RURAL & SECONDARY ROADS



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

MEET THE STAFF

The Office of the Commissioner

- Gray Tomblyn II, Commissioner
- Ashley Hanson, Executive Advisor
- Sara Hall, Executive Administrative Assistant
- Dawn Noble, Special Assistant

Field Representatives

- Jill Horn—Eastern Kentucky
- Mark Welch—Western Kentucky
- Nick Van Over Northern Kentucky

The Office of Rural Secondary Roads

- Craig Caudill, Executive Director *Acting
- Shelby Peel, Executive Staff Advisor

Engineering Branch

- Transportation Engineering Technologist
- Transportation Engineering Technologist
- Resource Management Analyst

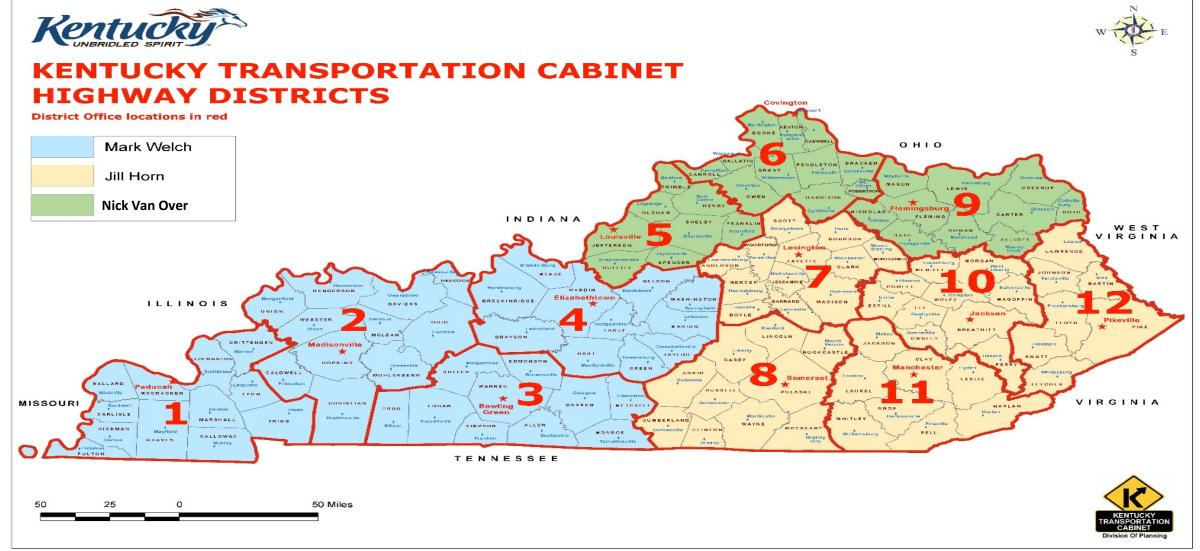
The Office of Local Programs

- Jackie Jones, Executive Staff Advisor—CMAQ Program Administrator
- Kimberly Tompkins, Federal Program Coordinator—TAP Program Administrator
- Michael Jones, Historic Preservation Program Manager



FIELD REPRESENTATIVES







Offices Within the Department

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.

The Office of Rural Secondary Roads





Programs Offered in the Office of Rural Secondary Roads

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.

Revenue Share Breakdown

RURAL SECONDARY ALLOTMENT

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

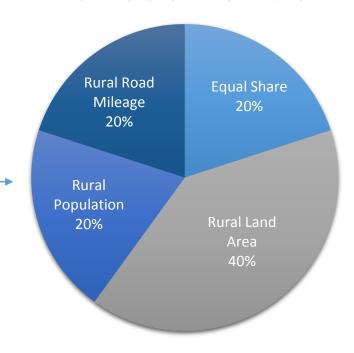
COUNTY ROAD AID ALLOTMENT

- 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

Formula of the Fifths



Population of City

Statewide Municipal Population

CRA/MRA Cooperative Program Funding

County Road Aid (CRA) 18.3%

- FY 2018 is \$127,467,300 Actual
- FY 2019 is \$127,101,300 Projected
- FY 2020 is \$127,467,300 Projected

