices citing company, cost, and project location

WARNING: Reimbursement for work done prior to MOA being fully executed and/or not obtaining concurrence from CDE may not be made by the Transportation Cabinet.

NOTES:

Kentucky Transportation Cabinet
Department of Rural and Municipal Aid

RS FLEX PROGRAM RECOMMENDATIONS

TC 20-34
04/2013

COUNTY NAME					DATE	
RECOMMENDED BY						
PRIORITY NO.	**ROAD NAME**	**ROAD NUMBER**	**TYPE OF PROJECT**	**LOCATION OF PROJECT (WHERE THE PROJECT BEGINS AND ENDS)**	**LENGTH (MI) OF PROJECT**	**EST COST**
SAMPLE	TYPICAL COUNTY ROAD	CR 1111	BIT. RESURFACE	BEGIN AT: KY 9999 EXTENDING NORTH END AT: JONES ROAD	1.00	$30,000.00
SAMPLE	TYPICAL COUNTY ROAD	CR 1234	BIT. PATCHING	BEGIN AT: KY 99 (This should be the beginning of first patch) END AT: 2.5 MILES NORTH OF KY 99 (This should be the end of last patch)	2.50	$10,000.00
				BEGIN AT: END AT:		
				BEGIN AT: END AT:		
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80/20 BRIDGE PROGRAM PROCESS

*Cities not eligible

The 80/20 Bridge Program is funding set aside from the RS emergency fund to be used for repair or replacement of existing drainage structures, bridges, low water fords, culverts, pipes, etc. on county roads. The Office of Rural & Secondary Roads (ORSR) determines the allotment percentage each year based on gas tax receipts. At this time, each county receives up to $80,000 per fiscal year, with no carry forward. (This program is not governed by a KRS and, therefore, is at the state's discretion)

Application Guidelines:

- County submits recommendation package to ORSR in Central Office (CO) in Frankfort. This package consists of:
    - Completed Bridge Recommendation Form (TC 20-35) available on our website in our Forms Library: https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-20).aspx
    - Mile point locator map: http://maps.kytc.ky.gov/photolog/?config=RASR
    - Photographs of the current structure/site
    - Detailed cost estimate or quote for the proposed work
- ORSR performs quick review of package submitted and requests additional info when/if needed
- The package is reviewed by the Branch Manager and given to the Executive Director of the Office of Rural and Secondary Roads for recommendation process
- Projects are approved/denied along with the determination of the amount of the state's share of the cost by the Executive Director and Commissioner. This amount is typically set at 80% of the estimated cost up to a cap determined by the reviewers and is stated in the MOA. The ORSR may request additional information including a field review by state personnel before a project is approved
- Approved list is given to ORSR staff to prepare MOA and associated internal programming documents
    - ORSR staff reviews project descriptions thoroughly to verify compliance with our mapping database
    - If discrepancies are discovered, process is delayed until they are resolved
- Draft MOA and internal programming documents are proofread by ORSR management and once approved, the MOA is sent to County Judge/Executive (CJE) along with a resolution template (emailed)
- Fiscal Court must pass resolution which authorizes CJE to sign MOA. CJE prints/signs MOA and mails original MOA along with copy of resolution to ORSR
- ORSR routes MOA along with internal programming documents to KYTC personnel for remaining signatures which include:
    - First to legal counsel
    - Next to the Commissioner of the Department of Rural and Municipal Aid
    - Finally, to the Secretary of the Transportation Cabinet.

    At this point the MOA is fully executed.

- Copy of the fully executed MOA is sent to CJE. Once concurrence is obtained from D.O. Chief District Engineer (CDE) as stated in paragraph 2 of the MOA, work may begin

  This includes checking to see if a contractor is prequalified by KYTC to perform the work to be done

- Once work is completed, county shall send copies of documented invoices along with the Request for Reimbursement form (TC 20-38) to ORSR in Frankfort in accordance with paragraph 7 of the MOA requesting payment
  - Non-Cash Match forms are now available for labor, equipment and purchased/donated materials (TC 20-40)
  - Reimbursement requests must be accompanied by cancelled checks and detailed invoices citing company, cost and project location

WARNING: Reimbursement for work done prior to MOA being fully executed and/or not obtaining concurrence from CDE may not be made by the Transportation Cabinet.

The Office of Structural Design has created the following bridge drawings at no cost to you!

- Pile End Bents
- Abutment Plans
- Steel Superstructure Plans
- 2-Railing Alternatives
- Existing Box Beams
- Associated Deck Unit standard drawings for use with the above listed.
- Cast in place box culverts (pre-cast box culverts and wingwall standard drawings)

You can find drawings here:

https://transportation.ky.gov/RuralandMunicipalAid/Pages/Bridge-and-Beam-Drawings.aspx

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NOTES:

Kentucky Transportation Cabinet
Department of Rural and Municipal Aid

RS BRIDGE PROGRAM RECOMMENDATIONS

TC 20-35
04/2013

COUNTY NAME				DATE		
RECOMMENDED BY						
PRIORITY NO.	ROAD NAME	ROAD NUMBER	TYPE OF PROJECT	LOCATION OF PROJECT	BRIDGE LENGTH (FT)	EST COST
SAMPLE	TYPICAL COUNTY ROAD	CR 1111	BRIDGE	LOCATED OVER WILSON CREEK 1.2 MILE NORTH OF US 60	25.00	$75,000.00

The 3% withheld from each cooperative participating county and cities road aid allocation is placed into two respective emergency funding "pots": the County Emergency Road Aid Fund and the Municipal Emergency Road Aid Fund. The funding process for CRA and MRA Emergency projects is an 80/20 match program wherein the state pays up to 80% of approved total project cost and the local entity is responsible for 20%.

Current fiscal year participation amounts:

- CRA Emergency Fund = Approx. $3.7 Million
- MRA Emergency Fund = Approx. $0.44 Million

Application Guidelines:

- Requires application form (TC 20-16), photographs, and detailed cost estimate or quote
- Because this is an emergency, **you may begin work at anytime**. However, it is possible that a project may not be approved for funding. In that case, 100% of the cost would then be the responsibility of the county or city.
- When a request is approved, notification is sent to the local government and 50% of the approved funding is released immediately. The remaining amount is released after the final project cost has been tabulated (invoices, etc.)
    - Ex. Approved total project cost is $100,000. The state's obligation is 80% which would be $80,000. 50% of that award is $40,000 which is released to the county ASAP. Once all invoices have been sent in, the total project cost is recalculated (let's say invoices only equaled the project costing $75,000 ...state obligation is 80% which = $60,000). A final reimbursement would be issued for remaining expenses up to 50% of the original approved amount ($60,000 (state's new obligation)—$40,000 (amount already issued by the state) = $20,000 reimbursement).
- Project examples: bridge replacement, slide repair, flood damage, etc.

This is the ONLY program that does not require an agreement and resolution between the state and local government entity.

