

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FINAL

FY 2019

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.

ABSTRACT

TITLE: KYOVA Interstate Planning Commission FY 2019 Unified Planning Work Program (UPWP) and Budget⁽¹⁾

AUTHOR: KYOVA Interstate Planning Commission

DATE: April 27, 2018

SOURCE: KYOVA Interstate Planning Commission
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ABSTRACT: This document, the FY 2019 KYOVA Interstate Planning Commission (Huntington, WV–KY–OH Urbanized Area) Unified Planning Work Program (UPWP), is prepared annually by the KYOVA Interstate Planning Commission to meet requirements of Federal and State transportation funding agencies for transportation-only related planning activities during Fiscal Year 2019, which begins July 1, 2018 and ends June 30, 2019. 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 2019 Unified Planning Work Program includes but, is not limited to: developing performance measures consistent with Fixing America's Surface Transportation (FAST) Act which KYOVA will support and coordinate with each State DOTs' Performance Targets – to 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. Emphasis will also be placed on Title VI and Environmental Justice (EJ) activities, the development of metropolitan planning agreements, and the development of multi-modal plans.

¹FY 2019 UPWP Development Schedule

1. 02/23/2018 WVDOH, KYTC & ODOT Draft UPWP
2. 04/27/2018 WVDOH, KYTC & ODOT Final UPWP

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KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019 UNIFIED PLANNING WORK PROGRAM

PREFACE

RESOLUTIONS APPROVING THE FY 2019 UPWP AND SF-424

PREFACE

RESOLUTIONS APPROVING THE FY 2019 UPWP AND SF-424

KYOVA Policy Board Authorizing Resolution (#2018-011)

SF-424 – Application for Federal Assistance (February 23, 2018)

KYOVA POLICY BOARD AUTHORIZING RESOLUTION

I, Nancy Cartmill, 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 23rd day of February, 2018 at which a quorum of all of the members were 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:

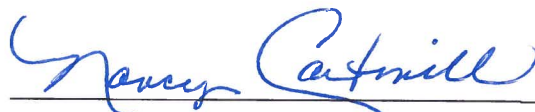
BE IT RESOLVED BY THE Policy Committee of the KYOVA Interstate Planning Commission:

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 2019 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 23rd day of February, 2018.



Nancy Cartmill, Vice-Chairwoman / Acting Chair

Date: February 23, 2018

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input style="background-color: yellow;" type="text"/>		4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>	
State Use Only:			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:			
* a. Legal Name: KYOVA INTERSTATE PLANNING COMMISSION			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="55-0514645"/>		* c. Organizational DUNS: <input type="text" value="8282903410000"/>	
d. Address:			
* Street1: <input type="text" value="400 THIRD AVENUE"/> Street2: <input type="text"/> * City: <input type="text" value="HUNTINGTON"/> County/Parish: <input type="text"/> * State: <input type="text" value="WV: West Virginia"/> Province: <input type="text"/> * Country: <input type="text" value="USA: UNITED STATES"/> * Zip / Postal Code: <input type="text" value="25701-0939"/>			
e. Organizational Unit:			
Department Name: <input type="text"/>		Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: <input type="text"/> Middle Name: <input type="text" value="M."/> * Last Name: <input type="text" value="CHILES"/> Suffix: <input type="text"/>		* First Name: <input type="text" value="CHRISTOPHER"/>	
Title: <input type="text" value="EXECUTIVE DIRECTOR"/>			
Organizational Affiliation: <input type="text"/>			
* Telephone Number: <input type="text" value="304.523.7434"/>		Fax Number: <input type="text" value="304.529.7229"/>	
* Email: <input type="text" value="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 [THIRD]

* b. Program/Project [THIRD]

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

17. Proposed Project:

* a. Start Date: [07/01/2018]

* b. End Date: [06/30/2019]

18. Estimated Funding (\$):

* a. Federal [1,406,017.00]

* b. Applicant [REDACTED]

* c. State [59,955.00]

* d. Local [252,254.00]

* e. Other [REDACTED]

* f. Program Income [1,718,226.00]

* g. TOTAL

*** 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 [2/23/2018].☐ 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: [Mr.] * First Name: [CHRISTOPHER]

Middle Name: [M.]

* Last Name: [CHILES]

Suffix: [REDACTED]

* Title: [EXECUTIVE DIRECTOR]

* Telephone Number: [304.523.7434] Fax Number: [304.529.7229]

* Email: [cchiles@kyovaipc.org]

* Signature of Authorized Representative:



* Date Signed: [2/23/2018]

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019

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 and Wayne; Kentucky counties of Boyd and Greenup; and the urbanized portion of 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 and promoting cooperation across MPO boundaries 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. 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.
- 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 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 each State DOT's 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 2018 End of Year Performance and Expenditure Report (P&E) will provide a complete accounting and report of the year's activities. FY 2018 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 western 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 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. As a result, 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 an April 1, 2010 estimated population of 364,908¹.

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 the urbanized portion of 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.

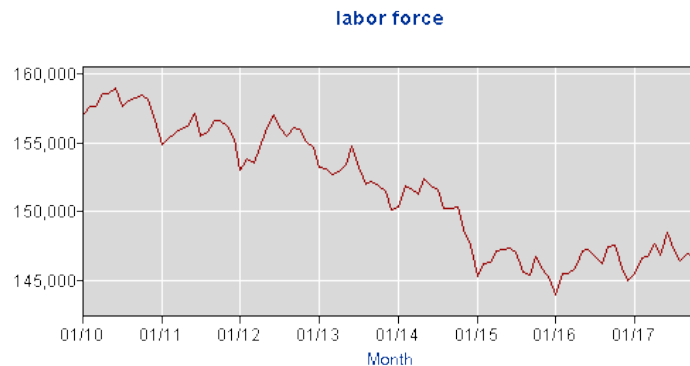
County/State	Area (square miles)	Population (2010)*	Population (2016)**
Cabell, West Virginia	285	96,319	96,623
Wayne, West Virginia	518	42,481	41,237
Putnam, West Virginia	345	55,486	56,743
Boyd, Kentucky	159	49,542	48,716
Greenup, Kentucky	344	36,891	36,255
Lawrence, Ohio	456	62,450	61,503
Total	2,107	343,169	341,077

*American Fact Finder 2010 Census – Community Fact Finder

**Source: 2012-2016 American Community Survey 5-Year Estimates

¹ U.S. Census – American Fact Finder – Annual Estimates of the Resident Population: April 1, 2010 to July 1, 2016 – United States – Metropolitan and Micropolitan Statistical Area; and for Puerto Rico.

The Bureau of Labor Statistics of the U.S. Department of Labor published the Huntington-Ashland, WV-KY-OH Civilian labor force at 146,746 persons for the period ending October 2017, which was the most recent at the time of this report. Below illustrates the Labor Force History since January 2010 to October 2017.

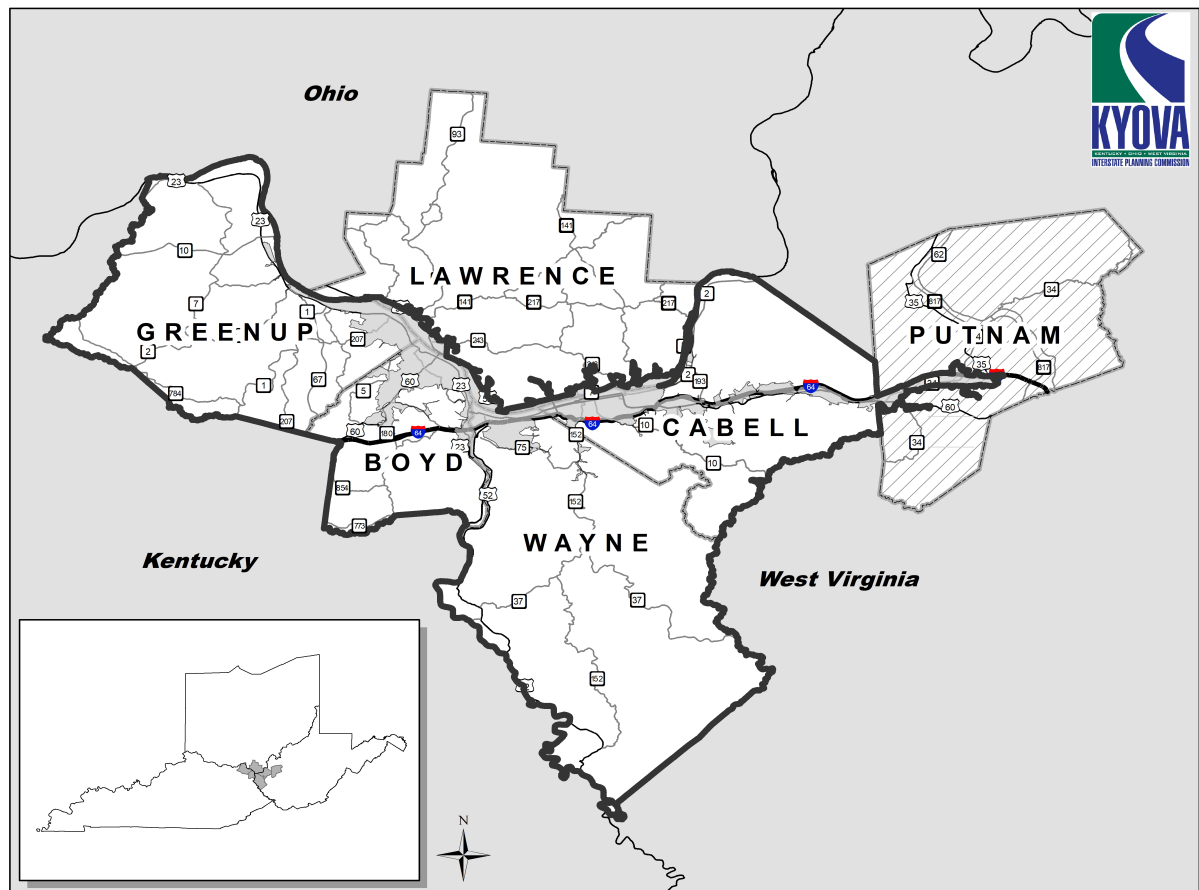


The KYOVA Metropolitan Planning Area (Huntington, WV-KY-OH Urbanized Area) topography is mountainous with the Ohio River Valley running east to west. Additionally, there are lowlands that are formed by the Big Sandy River. The counties within the TMA have both urban and rural areas, with the largest 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.

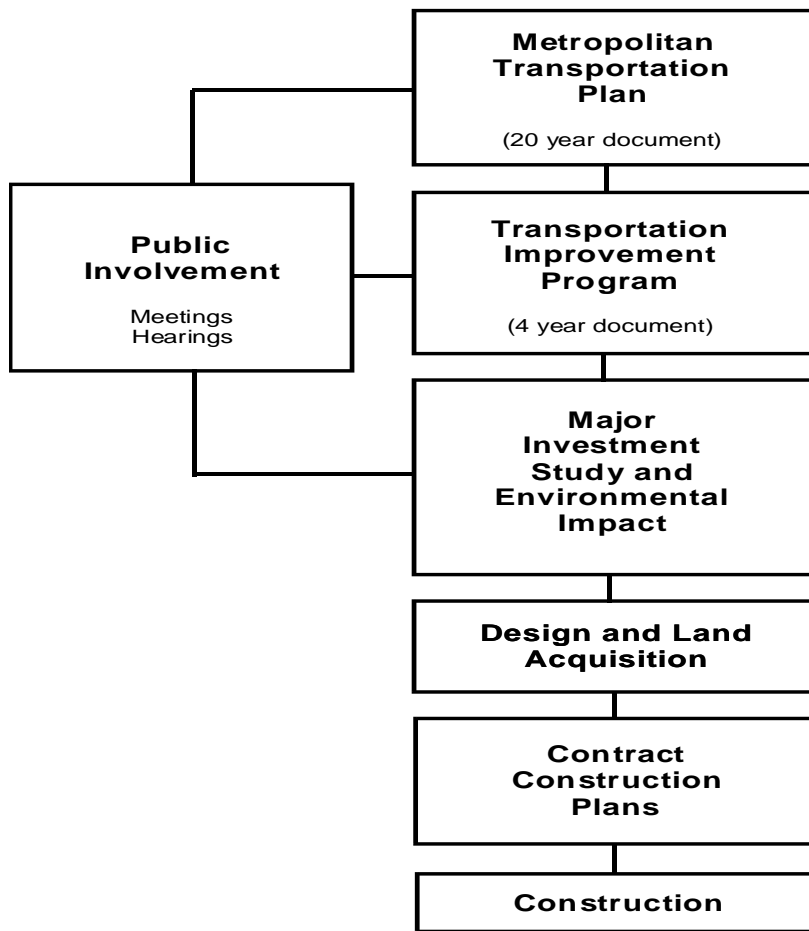
The division of the KYOVA Metropolitan Planning Area (Huntington, WV-KY-OH Urbanized Area), by state boundaries, presents obstacles to the transportation planning process. Different laws and procedures of each state must be taken into consideration, along with other controlling factors, such as the extent 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** illustrates the KYOVA Metropolitan Planning Area.

Figure1: KYOVA Metropolitan Planning Area

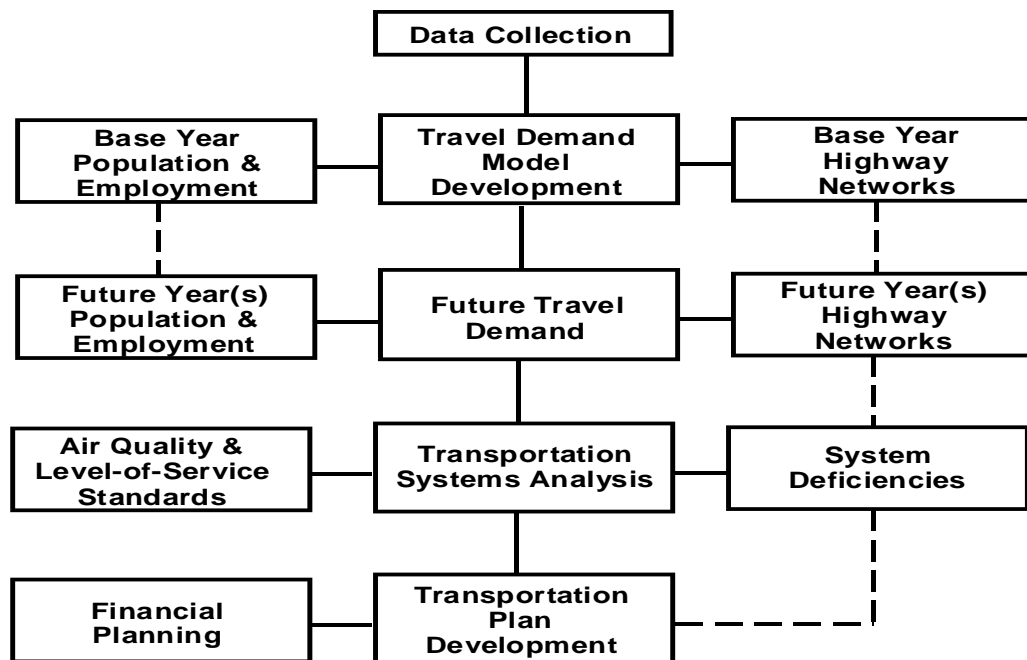
As a unified body, KYOVA Interstate Planning Commission is the forum which directs regional transportation matters. The forum represents regional “governance” by which the various counties, villages, townships, authorities, and districts, each with different responsibilities and missions, work together 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 21st 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 and MAP-21 continued these planning factors. However, the FAST Act added to more factors to make total Ten Planning Factors. Pages 17 and 18 highlight the FAST Act's Ten Planning Factors as it pertains to the KYOVA's FY 2019 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.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.

ORGANIZATIONAL STRUCTURE

KYOVA's planning process is authorized 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:

- 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 Boyd and 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 KYOVA 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.

POLICY COMMITTEE (PC)

The Policy Committee (PC) is the decision-making body and 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; Lawrence County, Ohio; the City of Ironton, Ohio; and one member from each of the three local/regional transit agencies.

TECHNICAL ADVISORY COMMITTEE (TAC)

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.

KYOVA Interstate Planning Commission Policy Committee *(As of April 13, 2018)*

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
Vacant	Boyd County, KY			X
Steve Gilmore	City of Ashland	Mayor	X	
Randy Wheeler	City of Ashland	Transit Supervisor		X
Michael Graese	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
Less Boggs	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
Thomas 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	
Brent Brown	Tri-State Airport	Director	X	

KYOVA Interstate Planning Commission Technical Advisory Committee *(As of April 13, 2018)*

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 Spradlin	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 Insko	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
Brent Brown	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
Eric Perez	KYTC – Office of Transportation Delivery	Executive Director
Bart Bryant	KYTC – District 9	Chief District Engineer
Joe Callahan	KYTC – District 9	Planning Supervisor
Randy Wheeler	City of Ashland, KY	Transit Supervisor
Michael Graese	City of Ashland	City Manager
Phil Biggs	Boyd Greenup Citizen Advisory Committee	Greenup County, KY member
Kelly Ward	Boyd Greenup Citizen Advisory Committee	Greenup County, KY member
Nickie Smith	Boyd Greenup Citizen Advisory Committee	Boyd County, KY member
Vacant	Boyd Greenup Citizen Advisory Committee	Boyd County, KY member
Tim Gibbs	Ashland Alliance	President/CEO
Brett Boothe	Gallia County	County Engineer
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 Specialist
Bernadette Dupont	FHWA – KY Division	Transportation Specialist
Laura Toole	FHWA – OH Division	Planning & Environmental Specialist

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).

KYOVA Interstate Planning Commission Contact Information (As of February 23, 2018)

Staff Member	Title	E-mail
Christopher M. Chiles	Executive Director	cchiles@kyovaipc.org
Saleem A. Salameh	Deputy Executive Director/Technical Study Director	ssalameh@kyovaipc.org
Dannielle Slusher	Fiscal/Office Manager	dslusher@kyovaipc.org
Terri B. Sicking	Senior Transportation Planner	tsicking@kyovaipc.org
Jody Sigmon	Transportation Planner/System Performance	jsigmon@kyovaipc.org
Bethany Wild	Transportation Planner/GIS Specialist	Bwild@kyovaipc.org
Paul Young	Web Designer/System Analyst	pyoung@kyovaipc.org
Steve Frye	Fiscal Assistant	sfrye@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 Fax: 304-529-7229
Social Media	Webpage	www.kyovaipc.org
	Facebook	Keyword: KYOVA Interstate Planning Commission
	Twitter	Keyword: @kyovaipc

SUMMARY OF FY 2019 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 2019 UPWP.