Participation: 118 counties (98.3%)

Municipal Road Aid (MRA) 7.7%

- FY 2018 is \$53,633,800 Actual
- FY 2019 is \$53,479,800 Projected
- FY 2020 is \$53,633,800 Projected
 - 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

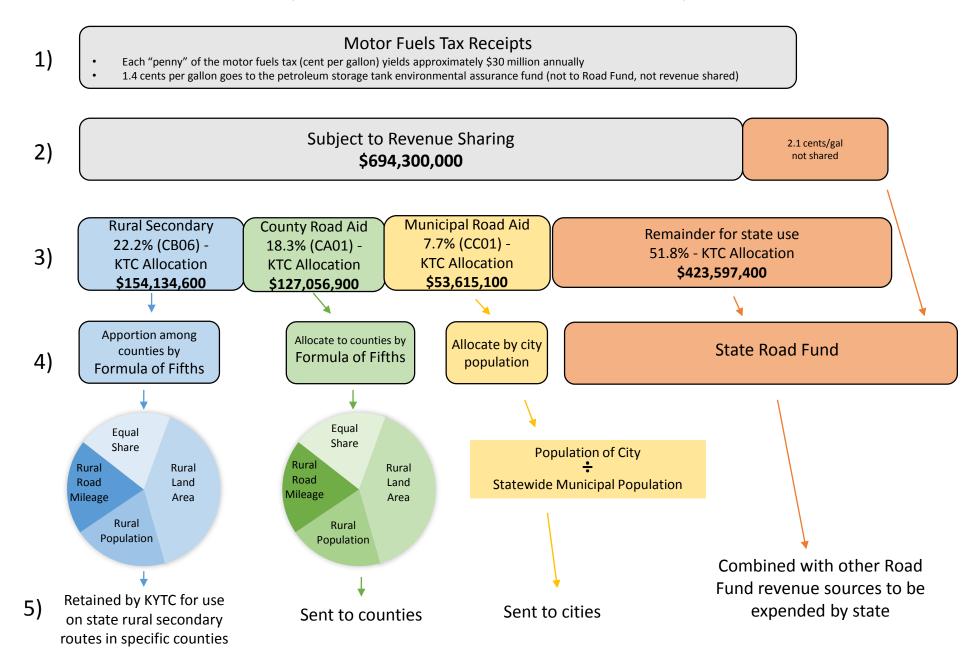
Participation: 149 municipalities (32.0%)

Funding Disbursement Schedule

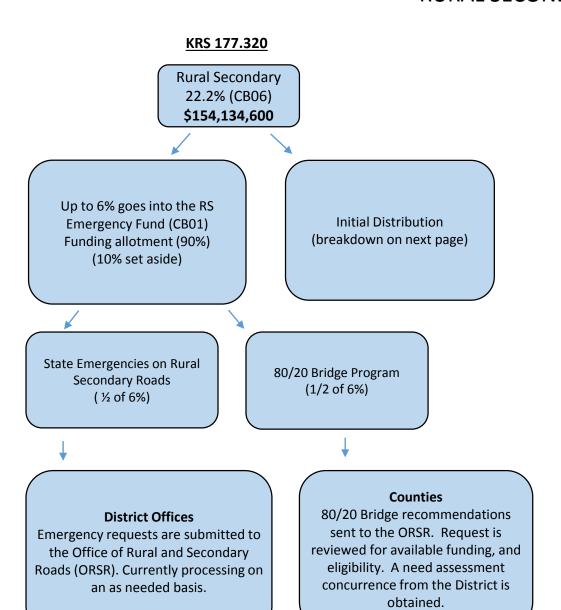
- 60% of projected annual allocation is made available in August
- Additionally, up to 30% of projected annual allocation is made available in February
- Remaining balance of total allocation is distributed after June 30, when the final gas receipt collections are tabulated for the fiscal fear