Notes:

KENTUCKY TRANSPORTATION CABINET
Department of Rural and Municipal Aid
OFFICE OF RURAL AND SECONDARY ROADS

MUNICIPAL AND COUNTY ROAD AID EMERGENCY REQUEST

SECTION 1: CITY/COUNTY INFORMATION

NAME *(city/county)*	CONTACT PERSON	EMAIL ADDRESS	
ADDRESS *(street address, city, state, zip)*		PHONE	FAX

SECTION 2: PROJECT LOCATION & NATURE OF REQUEST

STREET/ROAD NAME	COUNTY ROAD NUMBER

PROJECT LOCATION *(name of nearest intersecting road and distance from project)*

NARRATIVE OF EMERGENCY REQUEST *(Please explain in detail the nature of the emergency request.)*

TOTAL PROJECT COST ESTIMATE:

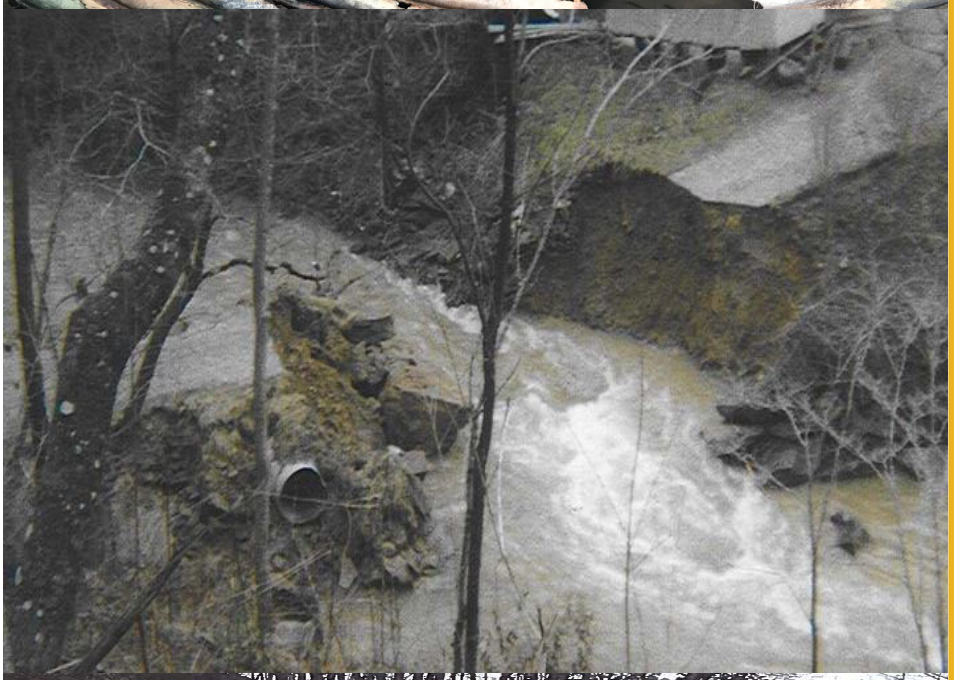
SECTION 3: PRIOR PROJECT REQUESTED *(Use additional sheets if needed.)*

NONE ☐

ROAD NAME & NUMBER	TYPE OF WORK	COMPLETED ☐ YES ☐ NO
		TOTAL SPENT:

FOR DEPARTMENT OF RURAL AND MUNICIPAL AID OFFICE USE ONLY

COST ESTIMATE	PHOTOS	INITIAL LETTER
☐ Approved ☐ Not Approved	DATE	NOTIFIED ☐ YES ☐ NO
BY		



THE KENTUCKY
TRANSPORTATION
CABINET

DISCRETIONARY FUNDING

The Discretionary Fund, also known as the Highway Contingency Account (FD39), is administered by the Department of Rural and Municipal Aid. This fund receives an annual allocation of roughly $31 million. These monies are used for projects across the Commonwealth which are transportation in nature, i.e., resurfacing, bridge replacement, intersection reconstruction, etc. that net a higher threshold of need outside what is met through other Cabinet/department programs.

- The Department of Rural and Municipal Aid (Department) accepts discretionary requests (FD39 requests) from the following officials: County Judge Executive (CJE), Mayor, State Representative, State Senator and KYTC State Highway Engineer/Chief District Engineer (CDE)
- The request for funding should be submitted on the official TC 20-39 form to guarantee accurate and necessary information has been provided
    - Use of map picker assures indication of accurate mile points, CR or CS numbers, and route name

      http://maps.kytc.ky.gov/photolog/?config=RASR
    - Must include a cost estimate; may also include pictures
- Request may be submitted via email, mailed, or hand delivered
- Once requests are received, they are logged and sent to the respective District Office (D.O.)/CDE for review and evaluation. The D.O. personnel will assign a numerical ranking (1-10) based on need and condition of roadway or need assessment of the project
    - Due to the nature of the program, there is a higher threshold of eligibility which projects must meet to be considered and recommended for funding
        - Projects must receive an 8 or above on the numerical scale
- Once completed, requests and rankings are returned to the Department to be logged and prepared for Cabinet review
- Cabinet review is completed by the Secretary, State Highway Engineer, and Department Commissioner, for recommendations which are then submitted to the Governor's Office for final approval
- Once approvals have been granted, the Department works with KYTC Program Management to create the MOA and internal programming documents
- Once completed, Department staff proofreads the MOA and, upon approval, sends to the CJE along with a resolution template
- Fiscal Court must pass resolution which authorizes CJE to sign MOA
- CJE signs MOA and mails original MOAs along with copy of resolution to the Department

- Once received, the Department logs and delivers MOA and resolution to KYTC Program Management for finalization
    - Funding documents finalized in state accounting system (eMARS)
    - Required signature obtained (Commissioner and Transportation Secretary)
- Once the Secretary signs, the MOA is considered **fully executed**
- A copy of the fully executed MOA is sent to CJE, CDE and Local Public Agency Coordinator in the D.O.
    - Once concurrence is obtained from the CDE as stated throughout the MOA, work may begin

    This includes checking to see if a contractor is prequalified by KYTC to perform the work to be done
- Once work is completed, county/city shall send copies of documented invoices along with the Request for Reimbursement form (TC 20-38) to their D.O. in accordance with paragraph 18 of the MOA requesting payment
    - Non-Cash Match forms are now available for labor, equipment and purchased/donated materials (TC 20-40)
    - Reimbursement requests should be accompanied by cancelled checks and detailed invoices citing company, cost and project location

WARNING: Reimbursement for work done prior to MOA being fully executed and/or not obtaining concurrence from CDE may not be made by the Transportation Cabinet.

Notes:

KENTUCKY TRANSPORTATION CABINET
Department of Rural & Municipal Aid

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DISCRETIONARY FUNDING REQUEST

SECTION 1: REQUESTOR INFORMATION

NAME	CONTACT PERSON	EMAIL ADDRESS	
MAILING ADDRESS		PHONE	FAX

SECTION 2: NATURE OF REQUEST

Type of Request
(Mark all that apply. The total of all boxes selected must equal 100%.)

- ☐ Safety _____ %
- ☐ Congestion _____ %
- ☐ Repairs _____ %
- ☐ Economic Development _____ %
- ☐ Emergency _____ %
- ☐ Other _____ _____ %

Those Affected

Number of constituents _____

Number of local businesses _____

SECTION 3: JUSTIFICATION

Explain in detail the nature of the funding request, highlighting the impact this project will have on each type of request specified above (i.e., safety, repairs, etc.).

SECTION 4: DETAILS OF REQUEST

Pictures ☐ Yes ☐ No | District Evaluation ☐ Yes ☐ No

Calculations:

Project estimate _____
Less:
Public Sector Contribution _____
Private Sector Contribution _____

Total Remaining Need/
Contribution Requested _____

KENTUCKY TRANSPORTATION CABINET
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DISCRETIONARY FUNDING REQUEST

Priority No. 1

ROAD NAME	ROAD NO.	LENGTH OF PROJECT (*miles*)	ESTIMATED COST

LOCATION OF PROJECT (*where project begins & ends*)

Type of Request
- ☐ Safety
- ☐ Congestion
- ☐ Repairs
- ☐ Economic Development
- ☐ Emergency
- ☐ Other

DATE OF LAST WORK COMPLETED ON ROAD _____

Priority No. 2

ROAD NAME	ROAD NO.	LENGTH OF PROJECT (*miles*)	ESTIMATED COST

LOCATION OF PROJECT (*where project begins & ends*)

Type of Request
- ☐ Safety
- ☐ Congestion
- ☐ Repairs
- ☐ Economic Development
- ☐ Emergency
- ☐ Other

DATE OF LAST WORK COMPLETED ON ROAD _____

THE KENTUCKY TRANSPORTATION CABINET

OBTAINING REIMBURSEMENT

All Office of Rural Secondary Road programs are reimbursement programs
(Emergency Program, 80/20 Bridge Program and the Flex Fund Program)

The CRA/MRA Emergency Program operates differently than the others. When an emergency request is submitted and approved, 50% of the approved funding is released to the local government immediately. The remaining amount is released after final project costs have been tabulated.