380119 – 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.

380219 – 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.

380319 - 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

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

380419 – 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.

380519 – 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.

380619 – 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.

380719 – 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.

380819 – Transit and Human Services Planning – West Virginia and Ohio will coordinate 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.

380919– 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.

381019 – West Virginia/Ohio Bridge Crossing Study will develop a study to assess and evaluate the need and location for a bridge crossing over the Ohio River between WV 193 and Ohio SR 7 to accommodate traffic circulation in the tri-state area. The study will examine traffic flow between cities in the Huntington, WV-KY-OH Urbanized Area to promote economic development, sustainability, and safety.

381119 – 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.

381219 – Arlington Park Mobility Study will procure services of a consultant to prepare a Mobility Study for the Arlington Park neighborhood and surrounding roadways located in the City of Huntington, West Virginia. The purpose of the study is to develop a plan that will better connect residents and transportation users to areas within and outside the neighborhood. As the area continues to grow, it is important to assess and evaluate hinderances to mobility and make recommendations for improvements.

381319 – Pavement Management Program – WV will procure the services of a consultant to develop a Pavement Management Program for the City of Huntington, West Virginia, to plan and schedule pavement repair projects on roadways and sidewalks to improve the condition of the transportation network. This program is a long-term strategic effort to make effective use of resources to preserve and upgrade the overall condition of the streets.

381419 – 5th Street West Bridge Study will procure a consultant to conduct a study to evaluate the 5th Street West Bridge over Fourpole creek located in Huntington, West Virginia that will evaluate and explore the environmental and historical permitting requirements necessary for any work to be completed on the bridge.

381519 – Milton Traffic Mobility Study will develop a Traffic Mobility Study for the City of Milton, West Virginia that will evaluate traffic circulation and mobility that will be impacted by new development.

381619 – Safety Study for Cabell and Wayne Counties, WV will develop a Safety Study for Cabell and Wayne counties, West Virginia that will evaluate intersections, roadways, and other infrastructure for safety issues and make recommendations for improvements. This study will recommend a variety of improvements to address the multiple needs and uses within the counties. The recommendations will prioritize and implement strategies, that will be used as a guide to correcting existing deficiencies as well as offsetting projected deficiencies for creating a safer transportation network for all users.

381719 – Marshall University Bicycle Plan will procure the services of a consultant to develop a Marshall University Bicycle Plan that will evaluate and recommend bicycle routes and networks throughout Huntington, West Virginia, connecting to various destinations, as well as exploring the environmental permitting requirements necessary for any work to be completed.

381819 – Lawrence County, Ohio Transit-Deviated Fixed-Route – CMAQ project will support and perform transit operation planning to the Lawrence County Transit (LCT) for up to five (5) years – FY 2018 through FY 2023. This is year 2 of 5. Funding to be provided by CMAQ – Ohio.

381919 – Transportation Services – Ohio (Ridesharing) will coordinate with and participate in the Mid-Ohio Regional Planning Commission (MORPC) Air Quality/Rideshare of the Gohio commute program to collect information and data from other agencies in the state and contribute to the success of the program. The program is an opportunity to join other MPOs in planning for ride sharing systems that aid in coordinating trips among a variety of users.

381920 – Lawrence County, OH Economic Crash and Traffic Analysis will develop the US 52 Economic Crash and Traffic Analysis Study for Lawrence County, Ohio, this study will assess the existing intersections on US-52 from but not limited to West 17th Street Bridge Interchange of US 52 to the Solida Road Interchange that will provide expected safety performance on the remaining intersections and interchanges.

381718 – Lawrence County, OH US 52 Interchange Study (Carry-over from FY 2018). A consultant was 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. This is year 2 of 2.

381918 – Greenup County Various Transportation Studies (Carry-over from FY 2018). A consultant was hired to develop a study and conceptual design for three projects located within Greenup County, Kentucky. The projects are: 1. Sidewalks along Ohio River Road in Lloyd; 2. Ohio River Overlook just north of the City of Greenup; and 3. Greenup Riverfront and transportation improvements at the rear of the Greenup County Courthouse and Annex. This is year 2 of 2.

385119 – Kentucky 5303 Transit Planning – This element provides oversight and oversees and develops the transit planning process and activities for the Kentucky Section 5303 funding located in the Huntington, WV-KY-OH Transportation Management Area (TMA) to include Boyd and Greenup counties. Coordination with KYTC to address the current and emerging performance measures and participate in discussions with KYTC, FHWA, FTA, and other MPOs on performance-based planning. Identification of projects to meet the established performance targets will be an integrate part of this work element.

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

To accomplish the objectives in 23 CFR 450.300 and 23 CFR 450.306(b), metropolitan planning organizations designated under 23 CFR 450.310, in cooperation with the State and public transportation operators, KYOVA shall develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State. The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the Economic Vitality of the KYOVA Planning Area (Huntington, WV–KY–OH Urbanized Area), especially by Enabling Global Competitiveness, Productivity and Efficiency.
2. Increase the Safety of the Transportation System for Motorized and Non-Motorized

3. Increase the Security of the Transportation System for Motorized and Non-motorized Users.
4. Increase the Accessibility and Mobility of People and for Freight.
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.
6. Enhance the Integration and Connectivity of the Transportation System, Across and Between Modes, for People and Freight.
7. Promote Efficient System Management and Operation.
8. Emphasize the Preservation of the Existing Transportation System.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

The table below highlights KYOVA's FY 2019 UPWP planning components in relation the Ten (10) FAST Act Planning Factors. Planning studies are not reflected in the table below.

KYOVA UPWP Work Element	FAST Act 10 Planning Factors									
	1	2	3	4	5	6	7	8	9	10
380119 – Management and Administration	X						X			
380219 – Short-Range Planning and Transportation Improvement Program (TIP)		X	X	X	X	X		X	X	X
380319 – Metropolitan Transportation Planning	X	X	X	X	X	X		X	X	X
380419 – Transportation Surveillance and Geographic Information (GIS)	X	X	X	X	X	X	X	X	X	X
380519 – Air Quality Planning					X		X		X	
380619 – Public Participation		X	X					X		
380719 – Surface Transportation Program (STP) Planning	X	X	X	X	X	X	X	X	X	X
380819 – Transit and Human Services Planning (WV & OH)	X	X		X	X	X				X
380919 – Section 5310 TMA Transit Administration (shared activity with TTA)	X	X		X		X		X		X
381119 – KYOVA/RIC Joint TMA Coordination – WV	X	X		X	X	X	X	X		X
385119 – Kentucky 5303 Transit Planning	X	X	X	X	X	X	X	X	X	X

FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT AND FY 2019 PLANNING EMPHASIS AREAS

The Unified Planning Work Program for FY 2019 was 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 from FHWA – Kentucky and Ohio Divisions, Ohio Department of Transportation (ODOT), and the Kentucky Transportation Cabinet (KYTC) as to emphasis areas to address. The table below outlines these emphasis areas and highlights where KYOVA's 2019 UPWP addresses these areas. Planning studies are not reflected in the table below.

FY 2019 TRANSPORTATION PLANNING EMPHASIS AREAS

Planning Emphasis Area	Description/Detail	UPWP Work Element
Implementation of the FAST Act	Performance Based Planning – address in planning documents as performance measures are released	380219, 380319
	Expand Committees or Boards – include public ports and private transportation providers	380119, 385119
Developing performance measures consistent with FAST Act	Coordinate performance management and target setting with ODOT, KYTC, WVDOH, and transit agencies	380219, 385119,
	Integrating performance management, including information on performance measurers and targets, into the long-range planning and transportation improvement program processes.	380319, 380219
	Develop a process to report to ODOT, KYTC, WVDOH and the public on performance targets.	380219
Title VI and Environmental Justice	Document specific activities related to Title VI and EJ and review Title VI documentation to verify everything is up to date	380219, 380119, 385119
Regional Modals of Cooperation – Ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and state boundaries	Planning Agreements – Update agreements to ensure for effective processes for cross-jurisdictional communication exist	380119, 380819, 385119

FEDERAL TRANSIT ADMINISTRATION (FTA) PLANNING EMPHASIS AREAS

The following are Planning Emphasis Areas outlined by FTA for FY 2019 Unified Planning Work Programs. The table below highlights the work element where the transit may be found in the UPWP.

FY 2019 FTA/TRANSIT PLANNING EMPHASIS AREAS

FTA Planning Emphasis Areas	UPWP Work Element
Participation of Transit Operators in Metropolitan and Statewide Planning	380119, 380319, 380219
Performance Management (Targets and Measures)	385119, 380219, 380319, 380519

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019

UNIFIED PLANNING WORK PROGRAM

SECTION II

PLANNING WORK ELEMENTS

380119: MANAGEMENT AND ADMINISTRATION

ELEMENT NO. : 380119	TOTAL REVENUE	REVENUE			MAN HOURS		
MANAGEMENT AND ADMINISTRATION	\$130,000	WV	KY	OH	WV	KY	OH
		65,000	40,300	24,700	857	530	326
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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.

METHODOLOGY

1. Unified Planning Work Program (UPWP) is an annual document outlining the work activities to be accomplished by the KYOVA staff. KYOVA staff will amend the FY 2019 UPWP, as necessary, and complete the FY 2020 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. KYOVA staff will complete all administrative activities to fulfill the transportation planning requirements as outlined within the FY 2019 UPWP. These include but are not limited to: Progress Reports, audits, budgets, lease agreements, equipment and supply purchases, DBE program reports, self-certification, multi-party planning agreements, and completion of other administrative duties that are solely transportation related and not identified in any other work element within the FY 2019 UPWP.
3. KYOVA Staff will oversee the Title VI, Environmental Justice (EJ), and Section 504 of the Rehabilitation Act of 1973 activities in accordance to local, state, and federal regulations.
4. Community outreach is an essential element of the transportation planning process. KYOVA Staff will maintain KYOVA Committees by providing information to the Policy Committee (PC), Technical Advisory Committee (TAC), Executive Board, Boyd and 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 to facilitate the transportation planning process.
5. To facilitate a successful transportation planning program KYOVA will provide technical and policy direction of activities to fulfill WVDOH, KYTC, ODOT, FHWA, FTA, EPA and jointly funded work as described in the FY 2019 Unified Planning Work Program, where such activities are not directly attributable to specific work elements.
6. Training is essential for staff to successfully fulfill the transportation planning functions outlined in the FY 2019 UPWP. Therefore, KYOVA Staff will 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 within the FY 2019 UPWP; 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

PRODUCTS

1. FY 2019 UPWP 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, self-certification (on an as required basis), biennial ODOT KYOVA agreement and other Memorandum of Understandings (MOUs) among applicable entities identifying their roles and responsibilities.
2. Draft and Final FY 2020 UPWP and submission to agencies as outlined by WVDOH, KYTC, ODOT, FHWA and FTA.
3. Preparation for and oversight to include agendas, handouts, attendance registration, minutes, follow-up activities, etc. for KYOVA's Policy Committee, Technical Advisory Committee, Executive Board, Boyd and Greenup Transportation Citizens Advisory Committee and other transportation meetings and activities. Expenses (meeting room rentals, printing of materials, refreshments, etc.) to include hosting meetings and workshops inside and outside of the KYOVA office to accommodate for necessary space to engage individuals in better public outreach activities.
4. Compliant Title VI, EJ, and Section 504 documentation and training required to oversee and maintain the programs and review of Title VI/EJ complaints/reports, as necessary.
5. Direct administrative oversight of transportation planning activities to ensure that all KYOVA Staff are well-trained and aware of expectations, policies, procedures, and benefits of employment that are not specifically stated within other FY 2019 UPWP work elements. This includes travel and training expenses.

PROFESSIONAL DEVELOPMENT

Meetings, training, and travel required to support 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 applicable training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; GMS; NTI; NHI; NARC National Conference of Regions and Annual Conference, NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings, AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.

380219: SHORT-RANGE PLANNING AND TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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

ELEMENT NO.: 380219	TOTAL REVENUE	REVENUE			MAN HOURS		
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$125,000	WV	KY	OH	WV	KY	OH
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 *Short-Range Planning and Transportation Improvement Program (TIP)* work element provides support to fulfill the short-range planning activities along with the TIP development and oversight. Short-range planning activities include overall develop of a transportation system that will 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 and security planning, identified studies, pedestrian/bicycle planning, administration of the Surface Transportation Block Group Program (STBGP) dedicated funds, and FTA activities. TIP development includes the development and maintenance activities federally mandated to oversee the Transportation Improvement Program (TIP).

METHODOLOGY

1. Oversight, maintenance, and fiscal management of KYOVA's Surface Transportation Block Grant Program (STBGP) and the transportation alternatives set-aside of the STBGP for West Virginia, Kentucky, and Ohio and for the Ohio CMAQ Program in the urbanized portion of Lawrence County, Ohio.
2. The Transportation Improvement Program (TIP) is a biennial statement for state and local governments and transit authorities. 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 Interstate Planning Area within the states of West Virginia, Kentucky, and Ohio. Staff will monitor and reconcile projects in the KYOVA's current TIP through Amendments and/or Administrative Modifications; take necessary action to ensure accuracy that each state's TIP/STIP reflect current projects; attend meetings facilitated by WVDOT/WVDOH, KYTC, ODOT, local transit agencies, FHWA, FTA, and other planning agencies; and to follow ODOT's 2020-2023 S/TIP Development Schedule. The process for Amendments and Administrative Modifications will be completed as outlined in the current KYOVA Participation Plan.
3. Ensure that the TIP is fiscally constrained, and includes all regionally significant transportation projects, and that the projects identified in the TIP 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.
4. 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 and work toward statewide ITS architecture strategies including autonomous/connected vehicles concepts and future implementation, and travel and tourism.

5. Complete the Annual Listing of Obligated Project report for highway, transit, and planning projects funded with federal funds and will be publish within 90 days of the end of the state fiscal year for West Virginia and Ohio projects (9/30/18) and within 90 days of the end of the state fiscal year for Kentucky projects (12/31/2018), or as directed by each state's DOT.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission

END 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 vehicular, bicycle, pedestrian, transit, and other non-motorized transportation mobility; develop and support highway/roadway, bicycle/pedestrian and other non-motorized transportation plans and their incorporation into roadway design and resurfacing; promote consideration of travel and tourism in the planning process; and integration of a performance management process consistent with the FAST Act, to be been coordinated with WVDOT/ WVDOH, KYTC, ODOT, FHWA, and FTA for short-range transportation planning and TIP administration.
2. Inclusion of resiliency and reliability of the transportation system as well as activities to reduce stormwater runoff from transportation infrastructure to include strategies to reduce vulnerability of existing transportation infrastructure to natural disasters.
3. Oversight and maintenance of KYOVA' Surface Transportation Block Grant Program (STBGP), the transportation alternatives set-aside of the STBGP, and the CMAQ Program for the urbanized portion of Lawrence County, Ohio.
4. Dissemination of information and project updates to elected officials, administrators, state, and federal agencies, and the public.
5. Expenses such as room rental expenses, etc., of hosting meetings, workshops, seminars, etc., outside and within the KYOVA office to accommodate for space to better engage KYOVA committee members and the community-at-large.
6. Up-to-date KYOVA Transportation Improvement Program (TIP) for the Huntington, WV-KY-OH Urbanized Area to include KYOVA TIP Project schedule which includes projects, programs and activities to support travel and tourism; Amendments and/or Administrative Modifications/Adjustments; status reports, fiscal constraint documentation; completion of project conformity determinations; short-range project prioritization; monitoring of the Ellis System and notification to ODOT concerning inconsistencies between Ellis, and follow ODOT's 2020-2013 S/TIP Development Schedule.
7. Financial management and administration of the KYOVA Surface Transportation Block Grant Program (STBGP) sub allocated funds for West Virginia, Kentucky and Ohio and Ohio's Congestion Mitigation Air Quality program.
8. Technical assistance to the West Virginia Association of MPOs, KY MPO Director's Council, and Ohio Council 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 (9/30/2018) and Kentucky projects (12/31/2018), 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, conferences, and applicable training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference, NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings, AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.

380319: METROPOLITAN TRANSPORTATION PLANNING

ELEMENT NO.: 380319	TOTAL REVENUE	REVENUE			MAN HOURS		
METROPOLITAN TRANSPORTATION PLANNING	\$77,949	WV	KY	OH	WV	KY	OH
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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; establish Performance Management coordination 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 and establish data requirements to address performance management activities.
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/or modify the KYTC CHAFs [formerly known as the Project Identification Forms (PIFs)], complete Kentucky SHIFT activities as directed, and provide for inclusion of projects from the Ohio Technical Review Advisory Committee (TRAC) and the WVDOH. All which serve as a process to introduce new projects for prioritization, at the local and state level.
4. Performance Management, 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.

5. 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.
6. Review and assess initiatives relating to transportation of persons, goods, and freight in the KYOVA planning area (Huntington, WV-KY-OH Urbanized Area) and to identify actions that present a systematic approach to solving these problems to increase connectivity by improving highway/roadway, bicycle, pedestrian, and transit networks. This includes developing best practices that sustain and expand highways/roadways and 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, reliability, and resiliency. KYOVA will also identify Performance Measures and Targets as directed in the FAST Act cooperatively with WVDOT/WVDOH, KYTC, ODOT, FHWA, and FTA to integrate and develop a reporting process that will support the Safety Performance Targets and the Pavement and Bridge Condition Targets as outlined in the FHWA TPM Rulemaking.

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. 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.
3. Maintenance, creation and/or modification the KYTC Project Identification Forms (PIFs) and assistance to the Kentucky SHIFT Process 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.
4. 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.
5. 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.
6. 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.

7. Utilize, coordinate, and establish a process to report KYOVA's Performance Measures to compliment 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.

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 applicable training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference, NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings, AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.

380419: 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.: 380419	TOTAL REVENUE	REVENUE			MAN HOURS		
TRANSPORTATION SURVEILLANCE AND GIS	\$93,955	WV	KY	OH	WV	KY	OH
		46,978	29,126	17,851	619	384	235
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 10.1 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, highway/roadway and bicycle/pedestrian projects, regional studies, traffic flow maps, freight analysis, data network and model development; Ohio Technical Review Advisory Committee (TRAC); Kentucky CHAFs [formerly know as Project Identification Forms (PIFs)], Kentucky SHIFT Process, 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. Develop new GIS applications to facilitate validation of analysis of highway and transit projects.
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 statewide's ITS Architecture/Plan.
5. Collection of data to provide more traffic count data to strengthen WVDOT/WVDOH, KYTC, ODOT HPMS, and safety programs; coordination with KYTC Modal Branch on travel time segments; access NPMRDS; analyze data, in addition to traffic model redevelopment coinciding with the 2010 Census. This is in addition to traffic model re-development coinciding with the 2010 Census, as requested.
6. KYOVA will support DriveOhio and its efforts to enhance connected and autonomous vehicles.