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

MOTOR FUELS TAX RECEIPTS STATUTORY REVENUE SHARING (FY19 TENTATIVE ALLOCATIONS - HB201)



EMERGENCY FUNDING RURAL SECONDARY – COUNTY – MUNICIPAL



KRS 177.320

County Road Aid
18.3% in Cooperative Program
(CA02)
\$127,056,900

3% goes into the County Emergency Fund (CA03) Funding is allotted based on need and a first come, first serve basis. \$3,569,406

Counties

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

KRS 177.365 & 177.366

Municipal Road Aid
7.7% - Cities in Cooperative
Program (CC02)
\$53,615,100

3% goes into the Municipal Emergency Fund (CCO3)
Funding is allotted based on need and a first come, first serve basis.
\$401,353

Cities

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

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

RURAL SECONDARY FUNDING BREAKDOWN

FUNDING DERIVED FROM THE RS INITIAL DISTRIBUTION (CB06)

1

MAINTENANCE & TRAFFIC

On Rural Secondary Roads \$57,180,600

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.

COUNTY JUDGE EXECUTIVE Stipend \$459,578

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

RURAL SECONDARY LETTINGS

RS Road Projects - County \$75,093,885

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.

FLEX FUNDS

4

Resurfacing on county roads \$21,921,708

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

Rural Secondary Maintenance and Traffic

Rural Secondary Lettings



RS Maintenance and Traffic

At the end of each Calendar year the Office of Rural Secondary Roads (RS) communicates with each District Office regarding their budget for the upcoming FY regarding their rural secondary roads.

- The Rural Secondary Roads Executive Director or Branch Manager will reach out via email to each District concerning their Maintenance and Traffic apportionment and their Project apportionment
 - The RS Office will present the previous years percentages and ask for any recommended changes.
 - Depending on the District maintenance schedules on the rural secondary roads and the projects expected to take place in the coming year, the funding percentages have the ability to fluctuate to accomplish those tasks.
 - These numbers are NOT set in stone and should be altered as needed.

The Flex Fund

Funds allocated to counties for resurfacing



The Flex Fund

What are Flex Funds?

- These are funds set aside from the Rural Secondary apportionment to help counties in their resurfacing needs.
- With over 40,000 county road miles we recognize the need for assistance!
- This program is not governed by a KRS and therefore, is at the state's discretion.

• The Governor re-upped this program, the administration could at anytime decide that the state does not have enough funding to complete our own projects and keep these funds to help out...but we do not foresee that happening anytime

soon.



RS personnel communicates with each county what their Flex Fund allotment will be by February of each calendar year.

The Flex Fund

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

Features used in determining the rating

 Rideability

- Appearance
- Vertical Clearance
- Guardrail Specifications
- Guardrail Damage

- **Visual Obstructions**
- Fencing
- Attenuators
- Potholes
- Rutting

- Pavement Drop Off
- Drains
- Ditches
- Curb and Gutter
- White Stripe
- Yellow Stripe

- Guide Signs
- Guide Sign Assemblies
- Warning and Reg. Signs
- Warning and Reg. SignAssemblies

Level of Service on Rural Secondary Rds.