ORSR Reimbursement Guidelines:

- Complete pages 1&2 of the Request for Reimbursement form (TC 20-38)
- Attach invoices for work completed. Invoices should show company name, specific location of work and total amount charged
- Attach copies of cancelled checks (should indicate project location and cost)
- Complete Non-Cash Match document forms if needed (TC 20-40)
- Discretionary reimbursement requests are sent to the District for reimbursement

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OFFICE OF RURAL & SECONDARY ROADS

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REQUEST FOR PAYMENT

SECTION 1: PROJECT & AGENCY INFORMATION

CITY/COUNTY	CONTACT NAME		
ADDRESS	CITY	STATE	ZIP
EMAIL	PHONE		

PROJECT NAME *(from Agreement header)*

SECTION 2: BILLING INFORMATION *(NOTE: Please attach documentation of all costs incurred.)*

REQUEST DATE	SERVICE FROM *(MM/DD/YY)*	SERVICE TO *(MM/DD/YY)*	PAYMENT REQUEST # *(1, 2, 3...)*

Is this a final request for payment? ☐ Yes ☐ No

AGREEMENT AMOUNT	REQUEST AMOUNT	AMOUNT PAID BY KYTC TO DATE

SECTION 3: AGENCY CERTIFICATION

I hereby certify that this is a true statement of costs incurred by our agency on the subject project and all work was accomplished in accordance with the agreement we signed with the Kentucky Transportation Cabinet.

NAME	TITLE
SIGNATURE	DATE

SECTION 4: FOR DEPARTMENTAL USE ONLY

Agreement date		Agreement amount	
Program		Amount paid by KYTC to date	
Project authorization #		Available funds	
		Current approved request total	
Payment request received		20% Agency responsibility (if applicable)	
Reviewed by		Amount to be paid by KYTC	

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REQUEST FOR PAYMENT

SECTION 2: BILLING INFORMATION *(cont.)* ***(NOTE: Use this page multiple times if needed.)***

AGREEMENT ITEM	ATTACHED INVOICE # *(if applicable)*	CURRENT REQUEST
Example: John's Rock Company	1234	$106.00

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DOCUMENTATION OF NON-CASH MATCH

County/Municipal Force Labor Timesheet

NOTE: Force account employees are defined as those persons employed by the local government (city or county) performing work on the project.

Project Location: _____
Employee Name: _____
Position/Classification: _____

Description of Work Performed	Date Worked	# Hours Worked (*on the specified project only*)	Hourly Rate (*including fringe*)	Total Value Per Day (*hours worked x total per hour*)
Example: Unloaded lumber from semi	3/2/2016	4.00	$ 10.00	$ 40.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Page Total	$ -

_____ **Employee Signature** (*required*) _____ **Date**

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DOCUMENTATION OF NON-CASH MATCH

Purchased/Donated Materials Value

Project Location: _____

Description of Material Purchased and/or Donated (*Include number of items and attach a copy of the receipt or invoice with proof of payment.*)	Date of Donation	Current Market Value
	TOTAL Value:	$ -

I certify that, to the best of my knowledge, the materials, quantities, and prices provided above are accurate and that no materials used as match on this project have been purchased with federal funds.

_____ **Project Manager** _____ **Date**

KENTUCKY TRANSPORTATION CABINET
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DOCUMENTATION OF NON-CASH MATCH

Equipment Use

Project Location: _____

Date	Equipment Used (*Include size.*)	Total Hours Used	Hourly Rate (*Use KYTC rate, or equipment rental rate.*)	Value (*hours used x hourly rate*)	Equipment Operator Name (*Print.*)	Equipment Operator Signature
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
			TOTAL Value of Equipment Use:	$ -		

THE KENTUCKY TRANSPORTATION CABINET

AREA DEVELOPMENT DISTRICT (ADD)

KYTC LOCAL ROAD PROGRAM

The KYTC Division of Planning maintains the statewide electronic road maps

- Providing graphic representation of all public road centerlines (80,000+)
- Maps have multiple representations available:
    - KYTC, Counties, Cities, Federal, and other state agencies

The Division of Planning also provides support to other agencies including federal reporting for:

- Certified public road miles, statistics and "Transportation for Nation"
- Bridge locations
- Rail crossings location

The Division of Planning contracts with Area Development Districts (ADDs) for updates/corrections to non-state roads in statewide electronic road map

- ADDs are the liaison for this program – please use them!
- Each county receives its CRA allotment in part based on road mileage—be sure you're getting credit for every mile

ADDs will meet with you and your designated representatives

- Magistrates, Road Foreman, mapping staff, etc.

You/Fiscal Court must authorize updates/corrections before KYTC will change map(s)

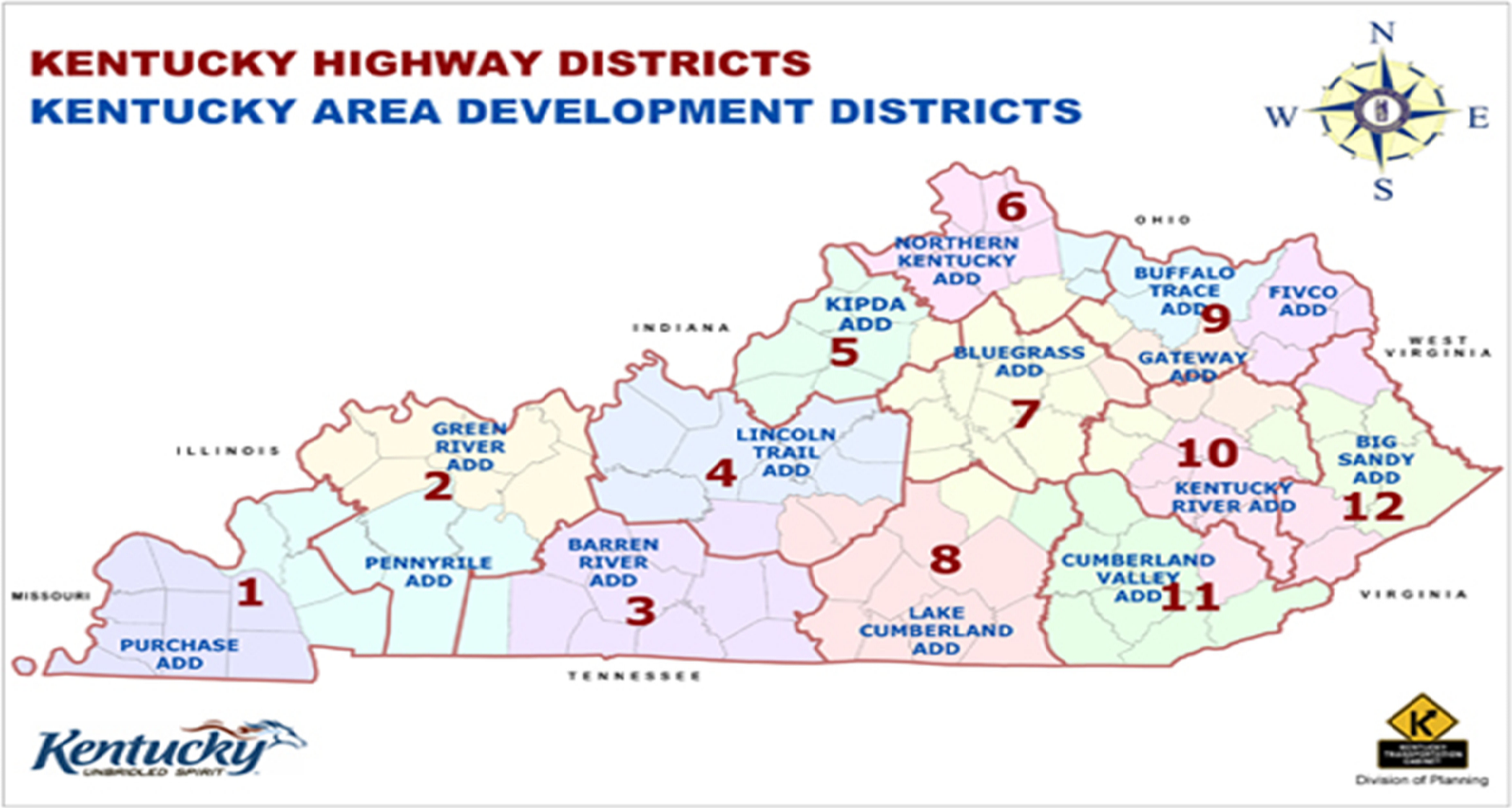
- Sign "Local Official Review Acknowledgment"
- Provide documentation for changes to county road system fiscal court resolutions
- Fiscal court meeting minutes
- County road system changes without approval receive a "Not Accepted" status until documentation is provided