7. Major topics to be addressed as aspects of regional transportation coordination planning to 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; support DriveOhio and its efforts to enhance connected and autonomous vehicles; and information dissemination (correspondence, minutes and summaries of meetings, and production of outreach materials) in relation to transportation surveillance activities, and compilation and analysis of freight data and evaluation of the National Truck Network.
2. Review and update accident, traffic volumes, and other transportation data into a 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.
3. 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. This may include GIS updates to include the 2010 census datasets; 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 and coordination with KYTC Modal Branch on travel time segments, Access MPMRDS and begin analyzing data, as needed.
5. 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 relies on each statewide's ITS Architecture/Plan.*

PROFESSIONAL DEVELOPMENT

Meetings, training, and travel required to provide assistance to the KYOVA staff in transportation database/geographic information systems and transportation surveillance systems. This may include but is not limited to meetings, conferences, and applicable training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference, NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings, AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.

380519: AIR QUALITY PLANNING

ELEMENT NO.: 380519	TOTAL REVENUE	REVENUE			MAN HOURS		
AIR QUALITY PLANNING AND CONFORMITY	\$35,000	WV	KY	OH	WV	KY	OH
		17,500	10,850	6,650	231	143	88
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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. Relating to the FAST Act Performance Measures to the FHWA TPM Rulemaking, the performance of the NHS, Freight, and CMAQ Measures will be coordinated with WVDOT/WVDOH, KYTC, ODOT, FHWA, and FTA to integrate and develop a reporting process.
2. Continue to develop, implement, and complete emissions analysis associated with Ohio’s CMAQ Program (funded through ODOT suballocations).
3. Evaluate and prioritize Kentucky CMAQ project selection as requested by KYTC. *Note: This is a Kentucky specific project.*
4. Review project environmental impact statements (EIS), as requested.
5. Up-to-date transportation conformity model (air quality) and determination of emission changes for proposed Ohio CMAQ projects, as needed.
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

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. Research and promote programs and energy conscious projects that reduce ground-level Ozone, PM_{2.5}, and those that create no significant impact on air quality in the Huntington, WV-KY-OH Urbanized Area.

5. Research, identify, evaluate, and prepare Ohio CMAQ projects and project applications located within the KYOVA Metropolitan Planning Area for funds suballocated through ODOT.
6. Prioritize Kentucky CMAQ projects during KYTC application selection process as submitted to the KYOVA Metropolitan Planning Agency by KYTC – Office of Local Programs.
7. Modeling and hardware/software review and update.
8. Contract with consultants to assist KYOVA with the air quality conformity and modeling for the TIP, MTP, and other required documents, as needed.

PROFESSIONAL DEVELOPMENT

Training and travel required to aid the KYOVA staff in air quality, conformity determination and Congestion Mitigation activities. This may include but is not limited to meetings, conferences, and applicable training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference, NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings, AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.

380619: PUBLIC PARTICIPATION

ELEMENT NO.: 380619	TOTAL REVENUE	REVENUE			MAN HOURS		
PUBLIC PARTICIPATION	\$51,000	WV	KY	OH	WV	KY	OH
		25,500	15,810	9,690	336	208	128
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 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. Utilize social media and website development that is compliant with the FAST Act federal transportation legislation 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. In addition, KYOVA will 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 that will make progress toward the Statewide and Non-Metropolitan Planning; Metropolitan Planning and the MPO Coordination and Planning Area Reform of the FHWA TPM Rulemaking.
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 techniques. This includes a database of stakeholders; handouts, newsletters, and other publications available 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 address identified gaps; 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 (or as specified by federal regulation) 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; review Title VI/EJ Complaints and implement any action required to address the complaint.
4. Provide website and technical assistance to the West Virginia Association of MPOs, as needed.

PROFESSIONAL DEVELOPMENT

Training and travel to allow KYOVA staff to remain up-to-date with new technology and techniques for public outreach activities for transportation planning projects and programs and to provide technical assistance and website development to the West Virginia Association of MPOs. This may include but is not limited to meetings, conferences, and applicable training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference, NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings, AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.

380719: SURFACE TRANSPORTATION PROGRAM (STP) PLANNING

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

ELEMNT NO.: 380719	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
SURFACE TRANSPORTATION PROGRAM (STP) PLANNING	\$54,839	27,419	17,000	10,420	361	224	137
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 STBGP 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). In addition, KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WDOH, KYTC, ODOT, FHWA, and FTA to integrate and develop a reporting process that will make progress toward the Safety Performance Management, Pavement, Bridge, Highway Safety Improvement Program, and the Highway Asset Management Plans for NHS of the FHWA TPM Rulemaking.
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 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 states, 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 applicable training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference, NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings, AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.

380819: TRANSIT AND HUMAN SERVICES PLANNING – WEST VIRGINIA & OHIO

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

ELEMENT NO: 380819	TOTAL REVENUE	REVENUE			MAN HOURS		
TRANSIT AND HUMAN SERVICES PLANNING – WV & OH	\$104,985	WV	KY	OH	WV	KY	OH
		73,587	0	31,398	969	0	414
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 may be collected by KYOVA, TTA, LCT, or other sources regarding ridership; staff, as needed, will monitor service indicators of fixed route and demand response services which may be maintained through an in-house database/file. 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. In addition, KYOVA will assist, as requested, in identifying a state of good repair that will help the transit agencies in prioritizing the funding to achieve or maintain transit networks as directed in the FAST Act with the West Virginia and Ohio transit providers.
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 incomes.

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). Provide assistance, as requested, to transit agencies in preparation of Transit Asset Management Plans.
2. Current KYOVA Coordinated Public Transit-Human Services Transportation Plan, meetings, and activities to complete the process.
3. Collect and maintain the 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. Performance Management: monitor and implement, 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).

380919: 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.: 380919	TOTAL REVENUE	REVENUE			MAN HOURS		
SECTION 5310 TMA TRANSIT ADMINISTRATION (KYOVA PORTION SHARED WITH TTA)	\$11,500	WV	KY	OH	WV	KY	OH
		11,500	0	0	152	0	0
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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). Funds are distributed on a 50/50 basis.
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 Section 5310 Workshop; designate a review committee to prioritize transit projects; update the Coordinated Public Transit-Human Services Transportation Plan, as needed, 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 Section 5310 grant awardees; grant application and quarterly reports in the Transit Award 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

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; Current Section 5310 Program Management Plan.

PROFESSIONAL DEVELOPMENT

Workshops and training as applicable to transit planning and the FTA Section 5310 Program presented by: NTI; NHI; WDOH; KYTC; KPTA; ODOT; and other state or federal agencies.

381019: OHIO RIVER BRIDGE CROSSING STUDY

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM CABELL COUNTY, WV; LAWRENCE COUNTY, OH; VILLAGE OF BARBOURSVILLE, WV)

ELEMENT NO.: 381019	TOTAL REVENUE	REVENUE			MAN HOURS		
OHIO RIVER BRIDGE CROSSING STUDY*	\$250,000	WV	KY	OH	WV	KY	OH
REVISED		\$250,000	0	0	329	0	0

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

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 a study to assess and evaluate the need and location for a bridge crossing over the Ohio River between WV State Route 193 and Ohio State Route 7 to accommodate traffic circulation in the tri-state area. The Ohio River crossing will link together existing segments Ohio State Route 7 and the intersection of WV State Route 2/State Route 193. This new bridge crossing will serve as a vital component to enhancing local and regional mobility in the OH-WV-KY tri-state area.

METHODOLOGY

KYOVA will retain the consultant and administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the Cabell County, WV, Lawrence County, OH, and the Village of Barboursville, WV. The consultant will perform duties outlined in the scope of work, which KYOVA will 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.

Potential Benefits of the Ohio River Crossing Study in the Huntington Urbanized Area

- 1. Improve cross-river mobility in the Huntington Urbanized Area** The potential Ohio River crossing in the area near Interstate 64 will meet existing local traffic and future traffic demands under normal working conditions. The new Ohio River crossing will provide a modern bridge crossing that is built to federal interstate standards and will be equipped to handle current and future traffic volumes.
- 2. Strengthen the transportation network in the tristate area:** Population, job growth, and economic activity is calculated to grow significantly in the tristate along the I-64 corridor. The existing transportation network is not adequate to meet the projected local traffic demand or to support an increase in regional and national traffic on I-64.
- 3. Support the completion of the Huntington Outer belt:** A new Ohio River crossing bridge will provide a modern, interstate-quality connection between Southern Ohio and Western West Virginia while also serving to link key segments of the I-64 corridor.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission will lead the project with Cabell County, WV, Lawrence County, OH, and the Village of Barboursville, WV.

END PRODUCTS

The Consultant will prepare a final report – *Ohio River Bridge Crossing Study* – that addresses traffic circulation between the two states that will include, but not be limited to the following:

1. Research and review any existing planning documents concerning traffic movement and include the relevant findings and recommendations in the plan.
2. Assess traffic circulation and barriers to mobility within the tri-state area.
3. Propose safety improvements to enhance connections between various modes of transportation.
4. Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.
5. Assessment of the economic impacts to the region.
6. Conduct stakeholder and public meetings and incorporate input into the final report.
7. Present the findings and recommendations of Ohio River Bridge Crossing Study to the KYOVA Technical Advisory and Policy Committees.
8. Provide at least 10 hard copies of final report.

PROFESSIONAL DEVELOPMENT

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

381119: KYOVA/RIC JOINT TMA COORDINATION (WV)

ELEMENT NO.: 381119	TOTAL REVENUE	REVENUE			MAN HOURS		
KYOVA/RIC JOINT TMA COORDINATION	\$10,000	WV	KY	OH	WV	KY	OH
REVISED		10,000	\$0	\$0	132	0	0

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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

PRODUCTS

Training, meetings, data collection and analysis to form strategies that are prioritized, fiscally balanced, programmed and MOU's ultimately implemented through a coordinated process collaborated with the Regional Intergovernmental Council (RIC).

PROFESSIONAL DEVELOPMENT

Meetings, training, and travel to coordinate transportation planning activities with RIC and other agencies involved with the Huntington, WV-KY-OH TMA; this is to include all city, county, state, or governmental agencies (FHWA, FTA, EPA, etc.). This may include, but is not limited to, meetings, conferences, and training activities with WVDOT/WVDOH, FHWA, FTA and EPA.

381219: ARLINGTON PARK MOBILITY STUDY

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM CITY OF HUNTINGTON)

ELEMENT NO.: 381219	TOTAL REVENUE	REVENUE			MAN HOURS		
ARLINGTON PARK MOBILITY STUDY	\$50,000*	WV	KY	OH	WV	KY	OH
		\$50,000	0	0	66	0	0
REVISED							

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

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 Mobility Study for the Arlington Park neighborhood and surrounding roadways located in the City of Huntington, West Virginia. The purpose of the study is to develop a plan that will better connect residents and transportation users to areas within and outside the neighborhood. As the area continues to grow, it is important to assess and evaluate hinderances to mobility and make recommendations for improvements.

METHODOLOGY

1. KYOVA Interstate Planning Commission will collaborate with the City of Huntington to hire a consultant during Fiscal Year 2019 (July 1, 2018 to June 30, 2019) to develop a study that assesses challenges to mobility, existing conditions, and recommended improvements to the Arlington Park neighborhood located in Huntington, West Virginia.
2. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOH, FHWA, and FTA to develop and integrate a reporting process that will progress towards the Safety Performance Measures of the FHWA TPM Rulemaking.
3. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the City of Huntington. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with the City of Huntington. Throughout the duration of the 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 the City of Huntington, WV.

END PRODUCTS

The Consultant will prepare a final report – Arlington Park Mobility Study – to evaluate mobility and accessibility and will perform the following tasks as part of the project that includes but will not be limited to:

1. Research and review any existing planning documents concerning traffic movement and incorporate the relevant findings and recommendations into the plan.
2. Propose safety improvements to enhance connections between various modes of transportation.

3. Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.
4. Identify existing signage and make recommendations for improvements or additional signage if needed.
5. Determine traffic patterns and identify areas of congestion and provide suggestions for how to eliminate and/or better connectivity within the study area.
6. Present the findings and recommendations of the Arlington Park Mobility Study to the KYOVA Technical Advisory and Policy Committees.
7. Conduct stakeholder and public meetings and incorporate input into the final report.
8. Provide at least 10 hard copies of final report.

PROFESSIONAL DEVELOPMENT

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

381319: CITY OF HUNTINGTON PAVEMENT MANAGEMENT PROGRAM

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM CITY OF HUNTINGTON)

ELEMENT NO.: 381319	TOTAL REVENUE	REVENUE			MAN HOURS		
CITY OF HUNTINGTON PAVEMENT MGT PROGRAM	\$65,000*	WV	KY	OH	WV	KY	OH
REVISED		\$65,000	0	0	86	0	0

*Administrative Fees paid to KYOVA will be 10% (\$6,500)

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 a Pavement Management Program for the City of Huntington, West Virginia, to plan and schedule pavement repair projects on roadways and sidewalks to improve the condition of the transportation network. This program is a long-term strategic effort to make effective use of resources to preserve and upgrade the overall condition by tracking of pavement condition over time.

Upon completion, KYOVA, and the City of Huntington will be able to establish optimum preservation and maintenance/repair efforts for the program, which will then determine annual funding levels needed to maintain the score/rating/condition and/or funding levels needed to improve the current score/rating/condition to an acceptable level.

The information and overall management of the program will be compatible the GIS programs used by KYOVA and the City of Huntington as these agencies will have the ability to generate reports for budgeting and presentations, with the flexibility of tools to generate reports that meet their specific needs.

METHODOLOGY

1. KYOVA Interstate Planning Commission will collaborate with the City of Huntington to hire a consultant during Fiscal Year 2019 (July 1, 2018 to June 30, 2019) to develop a Pavement Management Program to plan roadway and sidewalk repair and replacement projects in the City of Huntington, West Virginia.
2. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA to develop and integrate a reporting process that will progress towards the Safety Performance Measures of the FHWA TPM Rulemaking.
3. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the City of Huntington. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with the City of Huntington. Throughout the duration of the 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 the City of Huntington, WV.

END PRODUCTS

The Consultant will prepare a final report – City of Huntington Pavement Management Program – that addresses pavement condition and maintenance projects and will perform the following tasks as part of the project to include but not be limited to:

1. Research and review any existing planning documents concerning pavement rehabilitation and roadway and sidewalk infrastructure projects and include the findings in the final plan.
2. Develop a Pavement Prioritization process for applying resources where they will have the most impact with the primary goal being the preservation of the streets and betterment of the community.
3. Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan. The data collection efforts will include, but not be limited to: updating the inventory of existing streets and roads, a current pavement condition survey and digital image, a data collection quality management plan, an update of the pavement management program data analysis and priority setting capabilities, training and support as required with the update to the system and supporting manuals and documentation for the updates to the software and fieldwork).
4. Assess pavement condition, traffic volumes, and coordinate with other utility and construction projects.
5. Recommend projects that ensure streets and sidewalks are safe, functional, and bring value to residents and users.
6. Public involvement process that includes stakeholders and members of the public with an interest in the project.
7. Present the findings and recommendations of the Pavement Management Program to the KYOVA Technical Advisory and Policy Committees.
8. Provide at least 10 hard copies of final report.

PROFESSIONAL DEVELOPMENT

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

381419: 5TH STREET WEST BRIDGE STUDY

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM CITY OF HUNTINGTON)

ELEMENT NO.: 381419	TOTAL REVENUE	REVENUE			MAN HOURS		
5TH STREET WEST BRIDGE STUDY	\$35,000*	WV	KY	OH	WV	KY	OH
		\$35,000	0	0	46	0	0
REVISED							

*Administrative Fees paid to KYOVA will be 10% (\$3,500)

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 a study to evaluate the 5th Street West Bridge over Fourpole creek located in Huntington, West Virginia that will evaluate and explore the environmental and historical permitting requirements necessary for any work to be completed on the bridge.

METHODOLOGY

1. KYOVA Interstate Planning Commission will collaborate with the City of Huntington to hire a consultant during Fiscal Year 2019 (July 1, 2018 to June 30, 2019) to develop a study that assesses the existing condition and recommended improvements to the 5th Street West Bridge over Fourpole Creek in Huntington, West Virginia.
2. 5th Street West Bridge Study that will explore and evaluate the environmental and historical permitting requirements necessary for future work to be completed on the bridge.
3. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the City of Huntington. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with the City of Huntington. Throughout the duration of the project the consultant will be available to provide related technical assistance and training to KYOVA staff members and other stakeholders.
4. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA to develop and integrate a reporting process that will progress towards the Safety Performance Measures of the FHWA TPM Rulemaking.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission will lead the project with the City of Huntington, WV.

END PRODUCTS

The Consultant will prepare a final report – 5th Street West Bridge Study for City of Huntington – that addresses safety and mobility and perform the following tasks throughout the duration of the project that includes but will not be limited to:

1. Research and review of any existing planning and inspection documents.
2. Recommendations for repair or replacement of the bridge.

3. Examine circulation and mobility near the bridge especially in relation to the replacement of the nearby 5th and 8th Street bridges.
4. Identify and undertake field studies, data collection, or other research necessary to support the findings and recommendations in the plan.
5. Present the findings and recommendations of the 5th Street West Bridge Study to the KYOVA Technical Advisory and Policy Committees.
6. Conduct stakeholder and public meetings throughout the duration of the project.
7. Provide at least 10 hard copies of the final report.

PROFESSIONAL DEVELOPMENT

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

381519: MILTON TRAFFIC MOBILITY STUDY

(FUNDING SOURCE: STBG FUNDS – 20% MATCH PROVIDED FROM CITY OF MILTON)

ELEMENT NO.: 381519	TOTAL REVENUE	REVENUE			MAN HOURS		
MILTON TRAFFIC MOBILITY STUDY	\$25,000*	WV	KY	OH	WV	KY	OH
		\$25,000	0	0	33	0	0
REVISED							

*Administrative Fees paid to KYOVA will be 10% (\$2,500)

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 a Traffic Mobility Study for the City of Milton, West Virginia that will evaluate traffic circulation and mobility that will be impacted by new development. The traffic mobility study will be used to evaluate the impact of site generated traffic on the existing roadway system and to make recommendations for improvements necessary to maintain a safe and effective roadway system.

