

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



OFFICE STAFF

The Office of the Commissioner

- Bobbi Jo Lewis, Commissioner

Field Representatives

- Jill Horn—Eastern Kentucky
- Nick Van Over – Northern Kentucky, Discretionary Funding

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

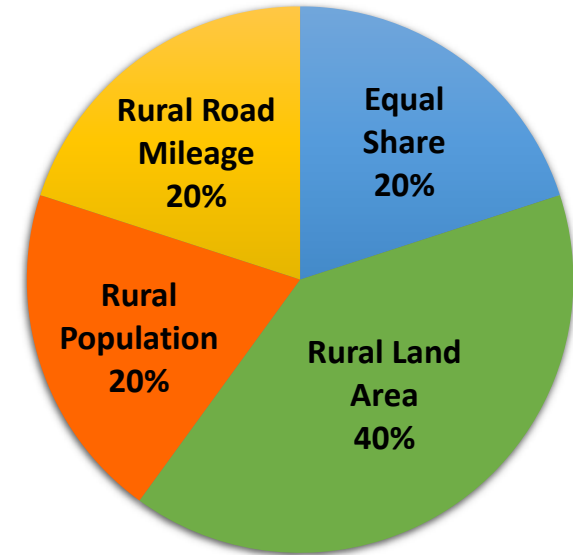
COUNTY ROAD AID ALLOTMENT

- 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

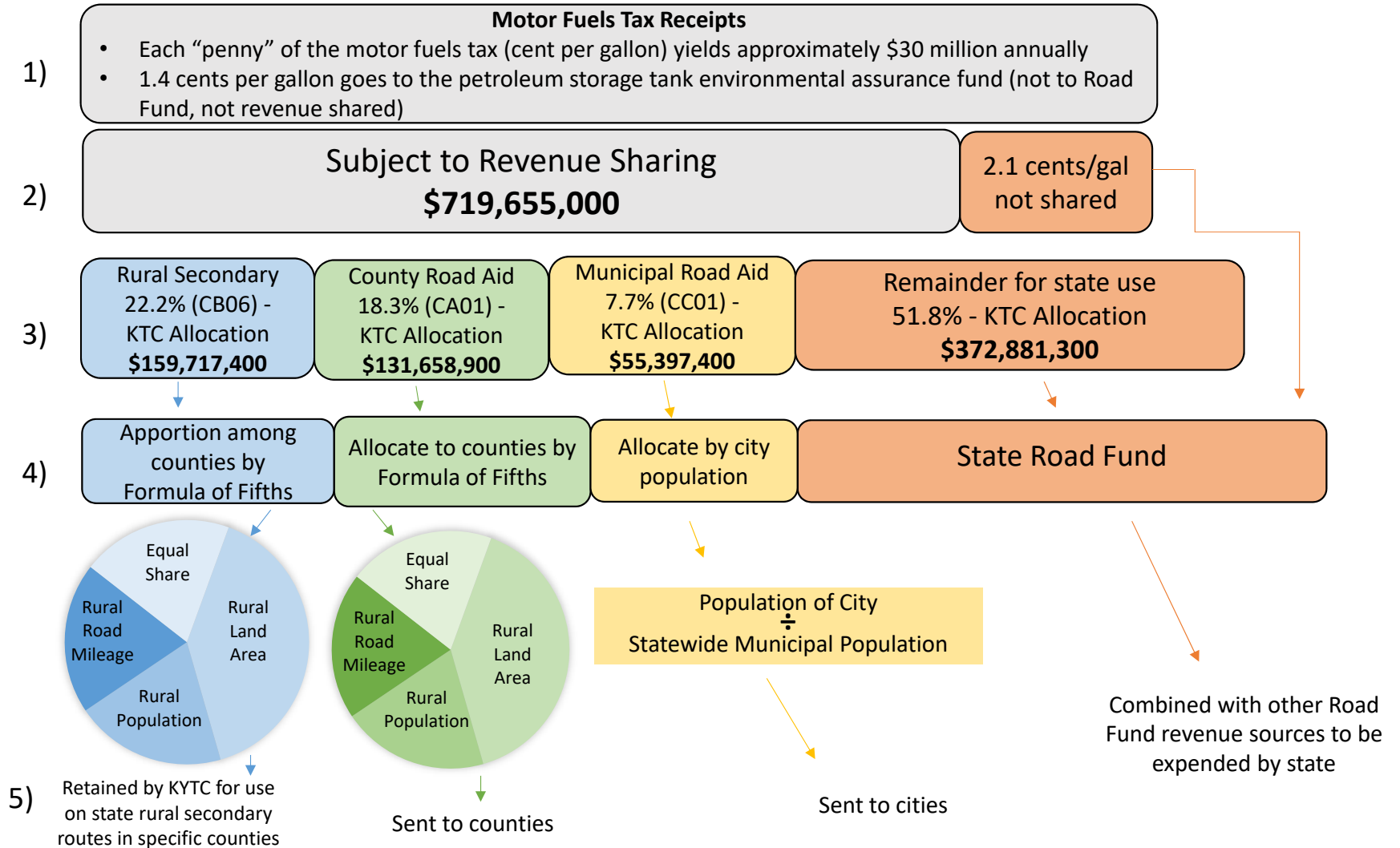
- KRS 177.365 & 177.366
- 7.7% of the motor fuel tax for urban roads and streets
- Allotment per city determined by population
- Used for construction, reconstruction and maintenance of city streets
- 3% allocated to the municipal emergency account