ADDs perform map data collection, GPS receivers and aerial photography

Resources:

https://transportation.ky.gov/Pages/Home.aspx

KYTC Division of Planning: 502-564-7183



Barren River
270-781-2381

Big Sandy
606-886-2374

Bluegrass
859-269-8021

Buffalo Trace
606-564-6894

Cumberland Valley
606-864-7391

FIVCO
606-929-1366

Gateway
606-780-0090

Green River
270-926-4433

KIPDA
502-266-6084

Kentucky River
606-436-3158

Lake Cumberland
270-866-4200

Lincoln Trail
270-769-2393

Northern Kentucky
859-283-1885

Pennyrile
270-886-9484

Purchase
270-247-7171

MAINTENANCE RATING PROGRAM (MRP)

A portion of the RS funding goes to the KYTC Division of Maintenance for the up-keep of Rural and Secondary Roads (work performed by the District Offices). Specifically, there is a Maintenance Rating Program (MRP) administered by the Operations and Pavement Management Branch within the Division of Maintenance.

MRP Data Purpose

- Administers Maintenance Quality Assurance Program
- Identifies level of service delivered to the general public
- Communicates value of maintenance work
- Helps determine budgets

Roadway Sampling

- Between 300 and 400 roadway segments per district
- Sample four road types: Interstates, Other NHS, Other SP SS, Rural Secondary
- Randomly selected by software program
- Provides snap shot of existing conditions

MRP Format

- Annual data collection June-September
- Inspections performed with mobile GIS application
- Performed by district personnel

Procedure

- Each roadway section is 500 feet
- Inspect pavement and right of way
- Sections should be free of bridges, intersections, or construction zones
- District compiles data and determines level of service (LOS) ranking based on all roads within each county

Features used in determining the RS road LOS ratings:

- Rideability
- Appearance
- Vertical Clarence
- Visual Obstructions
- Fencing
- Guardrail Specifications
- Guardrail Damage
- Attenuators
- Potholes
- Rutting
- Pavement Drop Off
- Shoulder Drop off
- Drains
- Ditches
- Curb and Gutter
- White Stripe
- Yellow Stripe
- Guide signs
- Guide Sign Assemblies
- Warning and Reg. Signs
- Waring and Reg. Sign Assemblies

Carve-Out Tiers: RS Level of Service Rankings on Rural Secondary Roads:

- Grade A = 25%
- Grade B = 20% (Target)
- Grade C = 15%
- Grade D = 10%

* Based on 3 years of data

Why this is important to you:

- The amount allocated to your county in Flex Funds to be used for resurfacing county roads is determined by the condition of the state RS roads
- The percentage determined for the RS roads in your county (10%-25%) is the amount taken from the initial RS revenue share distribution for each county for Flex Funds
- The better shape the state RS roads are in, the less funding the state needs to keep in-house for maintenance
- If the RS roads are in poor shape, the state will determine that it needs to keep more of the RS initial allotment for use on state routes

Detailed Level of Service Ranking Criteria

General Aesthetics

- General appearance of roadway and roadside
- Includes potholes, cracking, grass, weeds, patching, striping, signs, litter, guardrail, shoulders, etc.

1=Excellent

2=Good

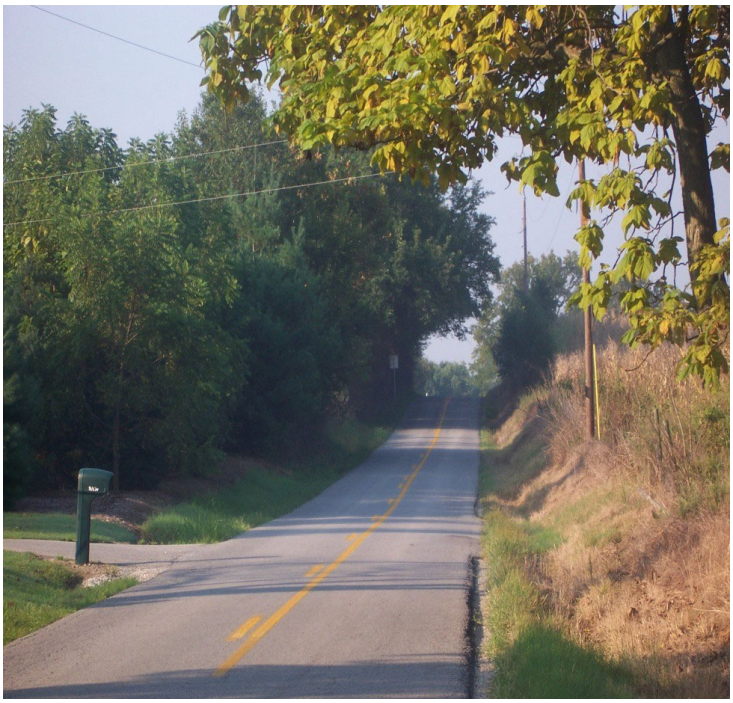
3=Acceptable

4=Poor

5=Unacceptable

Roadway/Shoulder Obstructions

- Is there roadway or shoulder with less than 15' vertical clearance?
- Should be free of canopy (tree or other vegetation) or other obstructions for minimum height of 15'



Visual Obstructions

- Are there visual obstructions of intersections, curves or signs, etc.?

Fence Not Providing Barrier

- Is there fence not providing a positive barrier?
- Fences should deny access to roadways
- Check for breaks, holes, rusting out, downed fence, or missing fence
- Covered in vines may still be effective

Guardrail Outside Specification

- Is there guardrail outside height specifications (25” to 29”)?
- Measured with respect to near edge of road or shoulder
- Outdated end treatments do not count

Guardrail With Damage

- Is there guardrail with post or accident damage?
    - Due to vehicular hits or other factors
- Structural integrity or functionality is lost

Damaged Attenuators/Rail Ends

- Count and record the total number of attenuators/rail ends that are damaged
    - Due to vehicular hits or other factors
- Structural integrity or functionality lost

Pavement Potholes

- Bowl shaped hole or depression in surface
- Broken into smaller pieces due to cracking or localized disintegration
- Count each pothole that measures 6” x 6” x 1” or larger
- Record 20 as max

Rutting

- Outside wheel path at 0 feet
- Outside wheel path at 100 feet
- Surface depression of pavement in wheel path
- Lay straight edge across wheel path and measure rut depth
- Circle closest measurement

Pavement Drop Off to Shoulder

- Is there pavement drop off to shoulder greater than or equal to 1.5”?
- Decrease in elevation between traffic lane and shoulder or absence of shoulder

Shoulder Drop Off to Ground

- Is there shoulder drop off to ground greater than or equal to 3.0”?
- Elevation decrease between improved shoulder and adjacent ground at outside edge of shoulder
- Due to consolidation, erosion or run-off
- Measure at edge of shoulder

High Shoulder

- Is there high shoulder?
- Opposite of pavement drop off to shoulder
- Due to frost heave, swelling soils, unmowed grass
- Creates ponding of water on pavement

Shoulder Potholes

- Bowl shaped hole or depression in surface
- Broken into smaller pieces due to cracking or localized disintegration
- Count each pothole that measure 6”x6”x1” or larger
- Record 20 as max

Drainage Structures Inhibited

- Count and record the number of drainage structures with 25% or greater flow inhibited
- Should be free of obstruction and in good working order

