**APPLICATION INSTRUCTIONS**

When completing the application, applicants shall follow these guidelines:

* Applications will be accepted from eligible agencies within Cabell and Wayne counties, WV, Boyd and Greenup Counties, Kentucky and Lawrence County, OH.
* Complete the application in its entirety and submit on or before the advertised deadline.
* Project description should give a clear, concise and detailed representation of the project specifics including project termini (i.e. beginning and ending points) referencing on which side of the street/roadway work will occur, etc.
* Do not use “see attached” as an answer to any question in the application. If you require more space please continue on an attached separate 8 ½ x 11-inch sheet of paper with the Heading and Section Name/Question at the top of each page.

Mail applications to: Christopher M. Chiles, Executive Director

 KYVOA Interstate Planning Commission

 400 Third Avenue

 Huntington, WV 25701

FY 2017 Application Dates

|  |  |  |
| --- | --- | --- |
|  | **Round 3** | **Round 4\*** |
| **Application Dates** | August 15, 2016 through October 31, 2016 | February 6, 2017 through April 28, 2017 |
| **Intent to Apply Deadline** | August 31, 2016 | March 17, 2017 |
| **Workshop** | September 1, 2016 | To Be Determined |
| **Application Deadline** | October 31, 2016 | **April 28, 2017** |

\*Round 4 will occur following Round 3 project selection and only if funding is available by each state’s federally predetermined suballocated allowance.

**REQUIRED ATTACHMENTS FOR APPLICATION**

**Attachment A – Location Map(s) or Proposed Site(s)**

* An 8 1/2 “x 11” location map identifying the site in proximity to federal, state or local highways. An aerial map is preferred.
* If the project involves acquiring real-property interest, include:
	+ Current ownership of the property.
	+ Plat or property sketch.
	+ Type of title being acquired.
	+ Identification of any improvements.
	+ Size of tract or size or area acquired.
	+ Parent tract if it is a partial acquisition.

**Attachment B – Detailed Engineer’s Estimate**

An engineer’s estimate must be included with the application. The estimate will be used to assess the project construction cost.

**Attachment C – Resolution and/or Letter of Match Commitment**

A 20% match is required for all STBG projects. A Resolution and/or signed letter of commitment from the signature authority (Judge/Executive, Mayor, etc.) committing the match for this project must be included. Please keep in mind there is extensive documentation required when using in-kind match and the project sponsor will be required to provide this as part of the reimbursement process. If cash will be used for match, the letter should indicate that the Local Public Agency (LPA) has the funds available to use as soon as the project is approved to commence.

This application is divided into sections. Please answer each question to the best of your ability. STBG funding may be used for transit projects as well as highway projects. Refer to each individual section pertaining to either “Highway” or “Transit”. Information concerning each type of project has been outlined below to serve as an overview of eligible projects.

**Highway Projects**

**SECTION 2** is to be completed ***ONLY*** by applicants applying for highway construction projects. Priority will be given to projects that:

* Improve highway safety through off-road accident prevention design.
* Improve highway safety through increasing shoulder width.
* Include improvements to bridges. Points are awarded to projects that include bridge rails, sidewalks, potholes, skid resistance, crash cushions, signage, pavement markings, and bridge approach delineation.
* Eliminate an at-grade railroad crossing(s) or include safety improvements.
* Correct poor design features. This includes straightening excessive curves, improving signs and pavement markings and installing median barriers.
* The Air Quality factor relates to continued efforts to improve the regional air quality and encourage investment in more environmentally friendly forms of fuel use and/or incorporate traffic congestion reduction measures.
* Incorporate noise abatement measures, such as sound barriers.
* Include historic preservation. This may include such things as restoring historic buildings or using facades from historic buildings that have been torn down.
* Include aesthetic features. This includes such improvements as landscaping, visual easements or scenic overlooks.
* Incorporate environmentally friendly modes of transportation such as walking, bicycles and transit.
* Correct highway design and/or construction deficiencies. Improvements to horizontal or vertical curvatures, sight lines, substandard or aged construction or other similar types of improvements are preferred.
* Preserve or improve highway integrity – traffic flow along a highway should not be impeded as a result of the project.
* Exceed design standards for the particular roadway section but do not result in excessive increased costs.
* Include improvements for other types of transportation. This may include bicycle trails, transit improvements, pedestrian improvements or accommodations for other non-auto modes.
* Include lower emissions from vehicles or facilities.
* Improve integration of freight and other transportation modes.
* Improve circulation for large trucks and/or freight delivery.