Formula of the Fifths



$$\frac{\text{Population of City}}{\text{Statewide Municipal Population}}$$

MOTOR FUELS TAX RECEIPTS STATUTORY REVENUE SHARING (FY21 TENTATIVE ALLOCATIONS – CFG ROAD FUND ESTIMATE)



EMERGENCY FUNDING

RURAL SECONDARY – COUNTY – MUNICIPAL

KRS 177.320

Rural Secondary
22.2% (CB06)
\$159,717,400

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)
\$131,658,900

3% goes into the County
Emergency Fund (CA03)
Funding is allotted based on
need and a first come, first
serve basis.
\$3,907,779

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)
\$55,397,400

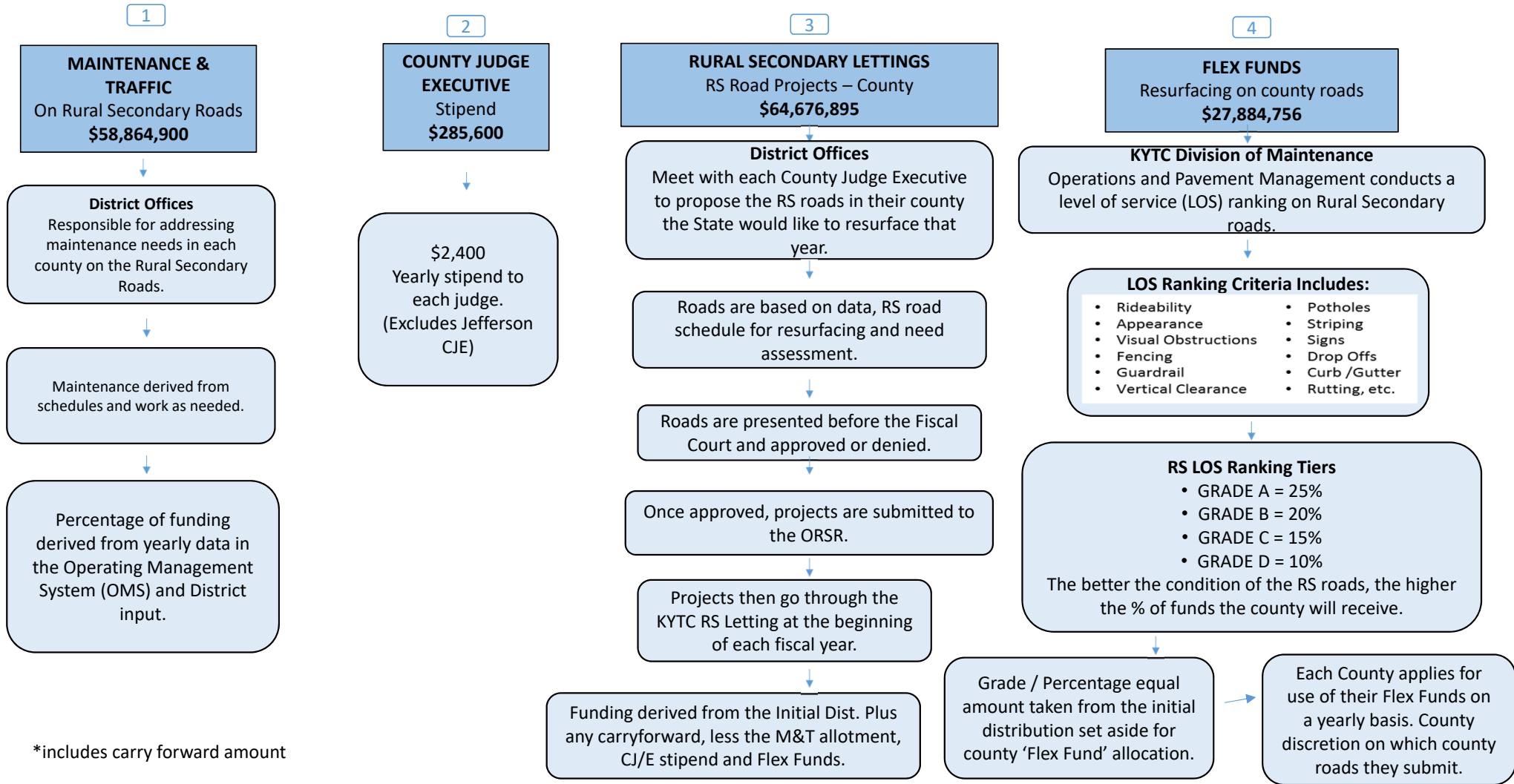
3% goes into the Municipal
Emergency Fund (CC03)
Funding is allotted based on
need and a first come, first
serve basis.
\$364,129