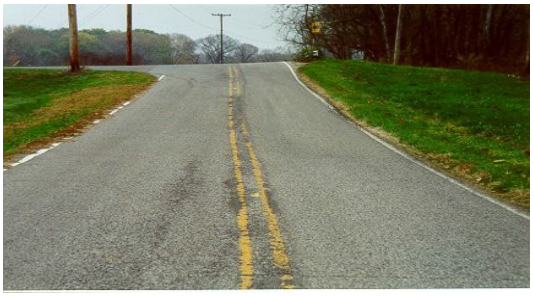
Ditches With Flow Inhibited

- Are there ditches with flow inhibited?
- Water flow should be unobstructed by blockages or damage
- Blocked entrance pipes along the ditch should be included as a ditch obstruction

Curbs and Gutters Inhibited

- Are there curbs and gutters with flow inhibited?
- Water flow should not be obstructed by blockages or damage

Striping Reflectivity



- Reflectivity provides positive guidance to motorists at night
- Take 3 readings per section per color with LTL 2000 Reflectometer
- Priority order edge line, center line, lane line
- Solid lines ten pace intervals
- Skip lines have 3 readings, one per skip

Signs Not Conforming

- Count and record the number of signs not conforming to face specifications
- Damaged sign face, faded, vandalized, etc.
- Free from obvious visible defects that would detract from effectiveness at night

Sign Assemblies Not Conforming

- Should not be leaning more than 22.5 in any direction
- No bolts or rivets missing
- No sign face turned more than 45 from the line of sight of traffic flow
- Sign posts should not extend from top of sign face
- Min height from pavement edge extended to bottom of lowest sign face should be no less than 5’ in rural areas or 7’ in urban areas and fully controlled access highways

County Level Data Analysis (District)

- Combine inspection data with rideability data
- Features evaluated with importance weight
- Combine three years MRP data
- **Equals your level of service ranking!**

Once the Level of Service (LOS) rankings are in, the information is forwarded to the Office of Rural Secondary Roads (ORSR)

- ORSR takes the LOS percentage amount and multiplies it by the initial allotment
- This amount equals the flex fund allocation amount for each county
    - If a county has carry forward amounts it will be added on to the total flex funds for projects (highlighted column below)

CO #	COUNTY	DIS	18-19 INITIAL DISTRIB. (90%)	17-18 BALANC EST. 12-10-17)	Flex Funds Carry Over	TOTAL FUNDS AVAILABLE	18-19 PROPOSED M & T ALLOTMENT	M & T % of INITIAL DISTRIB.	CJEXP	TOTAL AMOUNT LEFT FOR PROJECTS	"FLEX FUNDS" FOR PROJECTS	"TOTAL FLEX FUNDS" FOR PROJECTS	"FLEX FUNDS" % of INITIAL DISTRIB.	TOTAL AMOUNT MINUS "FLEX FUNDS"
004	Ballard	1	805,426	156,196	27,956	961,622	362,400	45%	2,400	596,82	201,357	229,312	25%	395,466
018	Calloway	1	1,400,395	418,737		1,819,132	532,200	38%	2,400	1,284,53	280,079	280,079	20%	1,004,453
020	Carlisle	1	661,525	118,142		779,667	297,700	45%	2,400	479,56	132,305	132,305	20%	347,262
028	Crittenden	1	1,001,288	254,458		1,255,746	380,500	38%	2,400	872,84	250,322	250,322	25%	622,524
038	Fulton	1	654,861	39,986		694,847	327,400	50%	2,400	365,04	130,972	130,972	20%	234,075
042	Graves	1	1,777,955	338,110		2,116,065	782,300	44%	2,400	1,331,36	355,591	355,591	20%	975,774
053	Hickman	1	747,354	126,026	746	873,380	373,700	50%	2,400	497,28	149,471	150,217	20%	347,809
070	Livingston	1	969,057	220,092	66,057	1,189,149	484,500	50%	2,400	702,24	242,264	308,321	25%	459,984
072	Lyon	1	779,535	226,796	5,479	1,006,331	350,800	45%	2,400	653,13	194,884	200,363	25%	458,247
073	McCracken	1	931,802	302,673	23,297	1,234,475	437,900	47%	2,400	794,17	232,951	256,247	25%	561,225
079	Marshall	1	1,289,247	298,443	43,660	1,587,690	455,100	35%	2,400	1,130,19	193,387	237,047	15%	936,803
111	Trigg	1	1,353,173	324,171	6,482	1,677,344	514,200	38%	2,400	1,160,74	270,635	277,117	20%	890,110

Notes:

OFFICE OF LOCAL PROGRAMS

Federal Funding Opportunities

State and local governments can apply to the Office of Local Programs to receive funding through these federal programs authorized by the Federal Highway Administration (FHWA) FAST Act:

Congestion Mitigation & Air Quality (CMAQ)

- The FAST Act provides from $2.3 to almost $2.5 billion in CMAQ funding for each year of the authorization-2016 through 2020. The legislation places increased emphasis on diesel engine retrofits and alternative fuel infrastructure in designated alternative fuel corridors.
- **The Kentucky Transportations Cabinet receives approximately $14 Million from FHWA for CMAQ projects per year**
  https://www.fhwa.dot.gov/environment/air_quality/cmaq/

Transportation Alternatives (TAP)

- The FAST Act eliminates the MAP-21 Transportation Alternatives Program (TAP) and replaces it with the Surface Transportation Block Grant (STBG) program funding for the Transportation Alternatives Set-Aside (TA). (Note: this program continues to be referred to as TAP within the Transportation Cabinet.) These set-aside funds cover all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.
- **The Kentucky Transportations Cabinet receives approximately $10 Million from FHWA for TAP projects per year**
  https://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm

- These programs are NOT grants; they are reimbursement programs.
  - 80% Federal Funds
  - 20% Local Match
  - Funded through 2020
- Any local government applying for funding is encouraged to read the KYTC LPA Project Administration Guide and executive summary before applying for federal funding
  - You can access the guide here:
    https://transportation.ky.gov/Program-Management/Pages/LPAGuide.aspx