Please note:

* Highway improvements included in the proposed project should be appropriate for the road's functional classification. Applicants should take care not to over-design improvements that result in excessive or higher than necessary costs.
* Public acceptance of the project is desired. Those living along or near the proposed project should be consulted. Results of any public input should be included in this application.

**Transit Projects**

**SECTION 3** is to be completed ***ONLY*** by applicants applying for transit and transit facilities projects. The following items are guidelines that KYOVA will be using to evaluate all transit related projects.

* Preference will be given to projects that improve roadway design for transit vehicles as well as general vehicle circulation. This may include such improvements as bus lanes, bus stop turn outs, improved shoulders to accommodate bus stops and other improvements that preserve or improve traffic flow and transit vehicle operations.
* Projects that create safe and secure waiting and boarding areas for passengers. This may include off-street transit centers, enhanced bus stops, passenger boarding centers or other similar facilities.
* Projects that result in lower auto traffic volumes that result in lower emissions such as projects that are projected to increase transit ridership.
* Transit vehicle projects that utilize low emission alternative fuels and/or incorporate technologies to improve fuel mileage. This includes facility projects that meet LEEDS standards.
* Projects that include sound barriers or other noise abatement measures.
* Projects that incorporate historic preservation. This may include restoration of historic buildings or reuse of facades from older buildings that are removed.
* Visual enhancements on roadways such as landscaping, visual easements or scenic overlooks are encouraged.
* Projects with longer useful lives. FTA standards should be used for transit vehicles.
* Positive impacts are desired for transit passengers and for the transit system operations. This may include various types of passenger amenities or improved bus turning movements.
* Transit vehicle purchase or the construction/rehabilitation of needed transit facilities.
* Projects that are ready for implementation.
* Replacement vehicles or facilities.
* High utilization of vehicles or equipment that is being replaced is desired.
* Projects that incorporate other transportation modes. Other transportation modes include: bicycling, pedestrian, auto, freight and other non-transit modes.

***SECTION 1: GENERAL INFORMATION***

***SECTION 1.1: APPLICANT INFORMATION***

|  |  |  |
| --- | --- | --- |
| **ORGANIZATION/AGENCY NAME**      | **PROJECT LOCATION(CITY/COUNTY/TOWNSHIP)**      | **HIGHWAY DISTRICT**      |
| **ADDRESS**      | **CITY**      | **STATE**       |
| **ZIP**      | **PHONE**      | **FAX**      |
| **POINT OF CONTACT**      | **CONTACT E-MAIL**      |
| **PROJECT NAME OR LOCATION**      |
| **WHICH STATE FUNDS ARE YOU APPLY?****[ ]  West Virginia [ ]  Kentucky [ ]  Ohio**  | **PROJECT TYPE****[ ]  Roadway [ ]  Planning Study****[ ]  Transit [ ]  Bicycle/Pedestrian** **[ ]  Intermodal** **[ ]  Other**       |
| **INSTRUCTION:** The person designated as the point of contact will be the contact for the life of the project and should be able to answer any questions regarding this project. All correspondence and other documents from KYOVA, WVDOH, KYTC, ODOT, FHWA, FTA, etc., will be sent to this person. Applicant will be responsible for notifying all agencies if the point of contact for the project changes. |

***SECTION 1.2: KYOVA PLANNING DOCUMENTS*** *(4 points possible)*

|  |
| --- |
| **Is the project included in KYOVA’s current Metropolitan Transportation Plan (MTP)? [ ]  Yes** *(1 point)* **[ ]  No**  |
|  **If yes, please identify the location (page number) and project identification number.**  **Page # :      MTP Project ID:** |
| **Is the project included in KYOVA’s current Transportation Improvement Program (TIP)? [ ]  Yes** *(1 point)* **[ ]  No**  |
|  **If yes, please identify the location (page number) and project identification number.**  **Page # :      TIP Project ID:** |
| **Describe any work that has already taken place on this project such as studies regarding travel or other impacts of the project, preliminary engineering/design, meeting with public officials, civic groups, community, and the community, project cost incurred to date, etc. Please include any barriers that you may or have already encountered.** *(2 points possible)*Click or tap here to enter text. |

**S*ECTION 1.3: PROJECT DESCRIPTION (HIGHWAY AND TRANSIT PROJECTS)*** *(10 points possible)*

|  |
| --- |
| **Please provide a detailed description of the project. Include targeted letting dates, purpose and need, impacts of the project, preliminary engineering, meetings with public and local officials, project cost incurred, data, etc. If you require additional space for the Project Description please attach separate sheet labeled with Section and Description.** |
| Click or tap here to enter text.  |