RS Level of Service Rankings

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

Once the Level of Service (LOS) rankings are completed by the Division of Maintenance, Pavement Operations Branch, the information is forwarded to the Office of Rural Secondary Roads (ORSR)

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

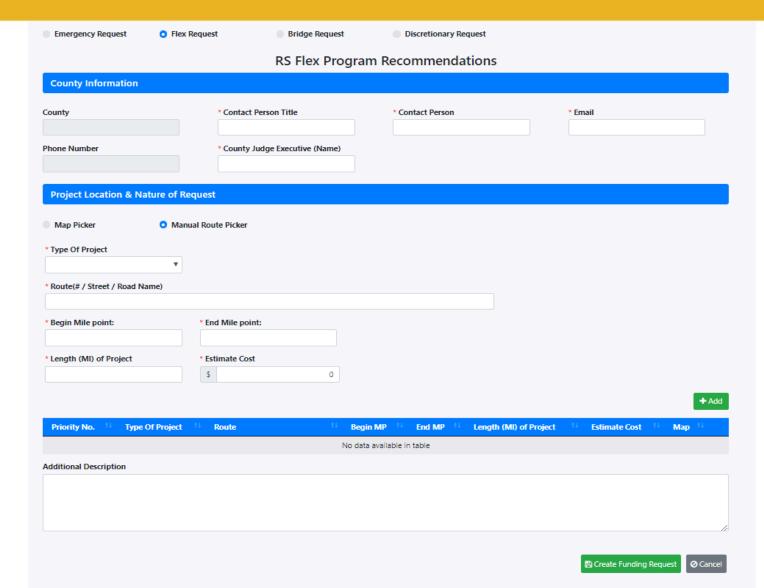
CO#	COUNTY	DIS	18-19 Initial Distrib. (90%)	17-18 <u>Balance</u> (EST. 12-2 17)	Flex Funds Carry Over	<u>TOTAL</u> Funds Vailable	18-19 PROPOSED M.&.T. ALLOTMENT	M&T % of Initial Distrib.	CJEXP	TOTAL AMOUNT LEFT FOR PROJECT	"FLEX FUNDS" FOR PROJECTS	"TOTAL FLEX FUNDS" FOR PROJECTS	"FLEX. FUNDS" % of Initial. Distrib.	IOTAL AMOUNT MINUS "FLEX EUNDS"
004	Ballard	1	805,426	156, 19	27,956	961,622	362,400	45%	2,400	596,82	201,357	229,312	25%	395,466
018	Calloway	1	1,400,398	418,73		1,819,132	532,200	38%	2,400	1,284,53	280,079	280,079	20%	1,004,453
020	Carlisle	1	661,525	118,14		779,667	297,700	45%	2,400	479,56	132,305	132,305	20%	347,262
028	Crittenden	1	1,001,288	254,45		1,255,746	380,500	38%	2,400	872,84	250,322	250,322	25%	622,524
038	Fulton	1	654,861	39,98		694,847	327,400	50%	2,400	365,04	130,972	130,972	20%	234,075
042	Graves	1	1,777,958	338, 11		2,116,065	782,300	44%	2,400	1,331,38	355,591	355,591	20%	975,774
053	Hickman	1	747,354	126,02	746	873,380	373,700	50%	2,400	497,28	149,471	150,217	20%	347,809
070	Livingston	1	969,057	220,09	66,057	1, 189, 149	484,500	50%	2,400	702,24	242,264	308,321	25%	459,984
072	Lyon	1	779,538	226,79	5,479	1,006,331	350,800	45%	2,400	653, 13	194,884	200,363	25%	458,247
073	McCracken	1	931,802	302,67	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	298,44	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, 17	6,482	1,677,344	514,200	38%	2,400	1,160,74	270,635	277,117	20%	890,110

Flex Fund Process

Application Guidelines:

- County must complete and submit their Flex Fund recommendation list to ORSR in Frankfort
 - Completed Flex Recommendation form (TC 20-34). Available on our website in our Forms Library: https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-20).aspx
 - 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

Flex Fund Electronic Form



Milepoint Locator Map





The RS 80/20 Bridge Program

Funds allocated to counties for drainage structure maintenance



RS 80/20 Bridge Program

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

(This program is not governed by a KRS and, therefore, is at the state's discretion)













RS 80/20 Bridge

In <u>FY 2018</u> the Rural Secondary Office funded 80% of <u>84 requests</u>, most of which included multiple locations on each request.