METHODOLOGY

1. KYOVA Interstate Planning Commission will collaborate with the City of Milton to hire a consultant during Fiscal Year 2019 (July 1, 2018 to June 30, 2019) to develop a plan that will evaluate traffic circulation and mobility in the City of Milton, especially surrounding the Morris Memorial site.
2. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the City of Milton. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with the City of Milton. Throughout the duration of the project the consultant will be available to provide related technical assistance and training to KYOVA staff members and other stakeholders.
3. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA to develop and integrate a reporting process that will progress towards the Safety Performance Measures of the FHWA TPM Rulemaking.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission will lead the project with the City of Milton, WV.

END PRODUCTS

The Consultant will prepare a final report – Milton Traffic Mobility Study – that addresses mobility and connectivity and will perform the following tasks as part of the project that includes but is not limited to:

1. Research and review any existing planning documents concerning traffic movement and incorporate the relevant findings and recommendations into the plan.
2. Propose safety improvements to enhance connections between various modes of transportation.
3. Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.

4. Address future development taking place within the City of Milton.
5. Conduct stakeholder and public meetings and include the input in the final report.
6. Present the findings and recommendations of City of Milton Traffic Mobility Study to the KYOVA Technical Advisory and Policy Committees.
7. Provide at least 10 hard copies of final report.

PROFESSIONAL DEVELOPMENT

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

381619: SAFETY STUDY FOR CABELL AND WAYNE COUNTIES, WV

(FUNDING SOURCE: STBG FUNDS – 10% MATCH PROVIDED FROM CABELL AND WAYNE COUNTIES, WV)

ELEMENT NO.: 381619	TOTAL REVENUE	REVENUE			MAN HOURS		
SAFETY STUDY FOR CABELL AND WAYNE COUNTIES, WV	\$200,000*	WV	KY	OH	WV	KY	OH
		\$200,000	0	0	264	0	0
REVISED							

*Administrative Fees paid to KYOVA will be 10% (\$20,000)

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 a Safety Study for Cabell and Wayne counties, West Virginia that will evaluate intersections, roadways, and other infrastructure for safety issues and make recommendations for improvements. This study will recommend a variety of improvements to address the multiple needs and uses within the counties. The study's recommendations will provide prioritization and implement strategies, that will be used as a guide to correct existing deficiencies as well as to offset projected deficiencies creating a safer transportation network for all users.

METHODOLOGY

1. KYOVA Interstate Planning Commission will collaborate with the Cabell County Commission and the Wayne County Commission to hire a consultant during Fiscal Year 2019 (July 1, 2018 to June 30, 2019) to develop a study that assesses roadway safety and makes recommendations for improvements to the network.
2. KYOVA encourages the integration of all modes of transportation. An assessment of existing conditions of the transportation network is necessary to understand how different modes of transportation interact with each other on the system. This study will provide a comprehensive outlook that evaluates where and how safety improvements can be made to enhance the quality of life and improve communities, as well as prioritizing and implementing strategies.
3. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the Cabell County Commission and the Wayne County Commission. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with Cabell and Wayne counties. Throughout the duration of the project the consultant will be available to provide related technical assistance and training to KYOVA staff members and other stakeholders.
4. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA to develop and integrate a reporting process that will progress towards the Safety Performance Measures of the FHWA TPM Rulemaking.

RESPONSIBLE AGENCY

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

END PRODUCTS

The Consultant will prepare a final report – Safety Study for Cabell and Wayne Counties, WV – that will address safety for all users on the transportation network within Cabell and Wayne counties and will perform the following tasks as part of the project that includes but is not limited to:

1. Research and review any existing planning documents concerning traffic movement and intersection operations and incorporate the findings into the plan.
2. Identify a prioritization process for selecting and completing important safety projects.
3. Propose safety improvements to enhance connections between various modes of transportation.
4. Identify and undertake traffic studies, data collection or other research necessary to support the findings and recommendations in the plan.
5. Conduct stakeholder and public meetings and incorporate input from the meetings into the final report.
6. Present the findings and recommendations of the Safety Study for Cabell and Wayne Counties, WV to the KYOVA Technical Advisory and Policy Committees.
7. Provide at least 10 hard copies of final report.

PROFESSIONAL DEVELOPMENT

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

381719: MARSHALL UNIVERSITY BICYCLE PLAN

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

ELEMENT NO.: 381719	TOTAL REVENUE	REVENUE			MAN HOURS		
MARSHALL UNIVERSITY BICYCLE PLAN	\$35,000*	WV	KY	OH	WV	KY	OH
REVISED		\$35,000	0	0	46	0	0

*Administrative Fees paid to KYOVA will be 10% (\$3,500)

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 a Marshall University Bicycle Plan that will evaluate and recommend bicycle routes and networks throughout Huntington, West Virginia, connecting to various destinations, as well as exploring the environmental permitting requirements necessary for any work to be completed.

METHODOLOGY

1. KYOVA Interstate Planning Commission will collaborate with Marshall University to hire a consultant during Fiscal Year 2019 (July 1, 2018 to June 30, 2019) to develop a plan that will assess existing bicycle routes and make recommendations for future routes and improvements within the City of Huntington.
2. The plan will be developed using innovative approaches to improve connectivity and accessibility for bicyclists from Marshall University's campus to destinations throughout the city. Marshall University is a growing campus that desires to meet the needs of its students and develop the transportation network accordingly.
3. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from Marshall University. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with the Marshall University. Throughout the duration of the project the consultant will be available to provide related technical assistance and training to KYOVA staff members and other stakeholders.
4. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA to develop and integrate a reporting process that will progress towards the Safety Performance Measures of the FHWA TPM Rulemaking.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission will lead the project with Marshall University.

END PRODUCTS

The Consultant will prepare a final report – Marshall University Bicycle Plan – that addresses bicycle mobility and connectivity and will perform the following tasks as part of the project that includes but will not be limited to:

1. Research and review any existing planning documents related to mobility and alternative modes of transportation.
2. Propose safety improvements to enhance connections between various modes of transportation.
3. Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.
4. Make recommendations for improvements to the bicycle network to ensure that users can get safely to their destination.
5. Conduct stakeholder and public meetings and include the input in the final report.
6. Present the findings and recommendations of the Marshall University Bicycle Plan to the KYOVA Technical Advisory and Policy Committees.
7. Provide at least 10 hard copies of final report.

PROFESSIONAL DEVELOPMENT

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

381819: LAWRENCE COUNTY, OHIO TRANSIT PLANNING – DEVIATED FIXED ROUTE – CMAQ

(FUNDING SOURCE: CMAQ – OHIO)

ELEMENT NO.: 381819	TOTAL REVENUE	REVENUE			MAN HOURS		
		WV	KY	OH	WV	KY	OH
LAWRENCE COUNTY, OHIO TRANSIT PLANNING - DEVIATED FIXED ROUTE - CMAQ	\$20,700	0	0		0	0	273
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 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. This is year 2 of 5.

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 expired prior to 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 was established and funded by CMAQ-Ohio funds beginning July 1, 2017 (FY 2018).

METHODOLOGY

Monitor CMAQ funded bus routes and explore opportunities to promote and sustain transit service in the city of Ironton, Ohio. In addition, KYOVA will assist in identifying a state of good repair that will help the transit agencies in prioritizing the funding to achieve or maintain transit networks as directed in the FAST Act with the Ohio transit providers.

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.
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. 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.

381919: TRANSPORTATION SERVICES – (OHIO RIDESHARE PROGRAM)

(FUNDING OBTAINED FROM U.S. DOT OHIO CONSOLIDATED PLANNING GRANT FUNDS) CONSULTANT ONLY

ELEMENT NO.: 381919	TOTAL REVENUE	REVENUE			MAN HOURS		
TRANSPORTATION SERVICES (OHIO RIDESHARE PROGRAM)	\$6,500	WV	KY	OH	WV	KY	OH
REVISED		0	0	\$6,500	0	0	0

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 and participate in the Mid-Ohio Regional Planning Commission (MORPC) Air Quality/Rideshare of the Gohio commute program to collect information and data from other agencies in the state and contribute to the success of the program. The program is an opportunity to join other MPOs in planning for ride sharing systems that aid in coordinating trips among a variety of users.

METHODOLOGY

1. The KYOVA Interstate Planning Commission (Huntington, WV-KY-OH Urbanized Area) encourages integration of all modes of transportation and connectivity of the transportation system. Participation in this Air Quality/Rideshare Committee will aid the users of the transportation system by providing access to online tools to coordinate ride sharing.
2. The Transportation Services Rideshare program through MORPC, thus continuing for a three-year period to include FY 2019, FY 2020, and FY 2021.
3. This program will provide many benefits to users such as cutting costs, making commuting more efficient, improve health, and reducing mobile emissions. The online tool will aid users in ride planning, matching, and logging transportation data.
4. The services are currently available to agencies in Ohio. As the program continues to grow, expansion of services into the entire Huntington, WV-KY-OH Urbanized Area will be essential to accommodate all residents of the KYOVA Planning Area. Program management also currently takes place in Ohio.
5. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with ODOT, FHWA, and FTA to develop and integrate a reporting process that will progress towards the Performance Management of the FHWA/FTA TPM Rulemaking.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission.

PRODUCTS

Provide support services and assistance to the Gohio Commute program that promotes a culture of sustainable and smart multimodal travel throughout Ohio by using public education and ridematching services to increase and retain working relationships with employers; Supporting Ohio and multi-regional Transportation Demand Management (TDM) ridematching services; Promoting services to the public, communities, and government partnerships through special multi-modal projects, networking, alternative transportation groups, air quality awareness events, websites, and individual meetings, campaigns and social media outlets; Using existing and developed data sets to focus on alternatives with alternative transportation partners.

PROFESSIONAL DEVELOPMENT

Meetings, trainings, and travel to include participation in transit conferences and meetings including the Air Quality/Rideshare subcommittee of the Ohio Association of Regional Councils (OARC) to support the Transportation Services Rideshare program in Ohio.

381920: LAWRENCE COUNTY ECONOMIC CRASH ANALYSIS FOR US-52 I/C & I/S

(FUNDING OBTAINED FROM US DOT OHIO CONSOLIDATED PLANNING GRANT FUNDS) CONSULTANT ONLY

ELEMENT NO.: 381920	TOTAL REVENUE	REVENUE			MAN HOURS		
LAWRENCE COUNTY ECONOMIC CRASH ANALYSIS FOR US-52 I/C & I/S	\$6,798	WV	KY	OH	WV	KY	OH
REVISED		0	0	\$6,798	0	0	0

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 US 52 Economic Crash and Traffic Analysis Study for Lawrence County, Ohio, this study will assess the existing intersections on US-52 from but not limited to West 17th Street Bridge Interchange of US 52 to the Solida Road Interchange that will provide expected safety performance on the remaining intersections and interchanges.

PREVIOUSLY COMPLETELY

In FY 2018, the ECAT analysis has been completed at the following intersection on US 52: Burlington-Macedonia Road, Charley Creek, and for CR 15/CR 1 and a modeling networks update.

The remaining potential intersections to be analyzed by the ECAT in FY 2019 are the Coal Grove and Chesapeake Interchanges

METHODOLOGY

1. The KYOVA Interstate Planning Commission (Huntington WV-KY-OH Urbanized Area) encourages integration of all modes of transportation. The study will assess the design and alternative analysis process and apply ODOT's evaluation tools Economic Crash Analysis Tool (ECAT).
2. It is important to examine current infrastructure conditions and prepare for future improvements for better traffic flow with the new Ironton-Russell Bridge and the opening of the Portsmouth Bypass. Safety throughout the transportation network is very important to consider. As more traffic moves along US 52, it is vital to maintain a safe environment for vehicular traffic. In addition, KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with ODOT, FHWA, and FTA to integrate and develop a reporting process that will make progress toward the Safety Performance Management of the FHWA and TPM Rulemaking.
3. KYOVA will retain the consultant and administer the contract. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare. Throughout the duration of this project, the Consultant will be available to provide related technical assistance and training to KYOVA Staff and stakeholders.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission

PRODUCTS

The Consultant will prepare a final report – *US 52 Economic Crash and Traffic Analysis Study for Lawrence County, Ohio* that addresses freight and traffic movement that will include but not be limited to the following:

1. Research and review any existing planning documents dealing with traffic movement and strive to meld the relevant findings and recommendations into plan.
2. Propose safety improvements to enhance connections between various modes of transportation.
3. Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the Plan.
4. Present the findings and recommendations of the US 52 Economic Crash and Traffic Analysis Study to the KYOVA Technical Advisory Committee and the Policy Committees.
5. Provide at least 10 hard copies of the final report.

PROFESSIONAL DEVELOPMENT

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

381718: LAWRENCE COUNTY, OH US 52 INTERCHANGE STUDY

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

ELEMENT NO.: 381718	TOTAL REVENUE	REVENUE			MAN HOURS		
LAWRENCE COUNTY, OH US 52 INTERCHANGE STUDY	\$125,000*	WV	KY	OH	WV	KY	OH
REVISED		0	0	125,000	0	0	165

*Administrative Fees paid to KYOVA will be 10% (\$12,500) / PROJECT TO BE CONCLUDED BY JUNE 30, 2019

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 and administer the contract for a fee equivalent to 10% of the total cost. The consultant will perform duties outlined in the scope of work, which KYOVA prepared in collaboration with the Lawrence County Engineer. Throughout the 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 improve operational efficiency of the roadway network.

PROFESSIONAL DEVELOPMENT

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

381918: GREENUP COUNTY VARIOUS TRANSPORTATION STUDIES

(FUNDED FROM STBGP FUNDS – 20% (equivalent to \$30,000) MATCH PROVIDED FROM GREENUP COUNTY FISCAL COURT) CONSULTANT ONLY

ELEMENT NO.: 381918	TOTAL REVENUE	REVENUE			MAN HOURS		
GREENUP COUNTY VARIOUS TRANSPORTATION STUDIES	\$150,000	WV	KY	OH	WV	KY	OH
REVISED		0	\$150,000	0	0	0	0

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 a study and conceptual design for three (3) projects located within Greenup County, Kentucky. The three studies are: (1) Sidewalks along Ohio River Road in Lloyd; (2) Ohio River Overlook just north of the City of Greenup; and (3) Greenup Riverfront and transportation improvements at the rear the Greenup County Courthouse and Annex. The Study and conceptual design will evaluate fiscal and developmental impacts on the transportation system based on the proposed projects, transportation alternatives, safety enhancements, projected tourism, and employment opportunities. Additionally, it will provide projected cost estimates for further design, construction, and provide guidance for future development for each project.

METHODOLOGY

1. KYOVA Interstate Planning Commission, in collaboration with the Greenup County Fiscal Court, and KYTC hired a consultant during FY 2018 (July 1, 2017 to June 30, 2017) to produce a comprehensive study and/or conceptual design and environmental analysis for three projects: (1) Sidewalks along Ohio River Road in Lloyd; (2) Ohio River Overlook just north of the City of Greenup; and (3) Greenup Riverfront and transportation improvements at the rear the Greenup County Courthouse and Annex. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration with Greenup County Fiscal Court, as well as other stakeholders. This project will run over a 2-year period from FY 2018 through FY 2019 with the final report to be completed on or before June 30, 2019.
2. The Consultant will be required to utilize innovative approaches to ensure the projects are environmentally, socially, and economically sustainable. To fully evaluate the options, there will be a need to evaluate 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, bicyclists, and other alternative transportation modes to travel throughout the community, and to accommodate and encourage connected travel to promote community and tourism activity.
3. The Consultant will incorporate a survey of the accessibility of those in the area as it compares with the American with Disabilities Act (ADA). As necessary, the Consultant will educate local governments and agencies on the requirements of the ADA and recommend necessary improvements.

4. Evaluation and examination of ways to enhance connectivity and link destinations for better accessibility throughout the City of Greenup, Kentucky, forecasting future needs, development of improvements to address safety, and to create a better quality of life and character for the City of Greenup and Greenup County, Kentucky.
5. Evaluation of the current bicycle and pedestrian facilities in the study area with emphasis to document the need for the proposed facility.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission will lead the project with the Greenup County Fiscal Court.

PRODUCTS

A comprehensive Study and Conceptual Design to include the following:

1. Research and analyze any existing data and studies as it relates to the projects and strive to meld the relevant findings and recommendations into the study.
2. Assessment of the condition and location of sidewalks in the area and make recommendations for additional facilities.
3. Estimate and report the economic and tourism impacts as it relates to Project #2 and #3.
4. Evaluate pedestrian, bicycle, and other alternative transportation modes and the needs for each project, complete study, and conceptual design.
5. Identify, preliminary design with necessary environmental analysis, and conduct surveys that will engage the residents within the City of Greenup and Greenup County in the planning and design process while providing analysis of responses to document the need for each project. Surveys for Project #1 can visual or windshield and in-person local/neighborhood surveys. Project #2 and #3 will require contact with the public through social media, public meetings, field surveys, mailings, etc.
6. Study and evaluate the safety component for all transportation modes (pedestrian, bicyclists, motorists, etc.).
7. Estimate the economic impact of Project #2 and #3 to include employment, visitor spending, etc., and the potential impact on the quality of life.
8. Complete a Benefit/Cost Ratio for each as a standalone project, which explanation of results through charts, tables, maps, and narratives.
9. Produce a cost estimation of design, construction, and maintenance for each project to include complete description of work for the next phase of the projects which will be used to apply for future funding phases.
10. Provide appropriate non-motorized transportation design standards for inclusion in the KYOVA 2040 MTP.
11. Present the findings and recommendations to the KYOVA Technical Advisory Committee and the Policy Committee.
12. 15 hard copies of the study and 15 electronic copies of the final report to be provided by the Consultant.

PROFESSIONAL DEVELOPMENT

All KYOVA Staff/Administration and/or expenses will be charged to work element 380719: Surface Transportation Program (STP) Planning.

385119: KENTUCKY 5303 TRANSIT PLANNING

(FTA BUDGET CODE: 44.21.00)

ELEMENT NO.: 385119	TOTAL REVENUE	REVENUE			MAN HOURS		
KENTUCKY 5303 TRANSIT PLANNING	\$55,000	WV	KY	OH	WV	KY	OH
		0	55,000	0	0	725	0
REVISED							

WORK SCHEDULE (JULY 1, 2018 THROUGH JUNE 30, 2019)

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 oversee and develop the transit planning process and activities (Section 5303) for the Kentucky portion of the Huntington, WV-KY-OH Transportation Management Area (TMA). Coordination with KYTC to address the current and emerging performance measures and participate in discussions with KYTC, FHWA, FTA, and other MPOs on performance-based planning and performance targets is also an integrate part of this work activity.