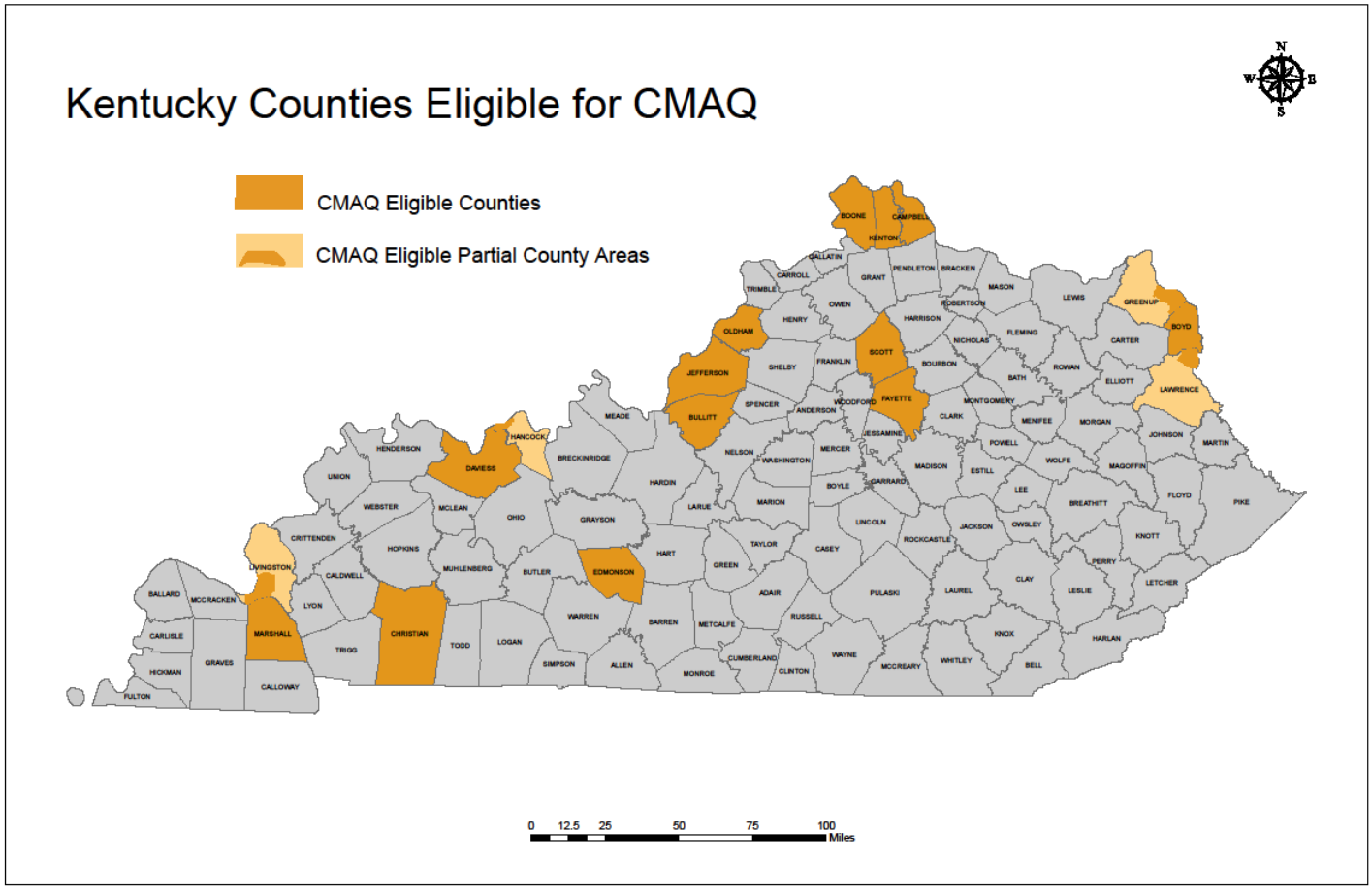
- *Note: Projects by non-profit organizations must be in partnership with a government sponsor to receive funding.*

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

The Congestion Mitigation & Air Quality (CMAQ) program is focused on improving air quality and traffic congestion in designated areas.

Eligible Areas:

- Boone, Boyd, Bullitt, Campbell, Christian, Daviess, Edmonson, Fayette, Jefferson, Kenton, Marshall, Oldham, and Scott counties
- Portions of Greenup, Hancock, Lawrence, and Livingston counties



Eligible Activities:

- Anti-idling facilities
- Transit improvements
- Shared ride services
- Alternative fuels
- Inspection & Maintenance Programs
- Experimental pilot projects
- Public outreach
- Diesel retrofits
- Idle reduction technology
- Traffic flow improvements
- Demand management
- Bicycle/Pedestrian
- Freight services

CMAQ APPLICATION

Application Guidelines:

- Applicants must be a state or local government entity. Public-private partnerships are allowed.
- Applications are submitted to KYTC-OLP and the entity's Metropolitan Planning Organization (MPO) for review. The MPOs are tasked with ranking the applications for their region based on regional significance in improving congestion and air quality.
- Applications from entities that do not have a MPO are only reviewed by KYTC.
- The application, TC 20-24, is available by going to the KYTC Forms Library or via the OLP webpage.
- Applications are only accepted during a call for applications.

CMAQ PROJECTS

THE KENTUCKY
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TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

The Transportation Alternatives Set-Aside (TAP) consists of transportation-related activities that are designed to improve accessibility and connectivity of our transportation infrastructure. All local governments are eligible to apply for funding.

TAP Requirements:

At a minimum all projects shall meet the following requirements to be considered for selection:

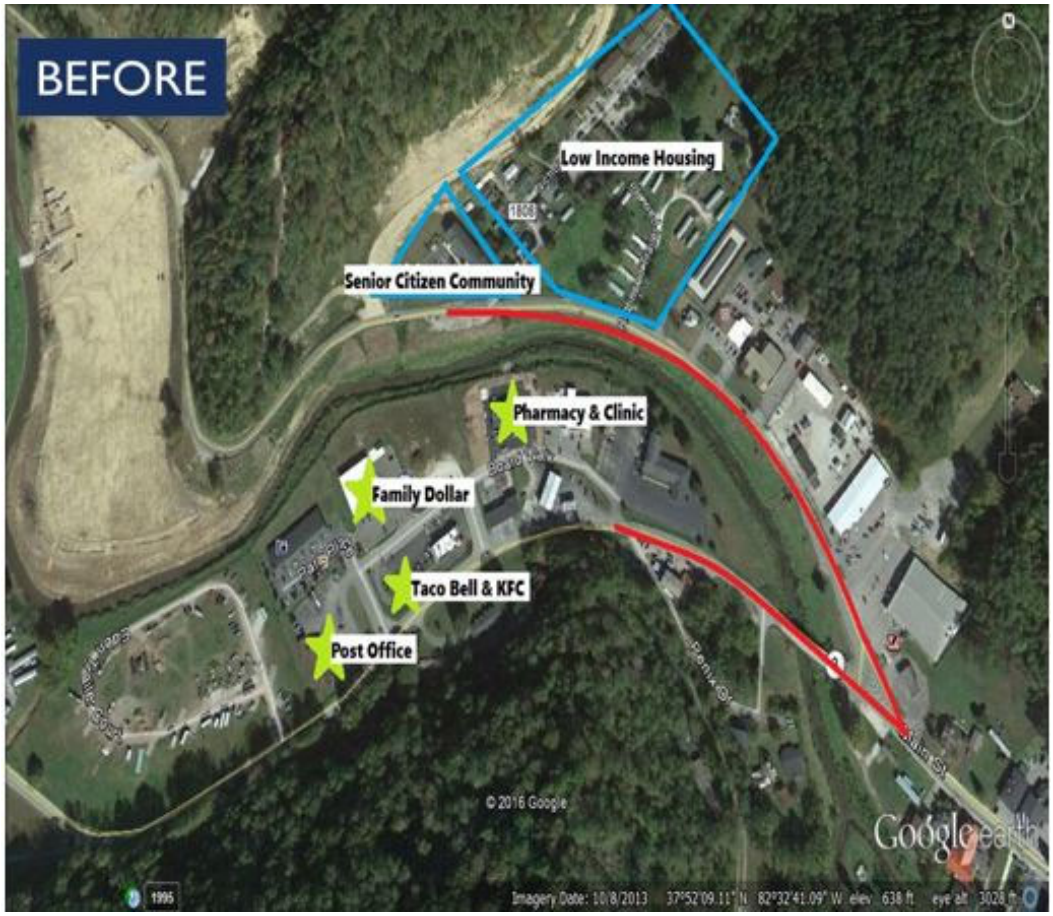
- Project must have a surface transportation relationship
- Project must promote accessibility/connectivity
- Project must meet the requirements of at least one of the eligible categories

