

TABLE III
KYOVA INTERSTATE PLANNING COMMISSION
PROGRAM YEAR FY 2017
JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

WEST VIRGINIA PORTION ONLY

ELEMENT	TRANSPORTATION PLANNING	TOTAL	JOINT PLANNING FUNDS					SURFACE TRANSPORTATION PLANNING FUNDS					TTA		TRANSIT CONTINGENCY FUNDS	
			TOTAL WV FUNDS	FHWA	STATE MATCH	KYOVA LOCAL	KYOVA LOCAL	WV STP FUNDS	WV STP FUNDS	STATE MATCH	KYOVA LOCAL	KYOVA LOCAL	WV 5310	WV TRANSIT	WV TRANSIT	KYOVA LOCAL
		100%	50%	80%	10%	10%	100%	80%	10%	10%	20%	100%	100%	80%	20%	
380117	MANAGEMENT AND ADMINISTRATION															
	BUDGETED AMOUNT	130,000	65,000	52,000	6,500	6,500	0	0	0	0	0	0	0	0	0	0
380217	TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT															
	BUDGETED AMOUNT	60,000	30,000	24,000	3,000	3,000	0	0	0	0	0	0	0	0	0	0
380317	SHORT RANGE TRANSPORTATION PLANNING															
	BUDGETED AMOUNT	62,270	31,135	24,908	3,114	3,114	0	0	0	0	0	0	0	0	0	0
380417	METROPOLITAN TRANSPORTATION PLANNING (MTP)															
	BUDGETED AMOUNT	68,500	34,250	27,400	3,425	3,425	0	0	0	0	0	0	0	0	0	0
380517	GIS/TRANSPORTATION SURVEILLANCE AND DATA COLLECTION															
	BUDGETED AMOUNT	98,955	49,478	39,582	4,948	4,948	0	0	0	0	0	0	0	0	0	0
380617	AIR QUALITY PLANNING															
	BUDGETED AMOUNT	32,500	16,250	13,000	1,625	1,625	0	0	0	0	0	0	0	0	0	0
380717	PUBLIC PARTICIPATION AND OUTREACH															
	BUDGETED AMOUNT	51,000	25,500	20,400	2,550	2,550	0	0	0	0	0	0	0	0	0	0
380817	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING															
	BUDGETED AMOUNT	64,518	32,259	25,807	3,226	3,226	0	0	0	0	0	0	0	0	0	0
	TOTAL JOINT FUNDED	567,743	283,872	227,097	28,387	28,388	0	0	0	0	0	0	0	0	0	0
380917	TRANSIT PLANNING WV & OH															
	BUDGETED AMOUNT	64,985	45,550	36,439	4,555	4,556	0	0	0	0	0	0	0	0	0	0
381017	HUMAN SERVICE TRANSPORTATION COORDINATION PLANNING															
	BUDGETED AMOUNT	40,000	28,037	22,431	2,803	2,803	0	0	0	0	0	0	0	0	0	0
	TOTAL TRANSIT WEST VIRGINIA/OHIO	104,985	73,587	58,870	7,358	7,359	0	0	0	0	0	0	0	0	0	0
	TOTAL JOINT FUNDED/TRANSIT	672,728	357,459	285,967	35,745	35,747	0	0	0	0	0	0	0	0	0	0
	WEST VIRGINIA STATE SPECIFIC PROJECTS															
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT		0	0												