METHODOLOGY

1. Fulfill program management and administration activities to include but not be limited to: meeting attendance related to transit service and planning; UPWP preparation/updates; interagency invoicing; documentation and correspondence; completion and maintenance of Title VI and Environmental Justice documentation; preparation and distribution of the "Annual Listing of Obligated Projects"; and other administrative activities and reports, as required.
2. KYOVA will: hold and/or participate in meetings which include representatives from transit agencies, human service agencies, private providers, and individuals with disabilities; collect and analyze data to better connect residents via public transit to regional employment opportunities, health care facilities, schools, grocery stores, etc.; bicycle and pedestrian planning to better achieve intermodal connectivity; data collection to identify priority projects for seniors, individuals with disabilities, and individuals with lower income; model and/or map transit projects and explore the opportunities to increase transit ridership as a component of the federally mandated Congestion Management Process (CMP); and assist in identifying a state of good repair that will help the transit agencies in prioritizing projects and funding mas directed in the FAST Act.
3. Coordinate with KYTC, FTA, FHWA, etc., to address the current and emerging Performance Measures and Asset Management and participate in discussions to implement as designated by the FAST Act.
4. Coordination 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.
5. Continue to update, amend, and/or modify the KYOVA 2018-2021 TIP and KYOVA 2040 to ensure project inclusion into the Kentucky STIP. These efforts will be coordinated with KYTC – Office of Transportation Delivery, KYTC – Central Office/Division of Planning, and the Ashland Bus System.
6. KYOVA will provide Sections 5307, 5339, and 5310 program grant assistance to 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.

7. Maintain and update the Coordinated Public Transit-Human Services Transportation plan, as needed, and ensure eligible Kentucky agencies are included.
8. Facilitate transit activities associated with Disadvantaged Business Enterprise, Equal Employment Opportunity, and Title VI Programs, and specialized programs for the elderly and disabled, including program associated with the ADA.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission

PRODUCTS

1. Administrative functions to ensure continuation of transit grants and completion of federal documentation. These activities include but are not limited to: completion and submission of invoices, progress reports, budgets, and necessary revisions of financial and administrative funds; updated prospectus and contracts, when warranted; amendments and/or modifications to the 2019 UPWP; approved 2020 Unified Planning Work Program (UPWP); completion and distribution of Annual Listing of Obligated Projects as specified by KYTC – Division of Planning; inclusion of transit providers on the KYOVA Technical Advisory Committee (TAC) and Policy Committee (PC), the Boyd and Greenup Transportation Citizens Advisory Committee, and the Transit Providers Committee; participation in transportation and transit meetings and discussions at KYOVA and other venues – to include expenses for meeting room rentals, copy of documents, etc.
2. Collect and maintain database/file of the Ashland Bus System (ABS) transit routes, stops and schedules, as provided by ABS – data to be used to produce summary of reports 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; identified gaps; and coordination of establishing Performance Measures and Targets related to Transit Asset Management and safety consistent with the FAST Act.
3. Coordination activities with the Ashland Bus System to ensure a regional approach to transportation planning by facilitating cooperation between transit agencies, KYOVA, and Kentucky. These activities include but are not limited to: transit planning support and assistance to develop multi-jurisdictional transportation plans/agreements with committees/boards and officials of the ABS, KYTC – Office of Transportation Delivery, etc.; Transit Asset Management Plan assistance, as requested; review of Section 5310 applications and assist transit providers in completion of applications
4. Up-to-date KYOVA 2018-2021 TIP and the KYOVA 2040 MTP which includes completion of Amendments and/or Administrative Modifications and submission of information to KYTC for STIP inclusion.
5. Up-to-date Coordinated Public Transit-Human Services Transportation Plan and meetings with the coordinated plan committee, as needed.
6. All other activities and/or projects not specified above relating to transit planning.

PROFESSIONAL DEVELOPMENT

Training, travel, accommodations, and development activities to include but not be limited to those activities and participation in Kentucky Transit Conferences, KBT; KPTA; KYTC; FTA; FHWA; APTA; NTI/NHI courses; NADO; NARC; and other programs/conferences that would assist in the Kentucky and regional transit planning.

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019 UNIFIED PLANNING WORK PROGRAM

SECTION III

BUDGET

KYOVA INTERSTATE PLANNING COMMISSION FUNCTIONAL AGENCY RESPONSIBILITY BUDGET SUMMARY TABLE I FY-2019				
			KYOVA/HAIATS	
				TOTAL
WORK ELEMENT	PROJECT CODE 380	TOTAL		
100	TRANSPORTATION PLANNING - WV/KY/OH JOINT PLANNING ELEMENTS			
380119	MANAGEMENT AND ADMINISTRATION	\$130,000		\$130,000
380219	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEN	\$125,000		\$125,000
380319	METROPOLITAN TRANSPORTATION PLANNING (MTP)	\$77,949		\$77,949
380419	TRANSPORTATION SURVEILLANCE AND GIS	\$93,955		\$93,955
380519	AIR QUALITY PLANNING AND CONFORMITY	\$35,000		\$35,000
380619	PUBLIC PARTICIPATION AND OUTREACH	\$51,000		\$51,000
380719	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING	\$54,839		\$54,839
	TOTAL JOINT FUNDED	\$567,743		\$567,743
	TRANSIT PLANNING WEST VIRGINIA/OHIO ONLY			
380819	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
STATE SPECIFIC PROJECT				
380919	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	\$11,500		\$11,500
381019	WV/OH BRIDGE CROSSING STUDY	\$250,000		\$250,000
381119	KYOVA/RIC JOINT TMA COORDINATION (WV)	\$10,000		\$10,000
381219	ARLINGTON PARK MOBILITY STUDY	\$50,000		\$50,000
381319	PAVEMENT MANAGEMENT PROGRAM	\$65,000		\$65,000
381419	5TH STREET WEST BRIDGE STUDY	\$35,000		\$35,000
381519	MILTON MORRIS MEMORIAL TRAFFIC MOBILITY STUDY	\$25,000		\$25,000
381619	CABELL/WAYNE COUNTIES SAFETY STUDY	\$200,000		\$200,000
381719	MARSHALL BICYCLE STUDY	\$35,000		\$35,000
381819	LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	\$20,700		\$20,700
381919	OHIO RIDE SHARE PROJECT	\$6,500		\$6,500
381920	LAWRENCE CO PROJECT	\$6,798		\$6,798
381718	LAWRENCE CO US 52 INTERCHANGE STUDY I/C (CARRY OVER FROM FY 2018)	\$125,000		\$125,000
	STATE SPECIFIC PROJECTS	\$840,498		\$840,498
TOTAL STATE SPECIFIC FUNDING		\$840,498		\$840,498
200	KENTUCKY TRANSIT (5303) PLANNING			
385119	KENTUCKY 5303 TRANSIT PLANNING	\$55,000		\$55,000
	TOTAL KENTUCKY TRANSIT	\$55,000		\$55,000
TOTAL KY FTA TRANSIT FUNDS		\$55,000		\$55,000
	TOTAL HAIATS BUDGET	\$1,568,226		\$1,568,226

		KYOVA INTERSTATE PLANNING COMMISSION						PRELIMINARY BUDGET																			
		TABLE II						OHIO				WEST VIRGINIA				KENTUCKY				KY-FTA				LAWRENCE COUNTY TRANSIT			
		FY-2019																									
	ELEMENT	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	
	TRANSPORTATION PLANNING	1,814,070	412,907	930,019	306,261	164,884	70,803	355,020	52,515	28,273	165,479	374,662	122,739	66,079	72,546	170,675	53,809	28,970	21,640	6,167	16,050	8,643	82,439	23,495	61,147	32,920	
100	JOINT FUNDED																										
380119	MANAGEMENT AND ADMINISTRATION	130,000	53,585	15,272	39,745	21,398	10,181	2,902	7,551	4,066	26,793	7,636	19,872	10,698	16,611	4,734	12,322	6,634	0	0	0	0	0	0	0	0	
380219	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MA	125,000	51,524	14,684	38,217	20,575	9,790	2,790	7,261	3,909	25,761	7,342	19,109	10,288	15,973	4,552	11,847	6,378	0	0	0	0	0	0	0	0	
380319	METROPOLITAN TRANSPORTATION PLANNING (MTP)	77,949	32,130	9,157	23,832	12,830	6,105	1,740	4,528	2,438	16,065	4,578	11,916	6,415	9,960	2,839	7,388	3,977	0	0	0	0	0	0	0	0	
380419	TRANSPORTATION SURVEILLANCE AND GIS	93,955	38,728	11,037	28,725	15,465	7,358	2,097	5,458	2,938	19,364	5,519	14,363	7,733	12,006	3,421	8,904	4,794	0	0	0	0	0	0	0	0	
380519	AIR QUALITY PLANNING AND CONFORMITY	35,000	14,426	4,112	10,701	5,761	2,741	781	2,033	1,095	7,213	2,056	5,350	2,880	4,472	1,275	3,318	1,786	0	0	0	0	0	0	0	0	
380619	PUBLIC PARTICIPATION AND OUTREACH	51,000	21,022	5,991	15,592	8,395	3,994	1,138	2,963	1,595	10,511	2,996	7,796	4,198	6,517	1,857	4,833	2,602	0	0	0	0	0	0	0	0	
380719	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING	54,839	22,605	6,442	16,766	9,026	4,295	1,224	3,186	1,714	11,303	3,221	8,383	4,513	7,008	1,997	5,197	2,799	0	0	0	0	0	0	0	0	
	TOTAL JOINT FUNDED	567,743	234,020	66,695	173,578	93,450	44,464	12,672	32,979	17,754	117,009	33,348	86,789	46,727	72,546	20,675	53,809	28,970	0	0	0	0	0	0	0	0	
380819	TRANSIT AND HUMAN SERVICES PLANNING WV&OH	104,985	43,274	12,333	32,098	17,280	12,942	3,688	9,600	5,168	30,332	8,645	22,498	12,112	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL TRANSIT	104,985	43,274	12,333	32,098	17,280	12,942	3,688	9,600	5,168	30,332	8,645	22,498	12,112	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL JOINT FUNDED/TRANSIT	672,728	277,294	79,028	205,676	110,730	57,406	16,360	42,579	22,924	147,342	41,993	109,287	58,839	72,546	20,675	53,809	28,970	0	0	0	0	0	0	0	0	
	WV STATE SPECIFIC PROJECTS																										
380919	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500	4,740	1,351	3,516	1,893	0	0	0	0	4,740	1,351	3,516	1,893	0	0	0	0	0	0	0	0	0	0	0	0	
381019	WV/OH BRIDGE CROSSING STUDY	2,500	1,031	294	764	411	0	0	0	0	1,031	294	764	411	0	0	0	0	0	0	0	0	0	0	0	0	
	CONSULTANT	47,500		47,500								47,500															
381119	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	4,122	1,175	3,057	1,646					4,122	1,175	3,057	1,646													
381219	ARLINGTON PARK MOBILITY STUDY	7,500	3,092	881	2,293	1,234					3,092	881	2,293	1,234													
	CONSULTANT	67,500		67,500								67,500															
381319	PAVEMENT MANAGEMENT PROGRAM	5,000	2,061	587	1,529	823					2,061	587	1,529	823													
	CONSULTANT	95,000		95,000								95,000															
381419	5TH STREET WEST BRIDGE STUDY	5,000	2,061	587	1,529	823					2,061	587	1,529	823													
	CONSULTANT	70,000		70,000								70,000															
381519	MILTON NON MOTORIZED TRANSPORTATION PLAN	2,500	1,030	294	764	412					1,030	294	764	412													
	CONSULTANT	47,500		47,500								47,500															
	TOTAL WV STATE SPECIFIC PROJECTS	371,500	18,137	332,669	13,452	7,242	0	0	0	0	18,137	332,669	13,452	7,242	0	0	0	0	0	0	0	0	0	0	0	0	
	OHIO STATE SPECIFIC PROJECTS																										
381619	CABELL/WAYNE COUNTIES SAFETY STUDY	200,000	82,439	23,495	61,147	32,920	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	82,439	23,495	61,147	32,920	
381919	OHIO RIDE SHARE PROJECT	25,000	10,305	2,937	7,643	4,115	10,305	2,937	7,643	4,115																	
	CONSULTANT (FY-2017 & FY 2018)	225,000		225,000				225,000																			
381818	LAWRENCE CO PROJECT	0	0	0	0	0	0	0	0	0																	
	CONSULTANT	13,298		13,298				13,298																			
381718	LAWRENCE CO US 52 INTERCHANGE STUDY I/C (CARRY OVER FROM FY 2018)	18,691	3,092	12,072	2,293	1,234	3,092	12,072	2,293	1,234																	
	CONSULTANT	85,353		85,353				85,353																			
	TOTAL OHIO STATE SPECIFIC PROJECTS	567,342	95,835	362,155	71,083	38,268	13,397	338,660	9,936	5,349	0	0	0	0	0	0	0	0	0	0	0	0	82,439	23,495	61,147	32,920	
	KY STATE SPECIFIC PROJECTS																										
381918	GREENUP COUNTY VARIOUS TRANSPORTATION STUDIES	150,000		150,000												150,000											
	TOTAL KENTUCKY STATE SPECIFIC PROJECTS	150,000		150,000												150,000											
	TOTAL STATE SPECIFIC	1,088,842	113,972	844,825	84,535	45,510	13,397	338,660	9,936	5,349	18,137	332,669	13,452	7,242	0	150,000	0	0	0	0	0	0	82,439	23,495	61,147	32,920	
	KENTUCKY TRANSIT (5303) PLANNING																										
385119	KENTUCKY 5303 TRANSIT PLANNING	21,000	8,656	2,467	6,420	3,457	0	0	0	0	0	0	0	0	0	0	0	0	8,656	2,467	6,420	3,457	0	0	0	0	
0	\$0	12,600	5,194	1,480	3,852	2,074	0	0	0	0	0	0	0	0	0	0	0	0	5,194	1,480	3,852	2,074	0	0	0	0	
0	\$0	18,900	7,790	2,220	5,778	3,112	0	0	0	0	0	0	0	0	0	0	0	0	7,790	2,220	5,778	3,112	0	0	0	0	
	TOTAL KY-FTA TRANSIT	52,500	21,640	6,167	16,050	8,643	0	0	0	0	0	0	0	0	0	0	0	0	21,640	6,167	16,050	8,643	0	0	0	0	
	TOTAL KENTUCKY TRANSIT	52,500	21,640	6,167	16,050	8,643	0	0	0	0	0	0	0	0	0	0	0	0	21,640	6,167	16,050	8,643	0	0	0	0	
	TOTAL HAIATS BUDGET	1,814,070	412,907	930,019	306,261	164,884	70,803	355,020	52,515	28,273	165,479	374,662	122,739	66,079	72,546	170,675	53,809	28,970	21,640	6,167	16,050	8,643	82,439	23,495	61,147	32,920	

TABLE III
KYOVA INTERSTATE PLANNING COMMISSION
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		JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS						PLANNING FUNDS				SURFACE TRANSPORTATION PLANNING FUNDS				TTA				TRANSIT CONTINGENCY FUNDS				PLANNING FUNDS				STP FUNDS				KYTC - FTA			
		TOTAL	TOTAL WV FUNDS	OHIO FHWA	FHWA	ODOT STATE	KYOVA LOCAL	TOTAL WV FUNDS	WV FHWA	STATE MATCH	KYOVA LOCAL	DTAL STP FUNDS	WV STP FUNDS	STATE MATCH	KYOVA LOCAL	KYOVA LOCAL	5310	WV TRANSIT	WV TRANSIT	KYOVA LOCAL	TOTAL KY FUNDS	PL KY FUNDS	KY STATE MATCH	KYOVA LOCAL	KY STATE SPECIFIC	STP KY FUNDS	KYOVA LOCAL	KY FTA 5303	KY FTA 5303	FTA 5303 CASH	LAWRENCE CO. TRANSIT				
ELEMENT	TRANSPORTATION PLANNING	100%	19.0000%	100%	80%	10%	10%	50.0000%	80%	10%	10%	100%	80%	10%	10%	20%	100%	100%	80%	20%	31.0000%	80%	5%	15%		80%	20%	100%	80%	MATCH	100%				
380119	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	0	40,300	32,240	2,015	6,045	0	0	0	0	0	0	0	0			
380219	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	0	38,750	31,000	1,937	5,813	0	0	0	0	0	0	0	0			
380319	METROPOLITAN TRANSPORTATION PLANNING (MTP)																																		
	BUDGETED AMOUNT	77,949	14,810	0	11,848	1,481	1,481	38,975	31,180	3,897	3,898	0	0	0	0	0	0	0	0	0	24,164	19,331	1,208	3,625	0	0	0	0	0	0	0	0			
380419	TRANSPORTATION SURVEILLANCE AND GIS																																		
	BUDGETED AMOUNT	93,955	17,851	0	14,280	1,786	1,785	46,978	37,582	4,698	4,698	0	0	0	0	0	0	0	0	0	29,126	23,301	1,456	4,369	0	0	0	0	0	0	0	0			
380519	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	0	10,850	8,680	543	1,627	0	0	0	0	0	0	0	0			
380619	PUBLIC PARTICIPATION AND OUTREACH																																		
	BUDGETED AMOUNT	51,000	9,690	0	7,754	968	968	25,500	20,400	2,550	2,550	0	0	0	0	0	0	0	0	0	15,810	12,648	791	2,371	0	0	0	0	0	0	0	0			
380719	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING																																		
		54,839	10,420	0	8,334	1,043	1,043	27,419	21,934	2,743	2,742	0	0	0	0	0	0	0	0	0	17,000	0		0		13,600	3,400	0	0	0	0	0			
	TOTAL JOINT FUNDED	567,743	107,871	0	86,296	10,788	10,787	283,872	227,096	28,388	28,388	0	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			
380819	TRANSIT AND HUMAN SERVICES PLANNING WV&OH																																		
	BUDGETED AMOUNT	104,985	31,398	0	25,118	3,140	3,140	73,587	58,869	7,359	7,359	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	3,140	3,140	73,587	58,869	7,359	7,359	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	13,928	13,927	357,459	285,965	35,747	35,747	0	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			
	WEST VIRGINIA STATE SPECIFIC PROJECTS																																		
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT																																		
380919	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500	0	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			
381019	WV/OH BRIDGE CROSSING STUDY	250,000										250,000	200,000	0	0	50,000																			
381119	KYOVA/RIC JOINT TMA COORDINATION (WV)	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			
381219	ARLINGTON PARK MOBILITY STUDY	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			
381319	PAVEMENT MANAGEMENT PROGRAM	65,000	0	0	0	0	0	0	0	0	0	65,000	52,000	0	0	13,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
381419	5TH STREET WEST BRIDGE STUDY	35,000	0	0	0	0	0	0	0	0	0	35,000	28,000	0	0	7,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
381519	MILTON MORRIS MEMORIAL TRAFFIC MOBILITY STUDY	25,000	0	0	0	0	0	0	0	0	0	25,000	20,000	0	0	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
381619	CABELL/WAYNE COUNTIES SAFETY STUDY	\$200,000	0	0	0	0	0	0	0	0	0	200,000	160,000	0	0	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
381719	MARSHALL BICYCLE STUDY	35,000	0	0	0	0	0	0	0	0	0	35,000	28,000	0	0	7,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	TOTAL WV STATE SPECIFIC PROJECT	681,500	0	0	0	0	0	10,000	8,000	1,000	1,000	660,000	528,000	0	0	132,000	11,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	OHIO STATE SPECIFIC																																		
381819	LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	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			
381919	OHIO RIDE SHARE PROJECT	6,500	6,500	0	5,200	650	650	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			
381920	LAWRENCE CO PROJECT	\$6,798	6,798	0	5,438	680	680	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			
381718	LAWRENCE CO US 52 INTERCHANGE STUDY I/C (CARRY OVER FROM FY 2018)	\$125,000	125,000	125,000	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	0		
	TOTAL OHIO STATE SPECIFIC PROJECT	158,998	138,298	125,000	10,638	1,330	1,330	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 KENTUCKY STATE SPECIFIC PROJECT	0																																	
	TOTAL STATE SPECIFIC	840,498	138,298	125,000	10,638	1,330	1,330	10,000	8,000	1,000	1,000	660,000	528,000	0	0	132,000	11,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,700			
200	200 KENTUCKY TRANSIT (5303) PLANNING																																		
3																																			