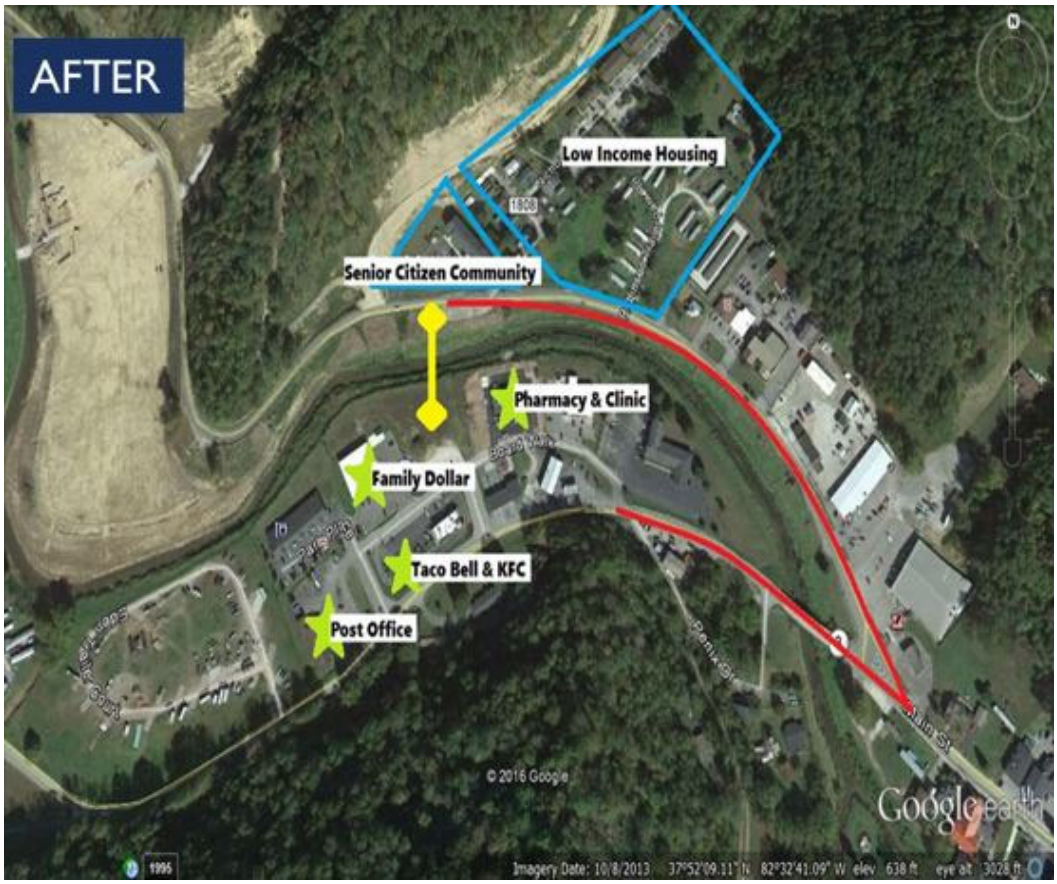
Eligible Activities:

- Bicycle, pedestrian or other non-motorized forms of transportation facilities
- Safe routes for non-drivers
- Construction of turnouts, overlooks and viewing areas
- Vegetation management
- Historic preservation of historic transportation buildings, structures or facilities only
- Conversion of abandoned railway corridors
- Inventory, control and removal of outdoor advertising
- Archeology activities related to transportation projects
- Environmental mitigation
- Safe Routes to School is now a TAP eligible activity requiring a 80/20 match

Ineligible Activities:

- Administrative costs
- Promotional activities
- General recreation and park facilities
- Playground Equipment, Playgrounds, Sports Fields, Campgrounds, Picnic Areas and Pavilions
- Routine maintenance and operations





THE KENTUCKY
TRANSPORTATION
CABINET

TAP APPLICATION

Application Guidelines:

Any city or county government may apply

- Funds for areas with a population over 200,000 are sub-allocated to the Metropolitan Planning Organization (MPO) for that area
- Applications from entities that do not have a MPO are only reviewed by KYTC
- A previous application, TC 20-36, is available for review by going to the KYTC Forms Library or via the OLP webpage
- Applications are only accepted during a call for applications, which is announced via email, websites and conferences

Right of Way (ROW)

- Answer the questions!
- City, county, or state ROW?
- Have you reviewed the property records?
- Are you familiar with the Uniform Code of Acquisition?
    - If no, please consult the District Office or the Office of Local Programs before pursuing ROW property

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TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

SECTION 3: PROJECT DESCRIPTION

In this section, provide infrastructure improvements to include a detailed project description, location, and right of way information. Use additional copies of these pages as needed.

INFRASTRUCTURE IMPROVEMENTS

LOCATION		Is this a state road? ☐ Yes ☐ No
TYPE OF IMPROVEMENT		
BEGINNING POINT *(Be specific.)*	STREET NAME,INTERSECTION, ADDRESS	GPS COORDINATE OR MILE POINT
ENDING POINT *(Be specific.)*	STREET NAME, INTERSECTION, ADDRESS	GPS COORDINATE OR MILE POINT
TOTAL LENGTH *(if applicable)*	SIDE OF STREET/DIRECTION *(if applicable) (Use N/S/E/W.)*	WIDTH *(if applicable)*

Use the space below to provide additional detailed information, to include side of road, direction, and any other relevant information. (See Instructions file for specific examples.)

- Accurate Mile Points
- Total Length
- Total Width – 5ft, 8ft, 10ft…
- Project Placement – Cardinal Location
- Connections
- ADA Compliance

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SECTION 3: PROJECT DESCRIPTION *(cont.)*

TRAFFIC CONTROL MEASURES

Describe traffic control measures requested to include signs, signals, roadway markings, crosswalks, school zones, and any other relevant information.

RIGHT OF WAY

If the project is awarded funding, the applicant will be required to provide proof of public right of way OR as a federally funded transportation project, it must follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The Uniform Act only allows you to identify the properties for initial design and budgeting. You CANNOT begin acquisitions or approach property owners until the Environmental Analysis is complete and you are given an Official Order to begin right of way acquisition. This applies to all acquisitions, including donations.

☐ Yes	☐ No	Does sufficient public right of way exist to build this project?
☐ Yes	☐ No	Have you identified properties potentially affected by this project?
☐ Yes	☐ No	Have you budgeted funding for both the processing and fair market value of each property?

If the applicant is required to acquire property or easements, list the properties, property owners, and type of acquisition or easement.

#	DESCRIPTION	PROPERTY OWNER	TYPE OF ACQUISITION OR EASEMENT
1.			
2.			
3.			
4.			
5.			

Project Budget

- Make budget a focus!
- Consult with an engineering firm or your local highway district office
- Factor in prevailing wage rates
- Utilize ROW research. Do not assume you will not have ROW costs
- Cash match is always preferred
- Use of local forces will only be approved in rare circumstances

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TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

SECTION 5: TOTAL PROJECT COST *(includes match)*

IMPORTANT: The Office of Local Programs uses the cost estimate to determine the amount of funding; therefore, the estimate for each phase of the project must be as accurate as possible. To find out more information about cost estimates, consult the Local Public Agency (LPA) Guide.

PHASE	COST
Preliminary Engineering/Design	
Right of Way (ROW)	
Utilities	
Construction	
Construction Engineering/Inspection	
Contingency (10%)	
TOTAL PROJECT COST	$0.00
TOTAL FEDERAL FUNDS REQUESTED	

LOCAL PUBLIC AGENCY (LPA) MATCH

TAP projects require a 20% match. KYTC will accept forms of match to include cash, property dedicated to the project, professional services, employee labor, agency-owned materials, and equipment. Match for selected projects must be properly documented and authorized by FHWA as project funding is set up. Please note that once match for a project has been approved you will not be able to change the type of match. Match other than cash or property will require FHWA approval via a Public Interest Finding (PIF). Work completed prior to authorization of federal funds may not be used as match.

ITEM	AMOUNT
Cash (preferred)	
Property	
Professional Services	
Labor and/or Equipment	
Other (Specify below.)*	
*	
TOTAL MATCH PROVIDED	$0.00

FINANCIAL FEASIBILITY

Will the funds requested in this application fully fund the project? ☐ Yes ☐ No

If no, provide the gap amount and how the difference will be covered.

SECTION 6: CONNECTIVITY/PROJECT IMPACT/COMMUNITY SUPPORT

List all neighborhood retail and essential services located within a ½-mile radius of your project.