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)



*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, wherein they will receive 3 payments per year. August= 60%, February = 30% and End of July = 10%.

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.

**DUE
BACK
APRIL 1,
2020**

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.*

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:

1. 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: _____
Commissioner

Date: _____

APPROVED AS TO FORM AND LEGALITY:

BY: _____
Office of Legal Services

Date: _____

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

BY: _____
Secretary

Date: _____

RESOLUTION

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) County, and the County



The Flex Fund

Funds allocated to counties for resurfacing



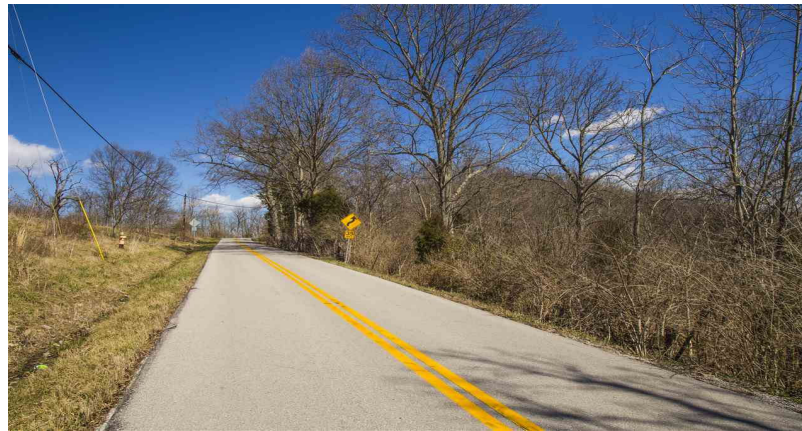
The Flex Fund

FY21 Projection: \$27,884,756



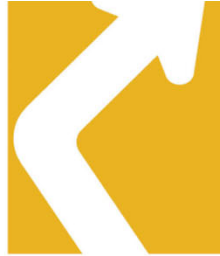
What are Flex Funds?

- 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

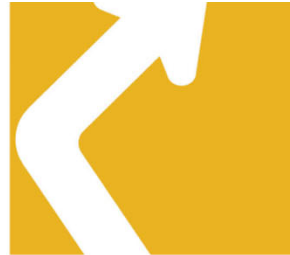


To Determine the allocation of Flex Funds to each County the State's Division of Maintenance reviews the rural secondary roads in each county and determines the necessary funding needed for the reasonable up-keep of these roads during that fiscal year.

Features used in determining the rating

- | | | | |
|---|--|---|---|
| <ul style="list-style-type: none">• Rideability• Appearance• Vertical Clearance• Guardrail Specifications• Guardrail Damage | <ul style="list-style-type: none">• Visual Obstructions• Fencing• Attenuators• Potholes• Rutting | <ul style="list-style-type: none">• Pavement Drop Off• Drains• Ditches• Curb and Gutter• White Stripe• Yellow Stripe | <ul style="list-style-type: none">• 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%
- 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	20-21 INITIAL DISTRIB. (90%)	19-20 BALANCE (EST. 12- 19-18)	Flex Funds Carry Over	TOTAL FUNDS AVAILABLE	20-21 PROPOSED M & T ALLOTMENT	M & T % of INITIAL DISTRIB.	CJEXP	TOTAL AMOUNT LEFT FOR PROJECTS	"FLEX FUNDS" FOR PROJECT \$	FLEX FUNDS" FOR PROJECT \$	"FLEX FUNDS" % of INITIAL DISTRIB.	TOTAL AMOUNT MINUS "FLEX 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		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

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](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 Process