**SECTION 1.4: BUDGET INFORMATION (HIGHWAY AND TRANSIT PROJECTS)** *(7 points possible)*

**SECTION 1.4A: PROJECTED BUDGET (HIGHWAY AND TRANSIT PROJECTS)** (*5 points possible)*

List each phase and description of proposed project, estimated completion dates and project cost.

|  |  |  |  |
| --- | --- | --- | --- |
| **PHASE TYPE/ACTIVITY** | **PROJECT PHASE/ACTIVITY DESCRIPTION** | **ESTIMATED COMPLETION DATE** | **COST** |
| Preliminary Engineering/ Detailed Environmental |       |       |       |
| Design |       |       |       |
| Design/Build Project |  |       |       |
| Right of Way (ROW) |       |       |       |
| Utilities |       |       |       |
| Construction |       |       |       |
| Construction Engineering/Inspection |       |       |       |
| Contingency (\_\_\_\_\_)% |       |       |       |
| Other |       |       |       |
| Other |       |       |       |
|  **TOTAL FUNDS REQUESTED** | **$0.00** |

**SECTION 1.4B: LOCAL PUBLIC AGENCY MATCH (HIGHWAY AND TRANSIT PROJECTS)**

 *(2 points possible: 1 point for 20% match; 2 points for above 20% match)*

Projects require a 20 percent minimum match. Please provide source and amount.

|  |  |
| --- | --- |
| **ITEM/SOURCE** | **MATCH AMOUNT** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|  **TOTAL LPA MATCH** | **$0.00** |

**SECTION 1.4C: RESOLUTION/LETTER OF COMMITMENT**

Please attach a Resolution or Letter of Commitment signed by the agency’s Chief Official stating they support the project (include brief project description, dollars committed with source and timeline for project). If not included, the application may not be processed.

**SECTION 1.5: FUTURE OF FUNDING (HIGHWAY AND TRANSIT PROJECTS)** *(6 points possible)*

|  |
| --- |
| 1. **Will the funds requested in this application fully fund the project? [ ]  Yes [ ]  No** *(2 points possible)*
 |
| **If no, provide the gap amount and how the difference will be covered.**Click or tap here to enter text. |
| **What is the status of future financing to maintain and/or continue the project after the STBG Program funds are spent and the project is complete?** |
| **[ ]  Unknown/Not identified**  *(0 points)* | **[ ]  Good potential for future funding**  *(2 points possible)* | **[ ]  Future financing committed** *(4 points possible)* |
| **Please explain future financing commitment(s) and how they will relate to the project.**Click or tap here to enter text. |

**SECTION 1.6: ECONOMIC VITALITY (HIGHWAY AND TRANSIT PROJECTS)** (*9 points possible)*

|  |
| --- |
| 1. **Will the project increase employment? If so, how many positions will the project create?** *(4 points possible)*

***Please skip to Question #4 if project does not increase employment.***  |
| **[ ]  No impact on employment** *(0 points)* |  **[ ]  0-9 positions** *(2 points possible)* | **[ ]  Over 10 positions** *(4 points possible)* |
| **Please explain the increased employment.** Click or tap here to enter text. |
| 1. **If the project increases employment, are these jobs guaranteed?** *(2 points possible)*
 |
| **[ ]  No, jobs are not guaranteed** *(0 points)****(Please skip to Question #4 if no jobs are guaranteed)*** | **[ ]  Yes, jobs are guaranteed** *(2 points possible)***If yes, please attach documentation to application** |
| 1. **Are potential jobs localized, regional or multi-jurisdictional?** *(3 points possible)*
 |
|  **[ ]  No, jobs are not localized, regional or multi-jurisdictional** *(0 point)* |  **[ ]  Yes, jobs are localized** *(1 point possible)* |
|  **[ ]  Yes, jobs are regional** *(2 points possible)* |  **[ ]  Yes, jobs are multi-jurisdictional** *(3 points possible)* |
| **Please explain where the jobs will be located and how it will affect the region.**Click or tap here to enter text.  |

