

# **KYOVA Interstate Planning Commission**

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## **(Huntington, WV-KY-OH Urbanized Area)**

### **FY 2018**

## **UNIFIED PLANNING WORK PROGRAM**

Prepared by

**KYOVA Interstate Planning Commission**  
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*This report was prepared in cooperation with the U.S. Department of Transportation, Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the West Virginia Department of Transportation (WVDOT/WVDOH), the Kentucky Transportation Cabinet (KYTC), the Ohio Department of Transportation (ODOT) and local communities. The contents of this report reflect the views of KYOVA Interstate Planning Commission which is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the West Virginia Department of Transportation (WVDOT/WVDOH), the Kentucky Transportation Cabinet (KYTC), the Ohio Department of Transportation (ODOT), the U. S. Department of Transportation, the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). This report does not constitute a standard, specification or regulation.*

2/24/17

## ABSTRACT

**TITLE:** KYOVA Interstate Planning Commission FY 2018 Unified Planning Work Program (UPWP) and Budget<sup>(1)</sup>

**AUTHOR:** KYOVA Interstate Planning Commission

**DATE:** 2/24/2017

**SOURCE:** KYOVA Interstate Planning Commission  
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### AUTHORIZED

**OFFICER:** Christopher Chiles, Executive Director ([cchiles@kyovaipc.org](mailto:cchiles@kyovaipc.org))

**ABSTRACT:** This document, the FY 2018 KYOVA Interstate Planning Commission (Huntington, WV–KY–OH Urbanized Area) Unified Planning Work Program (UPWP) prepared annually by the KYOVA Interstate Planning Commission to meet requirements of Federal and State transportation funding agencies for only transportation related planning activities during Fiscal Year 2018, which begins July 1, 2017 and ends June 30, 2018. It is part of the official agreement between KYOVA, the West Virginia Department of Transportation (WVDOT/WVDOH), the Kentucky Transportation Cabinet (KYTC) and the Ohio Department of Transportation (ODOT). The UPWP is financed with combined Federal Highway Administration Planning Funds (PL) and the Federal Transit Administration (FTA) Section 5303 Planning Funds.

Emphasis areas for the FY 2018 Unified Planning Work Program includes but, is not limited to: developing performance measures consistent with Fixing America's Surface Transportation (FAST) Act; Title VI, Environmental Justice (EJ) and assistance to LPAs in developing Section 504 ADA Transition Plans; development of metropolitan planning agreements; development of multi-modal plans; and assistance to states in development of the State Asset Management Plan. KYOVA will support the State DOTs' Performance Targets. This will be completed within 180 days of the states' adoption of goals. A mechanism shall be established jointly with the State DOTs to report these targets and annual values upon request from FHWA and FTA.

<sup>1</sup>FY 2018 UPWP Development Schedule

1. 03/3/2017WVDOH, KYTC & ODOT Draft UPWP
2. 04/28/2017 WVDOH, KYTC & ODOT Final UPWP

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# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **PREFACE**

## **RESOLUTIONS APPROVING THE FY 2018 UPWP AND SF-424**

2/24/17

## **PREFACE**

### **RESOLUTIONS APPROVING THE FY 2018 UPWP AND SF-424**

**KYOVA Policy Board Approval Resolution (2017-006 / February 24, 2017)**

**Self-Certification Resolution (2017-007 / February 24, 2017)**

**SF-424 – Application for Federal Assistance (February 24, 2017)**

2/24/2017

Resolution #2017-006

### AUTHORIZING RESOLUTION

I, Robert Pasley, do hereby certify that I am duly qualified and acting Chairman of the KYOVA Interstate Planning Commission and as such, I am the keeper of the seal, records and files of the KYOVA Interstate Planning Commission.

I do further certify that at a regularly constituted meeting of the Policy Committee of the KYOVA Interstate Planning Commission held on the 24<sup>th</sup> day of February, 2017 at which a quorum of the members was present and voting, a certain Resolution was adopted in full accordance and conformity with the By-Laws of the Applicant as made and provided, and that the following is a complete and true copy of the pertinent provisions of said Resolution:

**BE IT RESOLVED BY THE** Policy Committee of the KYOVA Interstate Planning Commission

1. That an application be made to the West Virginia Department of Transportation, Kentucky Transportation Cabinet and the Ohio Department of Transportation to acquire funds to provide transportation planning and technical assistance as described in the FY 2018 UPWP.
2. That **Christopher M. Chiles** of the KYOVA Interstate Planning Commission is hereby authorized and directed to execute and file on behalf of the KYOVA Interstate Planning Commission such applications; and that Christopher M. Chiles is authorized to furnish such additional information as may reasonably be required by the Federal Transit Administration, West Virginia Department of Transportation, Kentucky Transportation Cabinet or the Ohio Department of Transportation in connection with the aforesaid application for said grant.

I further certify that the original of the complete said Resolution is on file in the records of the KYOVA Interstate Planning Commission in my custody.

I do further certify that the foregoing Resolution remains in full force and effect and has not been rescinded, amended or altered in any manner since the date of its adoption.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the seal, (if appropriate), of the KYOVA Interstate Planning Commission, this 24th day of February, 2017.

  
Robert Pasley, Chairman

Date: February 24, 2017

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Resolution #2017-008

**RESOLUTION**

- WHEREAS,** the Huntington-Ashland-Ironton Area Transportation Study (HAIATS) is a standing committee of the KYOVA Interstate Planning Commission; and
- WHEREAS,** KYOVA is the designated Metropolitan Planning Organization (MPO) in accordance with the joint regulations of the Federal Highway Administration and the Federal Transit Administration, issued to implement U.S.C. 134 and Section 4(a) of 49 U.S.C. 1603(1); and;
- WHEREAS,** a Unified Planning Work Program and Budget has been prepared by KYOVA describing anticipated transportation and transportation related planning tasks within the Huntington, WV-KY-OH urbanized area for Fiscal Year 2018, in accordance with the Agency's five-year Prospectus, as amended, and;
- WHEREAS,** the Unified Planning Work Program is an accurate appraisal of proposed work activities, incorporating suggested revisions from participating agencies and the Federal Highway Administration, U.S. Department of Transportation and Federal Transportation Administration.

**THEREFORE, BE IT RESOLVED,** the KYOVA Interstate Planning Commission endorses and adopts the Unified Planning Work Program and Budget for Fiscal Year 2018.

  
\_\_\_\_\_

ROBERT PASLEY, CHAIRMAN  
KYOVA Interstate Planning Commission  
DATED: February 24, 2017

**CERTIFICATE**

The undersigned duly qualified Executive Director of the KYOVA Interstate Planning Commission certifies that the above is a true and correct copy of a RESOLUTION adopted at a legally convened meeting of the KYOVA Interstate Planning Commission, held on the 24th day of February, 2017.

Motion for approval of RESOLUTION was made by Ron Fields and with a second by Jason Stephens.

  
\_\_\_\_\_

CHRISTOPHER M. CHILES  
EXECUTIVE DIRECTOR  
DATED: February 24, 2017



Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> _____		<b>4. Applicant Identifier:</b> _____
<b>5a. Federal Entity Identifier:</b> _____		<b>5b. Federal Award Identifier:</b> _____
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> KYOVA INTERSTATE PLANNING COMMISSION		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 55-0514645		<b>* c. Organizational DUNS:</b> 1099495650000
<b>d. Address:</b>		
<b>* Street1:</b> 400 THIRD AVENUE		
<b>Street2:</b> _____		
<b>* City:</b> HUNTINGTON		
<b>County/Parish:</b> _____		
<b>* State:</b> WV: West Virginia		
<b>Province:</b> _____		
<b>* Country:</b> USA: UNITED STATES		
<b>* Zip / Postal Code:</b> 25701-0939		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> _____		<b>Division Name:</b> _____
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> _____		<b>* First Name:</b> CHRISTOPHER
<b>Middle Name:</b> M.		
<b>* Last Name:</b> CHILES		
<b>Suffix:</b> _____		
<b>Title:</b> EXECUTIVE DIRECTOR		
<b>Organizational Affiliation:</b> _____		
<b>* Telephone Number:</b> 304.523.7434		<b>Fax Number:</b> 304.529.7229
<b>* Email:</b> cchiles@kyovaipc.org		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

N: Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

FEDERAL HIGHWAYS ADMINISTRATION

**11. Catalog of Federal Domestic Assistance Number:**

20.205

CFDA Title:

HIGHWAY PLANNING AND CONSTRUCTION (FEDERAL AID HIGHWAY PROGRAM)

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

UNIFIED PLANNING WORK PROGRAM AND BUDGET (TRANSPORTATION PLANNING)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,110,380.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="58,623.00"/>
* d. Local	<input type="text" value="123,425.00"/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="1,292,428.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**



Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

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# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **SECTION I**

### **INTRODUCTON**

## **INTRODUCTION**

### **PURPOSE**

The KYOVA Interstate Planning Commission (Huntington, WV–KY–OH Urbanized Area) Unified Planning Work Program (UPWP) outlines the planning activities to be performed by all participants in the cooperative metropolitan planning process in the West Virginia counties of Cabell, Wayne, and a portion of Putnam; Kentucky counties of Boyd and Greenup; and Lawrence County, Ohio. The work program reflects a careful consideration of critical transportation issues currently facing the region as well as the analytical capabilities necessary to address them. The UPWP is required as a basis and condition for all federal funding assistance for transportation planning by the joint planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Included is a proposed budget for the year's activities, complete with identification of the expected funding sources for said budget. Applicable federal statutes are: 23 USC 134(a), (f), and 49 USC 5303(a), (b). Primary federal regulations are 23 CFR 420.109, 23 CFR 450.314, and 49 CFR 613.

Under the provisions of the Fixing America's Surface Transportation (FAST) Act planning emphasis will be placed on implementation of the law, promoting cooperation across MPO boundaries, and creating ladders of opportunity, with an eye toward achieving performance goals in safety, infrastructure condition, congestion reduction, system reliability, freight movement/economic vitality, environmental sustainability, and reduced project delivery delays. Additionally, emphasis will be given to compliance with provisions of Title VI of the Civil Rights Act.

All aspects of transportation planning taken herein will be conducted context sensitive to surrounding land-use and integrated with and in support of larger community goals related to economic development, preservation of environmental resources, responsible for existing infrastructure, safety and security within the transportation system, equitable participation, and maintenance of the quality of life in the region. The work elements herein will keep these goals in mind.

### **GOALS AND OBJECTIVES**

The goal and objective of the KYOVA Interstate Planning Commission are to conduct and implement a comprehensive multi-modal transportation planning process for the service area that is consistent with land-use, economic development, and financial resources. The planning process shall be in the interest of advancing the economic and social welfare of the planning area by producing a plan for metropolitan transportation development and transportation facilities. The planned transportation facilities shall provide adequate service for local and metropolitan movements of persons, goods, and services as reflected in plans and forecasts for future land-use, area development and create ladders of opportunity. The goal shall be developed to generate projected patterns and quantities to aid in the future design of streets, highways and other transportation modes and facilities. The plan is based on existing and projected land-use, as well as transportation and economic characteristics, in specified increments of approximately four (4) years, to meeting the needs of the area through the year 2040. Additionally, the plan shall be physically and financially feasible and should be acceptable to the federal, state, and local agencies and capable of being revised due to unforeseen circumstances.

#### **KYOVA GOALS**

- Improve the quality of life for the region's citizens by identifying ways to enhance regional transportation systems and improve air quality.
- Assist member governments and agencies in addressing local and regional transportation concerns in a continuing, cooperative, and comprehensive manner.
- Assure the equitable flow and prudent expenditures of public funds.

#### **KYOVA OBJECTIVES**

- Secure necessary basic data to evaluate and assess the service provided by the existing transportation system.
- Create a truly functional relationship between transportation and balanced metropolitan development.
- Determine current transportation deficiencies and probable future needs, with respect to both facilities and operations, within the context of urban growth and foreseeable land-use changes.
- Provide legislative entities and the public with fully documented reports on transportation needs.
- Prepare realistic plans to improve all modes of transportation services and established programs and priorities for plan implementation.
- Maintain federal designations and planning processes and meet federal and state requirements for regional programs.
- Provide information and technical planning support for the benefit of member communities to enable the best use of public resources.
- Establish a program for continuous updating of data as conditions change to permit periodic review of the plan by reflecting consideration of alternate activities.

#### **KYOVA PERFORMANCE TARGETS**

KYOVA will support the State DOTs' Targets. This will be completed within 180 days of the states' adoption of goals. A mechanism shall be established jointly with the State DOTs to report these targets and annual values upon request from FHWA and FTA.

#### **PREVIOUS WORK**

The FY 2017 End of Year Performance and Expenditure Report (P&E) will provide a complete accounting and report of the year's activities. The P&E is scheduled for completion during the first quarter of FY 2018. FY 2017 monthly reports and invoices were provided for work activities and submitted to WVDOH/WVDOT, KYTC and ODOT.

#### **HISTORY AND MISSION**

KYOVA Interstate Planning Commission is an association of local governments in southwestern West Virginia, northeastern Kentucky and southern Ohio that serves as a forum for assessing and acting upon regional transportation concerns. KYOVA's goal is to promote cooperation among members, the governments closest to the people, and to maximize their capabilities for solving problems that cannot be solved by any one jurisdiction.

KYOVA was formally organized on October 11, 1968. Its creation, via interstate compact, was the culmination of years of thought initiated in 1965 with the beginning of the Huntington-Ashland-Ironton Area Transportation Study (HAIATS). KYOVA was formed from HAIATS to coordinate and administer transportation planning. In the late 1980s, the Kentucky counties seceded from the KYOVA Interstate Planning Commission and the Commonwealth of Kentucky designated FIVCO Area Development District to act as the MPO and to perform the transportation planning activities in Boyd and Greenup counties, Kentucky. In March 2012, the U.S. Census Bureau released its 2010 urbanized area (UZA) information which demonstrated that the Huntington, WV-KY-OH Urbanized Area grew in terms of land area and population. The 2010 population for the Huntington, WV-KY-OH Urbanized Area exceeded 200,000, and as a result of the population growth, the area was designated a Transportation Management Area (TMA). The newly designated Huntington, WV-KY-OH TMA included Boyd and Greenup counties, Kentucky as well as the area of Hurricane and Teays Valley in Putnam County, West Virginia. Thus, beginning July 1, 2013, all MPO planning activities relating to the Boyd and Greenup counties in Kentucky were reunited with the KYOVA Interstate Planning Commission.

To provide a recognized geographical area of activity, in 1966, the Bureau of the Census designated the urbanized area of Huntington-Ashland-Ironton as the Metropolitan Statistical Area (MSA). This area included: Cabell and Wayne counties in West Virginia; Boyd and Greenup counties in Kentucky; Lawrence County, Ohio; and the cities of Huntington, West Virginia; Ashland, Kentucky; and Ironton, Ohio. In 1973 and 1981 the Bureau of the Census expanded the MSA to include Carter County, Kentucky; however, they were not included in subsequent Censuses. On February 28, 2013, the Office of Management and Budget (OMB) redesignated the MSA based on the standards published in the June 28, 2010 Federal Register (75 FR 37246-37252) and Census Bureau data to include Putnam and Lincoln counties, West Virginia making the Huntington, WV MSA the largest in the state of West Virginia with seven (7) counties from a three-state region and a 2010 population of 364,908.

#### AREA OVERVIEW

The Huntington, WV-KY-OH Urbanized Area includes Cabell and Wayne counties and a portion of Putnam County in West Virginia, Boyd and Greenup counties in Kentucky and Lawrence County, Ohio. This area encompasses the urban area for the present design year to 2040.

Based on the 2010 U.S. Census the area (square miles), population and labor force for each county are presented below.

County/State	Area (square miles)	Population (2010)	Labor Force
Cabell, West Virginia	285	96,319	40,115
Wayne, West Virginia	518	42,481	16,284
Putnam, West Virginia	345	55,486	30,560
Boyd, Kentucky	159	49,542	40,599
Greenup, Kentucky	344	36,891	10,792
Lawrence, Ohio	456	62,450	24,494
<b>Total</b>	<b>2,107</b>	<b>343,169</b>	<b>162,844</b>

The KYOVA Metropolitan Planning Area (Huntington, WV-KY-OH Urbanized Area) topography is mountainous with the Ohio River Valley running east to west. Additionally, there are lowlands that

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are formed by the Big Sandy River. The counties within the TMA have both urban and rural areas, with the largest urban areas lying along the Ohio River. Most of the population, business services and industrial complexes are located along the Ohio River; however, population and small industrial complexes have shifted from urban to suburban and rural areas during the forty-year period from 1960 to 2000. Large tracts of vacant land and improvement of highways have made rural tracts of land very attractive for development.

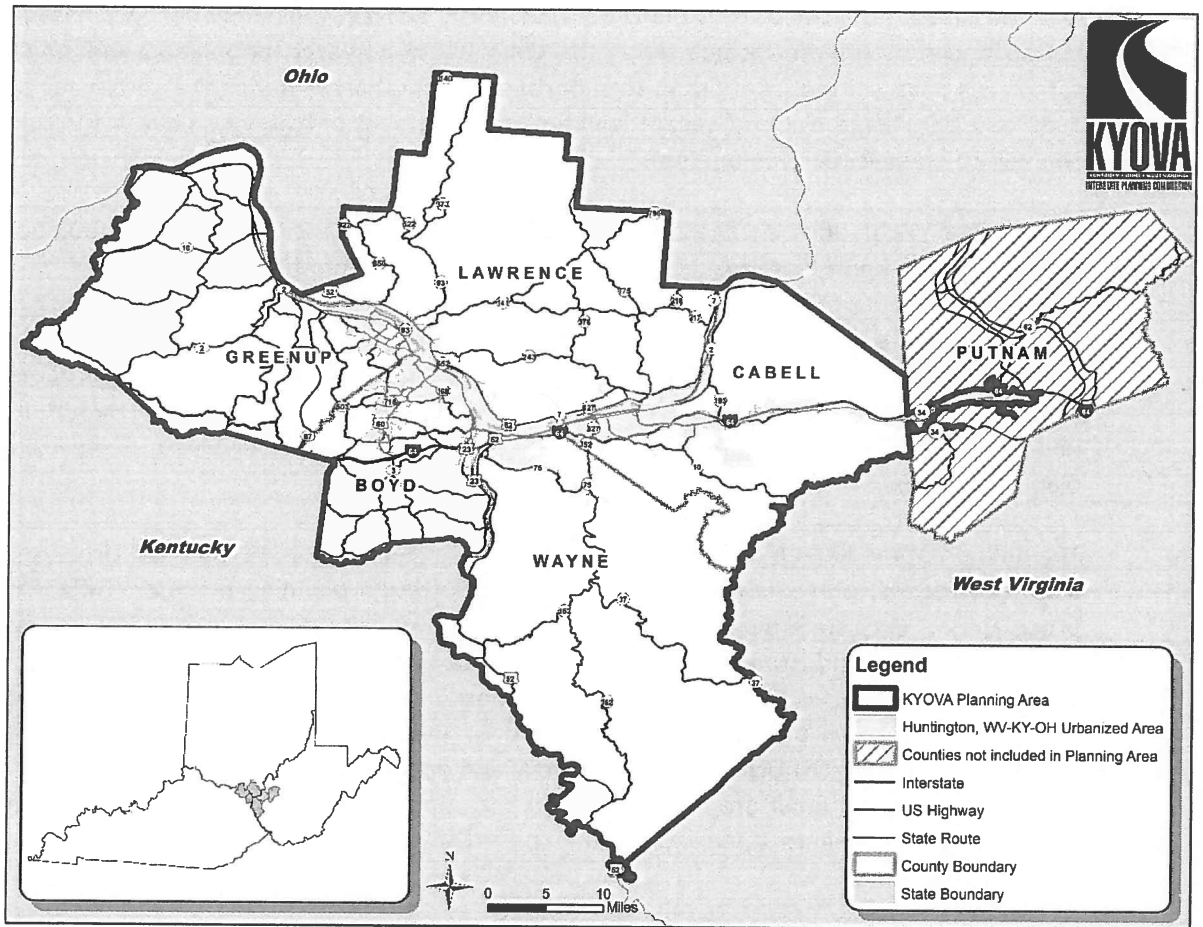
Highway, rail, river, and air transportation serve this area. Rail and river transportation both move large amounts of bulk material, including coal and oil refinery products.

KYOVA Interstate Planning Commission welcomes the sound concept of more local participation in transportation planning, especially in areas where local concerns and plans for progress are best known and understood. It is KYOVA's belief that local participation will result in a better understanding and cooperation among all governmental agencies involved in the transportation planning process.

The division of the KYOVA Metropolitan Planning Area (Huntington, WV-KY-OH Urbanized Area), by state boundaries, presents obstacles to the transportation planning process. Different laws and procedures of each state must be taken into consideration, along with other controlling factors, such as the extent of industrial, residential and business areas; location and services provided by transportation agencies and terminals; and proposed developments to serve a mobile population. These challenges can be objectively addressed by the counties and municipalities that form the Huntington, WV-KY-OH Urbanized Area. Social and economic factors that determine the pattern of future development must project future transportation needs and must also be considered in the planning process. Figure 1 below illustrates the KYOVA Metropolitan Planning Area.



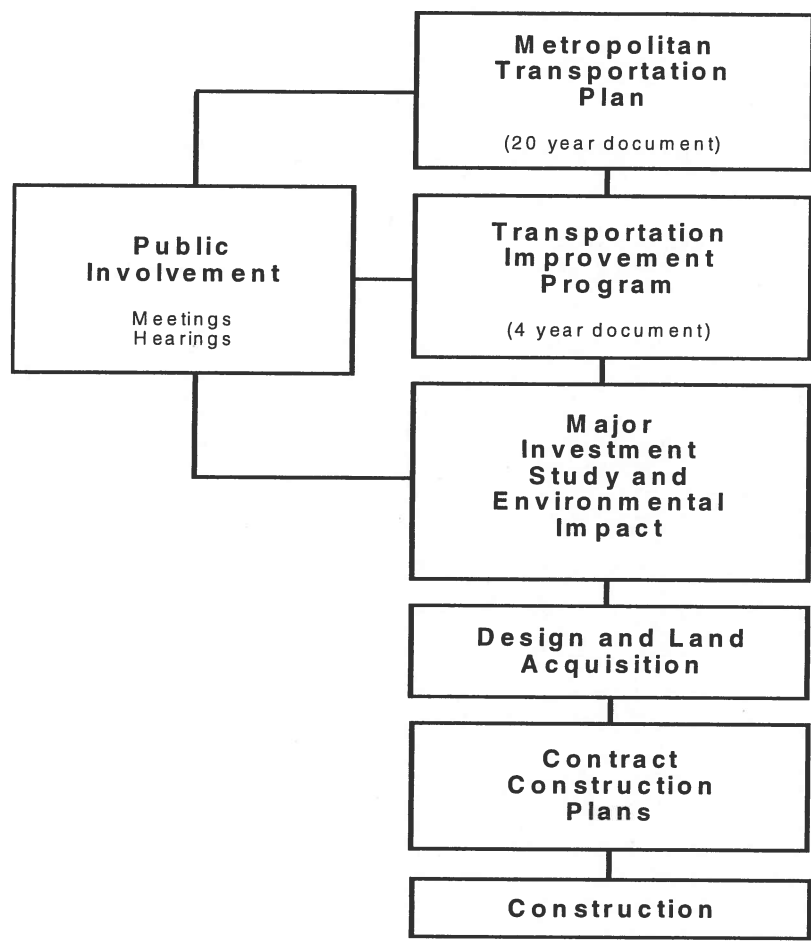
**Figure1: KYOVA Metropolitan Planning Area**



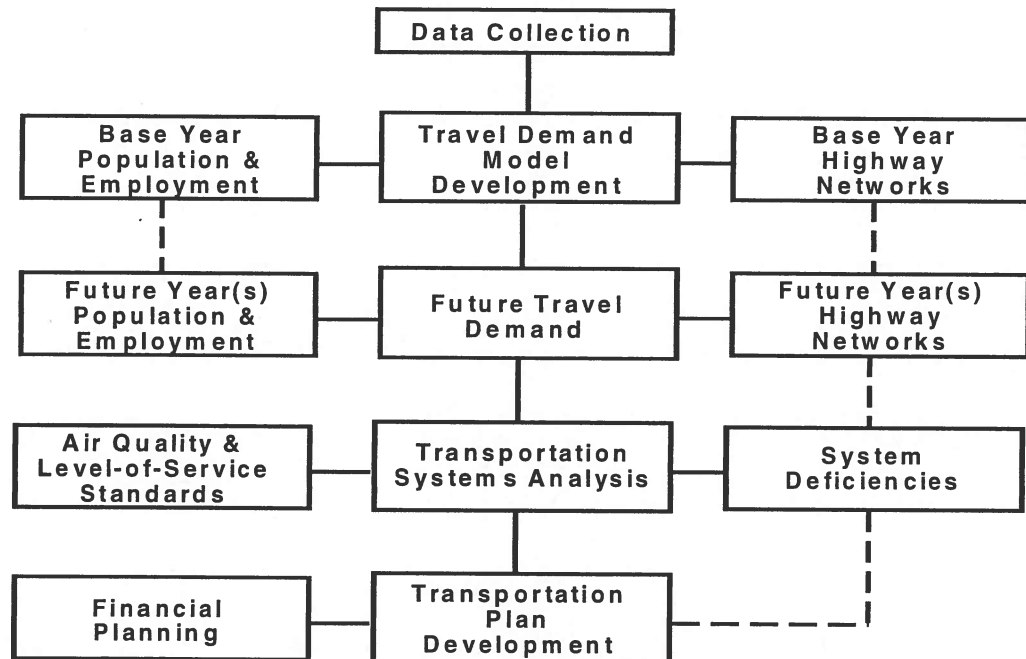
As a unified body, KYOVA Interstate Planning Commission is the forum which directs regional transportation matters. The forum represents regional “governance” by which the various counties, villages, townships, authorities, and districts, each with different responsibilities and missions, work together as a unit to address transportation issues through committees, task forces, workshops, and seminars. Some groups convene with state or federal agencies, local governments, private sector representatives and citizens to work on specific projects while others meet to investigate developing regional issues that may affect the future of the transportation system. As the Metropolitan Planning Organization, KYOVA’s communities present a united front to state and federal governments. Together, the region’s counties and cities form a common alliance to promote a unified transportation system for the effective movement of people, goods, and services.

KYOVA continues to examine and act upon broad transportation issues affecting communities that are within its planning area. KYOVA is responsible for the annual dissemination of millions of dollars in federal transportation funds to implement specific highway and transit projects. *Figure 1.1* illustrates KYOVA’s Transportation Project Development Process and *Figure 1.2* illustrates KYOVA’s Transportation Plan Development.

**Figure 1.1  
Transportation Project Development Process**



**Figure 1.2  
Transportation Plan Development**



The KYOVA (Huntington, WV-KY-OH Urbanized Area) transportation system relies on KYOVA's Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP). The TIP and MTP must incorporate all short-and long-range requirements as outlined in the *Fixing America's Surface Transportation Act (FAST Act)*, the current transportation bill signed into law on December 4, 2015.

The predecessors to the FAST Act, Moving Ahead for Progress in the 21<sup>st</sup> Century ACT (MAP 21) and the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), addressed challenges inherent to the modern transportation system, including safety, security, traffic congestion, intermodal connectivity, freight movement and environmental protection. SAFETEA-LU set forth eight planning factors that agencies were required to consider when developing their plans. MAP-21 continued these planning factors as does the FAST Act. Pages 17 and 18 highlight the Eight Planning Factors as it pertains to the KYOVA's FY 2018 Unified Planning Work Program and activities.

The Unified Planning Work Program (UPWP) also recognizes the following Livability Principles as adopted by the U.S. Department of Transportation, the U.S. Departments of Housing and Urban Development and the U.S. Environmental Protection Agency.

- Provide more transportation choices.
- Promote equitable, affordable housing.

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- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.

#### **ORGANIZATIONAL STRUCTURE**

KYOVA's planning process is provided by a Joint Resolution adopted by the states of West Virginia, Kentucky, and Ohio. The objectives and policies of KYOVA were formed under Chapter 8, Article 4C, Section 1, Official Code of West Virginia, 1931, as amended, now operating under revised Chapter 8, Article 26, Sections 1 through 5; Section 713.30 through 713.34, Ohio Revised Code and Chapter 65, and further described in the Articles of Agreement of the KYOVA Interstate Planning Commission (Huntington, WV–KY–OH Urbanized Area). KYOVA will adopt the state of Kentucky's planning process as it relates to transportation and regional planning efforts.

The planning process provides the WVDOH/WVDOT, KYTC, and ODOT with the following:

- Prospectus;
- Work program and budget for the current year and each ensuing year in accordance with the Prospectus;
- Periodically updated, annually affirmed Metropolitan Transportation Plan (MTP) resulting from the process;
- Biennially updated Transportation Improvement Program (TIP) resulting from the process; and
- Periodic reporting of events, developments and accomplishments resulting from the transportation planning process.

The comprehensive scope of KYOVA Interstate Planning Commission (Huntington, WV–KY–OH Urbanized Area) requires an organizational structure that ensure all affected agencies and groups may participate in the development and coordination of the planning process, and that the work be carried forward in an efficient manner to develop the plan within the scheduled time and financial budget. An example of such a group is the KYOVA Citizens Advisory Committee and the Boyd Greenup Transportation Citizens Advisory Committee of which many of the members also serve on KYOVA Technical Advisory and/or Policy Committees.

Transportation committees serve throughout the KYOVA planning area and are required to establish policy and to provide the necessary technical advice and public support to realize their full potential. Proper technical staffing is also essential to attain KYOVA's objectives. A description of KYOVA's committee structure, based on KYOVA Bylaws, is as follows:

#### **EXECUTIVE COMMITTEE**

The Executive Committee is comprised of the chief elected officials or their designated appointee from within the KYVOA Planning Boundary. From its membership, a smaller Executive Board is appointed to handle the routine work. Staff will report to the Executive Committee on administrative and procedural matters.

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**POLICY COMMITTEE**

The Policy Committee (PC) consists of 42 voting members who are comprised of representatives from: Cabell, Wayne and Putnam counties, West Virginia; the city of Huntington, West Virginia; Boyd and Greenup counties, Kentucky; the city of Ashland, Kentucky; Lawrence County, Ohio; and the city of Ironton, Ohio and one member from each of the three local/regional transit agencies.

**TECHNICAL ADVISORY COMMITTEE**

The Technical Advisory Committee (TAC) is appointed by the Policy Committee (PC) to provide technical, legal, and financial advice to the Policy Committee (PC). Membership includes representation from the operating units of the agencies represented on the Policy Committee (PC) as well as other professional and technical personnel in the area working closely with the governmental agencies. This committee may function with a series of sub-committees for transportation, development, finance, law, and other related tasks.

**CITIZENS ADVISORY COMMITTEE**

The Citizens Advisory Committee include selected representatives from civic association, businessmen's organizations, service clubs, professional organizations, labor organizations, conservation groups, and other interested citizen groups.

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**KYOVA Interstate Planning Commission Policy Committee (As of February 1, 2017)**

Voting Member	Representing	Title	Appointment	
			Elected	Member
Steve Williams	City of Huntington	Mayor	X	
Thomas Bell	City of Huntington	Citizen Member		X
James Turner	City of Huntington	Lawyer		X
James Insko	City of Huntington	Public Works Director		X
Howard Anderson	City of Huntington	Citizen Member		X
Nancy Cartmill	Cabell County, WV	President, County Commission	X	
Bob Bailey	Cabell County, WV	Commissioner	X	
Jim Morgan	Cabell County, WV	Commissioner	X	
Beth Thompson	Cabell County, WV	County Manager	X	
Phoebe Patton Randolph	Cabell County, WV	Architect		X
Bernard McGinnis	Cabell County, WV	Citizen Member		X
Kenneth R. Adkins	Wayne County, WV	Citizen Member		X
Robert Pasley	Wayne County, WV	Commissioner	X	
Don Bias	Wayne County, WV	Kenova City Councilman		X
Shane Dillion	Wayne County, WV	Citizen Member		X
Andy Skidmore	Putnam County, WV	County Commission	X	
Vacant	Putnam County, WV			X
Vacant	Putnam County, WV			X
Steve Towler	Boyd County, KY	County Judge Executive	X	
Nickie Smith	Boyd County, KY	Econ Development Coordinator		X
Alex Vanderpool	Boyd County, KY	County Road Foreman		X
Steve Gilmore	City of Ashland	Mayor	X	
Marion Russell	City of Ashland	Public Works Director		X
Steve Corbitt	City of Ashland	City Manager		X
Robert Carpenter	Greenup County, KY	County Judge Executive	X	
William Hopkins	Greenup County, KY	Mayor, City of Russell		X
Phil Biggs	Greenup County, KY	Citizen Member		X
Ron Fields	Greenup County, KY	Mayor, City of Flatwoods		X
Jason Stephens	Lawrence County, OH	County Auditor		X
Deanna Holliday	Lawrence County, OH	President, County Commission	X	
Patrick Leighty	Lawrence County, OH	County Engineer		X
Bill Dingus	Lawrence County, OH	Director, Lawrence County CofC		X
Terry Porter	Lawrence County, OH	Trustee		X
Ralph Kline	Lawrence County, OH	Assistant Director, ILCAO		X
Katrina Keith	City of Ironton, OH	Mayor, City of Ironton	X	
Vacant	City of Ironton, OH			X
Tom Smith	WVDOH/DOT	Sec. of Transportation/Commissioner of Hwys	X	
Greg Thomas	KYTC	Secretary of Transportation	X	
Jerry Wray	ODOT	Director	X	
Paul Davis	TTA	General Manager	X	
Jerry Brienza	Tri-State Airport	Director	X	

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**KYOVA Interstate Planning Commission Technical Advisory Committee** (As of February 1, 2017)

Voting Member	Representing	Title
Perry Keller	WVDOH	Director of Planning
Elwood C. Penn	WVDOH	Regional Planning Unit Leader
Robert Watson	WVDOH	Planner
Scott Eplin	WVDOH – District 2	Manager
Randy Spradling	WVDOH-District 2	Transportation Engineer
Vacant	WVDEP – Air Quality	
William “Fred” Durham	WVDEP – Air Quality	Director of Planning
William “Bill” Robinson	WV Public Transit	Executive Director
James Insco	City of Huntington, WV	Public Works Director
Vacant	City of Huntington, WV	
Phoebe Patton Randolph	Cabell County	Citizen Member
Don Perdue	Wayne Co. Economic Development Authority	Director
Paul Davis	Tri-State Transit Authority	General Manager
Jennifer Woodall	Tri-State Transit Authority	Assistant Manager
Jerry Brienza	Tri-State Airport	Director
John E. Moore	KYTC – Division of Planning	Director
Steve Ross	KYTC – Division of Planning	Transp Eng. Branch Manager
Thomas Witt	KYTC – Division of Planning	Planning Supervisor
Vickie Bourne	KYTC – Office of Transportation Delivery	Executive Director
Bart Bryant	KYTC – District 9	Chief District Engineer
Joe Callahan	KYTC – District 9	Planning Supervisor
Marion Russell	City of Ashland, KY	Dir of Public Works/Ashland Bus System
Steve Corbitt	City of Ashland	City Manager
Randy Wheeler	City of Ashland	Ashland Bus System
Phil Biggs	Boyd Greenup Transportation Forum	Greenup County, KY member
Vacant	Boyd Greenup Transportation Forum	Boyd County, KY member
Nickie Smith	Boyd Greenup Transportation Forum	Boyd County, KY member
Vacant	Boyd Greenup Transportation Forum	Greenup County, KY member
Tim Gibbs	Ashland Alliance	President/CEO
Brett Boothe	Gallia County	County Engineer
Andrew Nichols	Marshall University	Associate Professor of Engineering
Patrick Leighty	Lawrence County, OH	County Engineer
Ralph Kline	Lawrence County, OH	Director, ILCAO
Mike Payne	Lawrence County, OH	Manager, Lawrence County Transit
Vacant	City of Ironton, OH	
Bill Dingus	The Greater Lawrence County Chamber of Commerce	Director
Andrew Hurst	ODOT – Central Office	Transportation Planner
Dave Moore	ODOT – Central Office	Air Quality Planner
Vacant	ODOT – Central Office	
William “Max” Francis	ODOT – District 9	Program Coordinator
Scott Thompson	ODOT – District 9	Planning Engineer
Mark Johansen	ODOT – District 9	Program Management Coordinator
Chandra Inglis-Smith	FHWA – WV Division	Transportation Specialists
Gregory Rawlings	FHWA – KY Division	Transportation Specialists
Leigh Osterling	FHWA – OH Division	Planning & Environmental Team Leader

*Note: The Policy Board, at any time it deems necessary, may appoint a member, or change the voting status of any current member to the KYOVA Interstate Planning Commission Technical Advisory Committee (TAC).*

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**KYOVA Interstate Planning Commission Contact Information** (As of February 1, 2017)

<b>Staff Member</b>	<b>Title</b>	<b>E-mail</b>
Christopher Chiles	Executive Director	cchiles@kyovaipc.org
Saleem Salameh	Deputy Executive Director/Technical Study Director	ssalameh@kyovaipc.org
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Terri B. Sicking	Senior Transportation Planner	tsicking@kyovaipc.org
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Bethany Wild	Transportation Planner/GIS Specialist	Bwild@kyovaipc.org
Paul Young	Web Designer/System Analyst	pyoung@kyovaipc.org
Dannielle Slusher	Fiscal Assistant/Title VI Environmental Justice Officer	dslusher@kyovaipc.org
Annette Johnson	Transportation Technician/Administrative Assistant	ajohnson@kyovaipc.org
<u>Mailing Address</u> P. O. Box 939 Huntington, WV 25712	<u>Physical Address</u> 400 Third Avenue Huntington, WV 25701	Phone: 304-523-7434/304-523-7435 Fax: 304-529-7229
Social Media	Webpage	www.kyovaipc.org
	Facebook	Keyword: KYOVA Interstate Planning Commission
	Twitter	Keyword: @kyovaipc



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### **SUMMARY OF FY 2018 UPWP TASKS**

KYOVA develops an annual Unified Planning Work Program (UPWP) identifying specific planning work tasks to be conducted to accomplish the planning program requirements. This Work Program identifies specific objectives to be attained, methodology to be used, products to be developed, functional responsibilities and financial participation. The following summarizes the individual elements of KYOVA's FY 2018 UPWP.

**380118 – Management and Administration** encompasses activities directed toward administering the day-to-day administrative, contract management, Unified Planning Work Program (UPWP), Title VI, Americans Disability Act (ADA), Disadvantaged Business Enterprise (DBE) and financial planning activities that ensure that the MPO functions of the KYOVA staff conform to internal policy, as well as the policies and legal requirements set forth by WVDOH, KYTC, ODOT and other federal agencies and obligations stated in the FAST Act.

**380218 – Short-Range Planning and Transportation Improvement Program (TIP)** consists of short-range planning activities which provides for the near-term transportation needs of persons and goods are identified and analyzed. Recommendations are then made for further transportation improvements. The short-range program is designed to identify the deficient areas, provide a solution to the deficiency, and initiate strategies to meet the plan objectives for eliminating such challenges. Development of the Transportation Improvement Program (TIP), a four-year, biennially updated listing of transportation projects scheduled for implementation is also included under this work element. The TIP identifies projects by funding category and construction phase. TIP projects are drawn from the long-range planning programs implemented by KYOVA. A revision process through amendments and administrative modifications/adjustments allows for the addition of new projects, cost modifications, scheduling changes, and a realistic allocation of the Federal, State, and Local funding available for transportation construction and maintenance. The KYOVA Policy Committee adopts the TIP which becomes effective July 1 of the update year upon approval by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), WV Department of Transportation (WVDOT/WVDOH), Kentucky Transportation Cabinet (KYTC), and the Ohio Department of Transportation (ODOT). The TIP becomes the official listing of transportation improvements scheduled for KYOVA (Huntington, WV–KY–OH Urbanized Area). Additionally, project costs are reviewed annually as part of the financial resources update to provide the most accurate data. Comparisons are made based upon availability of fiscal resources and the capability of communities to financially support the TIP. This element also provides for the Surface Transportation Block Grant Program (STBGP) application process and addresses Ladders of Opportunity to support efforts to increase connectivity by improving bicycle, pedestrian, and transit networks.

**380318 – Metropolitan Transportation Planning** guides the development of transportation improvements for a period of approximately twenty (20) years. The goals and objectives of this plan are based upon changes in population, commercial activities, industrial development, and patterns of growth within the service area. The intent of the plan is to maximize the benefits of the funding provided by all government agencies for transportation improvements in the service area. The plan also provides local governments with information on future demands on the system, as well as, alternative solutions to meet these demands while specifically identifying improvements with their costs. By identifying alternative solutions to future demands along with their foreseeable consequences, the plan provides the service area with information necessary to make sound transportation policy decisions. Additionally, project costs are reviewed annually as part of the financial resources update to provide the most accurate data. Comparisons are made based upon

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availability of fiscal resources and the capability of communities to financially support the Metropolitan Transportation Plan (MTP).

**380418 – Transportation Surveillance and Geographic Information System (GIS)** is the maintenance and collection of data files and modelling for input into other aspects of the continuing planning program. Area wide conditions of physical growth, economic development, and transportation patterns are not static. Continual change and modification of these systems require constant monitoring to ensure that the recommended area wide transportation plan responds to changing transportation needs. To facilitate these need, KYOVA maintains GIS data files, Land-Use Characteristics, Transportation Facilities Data, Traffic Accident Program/Data files, and Traffic Counts. The database collection also provides KYOVA with the ability to retrieve and analyze census data for transportation decisions. KYOVA has continued refining the TransCAD travel demand modeling software which allow KYOVA to validate transportation models. Once validated, KYOVA utilizes the model for forecasting traffic volumes concerning socioeconomic factors.

**380518 – Air Quality Planning and Conformity** places an emphasis on air quality planning activities that ensure the transportation planning activities are consistent and meet requirements as outlines by the Federal Clean Air Act (as amended), the US EPA Guidance, State Environmental Agencies, and local and state government clean air goals.

**380618 – Public Participation** addresses the FAST Act metropolitan planning regulation and will focus on three basic principles: 1) ensure public involvement of low-income and minority group in decision-making; 2) prevent high and adverse impacts of decisions on low-income and minority groups; and 3) ensure low-income and minority groups receive their proportionate share of benefits. This element also addresses the Participation Plan and public outreach activities for amendments and administrative modifications/adjustments to the MTP, TIP, and other activities.

**380718 – Surface Transportation Program (STP) Planning** provides for sustainable development through interagency cooperative practices and management strategies that target increased accessibility, cleaner air and water, improved health conditions and broad-based economic, community development and transportation through the metropolitan planning process and surface transportation planning.

**380818 – Transit and Human Services Coordination Planning – West Virginia and Ohio** is the task that coordinates planning activities with the transit agencies within the KYOVA planning boundaries in West Virginia and Ohio. This includes transit planning support and assistance in Section 5307, 5339, 5310 as well as data collection for the transit program. It also provides the support to maintain the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan which integrates all aspects of transit and mobility to ensure an adequate level of access is afforded to all populations while improving the range of options for meeting diverse mobility needs.

**380918– Section 5310 TMA Transit Administration** in this activity KYOVA collaborates with the Tri-State Transit Authority (TTA) in the administration of the KYOVA Interstate Planning Commission (Huntington, WV-KY-OH Urbanized Area) Section 5310 Program.

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**381018 – Tri-State Transit Expansion Study** will study the Tri-State Transit area for expansion possibilities – year 2 of 2.

**381118 – KYOVA/RIC Joint TMA Coordination** provides support to coordinate with the Regional Intergovernmental Council (RIC) and other agencies regarding federally mandated TMA planning, programming and funding for the Huntington, WV-KY-OH Urbanized Area within Putnam County, West Virginia.

**381218 – Multimodal Economic Impact Study – WV** a consultant will be hired to complete a Multimodal Economic Impact Study to evaluate the economic situation to include employment, fiscal, and developmental impacts of transportation systems for the Huntington Tri-State Airport and surrounding vicinity. This is year 1 of 2.

**381318 – Exit 8/I-64 Mixed-Use Development Study** will provide funding to hire a consultant to complete a Mixed-Use Development Study along Exit 8 off I-64 in Cabell County, WV.

**381418 – Lawrence County, Ohio Public Transit System Planning** provides support to perform transit operation planning to the Lawrence County Transit (LCT).

**381518 – Lawrence County, OH US 52 Interchange Study** a consultant will be hired to study an interchange located on Ohio US-52 between the grade separated roadways (US-52) by incorporating a network of ramps, which will eliminate crossing conflicts and improve operational efficiency.

**381717 – Non-Motorized Study (PID 99806) – Lawrence County, Ohio** will develop a Non-Motorized Plan for Lawrence County, Ohio and for those cities that fall within the county boundaries, that when implemented, will provide guidance, development and management of existing bicycle, pedestrian and multi-modal connections within the Huntington, WV-KY-OH Metropolitan Planning Area. This is year 2 of 2.

**385118 – Kentucky Section 5303 – Program Management and Administration** provides the day to day administrative, contract management, UPWP and financial planning activities for Kentucky transit activities.

**385218 – Kentucky Section 5303 – Short-Range Transportation Planning/Transportation Improvement Program (TIP)** provides support to short-range planning and TIP management for Kentucky transit projects.

**385318 – Kentucky Section 5303 – Other Kentucky Transit Activities** includes all other transit activities and planning not covered in Work Element 385118 or Work Element 395218.

**UNIFIED PLANNING WORK PROGRAM (UPWP) FAST ACT PLANNING ELEMENT SUMMARY**

The FAST Act, continues to follow the eight planning elements set in place by the last two transportation acts, MAP-21 and SAFETEA-LU. Metropolitan Planning Organizations are to include the eight planning factors in the development of transportation programs and plans. The eight elements and their highlighted relationship to the KYOVA Interstate Planning Commission's Unified Planning Work Program are as follows:

1. Support the Economic Vitality of the KYOVA Planning Area (Huntington, WV–KY–OH Urbanized Area), especially by Enabling Global Competitiveness, Productivity, and Efficiency. UPWP Element 380318: Metropolitan Transportation Planning provides for the development and update of a multimodal plan to promote efficient and safe transportation of people, goods and services in the region thus promoting economic opportunities and opening local business activities to a broader market base.
2. Increase the Safety of the Transportation System for Motorized and Non-Motorized Uses. UPWP Element 380318: Metropolitan Transportation Planning and Element 380418: Transportation Surveillance and Geographic Information (GIS) incorporates Safety Conscious Planning in the Metropolitan Transportation Plan and transportation improvement recommendations. Consider the safe use of facilities in planning for bicycle and pedestrian recommendations in the Metropolitan Transportation Plan.
3. Increase the Security of the Transportation System for Motorized and Non-Motorized Users. UPWP Element 380318: Metropolitan Transportation Planning coordinates with and assists the WV Department of Homeland Security on security issues as requested.
4. Increase the Accessibility and Mobility of People and for Freight. UPWP Element 380318: Metropolitan Transportation Planning provides for outreach to freight haulers and alternative uses of facilities to move people and goods.
5. Protect and Enhance the Environment, Promote Energy Conservation, Improve Quality of Life, and Promote Consistency between Transportation Improvements and State and local Planned Growth and Economic Development Patterns through UPWP Elements 380218: Short-Range Planning and Transportation Improvement Program (TIP), 380318: Metropolitan Transportation Planning, 380518: Air Quality Planning, and 385118/385218/385318: Kentucky Transit Planning activities. These elements provide, promote, and/or recommend projects which are air quality neutral, improve air quality by reducing vehicle use, reducing congestion, promoting increased traffic flow efficiency, and providing alternate transportation modes. Additionally, Elements 380218, Short-Range Planning, and Transportation Improvement Program (TIP) and Element 380318, Metropolitan Transportation Planning advance and/or recommend projects consistent with local planned economic and growth areas to provide efficient transportation services which encourage economic development.
6. Enhance the Integration and Connectivity of the Transportation System, Across and Between Modes, for People and Freight. UPWP Element 380318: Metropolitan

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Transportation Planning and Element 380218: Short-Range Planning and Transportation Improvement Program (TIP) promote plans and projects involving all modes of transportation and connections among facilities.

7. Promote Efficient System Management and Operation. UPWP Element 380518: Air Quality Planning and Element 380418: Transportation Surveillance and Geographic Information (GIS) promote projects to reduce congestion, improve traffic flow and improve transportation operations.
8. Emphasize the Preservation of the Existing Transportation System. UPWP Element 380318: Metropolitan Transportation Planning, Element 380218: Short-Range Planning and Transportation Improvement Program (TIP), and Element 380418: Transportation Surveillance and Geographic Information (GIS) promote improvements to and maintenance of the existing transportation system.

The table below highlights KYOVA’s FY 2018 UPWP Planning Elements in relation the FAST Act Planning Elements.

KYOVA UPWP Planning Element	FAST Act Planning Element							
	1	2	3	4	5	6	7	8
380118 – Management and Administration	X						X	
380218 – Short-Range Planning and Transportation Improvement Program (TIP)		X	X	X	X	X		X
380318 – Metropolitan Transportation Planning	X	X	X	X	X	X		X
380418 – Transportation Surveillance and Geographic Information (GIS)	X	X	X	X	X	X	X	X
380518 – Air Quality Planning and Conformity					X		X	
380618 – Public Participation		X	X					X
380718 – Surface Transportation Program (STP) Planning	X	X	X	X	X	X	X	X
380818 – Transit and Human Services Coordination (WV & OH)	X	X		X	X	X		
380918 – Section 5310 TMA Transit Administration (shared activity with TTA)	X	X		X		X		X
381018 – Enhanced Tri-State Expansion Study – WV	X	X		X	X			
381118 – KYOVA/RIC Joint TMA Coordination – WV	X	X		X	X	X	X	X
381218 – Multimodal Economic Impact Study – WV	X			X		X		
381318 – Exit 8/I-64 Mixed-Use Development Study – WV	X			X	X	X		
381418 – Lawrence County, Ohio Transit CMAQ – OH	X			X	X	X		
381518 – Lawrence County, OH US-52 Interchange Study – OH	X	X		X		X		
381717 – Lawrence County Non-Motorized Study (PID99806) – Year 2 of 2	X		X	X	X			
385118 – Kentucky Section 5303 – Management and Administration	X	X		X	X	X	X	
385218 – Kentucky Section 5303 – Short-Range Planning and Transportation Improvement Program (TIP)	X	X		X	X	X	X	
385318 – Kentucky Section 5303 – Transit Other Activities	X	X	X	X	X	X	X	X

**FIXING AMERICA’S SURFACE TRANSPORTATION (FAST) ACT AND FY 2018 PLANNING EMPHASIS AREAS (PEA)**

The Unified Planning Work Program for FY 2018 has been developed to meet the requirements set forward in the Fixing America’s Surface Transportation (FAST) Act. Prior to development of the Work Program, KYOVA received guidance FHWA – Kentucky Division and Ohio Department of Transportation (ODOT) as to emphasis areas to address. The table below highlights the emphasis areas and the work elements where they are addressed in the FY 2018 UPWP.

**FY 2018 TRANSPORTATION PLANNING EMPHASIS AREAS (PEA)**

<b>Planning Emphasis Area (PEA)</b>	<b>Description/Detail</b>	<b>UPWP Work Element</b>
<b>Implementation of the FAST Act</b>	<b>Performance Based Planning</b> - address in planning documents as performance measures are released	380218, 380318
	<b>Expand Committees or Boards</b> –include public ports and private transportation providers	380118, 385118
<b>Developing performance measures consistent with FAST Act</b>	<b>Coordinating performance measures with state transportation agencies and public transit providers</b>	380217, 380818, 385118
	<b>Integrating performance measures into the long-range planning and TIP processes</b>	380318, 380218
	<b>Develop process to report on performance measures</b>	380218
<b>Regional Models of Cooperation – Ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO and state boundaries</b>	<b>Planning Agreements</b> – Update agreements to ensure that effective processes for cross-jurisdictional communication exist	380118, 380818
<b>Ladders of Opportunity – Access to essential services (employment, health care, schools/education, and recreation)</b>	<b>Identify criteria</b> – for underserved populations (low income, minorities, elderly, LEP, Disabled) and essential services (health care, schools, supermarkets, employment centers, voting/polling places, courthouses, recreational areas, etc.	381118, 380718, 380618
	<b>Map existing connectivity</b>	380218, 380518
	<b>Identify gaps in connectivity and create solutions</b>	380318, 380218
	<b>Participation Plans</b> – update if needed	380618
	<b>Coordinated Human Service Public Transportation Plan</b> – update if needed	380818, 380418, 385318
	<b>Bike/Ped Facilities</b> – assess the safety and condition	380218, 380318
	<b>ADA Transition Plans</b>	380318, 380218
	<b>EJ and Title VI</b> – determine funding spent and # of projects programmed in areas	380218, 380118
<b>Freight</b>	<b>Integrate freight into planning and programming</b>	380318, 380218
<b>Title VI and Environmental Justice</b>	<b>Document specific activities related to Title VI and EJ</b>	380218, 380118, 385318

**FEDERAL TRANSIT ADMINISTRATION (FTA) PLANNING EMPHASIS AREAS**

The following are Planning Emphasis Areas (PEA) outlined by FTA for FY 2018 Unified Planning Work Programs. The table below highlights the work element where the transit PEAs may be found in the UPWP.

**FY 2018 FTA/TRANSIT PLANNING EMPHASIS AREAS (PEA)**

<b>FTA Planning Emphasis Areas</b>	<b>UPWP Work Element</b>
Participation of Transit Operators in Metropolitan and Statewide Planning	380118, 380318, 380218
Performance Measures	385218, 385218, 380218, 380518

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**KYOVA Interstate Planning Commission**  
**(Huntington, WV-KY-OH Urbanized Area)**

**FY 2018**  
**UNIFIED PLANNING WORK PROGRAM**

**SECTION II**

**PLANNING WORK ELEMENTS**

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**380118: MANAGEMENT AND ADMINISTRATION**

ELEMENT NO. : 380118	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
MANAGEMENT AND ADMINISTRATION	\$130,000	65000	40300	24700	892	553	339
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

The *Management and Administrative* work element goal is to facilitate the efficient administration of the transportation planning program and to efficiently manage and meet federal, state, local governments, and the public transit agencies regulatory, administrative and management requirements within the transportation planning program. Other activities include oversight of the Title VI and Section 504 of the Rehabilitation Act of 1973 and environmental justice (EJ). Additionally, this element provides technical and policy direction of activities to fulfill WVDOH, KYTC, ODOT, FHWA, FTA, EPA and jointly funded work as described in the Unified Planning Work Program, where such activities are not directly attributable to specific work elements.

**METHODOLOGY**

1. The Unified Planning Work Program (UPWP) is an annual document outlining the work activities to be undertaken by the KYOVA staff. KYOVA staff will amend the FY 2018 UPWP, as necessary, and complete the FY 2019 UPWP as outlined by the West Virginia Department of Highways (WVDOT/WVDOH), the Kentucky Transportation Cabinet (KYTC), the Ohio Department of Transportation (ODOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
2. Preparation of the KYOVA Interstate Planning Commission Progress Reports, Title VI Compliance reports, implementation and preparation of DBE program reports, audits, and budgets; lease agreements, equipment purchases, supplies and completion of administrative duties that are solely transportation related and not related to any other specific work element.
3. Preparation and maintenance of the annual self-certification, prepare multi-party planning agreements, maintain KYOVA Committees by providing information to the Policy Committee (PC), Technical Advisory Committee (TAC), Executive Board, Citizens Advisory Committee (CAC), Boyd/Greenup Transportation Citizens Advisory Committee and other transportation agencies to facilitate transportation planning.
4. Attend training and/or host meetings, courses, seminars, workshops, conference calls, printing charges, etc., that do not fall directly under one of the other work elements; securing and payment for meeting space outside the KYOVA Office; and direct charges solely for the transportation planning activities within the Huntington, WV-KY-OH Urbanized Area.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission



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### **PRODUCTS**

1. FY 2018 Unified Planning Work Program activities and reports to include but not be limited to monthly and/or quarterly progress reports, annual performance and expenditure reports, amendments, preparation and approval of budget, budget revisions and audits, interagency invoicing, annual self-certification, biennial ODOT KYOVA agreement and other Memorandum of Understandings and/or Prospectus among applicable entities identifying their roles and responsibilities.
2. Completion of the Draft and Final FY 2019 Unified Planning Work Program and submitted to agencies as outlined by WVDOH, KYTC, ODOT, FHWA and FTA.
3. Preparation for and oversight of KYOVA's Policy Committee, Technical Advisory Committee, Executive Board, KYOVA Citizens Advisory Committee, Boyd/Greenup Transportation Citizens Advisory Committee and other transportation meetings and activities which will include invitation of representation of public ports, transit, and private transportation providers. Staff will produce agendas, handouts, attendance registration, minutes, follow-up activities, etc. Expenses of hosting workshops and meetings inside and outside of the KYOVA office to accommodate for necessary space to engage the KYOVA committees and communities in better public outreach activities (printing documents, meeting room rentals, refreshments, etc.) may be required.
4. Review, preparation of Title VI Compliance reports/documents, the Title VI/EJ Plan and the implementation and preparation of the DBE and ADA program reports/documents. Review Title VI/EJ complaints and complete reports, as necessary.
5. Administrative oversight of KYOVA staff, direct administrative activities, travel and training that are directly related to KYOVA's transportation planning program to ensure all staff members are well-trained and aware of expectations, policies, procedures, and benefits of employment with KYOVA which are not specifically stated in the remaining work elements.

### **PROFESSIONAL DEVELOPMENT**

Meetings, training, and travel required to aid the KYOVA staff in the overall management and administrative activities and all other activities that do not fall directly under any of the remaining work elements. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, EPA, GMS, NARC, NADO, KBT, AMPO, etc.

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**380218: SHORT-RANGE PLANNING AND TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

(SYSTEM PLANNING, CONGESTION MANAGEMENT PROCESS, PERFORMANCE MEASURES, ITS ARCHETECTURE STRATEGIES, SAFETY STUDIES, TRANSPORTATION SECURITY, ADA TRANSITION PLAN, PEDESTRIAN/BICYCLE PLANNING – FTA BUDGET CODE: 44.26.06)

ELEMENT NO. : 380218	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
SHORT-RANGE PLANNING & TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$125,000	62500	38750	23750	857	532	326
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

The KYOVA Interstate Planning Commission believes that its responsibility does not end at the planning stage of highway, bicycle, pedestrian, or transit projects. It is important that efforts continue to ensure the overall development of a transportation system to safely and efficiently accommodate the traffic flow and induce development in compliance with ADA requirements while implementing the FAST Act legislation, including performance measures, safety studies, freight planning, safety and security planning, pedestrian/bicycle planning, and administration of the Surface Transportation Block Group Program (STBGP) dedicated funds, and FTA activities that fall under FTA Budget Code 44.26.06. This element provides support to fulfill the short-range planning activities to also include TIP oversight. TIP development includes the development and maintenance activities federally mandated to oversee the Transportation Improvement Program (TIP) for which federal funds are received for the Huntington, WV-KY-OH Urbanized Area.

**METHODOLOGY**

1. Review and assess short-term initiatives relating to transportation of persons, goods, and freight in the KYOVA planning area of the Huntington, WV-KY-OH Metropolitan Planning Area and to identify actions that present a systematic approach to solving these problems such as supporting the “Ladders of Opportunity” initiative to increase connectivity by improving bicycle, pedestrian, and transit networks. This includes developing best practices that sustain and expand bicycle/pedestrian facilities and support development of a regional bicycle/pedestrian system, along with efforts to foster non-motorized transportation planning activities as it relates to planning documents with the consideration of enhancing travel, tourism, and resiliency. KYOVA will also identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WVDOH, KYTC, ODOT, FHWA and FTA to integrate and develop a reporting process.
2. Oversight, maintenance, and fiscal management of KYOVA’s Surface Transportation Block Grant Program (STBGP) and the transportation alternatives set-aside of the STBGP for WV, KY, and OH and for the Ohio CMAQ Program for Lawrence County, Ohio.

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3. Emphasis on freight activities and movements to support KYOVA's Freight Planning goals and the FAST Act's National Highway Freight Program which is responsive to economic development, land uses and employment opportunities.
4. The Americans with Disabilities Act of 1990 requires public entities to ensure that pedestrian facilities within public rights-of-way meet certain accessibility standards. Furthermore, Title 28, Section 35.150 of the Code of Federal Regulations requires public entities with 50 or more employees to develop an ADA Transition Plan as a requirement for authorizing federal aid expenditures and if structural changes to facilities will be undertaken to achieve accessibility, and requires that these Transition Plans be made available for public inspection. KYOVA will strive to educate public entities of the ADA Transition Plan requirements.
5. The Transportation Improvement Program (TIP) is a biennial statement for state and local governments and transit authorities in the KYOVA Metropolitan Planning Area. It is part of a four-year schedule of prioritized and anticipated spending on specific transportation project and improvements in conjunction with the State Transportation Improvement Program (STIP) for the KYOVA Metropolitan Planning Area within the states of West Virginia, Kentucky, and Ohio. Staff will monitor and reconcile projects in the TIP through Amendments and/or Administrative Modifications/Adjustments and take necessary action to ensure accuracy of the KYOVA TIP; that the West Virginia, Kentucky, and Ohio STIP's reflect current projects; and attend meetings facilitated by WVDOT/WVDOH, KYTC, ODOT, local transit agencies, FHWA, FTA and other planning agencies. The process for Amendments and Administrative Modifications/Adjustments will be processed as outlined in the current KYOVA Participation Plan.
6. Ensure that the TIP includes all regionally significant transportation projects, is fiscally constrained, and that the projects identified are progressing toward implementation. TIP maintenance and conformity will be assured through the staff's on-going consultation with federal, state and local governments, as well as the general public.
7. KYOVA, in coordination with WVDOH, KYTC, ODOT, FHWA and FTA will provide the region with the optimized usage of federal transportation funding allocations through the promotion and successful development of projects that reflect the region's priorities and needs for transportation infrastructure development.
8. Complete the Annual Listing of Obligated Projects Report for highway, transit and planning projects funded with federal funds and publish within 90 days of the end of the state fiscal year for West Virginia and Ohio projects (9/30/17) and within 90 days of the end of the state fiscal year for Kentucky projects (12/31/2017), or as directed by each state's DOT.

#### **RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

#### **PRODUCTS**

1. Monitor the existing transportation system within the KYOVA Metropolitan Planning Area and make recommendations for the betterment of our region. These activities may include, but are not limited to: an assessment and identification of modal needs to promote safe and secure bicycle, pedestrian and transit mobility; develop and support bicycle/pedestrian plans and their incorporation into roadway design and resurfacing; promote consideration of travel and tourism in the planning process; identification of (if any) gaps (Ladders of Opportunities); and integration of performance measures reporting process consistent with the FAST Act, to be coordinated with

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- WVDOT/WVDOH, KYTC, ODOT, FHWA and FTA for short-range transportation planning and TIP administration.
2. Inclusion of resiliency of the transportation system as well as activities to reduce stormwater runoff from transportation infrastructure and include strategies to reduce vulnerability of existing transportation infrastructure to natural disasters.
  3. Oversight and maintenance of the KYOVA's Surface Transportation Block Grant Program (STBGP) and the transportation alternatives set-aside of the STBGP and the CMAQ Program for Lawrence County, OH.
  4. Freight activities to include, but not limited to: participation in local, state, regional and national freight initiatives; education of governmental officials and the public; consultation with WVDOH, KYTC and ODOT freight divisions to ensure that Critical Urban Freight Corridors and Critical Rural Freight Corridors in the Huntington, WV-KY-OH TMA are identified in the state's National Highway Freight System; and work with stakeholders concerning programs and data sources available to support freight transportation activities and facilities.
  5. Dissemination of information; project updates to elected officials, administrators, state, and federal agencies and the public; assist LPAs in development of the required Section 504 ADA Transition Plan.
  6. Expenses of hosting the meetings, workshops, seminars, etc., outside (room rental expenses) and within the KYOVA office to accommodate for space to better engage KYOVA committee members and community-at-large.
  7. Up-to-date KYOVA Transportation Improvement Program (TIP) for the Huntington, WV-KY-OH Urbanized Area to include Amendments and/or Administrative Modifications/Adjustments; status reports, fiscal constraint documentation to include completion of project conformity determinations; short-range project prioritization; monitoring of the Ellis System, and notification to ODOT concerning inconsistencies between Ellis and the KYOVA TIP Project schedule.
  8. Technical assistance to the West Virginia Association of MPOs, KY MPO Director's Council and Ohio Association of Regional Councils (OARC).
  9. Annual Listing of Obligated Funds for highway, transit and planning projects funded with federal funds – West Virginia and Ohio projects (9/30/17) and Kentucky projects (12/31/2017), or as directed by each state DOT.
  10. Staff support for management of the TIP and Short-Range Transportation planning not specifically identified above.

#### **PROFESSIONAL DEVELOPMENT**

Meetings, training, and travel required to assist the KYOVA staff in short-range transportation planning and to administer and manage the Transportation Improvement Program (TIP). This may include but is not limited to meetings and training activities with West Virginia Department of Transportation/Department of Highways (WVDOT/DOH), Kentucky Transportation Cabinet (KYTC), Ohio Department of Transportation (ODOT), Federal Highway Administration (FHWA), Federal Transit Association (FTA), Environmental Protection Agency (EPA), National Association of Development Organizations (NADO), National Association of Regional Councils (NARC), National and International Conferences, West Virginia Association of Metropolitan Planning Organizations (WVAMPO), etc.

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**380318: METROPOLITAN TRANSPORTATION PLANNING**

ELEMENT NO.: 380318	TOTAL REVENUE	REVENUE			MAN HOURS		
METROPOLITAN TRANSPORTATION PLANNING	\$77949	WV	KY	OH	WV	KY	OH
		38975	24164	14810	535	332	203
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To maintain, amend and modify KYOVA’s fiscally constrained Metropolitan Transportation Plan (MTP) and pursue all related activities which will meet the requirements of federal rules and regulations including the provisions of the FAST Act and any subsequent transportation authorization; to examine the region’s transportation needs at least 20 years into the future; propose a multi-modal network to meet the region’s future needs; to consider issues relative to highways, transit (public transportation and human services transportation), bicycle/pedestrian, safety, freight, air quality and other transportation related activities; and to include coordination of Performance Measures and develop a reporting process.

**METHODOLOGY**

1. Metropolitan Planning Organizations (MPOs) must maintain a focus on managing the existing infrastructure and consider environmental effects of its planning process. KYOVA will work with agencies and the public to discuss how modes in the existing system can be managed and operated more efficiently. KYOVA will continue to participate in regional, state, local, and national forums to identify procedures for addressing federal and state planning requirements. KYOVA will participate in the update of the transportation plans for West Virginia, Kentucky, and Ohio.
2. Continue to explore the relationship between transportation and livability along with the potential performance measures and data needs.
3. In conjunction with WVDOT/WVDOH, KYTC, and ODOT, KYOVA will prioritize projects and maintain a financial plan that demonstrates how the Metropolitan Transportation Plan (MTP) will be implemented. Prioritization procedures for the STBGP and CMAQ-Ohio have been established and are in place for dedicated funding. KYOVA will also create and modify the KYTC Project Identification Forms (PIFs), and inclusion of projects from the Ohio Technical Review Advisory Committee (TRAC). Both which serve as a process to introduce new projects for prioritization at the local and state level.
4. FAST Act Performance Measures, as it relates to the MTP and long-range transportation planning, will be coordinated with WVDOT/WVDOH, KYTC, ODOT, FHWA and FTA to integrate and develop a reporting process.

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**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

**PRODUCTS**

1. A fiscally constrained up-to-date MTP to include monitoring and preparation of amendments and administrative modifications/adjustments; identification, evaluation, and coordination of special studies with use of regional data, resources and technical expertise in highway, transit, pedestrian, and bikeway planning to analyze specific long-range transportation needs to assist local governments.
2. Maintenance, creation and/or modification the KYTC Project Identification Forms (PIFs) for projects in Boyd and Greenup counties, Kentucky, and activities/products to coordinate and assist the Highway District Office and KYTC Central Office in the development of the District Transportation Plan (DTP) and/or project prioritization. NOTE: These are Kentucky specific activities.
3. Project prioritization and inclusion of projects from the Ohio Technical Review Advisory Committee (TRAC) and to include staff time, travel and preparation to present to the TRAC. NOTE: These are Ohio specific activities.
4. Prioritized project list from the CMP to be incorporated into the long-range transportation planning activities and the MTP. The prioritized list will be funded based on need and availability of funds. Job connectivity will be considered when addressing congestion management.
5. Review and coordination of WVDOT/WVDOH, KYTC and ODOT statewide transportation plans; update the federal aid functional classification system and National Highway System, including intermodal connectors, as requested.
6. Utilize, coordinate, and establish a process to report KYOVA's Performance Measures to complement the decision-making process with WVDOT/WVDOH, KYTC, ODOT, FHWA and FTA when choosing projects for inclusion in the MTP and as it relates to the FAST Act and any subsequent transportation legislation.
7. Continued freight planning to improve the safety and efficiency of the goods and movement through the intermodal transportation system.

**PROFESSIONAL DEVELOPMENT**

Meetings, training, and travel required to aid the KYOVA staff in the Metropolitan (long-range) Transportation Planning process. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, EPA, NHI, NARC, WVAMPOs and NADO.

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**380418: TRANSPORTATION SURVEILLANCE AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

(SURVEILLANCE, MANAGEMENT & OPERATIONS, TRAVEL MODEL FORECASTING, CONGESTION MANAGEMENT PROCESS, INTELLIGENT TRANSPORTATION SYSTEMS PLANNING, CONNECTED VEHICLES, DATA COLLECTION)

ELEMENT NO.: 380418	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
TRANSPORTATION SURVEILLANCE AND GIS	\$93,955	46978	29126	17851	644	400	245
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To provide support for various transportation projects and programs through data collection (historical inventory of transportation related data such as land-use, population, employment, environmental justice, traffic counts, crash data, etc.); modeling (air quality, travel demand model, socioeconomic, etc.); general analysis, consideration of connected vehicle technology; and evaluation by using transportation modeling and GIS to create maps and other visualization products.

**METHODOLOGY**

1. Use ArcGIS 10.3 as a tool used to manipulate, update, and query the KYOVA maintained databases. Staff will streamline analysis, demonstrate demographics and improve visualization techniques and products for future growth and stability for the region within the boundaries of the KYOVA Metropolitan Planning Area; provide on-going data maintenance and technical support utilizing GIS for planning activities to include the TIP, MTP, bicycle/pedestrian projects, regional studies, traffic flow maps, freight analysis, data network and model development; Ohio Technical Review Advisory Committee (TRAC); and the Kentucky Project Identification Forms and Highway District Reports.
2. Continue to enhance the methodology for seamless editing of regional highway and transit networks and provide ongoing maintenance of existing GIS network editing tools. New GIS applications will be developed to facilitate validation of analysis of highway, transit, and travel demand forecasts.
3. Travel Demand Model activities and databases to include freight and freight movement; continued validation of the TransCAD travel forecasting model for the base year 2015 and the future year of 2040.
4. Assist (as requested) WVDOT/WVDOH, KYTC and ODOT in maintaining their statewide ITS architectures for the Metropolitan Planning Area in accordance with federal law and regulation; help provide coordination of the use of the regional ITS architecture as guidance to regional project implementation to include activities and training to address connected vehicle technology. NOTE: KYOVA relies on each state's ITS Architecture/Plan.
5. Evaluate traffic analysis zones, as needed, for the 2010 census data and acquire the most recent employment data. KYOVA will strive to provide more traffic count data to strengthen WVDOT/WVDOH, KYTC and ODOT HPMS and safety programs, in addition to traffic model

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redevelopment coinciding with the 2010 Census. This is in addition to traffic model redevelopment coinciding with the 2010 Census.

6. Major topics to be addressed as aspects of regional transportation coordination planning include the following: linkage with emergency transportation planning by addressing the interrelationships of planning for everyday transportation management; operations and technology with preparedness planning for regional emergencies, including technical, procedural and organizational aspects; traffic signals to assist member agencies in the exchange and coordination of interjurisdictional traffic signal operations information and activities; travel information to coordinate enhancement of the collection, processing and delivery of real-time roadway and transit condition information, including regional "511" telephone information systems; transportation safety to examine safety, such as crash locations in the Huntington, WV-KY-OH Urbanized Area. Integrate transportation operations considerations into the metropolitan transportation planning process to ensure that transportation system operations are reflected in regional plans and programs.

#### **RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

#### **PRODUCTS**

1. Continued development and/or refinement of GIS databases and maps to support transportation planning efforts and coordination with West Virginia, Kentucky and Ohio GIS sections on the development of regional and statewide GIS datasets; GIS mapping, data integration and data presentation support for the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP); MTP/TIP Amendments and Administrative Modifications/Adjustments and for all KYOVA transportation documents and activities to assist local governments, transit agencies and the general public; review and update accident, traffic volumes and other transportation data into GIS database to correlate with WVDOT/WVDOH, KYTC, and ODOT data; provide assistance to agencies within the KYOVA Metropolitan Planning Area; and maintain licensing and technical support for GIS software and equipment.
2. Collection and analysis of demographic data for the Huntington, WV-KY-OH Urbanized Area and KYOVA's Metropolitan Planning Area to include evaluation of low-income and minority populations as it relates to public participation and/or disproportionately high and adverse impacts relation to transportation activities on the low-income or minority populations through visual and tabulated outputs.
3. Modeling network updates to include the 2010 Census data; land-use model and processes; compiled, up-to-date analysis of socio-economic and data that will support, economic development and Title VI/Environmental Justice activities.
4. Up-to-date travel demand model to include traffic model results and output products for transportation activities – as needed.
5. Up-to-date transportation conformity model (air quality) and determination of emission changes for proposed Ohio CMAQ projects, as needed.
6. Interaction with WVDOH, KYTC, ODOT and area stakeholders to implement Intelligent Transportation System (ITS) plan recommendations to improve transportation safety and security and efficiency using new communication technologies for more accurate incident detection and faster response and planning for connected vehicle technology. NOTE: KYOVA follows WVDOT/DOH, KYTC, ODOT ITS architecture.



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7. Information dissemination (correspondence, minutes and summaries of meetings, and production of outreach materials) in relation to transportation surveillance activities.
8. Compilation and analysis of freight data and evaluation of the National Truck Network.

**PROFESSIONAL DEVELOPMENT**

Meetings, training, and travel required to assist the KYOVA staff in transportation database/geographic information systems and transportation surveillance systems. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, EPA, OARC, Association of Metropolitan Planning Associations (AMPO), Kentuckians for Better Transportation (KBT), Geographic Information System – Transportation (GIS-T) and Institute of Transportation Engineers (ITE).

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**380518: AIR QUALITY PLANNING AND CONFORMITY**

ELEMENT NO.: 380518	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
AIR QUALITY PLANNING AND CONFORMITY	\$35,000	17500	10850	6650	240	149	91
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To ensure that the transportation planning activities in the KYOVA Metropolitan Planning Area are consistent and meet air quality requirements as outlined by the Federal Clean Air Act (as amended), the US Environmental Protection Agency guidance; National Environmental Policy Act (NEPA); State Environmental Agencies; and local and state government clean air goals.

**METHODOLOGY**

1. To continue “good practice” KYOVA may periodically perform analysis, review, assess and coordinate air quality programs in the region as contributed to 8-hour ozone redesignation for MTP and TIP projects and updates; identify potential projects; coordinate funding under the Congestion Mitigation and Air Quality (CMAQ) Program – Ohio and work with local jurisdictions to build a reservoir of projects for inclusion in the MTP and TIP and ensure projects are consistent with federal air quality regulations and guidelines. MOVES 2014a will be utilized in the review/modeling. *Note: Both Huntington and Ashland were formally redesignated to Attainment, with EPA Approved MAINTENANCE plans, which include insignificance determinations for direct PM<sub>2.5</sub> and NOx (see 77 Federal Register 76415, effective 28 December 2012 and 77 FR 75865, effective 26 December 2012).*
2. Continue to develop, implement and complete emissions analysis associated with Ohio’s CMAQ Program (funded through ODOT suballocations).
3. Evaluate and provide rankings to KYTC during their CMAQ project ranking process.
4. Consider the impacts and risks of safety, reliability, effectiveness, and sustainability of climate change and extreme weather during project analysis, review, and selection.
5. Review project environmental impact statements (EIS), as requested.
6. Hire consultant to assist with modeling the air quality conformity for the TIP, MTP and other required projects and/or documents, as needed.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

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### **PRODUCTS**

1. Modeled projects for TIP and MTP to illustrate conformity.
2. Air quality determination on all applicable projects meeting each state's SIP Maintenance Plan.
3. Maintain and monitor area air quality "maintenance" designations.
4. Propose transportation projects that help maintain the attainment status.
5. Coordination with WVDOT/WVDOH, KYTC, and ODOT to identify and consider impacts and risks of safety, reliability, effectiveness and sustainability of climate change and extreme weather in the planning process.
6. Research and promote programs and energy conscious projects that reduce ground-level Ozone, PM<sub>2.5</sub>, and those that create no significant impact on air quality in the Huntington, WV-KY-OH Urbanized Area.
7. Research, identify, evaluate, and prepare Ohio CMAQ projects and project applications in the KYOVA Metropolitan Planning Area for funds suballocated through ODOT.
8. Rank Kentucky CMAQ projects as submitted to the KYOVA Metropolitan Planning Agency and as directed KYTC – Office of Local Programs, as requested.
9. Contract with consultant to assist KYOVA with the air quality conformity and modeling for the TIP and MTP – as needed.

### **PROFESSIONAL DEVELOPMENT**

Training and travel required to aid the KYOVA staff in air quality, conformity determination and climate change. Activities to include, but not limited to, modeling and hardware/software review. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, EPA, ITE, NARC, NADO, WVAMPOs, and AMPO.

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**380618: PUBLIC PARTICIPATION**

ELEMENT NO.: 380618	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
PUBLIC PARTICIPATION	\$51,000	25500	15810	9690	350	217	133
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**OBJECTIVE**

To engage the public, community stakeholders, local officials, and the Interagency Consultation Group (IAC) in the transportation planning process according to the methods outlined in the Huntington, WV-KY-OH Urbanized Area (KYOVA) Participation Plan and through social media and website development that is compliant with the FAST Act federal transportation legislation. Further, to ensure that no person, on the grounds of race, color, sex, age, disability, or national origin, is excluded from participation in, denied the benefits of, or be otherwise subject to discrimination under any KYOVA program or activity.

**METHODOLOGY**

1. Maintain an up-to-date Participation Plan and public participation process to include an annual review to determine if changes are warranted.
2. Host workshops and/or meetings to engage the local officials, persons with disabilities and the community-at-large on key transportation issues, projects, and training activities. Emphasis will be placed on engaging those that traditionally have not been involved in the transportation planning process but will include all persons in the KYOVA planning area. Consultant/s support may be utilized for these activities.
3. Develop criteria and measurement tools for EJ components when evaluating projects to be advanced through the planning process to include mapping to determine permissible funding for projects identified in the Title VI and EJ communities.
4. All public participation activities (public notice, public meetings, maps, visualization techniques, social media, website enhancement, etc.) should be employed during updates, amendments, and administrative modifications/adjustments of the MTP, TIP, Coordinated Plan, Participation Plan and to disseminate general information, etc. to the community-at-large.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

**END PRODUCTS**

1. A comprehensive, coordinated and continuous participation process that provides complete and user-friendly information, timely public notices, full public access to key decisions and satisfactorily addresses all Environmental Justice (EJ) and Title VI issues to include visualization

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techniques. This includes a database of stakeholders; handouts, newsletters and other publications to the general public, transportation committees, local officials, etc.; inclusion of planning activities for access to essential services, including multi-modal transportation connectivity gap analysis and plan to address identified gaps (Ladders of Opportunity); MTP, TIP, Coordinated Plan, etc., revisions and/or required public notices published in the newspaper of the largest circulation in the Huntington, WV-KY-OH Urbanized Area for TIP/MTP/PP and other required activities; social media account oversight (Facebook, Twitter, etc.), sponsor public workshops and meetings to distribute and discuss the transportation planning process and/or project specific activities to include the expenses of hosting workshops and meetings both at KYOVA and outside the office to accommodate for space to encourage KYOVA committee and the community's participation.

2. Up-to-date Participation Plan and evaluation of the effectiveness for citizen engagement in disadvantaged areas.
3. Title VI/EJ Plan review to ensure requirements are fulfilled as set forth in the FAST Act; document and update, if necessary, funding allocated in Title VI and EJ communities.
4. Review Title VI/EJ Complaints and implement any action required to address the complaint.

#### **PROFESSIONAL DEVELOPMENT**

Training and travel required to provide KYOVA staff with the knowledge and techniques to utilize during the required public outreach activities, and website development and maintenance; and to provide assistance for the website and outreach activities of the West Virginia Association of MPOs.

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**380718: SURFACE TRANSPORTATION PROGRAM (STP) PLANNING**

(FUNDING OBTAINED FROM KYOVA'S STP SUB-ALLOCATION – SHARED PROPORTIONATELY BETWEEN WV, KY & OH)

ELEMNT NO.: 380718	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
<b>SURFACE TRANSPORTATION PROGRAM (STP) PLANNING</b>	<b>\$49,420</b>	<b>27420</b>	<b>17000</b>	<b>10420</b>	<b>376</b>	<b>233</b>	<b>143</b>
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To develop the foundation for sustainable development through interagency cooperative practices and management strategies that target increased accessibility; cleaner air and water; improved health conditions; broad-based economic and community development through the metropolitan planning process and surface transportation planning. KYOVA is the primary link between the local governments and is directly responsible for the programming of locally sponsored, federally funded projects in the KYOVA Metropolitan Planning Area.

**METHODOLOGY**

1. KYOVA is responsible for project selection and programming through allocation of Surface Transportation Block Grant Program (STBGP) suballocated funds, a federal-aid highway flexible funding program that supports a broad range of surface transportation needs. KYOVA, serving as the primary link between the local governments, developed a STBG application process which ranks projects based on predetermined criteria based on policies and practices that integrate transportation, land-use, air quality and employment opportunities. To ensure projects meet the federal eligibility, KYOVA solicits local input and facilitates communication between local governments, state, and federal agencies; assists applicants in the STBGP application process; and implements the Program of Projects (POP).
2. Program funding for STBGP must be federally eligible. To ensure the projects meet eligibility KYOVA will: solicit local input into the metropolitan planning process; assist applicants in the STBGP application process; facilitate communication between local governments, state, and federal agencies; and establish the priorities for the local Surface Transportation Block Grant Program (STBGP) and implement the Program of Projects (POP).
3. Track the funding commitments of identified projects (specifically the Surface Transportation Block Grant (STBGP) to ensure that progress is being made in securing funds and advancing local priorities toward implementation.
4. To support future development of the transportation system in the Huntington, WV-KY-OH Urbanized area, KYOVA works to work to develop practices that sustain and expand bicycle/pedestrian facilities and supports development of a regional bike/pedestrian system; initiates or builds upon data, studies or reports that advance a more balanced intermodal

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transportation network inclusive of such modes as walking, biking, public transit and paratransit; supports and assists to coordinate activities amongst agencies and modes interested in the future of transportation; and continues to support local governments and the community by identifying funding opportunities.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

**PRODUCT**

1. A well-developed metropolitan transportation program where KYOVA serves as the primary link between local governments, the state, and federal agencies.
2. Regional coordination agencies concerning all modes of transportation leading to an identified and ranked listing of projects along with potential funding sources to be integrated into future planning documents.
3. Database, studies and/or reports that will help identify and/or advance previously identified transportation projects through various funding sources.
4. Evaluation, development, and maintenance of the KYOVA Surface Transportation Block Grant Program (STBGP) to include the transportation set-aside of the STBGP federal aid highway flexible funding program applications.

**PROFESSIONAL DEVELOPMENT**

Meetings, travel and training for KYOVA Staff as it relates to surface transportation planning activities and programs. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH, KYTC, ODOT, RIC, FHWA, FTA, and EPA.

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**380818: TRANSIT AND HUMAN SERVICES PLANNING – WEST VIRGINIA AND OHIO**

(MANAGEMENT, OPERATIONS, AND SUPPORT CAPITAL INVESTMENT DECISIONS THROUGH EFFECTIVE SYSTEMS PLANNING [FTA BUDGET CODE – 44.26.10 AND 44.24.14])

ELEMENT NO: 380818	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
TRANSIT AND HUMAN SERVICES PLANNING – WV & OH	\$104,985	73587	0	25118	1009	0	431
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To provide on-going transit planning support, assistance, research and analysis to the various federally funded committees, boards, and officials of the Tri-State Transit Authority (TTA), Lawrence County Transit (LCT) and other transit service providers and decision-makers in West Virginia and Ohio; continue development of the Regional Models of Cooperation; and maintain the KYOVA Coordinated Public Transit- Human Services Transportation Plan, which integrates all aspects of transit and mobility to ensure an adequate level of access to all populations while improving the range of options for meeting diverse mobility needs.

**METHODOLOGY**

1. Research and data analysis will be essential for KYOVA to provide transit planning support and assistance. Data and/or surveys collected by KYOVA, TTA, LCT, and other sources regarding ridership and monitor service indicators of fixed route and demand response services will be maintained in a database. The ridership profiles may be used to compare service standards on a system-wide and route level basis; recommend routes for review or service changes by TTA and LCT; support transit planning activities; and perform updates for the transit systems within in the KYOVA Metropolitan Planning Area, as needed.
2. KYOVA will provide FTA Sections 5307, 5339, and 5310 program grant assistance to the multiple transit systems that operate within the boundary of the KYOVA Metropolitan Planning Area. Allocations of Sections 5307 and 5339 funding will be agreed upon by the transit agencies through a “Split Letter”/MOU and supported by KYOVA.
3. Current Coordinated Public Transit-Human Services Transportation Plan to include but not be limited to: implementation and updates; facilitate Coordinated Public Transit-Human Services Transportation Plan meetings which include representatives from transit agencies, human service agencies, transportation agencies, private providers and individuals with disabilities; assist transit agencies collect and analyze data to better connect residents via public transit to regional employment opportunities, health care facilities, schools, grocery stores, etc., integration with bicycle and pedestrian planning to achieve better intermodal connectivity; identification of priority projects for seniors, individuals with disabilities and individuals with lower income.



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**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

**PRODUCTS**

1. Provide on-going transit planning support and assistance to the various federally funded committees, boards, and officials of the Tri-State Transit Authority (TTA), Lawrence County Transit (LCT) and other transit service providers and decision-makers (Regional Models of Cooperation).
2. Current KYOVA Coordinated Public Transit-Human Services Transportation Plan and meetings with the Coordinated Plan committee.
3. Collect and maintain database/file of the TTA and LCT transit routes, stops and schedules, as provided by the transit agencies – data to be used to produce summary of reports for products such as system wide data, bus stop location GIS maps, comparisons based on the inclusion of past on-board survey data and project prioritization while placing an emphasis on compliance with FTA guidelines and promoting transit connectivity and safety; integration with bicycle and pedestrian planning.
4. Agency MOUs and/or “Split Letter” regarding Sections 5310, 5307, and 5339.
5. Monitor and implement Performance Measures, as coordinated with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, etc., related to transit asset management and transit safety that are consistent with the FAST Act.

**PROFESSIONAL DEVELOPMENT**

Meetings, training, and travel to include participation in transit conferences and meetings to support transit planning. This may include but is not limited to meetings, conferences and training activities with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, National Transit Institute (NTI), Ohio Transportation Engineering Conference (OTEC), Ohio Public Transit Association (OPTA), Kentucky Public Transit Association (KPTA), West Virginia Public Transit Association (WVPTA), National Association of Regional Councils (NARC), National Association of Development Organizations (NADO), and American Public Transportation Association (ATPA).

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**380918: SECTION 5310 TMA TRANSIT ADMINISTRATION (KYOVA PORTION SHARED WITH TTA)**

(Wayne and Cabell counties, WV/Boyd and Greenup counties, KY/Lawrence County, OH)

ELEMENT NO.: 381918	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
SECTION 5310 TMA TRANSIT ADMINISTRATION (KYOVA PORTION SHARED WITH TTA)	\$11,500	\$11,500	0	0	158	0	0
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

Coordination with the Tri-State Transit Authority (TTA) and aid in the oversight to the competitive process for the KYOVA Interstate Planning Commission (Huntington, WV-KY-OH Urbanized Area) Section 5310 program funds. Section 5310 Program authorizes federal capital and operating assistance grants which are intended to enhance mobility for seniors and persons with disabilities and to serve the special needs of transit dependent populations beyond traditional public transportation services and American with Disabilities Act (ADA) complementary paratransit services.

**METHODOLOGY**

1. The FAST Act continues MAP-21 eligibility of Section 5310 Program funds to be used for operating costs for transportation services in addition to capital costs. An established Review Committee, with input from KYOVA and TTA, will determine the annual percentage of Section 5310 funds allocated to the type of project. (No less than 55 percent of Section 5310 Program funding in any given year may be allocated to capital projects).
2. Jointly, the Tri-State Transit Authority (TTA), the Designated Recipient, and KYOVA Interstate Planning Commission will share the Section 5310 program administration duties and administration funds for the Huntington, WV-KY-OH Urbanized Area as specified by a Memorandum of Understanding (MOU) dated February 21, 2014. Funds are divided 50/50.
3. The Huntington, WV-KY-OH Section 5310 Program Management Plan (PMP), which will be administered jointly between KYOVA and TTA, will be the basis as to how the awards are distributed to eligible recipients; therefore, the Huntington, WV-KY-OH Urbanized Area proposes to adhere to the Memorandum of Understanding (MOU) between KYOVA and TTA for the Section 5310 program administration responsibilities. KYOVA will perform the following tasks: conduct an annual "call for projects"; develop a prioritized scoring process for Section 5310 application review; host a Section 5310 Workshop; organize a review committee to prioritize projects; update the Coordinated Public Transit-Human Services Transportation Plan, on an as needed basis, and ensure projects and agencies are included in the Plan; and perform recordkeeping pertaining to eligible administrative cost for the purposes of management in the Transit Award Management System (TrAMS). TTA, as the Designated Recipient, will be responsible for presenting information on the types of vehicles available through the procurement and program; vehicle procurement and follow-up, including pre-award and post-delivery audits; collection of local match of those awarded Section 5310 program funds; grant application and quarterly reports in the Transit Award

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Management System (TrAMS). KYOVA may be available to assist with additional responsibilities as requested by TTA to ensure the success of the 5310 Program implementation and administration.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

**PRODUCTS**

1. Section 5310 Program and Agency MOU to jointly share administrative responsibilities with the Designated Recipient, Tri-State Transit Authority (TTA). KYOVA's responsibilities include: host 5310 Program workshops for grant application process; issue an annual call for projects; organize and maintain the Review Committee for Section 5310 program funds, project eligibility and prioritization; Section 5310 Program Management Plan – updated as needed.

**PROFESSIONAL DEVELOPMENT**

Workshops and training – To Be Determined based on upcoming NTI, WDOH, KYTC, KPTA, ODOT, etc., training schedules as it pertains to the Section 5310 program.

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**381018: ENHANCED TRI-STATE TRANSIT EXPANSION STUDY**

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM TTA)

ELEMENT NO. : 381018	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
ENHANCED TRI-STATE TRANSIT EXPANSION STUDY	\$50,000*	\$50,000	0	0	34	0	0
REVISED							

\*Administrative Fees paid to KYOVA will be 5% (\$2,500)

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To procure the services of a consultant to develop the FY 2017 Tri-State Transit Authority (TTA) Expansion Study which would include additional comprehensive analysis of the transit system for Cabell and Wayne Counties, WV and explore the opportunities for a higher Level of Service (LOS). The Consultant will conduct a study that would include, but not limited to:

- An analysis of the current system.
- Proposed improvements to the system.
- Identification of possible new routes.
- Exploring transfer locations with neighboring transit provider systems.

**METHODOLOGY**

1. KYOVA Interstate Planning Commission, in collaboration with the Tri-State Transit Authority, will hire a consultant during FY 2018 (July 1, 2017 to June 30, 2018) to aid and assess the needs of the Tri-State Transit Authority bus system and the transit needs for the Huntington, WV region.
2. The Consultant will assess the transit needs for Tri-State Transit Authority. The assessment may include, but not be limited to:
  - Criteria to aid in the identification of various corridors located in the Huntington, WV region.
  - Suggestions for route enhancement and/or improvements to existing routes.
  - Feasibility of fiscally sound expansion.
  - Marketing strategies to increase ridership.
3. KYOVA will retain the consultant and administer the contract for a fee equivalent to 5% of the total project cost. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with Tri-State Transit Authority. Throughout the duration of this project, the Consultant will be available to provide related technical assistance and training to KYOVA staff members, Tri- State Transit Authority, and other stakeholders.

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**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission will lead the project with Tri-State Transit Authority (TTA).

**PRODUCT**

A comprehensive transit study which will assess the current and future transit needs in the Huntington, WV area located within the KYOVA Metropolitan Planning Area (Huntington, WV-KY-OH, Urbanized Area). The study will provide an understanding as to what actions to take to maintain and/or minimize the growing cost of providing service, such as increasing ridership; evaluating the efficacy of existing routes and services; transit planning; meeting Federal requirements, and coordinated services with other transit providers in the region.

**PROFESSIONAL DEVELOPMENT**

Limited travel, meetings and/or training will be required of the KYOVA Staff for project oversight.

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**381118: KYOVA/RIC JOINT TMA COORDINATION**

ELEMENT NO.: 381118	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
KYOVA/RIC JOINT TMA COORDINATION	\$10,000	\$10,000	\$0	\$0	137	0	0
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To coordinate with the Regional Intergovernmental Council (RIC) and other agencies regarding the federally mandated TMA planning, programming and funding for the Huntington, WV-KY-OH Urbanized Area within Putnam County, West Virginia.

**METHODOLOGY**

KYOVA Interstate Planning Commission will coordinate planning and programming of transportation studies and projects that will impact the FAST Act national goals (safety, infrastructure conditions, congestion reduction, system reliability, freight movement, economic vitality, environmental stability, and reduction of project delays with the Regional Intergovernmental Council (RIC). These activities will include but not be limited to review and coordination of the Congestion Mitigation Program; regional design and/or planning studies; freight activities, MOU's, and safety projects and programs.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

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**381218: MULTIMODAL ECONOMIC IMPACT STUDY**

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM TRI-STATE TRANSIT AUTHORITY)

ELEMENT NO. : 381218	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
MULTIMODAL ECONOMIC IMPACT STUDY	\$75,000*	\$75,000	0	0	103	0	0
REVISED							

\*Administrative Fees paid to KYOVA will be 10% (\$7500)

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To procure the services of a consultant to prepare a Multimodal Economic Impact Study during FY 2018 for the Huntington, WV area of the KYOVA Metropolitan Planning Area. The Study will evaluate the economic conditions involving employment as well as fiscal and developmental impacts of transportation systems for the Huntington Tri-State Airport and surrounding vicinity including the Huntington Tri-State Airport multimodal parking facility and the proposed airport access road and linkages from US 52 to Prichard Intermodal Facility, US 60 near WV 193, the Culloden Interchange, and the proposed Ohio River Bridge at WV 193 including existing and proposed conditions. Additionally, the study will generate a dollar value of the direct economic contribution of the Huntington Tri-State Airport and its proposed multimodal parking facility and access road, US 52, US 60 and the Prichard Intermodal Facility.

**METHODOLOGY**

4. KYOVA Interstate Planning Commission, in collaboration with the Huntington Tri-State Airport, will hire a consultant during FY 2018 (July 1, 2017 to June 30, 2018) to produce a Multimodal Economic Impact Study for the Huntington Tri-State Airport and the Huntington, WV region of the KYOVA Metropolitan Planning Area. KYOVA will administer the contract for a fee equivalent to 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the Huntington Tri-State Airport. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with the Huntington Tri-State Airport. Throughout the duration of this project, the Consultant will be available to provide related technical assistance and training to KYOVA staff members, Huntington Tri-State Airport, and other stakeholders.
5. The Study will include, but not be limited to the analysis of the following areas.
  - Regional economic characteristics and economic impact estimates of the Tri-State Airport and its proposed projects of the multimodal parking facility and access road, US 60 near WV 193, US 52 to Prichard Intermodal Facility, and the Culloden Interchange and examination of its impact on the region’s economy, revenue, and demographics.
  - Ten-year Huntington Tri-State Airport activity data comparison based on their 2006 report.

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- Impact from visitor spending for those utilizing commercial and general aviation services to include personal income, business revenue, local purchases and state and local taxes generated.
- Passenger/Visitor survey developed in partnership with Huntington Tri-State Airport and KYOVA.
- Analysis of number of direct, indirect, and induced employment.

#### **RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission will lead the project with Huntington Tri-State Airport.

#### **PRODUCTS**

A comprehensive Multimodal Economic Impact Study to include the following:

- Estimate the economic impacts of the Huntington Tri-State Airport and its vendors/tenants.
- Design passenger survey in partnership with the Huntington Tri-State Airport and KYOVA.
- Conduct passenger survey and provide analysis of responses to illustrate behaviors such as expenditures, travel patterns, purpose of visit, etc.
- Analyze available data relative to airport changes from the previous 10 years as well as the economic and fiscal impacts and compare to changes in area economic and demographic conditions based on their 2006 report.
- Estimate the economic impact of the Huntington Tri- State Airport, US 52 to the Prichard Intermodal Facility, US 60 near WV 193, the Culloden Interchange and the proposed Ohio River Bridge near WV 193 to the Huntington, WV area.
- Estimate direct, indirect, and induced employment and analyze visitor spending and visitor industry employment from commercial and general aviation passengers and the improvements to US 52, US 60, the Culloden Interchange and Ohio River Bridge connections.

#### **PROFESSIONAL DEVELOPMENT**

Limited travel, meetings and/or training will be required of the KYOVA Staff.



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**381318: EXIT 8/I-64 MIXED-USE DEVELOPMENT STUDY**

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM CABELL COUNTY)

ELEMENT NO. : 381318	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
EXIT 8/I-64 MIXED-USE DEVELOPMENT STUDY	\$50,000*	\$50,000	0	0	69	0	0
REVISED							

\*Administrative Fees paid to KYOVA will be 10% (\$5,000)

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To procure the services of a consultant to prepare a Mixed-Use Development Study for Exit 8 south of I-64 located in Huntington, West Virginia. The Development Study will incorporate the principles of mixed-use to enable a range of land uses including residential, commercial, and industrial to be co-located in an integrated way that supports sustainable forms of transportation and increases neighborhood amenities. Mixed land-use developments can enhance the economy vitality and perceived security of an area by increasing number of people in public spaces. The study will also consider the relationship of Exit 8 with other plans and studies along WV-152 including the Beech Fork Lake Lodge Entrance, which is proposed to be in the vicinity of Twin Cover, and the Heritage Farm Access Road Study, which will connect WV-152 to Heritage Farm. The work will generally consist of both planning and some design work including: conducting public meetings for stakeholder input, preparation of conceptual mixed-use concepts considering existing and proposed land-use, preparation of traffic model simulations, safety analysis, establishment of corridor performance metrics, preparation of cost estimates, and determination of a phased implementation schedule for improvements.

**METHODOLOGY**

KYOVA Interstate Planning Commission, in collaboration with Cabell County, will hire a consultant during FY 2018 (July 1, 2017 to June 30, 2018) to produce Exit 8 /I-64 Mixed-Use Development Study for Cabell County and the Huntington, WV region of the KYOVA Metropolitan Planning Area. KYOVA will administer the contract for a fee equivalent to 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the Cabell County. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with the Cabell County Commission. Throughout the duration of this project, the Consultant will be available to provide related technical assistance and training to KYOVA staff members and other stakeholders.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission will lead the project with Cabell County Commission.

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### **PRODUCTS**

A comprehensive mixed-use development study for Exit 8/I-64 in Cabell County, WV to include the following:

- Collect and analyze data as it relates to the impact of tourism near Exit 8 off I-64 in Cabell County and along WV-152, which has been identified as a tourism corridor to include a financial feasibility report defining the return on investment.
- Provide a plan to integrate the mixed-use development such as retail, office, residential, hotel, recreation, etc. to maximize the usage and space available for development to create a strong linkage to each.
- Research need and feasibility for welcome center at this site – based on WV-152 being identified as a tourism corridor.
- Determine traffic patterns and identify areas of congestion and provide suggestions as to how to eliminate and/or better connectivity to the area and to attract development.
- Coordination with other studies and plans near WV-152 including the proposed Beech Fork Lake Lodge Entrance and the Heritage Farm Access Road Study.
- Estimate direct, indirect, and induced employment and analyze visitor spending.

### **PROFESSIONAL DEVELOPMENT**

Limited travel, meetings and/or training will be required of the KYOVA Staff.

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**381418: LAWRENCE COUNTY, OHIO TRANSIT PLANNING – DEVIATED ROUTE – CMAQ**

(FUNDING SOURCE: CMAQ- OHIO)

ELEMENT NO. : 381418	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
LAWRENCE COUNTY, OH PUBLIC TRANSIT SYSTEM PLANNING	\$20,700	0	0	\$20,700	0	0	284
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**OBJECTIVE**

To support and perform transit operation planning to the Lawrence County Transit (LCT) for five (5) years – FY 2018 through FY 2023. Funding to be provided by CMAQ – Ohio. The total administrative cost payable to KYOVA from Lawrence County Transit for the five consecutive years is \$103,500 at a projected rate of \$20,700 per year.

**PROJECT HISTORY**

In 2007, LCT was selected by the Federal Transit Administration (FTA), Ohio Department of Transportation (ODOT) and KYOVA Interstate Planning Commission to be a Designated Recipient of Federal Mass Transit funding. KYOVA has supported and performed transit operation planning for Lawrence County Transit (LCT) since 2009. Lawrence County Transit (LCT) currently operates a public transportation program with FTA Section 5307 and an Express Shuttle Service utilizing CMAQ funds that will expire at the end of FY 2017.

A new fixed route shuttle service that targets daily commuters between major employers and universities between the three principle cities of Ironton, Ohio, Ashland, Kentucky and Huntington, West Virginia will be established and funded by CMAQ-Ohio funds beginning July 1, 2107 (FY 2018).

**METHODOLOGY**

1. Monitor CMAQ funded bus routes and explore opportunities to promote and sustain transit service in the city of Ironton, Ohio.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission in cooperation with the Lawrence County Transit and the ODOT Office of Transit.

**END PRODUCTS**

Lawrence County Transit System will perform the following:

1. Ironton-Lawrence County Community Action Organization (ILCAO) with assistance from Lawrence County Transit (LCT) will conduct all financial transactions, to include the processing of invoices.

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2. Identify routes, schedules, and service changes.
3. Marketing plan for the LCT.
4. Conduct operational planning for the Lawrence County Transit (LCT).

KYOVA may perform the following:

1. Transit planning operation and monitor service indicators for fixed route services.
2. Assist in the identification of potential grants and other funding sources for use by LCT.
3. Provide information for LCT and ILCAO staff on federal compliance issues as they arise.
4. Assist with the transit operations and other transit related projects including parking, alternative mode transportation projects, including but not limited to planning, evaluation of transit service and facilities, provision of data and the creation of improvements to these services. KYOVA will identify these projects in the Unified Planning Work Program (UPWP).
5. Completion of a conformity analysis, if required.

#### **PROFESSIONAL DEVELOPMENT**

Limited travel and training will be required – To Be Determined. Expenses will be limited to travel and training activities related to coordination of public transit system, inclusion of air quality programming for transit and other general training activities.

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**381518: LAWRENCE COUNTY, OH US-52 INTERCHANGE JUSTIFICATION STUDY**

(FUNDING SOURCE: OHIO KYOVA'S STP SUB-ALLOCATION & MATCH PROVIDED WITH TOLL CREDITS)

ELEMENT NO. : 381518	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
LAWRENCE COUNTY, OH US-52 INTERCHANGE STUDY	\$250,000*	0	0	250000	0	0	343
REVISED							

\*Administrative Fees paid to KYOVA will be 10% (\$25,000)

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To procure the services of a consultant to provide access on US 52 via a new interchange between the grade separated roadways (US 52) by incorporating a network of ramps which will eliminate crossing conflicts and improve the operational efficiency of the roadway network. This area of US 52 is experiencing traffic growth that is higher than anticipated due to commercial development. This study will enable KYOVA and ODOT to identify potential environmental concerns along the corridor that could potentially be impacted if the route needs to be improved or expanded to handle increases in traffic volume.

**METHODOLOGY**

KYOVA will retain consultant services and administer the contract a fee equivalent to 10% of the total cost. The consultant will perform duties outlined in the scope of work, which KYOVA would prepare in collaboration with the Lawrence County Engineer. Throughout the duration of this project, the consultant will be available to provide related technical assistance and training to KYOVA staff members, Lawrence County Engineer, and other stakeholders.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission will lead the project with the Lawrence County Engineer

**PRODUCTS**

A comprehensive study for a new interchange between the grade separated roadways (US 52) by incorporating a network of ramps, which will eliminate crossing conflicts and improves operational efficiency of the roadway network.

**PROFESSIONAL DEVELOPMENT**

Limited travel, meetings and/or training will be required of the KYOVA Staff for project oversight.

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**381717: LAWRENCE COUNTY NON-MOTORIZED STUDY (PID 99806)**

(FUNDING SOURCE: OHIO KYOVA'S STP SUB-ALLOCATION & MATCH PROVIDED WITH TOLL CREDITS)

ELEMENT NO. : 381717	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
LAWRENCE COUNTY NON-MOTORIZED STUDY (PID 99806)	\$100,000	0	0	\$100,000	0	0	103
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**OBJECTIVE**

To develop a *Non-Motorized Transportation Plan* for Lawrence County, Ohio, and for those cities that fall within the county boundaries, that when implemented, will provide guidance, development and management of existing bicycle, pedestrian and multi-modal connections within the Huntington, WV-KY-OH Transportation Management Area (TMA).

**METHODOLOGY**

1. The KYOVA Interstate Planning Commission (Huntington, WV-KY-OH Urbanized Area) encourages integration of pedestrians, bicyclists, and other forms of non-motorized transportation. The integration of these non-motorized transportation modes have been incorporated through various county and city programs and/or policies that support alternative transportation modes; therefore, to develop a comprehensive *Non-Motorized Transportation Plan* for Lawrence County, Ohio, it will be required to develop a comprehensive study and conceptual design that will tie together the Ironton Trail system, the Rome-Union Township Trail system and other non-motorized trail systems throughout the county including the Eastern Campus of Ohio University.
2. Innovative approaches will be required for Lawrence County to be more environmentally, socially, and economically sustainable. To fully evaluate the options, there will be a need to identify the existing infrastructure as well as plan for identified future non-motorized infrastructure which will help establish a physical and cultural environment to support and encourage a safe, comfortable, and convenient way for pedestrians and bicyclists to travel throughout communities within the county as well as into the surrounding communities.
3. A survey of the communities ADA Transition Plans is also important. This will include educating local governments on the requirements of the Americans with Disability Act (ADA) Transition Plan for any government entity with over 50 employees as a requirement for authorizing federal aid expenditures.
4. KYOVA will retain the consultant and administer the contract a fee equivalent to 15% of the total cost. The consultant will perform duties outlined in the scope of work, which KYOVA would prepare. Throughout the duration of this project, the Consultant will be available to provide related technical assistance and training to KYOVA staff members and stakeholders.

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**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission will lead the project with Lawrence County, Ohio

**END PRODUCTS**

The Consultant will prepare a final report – Lawrence County Non-Motorized Transportation Plan that addresses ADA compliance which will include but not be limited to the following:

1. Research and review any existing planning documents dealing with non-motorized transportation and strive to meld the relevant findings and recommendations into the plan.
2. Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.
3. Assessment of a trail system throughout Lawrence County with a focus on the connections between the Ironton Trail System and the Union and Rome Township areas including the Village of Chesapeake and Proctorville as well as the Eastern Campus of Ohio University.
4. Design and implement a public participation process that will engage the residents of Lawrence County in the planning process. The public participation process may include but is not limited to opinion surveys, public meetings and workshops, plan dissemination via the Internet and other media, website development, etc.
5. Recommend proposed non-motorized transportation facilities as well as any deficiencies in the existing systems that might be corrected. Non-motorized programs such as “Complete Streets” should be identified and analyzed. An estimate cost of construction of capital facilities, maintenance or non-motorized facilities and other elements of the plan implementation, such as signage and paint striping should be provided.
6. Provide appropriate non-motorized transportation design standards for inclusion in the KYOVA Metropolitan Transportation Plan (MTP).
7. Present the findings and recommendations of the *Non-Motorized Transportation Plan* to the KYOVA Technical Advisory and Policy Committees.
8. Provide at least 10 hard copies of final report.

**PROFESSIONAL DEVELOPMENT**

No travel, meetings or training will be required of the KYOVA Staff.

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**385118: KENTUCKY SECTION 5303 – PROGRAM MANAGEMENT AND ADMINISTRATION**  
 (FTA BUDGET CODE: 44.21.00)

ELEMENT NO.: 385118	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
KY SECTION 5303 PROGRAM MGT AND ADMIN	\$21,000	0	\$21,000	0	0	288	0
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To meet the regulatory and administrative requirements of the federal and state regulations and to participate in the planning process (Grant Administration). FAST Act Transition: MPO staff, in coordination with USDOT and KYTC, will initiate efforts to assess the impact of the FAST Act’s National Goals on the on-going planning process and current MPO documents. Staff will also coordinate with KYTC to address the current and emerging performance measures (to be set by USDOT) and participate in discussions with KYTC, FHWA, FTA and other MPOs on performance-based planning and performance targets.

**METHODOLOGY**

KYOVA will employ the following activities to ensure fulfillment of the program management and administration activities of the Kentucky Section 5303 Program Administration Element to include but not limited to: attendance at meetings related to transit service and planning; Unified Planning Work Program (UPWP) preparation and updates; interagency invoicing, documentation and correspondence; completion and maintenance of Title VI and Environmental Justice documentation and other reports, implementation of Performance Measures and Asset Management as outlined in the FAST Act.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

**PRODUCTS**

1. Administrative functions to the 2018 Unified Planning Work Program to ensure continuation of transit grants to include: completion and submission of invoices, progress reports, budgets, and necessary revisions of financial and administrative functions; updated prospectus and contracts when warranted; and approved 2019 Unified Planning Work Program (UPWP).
2. Coordination activities with the Ashland Bus System to ensure a regional approach to transportation planning by promoting cooperation and coordination between transit agencies, the MPO and the Commonwealth of Kentucky.



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3. Inclusion of transit providers on the KYOVA Technical Advisory Committee (TAC) and Policy Committee (PC), and the Boyd Greenup Transportation Citizens Advisory Committee.

**PROFESSIONAL DEVELOPMENT**

Training, travel and development activities to include participation in Kentucky Transit Conferences, KYTC meetings, NTI courses and Federal Transit Administration training programs, and other programs/conferences that would assist in the Kentucky and regional transit planning.

2/24/17

**385218: KENTUCKY SECTION 5303 – SHORT-RANGE TRANSIT PLANNING/TIP**

(FTA BUDGET CODE: 44.25.00)

ELEMENT NO. 385218	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
KY SECTION 5303 SHORT- RANGE TRANSIT PLANNING/TIP	\$12,000	0	\$12,000	\$0	0	173	0
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To conduct short-range planning and to maintain the Transportation Improvement Program (TIP), a four-year plan of capital and operating assistance for both highway and transit projects that will include a description of performance measures and targets used in assessing system performance.

**METHODOLOGY**

1. During FY 2018, KYOVA will maintain and update the KYOVA 2018-2021 Transportation Improvement Program (TIP) which will reflect the most current information as it relates to transportation and transit planning. These efforts will be coordinated with KYTC – Office of Transportation Delivery, KYTC – Division of Planning, and the Ashland Bus System.
2. Documentation of the four-year program (TIP) for capital, Section 5307 operating and planning expenditures for mass transit providers, Section 5310, and Section 5339, and where necessary will model and/or map the mass transit additions to the TIP and explore opportunities to increase transit ridership as a component of the federally mandated Congestion Management Process (CMP).
3. KYOVA staff will prepare an “Annual Listing of Obligated Projects”, which will include transit and planning projects funded with federal funds in accordance with federal regulations.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

**END PRODUCTS**

1. Up-to-date KYOVA 2018-2021 TIP; process and distribute TIP Amendments and Administrative Modifications to program management, KYOVA website, etc.
2. Continue short-range planning activities to: explore opportunities to increase ridership and coordinate activities with transit agencies to implement identified opportunities; assist local agencies and entities in implementing active transportation plans and infrastructure to include pedestrian and bicycle planning, transit planning and providing information and education to local governments to assist them in their local planning efforts; modeling and mapping (as needed) of transit projects and activities.

2/24/17

3. Completion and submission of the “Annual Listing of Obligated Projects”, which will include transit and planning projects funded with federal funds in accordance with federal regulations – due December 2017 or per KYTC’s requested date.

**PROFESSIONAL DEVELOPMENT**

Travel and accommodations to participate in training opportunities, meetings and, development activities to include participation in, but not limited to: KPTA, KYTC, NTI, FTA and APTA.

2/24/17

**385318: KENTUCKY SECTION 5303 – OTHER TRANSIT ACTIVITIES**

(FTA BUDGET CODE: 44.27.00)

ELEMENT NO.: 385318	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
KY SECTION 5303 OTHER TRANSIT ACTIVITIES	\$18,900	0	\$18,900	0	0	259	0
REVISED							

**WORK SCHEDULE (JULY 1, 2017 THROUGH JUNE 30, 2018)**

July	August	September	October	November	December	January	February	March	April	May	June
X	X	X	X	X	X	X	X	X	X	X	X

**GOALS**

To cover all other Kentucky transit activities not covered in Element 385118: Program Management and Administration and Element 385218: Short-Range Transit Planning/Transportation Improvement Program (TIP) and to coordinate and develop performance measures for the transit activities with WVDOT/WVDOH, KYTC, ODOT, FHWA and FTA consistent with the FAST Act.

**METHODOLOGY**

4. Research and data analysis will be essential for KYOVA to provide transit planning support and assistance to transit agencies operating in the Kentucky counties of Boyd and Greenup. Data and/or surveys will be maintained in a database for quick reference to ridership profiles and will be used to compare service standards on a system-wide and route level basis; recommend routes for review or service changes; and support transit planning activities – to be conducted on an as needed basis.
5. KYOVA Staff will provide FTA Section 5307 Program, Section 5339 Urbanized Area Formula Program, and Section 5310 Program grant assistance to transit systems that operating within the boundary of the Huntington, WV-KY-OH Urbanized Area (UZA). Allocations of Sections 5307 and Section 5339 funding will be agreed upon by the transit agencies within the KYOVA Metropolitan Planning Area involved and supported by KYOVA.
6. Maintain and update – as needed – the Coordinated Public Transit-Human Services Transportation Plan to include, but not limited to: implementation and updates; facilitate Coordinated Public Transit-Human Services Transportation Plan meetings which include representatives from transit agencies, human service agencies, transportation agencies, private providers and individuals with disabilities; assist transit agencies collect and analyze data to better connect residents via public transit to regional employment opportunities, health care facilities, schools, grocery stores, etc., integration with bicycle and pedestrian planning to achieve better intermodal connectivity; identification of priority projects for seniors, individuals with disabilities and individuals with lower income.

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission

2/24/17

### **PRODUCTS**

1. Provide on-going transit planning support and assistance to the various federally funded committees, boards, and officials of the Ashland Bus System, KYTC – Office of Transportation Delivery, other transit service providers and decision-makers (Regional Models of Cooperation) and agency MOUs regarding Section 5310, 5307 and 5339.
2. Up-to-date Coordinated Public Transit-Human Services Transportation Plan and meetings with the Coordinated Plan committee, as needed.
3. Collect and maintain database/file of the ABS transit routes, stops and schedules, as provided by the transit agencies – data to be used to produce summary of reports for products such as system wide data, bus stop locations, GIS maps, project prioritization placing an emphasis on compliance with FTA guidelines and promoting transit connectivity and safety; integration with bicycle and pedestrian planning; assistance with grant applications and planning for access to essential services, including multi-modal transportation connectivity gap analysis and plan to address identified gaps (Ladders of Opportunity); and coordination of establishing Performance Measures and Targets related to Transit Asset Management and safety consistent with FAST Act.
4. All other activities and/or projects not specified in planning elements 385118 (Program Management and Administration) or 385218 (Short-Range Transit Planning/TIP).
5. Assistance to transportation and transit meetings both at KYOVA and other venues. This includes expenses for meeting room rentals, copy of documents, etc.

### **PROFESSIONAL DEVELOPMENT**

Travel and accommodations to participate in trainings, meetings, and development activities to include participation in but not limited to: KBT, KPTA, KYTC, NTI, FTA and APTA.

2/24/17

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **SECTION III**

### **BUDGET**

2/24/2017

KYOVA INTERSTATE PLANNING COMMISSION  
FUNCTIONAL AGENCY RESPONSIBILITY  
BUDGET SUMMARY  
TABLE I  
FY-2018

WORK ELEMENT	PROJECT CODE 380	KYOVA/HAIATS	TOTAL
100	TRANSPORTATION PLANNING - WV/KY/OH JOINT PLANNING ELEMENTS	TOTAL	
380118	MANAGEMENT AND ADMINISTRATION	\$130,000	\$130,000
380218	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGE	\$125,000	\$125,000
380318	METROPOLITAN TRANSPORTATION PLANNING (MTP)	\$77,949	\$77,949
380418	TRANSPORTATION SURVEILLANCE AND GIS	\$93,955	\$93,955
380518	AIR QUALITY PLANNING AND CONFORMITY	\$35,000	\$35,000
380618	PUBLIC PARTICIPATION AND OUTREACH	\$51,000	\$51,000
380718	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING	\$54,839	\$54,839
	TOTAL JOINT FUNDED	\$567,743	\$567,743
	TRANSIT PLANNING WEST VIRGINIA/OHIO ONLY		
380818	TRANSIT AND HUMAN SERVICES PLANNING WV&OH	\$104,985	\$104,985
	TOTAL WV/OH TRANSIT FUNDS	\$104,985	\$104,985
	TOTAL JOINT FUNDS & WV/OH TRANSIT	\$672,728	\$672,728
	WEST VIRGINIA STATE SPECIFIC PROJECT		
	WV-FTA 5310 (TTA) STATE SPECIFIC PROJECT		
380918	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	\$11,500	\$11,500
	TOTAL WV-TTA	\$11,500	\$11,500
	WV STATE SPECIFIC PROJECTS		
381018	ENHANCED TRI-STATE TRANSIT EXPANSION STUDY (PHASE 2)	\$50,000	\$50,000
381118	KYOVA/RIC JOINT TMA COORDINATION (WV)	\$10,000	\$10,000
381218	MULTIMODAL ECONOMIC IMPACT STUDY - WV (TRI-STATE AIRPORT)	\$75,000	\$75,000
381318	EXIT 8/I-64 MIXED-USE DEVELOPMENT STUDY	\$50,000	\$50,000
	TOTAL WV STATE SPECIFIC PROJECTS	\$185,000	\$185,000
	OH STATE SPECIFIC PROJECTS		
381418	LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	\$20,700	\$20,700
381518	LAWRENCE CO US-52 INTERCHANGE STUDY	\$250,000	\$250,000
381717	LAWRENCE CO NON MOTORIZED STUDY (CARRY OVER FROM FY 2017)	\$100,000	\$100,000
	TOTAL OH STATE SPECIFIC PROJECTS	\$370,700	\$370,700
	TOTAL OH STATE SPECIFIC PROJECTS	\$370,700	\$370,700
	TOTAL STATE SPECIFIC FUNDING	\$567,200	\$567,200
200	KENTUCKY TRANSIT (5303) PLANNING		
385118	TRANSIT MANAGEMENT AND ADMINISTRATION	\$21,000	\$21,000
385218	SHORT RANGE TRANSIT PLANNING	\$12,600	\$12,600
385318	OTHER TRANSIT ACTIVITIES	\$18,900	\$18,900
	TOTAL KENTUCKY TRANSIT	\$52,500	\$52,500
	TOTAL KY FTA TRANSIT FUNDS	\$52,500	\$52,500
	TOTAL HAIATS BUDGET	\$1,292,428	\$1,292,428

		KYOVA INTERSTATE PLANNING COMMISSION PRELIMINARY BUDGET TABLE II FY-2018																								
		OHIO								WEST VIRGINIA				KENTUCKY				KY-FTA				LAWRENCE COUNTY TRANSIT				
		KYOVA/FHW/ TOTAL	DIRECT LABOR	OTHER DIRECT	INDIRECT OVERHEAD	FRINGES	DIRECT LABOR	OTHER DIRECT	INDIRECT OVERHEAD	FRINGES	DIRECT LABOR	OTHER DIRECT	INDIRECT OVERHEAD	FRINGES	DIRECT LABOR	OTHER DIRECT	INDIRECT OVERHEAD	FRINGES	DIRECT LABOR	OTHER DIRECT	INDIRECT OVERHEAD	FRINGES	DIRECT LABOR	OTHER DIRECT	INDIRECT OVERHEAD	FRINGES
ELEMENT	TRANSPORTATION PLANNING	1,292,428	339,000	566,613	251,443	135,371	71,454	336,282	52,999	28,534	163,882	203,081	121,554	65,442	73,214	19,245	54,305	29,236	21,839	5,741	16,199	8,721	8,610	2,264	6,387	3,439
100	JOINT FUNDED																									
380118	MANAGEMENT AND ADMINISTRATION	130,000	54,078	14,216	40,111	21,595	10,275	2,701	7,621	4,103	27,039	7,108	20,055	10,797	16,764	4,407	12,435	6,695	0	0	0	0	0	0	0	0
380218	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MA	125,000	51,999	13,669	38,568	20,764	9,880	2,597	7,328	3,945	25,999	6,835	19,284	10,382	16,120	4,237	11,956	6,437	0	0	0	0	0	0	0	0
380318	METROPOLITAN TRANSPORTATION PLANNING (MTP)	77,949	32,426	8,524	24,051	12,948	6,161	1,620	4,570	2,460	16,213	4,262	12,025	6,474	10,052	2,642	7,456	4,014	0	0	0	0	0	0	0	0
380418	TRANSPORTATION SURVEILLANCE AND GIS	93,955	39,084	10,274	28,990	15,607	7,426	1,952	5,508	2,965	19,542	5,137	14,495	7,804	12,116	3,185	8,987	4,838	0	0	0	0	0	0	0	0
380518	AIR QUALITY PLANNING AND CONFORMITY	35,000	14,560	3,827	10,799	5,814	2,766	727	2,052	1,105	7,280	1,914	5,400	2,907	4,513	1,186	3,348	1,802	0	0	0	0	0	0	0	0
380618	PUBLIC PARTICIPATION AND OUTREACH	51,000	21,215	5,577	15,736	8,472	4,031	1,060	2,990	1,610	10,608	2,788	7,868	4,236	6,577	1,729	4,878	2,626	0	0	0	0	0	0	0	0
380718	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING	54,839	22,812	5,997	16,920	9,110	4,334	1,139	3,215	1,731	11,406	2,998	8,460	4,555	7,072	1,859	5,245	2,824	0	0	0	0	0	0	0	0
	TOTAL JOINT FUNDED	567,743	236,174	62,084	175,175	94,310	44,873	11,796	33,283	17,919	118,087	31,042	87,588	47,155	73,214	19,245	54,305	29,236	0	0	0	0	0	0	0	0
380818	TRANSIT AND HUMAN SERVICES PLANNING WV&OH	104,985	43,673	11,480	32,393	17,439	13,061	3,433	9,688	5,216	30,611	8,047	22,705	12,224	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL TRANSIT	104,985	43,673	11,480	32,393	17,439	13,061	3,433	9,688	5,216	30,611	8,047	22,705	12,224	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL JOINT FUNDED/TRANSIT	672,728	279,847	73,564	207,568	111,749	57,934	15,229	42,971	23,135	148,698	39,089	110,293	59,379	73,214	19,245	54,305	29,236	0	0	0	0	0	0	0	0
	WV STATE SPECIFIC PROJECTS																									
380918	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500	4,784	1,258	3,548	1,910	0	0	0	0	4,784	1,258	3,548	1,910	0	0	0	0	0	0	0	0	0	0	0	0
381018	ENHANCED TRI-STATE TRANSIT EXPANSION STUDY (PHASE 2)	2,500	1,041	273	771	415	0	0	0	0	1,041	273	771	415	0	0	0	0	0	0	0	0	0	0	0	0
	CONSULTANT	47,500		47,500							47,500															
381118	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	4,160	1,094	3,085	1,661					4,160	1,094	3,085	1,661												
381218	MULTIMODAL ECONOMIC IMPACT STUDY - WV (TRI-STATE AIRPORT)	7,500	3,120	820	2,314	1,246					3,120	820	2,314	1,246												
	CONSULTANT	67,500		67,500							67,500															
381318	EXIT 8/I-64 MIXED-USE DEVELOPMENT STUDY	5,000	2,079	547	1,543	831					2,079	547	1,543	831												
	CONSULTANT	45,000		45,000							45,000															
	TOTAL WV STATE SPECIFIC PROJECTS	196,500	15,184	163,992	11,261	6,063	0	0	0	0	15,184	163,992	11,261	6,063	0	0	0	0	0	0	0	0	0	0	0	0
	OHIO STATE SPECIFIC PROJECTS																									
381418	LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	20,700	8,610	2,264	6,387	3,439	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,610	2,264	6,387	3,439
381518	LAWRENCE CO US-52 INTERCHANGE STUDY	25,000	10,400	2,733	7,714	4,153	10,400	2,733	7,714	4,153																
	CONSULTANT (FY-2017 & FY 2018)	225,000		225,000																						
381717	LAWRENCE CO NON-MOTORIZED STUDY (CARRY OVER FROM FY 2017)	7,500	3,120	820	2,314	1,246	3,120	820	2,314	1,246																
	CONSULTANT	92,500		92,500																						
	TOTAL OHIO STATE SPECIFIC PROJECTS	370,700	22,130	323,317	16,415	8,838	13,520	321,053	10,028	5,399	0	0	0	0	0	0	0	0	0	0	0	0	8,610	2,264	6,387	3,439
	TOTAL STATE SPECIFIC	567,200	37,314	487,309	27,676	14,901	13,520	321,053	10,028	5,399	15,184	163,992	11,261	6,063	0	0	0	0	0	0	0	0	8,610	2,264	6,387	3,439
	KENTUCKY TRANSIT (5303) PLANNING																									
385118	TRANSIT MANAGEMENT AND ADMINISTRATION	21,000	8,737	2,296	6,479	3,488	0	0	0	0	0	0	0	0	0	0	0	0	8,737	2,296	6,479	3,488	0	0	0	0
385218	SHORT RANGE TRANSIT PLANNING	12,600	5,241	1,378	3,888	2,093	0	0	0	0	0	0	0	0	0	0	0	0	5,241	1,378	3,888	2,093	0	0	0	0
385318	OTHER TRANSIT ACTIVITIES	18,900	7,861	2,067	5,832	3,140	0	0	0	0	0	0	0	0	0	0	0	0	7,861	2,067	5,832	3,140	0	0	0	0
	TOTAL KY-FTA TRANSIT	52,500	21,839	5,741	16,199	8,721	0	0	0	0	0	0	0	0	0	0	0	0	21,839	5,741	16,199	8,721	0	0	0	0
	TOTAL KENTUCKY TRANSIT	52,500	21,839	5,741	16,199	8,721	0	0	0	0	0	0	0	0	0	0	0	0	21,839	5,741	16,199	8,721	0	0	0	0
	TOTAL HAIATS BUDGET	1,292,428	339,000	566,613	251,443	135,371	71,454	336,282	52,999	28,534	163,882	203,081	121,554	65,442	73,214	19,245	54,305	29,236	21,839	5,741	16,199	8,721	8,610	2,264	6,387	3,439



TABLE III  
KYOVA INTERSTATE PLANNING COMMISSION  
PROGRAM YEAR FY 2018

ELEMNT	TRANSPORTATION PLANNING	JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS						PLANNING FUNDS				SURFACE TRANSPORTATION PLANNING FUNDS				TTA TRANSIT CONTINGENCY FUNDS				PLANNING FUNDS				STP FUNDS				KYTC - FTA					
		TOTAL	TOTAL ODOT FUNDS	OHIO FHWA	OHIO FHWA	ODOT STATE	KYOVA LOCAL	TOTAL WV FUNDS	WV FHWA	STATE MATCH	KYOVA LOCAL	WV STP FUNDS	WV STP FUNDS	STATE MATCH	KYOVA LOCAL	KYOVA LOCAL	WV 5310	WV TRANSIT	WV TRANSIT	KYOVA LOCAL	TOTAL KY FUNDS	KY PL FUNDS	KY STATE MATCH	KYOVA LOCAL	KY STATE	KY STP FUNDS	KY STP FUNDS	KY STP FUNDS	KY STP FUNDS	KY STP FUNDS	KY FTA 5303	KY FTA 5303	FTA 5303 CASH
380118	MANAGEMENT AND ADMINISTRATION BUDGETED AMOUNT	130,000	24,700	0	19,760	2,470	2,470	65,000	52,000	6,500	6,500	0	0	0	0	0	0	0	0	40,300	32,240	2,015	6,045	0	0	0	0	0	0	0	0	0	0
380218	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT BUDGETED AMOUNT	125,000	23,750	0	19,000	2,375	2,375	62,500	50,000	6,250	6,250	0	0	0	0	0	0	0	0	38,750	31,000	1,938	5,813	0	0	0	0	0	0	0	0	0	
380318	METROPOLITAN TRANSPORTATION PLANNING (MTP) BUDGETED AMOUNT	77,949	14,810	0	11,848	1,481	1,481	38,975	31,180	3,896	3,897	0	0	0	0	0	0	0	0	24,164	19,331	1,208	3,625	0	0	0	0	0	0	0	0	0	
380418	TRANSPORTATION SURVEILLANCE AND GIS BUDGETED AMOUNT	93,955	17,851	0	14,280	1,785	1,785	46,978	37,582	4,698	4,698	0	0	0	0	0	0	0	0	29,126	23,301	1,456	4,369	0	0	0	0	0	0	0	0	0	
380518	AIR QUALITY PLANNING AND CONFORMITY BUDGETED AMOUNT	35,000	6,650	0	5,320	665	665	17,500	14,000	1,750	1,750	0	0	0	0	0	0	0	0	10,850	8,680	543	1,628	0	0	0	0	0	0	0	0	0	0
380618	PUBLIC PARTICIPATION AND OUTREACH BUDGETED AMOUNT	51,000	9,690	0	7,753	968	968	25,500	20,400	2,550	2,550	0	0	0	0	0	0	0	0	15,810	12,648	791	2,372	0	0	0	0	0	0	0	0	0	0
380718	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING BUDGETED AMOUNT	54,839	10,420	0	8,334	1,043	1,042	27,420	21,936	2,742	2,742	0	0	0	0	0	0	0	0	17,000	0	0	0	0	13,600	3,400	0	0	0	0	0	0	
	TOTAL JOINT FUNDED	567,743	107,871	0	86,296	10,788	10,787	283,872	227,097	28,387	28,388	0	0	0	0	0	0	0	0	176,000	127,200	7,950	23,850	0	13,600	3,400	0	0	0	0	0	0	
380818	TRANSIT AND HUMAN SERVICES PLANNING WV&OH BUDGETED AMOUNT	104,985	31,398	0	25,118	3,139	3,140	73,587	58,869	7,359	7,360	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL TRANSIT WEST VIRGINIA/OHIO	104,985	31,398	0	25,118	3,139	3,140	73,587	58,869	7,359	7,360	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL JOINT FUNDED/TRANSIT	672,728	139,269	0	111,414	13,927	13,927	357,459	285,966	35,746	35,748	0	0	0	0	0	0	0	0	176,000	127,200	7,950	23,850	0	13,600	3,400	0	0	0	0	0	0	
	WEST VIRGINIA STATE SPECIFIC PROJECTS																																
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT																																
380918	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA) BUDGETED AMOUNT	11,500	0	0	0	0	0	0	0	0	0	0	0	0	0	11,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL WV - TTA STATE SPECIFIC PROJECT	11,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
381018	ENHANCED TRI-STATE TRANSIT EXPANSION STUDY (PHASE 2) BUDGETED AMOUNT	50,000	0	0	0	0	0	0	0	0	0	50,000	40,000	0	0	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
381118	KYOVA/RIC JOINT TMA COORDINATION (WV) BUDGETED AMOUNT	10,000	0	0	0	0	0	10,000	8,000	1,000	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
381218	MULTIMODAL ECONOMIC IMPACT STUDY - WV (TRI-STATE AIRPORT) BUDGETED AMOUNT	75,000	0	0	0	0	0	0	0	0	0	75,000	60,000	0	0	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
381318	EXIT 8/I-64 MIXED-USE DEVELOPMENT STUDY BUDGETED AMOUNT	50,000	0	0	0	0	0	0	0	0	0	50,000	40,000	0	0	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL WV STATE SPECIFIC PROJECT	185,000	0	0	0	0	0	10,000	8,000	1,000	1,000	175,000	140,000	0	0	35,000	11,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	OHIO STATE SPECIFIC																																
381418	LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ BUDGETED AMOUNT	20,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,700	
381518	LAWRENCE CO US-52 INTERCHANGE STUDY BUDGETED AMOUNT	250,000	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
381717	LAWRENCE CO NON MOTORIZED STUDY (CARRY OVER FROM FY 2017) BUDGETED AMOUNT	\$100,000	100,000	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL OHIO STATE SPECIFIC PROJECT	370,700	350,000	350,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,700	
	KENTUCKY STATE SPECIFIC																																
	TOTAL STATE SPECIFIC	567,200	350,000	350,000	0	0	0	10,000	8,000	1,000	1,000	175,000	140,000	0	0	35,000	11,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,700	
200	200 KENTUCKY TRANSIT (5303) PLANNING																																
385118	TRANSIT MANAGEMENT AND ADMINISTRATION BUDGETED AMOUNT	21,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21,000	16,800	4,200	0	0	0	
385218	SHORT RANGE TRANSIT PLANNING BUDGETED AMOUNT	12,600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,600	10,080	2,520	0	0	0	
385318	OTHER TRANSIT ACTIVITIES BUDGETED AMOUNT	18,900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,900	15,120	3,780	0	0	0	
	TOTAL KY - FTA TRANSIT	52,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52,500	42,000	10,500	0	0	0	
	FTA - KENTUCKY STATE SPECIFIC PROJECT																																
	TOTAL FTA - TRANSIT	52,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52,500	42,000	10,500	0	0	0	
	TOTAL BUDGET	1,292,428	489,269	350,000	111,414	13,927	13,927	367,459	293,966	36,746	36,748	175,000	140,000	0	0	35,000	11,500	0	0	0	176,000	127,200	7,950	23,850	0	13,600	3,400	52,500	42,000	10,500	20,700		

TABLE III  
KYOVA INTERSTATE PLANNING COMMISSION  
PROGRAM YEAR FY 2018  
JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

WEST VIRGINIA PORTION ONLY

ELEMENT	TRANSPORTATION PLANNING	JOINT PLANNING FUNDS					SURFACE TRANSPORTATION PLANNING FUNDS				
		TOTAL	TOTAL WV FUNDS	WV FHWA	STATE MATCH	KYOVA LOCAL	WV TOTAL STP FUNDS	WV STP FUNDS	STATE MATCH	KYOVA LOCAL	KYOVA LOCAL
		100%	50%	80%	10%	10%	100%	80%	10%	10%	20%
380118	MANAGEMENT AND ADMINISTRATION										
	BUDGETED AMOUNT	130,000	65,000	52,000	6,500	6,500	0	0	0	0	
380218	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT										
	BUDGETED AMOUNT	125,000	62,500	50,000	6,250	6,250	0	0	0	0	
380318	METROPOLITAN TRANSPORTATION PLANNING (MTP)										
	BUDGETED AMOUNT	77,949	38,975	31,180	3,896	3,897	0	0	0	0	
380418	TRANSPORTATION SURVEILLANCE AND GIS										
	BUDGETED AMOUNT	93,955	46,978	37,582	4,698	4,698	0	0	0	0	
380518	AIR QUALITY PLANNING AND CONFORMITY										
	BUDGETED AMOUNT	35,000	17,500	14,000	1,750	1,750	0	0	0	0	
380618	PUBLIC PARTICIPATION AND OUTREACH										
	BUDGETED AMOUNT	51,000	25,500	20,400	2,550	2,550	0	0	0	0	
380718	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING										
	BUDGETED AMOUNT	54,839	27,420	21,936	2,742	2,742	0	0	0	0	
	TOTAL JOINT FUNDED	567,743	283,872	227,097	28,387	28,388	0	0	0	0	
380818	TRANSIT AND HUMAN SERVICES PLANNING WV&OH										
	BUDGETED AMOUNT	104,985	73,587	58,869	7,359	7,360	0	0	0	0	
	TOTAL TRANSIT WEST VIRGINIA/OHIO	104,985	73,587	58,869	7,359	7,360	0	0	0	0	
	TOTAL JOINT FUNDED/TRANSIT	672,728	357,459	285,966	35,746	35,748	0	0	0	0	
	WEST VIRGINIA STATE SPECIFIC PROJECTS										
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT		0	0							
380918	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500	0	0	0	0	0	0	0	0	0
	TOTAL WV - TTA STATE SPECIFIC PROJECT	11,500	0	0	0	0	0	0	0	0	0
381018	ENHANCED TRI-STATE TRANSIT EXPANSION STUDY (PHASE 2)	50,000					50,000	40,000	0	0	10,000
381118	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	10,000	8,000	1,000	1,000	0	0	0	0	0
381218	MULTIMODAL ECONOMIC IMPACT STUDY - WV (TRI-STATE AIRPORT)	75,000	0	0	0	0	75,000	60,000	0	0	15,000
381318	EXIT 8/1-64 MIXED-USE DEVELOPMENT STUDY	50,000					50,000	40,000	0	0	10,000
	TOTAL OTHER WV STATE SPECIFIC PROJECTS	185,000	10,000	8,000	1,000	1,000	175,000	140,000	0	0	35,000
	TOTAL WV STATE SPECIFIC PROJECTS	196,500	10,000	8,000	1,000	1,000	300,000	240,000	0	0	60,000
	OHIO STATE SPECIFIC						0	0	0	0	0
381418	LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	20,700		0	0	0	0	0	0	0	0
381518	LAWRENCE CO US-52 INTERCHANGE STUDY	250,000		0	0	0	0	0	0	0	0
381717	LAWRENCE CO NON-MOTORIZED STUDY (CARRY OVER FROM FY 2017)	100,000									
	TOTAL OHIO STATE SPECIFIC PROJECT	370,700		0	0	0	0	0	0	0	0
	KENTUCKY STATE SPECIFIC/STP										
	TOTAL KY STATE SPECIFIC PROJECT	0	0	0	0	0	0	0	0	0	0
	TOTAL STATE SPECIFIC	567,200	10,000	8,000	1,000	1,000	175,000	140,000	0	0	35,000
200	200 KENTUCKY TRANSIT (5303) PLANNING										
385118	TRANSIT MANAGEMENT AND ADMINISTRATION	21,000	0	0	0	0	0	0	0	0	0
385218	SHORT RANGE TRANSIT PLANNING	12,600	0	0	0	0	0	0	0	0	0
385318	OTHER TRANSIT ACTIVITIES	18,900	0	0	0	0	0	0	0	0	0
	TOTAL KY - FTA TRANSIT	52,500	0	0	0	0	0	0	0	0	0
	FTA - KENTUCKY STATE SPECIFIC PROJECT										
	TOTAL FTA - TRANSIT	52,500	0	0	0	0	0	#REF!	#REF!	#REF!	0
	TOTAL BUDGET	1,292,428	367,459	293,966	36,746	36,748	175,000	140,000	0	0	35,000

TABLE III  
 KYOVA INTERSTATE PLANNING COMMISSION  
 PROGRAM YEAR FY 2018  
 JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

OHIO PORTION ONLY

ELEMENT	TOTAL	TOTAL ODOT FUNDS	OHIO FHWA	OHIO FHWA	ODOT STATE	KYOVA LOCAL
	100%	19.0000%	100%	80%	10%	10%
380118 MANAGEMENT AND ADMINISTRATION						
BUDGETED AMOUNT	130,000	24,700	0	19,760	2,470	2,470
380218 SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT						
BUDGETED AMOUNT	125,000	23,750	0	19,000	2,375	2,375
380318 METROPOLITAN TRANSPORTATION PLANNING (MTP)						
BUDGETED AMOUNT	77,949	14,810	0	11,848	1,481	1,481
380418 TRANSPORTATION SURVEILLANCE AND GIS						
BUDGETED AMOUNT	93,955	17,851	0	14,280	1,785	1,785
380518 AIR QUALITY PLANNING AND CONFORMITY						
BUDGETED AMOUNT	35,000	6,650	0	5,320	665	665
380618 PUBLIC PARTICIPATION AND OUTREACH						
BUDGETED AMOUNT	51,000	9,690	0	7,753	969	969
380718 SURFACE TRANSPORTATION PROGRAM (STP) PLANNING						
BUDGETED AMOUNT	54,839	10,419	0	8,336	1,042	1,042
TOTAL JOINT FUNDED	567,743	107,871	0	86,297	10,788	10,787
380818 TRANSIT AND HUMAN SERVICES PLANNING WV&OH						
BUDGETED AMOUNT	104,985	31,398	0	25,118	3,139	3,140
TOTAL TRANSIT WEST VIRGINIA/OHIO	104,985	31,398	0	25,118	3,139	3,140
TOTAL JOINT FUNDED/TRANSIT	672,728	139,269	0	111,415	13,927	13,927
WEST VIRGINIA STATE SPECIFIC PROJECTS						
WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT						
380918 SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500	0	0	0	0	0
TOTAL WV - TTA STATE SPECIFIC PROJECT	11,500	0	0	0	0	0
381018 ENHANCED TRI-STATE TRANSIT EXPANSION STUDY (PHASE 2)	50,000	0	0	0	0	0
381118 KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	0	0	0	0	0
381218 MULTIMODAL ECONOMIC IMPACT STUDY - WV (TRI-STATE AIRPORT)	75,000	0	0	0	0	0
381318 EXIT 8/I-64 MIXED-USE DEVELOPMENT STUDY	50,000	0	0	0	0	0
TOTAL WV STATE SPECIFIC PROJECT	185,000	0	0	0	0	0
OHIO STATE SPECIFIC						
381418 LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	20,700	0	0	0	0	0
381518 LAWRENCE CO US-52 INTERCHANGE STUDY	250,000	250,000	250,000	0	0	0
381717 LAWRENCE CO NON-MOTORIZED STUDY (CARRY OVER FROM FY 2017)	100,000	100,000	100,000	0	0	0
TOTAL OHIO STATE SPECIFIC PROJECT	370,700	350,000	350,000	0	0	0
KENTUCKY STATE SPECIFIC						
TOTAL STATE SPECIFIC	567,200	350,000	350,000	0	0	0
200 KENTUCKY TRANSIT (5303) PLANNING						
385118 TRANSIT MANAGEMENT AND ADMINISTRATION	21,000	0	0	0	0	0
385218 SHORT RANGE TRANSIT PLANNING	12,600	0	0	0	0	0
385318 OTHER TRANSIT ACTIVITIES	18,900	0	0	0	0	0
TOTAL KY - FTA TRANSIT	52,500	0	0	0	0	0
FTA - KENTUCKY STATE SPECIFIC PROJECT						
TOTAL FTA - TRANSIT/STATE SPECIFIC	52,500	0	0	0	0	0
TOTAL BUDGET	1,292,428	489,269	350,000	111,415	13,927	13,927

TABLE III  
 KYOVA INTERSTATE PLANNING COMMISSION  
 PROGRAM YEAR FY 2018  
 JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

KENTUCKY PORTION ONLY

ELEMENT	TOTAL	PLANNING FUNDS				STP FUNDS					
		TOTAL KY FUNDS	KY PL FUNDS	KY STATE MATCH	KYOVA LOCAL	KY STATE SPECIFIC	KY STP FUNDS	KY STATE MATCH	KYOVA LOCAL	KYOVA LOCAL	
<b>TRANSPORTATION PLANNING</b>	100%	31%	80%	5%	15%						
380118 MANAGEMENT AND ADMINISTRATION											
BUDGETED AMOUNT	130,000	40,300	32,240	2,015	6,045	0	0	0	0	0	0
380218 SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT											
BUDGETED AMOUNT	125,000	18,600	14,880	930	2,790	0	0	0	0	0	0
380318 METROPOLITAN TRANSPORTATION PLANNING (MTP)											
BUDGETED AMOUNT	77,949	19,304	15,443	965	2,896	0	0	0	0	0	0
380418 TRANSPORTATION SURVEILLANCE AND GIS											
BUDGETED AMOUNT	93,955	21,235	16,988	1,062	3,185	0	0	0	0	0	0
380518 AIR QUALITY PLANNING AND CONFORMITY											
BUDGETED AMOUNT	35,000	30,676	24,541	1,534	4,601	0	0	0	0	0	0
380618 PUBLIC PARTICIPATION AND OUTREACH											
BUDGETED AMOUNT	51,000	10,075	8,060	504	1,511	0	0	0	0	0	0
380718 SURFACE TRANSPORTATION PROGRAM (STP) PLANNING											
BUDGETED AMOUNT	54,839					17,000	13,600				3,400
TOTAL JOINT FUNDED	567,743										
TOTAL JOINT FUNDED	567,743	176,000	127,200	7,950	23,850	17,000	13,600	0	0	0	3,400
380818 TRANSIT AND HUMAN SERVICES PLANNING WV&OH											
BUDGETED AMOUNT	104,985	0	0	0	0	0	0	0	0	0	0
TOTAL TRANSIT WEST VIRGINIA/OHIO	104,985	0	0	0	0	0	0	0	0	0	0
TOTAL JOINT FUNDED/TRANSIT	672,728	176,000	127,200	7,950	23,850	20,000	16,000	0	0	0	4,000
WEST VIRGINIA STATE SPECIFIC PROJECTS											
WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT											
380918 SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500										
TOTAL WV - TTA STATE SPECIFIC PROJECT	11,500										
381018 ENHANCED TRI-STATE TRANSIT EXPANSION STUDY (PHASE 2)	50,000										
381118 KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000										
381218 MULTIMODAL ECONOMIC IMPACT STUDY - WV (TRI-STATE AIRPORT)	75,000										
381318 EXIT 8/I-64 MIXED-USE DEVELOPMENT STUDY	50,000										
TOTAL WV STATE SPECIFIC PROJECTS	185,000										
OHIO STATE SPECIFIC											
381418 LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	20,700										
381518 LAWRENCE CO US-52 INTERCHANGE STUDY	250,000										
381717 LAWRENCE CO NON MOTORIZED STUDY (CARRY OVER FROM FY 2017)	100,000										
TOTAL OHIO STATE SPECIFIC PROJECT	370,700										
KENTUCKY STATE SPECIFIC/STP											
TOTAL KY STATE SPECIFIC PROJECT	0										
TOTAL STATE SPECIFIC	555,700										
200 KENTUCKY TRANSIT (5303) PLANNING											
385118 TRANSIT MANAGEMENT AND ADMINISTRATION	21,000										
385218 SHORT RANGE TRANSIT PLANNING	12,600										
385318 OTHER TRANSIT ACTIVITIES	18,900										
TOTAL KY - FTA TRANSIT	52,500										
TOTAL FTA - TRANSIT/STATE SPECIFIC	52,500										
<b>TOTAL BUDGET</b>	<b>1,292,428</b>	<b>176,000</b>	<b>124,800</b>	<b>7,800</b>	<b>23,400</b>	<b>20,000</b>	<b>16,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,000</b>

**FY 2018 FRINGE RATE CALCULATION**

FRINGE CALCULATION & RATE		<b>39.93%</b>
Fringe / Direct Labor + Indirect Labor		
\$	170,077	
\$	425,918	

**FY 2018 INDIRECT RATE CALCULATION**

INDIRECT CALCULATION & RATE		<b>53.01%</b>
Indirect Lbr + (Indirect Lbr x Fringe Rate) + Other Indirect / Direct Labor and Fringe		
\$	251,443	
\$	<u>474,372</u>	

<b>COMBINED RATE</b>		<b>92.95%</b>
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2/24/2017

SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD  
(July 1, 2017 - July 30, 2018)

		Estimated FY 2016	Actual FY 2016	Difference (Over Bdg.) Under Bdg.	ODOT Adjustments	Estimated FY 2017
<b>EMPLOYEE WAGES</b>						
<b>Indirect Labor</b>						
<b>Project #</b>	<b>GL#</b>	<b>Acct. Name</b>				
		<b>Indirect Labor</b>				
38807	50100	Administration/Clerical/Fiscal				
		\$ 75,291	\$ 71,302	\$ 3,989	\$ -	\$86,918
		<b>Subtotal - Indirect Labor</b>	<b>\$ 75,291</b>	<b>\$ 71,302</b>	<b>\$ 3,989</b>	<b>\$ 86,918</b>
<b>Direct Labor</b>						
380/385	50100	Transportation Planning				
		\$ 376,011	\$ 353,284	\$ 22,727	\$ -	\$339,000
		<b>Subtotal - Direct Labor</b>	<b>\$ 376,011</b>	<b>\$ 353,284</b>	<b>\$ 22,727</b>	<b>\$339,000</b>
<b>TOTAL EMPLOYEE WAGES</b>		<b>\$ 451,302</b>	<b>\$ 424,586</b>	<b>\$ 26,716</b>	<b>\$ -</b>	<b>\$425,918</b>

FRINGE BENEFITS COST CENTER

Acct. #	Acct. Name						
998000	50900	PERS	\$ 44,283	\$ 43,365	\$ 918	\$ -	\$49,650
998000	51000	Hospitalization	\$ 51,821	\$ 47,807	\$ 4,014	\$ -	\$69,166
998000	50600	FICA/Medicare	\$ 26,721	\$ 25,785	\$ 936	\$ -	\$32,583
998000	50800	Workers Comp	\$ 1,223	\$ 1,147	\$ 76	\$ -	\$1,197
998000	50700	Employment Services	\$ 1,783	\$ 2,066	\$ (283)	\$ -	\$2,280
998000	51100	OPEB	\$ 15,694	\$ 11,700	\$ 3,994	\$ -	\$15,203
		<b>Subtotal Fringe Benefits</b>	<b>\$ 141,525</b>	<b>\$ 131,869</b>	<b>\$ 9,655</b>	<b>\$ -</b>	<b>\$170,077</b>
		<b>Less Indirect Fringe Costs</b>	<b>\$ 29,125</b>	<b>\$ 30,021</b>			<b>\$ 34,706</b>
		<b>Total Direct Fringe Benefit Costs</b>	<b>\$ 112,400</b>	<b>\$ 101,848</b>	<b>\$ 10,552</b>		<b>\$ 135,371</b>
		<b>FRINGE BENEFIT RATE FY 2016</b>	<b>31.36%</b>	<b>31.06%</b>			<b>39.93%</b>
		<b>TOTAL DIRECT SALARIES/FRINGE</b>					<b>\$ 474,372</b>

PROGRAM INDIRECT COST ALLOCATION CENTER COSTS

Project #	Acct.#	Acct. Name					
38807	50100	Salaries - Indirect Only	\$ 75,291	\$ 71,302	\$ 3,989	\$ -	\$86,918
38807	50400	Fringe Benefits for Indirect Salaries	\$ 29,125	\$ 30,021	\$ (896)	\$ -	\$34,706
38807	55400	Maintenance/Service/IT Agreements	\$ 2,500	\$ 755	\$ 1,745	\$ -	\$ 2,500
38807	53200	Finance Consulting	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000
38807	53800	Depreciation	\$ 550	\$ 712	\$ (162)	\$ -	\$ 1,140
38807	53100	Equipment Lease	\$ 500	\$ -	\$ 500	\$ -	\$ 1,500
38807	54700	Electronic/Data Processing Equ. Ins.	\$ 950	\$ 707	\$ 243	\$ -	\$ 900
38807	52300	Printing/Reproduction/Scanning	\$ 500	\$ -	\$ 500	\$ -	\$ 500
38807	54900	Comprehensive Liability Insurance/Bonding Fees	\$ 9,000	\$ 8,344	\$ 656	\$ -	\$ 10,000
38807	54100	Legal Service	\$ 1,198	\$ 238	\$ 960	\$ -	\$ 500
38807	53600	Meeting Charges	\$ 5,188	\$ 3,054	\$ 2,134	\$ -	\$ 2,500
38807	52600	Memberships, Subscriptions	\$ 3,000	\$ 1,734	\$ 1,266	\$ -	\$ 3,200
38807	56800	Software/Technical Support	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 3,000
38807	54200	Management Services	\$ 400	\$ -	\$ 400	\$ -	\$ 400
38807	55500	Rent/Space Costs	\$ 50,000	\$ 45,777	\$ 4,223	\$ -	\$ 46,000
38807	53700	Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,000
38807	52000	Supplies	\$ 8,000	\$ 8,258	\$ (258)	\$ -	\$ 8,000
38807	55100	Computer Software Lease/Upgrade	\$ 4,000	\$ 1,605	\$ 2,395	\$ -	\$ 2,000
38807	52200	Telephone	\$ 8,000	\$ 5,120	\$ 2,880	\$ -	\$ 4,000
38807	52000	Travel	\$ 4,500	\$ 2,074	\$ 2,426	\$ -	\$ 2,000
38807	54400	Postage	\$ 500	\$ -	\$ 500	\$ -	\$ 500
38807	55700	Misc Service/Office Expense	\$ -	\$ 151	\$ (151)	\$ -	\$ 1,500
38807	58200	Other Costs	\$ 843	\$ 1,158	\$ (315)	\$ -	\$ 1,400
38807	53500	Contract Services	\$ 2,082	\$ 5,395	\$ -	\$ -	\$ 979
		<b>Subtotal Kyova Indirect Cost Allocation Costs</b>	<b>\$ 221,127</b>	<b>\$ 196,405</b>	<b>\$ 28,035</b>	<b>\$ -</b>	<b>\$226,143</b>

INDIRECT COST CENTER

Acct.#	Acct. Name						
999000	54400	Postage Meter Lease & Supplies	\$ 3,000	\$ 1,463	\$ 1,537	\$ -	\$ 2,000
999000	55700	Post Office Box Rental	\$ 100	\$ -	\$ 100	\$ -	\$ 100
999000	55400	Maintenance/Service Agreements	\$ 4,000	\$ 2,899	\$ 1,101	\$ -	\$ 3,500
999000	52200	Telephone/Internet/DSL connection/Wireless Service	\$ 6,000	\$ 625	\$ 5,375	\$ -	\$ 6,000
999000	52800	Xerox (Lease for Copier/Fax/Printer)	\$ 5,000	\$ 4,152	\$ 848	\$ -	\$ 6,000
999000	53900	GMS On Site Closeout Fees	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 2,000
999000	52000	Supplies (For General Use)	\$ 6,000	\$ 1,188	\$ 4,812	\$ -	\$ 3,000
999000	55300	Storage Facility Rental Fees	\$ 1,000	\$ 756	\$ 244	\$ -	\$ 1,000
999000	52600	Subscriptions/Memberships(newspapers, magazines, etc.)	\$ 300	\$ 141	\$ 159	\$ -	\$ 300
999000	58200	Other Costs	\$ 500	\$ 145	\$ 355	\$ -	\$ 500
999000	52400	Travel	\$ -	\$ 260	\$ (260)	\$ -	\$ -
999000	53600	Meetings	\$ -	\$ 48	\$ (48)	\$ -	\$ -
999000	55200	Advertisements	\$ 500	\$ -	\$ 500	\$ -	\$ 500
999000	53500	Contract Labor	\$ -	\$ -	\$ -	\$ 1	\$ -
999000	55500	Space Cost	\$ -	\$ -	\$ -	\$ 2	\$ -
999000	55700	Misc. Service/Office Expense	\$ 200	\$ 401	\$ (201)	\$ 3	\$ 400
		<b>Subtotal Indirect Costs</b>	<b>\$ 29,600</b>	<b>\$ 12,078</b>	<b>\$ 17,522</b>	<b>\$ -</b>	<b>\$ 25,300</b>
		<b>TOTAL INDIRECT COSTS</b>	<b>\$ 250,727</b>	<b>\$ 208,483</b>	<b>\$ 45,557</b>	<b>\$ -</b>	<b>\$ 251,443</b>
		<b>TOTAL DIRECT LABOR/FRINGE COSTS</b>	<b>\$ 488,411</b>	<b>\$ 455,132</b>	<b>\$ 33,279</b>	<b>\$ -</b>	<b>\$ 474,372</b>
		<b>TRANSPORTATION PLANNING</b>					
		<b>TOTAL INDIRECT RATE</b>	<b>51.3%</b>	<b>45.8%</b>			<b>53.01%</b>

2/24/2017

**FY 2017-2018**  
**KYOVA INTERSTATE PLANNING COMMISSION**  
**PROPOSED OPERATING BUDGET**  
**JULY 1, 2017 - JUNE 30, 2018**

		Estimated	Actual	Difference	Estimated	
		FY 2016	FY 2016	(Over Bdg.)	FY 2018	
				under Bdgt.		
<b>Project #</b>	<b>Acct.#</b>	<b>DIRECT:</b>				
380 & 385	50100	Salaries Direct	376,011	353,284	22,727	339,000
380 & 385	50400	Fringe Benefits Direct	152,980	125,571	27,409	135,371
380 & 385	52400	Travel/Meetings (Direct)	70,000	40,138	29,862	75,000
380 & 385	54000	Consultant Services	495,750	248,190	247,560	477,500
380 & 385	60000	Other(Telephone, Advertisements, supplies, etc.) Direct	27,639	6,086	21,553	10,314
380 & 385	52300	Printing/Reproduction (Direct)	911	0	911	1,300
380 & 385	53500	Contract Services	0	0	0	2,500
391	391000	Local Unrestricted Expenses Only	7,356	19,337	-11,981	13,176
			0	0	0	
		<b>TOTAL DIRECT</b>	<b>1,130,647</b>	<b>792,606</b>	<b>338,041</b>	<b>1,054,161</b>
		<b>KYOVA PROGRAM ALLOCATION COST CENTER:</b>				
388	388000	Salaries - Indirect Only	75,291	71,302	3,989	86,918
388	50100	Fringe Benefits for Indirect Salaries	30,628	27,022	3,606	34,706
388	50400	Maintenance/Service/IT	2,500	755	1,745	2,500
388	53200	Finance Consulting	10,000	10,000	0	10,000
388	53800	Depreciation	550	712	-162	1,140
388	53100	Software Lease	500	0	500	1,500
388	54700	Electronic/Data Processing Equ. Ins.	950	707	243	900
388	52300	Printing/Reproduction/Scanning	500	0	500	500
388	54900	Comprehensive Liability Insurance/Bonding Fees	9,000	8,344	656	10,000
388	54100	Legal Service	1,198	238	960	500
388	53600	Meeting Charges	5,188	3,054	2,134	2,500
388	52600	Memberships/Subscriptions/Resources	3,000	1,734	1,266	3,200
388	56800	Software/Technical Support	5,000	0	5,000	3,000
388	54200	Management Services	400	0	400	400
388	55500	Rent/Space Costs	50,000	45,777	4,223	46,000
388	53700	Equipment	0	0	0	2,000
388	52000	Supplies	8,000	8,258	-258	8,000
388	55100	Computer Software Lease/Upgrade	4,000	1,605	2,395	2,000
388	52200	Telephone	8,000	5,120	2,880	4,000
388	52000	Travel	4,500	2,074	2,426	2,000
388	54400	Postage	500	0	500	500
388	55700	Misc Service/Office Expense	200	1,802	-1,602	1,500
388	58200	Other Costs	1,303	3,124	-1,821	1,400
388	53500	Contract Labor Services	1,000	290	710	979
		<b>TOTAL KYOVA PROGRAM ALLOCATED COSTS</b>	<b>222,208</b>	<b>191,918</b>	<b>30,290</b>	<b>226,143</b>
		<b>KYOVA PROGRAM ALLOCATED INDIRECT COSTS:</b>				
999000	54400	Postage Meter Lease & Supplies	3,000	1,463	1,537	2,000
999000	55700	Post Office Box Rental	100	0	100	100
999000	55400	Maintenance/Service Agreements	4,000	2,899	1,101	3,500
999000	52200	Telephone/Internet/DSL connection/Wireless Service	6,000	625	5,375	6,000
999000	52800	Xerox (Lease for Copier/Fax/Printer)	5,000	4,152	848	6,000
999000	53900	GMS On Site Closeout Fees	3,000	0	3,000	2,000
999000	52000	Supplies (For General Use)	6,000	1,188	4,812	3,000
999000	55300	Storage Facility Rental Fees	1,000	756	244	1,000
999000	52600	Subscriptions/Memberships(newspapers, magazines, etc.)	300	141	159	300
999000	58200	Other Costs	500	145	355	500
999000	52400	Travel	0	260	-260	0
999000	53600	Meetings	0	48	-48	0
999000	55200	Advertisements	500	0	500	500
999000	53500	Contract Labor	0	0	0	0
999000	55500	Space Cost	0	0	0	0
999000	55700	Misc. Service/Office Expense	200	401	-201	400
		<b>TOTAL KYOVA INDIRECT COSTS</b>	<b>29,600</b>	<b>12,078</b>	<b>17,522</b>	<b>25,300</b>
		<b>TOTAL KYOVA PROGRAM ALLOCATED/INDIRECT COSTS</b>	<b>251,808</b>	<b>203,996</b>	<b>47,812</b>	<b>251,443</b>
		<b>TOTAL BUDGET</b>	<b>1,382,455</b>	<b>996,602</b>	<b>385,853</b>	<b>1,305,604</b>
					<b>LESS LOCAL UNRESTRICTED</b>	<b>(13,176)</b>
						<b>1,292,428</b>

2/24/2017

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **APPENDIX A**

# **FINANCIAL PROVISIONS AND MANAGERIAL CAPABILITY CERTIFICATION**



2/24/2017

**CERTIFICATION OF PROVISION OF NECESSARY LOCAL MATCHING FUNDS**

The Kyova Interstate Planning Commission hereby certifies that the local match requirement of the total project cost shall be provided in (check and complete one) (cash  ) \$ 123,425.00 ; In-kind \_\_\_\_\_, \$ \_\_\_\_\_ or (combination of both \_\_\_\_\_), \$ \_\_\_\_\_ cash + \$ 0 In-Kind value = \$ \_\_\_\_\_ total.

It is my understanding that if in-kind is used as match, proper documentation detailing the cash value of those services shall be included with this application. If cash is used as match, the source of these funds is (are) local membership dues which are based on population.

February 24, 2017  
Date

  
\_\_\_\_\_  
Christopher M. Chiles  
Executive Director  
Kyova Interstate Planning Commission

2/24/2017

### FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION

The Kyova Interstate Planning Commission

Hereby certifies that upon a review of the Applicant's records, determined that the Applicant has the requisite legal, Financial and managerial capability to apply for, receive, and disburse Federal assistance authorized for 49 U.S.C. 5303; and to implement and manage the project.

### FEDERAL REQUIREMENTS

The Kyova Interstate Planning Commission

Hereby certifies that it will comply with any existing Federal requirements, as well as any changes that occur in the future, in carrying out this project.

### INSPECTION

The Kyova Interstate Planning Commission

Hereby certifies that it shall permit the FTA, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Executed this 24th day of February, 2017.

BY:



Christopher M. Chiles  
Executive Director

INSERT COMMITMENT LETTER  
FOR  
TRI-STATE TRANSIT AUTHORITY

INSERT COMMITMENT LETTER  
FOR  
TRI-STATE AIRPORT

INSERT COMMITMENT LETTER  
FOR  
CABELL COUNTY COMMISSION

2/24/2017

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **APPENDIX B**

## **CERTIFICATION AND ASSURANCES**

2/24/2017

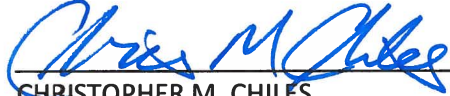
EXHIBIT A

CERTIFICATION OF COMPLIANCE  
WITH EXECUTIVE ORDER 12372

"Certification is given by KYOVA Interstate Planning Commission, the applicant with respect to its application for assistance pursuant to Section 8 of the Urban Mass Transportation Act of 1964, as amended, filed with the Federal Transit Administration (FTA) that the recipient has complied with the process established by the States of West Virginia, Kentucky and Ohio pursuant to Executive Order 12372".

KYOVA INTERSTATE PLANNING COMMISSION

BY:



CHRISTOPHER M. CHILES  
EXECUTIVE DIRECTOR

DATE: FEBRUARY 24, 2017

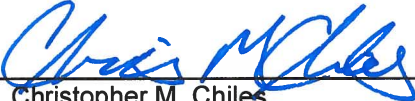
Assurance Concerning Nondiscrimination on the  
Basis of Disability in Federally-Assisted Programs  
and Activities Receiving or Benefiting from  
Federal Financial Assistance

Implementing the Rehabilitation Act of 1973, as amended, and  
the Americans with Disabilities Act of 1990

Kyova Interstate Planning Commission, AGREES THAT, as a condition to the approval or extension of any federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the Federal Transit Administration, no otherwise qualified person with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance administered by the FTA or any entity within the United State Department of Transportation (USDOT).

Specifically, the Recipient **GIVES ASSURANCE** that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (and any subsequent amendments thereto) set forth at 49 C.F.R. Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other federal departments or agencies.

Executed this 24th day of February, 2017.

By:   
Christopher M. Chiles  
Executive Director  
Kyova Interstate Planning Commission



2/24/2017

DRUG-FREE WORKPLACE ACT CERTIFICATION  
FOR A PUBLIC OR PRIVATE ENTITY

1. The KYOVA INTERSTATE PLANNING COMMISSION certifies that it will provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about--
    - (1) The dangers of drug abuse in the workplace;
    - (2) The Applicant's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant or cooperative agreement, the employee will--
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the federal agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of such affected grant or cooperative agreement.
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

2/24/2017

- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. The applicant's headquarters is located at the following address. The addresses of all workplace maintained by the Applicant are provided on an accompanying list.

Name of Applicant:	KYOVA INTERSTATE PLANNING COMMISSION
Street Address:	400 Third Avenue
City:	Huntington
County:	Cabell
State:	West Virginia
Zip Code:	25701

---

Christopher M. Chiles, Executive Director

DATE: February 24, 2017

2/24/2017

**DRUG FREE WORKPLACE POLICY**

It is the policy of the **KYOVA INTERSTATE PLANNING COMMISSION** to maintain a work place that is conducive to efficient and productive work. In order to attain that goal, it is further the policy of the Commission, that the unlawful use, manufacture, distribution, dispensing or possession of a controlled substance is prohibited in the Commission's workplace.

As an employee of the Commission, I agree to abide by that policy and am aware that violation of the policy regarding substance abuse will result in disciplinary action up to and including dismissal.

---

**DATE**

**SIGNATURE**

THIS IS A SAMPLE OF THE DRUG FREE WORKPLACE FORM GIVEN TO EACH KYOVA EMPLOYEE FOR SIGNATURE AND CERTIFICATION. COPIES OF SIGNED STATEMENTS ARE ATTACHED.

2/24/2017

APPENDIX A

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The KYOVA INTERSTATE PLANNING COMMISSION HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Administration Act, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The KYOVA INTERSTATE PLANNING COMMISSION will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The KYOVA INTERSTATE PLANNING COMMISSION will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.
4. A standard DOT Title VI Assurance, signed and dated March, 1978 has been filed with the state.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

  
CHRISTOPHER M. CHILES  
EXECUTIVE DIRECTOR

DATE: FEBRUARY 24, 2017

2/24/2017

FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of Applicant: Kyova Interstate Planning Commission

Name and Relationship of Authorized Representative: Christopher M. Chiles, Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2018.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant now seeks, or may later seek, FTA assistance during Federal Fiscal Year 2018.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made in connection with a Federal public Transportation program authorized in 49 U.S.C. Chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

  
CHRISTOPHER M. CHILES, EXECUTIVE DIRECTOR

Date: February 24, 2017

2/24/2017

FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

NAME OF APPLICANT: KYOVA INTERSTATE PLANNING COMMISSION

The Applicant agrees to comply with applicable provisions of Categories 01-24.

Please Initial \_\_\_\_\_

Or

The Applicant agrees to comply with applicable provisions of the Categories it has selected:  
Description

Category

- |     |  |       |
|-----|--|-------|
| 01. | Assurances Required for Each Applicant   | _____ |
| 02. | Lobbying.  | _____ |
| 03. | Procurement Compliance.  | _____ |
| 04. | Protections for Private Providers of Public Transportation.  | _____ |
| 05. | Public Hearing.  | _____ |
| 06. | Acquisition of Rolling Stock for Use in Revenue Service.   | _____ |
| 07. | Acquisition of Capital Assets by Lease.  | _____ |
| 08. | Bus Testing.   | _____ |
| 09. | Charter Service Agreement.   | _____ |
| 10. | School Transportation Agreement.   | _____ |
| 11. | Demand Responsive Service. (If applicable)   | _____ |
| 12. | Alcohol Misuse and Prohibited Drug Use.  | _____ |
| 13. | Interest and Other Financing Costs.  | _____ |
| 14. | Intelligent Transportation Systems. (If applicable)  | _____ |
| 15. | Urbanized Area Formula Program.  | _____ |
| 16. | Clean Fuels Grant Program.   | _____ |
| 17. | Elderly individuals and Individuals with Disabilities Formula Program and Pilot Program. (If applicable) | _____ |
| 18. | Non-urbanized Area Formula Program for States.   | _____ |
| 19. | Job Access and Reverse Commute Program. (If applicable)  | _____ |
| 20. | New Freedom Program. (If applicable)   | _____ |
| 21. | Paul S. Sarbanes Transit in Parks Program.   | _____ |
| 22. | Tribal Transit Program.  | _____ |
| 23. | TIFIA Projects.  | _____ |
| 24. | Deposits of Federal Financial Assistance to a State Infrastructure Banks.                                | _____ |



## Title VI Baseline Assessment Tool

- Who is the Title VI contact person for your agency? **Terri Sicking, Senior Transportation Planner, [tsicking@kyovaipc.org](mailto:tsicking@kyovaipc.org), 304-523-7434.**

Does this person accept complaints from the public? **No**

If not, who does? **Dannielle Slusher, Fiscal Assistant/Title VI Environmental Justice Complaint Officer, [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org), 30-523-7434**

Please include title, email, and telephone number for each person listed.

- In the past three years, has your agency been named in a discrimination complaint or lawsuit? If so, when and what was the nature of the complaint or lawsuit? What was the outcome? Was corrective action taken? Explain.

**KYVOA has not been named in a discrimination complaint or lawsuit.**

For example:

Year	Type of Complaint	Finding	Brief Description of Allegation
N/A	N/A	N/A	N/A

- Does your agency have a written complaint process? If so, please provide a copy as an attachment.  
**Yes. Please see attached Citizen Complaint Procedures.**
- Has your agency made the public aware of the right to file a complaint? If so, by what mechanism?  
**Yes. KYVOA informs the public of their right to file a complaint via the KYVOA website, KYVOA produced documents and during public participation meetings.**

5. Has your agency provided free translation services for persons with Limited English Proficiency (LEP)? Do you have a LEP Plan? If so, please provide a copy as an attachment.  
**Free translation services would be provided on an “as needed” basis. Also, a free translator application is available on the KYVOA website. Please see attached for KYVOA’s LEP Plan.**
  - a. What techniques or procedures are employed to address LEP?  
**KYVOA uses many visual aids (poster boards, maps, pictures, etc.) to assist persons with LEP. Also, as previously stated, free translation services are available on an “as needed” basis.**
6. Has your agency provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the annual MPO self-certification resolution? If so, please provide a copy as an attachment.  
**Yes. The annual self-certification resolution addresses Title VI assurances of each state. Please see 2018 UPWP for self-certification resolution.**
7. Do you have any questions regarding this assessment of Title VI? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.  
**Not at this time.**
8. Provide the number of full-time employees of your agency. Provide a copy of your most recent EEO report.  
**Seven (7) full time employees. EEO report not applicable.**
9. When was the last time the individual responsible for complying with Title VI responsibilities for your agency attended Title VI training? Did he/she receive a certificate of completion? If yes, please attach a copy of the certificate.  
**December 15, 2015 – Columbus, Ohio – no certificate issued.**
10. Would your agency like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.  
**KYVOA is always interested in furthering their knowledge in Title VI, EJ and other civil right concerns**
11. Provide the name, title, and contact information of the person who completed this baseline assessment. Is this the person who should be contacted with follow-up questions? If not, please provide the contact information for that individual.  
**This assessment was completed by:  
Dannielle Slusher ([dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org)) and Terri Sicking ([tsicking@kyovaipc.org](mailto:tsicking@kyovaipc.org)). P.O. Box 939, Huntington, WV 25712.**



**Phone: 304-523-7434. Either may be contacted concerning any questions.**

**Disadvantaged Business Enterprise**

12. Does your agency include the required DBE assurance language (49 CFR 26.13 (a) and (b)) verbatim in all financial agreements, contracts, and sub-contracts? Please provide a sample copy of such.  
**KYVOA supports DBE Programs. The agency monitors annual Title VI contracting goals/contracts, and procures consultants in accordance with provisions of 49 CFR 26.**

13. Does your agency physically include the Civil Rights Special Provisions (FHWA-1273) in all contracts and ensure they are included in all sub-contracts, including third-tier contracts. Please provide a sample copy of such.  
**KYVOA is a transportation planning agency, therefore does not deal with construction contracts.**

14. The Notice of Proposed Rule Making (NPRM) for 49 CFR 26.21 (a)(1) [<http://www.gpo.gov/fdsys/pkg/FR-2012-09-06/pdf/2012-21231.pdf>] intends to clarify US DOT’s position regarding which entities can set DBE program goals. It is US DOT’s position that only State Transportation Agencies (STAs), such as ODOT, can set DBE program goals and that sub-recipients would need to implement the established goal. Does your agency currently follow this process or does your agency set its own DBE goals? If your agency sets its own DBE goals, you will need to discontinue doing so and adopt ODOT’s DBE goals.  
**KYVOA assures that minority business and participation is updated through communications with WVDOT, KYTC, and ODOT and will adopt WVDOT, KYTC, and ODOT DBE goals as stated above.**

15. DBE Reporting – Record the DBE participation in the US DOT financed contracts your agency let in the most recent previous SFY.

US DOT Contracts	Contract Amount	DBE % Goal	DBE Amount	DBE %

Totals				

## Consultant Contracts

16. Does your agency have written consultant selection procedures consistent with the provisions of 49 CFR 18.36?  
**Yes. KYOVA's written consultant selection procedures are in accordance with the provisions of 49 CFR 18.36.**
17. What considerations are given to minority contractors in the selection of consultants for transportation planning work?  
**Minority contractors are considered for all aspects of technical work. Prior to any public notice, KYOVA assures that minority business participation is updated through communication with WVDOT, KYTC, and ODOT.**
- a. Does your agency monitor annual Title VI contracting goals? Describe your monitoring process.  
**KYOVA does not monitor Title VI contracting goals but does contract and procure consultants in accordance with provisions of 49 CFR 26.**
- b. Does the consultant selection process include maintenance of records of qualified minority consultants?  
**Yes. This information is made available directly to DBE's via bulletin boards.**
- c. What other methods or procedures are utilized to encourage use of qualified minority consultants?  
**KYOVA's competitive bidding process gives minority businesses an equitable opportunity to complete for contracts and subcontracts. Maximum consideration, consistent with the project scheduling is given to minority businesses and contractors in the arrangement of solicitations, time for presentations and data for bid procedure.**
- d. Are Title VI assurances and provisions included in consultant contracts? Provide an example.

**Yes. KYOVA uses affirmative action and DBE consideration in all decisions, purchasing and provision son internal administrative services. These provisions are enforced on all consultant contracts.**

18. Have consultants made good faith efforts to employ qualified minority sub-contractors? If so, to what extent?

**Yes. All consultants are formally notified of Title VI requirements and intent.**

19. What are your agency's procedures for monitoring consultant compliance with Title VI contract provisions?

**When utilizing consultants, KYOVA is required to notify ODOT regarding minority business enterprise activities via a quarterly reporting system. This report includes: the name and address of each MBE, type of contract, type of MBE, whether the MBE is prime or sub-contractor, the award date, contract amount, and any other information needed.**

### **Urban Transportation Planning Process**

20. Does your agency maintain documentation describing its procedures for incorporation Title VI requirements into the region's urban transportation planning program?

**Yes. All documentation regarding these procedures can be found in KYOVA's Title VI Program.**

21. What techniques and procedures are employed to provide data relative to minority and disabled populations, age and sex distributions, neighborhoods, income levels, physical environment, travel habits, etc.?

**The metropolitan transportation planning process requires data files to be updated regarding minorities, citizen perspectives, land use, employment, and census data. As a Census Depository, KYVOA maintains census data files and updates. KYOVA provides data packages to various agencies, businesses and organizations regarding minority statistics upon request. The Metropolitan Transportation Plan and the Transportation Improvement Program are recently prepared documents which address minority population, employment trends and community values.**

22. Is this data used to develop a socio-demographic profile of the MPO region? If so, provide a copy of the socio-demographic profile of your agency's region.  
**Yes. Please see attached 2040 KYVOA MTP.**
23. To what extent is the data considered in determining that a proposed transportation system will be capable of responding favorably to minority group requirements? What techniques are used?  
**KYVOA's evaluation method for transportation projects as described in the Metropolitan Transportation Plan is the key response technique. Alternates are assessed as to their attainment of operational goals, economic goals, environmental goals, and implantation goals. All alternates consider minority population. Traffic assignment models are used by KYVOA to determine if proposed highway improvements serve each area.**
24. Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.  
**Yes. The evaluation methods described in the public participation process are used by KYVOA to assess the impact that the planned transportation system investments will have on minority and non-minority areas.**
25. Explain your agency's public involvement process for transportation planning. How does your agency obtain and consider input from all citizen groups, especially minority, low income, disabled, and transit dependent?  
**Advertised public meetings, flyers, documents uploaded to the KYVOA website and communication to elected officials are a few steps in KYVOA's public involvement process. Any comments or input received from the public via meetings, telephone calls, or written letters are taken into consideration for each proposed transportation improvement project.**
- a. Do you have a formalized public involvement process? When was the last time it was updated?  
**Yes. Please reference KYVOA's Title VI program, section 1.2, for information regarding our Public Participation Process. This document was updated October 30, 2013.**
26. Are Environmental Justice (EJ) populations, either individually or through their organizations and community leaders, represented in the citizen participation effort? If so, how many and in what capacity?

**Public officials and private sector members that represent the EJ population are on the KYOVA's Policy and TAC boards. Each is made aware of upcoming projects, meetings, and public outreach efforts, and are encouraged to participate.**

27. Are there any other affirmative actions taken by your agency to enlist the involvement and support of EJ populations in the transportation planning process? Explain.

**Prepared handouts and transportation surveys requesting information relative to KYOVA's needs are distributed to citizens for their input. KYVOA staff is continuously involved in the community with public presentations and media for related projects. This involvement increases additional public awareness. Information can also be found on KYOVA's website.**



## Title VI Complaint Procedure

### Complaint Filing

KYOVA Interstate Planning Commission uses the following, detailed internal procedure for prompt processing and resolution of all Title VI complaints. These procedures include but are not limited to:

1. Any person who believes that he or she, individually, as a member of any specific class, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with KYOVA's Title VI Coordinator. A complaint may also be filed by a representative on behalf of such a person.
2. In order to have the complaint considered under this procedure, the complaint must be filed no later than 180 calendar days after:
  - ❖ The date of the alleged act of discrimination; or
  - ❖ Where there has been a continuing course of conduct, the date on which that conduct was discontinued.
3. Complaints shall be filed using KYOVA's Title VI Complaint Form (click here for form) or by contacting the KYOVA's Title VI Coordinator at 304-523-7434). Complaints shall be set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The Complaint shall then be handled in the usual manner.

Complaints should be directed to:  
KYOVA Interstate Planning Commission  
Attention: Title VI Coordinator  
400 Third Avenue / P. O. Box 939  
Huntington, WV 25712  
Phone: 304-523-7434

4. Upon receipt of the completed and signed complaint form, the Title VI Coordinator will log-in the complaint, determine the basis of the complaint and determine who should conduct the investigation. In many cases, the Title VI Coordinator will serve as the investigator.
5. The Title VI Coordinator reviews and determines the appropriate action regarding every Title VI complaint. KYOVA will not proceed with or continue a complaint investigation if:
  - a. The Complaint Form is not complete or signed.
  - b. The complaint is, on its face value without merit.
  - c. The same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous federal court decisions.
  - d. The complainant's or injured party's refusal to cooperate (including refusal to give permission to disclose his or her identify) has made it impossible to investigate further.
6. Within ten (10) business days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to be taken to process the allegation(s), and the complainant is advised of other avenues of redress available, such as the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Department of Justice and Department of Transportation. The notification letter contains:
  - a. The basis of the complaint.
  - b. A brief statement of the allegation(s) over which KYOVA has jurisdiction.
  - c. A brief statement of KYOVA's jurisdiction over the recipient to investigate the complaint; and
  - d. An indication of when the parties will be contacted.



## Title VI Complaint Procedure

7. The Title VI Coordinator will notify FHWA's Division office within ten (10) calendar days of receipt of the allegation(s). Generally, the following information will be included in every notification:
  - a. Name, address, and phone number of the complainant.
  - b. Email address, if available.
  - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability/handicap, etc.).
  - d. Date of the alleged discriminatory act(s).
  - e. Date of complaint received by the recipient.
  - f. A statement of the complaint.
  - g. Other agencies (state, local or Federal) where the complaint has been filed.
  - h. An explanation of the actions the recipient has taken or proposed to resolve the issue(s) raised in the complaint.
8. Within sixty (60) calendar days from the date the original complaint was received, the Title VI Coordinator will conduct and complete an investigation of the allegation(s) and assessed on the information obtained, will render a recommendation for action in a report of findings to FHWA's Division Office.
9. The Title VI Coordinator will conduct an in-depth, personal interview with the complainant(s). Information gathered in this interview includes: identification of each complainant by race color, sex, age, national origin, disability/handicap, or income status; name of the complainant; a complete statement concerning the nature of the complaint, including names, places, and incidents involved in the complaint; the date the complaint was filed; and any other pertinent information the investigator/team feels is relevant to the complaint. The interviews are recorded either on audio tape or by taking notes. The Title VI Coordinator arranges for the complainant to read, make necessary changes to, and sign the interview transcripts or interview notes. Every effort will be made to obtain early resolution of complaints at the lowest possible level.
10. Within ninety (90) calendar days of receipt of the complaint, the Title VI Coordinator will forward the investigative report to the FHWA. Included with the report is a copy of the complaint, copies of all documentation pertaining to the complaint, the date the complaint was filed, the date, the investigation was completed, the disposition and date of the disposition, and any other pertinent information. If, for some reason, the investigation cannot be completed within this timeframe, a status report shall be submitted to FHWA and the report shall follow upon completion. The FHWA will review and issue the official "Letter of Findings" to the complainant.

If the complaint cannot be resolved by KYOVA to the satisfaction of all parties concerned, the party not satisfied is advised of his or her right to appeal pursuant to Title 49, Code of Federal Regulations, Part 21. The appeal must be filed, in writing no later than 180 calendar days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary to:

Federal Highway Administration  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
8<sup>th</sup> Floor E81-314  
Washington, DC 20590

A complaint may be filed with the Secretary; U.S. Department of Transportation, before, during, or after the complaint has been filed with KYOVA Interstate Planning Commission.

### Informal Title VI Complaint Procedure

Title VI complaints may be resolved by informal means. When informal means are used, the complainant is informed of his or her right to file a formal written complaint. Any complaint received in writing is considered to be a formal complaint and is handled under the formal complaint procedure outlined above. KYOVA will periodically inform the state DOTs of all informal complaints. When a complaint has been directly filed with another federal agency, KYOVA is to be informed by the agency where the complaint has been filed and is to take whatever action is needed to resolve the complaint.



**KYOVA Interstate Planning Commission  
Title VI Complaint Form**

<b>Section I</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements	Large Print	<input type="checkbox"/>	Audio Tape
	TDD	<input type="checkbox"/>	Other
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Section II</b>			
Are you filing this complaint on your own behalf?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are filing the complaint.			
Please explain why you have filed for a third party. If more space is needed, please use the back of this form or a separate sheet.			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section III</b>			
I believe the discrimination I experienced was based on (check all that apply):			
Race <input type="checkbox"/>	Color <input type="checkbox"/>	National Origin <input type="checkbox"/>	Age <input type="checkbox"/> Disability <input type="checkbox"/> Family or Religious Status <input type="checkbox"/>
Other (explain):			
Date of Alleged Discrimination (Month, Day, Year):			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or a separate sheet.			





**KYOVA Interstate Planning Commission Complaint Form – Continued**

<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section V</b>			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, check all that apply:	Federal Agency <input type="checkbox"/>	Federal Court <input type="checkbox"/>	State Agency <input type="checkbox"/>
	State Court <input type="checkbox"/>	Local Agency <input type="checkbox"/>	
Please provide information about a contact person at the agency/court where the complaint was filed.	Name:		
	Title:		
	Agency:		
	Address:		
	Telephone:		
	E-mail Address:		
<b>Section VI</b>			
Name of agency complaint is against:			
Contact Person:			
Title:			
Telephone Number:			
E-mail:			

You may attach any written materials or other information that you think is relevant to your complaint.

**Signature and date required below.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person to the address below, or mail this form to:  
 KYOVA Interstate Planning Commission  
 Attention: Title VI/EJ Coordinator  
 400 Third Avenue  
 P. O. Box 939  
 Huntington, WV 25712



## Title VI/Environmental Justice

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KYOVA Interstate Planning Commission operates its programs, services and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987 and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Transit Administration prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within the KYOVA Title VI Program consistent with federal interpretation and administration. Additionally, KYOVA provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

There are three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making populations.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The benefits of environmental justice to transportation decision-making are:

- Better transportation decisions that meet the needs of all people.
- Transportation facilities that fit more harmoniously into communities.
- Enhancements to the public-involvement process, strengthen community-based partnerships, and provide minority and low-income populations with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improving data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts on minority and low-income populations.
- Partnering with other public and private programs to leverage transportation-agency resources to achieve a common vision for communities.
- Mitigating disproportionately high and adverse impacts on minority and low-income populations.
- Minimizing and/or mitigating unavoidable impacts by identifying concerns early in the planning phases and providing offsetting initiatives and enhancement measures to benefit affected communities and neighborhoods.

KYOVA Interstate Planning Commission is committed to a policy of non-discrimination in the operation of its programs and services without regard to race, color and national origin as well as age, gender, disability or sexual orientation. Additional information on KYOVA's Title VI obligations is outlined in the Title VI Plan and the Participation Plan.

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination by the MPO and its activities is encouraged to report a complaint using KYOVA's procedure – see links below.

[Title VI Complaint Procedure](#)

[Title VI Complaint Form](#)

[Title VI Notice of Protections against Discrimination](#)



## Title VI/Environmental Justice

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To request additional information regarding Title VI and related nondiscrimination obligations, please contact:

KYOVA Interstate Planning Commission  
Attention: Title VI/EJ Coordinator  
400 Third Avenue  
P. O. Box 939  
Huntington, WV 25712  
Phone: 304-523-7434  
Website: [www.kyovaipc.org](http://www.kyovaipc.org)

### **Additional Information**

If information is needed in another language, contact KYOVA's Title VI/EJ Coordinator at 304-523-7434.

Spanish: Si necesita esta información en otro idioma, por favor contacte al especialista de KYOVA del Título VI al 304-523-7434.

### **Title VI and Environmental Justice links for additional information**

- Federal Highway Administration: [https://www.fhwa.dot.gov/environment/environmental\\_justice/ej\\_at\\_dot/](https://www.fhwa.dot.gov/environment/environmental_justice/ej_at_dot/)
- Federal Transit Administration: [http://www.fta.dot.gov/12347\\_2238.html](http://www.fta.dot.gov/12347_2238.html)

2/24/2017

## KYOVA INTERSTATE PLANNING COMMISSION

### POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY

#### POLICY:

***KYOVA Interstate Planning Commission (KYOVA)*** will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in services, activities, programs, etc. KYOVA's policy is to ensure meaningful communication with LEP individuals involving any and all transportation planning that would affect them. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

***KYOVA*** will conduct a regular review of the language access needs of our population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

#### PROCEDURES:

##### 1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

***KYOVA*** will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at [www.lep.gov](http://www.lep.gov)) or posters to determine the language.

##### 2. OBTAINING A QUALIFIED INTERPRETER

***KYOVA*** is responsible for:

**(a)** Maintaining an accurate and current list showing the name, language, and phone number of bilingual staff;

Saleem Salameh – Arabic, English – 304-523-7434

**(b)** Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

2/24/2017

(c) Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation will be considered. If the family member or friend is not competent or appropriate for any of reason, competent interpreter services will be provided to the LEP person.

Children will not be used to interpret, in order to ensure accurate communication.

### 3. PROVIDING WRITTEN TRANSLATIONS

(a) When translation of documents is needed, **KYOVA** will submit documents for translation into frequently-encountered languages to **Dannielle Slusher**. Original documents being submitted for translation will be in final, approved form.

(b) **KYOVA** will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

### 4. PROVIDING NOTICE TO LEP PERSONS

**KYOVA** will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand.

### 5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, **KYOVA** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, **KYOVA** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from the community, organizations, etc..

2/24/2017

CERTIFICATION  
OF  
RESTRICTIONS ON LOBBYING

I, Christopher M. Chiles, Executive Director hereby certify on behalf of Kyova Interstate Planning Commission that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee or a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (11/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at Title 2 USC section 1601: et seq.).
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 USC Section 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission on this certification is a prerequisite for making or entering into this transaction imposed by Title 31 USC Section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



CHRISTOPHER M. CHILES, EXECUTIVE DIRECTOR

DATE: February 24, 2017

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

- 1) KYOVA Interstate Planning Commission certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and have not, within a three year period preceding this application/proposal, had one or more public transactions (federal, state or local) terminated for cause or default;
  - (d) Have not, within a three year period preceding this application/proposal, had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) The Applicant also certifies that if, later, it becomes aware of any information contradicting the statement of paragraphs (a) through (d) above, it will promptly provide that information to the Division.
- 3) If the Applicant (Primary Participant) is unable to certify to the statements within paragraphs (1) and (2) above, it shall indicate so on its signature page and provide a written explanation to the division.

KYOVA INTERSTATE PLANNING COMMISSION

**PROCUREMENT COMPLIANCE:**

Applicant certifies that its procurements and procurement system will comply with all applicable requirements imposed by federal laws, executive orders, or regulations and the requirements of FTA Circular 4220.1 D, "Third Party Contracting Requirements", and other implementing guidance or manuals FTA may issue. The applicant certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by federal laws, executive orders, or regulations, and will ensure that its contractor(s) will also include in sub-agreements and contracts financed in whole or in part with FTA assistance all applicable clauses required by federal laws, executive-orders, or regulations.

  
\_\_\_\_\_  
Christopher M. Chiles, Executive Director

Date: February 24, 2017

2/24/2017

AFFIRMATION OF APPLICANT'S ATTORNEY

FOR

KYOVA INTERSTATE PLANNING COMMISSION

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

---

Signature/Title of Authorized Representative

Steven R. Bartram, Esquire

---

Date

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal Fiscal Year.



2/24/2017

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

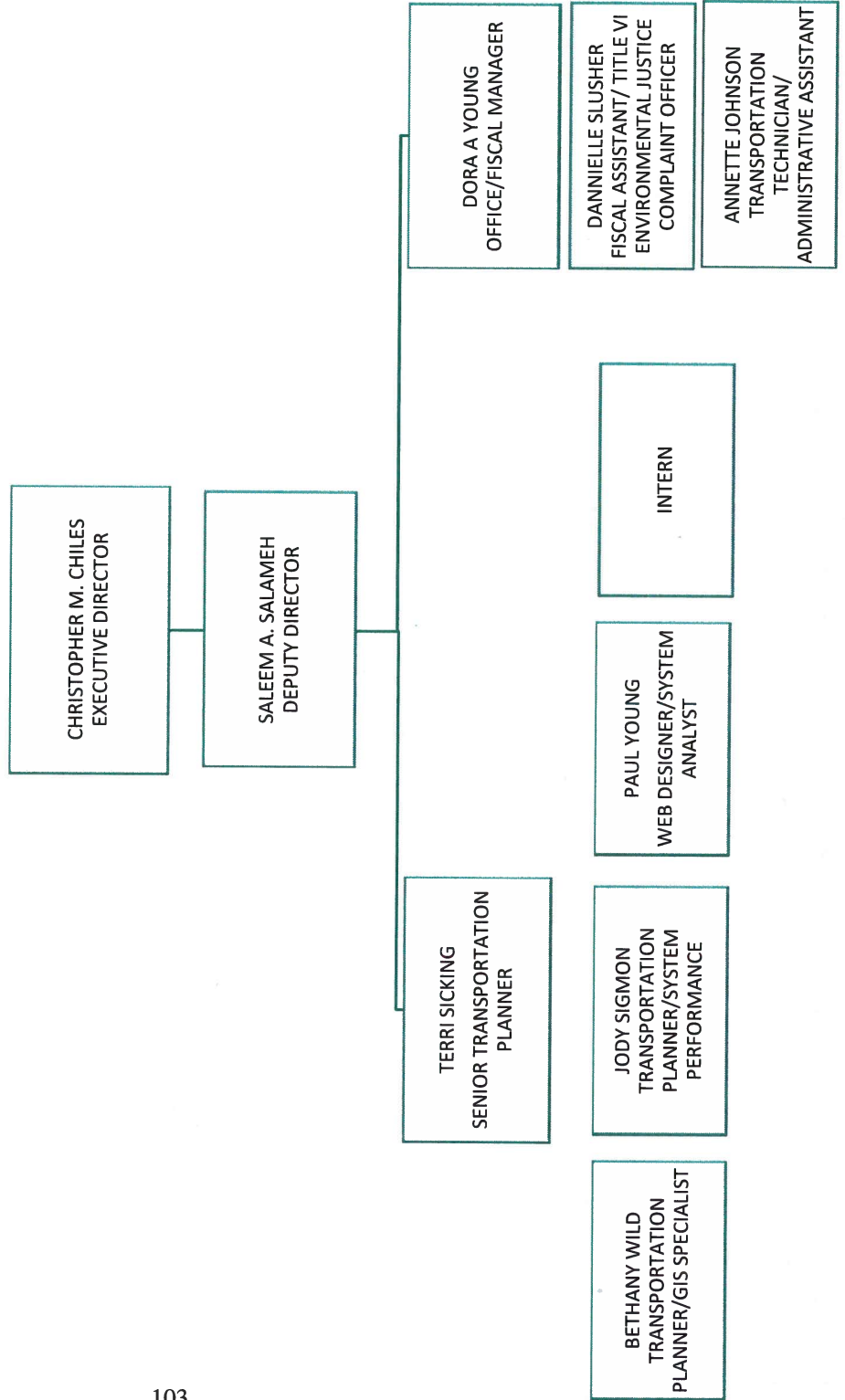
## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **APPENDIX C**

## **KYOVA ORGANIZATIONAL CHART**

# KYOVA INTERSTATE PLANNING COMMISSION

ORGANIZATIONAL CHART  
2018



2/24/2017

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **APPENDIX D**

### **PLANNING AGREEMENT**

(TRI-STATE) WV-KY-OH

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and entered into this 1<sup>st</sup> day of July, 2013, is for the purpose of recognizing the current Ohio and West Virginia designation of the Metropolitan Planning Organization (KYOVA) and the redesignation of Kentucky as a body of KYOVA; and for allocation of shared work element reimbursements among the States of West Virginia, Kentucky and Ohio associated with the annual united Planning Work Program (UPWP).

WITNESSETH

WHEREAS, the states of West Virginia and Ohio continue to recognize the previous designation of KYOVA to serve as the MPO for the Huntington Urbanized Area (UZA) for Cabell County, West Virginia; Wayne County, West Virginia; and Lawrence County, Ohio; and

WHEREAS, the State of Kentucky formally requested and received redesignation for KYOVA to serve as the MPO for the Huntington UZA for Boyd County, Kentucky and Greenup County, Kentucky; and

WHEREAS, the United States Bureau of the Census on March 27, 2012 defined Huntington, WV-KY-OH Urbanized Area with a population of 202,637 and

WHEREAS, the United States Secretary of Transportation, on July 18, 2012, designated Huntington, WV-KY-OH as a new Transportation Management Area; and

WHEREAS, KYOVA Interstate Planning Commission is the designated Metropolitan Planning Organization since 1968 for the Huntington, WV-KY-OH urbanized area; and

WHEREAS, KYOVA Interstate Planning Commission approved the federally prescribed Transportation Management Area Boundaries defined by the United States Bureau of Census and the United States Secretary of Transportation as its official planning boundaries for Huntington, WV-KY-OH Urbanized Area on December 12, 2012;

WHEREAS, KYOVA, an interstate planning commission formed under Chapter 8, Article 4C, Section 1, Official Code of West Virginia, 1931, as amended, now operated under revised Chapter 8, Article 26, Sections 1 through 5.; Section 713.30 through 713.34, Ohio Revised Code and Chapter 65, Kentucky Revised Statutes is authorized and willing to represent the counties and cities in continuing the transportation planning process; and

WHEREAS, in addition to By-Laws, an existing "Prospectus" will remain in effect, in accordance with Federal transportation planning guidelines, which will articulate the objectives, functions, organization and operation of KYOVA; and

WHEREAS, KYOVA, acting as an agent of the parties participating in the Interstate Commission, may receive financial assistance from the United States of America, from the States of Kentucky, Ohio and West Virginia, from its constituent counties and local governments, and from private sources, and may enter into contracts for such assistance; and

WHEREAS, KYOVA shall serve as the MPO for the area encompassing portions of: Cabell County, West Virginia; Wayne County, West Virginia; Boyd County, Kentucky; Greenup County, Kentucky; and Lawrence County, Ohio; and shall coordinate activities with adjoining metropolitan planning organizations and other relevant state, metropolitan, county and non-metropolitan planning agencies; and

WHEREAS, an annual UPWP and Budget will be prepared by KYOVA, and expenses in developing certain items in conjunction with completion of the UPWP that can best be performed without regard for political boundaries, shall be charged to each of the States of Kentucky, West Virginia, and Ohio based on an urbanized population percentage from the most recent U.S. Census Bureau data (2010); and

WHEREAS, nothing in this Memorandum of Understanding is intended to contravene and does not supersede any existing legal authority or planning functions of the participating states, counties, cities, towns or villages with respect to powers and functions provided through enabling legislation and/or executive powers,

NOW, THEREFORE, the signatories hereto do hereby agree that:

1. This Memorandum of Understanding hereby establishes the current Ohio and West Virginia designation of the Metropolitan Planning Organization (KYOVA) and the redesignation of Kentucky as a body of KYOVA.
2. The cost associated with elements of the work program and operations that are of regional significance be charged on a percentage basis (\*) effective 7/1/2014 as follows:

Kentucky                    31%

West Virginia            50%

Ohio                         19%

\*May be limited to funds available to each state.

\* Percentages to be used for FY-2014 are reflected in attached letter which was submitted to WV on 4/22/2013.

\*The 2010 Census identified the Huntington Urbanized Area (UZA) as a Transportation Management Area (TMA) with a total population of 202,637. The population breakdown by state is:

Kentucky – 56,594

West Virginia – 112, 268


Ohio – 33,775

\*As outlined in the Memorandum of Understanding between RIC MPO and KYOVA MPO, for air quality, familiarity, planning history and many other reasons, the planning area for RIC and KYOVA in West Virginia will remain as previously designated by the State of West Virginia, to the county boundaries. Therefore, the total TMA population (202,637) less the portion of Putnam County within the TMA area (22,547) was used in the population percentage calculation per State.

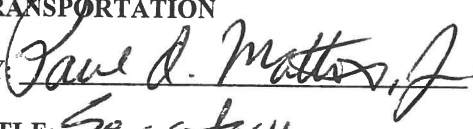
3. Any additional planning funds from Kentucky, West Virginia or Ohio that are not used for funding shared work elements of the UPWP can be used to fund state-specific planning activities.
4. West Virginia shall be recognized as the lead state in the operation of KYOVA MPO.
5. This Memorandum of Understanding will take effect on the date hereof and will continue in effect until amended.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the first date above written.

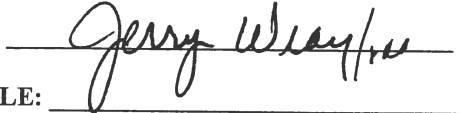
KYOVA INTERSTATE PLANNING COMMISSION

BY:   
 Title: CHAIRMAN

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

BY:   
 TITLE: Secretary

OHIO DEPARTMENT OF TRANSPORTATION

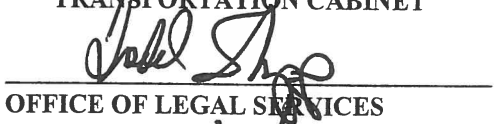
BY:   
 TITLE: \_\_\_\_\_

COMMONWEALTH OF KENTUCKY  
 TRANSPORTATION CABINET

  
 SECRETARY OF TRANSPORTATION

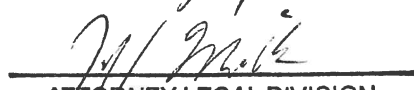
DATE: 8/29/13

APPROVED AS TO FORM & LEGALITY  
 TRANSPORTATION CABINET

  
 OFFICE OF LEGAL SERVICES

DATE: 8/27/13

APPROVED AS TO FORM THIS  
23<sup>rd</sup> DAY OF July 2013

  
 ATTORNEY LEGAL DIVISION  
 WEST VIRGINIA DIVISION  
 OF HIGHWAYS

2/24/2017

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **APPENDIX E**

#### **FY 2018 CAP APPROVAL LETTER**

2/24/2017

**INSERT CAP APPROVAL LETTER**



2/24/2017

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **APPENDIX F**

#### **FY 2018 UPWP CHECKLIST**

2/24/2017

# **KYOVA Interstate Planning Commission**

**(Huntington, WV-KY-OH Urbanized Area)**

## **FY 2018 UNIFIED PLANNING WORK PROGRAM**

### **APPENDIX F**

#### **FY 2018 UPWP CHECKLIST**



## Unified Planning Work Program Checklist

Item	Page Number	Comment	Regulation or Law Cited
<b>1 FORMAT GUIDELINES</b>			
Bound document			
Dated (left hand corner)			
Page numbers			
<b>2 COVER/TITLE PAGE</b>			
Name of MPO agency and area represented	Cover page, 3-6		
FY of UPWP, contact information, web site	Cover page		
Agencies providing funds or support	Cover page		
<b>3 INTRODUCTION/PREFACE</b>			
Table of Contents			
MPO Approval Resolution (signed)			
Committee Members & Responsibilities	9-12		[See 23 CFR 450.310 (d)]
Staff Members, Positions & Responsibilities	13		
Maps - MPO Planning, Urbanized & A.Q. Areas	6		[See 23 CFR 450.312]
Planning Factors	17-19		[See 23 CFR 450.306 (a)(1-8)]
UPWP - Definition of UPWP and purpose	2		[See 23 CFR 420.111]
<b>4 WORK ELEMENTS* - Each Work Item should include the following:</b>			
Work Element Number & Title		Complete	
Description, including Goals, Objectives and Products		Complete	23 CFR 420.111(b)(1) & 450.308(c)
Schedule for Completion		Complete	23 CFR 450.308(c)
Agency Responsible		Complete	23 CFR 450.308(c)
Estimated Cost		Complete	23 CFR 420.111(e)
Funding Sources		Complete	23 CFR 450.308(c)
<b>ISSUES TO ADDRESS (May be addressed under various work items listed below or as standalone work items)</b>			
Safety/Security	23/26-26/31/32/38/43/58		
Multimodal Planning			
-Freight	23-28/30/43		
-Transit	23-29/36-38		
-Bike/Pedestrian	23/24/26-28/35-37/38/51/55/57/58		
Travel Demand Modeling	28/29		
Conformity Analysis (Air quality areas of concern only)	24/25/29/31/32/49		
ITS Architecture	23/28/29		23 CFR 940
Congestion Management Process (TMAs only)	23/27/28/55		23 CFR 450.322
ADA Transition Plans	24/51		FHWA Civil Rights Guidance: <a href="http://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12">www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12</a>
<b>ADMINISTRATION Work Element</b>			
Major Purchases/Training/Audits	Yes	located under specific work elements	
General Committee Meetings	21/22		
Planning Agreement: Check to ensure compliance with new regulations; update as needed			23 CFR 450.314
<b>UNIFIED PLANNING WORK PROGRAM Work Element</b>			
UPWP Development & Maintenance	22-23		23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report	22		23 CFR 420.117(b)
<b>PUBLIC INVOLVEMENT &amp; REPORTING Work Element</b>			
Participation Plan Development & Maintenance	24/19/15/33-34		23 CFR 450.316
Annual Listing of Obligated Projects	24/55-56		23 CFR 450.334
<b>DATA COLLECTION &amp; ANALYSIS Work Element</b>			
Census/Socioeconomic Data	28-30/44		
Transportation Systems/Urban Boundaries	28/44		
Performance Measures & Targets	23/24/26		23 CFR 450.306(d)
<b>PROJECT IDENTIFICATION &amp; PRIORITIZATION Work Element</b>			
Project Identification Form (PIF) Development & Maintenance	26-27		
District Transportation Plan (DTP) Coordination	27		
CMAQ Coordination	23/25		
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)	23/25/26/35/36/41/50		
<b>TRANSPORTATION IMPROVEMENT PROGRAM Work Element</b>			
TIP Development & Maintenance	24-25/53/55/57-58		23 CFR 450.326
Incorporate Performance-Base Planning Requirements	24-25		23 CFR 450.326(c) & (d)
<b>METROPOLITAN TRANSPORTATION PLAN Work Element</b>			
MTP Development & Maintenance	26-27		23 CFR 450.324
Incorporate Performance-Base Planning Requirements	26-27		23 CFR 450.324(f)(3) & (4)
<b>TRANSIT Work Element</b>			
<b>SPECIAL STUDIES Work Element(s):</b> Corridor studies, sub-area studies, etc. (as needed)			
<b>5 UPWP SUMMARY</b>			
Funding Sources & Matching Rates	62		23 CFR 450.308(c) & 420.111(b)
Indirect Costs (if applicable)	Complete	located in heading of each work element	
Estimated Effort - Person-Weeks/Hours	Complete	located in heading of each work element	
Expenditures by Work Item & Funding Source	62	located in heading of each work element	
<b>6 APPENDICES</b>			
Planning Agreement	104		
CAP Approval Letter from KYTC (if charging indirect costs)	108		

\* The Work Elements organizational structure presented in this table is provided as an example only; MPOs may adjust the organizational structure to suit their needs.