• Totaling a state investment into repairing or replacing drainage structures or bridges across the commonwealth of \$7,451,549

In <u>FY 2019</u> the Rural Secondary Office has funded 80% of <u>31 requests</u>, most of which included multiple locations on each request.

Totaling a state investment into repairing or replacing drainage structures or bridges across the commonwealth of \$2,544,226

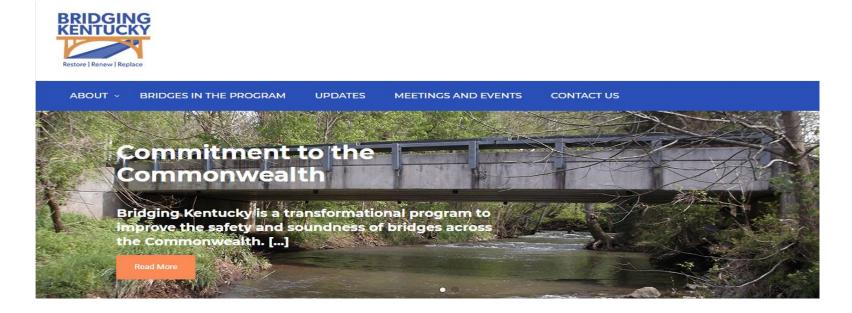
The KYTC Division of Structural Design has created "bridge" drawings at no cost to the counties and are now available for use:

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

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

Bridging Kentucky

- The Governor's Bridging KY initiative has help tremendously in reducing the number of deficient structures across the commonwealth.
- Because of this program Counties are able to not only have a bridge or structure repaired or replaced by the state, but still utilize our program and receive up to \$80,000 to use towards repairing or replacing other drainage structures in their counties.
- Win-Win!

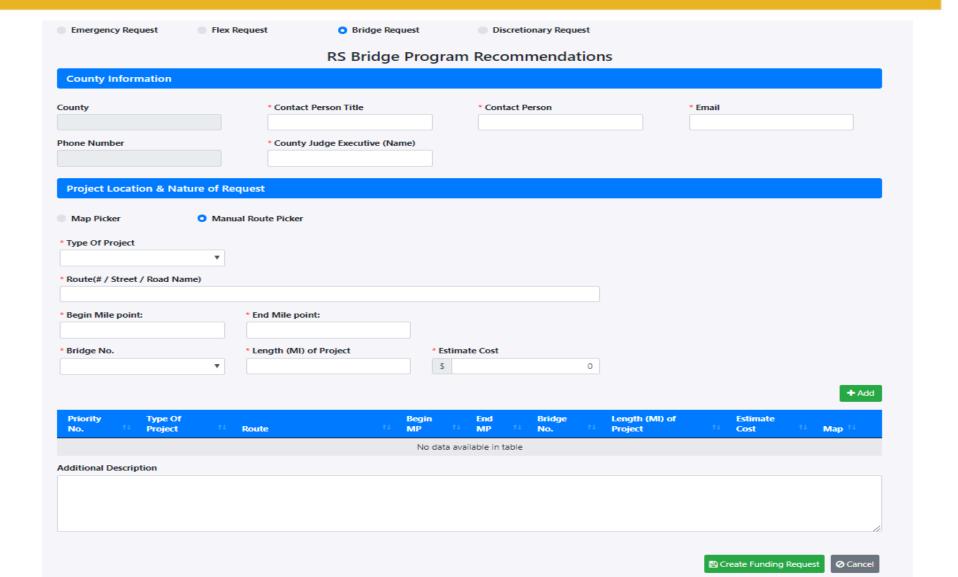


RS 80/20 Bridge Process

Application Guidelines:

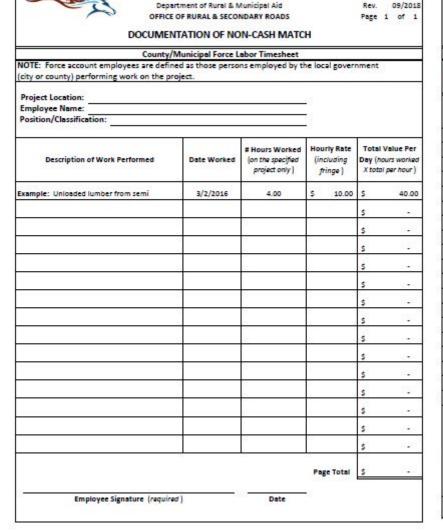
- County submits recommendation package to ORSR in Central Office (CO) in Frankfort. This package consists of:
 - Completed Bridge Recommendation Form (TC 20-35) available on our website in our Forms Library: https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-20).aspx
 - Mile 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

RS 80/20 Bridge Electronic Form



Reimbursement Non-Cash Match

TC 20-40



KENTUCKY TRANSPORTATION CABINET

Purchased/Donated Mat	erials Value	
roject 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
2		
		3
	TOTAL Value:	s -
	7	
certify that, to the best of my knowledge, the materials, quantitie: o materials used as match on this project have been purchased wi		ove are accurate and that
Project Manager	Date	



KENTUCKY TRANSPORTATION CABINET
Department of Rural & Municiapal Aid
OFFICE OF RURAL & SECONDARY ROADS

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DOCUMENTATION OF NON-CASH MATCH

ate	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 Operato Signature
				\$.	4	
				\$.	5)	
		, c	6	\$ -	6.1	
				\$.	8	
				\$.	5)	
		.6	6	\$ -	8.5	
				\$.	4	
				\$.	5)	
				\$ -	\$3	
				\$ -	8	
				\$.		
			0	\$.	9	
				\$.	2	
				\$.		
	(1		0	\$.	(6)	
				\$ -	4	
		TOTAL Valu	ue of Equipment Use:	\$ -		

The Emergency Fund



The County Emergency Fund

The 3% withheld from each cooperative participating county's road aid allocation is placed into the County Emergency Road Aid Fund. Counties have the ability to apply for funding assistance on emergency projects throughout the year.

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



County Emergency

In **FY 2018** the state was able to respond to **71 county emergency project requests.**

So far in FY 2019 the state has authorized funding for 36 emergency project requests.

- Majority were categorized as a slip or slide repair
- Drainage structures or bridge failures some categorized as "one way in, one way out"
- Damage hindering first responders from entering an area
- Or a Local school bus could not traverse the area



Authorized County Road Aid

Investment to-date:

FY18: \$3,915,045

FY19: \$1,648,701

County Emergency Process TC 20-16

Application Guidelines:

- Requires application form (TC 20-16), photographs, and detailed cost estimate or quote
- Because this is an emergency, <u>you may begin work at anytime</u>. 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.)
- 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.

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

Emergency Request TC 20-16

Submit along with:

- Pictures
- Detailed cost estimate



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

TC 20-16 Rev. 05/2016 Page 1 of 1

MUNICIPAL AND COUNTY ROAD AID EMERGENCY REQUEST

ME (city/county) CONTACT PERSON		EMAIL ADDRESS			
DDRESS (street address, city,	state, zip)	PHONE	FAX		
BILLION AND DOOR		<u> </u>			
	TION & NATURE OF REQUEST				
TREET/ROAD NAME		COUNTY ROAD NUMBER			
ROJECT LOCATION (name of	nearest intersecting road and distan	vo from mojert)			
none in the same of		ca judin projecty			
		TOTAL PROJECT CO:	ST ESTIMATE:		
ECTION 3: PRIOR PROJEC	T REQUESTED (Use additional)				
	T REQUESTED (Use additional:	sheets if needed.)	ST ESTIMATE: NONE LETED YES NO		
		sheets if needed.)	NONE		
OAD NAME & NUMBER		sheets if needed.) COMP	NONE NONE LETED YES NO		
OAD NAME & NUMBER	TYPE OF WORK	sheets if needed.) COMP	NONE NONE SPENT:		
OAD NAME & NUMBER	TYPE OF WORK DEPARTMENT OF RURAL AND N PHOTOS	sheets if needed.) COMP TOTAL MUNICIPAL AID OFFICE U	NONE NONE SPENT: SE ONLY		