***SECTION 2: HIGHWAY PROJECTS ONLY***

**SECTION 2.1: SAFETY AND HAZARDS (HIGHWAY PROJECTS)** *(11 points possible)*

|  |
| --- |
| 1. **Does the project eliminate a run-off the road situation or off-the-road impact?** *(1 point possible)*
 |
| **[ ]  No** *(0 points)* | **[ ]  Yes** *(1 point)* |
| **Please explain**Click or tap here to enter text. |
| 1. **Does the project increase roadway and shoulder width to eliminate narrow roadway situations?** *(1 point possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(1 point)* |
| **Please explain**Click or tap here to enter text. |
| 1. **Does the project eliminate a narrow bridge situation?** *(2 points possible)*
 |
|  **[ ]  No** *(0 points)* ***Please skip to Question #4*** |  **[ ]  Yes (Please answer Questions 3a, 3b, and 3c)** *(1 point possible)* |
| **3a. Does the project improve bridge rails, sidewalks, potholes and poor skid resistance?**  |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(1 point possible)* |
| **If yes, please explain how the project improves bridge rails, sidewalks, potholes and poor skid resistance.**Click or tap here to enter text.  |
| 1. **Does the project improve or eliminate a railroad crossing hazard?** *(1 point possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(1 point)* |
| **If yes, please explain how the project improves or eliminates a railroad crossing hazard.**Click or tap here to enter text. |
| 1. **Does the project correct poor design features** *(6 points possible)*
 |
|  **[ ]  No** *(0 points)* ***Please skip to Question #6*** |  **[ ]  Yes (Please answer Questions 5a, 5b, and 5c)** |
| **5a. Does the project eliminate excessive curves?** *(1 point possible)* |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(1 point possible)* |
| **If yes, please describe location of curve and how it will correct the poor design features.**Click or tap here to enter text. |
| **5b. Does the project improve poor sign and/or pavement markings?** *(4 points possible)* |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(4 points possible)* |
| **If yes, please explain how the project will improve poor sign and/or pavement markings.**Click or tap here to enter text. |
| **5c. Does the project install medians to separate on-coming traffic?** *(1 point possible)* |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(2 points possible)* |
| **If yes, please explain the improvement by installation of medians to separate on-coming traffic.**Click or tap here to enter text. |

**SECTION 2.2: ENVIRONMENTAL ENHANCEMENT (HIGHWAY PROJECTS)** (*23 points possible)*

|  |
| --- |
| 1. **Does the project have a positive effect on air quality?** *(10 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(10 points possible)* |
| **If yes, please explain how the project will have a positive effect on the air quality.**Click or tap here to enter text. |
| 1. **Does the project accommodate historic preservation?** *(4 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(4 points possible)* |
| **If yes, please explain how the project accommodates historic preservation.**Click or tap here to enter text. |
| 1. **Does the project have a positive effect on water quality?** *(2 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(2 points possible)* |
| **If yes, please explain how the project will have a positive effect on the water quality.**Click or tap here to enter text. |
| 1. **Does the project design provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks?** *(2 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(2 points possible)* |
| **If yes, please explain how the project design will provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks.**Click or tap here to enter text. |
| 1. **Does the project include new significant transit, bicycle or pedestrian facilities?** *(5 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(5 points possible)* |
| **If yes, please explain how the project includes new significant transit, bicycle or pedestrian facilities.**Click or tap here to enter text. |

**SECTION 2.3: MANAGEMENT AND OPERATION (HIGHWAY PROJECTS) (***5 points possible)*

|  |
| --- |
| **How is the project appropriate for the Federal Functional Classification for which it is recommended? Does the project address deficiencies on the highway for which it is being recommended? Explain.**Click or tap here to enter text. |

**SECTION 2.4: SYSTEM PRESERVATION (HIGHWAY PROEJCTS)** *(7 points possible)*

|  |
| --- |
| 1. **Does the proposed project bring the highway for which it is recommended up to its design standard?** (4 points possible)
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(4 points possible)* |
| **Please explain how the proposed project will bring the highway up to its design standard.**Click or tap here to enter text. |
| 1. **Are the residents living along or using the highway or facility for which the proposed improvement(s) satisfied with the project approach? Has there been any public meetings or outreach activities** *(3 points possible)*
 |
|  **[ ]  No** *(0 points)* | **[ ]  Limited Outreach** *(1 point possible)* |  **[ ]  Yes** *(3 points possible)* |
| **Please explain how the residents are satisfied with the project approach. Also provide meeting and outreach activities already completed and/or planned.** Click or tap here to enter text. |