The screenshot shows the homepage of the Kentucky Transportation Cabinet (KYTC). The browser address bar displays transportation.ky.gov/Pages/Home.aspx. The website header includes the KYTC logo and the text "Kentucky Transportation Cabinet". A search bar is located in the top right corner. The main navigation menu includes: HOME, NEWS/MEDIA, MAPS/RESOURCES, BUSINESS SERVICES, CITIZEN SERVICES, ABOUT US, CONTACT US, and AFFILIATE SITES. A dropdown menu is open under "MAPS/RESOURCES", listing: Maps, DataMart, 2018 Enacted Highway Plan, Highway Safety, Snow and Ice Information, Traffic and Travel, Statewide Transportation Improvement Plan, **Forms Library** (highlighted with a mouse cursor), Policy Manuals, and FAQ. The main content area features a large banner image of a white truck in the snow with the text "SERVING PAYERS". Below the banner are six service tiles, each with a yellow icon on a black background:

- LATEST NEWS**: Icon of a newspaper with the word "NEWS" on it.
- DRIVER SERVICES**: Icon of a person's profile next to a document with a plus sign.
- MAPS/RESOURCES**: Icon of a map with a location pin and a road.
- SAFETY**: Icon of two hands shaking with radiating lines above them.
- TRAVEL**: Icon of a person carrying a suitcase.
- ROADWAYS**: Icon of a yellow A-frame road sign.

The URL at the bottom of the browser window is <https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library.aspx>.

Flex Fund Process



Forms Library | KYTC

transportation.ky.gov/Organizational-Resources/Pages/Forms-Library.aspx

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky Transportation Cabinet

HOME NEWS/MEDIA MAPS/RESOURCES BUSINESS SERVICES CITIZEN SERVICES ABOUT US CONTACT US AFFILIATE SITES

Search...

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](#)

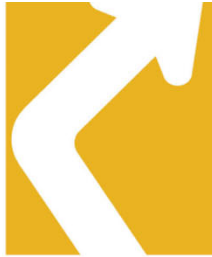
Navigation

- [KYTC Home](#)
- [Forms Library Home](#)
- [Policy Manuals Library](#)

Forms Library Resources

- [Other Agencies' Forms](#)
- [Forms Technical Support](#)
- [KYTC Forms Registry](#)

Flex Fund Process



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

Imported From IE

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 print-only 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

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.

Technical support and answers to common technical questions are available [here](#).

Form Number	Title	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		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

Navigation

- [KYTC Home](#)
- [Rural and Municipal Aid Home](#)
- [Local Programs Home](#)
- [Forms Technical Support](#)
- [Forms Library Home](#)
- [KYTC Forms Registry](#)
- [Policy Manuals Library](#)

KYTC Form Categories

- [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](#)

HOW TO APPLY FOR COUNTY FLEX FUNDING CONSIDERATION

To receive funding counties must complete the **TC 20-34** 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
RS FLEX PROGRAM RECOMMENDATIONS

TC 20-34
04/2013
Page 1 of 1

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. 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:			

Milepoint Locator Map



The screenshot displays the website for the Kentucky Transportation Cabinet (KYTC). The browser address bar shows the URL transportation.ky.gov/Pages/Home.aspx. The website header includes the KYTC logo and the text "Kentucky Transportation Cabinet". A navigation menu is visible with the following items: HOME, NEWS/MEDIA, MAPS/RESOURCES, BUSINESS SERVICES, CITIZEN SERVICES, ABOUT US, CONTACT US, and AFFILIATE SITES. A search bar is located to the right of the navigation menu. Below the navigation menu, a large banner image shows a road winding through a forest with autumn foliage. The text "CONNECTING THE COMMONWEALTH" is overlaid on the banner. A dropdown menu is open under "MAPS/RESOURCES", listing the following items: Maps, DataMart, 2018 Enacted Highway Plan, Highway Safety, Snow and Ice Information, Traffic and Travel, Statewide Transportation Improvement Plan, Forms Library, Policy Manuals, and FAQ. Below the banner, there are six service tiles, each with a yellow icon and text: "LATEST NEWS" (news icon), "DRIVER SERVICES" (driver icon), "MAPS/RESOURCES" (map icon), "PARTNERSHIP" (handshake icon), "CITIZEN SERVICES" (person icon), and "ROADWORK" (warning sign icon).













Milepoint Locator Map



Maps/Resources | KYTC

transportation.ky.gov/Pages/Maps-Resources.aspx

Apps Suggested Sites Imported From IE

 <p>KYTC Traffic Counts (Updated) Description: The KYTC Traffic Counts interactive map displays Traffic Count Station locations and the most current Average Annual Daily Traffic (AADT) reports for each site within the Commonwealth of Kentucky.</p>	 <p>Local Roads (Previously County Rural Aid) Description: The Local Roads interactive map presents local roads that have been accepted by the Kentucky Transportation Cabinet for county or municipal road aid.</p>	 <p>Pavement Conditions Description: The Pavement Conditions interactive map provides pavement condition data on all state owned (MP) and rural secondary road (RS) sections across the Commonwealth of Kentucky.</p>
 <p>Project Plan Archive (1909-Present) (Updated) Description: The Project Plan Archive (1909-Present) is a spatially referenced archive of scanned Kentucky Transportation Cabinet project plans from 1909 to present day.</p>	 <p>Protected Areas for Outdoor Advertising (Updated) Description: The Protected Areas for Outdoor Advertising interactive map displays the KYTC inventory of outdoor advertising devices (billboard, sign, notice, poster, or display) locations across the Commonwealth of Kentucky.</p>	 <p>Right-of-Way Monument Map (Updated) Description: The Right-of-Way Monument interactive map displays data that is responsible for professional decisions concerning appraisals, negotiations, and property management across the Commonwealth of Kentucky.</p>
 <p>Roadway Photo Viewer Description: The Roadway Photo Viewer is an interactive map that returns a view of current or archived images taken at particular locations along a route. The tools allow you to select "current" or a particular time when that segment of road was driven and then you can virtually drive the road (forward, backward, U-Turn, Stop) to see that part of the road and its related information</p>	 <p>Rural and Secondary Roads (Updated) Description: The Rural and Secondary Roads interactive map displays roads in sparsely populated areas. It was designed to allow people to evaluate these roads in the transportation decision-making process.</p>	 <p>Snow and Ice Priority Routes (Updated) Description: The Snow and Ice Priority Routes interactive map displays all snow routes categorized by priority that the Commonwealth of Kentucky monitors and maintains in the event of inclement weather with their heavy duty snow clearing equipment.</p>
 <p>Quality Assurance Lessons Learned Description: The Quality Assurance Lessons Learned interactive map displays all KYTC projects that have received a post construction review or value engineering change proposal.</p>	 <p>Official Kentucky Highway Map Description: The Official Kentucky Highway Map is a static map with reference data which includes mileage chart, indices, and contact information for 2018 – 2019. It is provided for download.</p>	 <p>Real Time Traffic and Travel Information. see GOKY.ky.gov Description: The GOKY interactive map displays real time traffic data and incident reports from Incident Management, Waze, and traffic cameras which help motorists understand current hazards and safely travel within the Commonwealth of Kentucky.</p>

<https://maps.kytc.ky.gov/ruralandsecondaryroads/>

Milepoint Locator Map



Maps/Resources | KYTC Rural and Secondary Roads

maps.kytc.ky.gov/ruralandsecondaryroads/

Apps Suggested Sites Imported From IE

Rural and Secondary Roads

Search (Address, City, etc.)

Advanced Road Lookup

County
Select a County

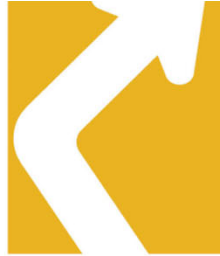
Prefix Number Suffix Section

BMP EMP **Apply**

Clear Selection

App State
Click to restore the map extent and layers

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!





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

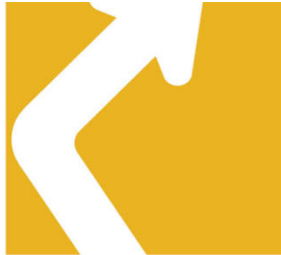


The KYTC Division of Structural Design has created “bridge” drawings at no cost to the counties and are available for use:

- 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 Drawings (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



Home | KYTC
transportation.ky.gov/Pages/Home.aspx

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky Transportation Cabinet

HOME NEWS/MEDIA MAPS/RESOURCES BUSINESS SERVICES CITIZEN SERVICES ABOUT US CONTACT US AFFILIATE SITES

SEARCH...

SERV TAXPAYERS

- Civil Rights & Small Business Development
- Construction
- Construction Procurement
- Forms Library
- Highway Design
- KPTIA
- Highway Safety
- Motor Carriers
- Professional Services
- Rural & Municipal Aid
- See More...

NEWS
LATEST NEWS

DRIVER SERVICES

MAPS/RESOURCES

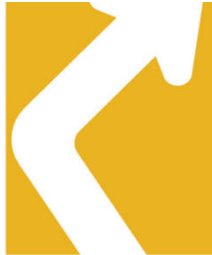
SHAKING HANDS

PERSON

TRUSS BRIDGE

https://transportation.ky.gov/RuralandMunicipalAid/Pages/default.aspx

RS 80/20 Bridge



rtation.ky.gov/RuralandMunicipalAid/Pages/default.aspx

Imported From IE

Department of Rural and Municipal Aid

The Office of Rural and Secondary Roads will be sending out the FY2021 Cooperative Agreements and Resolutions early this year! These will be sent out by February 1st, with a return deadline of April 1st.

If you are not currently participating in the Cooperative Program and would like to gain information about joining, please email RuralandMunicipalAid@ky.gov.

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

The Office of Local Programs

The Office of Local Programs administers two federally funded programs, the Transportation Alternatives Programs (TAP) and the Congestion Mitigation and Air Quality Program (CMAQ). Each program acts as a grant program which administers funds allocated by the Federal Highway Administration (FHWA). Both programs conduct an application cycle in the fall 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

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.

County and Municipal Road Aid

Each fiscal year all counties, incorporated cities, and unincorporated urban places are allocated county and municipal road aid. County Road Aid funding is based on the Fifts Formula, and Municipal Road Aid 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 payment processed by the Kentucky Department for Local Government or can participate in one of the ORSR Cooperative Programs.

Participants in the cooperative programs do not receive their road aid in monthly payments. 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

Department of Rural Municipal Aid
Commissioner (Vacant)

Office of Rural Secondary Roads
Craig Caudill, Executive Director
Shelby Peel, Executive Staff Advisor
Sara Hall, Resource Management Analyst

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

- [RMA Department Guidebook 2019.pdf](#)
- [Field Representatives Map by Region - Feb 2019.pdf](#)
- [Bridge & Beam Drawings](#)
- [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](#)
- [2019 KBT PRESENTATION - HOW WE HELP.pdf](#)

RS 80/20 Bridge



Bridge and Beam Drawings

- 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

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- [TC 20-38 Office of Rural Secondary Roads Payment Request](#)
- [TC 20-39 Discretionary Funding Request](#)
- [Rural & Municipal Aid Home](#)

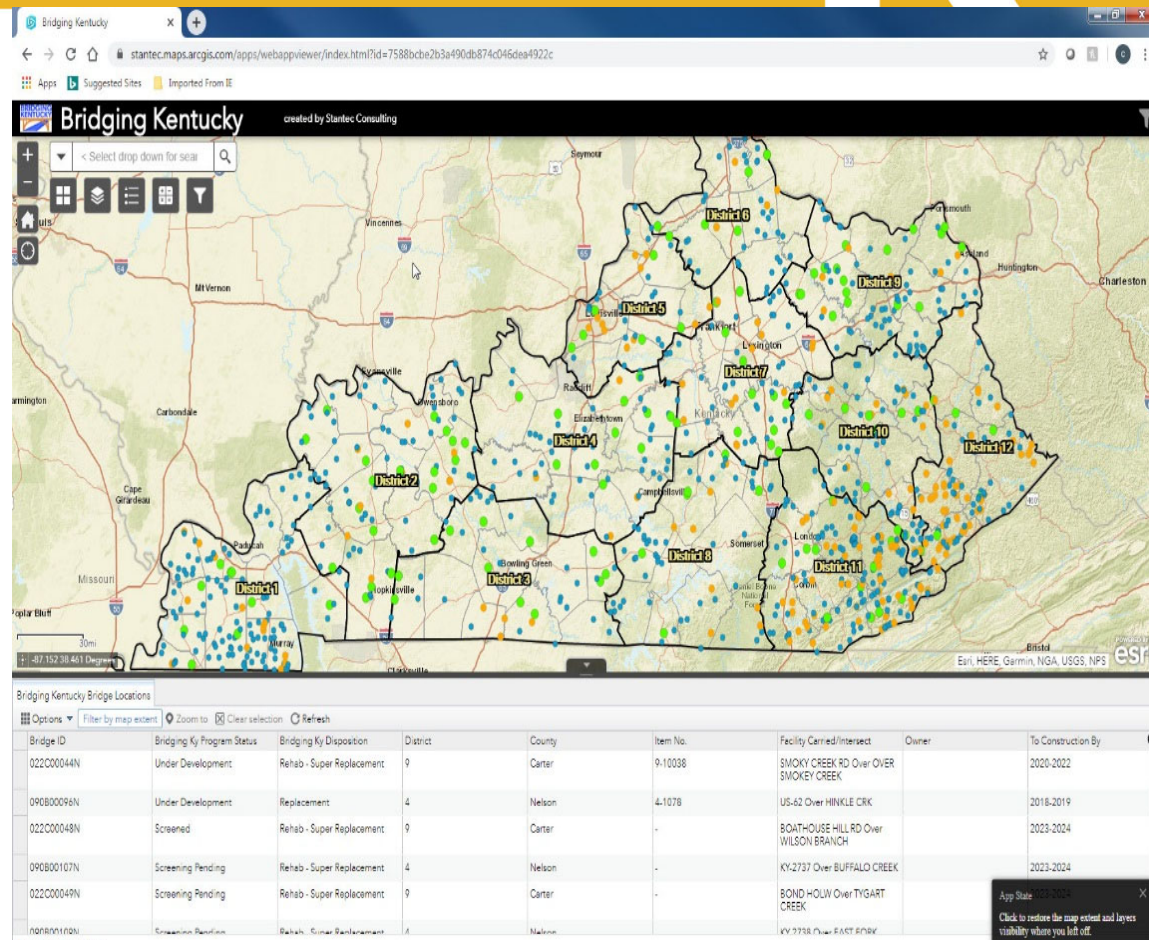
Small Structure Inspections



- 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.

Bridging Kentucky

- The Bridging KY initiative has helped 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.



RS 80/20 Bridge Process



Application Guidelines:

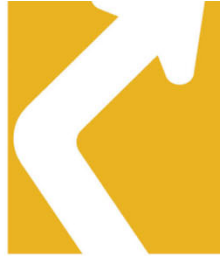
- County submits recommendation package to ORSR in Central Office (CO) in Frankfort. This package consists of:
 - Completed Bridge Recommendation Form (TC 20-35) available on our website in our Forms Library:
[https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-\(TC-20\).aspx](https://transportation.ky.gov/Organizational-Resources/Pages/Fo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



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. \$3.9 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, **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:	<u>\$40,000</u>
Receipt's Submitted New Project Cost:	<u>\$75,000</u>
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 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 <i>(street)</i>		CITY	STATE	ZIP	
SECTION 2: PROJECT LOCATION & NATURE OF REQUEST					
STREET/ROAD NAME			STREET/ROAD NUMBER		
PROJECT LOCATION <i>(name of nearest intersecting road and 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		
TOTAL SPENT: \$					

FEMA EMERGENCY ASSISTANCE



Kentucky Emergency Management

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? <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: \$

Public Assistance Guidance

406 Hazard Mitigation Checklist	Download
Debris Management Guide	Download
Debris Removal Guideline Poster	Download
Disaster Recovery Center (DRC) Checklist	Download
KYEM Form 508 Summary of Documentation in Support of Amount	Download
PA Digest 2008	Download

Upcoming
EVENTS

[Notice of FEMA-DR-4358-KY Public Assistance Applicant Briefing](#)

[New FEMA PA Delivery Model Training Registration](#)

KYEM.KY.GOV
JESSICA MITCHELL
RECOVERY BRANCH
502-607-5762

Open Emergency Projects



The FY2016-2017 County Road Aid Emergency Project Audit has been completed.

There are a total of **82** open projects.

We have sent emails to all parties with outstanding open projects.

We have asked that these be closed prior to the 60% distribution of County Road Aid funds in July

- The Emergency Program is the ONLY program without an official agreement between the County and the State
- Remember to keep all supporting documentation for these projects (invoices, cancelled checks) until we let you know its ok to close.
- We have some counties that owe funds and some that are owed funds.
- Its important to close these projects asap.



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, **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.

KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid OFFICE OF RURAL & SECONDARY ROADS		TC 20-38 Rev. 10/2018 Page 1 of 2	
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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		

KENTUCKY TRANSPORTATION CABINET Department of Rural & Municipal Aid OFFICE OF RURAL & SECONDARY ROADS		TC 20-38 Rev. 03/2019 Page 2 of 2	
REQUEST FOR PAYMENT			
SECTION 4: DOCUMENTATION OF COSTS INCURRED (Use this page multiple times if needed.)			
AGREEMENT ITEM	ATTACHED INVOICE # (if applicable)	CURRENT REQUEST	
Example: John's Rock Company	1234	\$106.00	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
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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.

INVOICE

PAVEMENT SOFT

9469 Hawkins Drive
Manassas, VA 20109
Office: (844) 726-6368

INVOICE ID: 10-01-2018-#049 - 1
INVOICE DATE: 10/01/2018
PAYMENT DUE: 10/01/2018
TERMS:
CUSTOMER ID: EDENS & AVENT
SALESPERSON: TEST GUY

TO:
Edens & Avent
7200 Wisconsin Ave
Bethesda, MD 20814

JOB: 10-01-2018-#049
Sowder Village Shopping Center
10041 Sowder Village Square
Manassas, MD 20109
John Doe

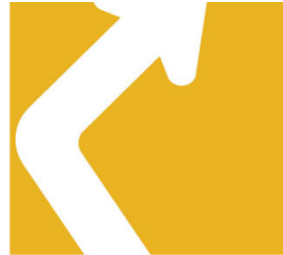
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	BALANCE DUE
Asphalt Overlay	Work on Red Loop Rd.	1		\$7,820.00	\$7,820.00

TAXES: 0% \$0.00

TOTAL AMOUNT DUE: \$7,820.00

Pavement Soft Test

Reimbursement Non-Cash Match



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

TC 20-40
Rev. 09/2018
Page 1 of 1

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
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Page Total				\$ -