SERVICE	# OF ESTABLISHMENTS
Community /Civic Center/Library/Social Service	
Child Care	
Grocery Store/Farmers Market	
Park/Playground	
Laundry/Dry Cleaner	
Restaurants/Retail/Entertainment	
Medical Office/Pharmacy	
Police or Fire Station	

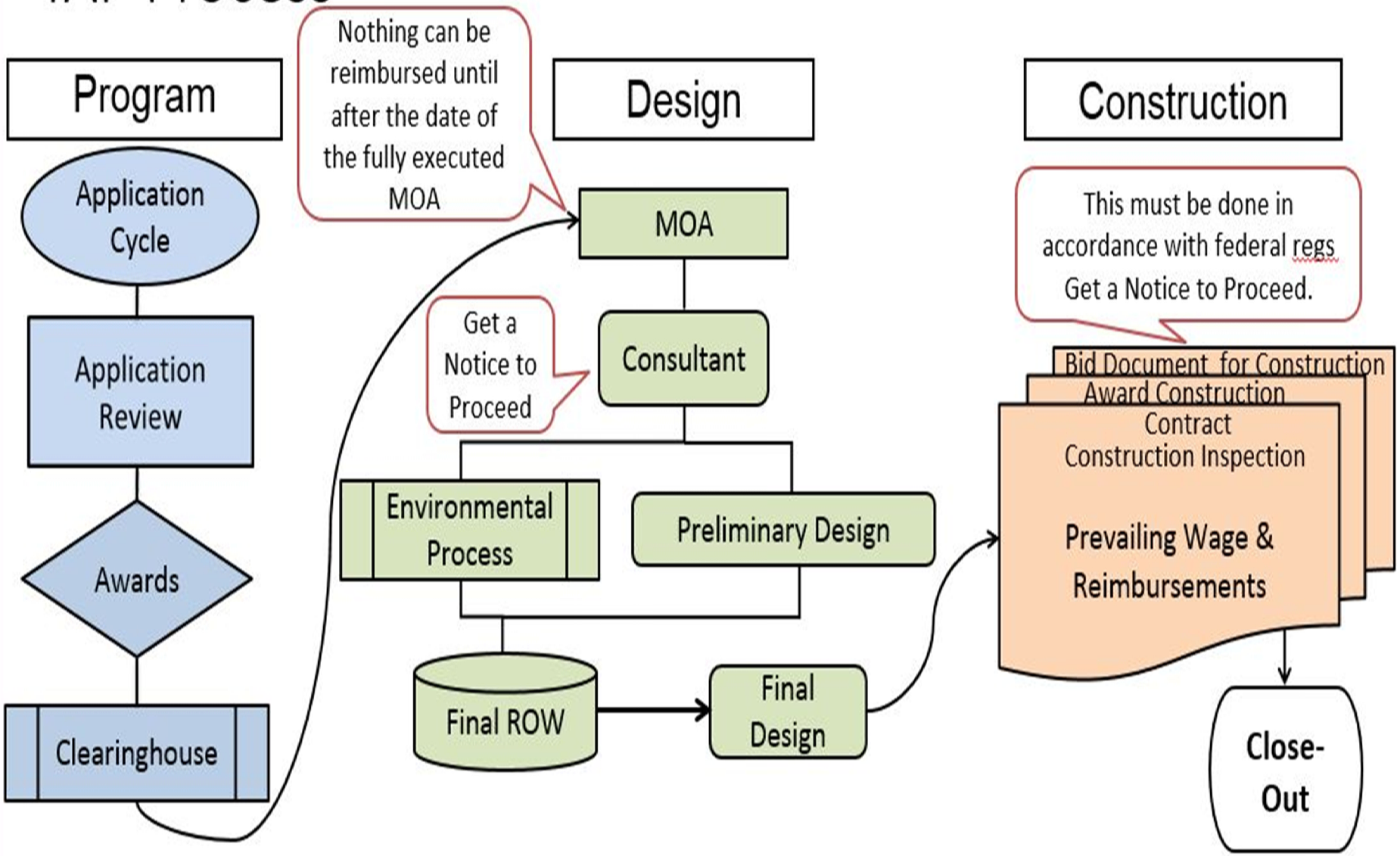
Is this project part of a local or regional growth or sustainability plan? ☐ Yes ☐ No

NOTES:

TAP PROJECT TIME FRAME:

Action	Est Length
Application Cycle	2 months
Review Period	1 month
Decisions	6 - 13 months
FHWA Decision Concurrence	1 month
STIP Authorization	1-2 months
TIP Authorization	2 months
MOA & Resolution	2 months
Design Consultant & PreDesign Mtg	2 months
75% Design	3 months
SHPO & Environmental (Archeaology)	2 months
ROW	2-6 months
Bid Documents (DBE goal, cost est, proposal)	2 months
Bid Advertisement & Concurrence	1 month
Mobilization	1 month
Construction	2-6 months+
Final paperwork, payments, closing	1 month

TAP Process


Program
Application Cycle
Application Review
Awards
Clearinghouse
Nothing can be reimbursed until after the date of the fully executed MOA
Design
MOA
Get a Notice to Proceed
Consultant
Environmental Process
Preliminary Design
Final ROW
Final Design
Construction
This must be done in accordance with federal regs Get a Notice to Proceed.
Bid Document for Construction
Award Construction Contract
Construction Inspection
Prevailing Wage & Reimbursements
Close-Out

HISTORIC PRESERVATION

National Historic Preservation Act, Section 106 and Environmental Review

The Office of Local Program works with the Kentucky Heritage Council to concur that any Transportation-related project receiving Federal funding complies with the Federal standards of the National Historic Preservation Act.

Specifically Section 106 of the National Historic Preservation Act (NHPA) of 1966 requires federal agencies to consider the effect their activities may have on properties listed in or determined eligible for the National Register of Historic Places. These activities or "undertakings" include any projects that are federally funded, permitted or licensed. In many instances, a federal agency may delegate responsibility for initiating a Section 106 project review to the applicant (e.g., **the state agency**, city, utility or developer who is receiving federal funds or applying for a federal permit or license). As spelled out in 36 CFR Part 800, the process does not guarantee that historic properties or archaeological resources will not be impacted by an undertaking, but it does provide the opportunity for potential adverse effects to be considered and alternatives to minimize them to be evaluated.

The sooner the Section 106 process is initiated, the better. By submitting a project for state review in the early stages, an agency or applicant can avoid unnecessary project delays. Early coordination may also allow a project to be redesigned to minimize adverse effects to historic structures and archaeological resources.

Section 106 Goals

The three main goals of the Section 106 review and compliance process are:

1. To identify historic properties or archaeological resources listed in or eligible for listing in the National Register of Historic Places that may be adversely affected by a project. This is accomplished by a review of site inventories maintained by the Kentucky Heritage Council and the Kentucky Office of State Archaeology, and by undertaking archaeological and historic structure surveys;
2. To identify the effect an undertaking will have on historic properties or archaeological resources located within the Area of Potential Effect (APE). The staff of the Kentucky Heritage Council works in conjunction with OLP and may consult with the agency, applicant, and consulting parties during a review of the project. KHC/OLP makes its assessment based on criteria found in the council's regulations: No effect: the undertaking will not affect historic properties or archaeological resources;
    - **No effect:** the undertaking will not affect historic properties or archaeological resources;
    - **No adverse effect:** the undertaking will affect one or more historic properties, but the effect will not be harmful;

- **Adverse effect:** the undertaking will harm one or more historic properties or archaeological sites

3. To find ways to avoid or minimize adverse effects on significant historic properties or archaeological resources. If through consultation with all involved parties this cannot be accomplished, OLP staff will work with the KY Heritage Council, federal agency, applicant, and other consulting parties to develop a Memorandum of Agreement (MOA) that outlines how the adverse effects to these properties will be addressed.

Protected species indigenous to Kentucky:

Bats, Beetles and Running Buffalo Clover

NOTES:

OBTAINING REIMBURSEMENT

All programs in the Office of Local Programs are reimbursement, 80/20 match programs (80% federally funded, 20% locally funded).

OLP Reimbursement Guidelines:

- Complete the 1st and 2nd page of the Request for Reimbursement form (TC 20-29)
- Attach invoices for work completed. Invoice should show company name, specific location of work, total amount charged
- Attach cancelled checks (should indicate location/expense)
- Complete Non-Cash Match document forms if needed (TC 20-40)

QUESTIONS?

DEPARTMENT OF RURAL AND MUNICIPAL AID

Kentucky Transportation Cabinet

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All information can be found on our website:
WWW.TRANSPORTATION.KY.GOV