**SECTION 2.5: MULTIMODAL AND AIR QUALITY (HIGHWAY PROJECTS) (***18 points possible)*

|  |
| --- |
| 1. **Does the project include other modes of transportation, as well as the transportation type for which it is recommended?** *(5 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(5 points possible)* |
| **Please explain other modes of transportation and type for which it is recommended for the project.**Click or tap here to enter text. |
| 1. **Does the project help resolve air quality issues by recommending a low/no emissions type of transportation?** *(5 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(5 points possible)* |
| **Please describe how the proposed project will resolve air quality issues.**Click or tap here to enter text. |
| 1. **Does the project integrate the transportation system between modes for people and freight?** *(4 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(4 points possible)* |
| **Please explain how the project integrates the transportation system between modes for people and freight.**Click or tap here to enter text.  |
| 1. **Does the project create opportunities for larger trucks and increased freight delivery to businesses along the highway?** *(4 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(4 points possible)* |
| **Please explain the opportunities created for larger trucks and increasing freight delivery to businesses. Points will be awarded based on the opportunities provided.** Click or tap here to enter text. |

***SECTION 3: TRANSIT PROJECTS ONLY***

**SECTION 3.1: GENERAL TRANSIT (TRANSIT PROJECTS)** *(48 points possible)*

|  |
| --- |
| 1. **Does the project impact vehicular safety through improved roadway design or bus routing?** *(4 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(4 points possible)* |
| **Please explain how vehicular safety will be improved through roadway design or bus routing.**Click or tap here to enter text. |
| 1. **Does the project improve passenger safety and/or security on-board or while waiting to board buses?** *(5 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(5 points possible)* |
| **Please explain how the project will improve passenger safety/security on-board or while waiting to board buses.**Click or tap here to enter text. |
| 1. **Is there anticipated impact on ridership from this project?** *(5 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(5 points possible)* |
| **Please explain the anticipated impact on ridership from this project.**Click or tap here to enter text. |
| 1. **Does the project utilize vehicles that use alternative low emission fuels, technology to improve mileage or buildings meeting LEED standards?** *(5 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(5 points possible)* |
| **Please explain the results of alternative low emission fuels, technology to improve mileage or buildings meeting LEEDS standards.**Click or tap here to enter text. |
| 1. **Does the project accommodate historic preservation** *(3 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(3 points possible)* |
| **Please explain how the project accommodates historic preservation.**Click or tap here to enter text. |
| 1. **Does the project design provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks?** *(2 points possible)*
 |
|  **[ ]  No** *(0 points)* |  **[ ]  Yes** *(2 points possible)* |
| **Please explain how the project design will provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks.**Click or tap here to enter text. |
| 1. **What is the useful life of the proposed project? Please use FTA Guidelines.** *(5 points possible)*
 |
| **[ ]  Less than 4 years** *(1 point)* | **[ ]  4 to 9 years** *(3 points)* | **[ ]  10 to 14 years** *(4 points)* | **[ ]  15 or more years** *(5 points)* |
| 1. **What is the system impact of the project?** *(5 points possible)*
 |
| **[ ]  No impact** *(0 point)* | **[ ]  Impact on system only** *(3 points)* | **[ ]  Impact on passengers** **everywhere** *(4 points)* | **[ ]  Impact on system and**  **passengers** *(5 points)* |
| **Please explain the system impact of the project.**Click or tap here to enter text. |

**SECTION 3.2 SYSTEM PRESERVATION (TRANSIT PROJECTS)** *(10 points possible)*

|  |
| --- |
| 1. **For vehicles, is it a replacement or expansion vehicle?** *(6 points possible)*
 |
|  **[ ]  Replacement Vehicle** *(2 points)* | **[ ]  Expansion Vehicle** *(6 points)* | **[ ]  Does not apply** *(0 points)* |
| 1. **Capital Utilization – How has the equipment being replaced been utilized?** *(4 points possible)*
 |
|  **[ ]  3 years or 40% in miles over the** **FTA value** *(4 points)* | **[ ]  2 years or 30% in miles over the FTA value** *(2 points)* | **[ ]  1 year or 20% in miles over the FTA value** *(1 point)* |
| **Please explain how the equipment being replaced is utilized.**Click or tap here to enter text. |

**SECTION 3.3 MULTIMODAL CRITERIA** *(5 points possible)*

|  |
| --- |
| 1. **Does the project incorporate improvements for other transportation alternatives and modes? Please mark all that apply.**  *(5 points possible)*
 |
| **[ ]  Bicycle** *(1 point)* | **[ ]  Pedestrian** *(1 point)* | **[ ]  Auto** *(1 point)* | **[ ]  Freight** *(1 point)* | **[ ]  Other** *(1 point)* |
| **Please explain how the project incorporates improvements for other transportation modes.**Click or tap here to enter text. |

To the best of my knowledge, the information with this application for the STBG program is accurate; and as the applicant I have the authority to pursue funding opportunities for Click or tap here to enter text.(agency)

Chief Official: Click or tap here to enter text. Title: Click or tap here to enter text.

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: