

**Department of
Rural and Municipal Aid**

KYTC

**Rural and Municipal Aid Funding
Crash Course**



ABOUT BOBBI JO



Bobbi Jo gives back to the community by providing pro bono legal services to the LIGHT Center, a service provider to homeless and needy families, as well as HEROES (Helping Educate Reaching Out Ending Stigma), a non-profit support group fighting against drugs and addiction. She is a current Board Member for New Vista and the Family Resource Council in Anderson County.

Bobbi Jo is married to her husband of 37 years, Donald Lewis, has two children, four grandchildren and one on the way.

- Served almost 18 years as Anderson County Attorney
- Served 12 years prior in the Anderson County Attorney's Office
- Awarded Kentucky Outstanding County Attorney of 2017
- Received awards from the Kentucky Sheriff's Association, Bluegrass Alliance for Women, and the Anderson County DARE Program.
- Served as a Board Member of the Kentucky County Attorney's Association from 2014-2016
- taught fellow prosecutors at the Kentucky Prosecutors Institute from 2006-2010 and 2015-2016 and 2019.
- Graduated summa cum laude from Kentucky State University
- Received her law degree cum laude from the University of Kentucky College of Law (selected as a member of the Kentucky Chapter of the Order of the Coif)

OFFICE STAFF

THE OFFICE OF THE COMMISSIONER

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

THE OFFICE OF RURAL SECONDARY ROADS

- **Craig Caudill** Transportation Engineering Branch Manager
- **Shelby Peel** RS Project Manager
- **Sara Hall** RS Project Payment Manager

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

- **Doug Taylor** Western Kentucky
- **Kenny Morgan** Southern Kentucky
- **Barry Davis** Eastern Kentucky
- **Fred Siegelman** Central Kentucky



OFFICES WITHIN THE DEPARTMENT

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

The Department oversees two offices:

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



The Office of Rural and Secondary Roads

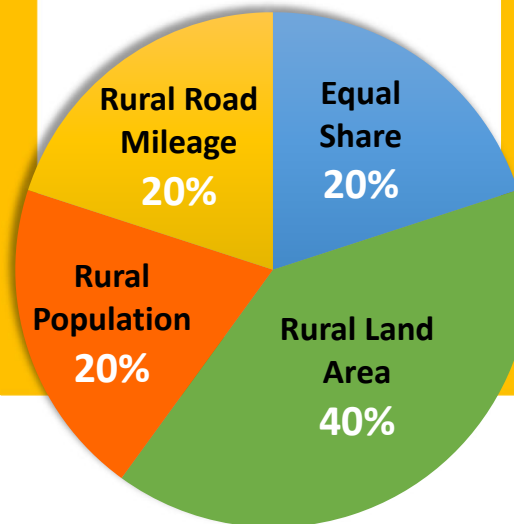


REVENUE SHARE BREAKDOWN

RURAL SECONDARY ALLOTMENT

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

Formula of the Fifths



COUNTY ROAD AID ALLOTMENT

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



MUNICIPAL ROAD AID ALLOTMENT

KRS 177.36 & 177.366

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

Allotment per city determined by population

Used for construction, reconstruction and maintenance of city streets

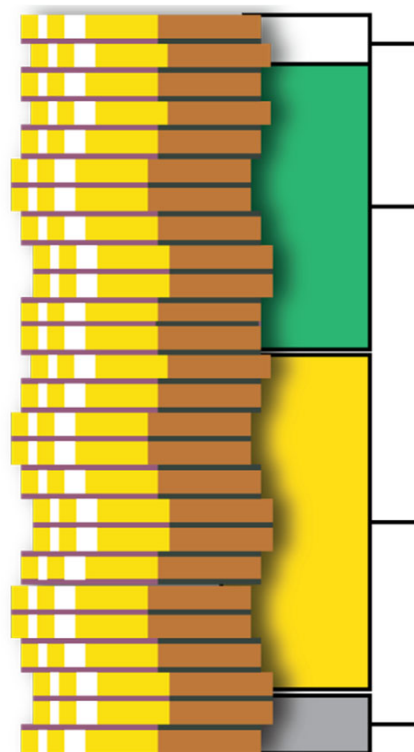
3% allocated to the municipal emergency account



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

MOTOR FUELS TAX RECEIPTS STATUTORY REVENUE SHARING

(FY22 TENTATIVE ALLOCATIONS UPDATED – CFG ROAD FUND ESTIMATE)