381117	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500	0	0	0	0	0	0	0	0	0	11,500	0	0	0	0
	TOTAL WV - TTA STATE SPECIFIC PROJECT	11,500	0	0	0	0	0	0	0	0	0	11,500	0	0	0	0
381217	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	10,000	8,000	1,000	1,000	0	0	0	0	0	0	0	0	0	0
381317	TRI STATE TRANSIT STUDY	50,000	0	0	0	0	0	0	0	0	0	0	50,000	40,000	10,000	
381417	CITY OF HUNTINGTON - STREET FLOODING MITIGATION PLAN	191,851					191,851	153,481	19,185	19,185	0	0	0	0	0	0
381517	CITY OF HUNTINGTON MULTI MODAL STUDY/SIGNAGE, AND SIDEWALK	36,322					36,322	29,058	0	0	7,264	0	0	0	0	0
	TOTAL OTHER WV STATE SPECIFIC PROJECTS	288,173	10,000	8,000	1,000	1,000	228,173	182,539	19,185	19,185	7,264	11,500	50,000	40,000	10,000	
	TOTAL WV STATE SPECIFIC PROJECTS	299,673	10,000	8,000	1,000	1,000	456,346	365,077	38,370	38,370	14,528	11,500	50,000	40,000	10,000	
	OHIO STATE SPECIFIC															
381617	LAWRENCE COUNTY PUBLIC TRANSIT SYSTEM PLANNING	37,500		0	0	0	0	0	0	0	0	0	0	0	0	0
381717	LAWRENCE COUNTY NON-MOTORIZED STUDY (PID #99806)	200,000		0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OHIO STATE SPECIFIC PROJECT	237,500		0	0	0	0	0	0	0	0	0	0	0	0	0
	KENTUCKY STATE SPECIFIC/STP															
	TOTAL KY STATE SPECIFIC PROJECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL STATE SPECIFIC	537,173	10,000	8,000	1,000	1,000	228,173	182,539	19,185	19,185	7,264	11,500	50,000	40,000	10,000	
200	200 KENTUCKY TRANSIT (S303) PLANNING															
385117	TRANSIT MANAGEMENT AND ADMINISTRATION	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
385217	SHORT RANGE TRANSIT PLANNING	12,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
385317	OTHER TRANSIT ACTIVITIES	18,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL KY - FTA TRANSIT	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FTA - KENTUCKY STATE SPECIFIC PROJECT															
385416	KENTUCKY COMPREHENSIVE TRANSIT STUDY (BOYD/GREENUP)	37,688														
	(PROJECT CARRIED FORWARD FROM FY 2016)															
	TOTAL KY - FTA STATE SPECIFIC	37,688	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL FTA - TRANSIT/STATE SPECIFIC	87,688	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL BUDGET	1,297,569	567,459	293,967	36,745	36,747	228,173	182,539	19,185	19,185	7,264	11,500	50,000	40,000	10,000	