Employee Signature (required) _____ Date _____

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

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Page 3 of 3

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
Department of Rural & Municipal Aid
OFFICE OF RURAL & SECONDARY ROADS

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Rev. 09/2018
Page 2 of 3

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
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
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				\$ -		
TOTAL Value of Equipment Use:				\$ -		



Discretionary Funding



Discretionary Funding (FD39)

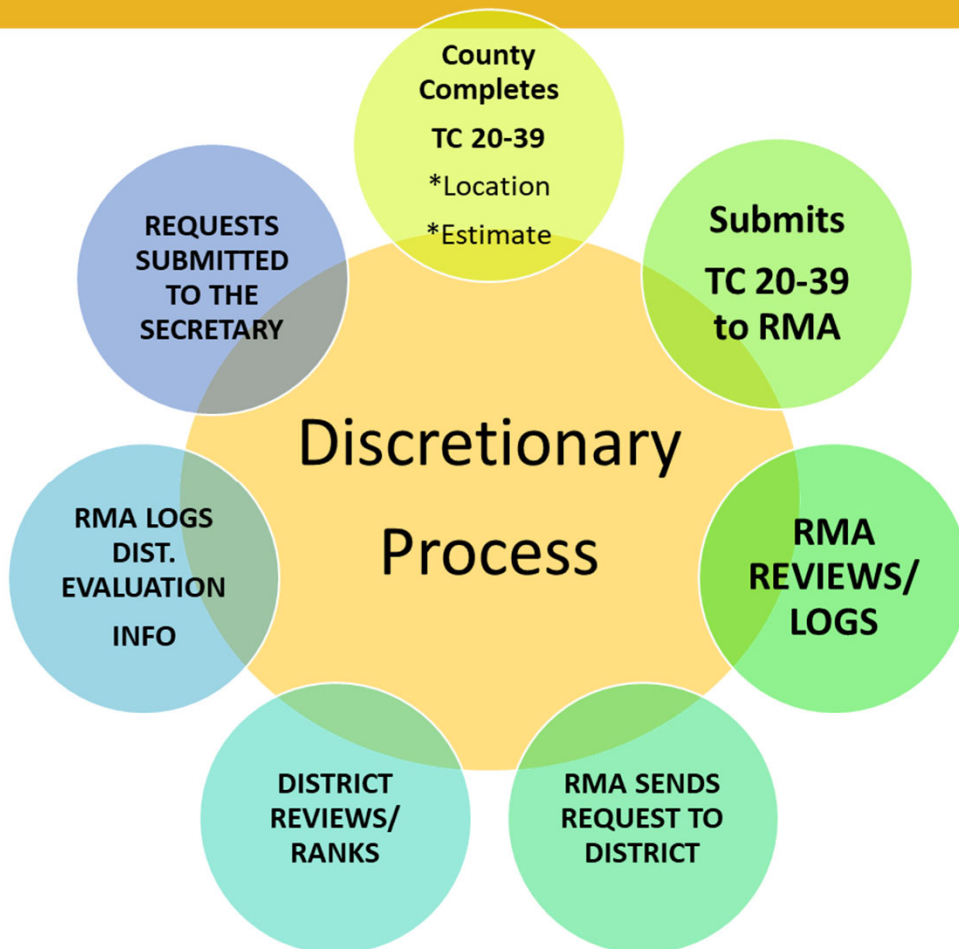


The Discretionary Fund, also known as the Highway Contingency Account (FD39), is administered by the Department of Rural and Municipal Aid.

- 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.

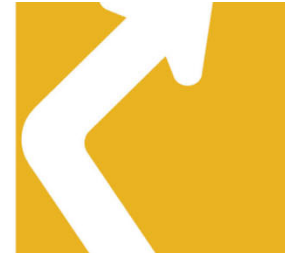
Discretionary Process





- **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 receive Disc. Funding.
- Secretary makes a recommendation list which is submitted to the Governor's Office for review.

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				
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.).				
SECTION 4: DETAILS OF REQUEST				
Pictures <input type="checkbox"/> Yes <input type="checkbox"/> No		District Evaluation <input type="checkbox"/> Yes <input type="checkbox"/> No		Calculations:
		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				
	ROAD NAME	ROAD NO.	LENGTH OF PROJECT (miles)	ESTIMATED COST
	LOCATION OF PROJECT (where project begins & ends)			
Priority No. 1	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 _____			
	ROAD NAME	ROAD NO.	LENGTH OF PROJECT (miles)	ESTIMATED COST
	LOCATION OF PROJECT (where project begins & ends)			
Priority No. 2	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 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

The Halls



The Caudills



The Peels



The Barnes



The Rural Secondary

Family!