**Petroleum Storage
Tank Fund = 1.4 cpg (\$42 Million)**

Rural Secondary Road Aid – 22.2% (CB06) = \$156,557,200

Retained by KYTC for use on state rural secondary routes in specific counties

County Road Aid – 18.3% (CA01) = \$129,053,900

To be sent to Counties

Municipal Road Aid – 7.7% (CC01) = \$54,301,300

To be sent to Cities

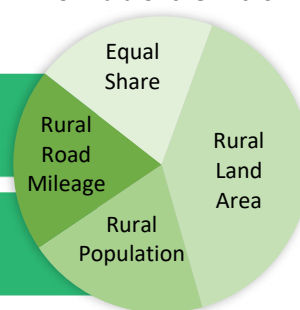
To the Road Fund for use by KYTC -

Combined with other Road Fund revenue sources to be expended by state

2.1 cpg dedicated to 2005/2006

TAK Bond Issue = \$63.0 million

Formula of the Fifths



FUNDING BREAKDOWN - EMERGENCY FUNDING

RURAL SECONDARY

(KRS 177.320) 22.2% (CB06) = \$156,557,200

RS EMERGENCY FUND

(CB01)

Up to 6%

Funding allotment (90%)
(10% set aside)

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

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

**80/20
BRIDGE
PROGRAM**
(½ of 6%)

District Offices

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

COUNTIES

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

COUNTY ROAD AID

KRS 177.320

18.3% in Cooperative Program
(CA02)

= \$129,053,900

COUNTY EMERGENCY FUND (CA03)

3%

Funding is allotted based on need and
a first come, first serve basis.

= \$3,830,449

COUNTIES

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

MUNICIPAL ROAD AID

KRS 177.36 & 177.366

7.7% - Cities in Cooperative
Program (CC02)

= \$54,301,300

MUNICIPAL EMERGENCY FUND (CC03)

3%

Funding is allotted based on need
and a first come, first serve basis.

= \$349,605

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
\$57,699,700

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
= \$307,448

\$2,584
Yearly stipend to each judge. (Excludes Jefferson CJE)

3

RURAL SECONDARY LETTINGS

RS Road Projects – County
= \$75,470,115

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
= \$27,308,611*

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



RS COOPERATIVE PROGRAM



COUNTY AND MUNICIPAL ROAD AID PROGRAM



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

There are two ways to receive Road Aid funds:

- 1) Monthly through the Kentucky Department for Local Government (DLG), OR
- 2) Join the ORSR Cooperative Program – ***Distribution will be on 60-30-10 schedule***

***Agreements are being sent out as we speak and should be sent back ASAP

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

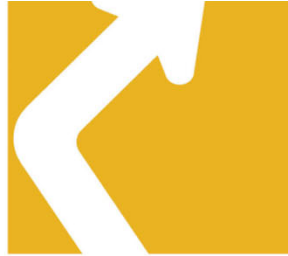




The Emergency Fund



THE COUNTY/MUNICIPAL EMERGENCY FUND



3%

The 3% withheld from each cooperative participating county or city's road aid allocation is placed into the County or Municipal Emergency Road Aid Fund. Counties and Cities can apply for funding assistance on emergency projects throughout the year.

80/20 Match

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



EMERGENCY PROCESS: TC 20-16

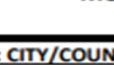


Application Guidelines:

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

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

Submit along with:

- |  | | KENTUCKY TRANSPORTATION CABINET
Department of Rural and Municipal Aid
OFFICE OF RURAL AND SECONDARY ROADS | | TC 20-16
Rev. 08/2019
Page 1 of 1 |
|---|---------------|---|--|---|
| MUNICIPAL AND COUNTY ROAD AID EMERGENCY REQUEST <i>(Complete one request per location.)</i> | | | | |
| SECTION 1: CITY/COUNTY INFORMATION | | | | |
| CITY | MAYOR | COUNTY | JUDGE | |
| CONTACT PERSON | EMAIL ADDRESS | PHONE | FAX | |
| ADDRESS (street) | CITY | STATE | ZIP | |
| SECTION 2: PROJECT LOCATION & NATURE OF REQUEST | | | | |
| STREET/ROAD NAME | | STREET/ROAD NUMBER | | |
| PROJECT LOCATION <i>(name of nearest intersecting road <u>and</u> distance from project)</i> | | BEGINNING MILE POINT | LENGTH OF PROJECT | |
| NARRATIVE OF EMERGENCY REQUEST <i>(Explain in detail the nature of the emergency request.)</i> | | | | |
| Does the emergency for which aid is requested fall within an Emergency Declaration? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the type of declaration. <input type="checkbox"/> Statewide <input type="checkbox"/> Countywide Date of Declaration: ____ / ____ / ____ MM DD YYYY | | | | |
| Concerning this request, have you applied for FEMA assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you been awarded a funding grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the amount awarded. \$_____ | | | | |
| TOTAL PROJECT COST ESTIMATE: \$ | | | | |
| SECTION 3: PRIOR PROJECT REQUESTED <i>(Use additional sheets if needed.)</i> | | | | |
| ROAD NAME & NUMBER | TYPE OF WORK | COMPLETED <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| | | TOTAL SPENT: \$ | | |



Obtaining Reimbursement



REIMBURSEMENT FORM: TC 20-38

Emergency Program:

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

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

The image shows two overlapping copies of the Kentucky Transportation Cabinet Request for Payment form (TC 20-38). The top copy is the front page (Page 1 of 2) and the bottom copy is the back page (Page 2 of 2).

Front Page (Page 1 of 2):

- Header:** KENTUCKY TRANSPORTATION CABINET, Department of Rural & Municipal Aid, OFFICE OF RURAL & SECONDARY ROADS. TC 20-38, Rev. 10/2018, Page 1 of 2.
- Section 1: PROJECT & AGENCY INFORMATION**
 - CITY/COUNTY
 - ADDRESS
 - CONTACT NAME
 - CITY
 - STATE
 - ZIP
 - 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
 - SIGNATURE
 - TITLE
 - DATE
- Section 4: FOR DEPARTMENTAL USE ONLY**
 - Agreement date
 - Program
 - Project authorization #
 - Agreement amount
 - Amount paid by KYTC to date
 - Available funds
 - Payment request received
 - Current approved request total
 - Reviewed by
 - 20% Agency responsibility (if applicable)
 - Amount to be paid by KYTC

Back Page (Page 2 of 2):

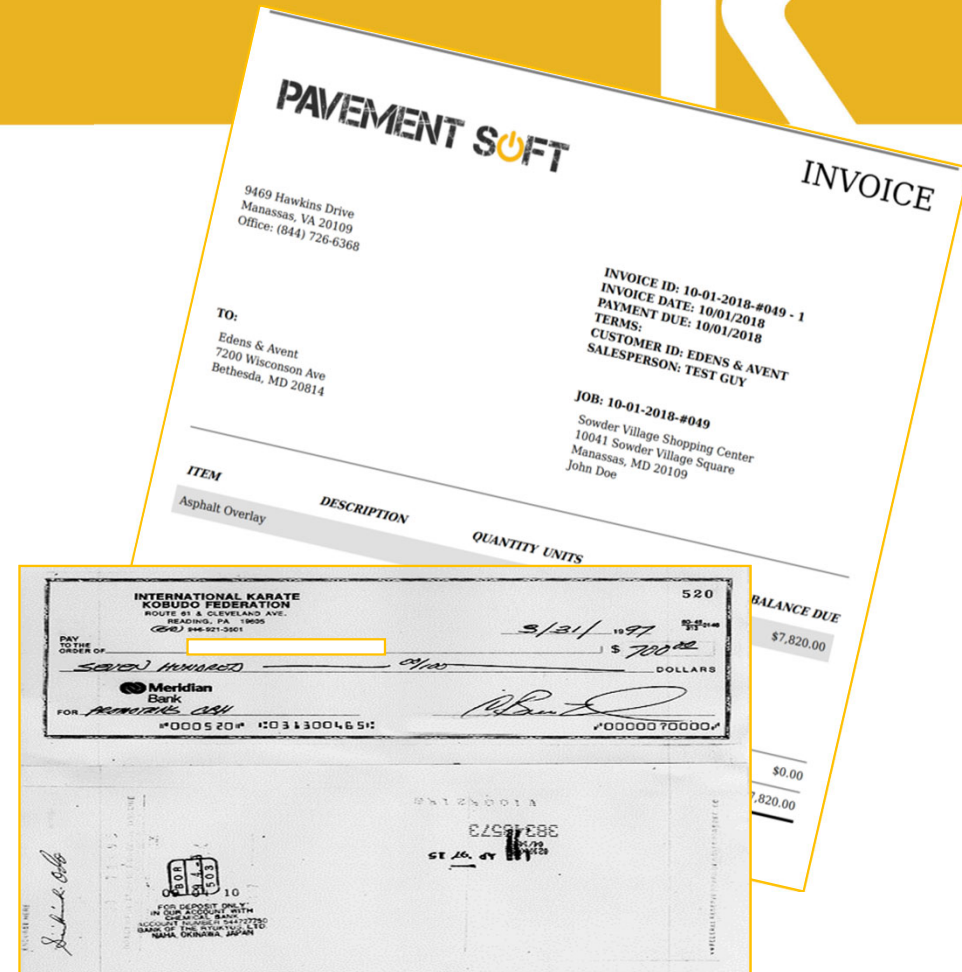
- Header:** KENTUCKY TRANSPORTATION CABINET, Department of Rural & Municipal Aid, OFFICE OF RURAL & SECONDARY ROADS. TC 20-38, Rev. 03/2019, Page 2 of 2.
- Section 4: DOCUMENTATION OF COSTS INCURRED** (Use this page multiple times if needed.)
 - AGREEMENT ITEM
 - ATTACHED INVOICE # (if applicable)
 - CURRENT REQUEST AMOUNT

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

REIMBURSEMENT

What to include in your request for reimbursement:

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





OFFICE OF LOCAL PROGRAMS



FEDERAL FUNDING OPPORTUNITIES



State and Local governments can apply to the Office of Local Programs to receive funding through federal programs authorized by the FAST Act:

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

These are reimbursement programs **NOT** grants and are funded through 80% Federal Funds and 20% Local Match.

TRANSPORTATION ALTERNATIVE PROGRAM (TAP)



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

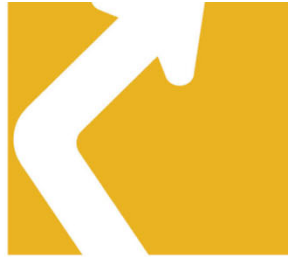
TRANSPORTATION ALTERNATIVE PROGRAM (TAP)



Minimum Requirements:

- 1) Project must have a surface transportation relationship
- 2) Promote accessibility/connectivity
- 3) Project must meet the requirements of at least one of the eligible categories

TRANSPORTATION ALTERNATIVE PROGRAM (TAP)



Ineligible Activities:

- 1) Administrative costs
- 2) Promotional Activities
- 3) Routine Maintenance and Operations
- 4) General recreation and park facilities
 - Playground equipment
 - Playground
 - Sports Fields
 - Campgrounds
 - Picnic Areas and Pavilions



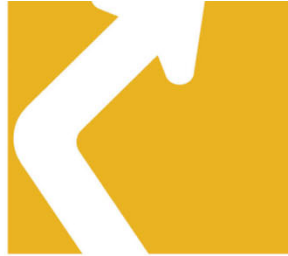
CONGESTION MITIGATION AND AIR QUALITY (CMAQ)



This focus of this program is reducing emissions in designed areas of the United States. Federal funding is available to government agencies for projects that will contribute greatly to air quality improvements and decreases in traffic congestion in non-attainment or maintenance areas as determined by the Environmental Protection Agency (EPA).

Eligible Areas: Boone, Boyd, Bullitt, Campbell, Christian, Daviess, Edmonson Fayette, Jefferson, Kenton, Marshall, Oldham, Scott and portions of Greenup, Hancock, Lawrence and Livingston Counties

TAP AND CMAQ APPLICATIONS



Presently, Application Cycles have not been set for TAP or CMAQ funding in the present fiscal year.

If you are interested in these funding options, please contact us:

**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

My Cell Phone Number: 502-892-9022



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 funds from the budget adopted by the legislature. For FY 2021 the initial amount allocated was \$16.6 million – \$1.6 of which goes to Short-Line Railroad assistance and \$5 million of which goes to the Kentucky Pride Fund leaving the DRMA \$10 million to assist with your needs. **Note: An additional 10 million was added in HB193 last week only for FY 2021.**
- Comparatively, the amount allocated in the previous 4 years was \$31,000,000 (net of \$24,400,000) – a decrease of \$14,400,000.

DISCRETIONARY FUNDING (FD39)



- Discretionary Funding may be used for transportation projects across the Commonwealth, such as:
 - Resurfacing,
 - Bridge replacement,
 - Intersection reconstruction
 - Economic and Industrial Development Projects
 - Safety/Emergency Issues, etc.

DISCRETIONARY FUNDING (FD39)



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

- **IMPORTANT NOTE:**

You should exhaust other ORSR funding options first.

-


DISCRETIONARY FUNDING (FD39)




When does a project qualify for Discretionary Funding under statutory requirements?

- 1) Project presents a hazardous condition as assessed by the Chief District Engineer's Offices of your district;
- 2) Project promotes economic or industrial development, and/or;
- 3) Project is related to Safety/Emergency issues.

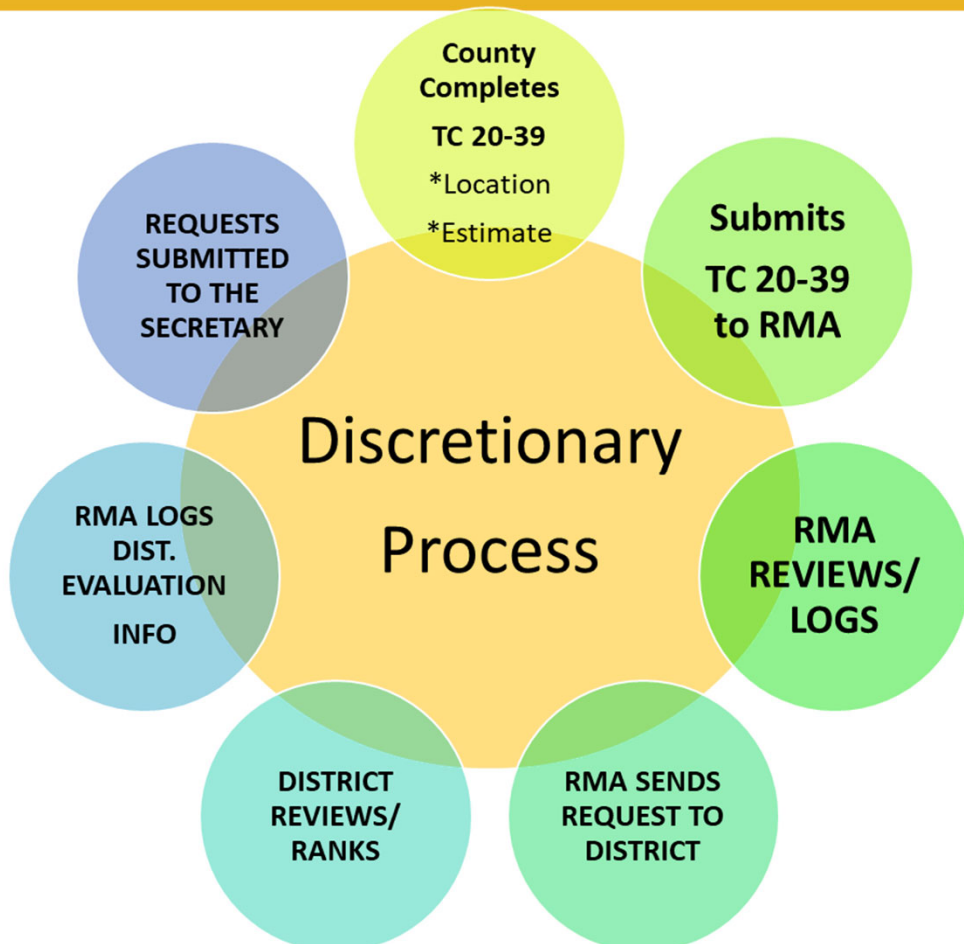
DISCRETIONARY REQUEST TC 20-39

| | | | | |
|--|--|---|--|---|
|  | | KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid | | TC 20-39 Rev. 08/2016 Page 1 of 2 |
| DISCRETIONARY FUNDING REQUEST | | | | |
| SECTION 1: REQUESTOR INFORMATION | | | | |
| NAME | | CONTACT PERSON | | EMAIL ADDRESS |
| MAILING ADDRESS | | | PHONE | FAX |
| SECTION 2: NATURE OF REQUEST | | | | |
| <u>Type of Request</u> <small>(Mark all that apply. The total of all boxes selected must equal 100%.)</small> | | | <u>Those Affected</u> | |
| <input type="checkbox"/> Safety _____% <input type="checkbox"/> Economic Development _____% <input type="checkbox"/> Congestion _____% <input type="checkbox"/> Emergency _____% <input type="checkbox"/> Repairs _____% <input type="checkbox"/> Other _____% | | | 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 <input type="checkbox"/> Yes <input type="checkbox"/> No | | District Evaluation <input type="checkbox"/> Yes <input type="checkbox"/> No | | <u>Calculations:</u> |
| | | Project estimate _____ Less: Public Sector Contribution _____ Private Sector Contribution _____ Total Remaining Need/ Contribution Requested _____ | | |

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

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


Discretionary Process




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

DISCRETIONARY REQUEST TC 20-39



| | | | |
|--|---|---|--|
|  | | TC 20-39 Rev. 08/2016 Page 1 of 2 | |
| KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid | | | |
| 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%.) | | Those Affected | |
| <input type="checkbox"/> Safety _____ % | <input type="checkbox"/> Economic Development _____ % | Number of constituents _____ | |
| <input type="checkbox"/> Congestion _____ % | <input type="checkbox"/> Emergency _____ % | Number of local businesses _____ | |
| <input type="checkbox"/> Repairs _____ % | <input type="checkbox"/> Other _____ % | | |
| SECTION 3: JUSTIFICATION Explain in detail the nature of the funding request, highlighting the impact this project will have on each type of request specified above (i.e., safety, repairs, etc.). | | | |

| | | | |
|---|----------|---|----------------|
|  | | TC 20-39 Rev. 08/2016 Page 2 of 2 | |
| KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid | | | |
| DISCRETIONARY FUNDING REQUEST | | | |
| SECTION 4: DETAILS OF REQUEST | | | |
| Pictures <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Priority No. 1 | | | |
| ROAD NAME | ROAD NO. | LENGTH OF PROJECT (miles) | ESTIMATED COST |
| LOCATION OF PROJECT (where project begins & ends) | | | |
| Type of Request <input type="checkbox"/> Safety <input type="checkbox"/> Repairs <input type="checkbox"/> Emergency <input type="checkbox"/> Congestion <input type="checkbox"/> Economic Development <input type="checkbox"/> Other | | | |
| DATE OF LAST WORK COMPLETED ON ROAD _____ | | | |
| Priority No. 2 | | | |
| ROAD NAME | ROAD NO. | LENGTH OF PROJECT (miles) | ESTIMATED COST |
| LOCATION OF PROJECT (where project begins & ends) | | | |
| Type of Request <input type="checkbox"/> Safety <input type="checkbox"/> Repairs <input type="checkbox"/> Emergency <input type="checkbox"/> Congestion <input type="checkbox"/> Economic Development <input type="checkbox"/> Other | | | |
| DATE OF LAST WORK COMPLETED ON ROAD _____ | | | |

Reimbursements are submitted to your Highway District Office.

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

WHERE TO FIND YOUR FORMS

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

The image displays three overlapping forms from the Kentucky Transportation Cabinet, Department of Rural & Municipal Aid, Office of Rural & Secondary Roads. The forms are titled "REQUEST FOR PAYMENT" and "SECTION 1: PROJECT & AGENCY INFORMATION", "SECTION 2: BILLING INFORMATION", "SECTION 3: AGENCY CERTIFICATION", and "SECTION 4: FOR DEPARTMENTAL USE ONLY".

Form 1 (Top): Kentucky Transportation Cabinet, Department of Rural & Municipal Aid, Office of Rural & Secondary Roads. Request for Payment. TC 20-38 Rev. 03/2019 Page 2 of 2.

Form 2 (Middle): Kentucky Transportation Cabinet, Department of Rural & Municipal Aid, Office of Rural & Secondary Roads. Request for Payment. TC 20-38 Rev. 10/2018 Page 1 of 2.

Form 3 (Bottom): Kentucky Transportation Cabinet, Department of Rural & Municipal Aid, Office of Rural & Secondary Roads. Request for Payment. TC 20-39 Rev. 03/2019 Page 1 of 2.

The forms include sections for:

- SECTION 1: PROJECT & AGENCY INFORMATION (Project Name, Address, City, State, Zip, Contact Name, City, Phone, State, Zip)
- SECTION 2: BILLING INFORMATION (Request Date, Service From, Service To, 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.)
- SECTION 4: FOR DEPARTMENTAL USE ONLY (Agreement date, Program, Project authorization #, Payment request received, Reviewed by, Agreement amount, Amount paid by KYTC to date, Available funds, Current approved request total, 20% Agency responsibility (if applicable), Amount to be paid by KYTC)

QUESTIONS?

THE KENTUCKY TRANSPORTATION CABINET

**“We will get through this...
We will get through this together!”**

-Governor Andy Beshear-

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

All information can be found on our website:

WWW.TRANSPORTATION.KY.GOV

CONTACT INFORMATION

EMAIL: RuralandMunicipalAid@ky.gov

My Cell Phone Number: 502-892-9022

My Email: bobbijo.lewis@ky.gov

Gayle Smith, Executive Advisor: 502-871-2828

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