WEST VIRGINIA PORTION ONLY

TABLE III
KYOVA INTERSTATE PLANNING COMMISSION
PROGRAM YEAR FY 2019
JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

		JOINT PLANNING FUNDS					SURFACE TRANSPORTATION PLANNING FUNDS				
		TOTAL	TOTAL WV	WV	STATE	KYOVA	WV TOTAL	WV	STATE	KYOVA	KYOVA
ELEMENT	TRANSPORTATION PLANNING	100%	FUNDS	FWHA	MATCH	LOCAL	STP FUNDS	STP FUNDS	MATCH	LOCAL	LOCAL
			50%	80%	10%	10%	100%	80%	10%	10%	20%
380119	MANAGEMENT AND ADMINISTRATION										
	BUDGETED AMOUNT	130,000	65,000	52,000	6,500	6,500	0	0	0	0	
380219	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT										
	BUDGETED AMOUNT	125,000	62,500	50,000	6,250	6,250	0	0	0	0	
380319	METROPOLITAN TRANSPORTATION PLANNING (MTP)										
	BUDGETED AMOUNT	77,949	38,975	31,180	3,897	3,898	0	0	0	0	
380419	TRANSPORTATION SURVEILLANCE AND GIS										
	BUDGETED AMOUNT	93,955	46,978	37,582	4,698	4,698	0	0	0	0	
380519	AIR QUALITY PLANNING AND CONFORMITY										
	BUDGETED AMOUNT	35,000	17,500	14,000	1,750	1,750	0	0	0	0	
380619	PUBLIC PARTICIPATION AND OUTREACH										
	BUDGETED AMOUNT	51,000	25,500	20,400	2,550	2,550	0	0	0	0	
380719	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING										
		54,839	27,419	21,934	2,743	2,742	0	0	0	0	
	TOTAL JOINT FUNDED	567,743	283,872	227,096	28,388	28,388	0	0	0	0	
380819	TRANSIT AND HUMAN SERVICES PLANNING WV&OH										
	BUDGETED AMOUNT	104,985	73,587	58,869	7,359	7,359	0	0	0	0	
	TOTAL TRANSIT WEST VIRGINIA/OHIO	104,985	73,587	58,869	7,359	7,359	0	0	0	0	
	TOTAL JOINT FUNDED/TRANSIT	672,728	357,459	285,965	35,747	35,747	0	0	0	0	
	WEST VIRGINIA STATE SPECIFIC PROJECTS										
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT		0	0							
380919	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	#REF!	#REF!	#REF!	#REF!	0	0	0	0	0
381019	WV/OH BRIDGE CROSSING STUDY	250,000					250,000	200,000	0	0	50,000
381119	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	10,000	8,000	1,000	1,000	0	0	0	0	0
381219	ARLINGTON PARK MOBILITY STUDY	50,000	0	0	0	0	50,000	40,000	0	0	10,000
381319	PAVEMENT MANAGEMENT PROGRAM	65,000	0	0	0	0	65,000	52,000	0	0	13,000
381419	5TH STREET WEST BRIDGE STUDY	35,000	0	0	0	0	35,000	28,000	0	0	7,000
381519	MILTON MORRIS MEMORIAL TRAFFIC MOBILITY STUDY	25,000	0	0	0	0	25,000	20,000	0	0	5,000
	TOTAL OTHER WV STATE SPECIFIC PROJECTS	435,000	10,000	8,000	1,000	1,000	425,000	340,000	0	0	85,000
	TOTAL WV STATE SPECIFIC PROJECTS	446,500	#REF!	#REF!	#REF!	#REF!	600,000	480,000	0	0	120,000
	OHIO STATE SPECIFIC						0	0	0	0	0
381619	CABELL/WAYNE COUNTIES SAFETY STUDY	200,000	0	0	0	0	0	0	0	0	0
381919	OHIO RIDE SHARE PROJECT	6,500	0	0	0	0	0	0	0	0	0
381920	LAWRENCE CO PROJECT	6,798	0	0	0	0	0	0	0	0	0
381718	LAWRENCE CO US 52 INTERCHANGE STUDY I/C (CARRY OVER FROM FY 2018)	125,000	0	0	0	0	0	0	0	0	0
	TOTAL OHIO STATE SPECIFIC PROJECT	338,298		0	0	0	0	0	0	0	0
	KENTUCKY STATE SPECIFIC/STP										
381918	GREENUP COUNTY VARIOUS TRANSPORTATION STUDIES	150,000									
	TOTAL KY STATE SPECIFIC PROJECT	150,000	0	0	0	0	0	0	0	0	0
	TOTAL STATE SPECIFIC	934,798	10,000	8,000	1,000	1,000	660,000	528,000	0	0	132,000
200	200 KENTUCKY TRANSIT (5303) PLANNING										
385119	KENTUCKY 5303 TRANSIT PLANNING	55,000	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	0	0	0
	TOTAL KY - FTA TRANSIT	55,000	0	0	0	0	0	0	0	0	0
	FTA - KENTUCKY STATE SPECIFIC PROJECT										
	TOTAL FTA - TRANSIT	55,000	0	0	0	0	0	0	0	0	0
	TOTAL BUDGET	1,662,526	367,459	293,965	36,747	36,747	660,000	528,000	0	0	132,000

TABLE III
KYOVA INTERSTATE PLANNING COMMISSION
PROGRAM YEAR FY 2019

OHIO PORTION ONLY

JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

		TOTAL	TOTAL ODOT	OHIO	OHIO	ODOT	KYOVA
			FUNDS	FHWA	FHWA	STATE	LOCAL
ELEMENT	TRANSPORTATION PLANNING	100%	19.0000%	100%	80%	10%	10%
380119	MANAGEMENT AND ADMINISTRATION						
	BUDGETED AMOUNT	130,000	24,700	0	19,760	2,470	2,470
380219	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT						
	BUDGETED AMOUNT	125,000	23,750	0	19,000	2,375	2,375
380319	METROPOLITAN TRANSPORTATION PLANNING (MTP)						
	BUDGETED AMOUNT	77,949	14,810	0	11,848	1,481	1,481
380419	TRANSPORTATION SURVEILLANCE AND GIS						
	BUDGETED AMOUNT	93,955	17,851	0	14,280	1,786	1,785
380519	AIR QUALITY PLANNING AND CONFORMITY						
	BUDGETED AMOUNT	35,000	6,650	0	5,320	665	665
380619	PUBLIC PARTICIPATION AND OUTREACH						
	BUDGETED AMOUNT	51,000	9,690	0	7,754	968	968
380719	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING						
	BUDGETED AMOUNT	54,839	10,419	0	8,334	1,043	1,043
	TOTAL JOINT FUNDED	567,743	107,871	0	86,296	10,788	10,787
					0	0	0
380819	TRANSIT AND HUMAN SERVICES PLANNING WV&OH						
	BUDGETED AMOUNT	104,985	31,398	0	25,118	3,140	3,140
	TOTAL TRANSIT WEST VIRGINIA/OHIO	104,985	31,398	0	25,118	3,140	3,140
	TOTAL JOINT FUNDED/TRANSIT	672,728	139,269	0	111,414	13,928	13,927
	WEST VIRGINIA STATE SPECIFIC PROJECTS						
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT						
380919	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
381019	WV/OH BRIDGE CROSSING STUDY	250,000	0	0	0	0	0
381119	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	0	0	0	0	0
381219	ARLINGTON PARK MOBILITY STUDY	50,000	0	0	0	0	0
381319	PAVEMENT MANAGEMENT PROGRAM	65,000	0	0	0	0	0
381419	5TH STREET WEST BRIDGE STUDY	35,000	0	0	0	0	0
381519	MILTON MORRIS MEMORIAL TRAFFIC MOBILITY STUDY	25,000	0	0	0	0	0
	TOTAL WV STATE SPECIFIC PROJECT	435,000	0	0	0	0	0
	OHIO STATE SPECIFIC						
381619	CABELL/WAYNE COUNTIES SAFETY STUDY	200,000	0	0	0	0	0
381919	OHIO RIDE SHARE PROJECT	6,500	6,500	6,500	0	0	0
381920	LAWRENCE CO PROJECT	6,798	6,798	0	5,438	680	680
381718	LAWRENCE CO US 52 INTERCHANGE STUDY I/C (CARRY OVER FROM FY 2018)	125,000	125,000	125,000	0	0	0
	TOTAL OHIO STATE SPECIFIC PROJECT	338,298	138,298	131,500	5,438	680	680
	KENTUCKY STATE SPECIFIC						
381918	GREENUP COUNTY VARIOUS TRANSPORTATION STUDIES	150,000					
	TOTAL KENTUCKY STATE SPECIFIC	150,000					
	TOTAL STATE SPECIFIC	934,798	138,298	131,500	5,438	680	680
200	200 KENTUCKY TRANSIT (5303) PLANNING						
385119	KENTUCKY 5303 TRANSIT PLANNING	55,000	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
	TOTAL KY - FTA TRANSIT	55,000	0	0	0	0	0
	FTA - KENTUCKY STATE SPECIFIC PROJECT						
	TOTAL BUDGET	1,662,526	277,567	131,500	116,852	14,608	14,607

KENTUCKY PORTION ONLY

TABLE III
KYOVA INTERSTATE PLANNING COMMISSION
PROGRAM YEAR FY 2019
JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

ELEMENT		TOTAL	PLANNING FUNDS				STP FUNDS				
			TOTAL KY FUNDS	KY PL FUNDS	KY STATE MATCH	KYOVA LOCAL	KY STATE	KY STP FUNDS	KY STATE MATCH	KYOVA LOCAL	KYOVA LOCAL
			31%	80%	5%	15%	SPECIFIC	80%	5%	15%	20%
	TRANSPORTATION PLANNING	100%									
380119	MANAGEMENT AND ADMINISTRATION										
	BUDGETED AMOUNT	130,000	40,300	32,240	2,015	6,045	0	0	0	0	0
380219	SHORT RANGE/TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT										
	BUDGETED AMOUNT	125,000	38,750	31,000	1,937	5,813	0	0	0	0	0
380319	METROPOLITAN TRANSPORTATION PLANNING (MTP)										
	BUDGETED AMOUNT	77,949	24,164	19,331	1,208	3,625	0	0	0	0	0
380419	TRANSPORTATION SURVEILLANCE AND GIS										
	BUDGETED AMOUNT	93,955	29,126	23,301	1,456	4,369	0	0	0	0	0
380519	AIR QUALITY PLANNING AND CONFORMITY										
	BUDGETED AMOUNT	35,000	10,850	8,680	543	1,627	0	0	0	0	0
380619	PUBLIC PARTICIPATION AND OUTREACH										
	BUDGETED AMOUNT	51,000	15,810	12,648	791	2,371	0	0	0	0	0
380719	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING	54,839	0	0	0	0	17,000	13,600	0	0	3,400
	TOTAL JOINT FUNDED	567,743	176,000	127,200	7,950	23,850	17,000	13,600	0	0	3,400
380819	TRANSIT AND HUMAN SERVICES PLANNING WV&OH										
	BUDGETED AMOUNT	104,985	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
	TOTAL JOINT FUNDED/TRANSIT	672,728	176,000	127,200	7,950	23,850	17,000	13,600	0	0	3,400
	WEST VIRGINIA STATE SPECIFIC PROJECTS										
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT										
380919	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500	0	0	0	0	0	0	0	0	0
	#REF!	#REF!	0	0	0	0	0	0	0	0	0
381019	WV/OH BRIDGE CROSSING STUDY	250,000	0	0	0	0	0	0	0	0	0
381119	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	0	0	0	0	0	0	0	0	0
381219	ARLINGTON PARK MOBILITY STUDY	50,000	0	0	0	0	0	0	0	0	0
381319	PAVEMENT MANAGEMENT PROGRAM	65,000	0	0	0	0	0	0	0	0	0
	TOTAL WV STATE SPECIFIC PROJECTS	375,000	0	0	0	0	0	0	0	0	0
	OHIO STATE SPECIFIC										
381819	LAWRENCE CO TRANSIT - DEV FIXED ROUTE - CMAQ	20,700	0	0	0	0	0	0	0	0	0
381919	OHIO RIDE SHARE PROJECT	6,500	0	0	0	0	0	0	0	0	0
381718	LAWRENCE CO US 52 INTERCHANGE STUDY I/C (CARRY OVER FROM FY 2018)	125,000	0	0	0	0	0	0	0	0	0
	TOTAL OHIO STATE SPECIFIC PROJECT	152,200	0	0	0	0	0	0	0	0	0
	KENTUCKY STATE SPECIFIC/STP										
381918	GREENUP COUNTY VARIOUS TRANSPORTATION STUDIES	150,000	150,000				150,000	120,000			30,000
	TOTAL KY STATE SPECIFIC PROJECT	150,000	150,000				150,000	120,000			30,000
	TOTAL STATE SPECIFIC	677,200	150,000	0	0	0	150,000	120,000	0	0	30,000
200	200 KENTUCKY TRANSIT (5303) PLANNING										
385119	KENTUCKY 5303 TRANSIT PLANNING	55,000	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	0	0	0	0	0
	TOTAL KY - FTA TRANSIT	55,000	0	0	0	0	0	0	0	0	0
	TOTAL FTA - TRANSIT/STATE SPECIFIC	55,000	0	0	0	0	0	0	0	0	0
	TOTAL BUDGET	1,568,226	326,000	127,200	7,950	23,850	167,000	133,600	0	0	3,400

FY 2018 FRINGE RATE CALCULATION (PROVISIONAL)

FRINGE CALCULATION & RATE		42.82%
Fringe / Direct Labor + Indirect Labor		
\$	183,319	TOTAL FRINGE
\$	428,111	TOTAL SALARY

FRINGE RATE IS CALCULATED BY DIVIDING ALL FRINGE EXPENSES BY TOTAL SALARIES

FY 2018 INDIRECT RATE CALCULATION (PROVISIONAL)

INDIRECT CALCULATION & RATE		52.40%
Indirect Lbr + (Indirect Lbr x Fringe Rate) + Other indirect/ Direct Labor and Fringe		
\$	261,056	TOTAL INDIRECT COSTS
\$	498,165	TOTAL DIRECT SALARIES AND FRINGE