The Rural Secondary Emergency Fund

Up to 6% is withheld from the Rural Secondary revenue share initial allotment and placed into the Rural Secondary Emergency Fund. Districts have the ability to apply for funding assistance on rural secondary emergency projects throughout the year.

FY 2018, 89 project requests were approved and funded along secondary routes. Many of these requests include multiple locations. The majority of the requests were to address slip and slide repairs.

Totaling a state investment of \$7,169,675.08.

So far in **FY 2019, 19 project requests** have been approved and funded. Majority of those have been slip and slide repairs. Totaling a state investment of \$1,968,939.





Discretionary Funding



Discretionary Funding (FD39)

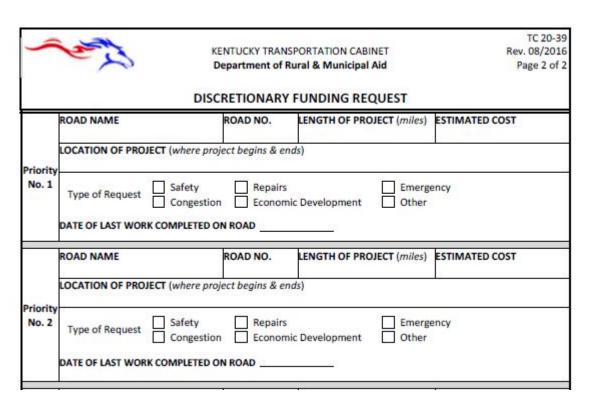
The Discretionary Fund, also known as the Highway Contingency Account (FD39), is administered by the Department of Rural and Municipal Aid.

- This fund receives an annual allocation of 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

County Officials must make every effort to exhaust all Department allocated funding (flex funds and RS 80/20 Bridge funds) to be considered for Discretionary funding.

Discretionary Request TC 20-39

The same	KENTUCKY TRANSPORTATION Department of Rural & Mur		TC 20-39 Rev. 08/2016 Page 1 of 2
	DISCRETIONARY FUNDIN	G REQUEST	
SECTION 1: REQUESTOR NAME	CONTACT PERSON	EMAIL ADDRES	SS
MAILING ADDRESS		PHONE	FAX
SECTION 2: NATURE OF I	REQUEST		
	Type of Request The total of all boxes selected must equal 100%	The second secon	ose Affected
Safety%		% Number of con	stituents
Congestion % Repairs %		% Number of loca	businesses
SECTION 3: JUSTIFICATIO	DN of the funding request, highlighting the imp	and this areinst will be us	
SECTION 4: DETAILS OF F	2010 - 1000 - 10	Calcu	lations
Pictures Yes No	District Evaluation Yes No	Company of the second	lations:
		Project estimate Less: Public Sector Contributi Private Sector Contribut	ion
		Total Remaining Need/ Contribution Requeste	



Reimbursements are submitted to your Highway District Office.

- Complete TC 20-38,
- Attach invoices and cancelled checks

QUESTIONS?

CONTACT INFORMATION

DEPARTMENT OF RURAL AND MUNICIPAL AID Office of Rural Secondary Roads

Kentucky Transportation Cabinet 200 Mero Street, 6th Floor—East Frankfort, KY 40622 (502) 564-2060

EMAIL: RuralandMunicipalAid@ky.gov

All information can be found on our website:

WWW.TRANSPORTATION.KY.GOV