TABLE III
 KYOVA INTERSTATE PLANNING COMMISSION
 PROGRAM YEAR FY 2017
 JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

OHIO PORTION ONLY

ELEMENT		TOTAL	TOTAL ODOT FUNDS	OHIO FHWA	OHIO FHWA	ODOT STATE	KYOVA LOCAL
	TRANSPORTATION PLANNING	100%	19.0000%	100%	80%	10%	10%
380117	MANAGEMENT AND ADMINISTRATION						
	BUDGETED AMOUNT	130,000	24,700	0	19,760	2,470	2,470
380217	TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT						
	BUDGETED AMOUNT	60,000	11,400	0	9,120	1,140	1,140
380317	SHORT RANGE TRANSPORTATION PLANNING						
	BUDGETED AMOUNT	62,270	11,831	0	9,465	1,183	1,183
380417	METROPOLITAN TRANSPORTATION PLANNING (MTP)						
	BUDGETED AMOUNT	68,500	13,015	0	10,411	1,302	1,302
380517	GIS/TRANSPORTATION SURVEILLANCE AND DATA COLLECTION						
	BUDGETED AMOUNT	98,955	18,801	0	15,041	1,880	1,880
380617	AIR QUALITY PLANNING						
	BUDGETED AMOUNT	32,500	6,175	0	4,941	618	618
380717	PUBLIC PARTICIPATION AND OUTREACH						
	BUDGETED AMOUNT	51,000	9,690	0	7,752	968	969
380817	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING						
	BUDGETED AMOUNT	64,518	12,258	0	9,807	1,226	1,226
	TOTAL JOINT FUNDED	567,743	107,871	0	86,297	10,787	10,787
380917	TRANSIT PLANNING WV & OH						
	BUDGETED AMOUNT	64,985	19,435	0	15,548	1,943	1,944
381017	HUMAN SERVICE TRANSPORTATION COORDINATION PLANNING						
	BUDGETED AMOUNT	40,000	11,963	0	9,570	1,197	1,196
	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	111,415	13,927	13,927
	WEST VIRGINIA STATE SPECIFIC PROJECTS						
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT						
381117	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
381217	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000	0	0	0	0	0
381317	TRI STATE TRANSIT STUDY	50,000	0	0	0	0	0
381417	CITY OF HUNTINGTON - STREET FLOODING MITIGATION PLAN	191,851	0	0	0	0	0
381517	CITY OF HUNTINGTON MULTI MODAL STUDY/SIGNAGE, AND SIDEWALK INVENTORY	36,322	0	0	0	0	0
	TOTAL WV STATE SPECIFIC PROJECT	288,173	0	0	0	0	0
	OHIO STATE SPECIFIC						
381617	LAWRENCE COUNTY PUBLIC TRANSIT SYSTEM PLANNING	37,500	0	0	0	0	0
381717	LAWRENCE COUNTY NON-MOTORIZED STUDY (PID #99806)	200,000	200,000	200,000	0	0	0
	TOTAL OHIO STATE SPECIFIC PROJECT	237,500	200,000	200,000	0	0	0
	KENTUCKY STATE SPECIFIC						
	TOTAL STATE SPECIFIC	537,173	200,000	200,000	0	0	0
200	200 KENTUCKY TRANSIT (5303) PLANNING						
385117	TRANSIT MANAGEMENT AND ADMINISTRATION	20,000	0	0	0	0	0
385217	SHORT RANGE TRANSIT PLANNING	12,000	0	0	0	0	0
385317	OTHER TRANSIT ACTIVITIES	18,000	0	0	0	0	0
	TOTAL KY - FTA TRANSIT	50,000	0	0	0	0	0
	FTA - KENTUCKY STATE SPECIFIC PROJECT						
385416	KENTUCKY COMPREHENSIVE TRANSIT STUDY (BOYD/GREENUP) (PROJECT CARRIED FORWARD FROM FY 2016)	37,668	0	0	0	0	0
	TOTAL KY - FTA STATE SPECIFIC	37,668	0	0	0	0	0
	TOTAL FTA - TRANSIT/STATE SPECIFIC	87,668	0	0	0	0	0
	TOTAL BUDGET	1,297,569	339,269	200,000	111,415	13,927	13,927