INDIRECT RATE IS CALCULATED BY DIVIDING TOTAL INDIRECT COSTS BY TOTAL DIRECT SALARIES AND FRINGE

COMBINED RATE	95.23%
---------------	--------

SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD (July 1, 2018 - July 30, 2019)							
			Estimated FY 2017	Actual FY 2017	Difference (Over Bdgt.) Under Bdgt.	ODOT Adjustments	Estimated FY 2019
EMPLOYEE WAGES							
Indirect Labor							
Acct. Name							
Project #	GL#	Indiect Labor					
38807	50100	Administration/Clerical/Fiscal	\$ 84,830	\$ 88,318	\$ (3,488)	\$ -	\$79,306
Subtotal - Indirect Labor			\$ 84,830	\$ 88,318	\$ (3,488)	\$ -	\$79,306
Direct Labor							
380/385	50100	Transportation Planning	\$ 337,698	\$ 310,343	\$ 27,355	\$ -	\$348,805
Subtotal - Direct Labor			\$ 337,698	\$ 310,343	\$ 27,355	\$ -	\$348,805
TOTAL EMPLOYEE WAGES			\$ 422,528	\$ 398,661	\$ 23,867	\$ -	\$428,111
FRINGE BENEFITS COST CENTER							
	Acct. #	Acct. Name					
998000	50900	PERS	\$ 50,703	\$ 46,917	\$ 3,786	\$ -	\$49,913
998000	51000	Hospitalization	\$ 66,650	\$ 46,607	\$ 20,043	\$ -	\$80,151
998000	50600	FICA/Medicare	\$ 32,323	\$ 30,755	\$ 1,568	\$ -	\$32,750
998000	50800	Workers Comp	\$ 1,186	\$ 1,117	\$ 69	\$ -	\$1,246
998000	50700	Employment Services	\$ 2,520	\$ 2,821	\$ (301)	\$ -	\$2,040
998000	51100	OPEB	\$ 15,959	\$ 11,852	\$ 4,107	\$ -	\$17,219
			\$ -				
Subtotal Fringe Benefits			\$ 169,341	\$ 140,068	\$ 29,272	\$ -	\$183,319
Less Indirect FringeCosts			\$ 33,400	\$ 31,458			\$ 33,959
Total Direct Fringe Benefit Costs			\$ 135,941	\$ 108,610	\$ 27,331		\$ 149,360
FRINGE BENEFIT RATE FY 2016			40.08%	35.13%			42.82%
TOTAL DIRECT SALARIES/FRINGE							\$ 498,165
PROGRAM INDIRECT COST ALLOCATION CENTER COSTS							
Project #	Acct.#	Acct. Name					
38807	50100	Salaries - Indirect Only	\$ 84,830	\$ 88,318	\$ (3,488)	\$ -	\$79,306
38807	50400	Fringe Benefits for Indirect Salaries	\$ 33,400	\$ 31,458	\$ 1,942	\$ -	\$33,959
38807	55400	Maintenance/Service/IT Agreements	\$ 2,500	\$ 2,718	\$ (218)	\$ -	\$ 3,500
38807	53200	Finance Consulting	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 12,000
38807	53800	Depreciation	\$ 1,140	\$ 712	\$ 428	\$ -	\$ 1,140
38807	53100	Equipment Lease	\$ 500	\$ -	\$ 500	\$ -	\$ -
38807	54700	Electronic/Data Processing Equ. Ins.	\$ 900	\$ 716	\$ 184	\$ -	\$ 900
38807	52300	Printing/Reproduction/Scanning	\$ 500	\$ -	\$ 500	\$ -	\$ 1,500
38807	54900	Comprehensive Liability Insurance/Bonding Fees	\$ 10,000	\$ 10,932	\$ (932)	\$ -	\$ 13,000
38807	54100	Legal Service	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 500
38807	53600	Meeting Charges	\$ 3,267	\$ 560	\$ 2,707	\$ -	\$ 3,000
38807	52600	Memberships, Subscriptions	\$ 3,500	\$ 1,031	\$ 2,469	\$ -	\$ 3,000
38807	56800	Software/Technical Support	\$ 5,000	\$ 4,645	\$ 355	\$ -	\$ 5,000
38807	54200	Management Services	\$ 400	\$ 1,300	\$ (900)	\$ -	\$ 400
38807	55500	Rent/Space Costs	\$ 46,000	\$ 38,904	\$ 7,096	\$ -	\$ 43,433
38807	53700	Equipment	\$ -	\$ -	\$ -	\$ -	\$ 4,000
38807	52000	Supplies	\$ 8,000	\$ 9,132	\$ (1,132)	\$ -	\$ 13,000
38807	55100	Computer Software Lease/Upgrade	\$ 2,000	\$ 8	\$ 1,992	\$ -	\$ 3,500
38807	52200	Telephone	\$ 6,000	\$ 5,199	\$ 801	\$ -	\$ 3,000
38807	52000	Travel	\$ 5,500	\$ 743	\$ 4,757	\$ -	\$ 3,500
38807	54400	Postage	\$ 500	\$ 9	\$ 491	\$ -	\$ 500
38807	55700	Misc Service/Office Expense	\$ 1,500	\$ 1,686	\$ (186)	\$ -	\$ 2,000
38807	58200	Other Costs	\$ 1,503	\$ 20	\$ 1,483	\$ -	\$ 1,379
38807	53500	Contract Services	\$ 1,257	\$ -	\$ 1,257		\$ -
38807	52500	Website Development	\$ -	\$ -	\$ -		\$ 10,000
38807	53900	GMS Onsite Closeout Fees	\$ 3,000	\$ -	\$ 3,000		\$ 2,000
Subtotal Kyova Indirect Cost Allocation Costs			\$ 229,197	\$ 208,091	\$ 19,849	\$ -	\$243,517
INDIRECT COST CENTER							
	Acct.#	Acct. Name					
999000	54400	Postage Meter Lease & Supplies	\$ 3,000	\$ 2,032	\$ 968	\$ -	\$ 1,000
999000	55700	Post Office Box Rental	\$ 100	\$ -	\$ 100	\$ -	\$ 100
999000	55400	Maintenance/Service Agreements	\$ 5,000	\$ 1,713	\$ 3,287	\$ -	\$ 3,500
999000	52200	Telephone/Internet/DSL connection/Wireless Service	\$ 6,000	\$ 754	\$ 5,246	\$ -	\$ 2,000
999000	52800	Xerox (Lease for Copier/Fax/Printer)	\$ 8,000	\$ 4,776	\$ 3,224	\$ -	\$ 6,000
999000	52000	Supplies (For General Use)	\$ 6,000	\$ 1,674	\$ 4,326	\$ -	\$ 2,000
999000	55300	Storage Facility Rental Fees	\$ 1,000	\$ 840	\$ 160	\$ -	\$ 1,000
999000	52600	Subscriptions/Memberships(newspapers, magazines, etc.)	\$ 300	\$ 61	\$ 239	\$ -	\$ 300
999000	58200	Other Costs	\$ 500	\$ 154	\$ 346	\$ -	\$ 500
999000	52400	Travel	\$ -	\$ 157	\$ (157)		\$ 239
999000	53600	Meetings	\$ -	\$ -	\$ -		\$ -
999000	55200	Advertisements	\$ 500	\$ -	\$ 500	\$ -	\$ 500
999000	53500	Contract Labor	\$ -	\$ -	\$ -	\$ 1	\$ -
999000	55500	Space Cost	\$ -	\$ -	\$ -	\$ 2	\$ -
999000	55700	Misc. Service/Office Expense	\$ 400	\$ 547	\$ (147)	\$ 3	\$ 400
Subtotal Indirect Costs			\$ 30,800	\$ 12,708	\$ 18,092	\$ -	\$ 17,539
TOTAL INDIRECT COSTS			\$ 259,997	\$ 220,799	\$ 37,941	\$ -	\$ 261,056
TOTAL DIRECT LABOR/FRINGE COSTS							
TRANSPORTATION PLANNING			\$ 473,639	\$ 418,953	\$ 54,686	\$ -	\$ 498,165
TOTAL INDIRECT RATE			54.9%	52.7%			52.40%

FY 2018-2019						
KYOVA INTERSTATE PLANNING COMMISSION						
PROPOSED OPERATING BUDGET						
JULY 1, 2018 - JUNE 30, 2019						
				YTD		
			Estimated	Actual	Difference	Estimated
			FY 2018	FY 2018	(Over Bdg.)	FY 2019
					under Bdg.	
Project #	Acct.#	DIRECT:				
380 & 385	50100	Salaries Direct	337,698	310,343	27,355	348,805
380 & 385	50400	Fringe Benefits Direct	135,941	108,610	27,331	149,360
380 & 385	52400	Travel/Meetings (Direct)	75,000	53,396	21,604	75,000
380 & 385	54000	Consultant Services	470,109	379,655	90,454	706,500
380 & 385	60000	Other(Telephone, Advertisements, supplies, etc.) Direct	20,000	2,510	17,490	21,005
380 & 385	52300	Printing/Reproduction (Direct)	1,118	624	494	3,000
380 & 385	53500	Contract Services	5,000	0	5,000	3,500
391	391000	Local Unrestricted Expenses Only	9,397	10,720	-1,323	11,847
			0	0	0	
		TOTAL DIRECT	1,054,263	865,858	188,405	1,319,017
388	388000	KYOVA PROGRAM ALLOCATION COST CENTER:				
388	50100	Salaries - Indirect Only	84,830	88,318	-3,488	79,306
388	50400	Fringe Benefits for Indirect Salaries	33,400	31,458	1,942	33,959
388	55400	Maintenance/Service/IT	2,500	2,718	-218	3,500
388	53200	Finance Consulting	10,000	10,000	0	12,000
388	53800	Depreciation	1,140	712	428	1,140
388	53100	Equipment Lease	500	0	500	0
388	54700	Electronic/Data Processing Equ. Ins.	900	716	184	900
388	52300	Printing/Reproduction/Scanning	500	0	500	1,500
388	54900	Comprehensive Liability Insurance/Bonding Fees	10,000	10,932	-932	13,000
388	54100	Legal Service	1,000	0	1,000	500
388	53600	Meeting Charges	3,267	560	2,707	3,000
388	52600	Memberships/Subscriptions/Resources	3,500	1,031	2,469	3,000
388	56800	Software/Technical Support	5,000	4,645	355	5,000
388	54200	Management Services	400	1,300	-900	400
388	55500	Rent/Space Costs	46,000	38,904	7,096	43,433
388	53700	Equipment	0	0	0	4,000
388	52000	Supplies	8,000	9,132	-1,132	13,000
388	55100	Computer Software Lease/Upgrade	2,000	8	1,992	3,500
388	52200	Telephone	6,000	5,199	801	3,000
388	52000	Travel	5,500	743	4,757	3,500
388	54400	Postage	500	9	491	500
388	55700	Misc Service/Office Expense	1,500	1,686	-186	2,000
388	58200	Other Costs	1,503	20	1,483	1,379
388	53500	Contract Labor Services	1,257	0	1,257	0
388	52500	Website Development	0	0	0	10,000
388	53900	GMS On Site Closeout Fees	3,000	0	3,000	2,000
		TOTAL KYOVA PROGRAM ALLOCATED COSTS	232,197	208,091	24,106	243,517
999000						
999000	54400	Postage Meter Lease & Supplies	3,000	2,032	968	1,000
999000	55700	Post Office Box Rental	100	0	100	100
999000	55400	Maintenance/Service Agreements	5,000	1,713	3,287	3,500
999000	52200	Telephone/Internet/DSL connection/Wireless Service	6,000	754	5,246	2,000
999000	52800	Xerox (Lease for Copier/Fax/Printer)	8,000	4,776	3,224	6,000
999000	52000	Supplies (For General Use)	6,000	1,674	4,326	2,000
999000	55300	Storage Facility Rental Fees	1,000	840	160	1,000
999000	52600	Subscriptions/Memberships(newspapers, magazines, etc.)	300	61	239	300
999000	58200	Other Costs	500	154	346	500
999000	52400	Travel	0	157	-157	239
999000	53600	Meetings	0	0	0	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	400	547	-147	400
		TOTAL KYOVA INDIRECT COSTS	30,800	12,708	18,092	17,539
		TOTAL KYOVA PROGRAM ALLOCATED/INDIRECT COSTS	262,997	220,799	42,198	261,056
		TOTAL BUDGET	1,317,260	1,086,657	230,603	1,580,073
			(9,397)	LESS LOCAL UNRESTRICTED		(11,847)
			1,307,863			1,568,226

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019

UNIFIED PLANNING WORK PROGRAM

APPENDIX A

FINANCIAL PROVISIONS AND MANAGERIAL CAPABILITY CERTIFICATION

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 X,
\$ 252,254.00; In-kind _____, \$ _____; or combination of both _____,
\$ _____ cash + \$ _____ 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 with are based on population.

2/23/18
Date



Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission

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 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 of 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 the generally accepted accounting standards or agency directives.

Executed this 23rd day of February 2018.

BY:



Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission



Lawrence County Transportation Improvement District

*Lawrence County Courthouse
111 South 4th Street, Ironton, Ohio 45638*

*DeAnna Holliday—Chairperson Terry Porter—Vice Chairperson Patrick D. Leighty—Secretary
Jason Stephens—Treasurer Bill Dingus—Member
House of Representatives Appointment—Rep. Ryan Smith Senate Appointment—Mayor Jeff Gaskin*

March 19, 2018

Mr. Chris Chiles
Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25712

Re: Financial Support for the Merritt's Creek Connector Bridge Study

Dear Chris:

As secretary of the Lawrence County Transportation Improvement District (LCTID), I wanted to send this letter to inform you of decisions made here within the County. During a meeting of the LCTID, held on March 6, 2018, discussion was had about committing \$20,000 to the Merritt's Creek Connector Bridge Study. Lawrence County can help with the matching funds by committing \$20,000, with the contributors being the Lawrence County Board of Commissioner, the Lawrence County Engineer's Office, and the Lawrence County Port Authority. We understand the importance of this Study and by completing this study, a world of opportunities could be opened to the areas KYOVA serves.

If you have any questions or concerns, feel free to contact me at your earliest convenience.

Respectfully,

Patrick D. Leighty, Secretary
Lawrence County Transportation
Improvement District

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DEPARTMENT OF PUBLIC WORKS
City Hall, P.O. Box 1659, Zip 25717
Phone (304) 696-5903
Fax (304) 781-8333

March 13th, 2018

Chris Chiles, Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

Re: Arlington Park Mobility Study

Dear Chris,

Please accept this letter as the City of Huntington's commitment to provide a 20% match to the above referenced project. It is understood the total cost of the study will not exceed \$50,000. Therefore, the City's contribution is not to exceed \$10,000. Thank you for your assistance in this matter, and please contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Williams".

Steve Williams, Mayor

4/27/2018



DEPARTMENT OF PUBLIC WORKS
City Hall, P.O. Box 1659, Zip 25717
Phone (304) 696-5903
Fax (304) 781-8333

March 13th, 2018

Chris Chiles, Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

Re: Pavement Management Program

Dear Chris,

Please accept this letter as the City of Huntington's commitment to provide a 20% match to the above referenced project. It is understood the total cost of the study will not exceed \$65,000. Therefore, the City's contribution is not to exceed \$13,000. Thank you for your assistance in this matter, and please contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Williams".

Steve Williams, Mayor





DEPARTMENT OF PUBLIC WORKS

City Hall, P.O. Box 1659, Zip 25717

Phone (304) 696-5903

Fax (304) 781-8333

March 13th, 2018

Chris Chiles, Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

Re: 5th Street West Bridge Study

Dear Chris,

Please accept this letter as the City of Huntington's commitment to provide a 20% match to the above referenced project. It is understood the total cost of the study will not exceed \$35,000. Therefore, the City's contribution is not to exceed \$7,000. Thank you for your assistance in this matter, and please contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Williams".

Steve Williams, Mayor

RECEIVED
MAR 14 2018
KYOVA INTERSTATE PLANNING COMMISSION
400 THIRD AVENUE
HUNTINGTON, WV 25701



City of Milton

1139 Smith Street ♦ Milton, West Virginia 25541
Phone (304)743-3032 ♦ Fax (304)743-1872

Mayor
Tom Canterbury

Recorder
Phyllis K. Smith

Council
Tennis Adkins
Carl Harshbarger
Robert "Bob" Legg
Dakota Miller
Cecil Taylor

March 2, 2018

Chris Chiles, Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

Re: Milton Traffic Mobility Study

Dear Chris,

The City of Milton wishes to inform you of our commitment to the above referenced project. The City will pledge 20% of the total cost of the study, which is understood to not exceed \$25,000. Therefore, the City's contribution is not to exceed \$5,000.

Thank you for your assistance in this matter, and please contact me with any questions.

Sincerely,

Tom Canterbury, Mayor

Office of the President

March 21, 2018

Christopher M. Chiles
Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

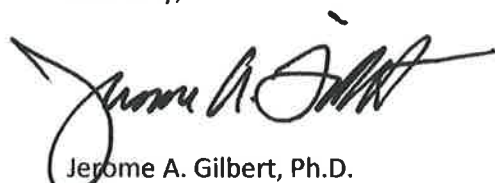
Dear Chris,

This letter is being provided to confirm Marshall University's financial commitment towards the *KYOVA Interstate Planning Commission Safety Study for Cabell and Wayne Counties, West Virginia*.

It is our understanding that the Study will concentrate on the transportation system safety projects and concerns within the Huntington Urbanized Area, which includes Marshall University, and will extend throughout Cabell and Wayne Counties. This Study is of great significance as it will identify hot spot safety areas of concern for not only motor vehicles, but also bicyclist and pedestrians alike, in and around Marshall University. Therefore, on behalf of Marshall University, this Letter of Commitment is being executed to provide a financial contribution of \$5,000.00, payable in July 2018, toward the Study's required match of \$20,000.

Please let me know if you need additional information. We value our partnership to making the transportation system safer for the community as well as for Marshall University's students and faculty.

Sincerely,



Jerome A. Gilbert, Ph.D.
President

WE ARE... MARSHALL.



Mayor Steve Williams
City of Huntington

April 19, 2018

Chris Chiles, Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

Re: KYOVA Safety Study for Cabell County

Dear Mr. Chiles,

The City of Huntington wishes to inform you of our commitment to the above referenced project. It is our understanding the study will be conducted in Fiscal Years 2019 and 2020 at a total cost of \$200,000. The City will pledge a match of **\$5,000**. Furthermore, it is our understanding that KYOVA will provide \$190,000 (90% of project cost) through sub-allocated funds. Thank you for your assistance in this matter. Please contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Williams".

Steve Williams
Mayor, City of Huntington

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DEPARTMENT OF PUBLIC WORKS

City Hall, P.O. Box 1659, Zip 25717

Phone (304) 696-5903

Fax (304) 781-8333

March 13th, 2018

Chris Chiles, Executive Director
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

Re: Marshall University Bicycle Plan

Dear Chris,

Please accept this letter as the City of Huntington's commitment to provide a 20% match to the above referenced project. It is understood the total cost of the study will not exceed \$35,000. Therefore, the City's contribution is not to exceed \$7,000. Thank you for your assistance in this matter, and please contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Williams".

Steve Williams, Mayor

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019

UNIFIED PLANNING WORK PROGRAM

APPENDIX B

CERTIFICATIONS AND ASSURANCES

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 23, 2018

**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 or, or other wise 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 States 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 American 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 23rd day of February 2018

By: _____


Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission

**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 received 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. 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
KYOVA Interstate Planning Commission

Date: February 23, 2018

DRUG-FREE WORKPLACE POLICY

It is the policy of ***the KYOVA INTERSTATE PLANNING COMMISSION*** to maintain a workplace 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 policy regarding substance abuse will result in disciplinary action up to and including dismissal.

Date

Employee 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.

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 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 (USDOT).
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
KYOVA Interstate Planning Commission

Date: February 23, 2018

FEDERAL FISCAL YEAR 2019 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 2019.

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 2019.

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. .801 et seq., and implementing U.S. DOT regulations, Program Fraud Civil Remedies, "49CFR 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
KYOVA Interstate Planning Commission

Date: February 23, 2018

FEDERAL FISCAL YEAR 2019 FTA 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:

CATEGORY DESCRIPTION

#	<u>CATEGORY DESCRIPTION</u>	<u>INITIAL</u>
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 & 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	_____

Metropolitan Planning Organizations (MPOs) & Regional Transportation Planning Organizations (RTPOs)

General

1. Which office within your organization has lead responsibility for Title VI compliance?

KYOVA's Finance/Office Management serves as the lead for the Title VI Compliance and responsibilities.

2. Who is your designated Title VI Coordinator? Please provide the person's name, title, and contact information.

Dannielle Slusher, Finance/Office Manager/Title VI Environmental Justice Officer, 400 Third Avenue, Huntington, WV 25701, Phone: 304-523-7434

3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.

KYOVA's Title VI Plan may be found at: http://kyovaipc.org/Title_VI_Plan.pdf.

4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.

***Yes. KYOVA's Title VI Policy may be found at:
http://kyovaipc.org/Title_VI_EJ_narrative_3_8_2016.pdf.***

5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.

***Yes. KYOVA's Title VI Complaint Procedures may be found at:
http://kyovaipc.org/Complaint_Procedure_3_8_2016.pdf.***

6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.

***Yes. KYOVA's complaint form can be viewed at:
http://kyovaipc.org/Title_VI_Complaint_Form_Fill_in.pdf.***

7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.

