Department of Rural and Municipal Aid Office of Rural and Secondary Roads



Bobbi Jo Lewis joined KYTC after serving as the Anderson County Attorney for the past 17 ½ years. Prior to this, she was Assistant Anderson County Attorney for two years and served for 10 years at the Anderson County Attorney's Office as a legal assistant/paralegal/child support coordinator before attending law school. Bobbi Jo graduated summa cum laude from Kentucky State University and received her law degree cum laude from the University of Kentucky College of Law where she was selected as a member of the Kentucky Chapter of the Order of the Coif.

Bobbi Jo was awarded Kentucky Outstanding County Attorney of 2017 by then-Attorney General Andy Beshear. She has earned awards from the Kentucky Sheriff's Association, Bluegrass Alliance for Women and the Anderson County DARE Program.

Bobbi Jo served as a Board Member of the Kentucky County
Attorney's Association from 2014-2016 and taught fellow prosecutors
at the Kentucky Prosecutors Institute from 2006-2010 and 2015-2016
and 2019. 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/Vice
Chairman of New Vista and a Board Member of the Family Resource
Council in Anderson County.

Bobbi Jo is married to her husband of 36 years, Donald Lewis, has two children and four grandchildren.

OFFICE STAFF

The Office of the Commissioner

Bobbi Jo Lewis, Commissioner

The Office of Rural Secondary Roads

- Craig Caudill, Executive Director *Acting
- Shelby Peel, RS Project Manager
- Sara Hall, RS Project Payment Manager
- Vicki Barnes, Administrative Specialist

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





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 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

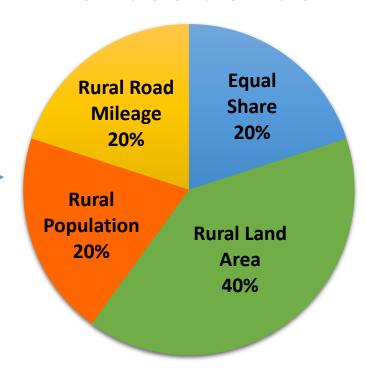
COUNTY ROAD AID ALLOTMENT

- 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

FUNDING BREAKDOWN - EMERGENCY FUNDING

RURAL SECONDARY - COUNTY - MUNICIPAL

KRS 177.320

Rural Secondary 22.2% (CB06) \$140,114,800

Up to 6% goes into the RS Emergency Fund (CB01) 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 (1/2 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.

KRS 177.320

County Road Aid 18.3% in Cooperative Program (CA02) \$115,500,000

3% goes into the County
Emergency Fund (CA03)
Funding is allotted based on
need and a first come, first
serve basis.
\$3,465,000

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) \$48,598,300

3% goes into the Municipal Emergency Fund (CC03) Funding is allotted based on need and a first come, first serve basis.
\$1,457,949

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 \$51,639,500

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 \$285,600

 \downarrow

\$2,400 Yearly stipend to each judge. (Excludes Jefferson CJE) 3

RURAL SECONDARY LETTINGS

RS Road Projects – County \$44,126,197

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

Resurfacing on county roads \$24,502,184

4

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
- Guardraii
 Vertical Clearance
- Potholes
- StripingSigns
- 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

County and Municipal Road Aid Program

Each fiscal year all counties, incorporated cities, and unincorporated urban places are allocated county and municipal road aid. 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.

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.



CRA/MRA COOPERATIVE PROGRAM

Emails were sent regarding your Counties participation in the Cooperative Program with an Agreement and Resolution listing your FY funding allotment

- We must receive the original hard copies from your office, scanned documents or emails will not suffice.
- It is imperative that you send these in as soon as possible so that you can receive your cooperative payment in a timely manner.

RESOLUTION

COUNTY ROAD AID COOPERATIVE PROGRAM AGREEMENT

THIS AGREEMENT, entered into as of the date of the signature below of the Secretary of the Transportation Cabinet, is made by and between the Commonwealth of Kentucky, Transportation Cabinet, Department of Rural and Municipal Aid ("the Department"), and the Fiscal Court of (county name) County, Kentucky (the "County").

WHEREAS, Kentucky Revised Statutes (KRS) § 177.320(2) provides that 18.3% of revenue resulting from the imposition of motor fuel taxes on taxpayers pursuant to KRS § 138.220(1)(2), KRS § 138.660(1)(2), and KRS § 234.320 shall be set aside for the construction, reconstruction, and maintenance of county roads and bridges provided by KRS 179.410 and 179.415, ("County Road Aid Funds"), and

WHEREAS, the County has accepted an invitation from the Department to allow it to participate in a cooperative program to aid the County in the construction, reconstruction, and maintenance of certain roads and bridges using its share of the County Road Aid Funds apportioned to it by the Department as provided below (the "Cooperative Program"), and

NOW THEREFORE, in consideration of the terms and conditions contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Department and the County agree as follows:

Apportionment of County Road Aid Funds. The County's apportionment of
County Road Aid Funds shall be based on revenue estimates supplied by the Office of State Budget
Director. For the Fiscal Year beginning July 1, 2017, this amount is (dollar amount of revenue
share) (the "Apportionment"). The Apportionment shall be distributed by the Department to the
County in accordance with the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned	have executed this Agreement as of the
dates listed below.	^
(name of county) COUNTY FISCAL COURT	
BY:County Judge/Executive	Date:
DEPARTMENT OF RURAL AND MUNICIPAL AID OFFICE OF RURAL & SECONDARY ROADS	
BY:	Date:
APPROVED AS TO FORM AND LEGALITY:	
BY: Office of Legal Services	Date:
COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET	
BY:	Date:

Fiscal Court of (County Name) County

Resolution adopting and approving the execution of a County Road Aid Coop Program Contract between the Fiscal Court and the Commonwealth of Kentucky, Transportation Cabinet, Department of Rural and Municipal Aid, for the fiscal year beginning July 1, 2017, as provided in the Kentucky Revised Statutes and accepting all roads and streets referred to therein as being a part of the County Road System.

Be it resolved by the Fiscal Court that:

The Fiscal Court does hereby accept all roads and streets referred to in said contract as being a part of the County Road System: and

The Fiscal Court does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in said Contract and does hereby accept said Contract and by such acceptance agrees to all the terms and conditions therein stated; and

The County Judge/Executive of the county is hereby authorized and directed to sign said Contract as set forth on behalf of the Fiscal Court of (County Name)

The Flex Fund

Funds allocated to counties for resurfacing



The Flex Fund FY21 Projection: \$24,502,184

What are Flex Funds?

- These are funds set aside from the Rural Secondary (22.2%) apportionment to help counties in their resurfacing needs.
- These funds are to be solely used for repairs and resurfacing the existing asphalt surface.
- With over 40,000 county road miles we recognize the need for assistance!
- This program is not governed by a KRS and therefore, is at the state's discretion. You are encourage to apply annually!



At the beginning of the year, District personnel will communicate with each county as to the amount of Flex Funds the county will be allocated for the upcoming fiscal year

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
- GuardrailSpecifications
- 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.Sign Assemblies

Level of Service on Rural Secondary Roads

RS Level of Service Rankings

- Grade A 25%
- Grade B 20%
- 1 0/

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

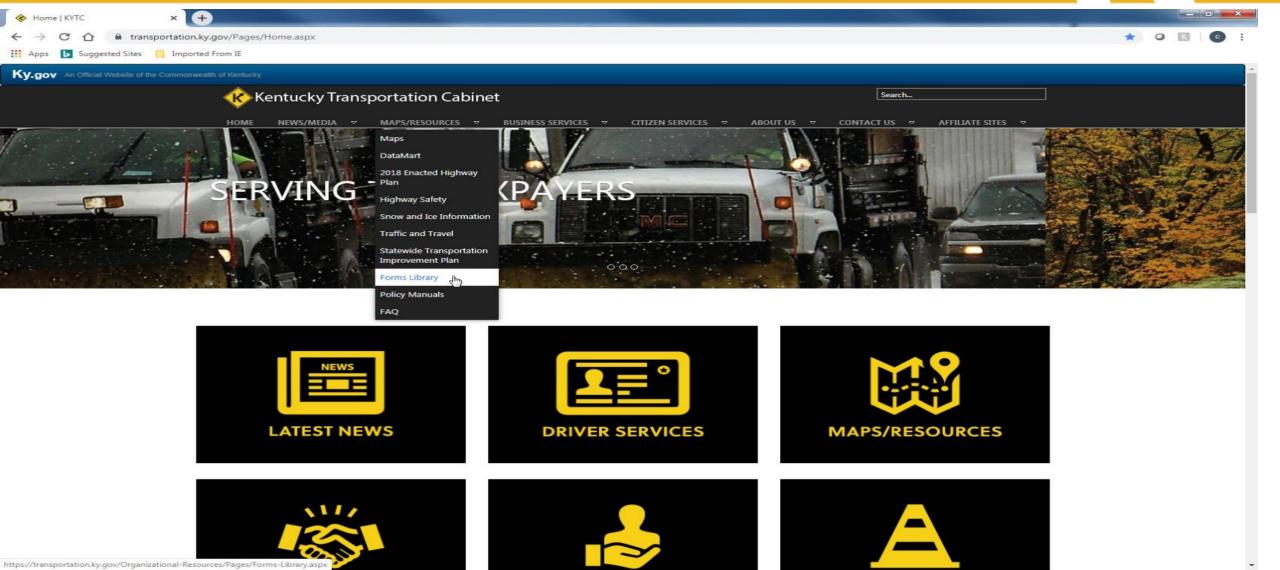
Once the Level of Service (LOS) rankings are completed by the Division of

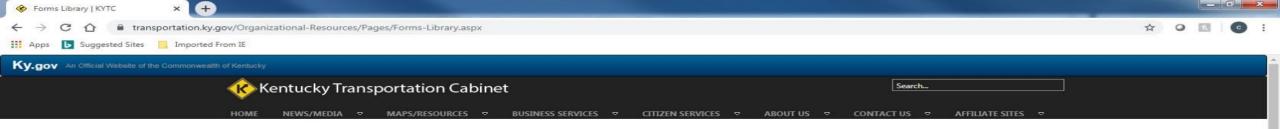
• If a county has carry forward amounts it will be added on to the total flex funds for projects (highlighted column below)

Jia	ue C - 1	.5%									"FLEX	FLEX	"FLEX	TOTAL
l Trad	de D - 1	0%	20-21	19-20	1.8	75 WARRING	20-21	M&T %		TOTAL	FUNDS"	FUNDS"	FUNDS"	AMOUNT
Jia		1070	INITIAL	BALANCE	Flex	TOTAL	PROPOSED	of		AMOUNT	FOR	FOR	% of	MINUS
recusieum			DISTRIB.	(EST. 12-	Funds	FUNDS	M & T	INITIAL		LEFTFOR	PROJECT	PROJECT	INITIAL	"FLEX
CO#	COUNTY	DIS	(90%)	19-18)	Carry Over	AVAILABLE	ALLOTMENT	DISTRIB.	CJEXP	PROJECTS	<u>s</u>	<u>s</u>	DISTRIB.	FUNDS"
004	Ballard	1	834,599	118,978	14,447	953,577	375,600	45%	2,400	575,577	208,650	223,096	25%	366,927
018	Calloway	1	1,451,119	364,560	0.5	1,815,679	551,400	38%	2,400	1,261,879	290,224	290,224	20%	971,655
020	Carlisle	1	685,486	99,436		784,922	308,500	45%	2,400	474,022	171,372	171,372	25%	302,651
028	Crittenden	1	1,037,556	119,005		1,156,561	394,300	38%	2,400	759,861	259,389	259,389	25%	500,472
038	Fulton	1	678,581	65,275		743,856	339,300	50%	2,400	402,156	135,716	135,716	20%	266,439
010		,	1010051	00 00 4	100	4 770 400	040 000	110/	0.400	005 100	000 174	000 174	000/	500 010

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





Forms Library

Welcome to the KYTC Forms Library, the official resource for customers of the Kentucky Transportation Cabinet's forms. Each link below identifies a particular program area of the Cabinet and connects you to a list of forms belonging to that program. Please note that many forms are available in various formats for your convenience.

Adobe Reader is required for all PDF files. Microsoft Excel and Word (or Open Office) are required for all Excel and Word documents, respectively.

Technical support and answers to common questions are available here.

View by Category

TC 10 General Administration

TC 11 Legal Services

TC 12 Human Resource Management

TC 14 Construction Procurement

TC 16 Public Affairs

TC 18 Civil Rights and Small Business Development

TC 20 Rural and Municipal Aid

TC 31 Accounts

TC 35 Highway Safety

TC 40 Professional Services

TC 55 Airport Zoning Commission

TC 56 Aviation

TC 58 Environmental Analysis

TC 59 Planning

TC 61 Highway Design

TC 62 Right of Way

TC 63 Construction

TC 64 Materials

TC 69 Utilities and Rail

TC 71 Maintenance

TC 77 Support Services

TC 94 Driver Licensing

TC 95 Motor Carriers

Contact Information:

Organizational Management Branch 200 Mero Street Frankfort, KY 40622 Phone: (502) 564-4610 Hours: 8:00am-4:30pm EST, M-F Map It

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Other Agencies' Forms Forms Technical Support KYTC Forms Registry



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portation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-20).aspx



Forms Library (TC 20)

Rural and Municipal Aid

Welcome to the forms resource page for the Department of Rural and Municipal Aid. The links below provide access to both electronic and printonly versions of the forms. Adobe Reader is required for all PDF files and Microsoft Excel and Word or Open Office for all Excel and Word documents.

Assistance

Form Number

If you need assistance with completing any of the forms below, visit the Office of Rural and Secondary Roads or the Local Programs homepage for contact information.

Electronic

Inethictions

Technical support and answers to common technical questions are available here.

Form Number	little	Electronic	Print	Instructions
TC 20-16	Municipal and County Road Aid Emergency Request	Word	PDF	
TC 20-19	Office of Local Programs Project Closure	Word	PDF	
TC 20-24	Congestion Mitigation Air Quality (CMAQ) Program Application	Word		PDF
TC 20-26	Scenic Byways & Highways Designation Application	Word	PDF	
TC 20-29	Office of Local Programs Reimbursement Request	Excel		
TC 20-32	Local Public Agency Change Order	Excel	Co.	PDF
TC 20-34	RS Flex Program Recommendations	Excel	PDF	
TC 20-35	RS Bridge Program Recommendations	Excel	PDF	
TC 20-36	Transportation Alternatives Program (TAP) Application	Word	PDF	PDF

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KYTC Form Categories

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TC 56 Aviation
TC 58 Environmental Analysis
TC 59 Planning
TC 61 Highway Design
TC 62 Right of Way
TC 63 Construction

TC 64 Materials
TC 69 Utilities and Rail

HOW TO APPLY FOR COUNTY FLEX FUNDING CONSIDERATION

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



Kentucky Transportation Cabinet

Department of Rural and Municipal Aid

TC 20-34 04/2013 Page 1 of 1

RS FLEX PROGRAM RECOMMENDATIONS

	COUNTY NAME COMMENDED BY			DATE		
PRIORITT	ROAD HAME	ROAD HUMBER	TTPE OF	LOCATION OF PROJECT (WHERE THE PROJECT BEGINS AND ENDS)	LEMGTH (MI) OF PROJECT	EST COST
SAMPLE	TYPICAL COUNTY ROAD	CR titt	BIT. RESURFAC E	BEGIN AT: KY 9999 EXTENDING NORTH END AT: JONES ROAD	1.00	\$30,000.00
SAMPLE	TYPICAL COUNTY ROAD	CR 1234	BIT. PATCHING	BEGIN AT: KY 99 (This should be the beginning of first patch) END AT: 2.5 MILES NORTH OF KY 99 (This should be the end of last patch)	2,50	\$10,000.00
				BEGIN AT: END AT:		
				BEGIN AT: END AT:		
				BEGIN AT: END AT:		
				BEGIN AT: END AT:		

Adopting County Roads

How to get credit for the road miles

 Contact and work with you local Area Development District (ADD)

 They in turn work with our Division of Planning to register the roads

• If you are using our mapping system and cannot find your road please contact us!

PURCHASE

GREEN RIVER

PENNYRILE



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 may apply for up to \$80,000 per fiscal year.

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













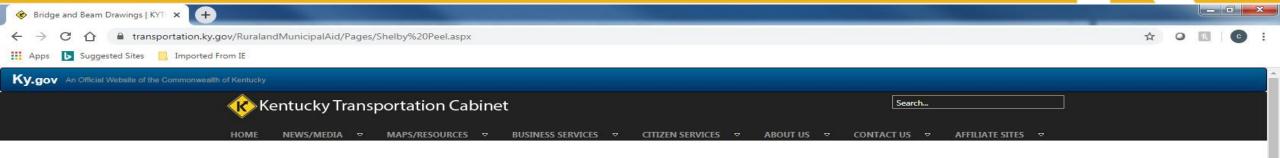
RS 80/20 Bridge

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

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

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

RS 80/20 Bridge



Bridge and Beam Drawings

- p Name
- . Box Beam
- . 32inch Vertical Face Railing
- . Culverts_22x36
- . Final Standard Steel Composite
- . newtoolboxbanner1
- . Piers_22x36
- . Pile End Bents Final 5-24-17
- . RMA Department Guidebook 2019
- . Std. Steel Superstructures
- . StdAbutments Final 5-24-17
- . T631 Railing

Contact Information:

Rural and Municipal Aid 200 Mero Street, 6th Floor East Frankfort, KY 40622 Phone: (502) 564-2060 Fax: (502) 564-6615 Hours: 8:00am-4:30pm EST, M-F Email Us

♀ Map It

Forms & Resources

Field Representatives by Region
Video-How to Depict Mile Points
TC 20-16 Municipal And County Road Aid
Emergency Request
TC 20-34 RS Flex Program Recommendations
TC 20-35 RS Bridge Program
Recommendations
TC 20-38 Office of Rural Secondary Roads
Payment Request

TC 20-39 Discretionary Funding Request

Rural & Municipal Aid Home

Small Structure Inspections

• The Office of Rural Secondary Roads now allows counties to use their RS 80/20 Bridge funds on inspections of non-inventoried structures.

 Many counties do not routinely inspect these structures (or know where they are all located) which leads to deterioration and severe deficiencies.

 Please keep in mind our Cabinet still has bridge drawings up on our website, which have been approved/signed by a licensed P.E. and are ready for your counties use, at no cost to you.

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 Request TC 20-35



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

TC 20-35 01/2019 Page 1 of 1

	COUNTY NAME				DATE		
RE	COMMENDED BY						
PRIORITY NO.	ROAD NAME	ROAD NUMBER	TYPE OF PROJECT	LOCATION OF PROJECT	NARRATIVE OF BRIDGE REQUEST	BRIDGE LENGTH (FT)	EST COST
SAMPLE	TYPICAL COUNTY ROAD	CR 1111	BRIDGE	LOCATED OVER WILSON CREEK 1.2 MILE NORTH OF US 60	EXISTING BRIDGE DOWNGRADED TO 3 TON WEIGHT LIMIT	25.00	\$175,000.00
-							
						3	
						00	
	A					2)	

The Emergency Fund



The County/Municipal 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 government entity is responsible for 20%.

Current fiscal year participation amounts:

• CRA Emergency Fund = Approx. \$3.4 Million



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</u> <u>anytime</u>. 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

Emergency Request TC 20-16

Submit along with:

- Pictures
- Detailed cost estimate
- You can submit drainage structures under this program if you have met your 80/20 Bridge allotment and your project meets the following:
 - Closed structure
 - Posting load lowered and no longer allows school buses or first responders to cross
 - One way in or out



KENTUCKY TRANSPORTATION CABINET Department of Rural and Municipal Aid SELECT OF RURAL AND SECONDARY POADS

TC 20-16 Rev. 08/2019 Page 1 of 1

MUNICIPAL AND COUNTY ROAD AID EMERGENCY REQUEST

		(Complete one req	uest per locat	ion.)				
ECTION 1: CITY/COUNTY I	NFORMATI	ON						
ITY	MAYOR		COUNTY			IUDGE		
ONTACT PERSON	<u> </u>	EMAIL ADDRESS			PHONE		FAX	
ADDRESS (street)		CITY			STATE		ZIP	
ECTION 2: PROJECT LOCA	TION & NA	TURE OF REQUES	T r					
TREET/ROAD NAME				STREET	/ROAD N	UMBER	2	
ROJECT LOCATION (name of n	earest intersect	ting road <u>and</u> distance	from project)	BEGINN	ING MILE	POINT	LENGTH OF P	ROJECT
ARRATIVE OF EMERGENCY	REQUEST /Ex	olain in detail the no	ture of the em	ernency i	request I		l .	
	in question per	promi ar octor the ne	ture by the circ	ergency.	equest./			
loes the emergency for which ai	id is requester	d fall within an Emer	gency Declarat	ion?	Yes N	lo		
yes, indicate the type of declar								
ate of Declaration:/								
MM DD	′ - yyyy	•						
oncerning this request, have yo		FEMA assistance?	Yes No					
yes, have you been awarded a			_					
yes, provide the amount award								
			TOTAL	L PROJEC	T COST ES	TIMATE	: \$	
ECTION 3: PRIOR PROJECT	REQUEST	D (Use additiona	al sheets if ne	eded.)				
OAD NAME & NUMBER		TYPE OF WORK			ETED 🔲	YES 🗌	NO	
					SPENT: \$			

FEMA EMERGENCY ASSISTANCE

Qualifying Event with FEMA/ KY Emergency Management

Recovery Branch - Public Assistance (PA) Program:

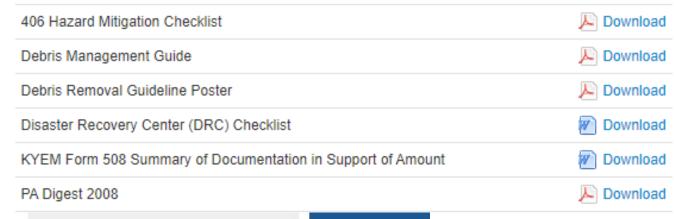
Awards grants to local government entities in need of disaster relief and emergency assistance.

- Debris removal, emergency protective measures, and permanent repairs of infrastructure.
- Typically awards at least 75% of the eligible repair costs.

Does the emergency for which aid is requested fall within an Emergency Declaration? Yes No If yes, indicate the type of declaration. Statewide Countywide
if yes, indicate the type of declaration.
Date of Declaration:// MM DD YYYY
Concerning this request, have you applied for FEMA assistance? Yes No
If yes, have you been awarded a funding grant? Yes No
If yes, provide the amount awarded. \$
TOTAL PROJECT COST ESTIMATE: \$



Public Assistance Guidance





KYEM.KY.GOV

JESSICA MITCHELL RECOVERY BRANCH 502-607-5762

Obtaining Reimbursement



Reimbursement Form TC 20-38

- The Emergency Program, 80/20 Bridge Program and Flex Program are all reimbursement programs, however the Emergency Program operates a little differently.
- Emergency Program when a request is submitted and approved, <u>50% of the approved funding (80% of total project)</u> is released to the local government immediately.
 - The remaining amount is released after final project cost has been tabulated.

The same	OFFICE OF	CY TRANSPORTATION CABINET ment of Rural & Municipal Aid FRURAL & SECONDARY ROADS	,	TC 20-38 Rev. 10/2018 Page 1 of 2
CECTION 1. DECIECT & ACENCY	10,000			
SECTION 1: PROJECT & AGENCY CITY/COUNTY	INFORMATIO	CONTACT NAME		
ADDRESS		СПУ	STATE	hin
ADDRESS		CITY	BIAIE	ZIP
EMAIL		PHONE		
PROJECT NAME (from Agreement)	header)		2547 28	W
SECTION 2: BILLING INFORMATI		rase attach documentation of all cos	ts incurred.) AYMENT REQUES	T#(1, 2, 3)
	A September 1997	A STATE OF		
Is this a final request for paymen	nt? Yes	. □ No		
		*		
SECTION 3: AGENCY CERTIFICAT	TION			
		ts incurred by our agency on the sub we signed with the Kentucky Transpo		ll work was
NAME		TITLE		
SIGNATURE			DATE	
SECTION 4: FOR DEPARTMENT	AL USE ONLY			
Agreement date		Agreemen		
Program		Amount paid by KY		
Project authorization #			able funds	
Parament resource consists of		Current approved req		
Payment request received Reviewed by		20% Agency responsibility (if a Amount to be pair	A STATE OF THE STA	
Keviewed by		Amount to be pair	D DY KTIC	

Department	RANSPORTATION CABINET of Rural & Municipal Aid RAL & SECONDARY ROADS	TC 20-38 Rev. 03/2019 Page 2 of 2
REQUE	ST FOR PAYMENT	
SECTION 4: DOCUMENTATION OF COSTS INCURR		eded.)
AGREEMENT ITEM	ATTACHED INVOICE # (if applicable)	CURRENT REQUEST
Example: John's Rock Company	1234	\$106.00
1.		
2.	1	3
3.		8
4.		
5.		d.
6.		3
7.		
8.		8
9.		10
10.		12 27
11.		
13.		8
14.		8
15.	8	8
16.		T.
17.		19
18.		
19.		0
20.		
21.	E	8
22.		16
23.		10
24.		8
25.		9
26.		
27.		8
28.		84 12
29.		
30.		
31.		9
32.		
33.		
34.		

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

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 on what.

Please note that all Discretionary reimbursements go to the **District Office**. You will be required to send the same aforementioned paperwork to them as you do us.



Discretionary Funding



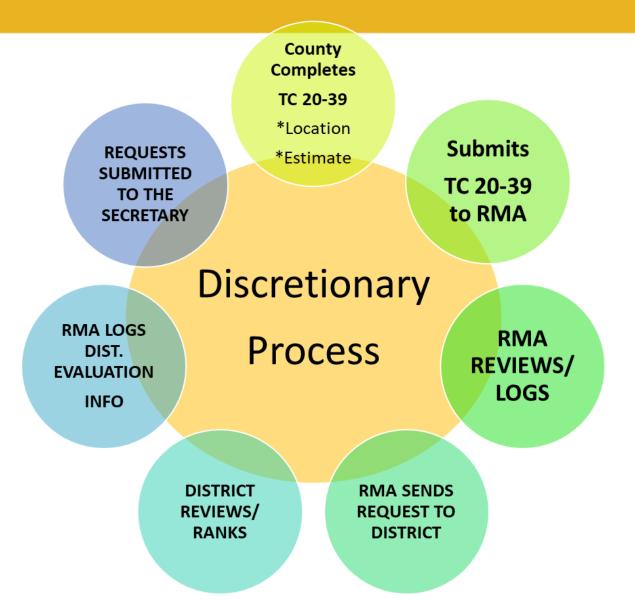
Discretionary Funding (FD39)

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.
- 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 Process



- Who can apply? County Judge Executive, Mayor,
 State Representative or State Senator
 *(select state road personnel)
- Use the mile point assistance map
 - Provide accurate road names, numbers and loc.
- MUST include a cost estimate
- May be submitted via email, snail mail or hand carried
- Once RMA logs and determines adequate info is provided, the District applies the need assessment ranking
- MUST receive a 8 and up to be eligible for funding

Discretionary Request TC 20-39

Jan J	KENTUCKY TRANSPORTATION C Department of Rural & Munici		Rev. 08/201 Page 1 of 2
	DISCRETIONARY FUNDING F	REQUEST	
SECTION 1: REQUESTO	R INFORMATION	820	
NAME	CONTACT PERSON	EMAIL ADDRES	SS
MAILING ADDRESS	*	PHONE	FAX
SECTION 2: NATURE OF	REQUEST	522	
(Mark all that appl) Safety Congestion Repairs	Type of Request	Number of con	4
xplain in detail the natur	e of the funding request, highlighting the impac	t this project will have	on each type of reques
SECTION 3: JUSTIFICAT Explain in detail the nature expecified above (i.e., safet) SECTION 4: DETAILS OF Pictures Yes	e of the funding request, highlighting the impact y, repairs, etc.).		on each type of request
explain in detail the natur pecified above (i.e., safet pecified above (i.e., safet	e of the funding request, highlighting the impact y, repairs, etc.). **REQUEST** No District Evaluation Yes No		
Explain in detail the natur pecified above (i.e., safet section 4: DETAILS OF	e of the funding request, highlighting the impact y, repairs, etc.). **REQUEST** No District Evaluation Yes No P L	<u>Calcu</u> Project estimate ess: Public Sector Contributi	ılations:
explain in detail the natur pecified above (i.e., safet pecified above (i.e., safet pecified above (i.e., safet	e of the funding request, highlighting the impact y, repairs, etc.). **REQUEST** No District Evaluation Yes No P L	<u>Calcu</u> Project estimate ess:	<u>ılations:</u>

_	The said	Department of R	SPORTATION CABINET tural & Municipal Aid FUNDING REQUEST	TC 20-39 Rev. 08/2016 Page 2 of 2
	ROAD NAME	ROAD NO.	LENGTH OF PROJECT (miles)	ESTIMATED COST
Priority No. 1	LOCATION OF PROJECT (where project begins & ends)			
	Type of Request Safety Repairs Emergency Congestion Economic Development Other DATE OF LAST WORK COMPLETED ON ROAD			
	ROAD NAME	ROAD NO.	LENGTH OF PROJECT (miles)	ESTIMATED COST
	LOCATION OF PROJECT (where project begins & ends)			
Priority No. 2	Type of Request Safety Repairs Emergency Congestion Economic Development Other			
	DATE OF LAST WORK COMPLETED ON ROAD			

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