TABLE III
KYOVA INTERSTATE PLANNING COMMISSION
PROGRAM YEAR FY 2017

KENTUCKY PORTION ONLY

JOINT FUNDED ELEMENTS/STATE SPECIFIC ELEMENTS

ELEMENT	TRANSPORTATION PLANNING	TOTAL	PLANNING FUNDS					STP FUNDS				
			TOTAL KY FUNDS	KY PL FUNDS	KY STATE MATCH	KYOVA LOCAL	KY STATE SPECIFIC	KY STP FUNDS	KY STATE MATCH	KYOVA LOCAL	KYOVA LOCAL	
		100%	31%	80%	5%	15%		80%	5%	15%	20%	
380117	MANAGEMENT AND ADMINISTRATION											
	BUDGETED AMOUNT	130,000	40,300	32,240	2,015	6,045	0	0	0	0	0	
380217	TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & TIP MANAGEMENT											
	BUDGETED AMOUNT	60,000	18,600	14,880	930	2,790	0	0	0	0	0	
380317	SHORT RANGE TRANSPORTATION PLANNING											
	BUDGETED AMOUNT	62,270	19,304	15,443	965	2,896	0	0	0	0	0	
380417	METROPOLITAN TRANSPORTATION PLANNING (MTP)											
	BUDGETED AMOUNT	68,500	21,235	16,988	1,062	3,185	0	0	0	0	0	
380517	GIS/TRANSPORTATION SURVEILLANCE AND DATA COLLECTION											
	BUDGETED AMOUNT	98,955	30,676	24,541	1,534	4,601	0	0	0	0	0	
380617	AIR QUALITY PLANNING											
	BUDGETED AMOUNT	32,500	10,075	8,060	504	1,511	0	0	0	0	0	
380717	PUBLIC PARTICIPATION AND OUTREACH											
	BUDGETED AMOUNT	51,000	15,810	12,648	790	2,372	0	0	0	0	0	
380817	SURFACE TRANSPORTATION PROGRAM (STP) PLANNING											
	BUDGETED AMOUNT	64,518	20,000				20,000	16,000	0	0	4,000	
	TOTAL JOINT FUNDED	567,743	176,000	124,800	7,800	23,400	20,000	16,000	0	0	4,000	
380917	TRANSIT PLANNING WV & OH											
	BUDGETED AMOUNT	64,985	0	0	0	0	0	0	0	0	0	
381017	HUMAN SERVICE TRANSPORTATION COORDINATION PLANNING											
	BUDGETED AMOUNT	40,000	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	124,800	7,800	23,400	20,000	16,000	0	0	4,000	
	WEST VIRGINIA STATE SPECIFIC PROJECTS											
	WV - TRI STATE TRANSIT (TTA) STATE SPECIFIC PROJECT											
381117	SECTION 5310 TMA TRANSIT ADMINISTRATION (SHARED WITH TTA)	11,500										
	TOTAL WV - TTA STATE SPECIFIC PROJECT	11,500										
381217	KYOVA/RIC JOINT TMA COORDINATION (WV)	10,000										
381317	TRI STATE TRANSIT STUDY	50,000										
381417	CITY OF HUNTINGTON - STREET FLOODING MITIGATION PLAN	191,851										
381517	CITY OF HUNTINGTON MULTI MODAL STUDY/SIGNAGE, AND SIDEWALK INVEN	36,322										
	TOTAL WV STATE SPECIFIC PROJECTS	288,173										
	OHIO STATE SPECIFIC											
381617	LAWRENCE COUNTY PUBLIC TRANSIT SYSTEM PLANNING	37,500										
381717	LAWRENCE COUNTY NON-MOTORIZED STUDY (PID #99806)	200,000										
	TOTAL OHIO STATE SPECIFIC PROJECT	237,500										
	KENTUCKY STATE SPECIFIC/STP											
	TOTAL KY STATE SPECIFIC PROJECT	0										
	TOTAL STATE SPECIFIC	525,673										
200	200 KENTUCKY TRANSIT (S303) PLANNING											
385117	TRANSIT MANAGEMENT AND ADMINISTRATION	20,000										
385217	SHORT RANGE TRANSIT PLANNING	12,000										
385317	OTHER TRANSIT ACTIVITIES	18,000										
	TOTAL KY - FTA TRANSIT	50,000										
	FTA - KENTUCKY STATE SPECIFIC PROJECT											
385416	KENTUCKY COMPREHENSIVE TRANSIT STUDY (BOYD/GREENUP)	37,668										
	(PROJECT CARRIED FORWARD FROM FY 2016)											
	TOTAL KY - FTA STATE SPECIFIC	37,668										
	TOTAL FTA - TRANSIT/STATE SPECIFIC	87,668										
	TOTAL BUDGET	1,297,569	176,000	124,800	7,800	23,400	20,000	16,000	0	0	4,000	

FY 2016 FRINGE RATE CALCULATION

FRINGE CALCULATION & RATE		37.53%
Fringe / Direct Labor + Indirect Labor		
	\$ 158,590	
	\$ 422,528	

FY 2016 INDIRECT RATE CALCULATION

INDIRECT CALCULATION & RATE		55.51%
Indirect Lbr + (Indirect Lbr x Fringe Rate) + Other Indirect / Direct Labor and Fringe		
	\$ 264,699	
	<u>\$ 476,870</u>	

COMBINED RATE		93.05%
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SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD
(July 1, 2016 - July 30, 2017)

		Estimated FY 2015	Actual FY 2015	Difference (Over Bdg.) Under Bdg.	ODOT Adjustments	Estimated FY 2017
EMPLOYEE WAGES						
Indirect Labor						
Project #	GL#	Acct. Name				
38807	50100	Indirect Labor				
		Administration/Clerical/Fiscal				
		\$ 71,887	\$ 70,171	\$ 1,716	\$ -	\$75,801
		\$ 71,887	\$ 70,171	\$ 1,716	\$ -	\$ 75,801
Subtotal - Indirect Labor						
Direct Labor						
380/385	50100	Transportation Planning				
		\$ 331,514	\$ 336,826	\$ (5,312)	\$ -	\$346,728
		\$ 331,514	\$ 336,826	\$ (5,312)	\$ -	\$ 346,728
Subtotal - Direct Labor						
TOTAL EMPLOYEE WAGES		\$ 403,401	\$ 406,997	\$ (3,596)	\$ -	\$ 422,528

		Estimated FY 2015	Actual FY 2015	Difference (Over Bdg.) Under Bdg.	ODOT Adjustments	Estimated FY 2017
FRINGE BENEFITS COST CENTER						
998000	50900	Acct. Name				
		PERS				
		\$ 44,283	\$ 43,365	\$ 918	\$ -	\$48,183
		\$ 51,821	\$ 47,807	\$ 4,014	\$ -	\$56,193
		\$ 26,721	\$ 25,785	\$ 936	\$ -	\$32,324
		\$ 1,223	\$ 1,147	\$ 76	\$ -	\$1,606
		\$ 1,783	\$ 2,066	\$ (283)	\$ -	\$2,280
		\$ 15,694	\$ 11,700	\$ 3,994	\$ -	\$18,004
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 141,525	\$ 131,869	\$ 9,655	\$ -	\$158,590
		\$ 29,125	\$ 30,021	\$ (896)	\$ -	\$ 28,448
Subtotal Fringe Benefits						
Less Indirect Fringe Costs						
		\$ 112,400	\$ 101,848	\$ 10,552	\$ -	\$ 130,142
Total Direct Fringe Benefit Costs						
FRINGE BENEFIT RATE FY 2016		35.08%	32.40%			37.53%
TOTAL DIRECT SALARIES/FRINGE						\$ 476,870

PROGRAM INDIRECT COST ALLOCATION CENTER COSTS

Project #	Acct.#	Acct. Name	Estimated FY 2015	Actual FY 2015	Difference (Over Bdg.) Under Bdg.	ODOT Adjustments	Estimated FY 2017
38807	50100	Salaries - Indirect Only	\$ 71,887	\$ 70,171	\$ 1,716	\$ -	\$75,801
38807	50400	Fringe Benefits for Indirect Salaries	\$ 29,125	\$ 30,021	\$ (896)	\$ -	\$28,448
38807	55400	Maintenance/Service/IT Agreements	\$ 2,500	\$ 3,940	\$ (1,440)	\$ -	\$ 2,500
38807	53200	Finance Consulting	\$ 9,900	\$ 9,900	\$ -	\$ -	\$ 10,000
38807	53800	Depreciation	\$ 500	\$ 712	\$ (212)	\$ -	\$ 1,140
38807	53100	Equipment Lease	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 500
38807	54700	Electronic/Data Processing Equ. Ins.	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 900
38807	52300	Printing/Reproduction/Scanning	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 500
38807	54900	Comprehensive Liability Insurance/Bonding Fees	\$ 7,000	\$ 6,532	\$ 468	\$ -	\$ 10,000
38807	54100	Legal Service	\$ 750	\$ 523	\$ 227	\$ -	\$ 1,000
38807	53600	Meeting Charges	\$ 5,000	\$ 3,228	\$ 1,772	\$ -	\$ 5,950
38807	52600	Memberships, Subscriptions	\$ 1,700	\$ 2,118	\$ (418)	\$ -	\$ 3,500
38807	56800	Software/Technical Support	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 5,000
38807	54200	Management Services	\$ 843	\$ -	\$ 843	\$ -	\$ 400
38807	55500	Rent/Space Costs	\$ 46,000	\$ 40,376	\$ 5,624	\$ -	\$55,000
38807	53700	Equipment	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -
38807	52000	Supplies	\$ 4,530	\$ 5,445	\$ (915)	\$ -	\$ 8,000
38807	55100	Computer Software Lease/Upgrade	\$ 1,500	\$ 1,242	\$ 258	\$ -	\$ 4,000
38807	52200	Telephone	\$ 5,209	\$ 4,469	\$ 740	\$ -	\$ 8,000
38807	52000	Travel	\$ 3,500	\$ 1,341	\$ 2,159	\$ -	\$ 5,500
38807	54400	Postage	\$ 100	\$ 9	\$ 91	\$ -	\$ 500
38807	55700	Misc Service/Office Expense	\$ -	\$ 151	\$ (151)	\$ -	\$ 1,500
38807	58200	Other Costs	\$ 843	\$ 1,158	\$ (315)	\$ -	\$ 1,503
38807	53500	Contract Services	\$ 2,082	\$ 5,395	\$ -	\$ -	\$ 1,257
Subtotal Kyova Indirect Cost Allocation Costs			\$ 201,969	\$ 186,731	\$ 18,551	\$ -	\$230,899

INDIRECT COST CENTER

Acct.#	Acct. Name	Estimated FY 2015	Actual FY 2015	Difference (Over Bdg.) Under Bdg.	ODOT Adjustments	Estimated FY 2017	
999000	54400	Postage Meter Lease & Supplies	\$ 2,000	\$ 1,709	\$ 291	\$ -	\$ 3,000
999000	55700	Post Office Box Rental	\$ 100	\$ -	\$ 100	\$ -	\$ 100
999000	55400	Maintenance/Service Agreements	\$ 3,000	\$ 3,143	\$ (143)	\$ -	\$ 5,000
999000	52200	Telephone/Internet/DSL connection/Wireless Service	\$ 3,000	\$ 1,267	\$ 1,733	\$ -	\$ 6,000
999000	52800	Xerox (Lease for Copier/Fax/Printer)	\$ 4,000	\$ 7,049	\$ (3,049)	\$ -	\$ 8,000
999000	53900	GMS On Site Closeout Fees	\$ 3,000	\$ 2,330	\$ 670	\$ -	\$ 3,000
999000	52000	Supplies (For General Use)	\$ 3,000	\$ 2,105	\$ 895	\$ -	\$ 6,000
999000	55300	Storage Facility Rental Fees	\$ 705	\$ 684	\$ 21	\$ -	\$ 1,000
999000	52600	Subscriptions/Memberships(newspapers, magazines, etc.)	\$ 300	\$ 26	\$ 274	\$ -	\$ 300
999000	58200	Other Costs	\$ 50	\$ 457	\$ (407)	\$ -	\$ 500
999000	52400	Travel	\$ -	\$ 226	\$ (226)	\$ -	\$ -
999000	53600	Meetings	\$ -	\$ -	\$ -	\$ -	\$ -
999000	55200	Advertisements	\$ -	\$ -	\$ -	\$ -	\$ 500
999000	53500	Contract Labor	\$ -	\$ -	\$ -	\$ 1	\$ -
999000	55500	Space Cost	\$ -	\$ -	\$ -	\$ 2	\$ -
999000	55700	Misc. Service/Office Expense	\$ -	\$ -	\$ -	\$ 3	\$ 400
Subtotal Indirect Costs		\$ 19,155	\$ 18,996	\$ 159	\$ -	\$ 33,800	
TOTAL INDIRECT COSTS		\$ 221,124	\$ 205,727	\$ 18,710	\$ -	\$ 264,699	
TOTAL DIRECT LABOR/FRINGE COSTS		\$ 443,914	\$ 438,674	\$ 5,240	\$ -	\$ 476,870	
TRANSPORTATION PLANNING							
TOTAL INDIRECT RATE		49.8%	46.9%			55.51%	

4/29/2016

FY 2016-2017
KYOVA INTERSTATE PLANNING COMMISSION
PROPOSED OPERATING BUDGET
JULY 1, 2016 - JUNE 30, 2017

		Estimated	Actual	Difference	Estimated
		FY 2015	FY 2015	(Over Bdg.)	FY 2017
				under Bdg.	
Project #	Acct.#	DIRECT:			
380 & 385	50100	331,514	336,826	-5,312	346,728
380 & 385	50400	71,887	70,171	1,716	130,142
380 & 385	52400	45,837	28,826	17,011	70,000
380 & 385	54000	162,000	162,000	0	456,000
380 & 385	60000	9,000	3,562	5,438	20,000
380 & 385	52300	1,000	0	1,000	5,000
380 & 385	53500	0	1,000	-1,000	5,000
391	391000	21,662	16,923	4,739	13,527
		0	0	0	
		642,900	619,308	23,592	1,046,397
		TOTAL DIRECT			
388	388000	KYOVA PROGRAM ALLOCATION COST CENTER:			
388	50100	71,887	70,171	1,716	75,801
388	50400	30,049	28,452	1,597	28,448
388	55400	2,500	3,940	-1,440	2,500
388	53200	9,900	9,900	0	10,000
388	53800	500	712	-212	1,140
388	53100	1,000	0	1,000	500
388	54700	1,000	0	1,000	900
388	52300	1,000	0	1,000	500
388	54900	7,000	6,532	468	10,000
388	54100	750	523	227	1,000
388	53600	5,000	3,228	1,772	5,950
388	52600	1,700	2,118	-418	3,500
388	56800	2,000	0	2,000	5,000
388	54200	843	0	843	400
388	55500	46,000	40,376	5,624	55,000
388	53700	4,000	0	4,000	0
388	52000	4,530	5,445	-915	8,000
388	55100	1,500	1,242	258	4,000
388	52200	5,209	4,469	740	8,000
388	52000	3,500	1,341	2,159	5,500
388	54400	100	9	91	500
388	55700	500	1,400	-900	1,500
388	58200	1,500	1,251	249	1,503
388	53500	1,500	0	1,500	1,257
		203,468	181,109	22,359	230,899
		TOTAL KYOVA PROGRAM ALLOCATED COSTS			
999000					
999000	54400	2,000	1,709	291	3,000
999000	55700	100	0	100	100
999000	55400	3,000	3,143	-143	5,000
999000	52200	3,000	1,267	1,733	6,000
999000	52800	4,000	7,049	-3,049	8,000
999000	53900	3,000	2,330	670	3,000
999000	52000	3,000	2,105	895	6,000
999000	55300	705	684	21	1,000
999000	52600	300	26	274	300
999000	58200	50	457	-407	500
999000	52400	0	226	-226	0
999000	53600	0	0	0	0
999000	55200	0	0	0	500
999000	53500	0	0	0	0
999000	55500	0	0	0	0
999000	55700	0	0	0	400
		19,155	18,996	159	33,800
		TOTAL KYOVA INDIRECT COSTS			
		222,623	200,105	22,518	264,699
		TOTAL KYOVA PROGRAM ALLOCATED/INDIRECT COSTS			
		865,523	819,413	46,110	1,311,096
		TOTAL BUDGET			
					13,527
					1,297,569

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2017

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) \$ 132,057 ; In-kind _____, \$ _____ or (combination of both _____), \$ _____ cash + \$ 0 In-Kind value = \$ _____ total.

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

February 26, 2016
Date



Michele P. Craig
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 Federal requirements, as well as any changes that occur in the future, in carrying out this project.