Yes. KYOVA informs the public of their right to file a complaint via the KYOVA website, KYOVA produced documents during public participation meetings, and by conversing with individuals on a

one-on-one basis.

8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.

KYOVA has received no complaints over the past 3 years.

9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.

Written Title VI Assurances have been provided to ODOT. These Assurances are included in the Appendix of each annual Unified Planning Work Program. FY 2019 Assurances may be found in Appendix B - Certifications and Assurances. They are also included in the Self-Certification found in the KYOVA 2018-2021 TIP and KYOVA 2040 MTP.

10. Does your contract language include Title VI and other non-discrimination assurances?

Language is included within the contract to include Title VI and other non-discrimination assurances.

11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):

- i. Title VI posters in public buildings X***
- ii. Title VI brochures at public events
- iii. Title VI complaint forms in public buildings
- iv. Title VI complaint forms at public events
- v. Title VI policy posted on your website X***
- vi. Title VI Program Plan posted on your website X***
- vii. Other (Please explain)

Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?

***KYOVA's Participation Plan may be found at:
http://kyovaipc.org/Participation_Plan_May_2015_with_October_2015_updates_FINAL_modified_10_15_2015.pdf. The Plan was last update in October 2015.***

13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):

- i. Neighborhood and community paper advertisements
- ii. Community radio station announcements
- iii. ***Church and community event outreach*** ***X***
- iv. ***Targeted fliers distributed in particular neighborhoods*** ***X***
- v. ***Other (Please explain): Newspaper, Website, Facebook***

14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.

KYOVA coordinates outreach with the Huntington Housing Authority, Golden Girls Group Home, Cabell County Community Services Organization, FIVCO Area Development District, Lawrence County Community Action, Lawrence County Transit, EasterSeals.

15. Do you take the following into consideration when identifying a public meeting location (select all that apply):

- i. ***Parking - Yes***
- ii. ***Accessibility by public transportation - Yes***
- iii. ***Meeting times - Yes***
- iv. ***Existence of ADA ramps - Yes***
- v. ***Familiarity of community with meeting location - Yes***

16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year? If so, describe how the request was addressed.

No special assistance was requested in the past year.

Limited English Proficiency (LEP) and Language Assistance

17. Are you familiar with the LEP four-factor analysis methodology? ***YES***

18. Are you familiar with the LEP language assistance Safe Harbor threshold? ***YES***

19. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)? If so, please provide

the website link or attach a copy.

See attached.

20. Has your organization identified vital documents that need to be made available in languages other than English? If so, describe how that need is being addressed.

KYOVA has identified the “vital” documents and utilizes the Translator Function on the KYOVA website to accommodate those individuals requiring information other than English.

21. Do you have a list of staff who speak languages other than English? - YES

22. Do you provide free translation services in languages other than English to the public upon request?

Free translation services are provided on an “as needed and prearranged” basis. Additionally, a free translator application is available on the KYOVA website for individuals interested in viewing the electronic documents in a language other than English.

23. How often do you receive requests for language assistance?

KYOVA has yet to receive a request for language assistance.

Title VI Training

24. Who provides Title VI training to your staff?

i. ODOT staff - X

ii. Title VI Coordinator

iii. Other (Please explain): KYTC, WVDOH/WVDOT; FTA, Transit Agencies within each of the State DOTs, FHWA, etc.

25. How often are Title VI trainings conducted?

Some type of training for Title VI are conducted at least on an annual basis for each state/agency listed in question 24 above. This may occur through on-line training activities as well as in-person training sessions/workshops.

26. How many staff were trained on Title VI this year?

Two (2) staff members attended some type of Title VI training over the past year.

Transportation Planning Program - Data Collection and Analysis

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

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

28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?

Yes. KYOVA is fully equipped with GIS programs and a staff person to serve in this function.

29. Does your organization use data to identify protected groups for consideration in the planning process?

Yes. As needed and/or for project specific activities.

30. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses 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.

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, KYOVA 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.

31. Does your organization track demographic information of participants in its transportation planning program public involvement events?

Demographic information of participants is not tracked on a regular basis as some participants do not identify themselves as to their specific demographic they represent or location of residence.

Technical Assistance

32. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed. Is this the person who should be contacted with follow-up questions? If not, please provide the name, title, and contact information for that individual.

This questionnaire was completed on February 17, 2018.

Individuals completing this questionnaire and to whom you should contact if there are any questions:

Terri Sicking
Senior Transportation Planner
400 Third Avenue
Huntington, WV 25701
Phone: 304-523-7434
e-mail: tsicking@kyovaipc.org

Dannielle Slusher
Finance/Office Manager & Title VI EJ Officer
400 Third Avenue
Huntington, WV 25701
Phone: 304-523-7434
e-mail: dslusher@kyovaipc.org

33. Do you have any questions regarding this questionnaire? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.

No questions at the time of completing questionnaire.

34. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.

Yes, KYOVA would very much appreciate additional Title VI, EJ and other civil right training to better facilitate the transportation planning process.

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 identity) 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.

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
8th 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

Section I			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements	Large Print	<input type="checkbox"/>	Audio Tape <input type="checkbox"/>
	TDD	<input type="checkbox"/>	Other <input type="checkbox"/>
Section II			
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"/>
Section III			
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

Section IV

Have you previously filed a Title VI complaint with this agency? Yes ☐ No ☐

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes ☐ No ☐

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:

Section VI

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

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

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

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/
- Federal Transit Administration: http://www.fta.dot.gov/12347_2238.html

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 in 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) or posters to determine the language.

2. OBTAINING A QUALIFIED INTEPRETER

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, if an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

- 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 reason, competent interpreter services will be provided to the LEP person.

Children will not be used to interpret, in order to insure 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 on-going 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 by 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.

**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 any employee or a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of and 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 of 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 1998). 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 23, 2018

**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 to or agency;
 - b. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgement 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 record, making false statements, or receiving stolen property;
 - c. Are not presently indicted for 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, 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 23, 2018

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 forgoing 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 this project.



Signature/Title of Authorized Representative

Stephen 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 Fiscal Year.

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

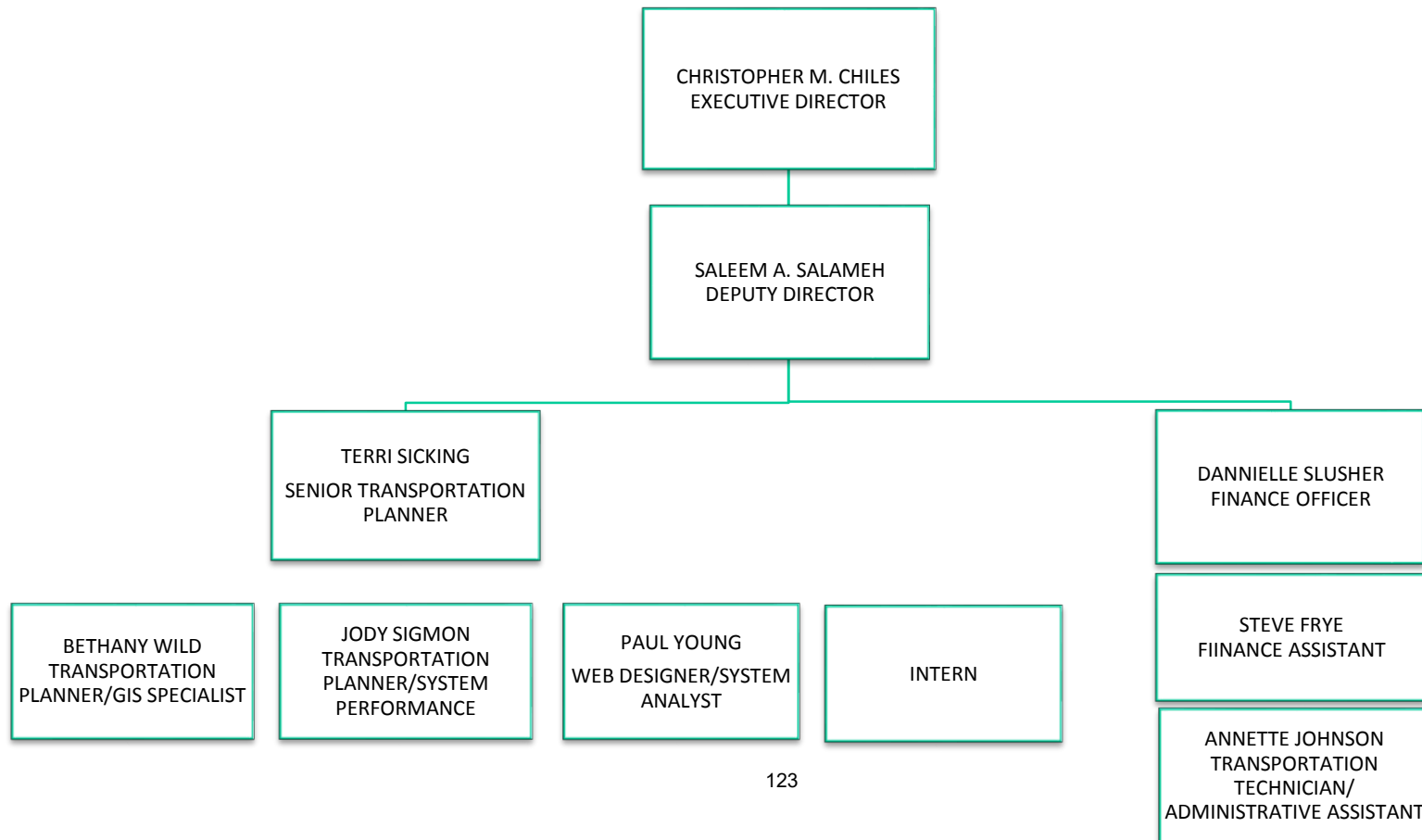
FY 2019 UNIFIED PLANNING WORK PROGRAM

APPENDIX C

KYOVA ORGANIZATIONAL CHART

KYOVA INTERSTATE PLANNING COMMISSION

ORGANIZATIONAL CHART 2019



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

FY 2019
UNIFIED PLANNING WORK PROGRAM

APPENDIX D

PLANNING AGREEMENT –
FUNDING MOU STATE
ALLOCATIONS

(TRI-STATE) WV-KY-OH

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and entered into this 1st 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
22nd DAY OF July 20 13

ATTORNEY LEGAL DIVISION
WEST VIRGINIA DIVISION
OF HIGHWAYS

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE LAWRENCE COUNTY PORT AUTHORITY (LAWRENCE COUNTY TRANSIT), KYOVA INTERSTATE PLANNING COMMISSION, AND THE LAWRENCE COUNTY COMMUNITY ACTION AGENCY FOR THE IMPLEMENTATION OF NEW DEVIATED FIXED ROUTE SHUTTLE SERVICE UTILIZING CONGESTION MITIGATION AIR QUALITY (CMAQ) FUNDING.

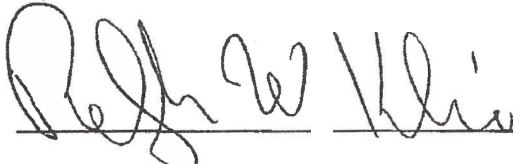
As agreed on the 15th day of July, 2017 the following points constitute an Agreement between the Lawrence County Transit (LCT), KYOVA Interstate Planning Commission (KYOVA), and the Lawrence County Community Action Organization (LCCAO – as an administrative party) for the operation for a new deviated 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. The new service is being designed after 3-years of Lawrence County Transit operations and observations for the Ohio Valley Commuter Express Bus Service. These new routes will increase frequencies and incorporate shuttle service components and accommodations such as Wi-Fi and bicycle transport racks to accommodate daily commuters to such locations as area universities, retail, entertainment, and major employers. This new shuttle service will provide the Tri-State a service that expands the previous commuter service and pin points employees with their employers, retailers, and universities across the region.

1. In 2007, LCT was selected by the Federal Transit Administration (FTA), Ohio Department of Transportation, and KYOVA to be a Designated Recipient of Federal Mass Transit funding.
2. LCT currently operates a public transportation program with FTA Section 5307 funding and intends to establish a new deviated 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
3. KYOVA has committed \$1,035,000 to support LCT's new deviated fixed route shuttle service and planning for five (5) years using KYOVA's Congestion Mitigation and Air Quality (CMAQ) sub allocation funds including local funds (\$931,500) for operation support and LCT FTA Section 5307 funds (\$103,500) for planning operation to be conducted by KYOVA.

4. LCT will pay KYOVA \$103,500 from its FTA Section 5307 funds at a rate of \$20,700 per year for five (5) consecutive years based on quarterly payments or until paid funds are expended, with the understanding that LCT will provide the local match required for FTA Section 5307 funds.
5. LCT will use the CMAQ funds to cover the operating costs of the new deviated 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.
6. LCT will provide the vehicles and all ancillary equipment necessary to operate the new deviated fixed route shuttle service.
7. LCT has contracted with the LCCAO to serve as the administrative party for the new deviated fixed route shuttle service described within this agreement.
8. LCT will meet all Local, State, and Federal requirements associated with the operation the CMAQ funded deviated fixed route shuttle service, including any necessary drug and alcohol testing, National Transit Database reporting, and other pertinent federal regulations.
9. The LCT will work closely with KYOVA and the LCCAO to ensure good communication and trust.
10. KYOVA will assist with transit operations planning, evaluation of transit services, provision of data and the creation of improvements to these services.
11. KYOVA will assist in the identification of potential grants and other funding sources for use by LCT.
12. KYOVA will provide information for LCT and LCCAO staff on federal compliance issues as they arise.
13. KYOVA will assist LCT and LCCAO staff with the implementation of purchasing service agreements with other agencies and organizations.

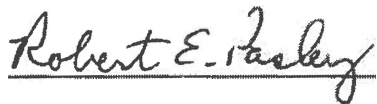
14. This agreement is intended to be in effect until amended. Major amendments may be made with the concurrent efforts of KYOVA and LCT. Minor amendments may be implemented directly by KYOVA and LCCAO.

Signatures:



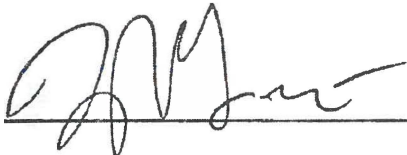
Ralph W. Kline, Fiscal Secretary
Lawrence County Port Authority

Date: 3/10/17



Robert Pasley, Chairman
KYOVA Interstate Planning Commission

Date: 3/15/17



D.R. Gossett, Executive Director
Lawrence County Community Action Organization

Date: 3/10/17

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019 UNIFIED PLANNING WORK PROGRAM

APPENDIX E

FY 2019 COST ALLOCATION PLAN (CAP) APPROVAL LETTER

INSERT KY CAP

NO OTHER STATS HERE

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2019 UNIFIED PLANNING WORK PROGRAM

APPENDIX F

KYOVA FY 2019 UPWP CHECKLIST



Unified Planning Work Program Checklist

Item	Page Number	Comment	Regulation or Law Cited
1 FORMAT GUIDELINES			
Bound document			
Dated (left hand corner)			
Page numbers			
2 COVER/TITLE PAGE			
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	
3 INTRODUCTION/PREFACE			
Table of Contents		Included after abstract	
MPO Approval Resolution (signed)	i		
Committee Members & Responsibilities	9,10,11,12		[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	17-18		[See 23 CFR 450.306 (a)(1-8)]
UPWP - Definition of UPWP and purpose	2		[See 23 CFR 420.111]
4 WORK ELEMENTS* - Each Work Item should include the following:			
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)
ISSUES TO ADDRESS (May be addressed under various work items listed below or as standalone work items)			
Safety/Security	23-27, 32-33, 36-38, 44, 66-68		
Multimodal Planning			
-Freight	23-29, 45		
-Transit	23-29, 39-40		23 U.S.C. 134 (c)(2), i(2)(H)
-Bike/Pedestrian	23-29, 36-39, 66-68, 45-45, 55-56		23 U.S.C. 134 (i)(6)(A), 135(f)(3)(A)
Travel Demand Modeling: Plan Update, Air Quality Conformity, Project Level Analysis	29-31	If not included as a standalone work item, include summary of modeling-related tasks	
Conformity Analysis (Air quality areas of concern only)	24-25, 29, 332-33 57-58		
ITS Architecture	23,29,30		23 CFR 940
Congestion Management Process (TMAs only)	23, 27-29, 559-60, 66		23 CFR 450.322
ADA Transition Plans	23-24		FHWA Civil Rights Guidance: www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12
ADMINISTRATION Work Element			
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	19,21,133		23 CFR 450.314
UNIFIED PLANNING WORK PROGRAM Work Element			
UPWP Development & Maintenance	21-22		23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report	22		23 CFR 420.117(b)
PUBLIC INVOLVEMENT & REPORTING Work Element			
Participation Plan Development & Maintenance	15,19,24,34,35		23 CFR 450.316
Annual Listing of Obligated Projects	24,66-68		23 CFR 450.334
DATA COLLECTION & ANALYSIS Work Element			
Census/Socioeconomic Data	29-31		
Transportation Systems/Urban Boundaries	29-31		
Performance Measures & Targets	17,19,23-24,26-27,34,36,39,45,47,49,51,53,55,59,61,66-67		23 CFR 450.306(d)
Coordinate with Modal Branch on travel time segments; Access NPMRDS and begin analyzing data.	29-30		
PROJECT IDENTIFICATION & PRIORITIZATION Work Element			
Project Identification Form (PIF) Development & Maintenance	26-27		
District Transportation Plan (DTP) Coordination	27		
CMAQ Coordination	23,25,59-60		
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)	23,25-26,36-37		
TRANSPORTATION IMPROVEMENT PROGRAM Work Element			
TIP Development & Maintenance	24-25,66-67		23 CFR 450.326
Incorporate Performance-Based Planning Requirements	23-24		23 CFR 450.326(c) & (d)
METROPOLITAN TRANSPORTATION PLAN Work Element			
MTP Development & Maintenance	26-27		23 CFR 450.324
Incorporate Performance-Based Planning Requirements	26-27		23 CFR 450.324(f)(3) & (4)
TRANSIT Work Element			
SPECIAL STUDIES Work Element(s): Corridor studies, sub-area studies, etc. (as needed)			
5 UPWP SUMMARY			
Funding Sources & Matching Rates	72	Table III	23 CFR 450.308(c) & 420.111(b)
Indirect Costs (if applicable)	71, 76-78		
Estimated Effort - Person-Weeks/Hours	Complete	Located in heading of each work element	
Expenditures by Work Item & Funding Source	72	Located in heading of each work element	
6 APPENDICES			
Planning Agreement	131	Appendix D	
CAP Approval Letter from KYTC (if charging indirect costs)	133		

* 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.

16-Jan-18