INSPECTION

The Kyova Interstate Planning Commission

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

Executed this 26th day of February, 2016.

BY:



Michele P. Craig
Executive Director



THE TRANSIT AUTHORITY

Tel: 304-529-6094
Fax: 304-529-7300
<http://www.tta-wv.com>
email: tta@tta-wv.com



September 18, 2015

Saleem A. Salameh, P.E.
Technical Study Director/Transportation Engineer
KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

SUBJECT: COMMENTMENT OF LOCAL MATCH

Dear Saleem Salameh:

The Tri-State Transit Authority (TTA) will supply the local match to procure the services of a Consultant to conduct a transit study. The consultant will perform an analysis of the current system; survey both TTA's current ridership and Marshall University. The consultant will also perform route analysis, including potential transfer locations with neighboring transit provider systems. It is further understood that the total project cost is expected to be \$50,000. Therefore, TTA will provide \$10,000 toward the project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul E. Davis', is written over a light blue circular stamp or watermark.

Paul E. Davis
General Manager

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2017

UNIFIED PLANNING WORK PROGRAM

APPENDIX B

**CERTIFICATION AND
ASSURANCES**

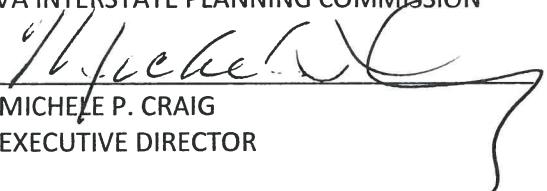
EXHIBIT A

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:


MICHELE P. CRAIG
EXECUTIVE DIRECTOR

DATE: FEBRUARY 26, 2016

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

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

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

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

Executed this 26th day of February, 2016.

By: 
Michele P. Craig
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 receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of such affected grant or cooperative agreement.
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) 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



Michele P. Craig, Executive Director

DATE: February 26, 2016

DRUG FREE WORKPLACE POLICY

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

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

DATE

SIGNATURE

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

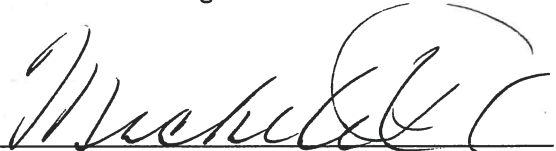
APPENDIX A

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

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

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

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


MICHELE P. CRAIG
EXECUTIVE DIRECTOR

DATE: FEBRUARY 26, 2016

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of Applicant: Kyova Interstate Planning Commission

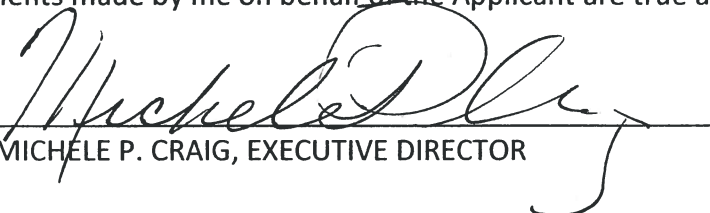
Name and Relationship of Authorized Representative: Michele P. Craig, Executive Director

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 2016.

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 2016.

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

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


MICHELE P. CRAIG, EXECUTIVE DIRECTOR

Date: February 27, 2015

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

<u>Description</u>	<u>Category</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 and Pilot Program. (If applicable)	_____
18. Non-urbanized Area Formula Program for States.	_____
19. Job Access and Reverse Commute Program. (If applicable)	_____
20. New Freedom Program. (If applicable)	_____
21. Paul S. Sarbanes Transit in Parks Program.	_____
22. Tribal Transit Program.	_____
23. TIFIA Projects.	_____
24. Deposits of Federal Financial Assistance to a State Infrastructure Banks.	_____



4/29/2016

Office of Equal Opportunity

Title VI Baseline Assessment Tool

1. Who is the Title VI contact person for your agency? Does this person accept complaints from the public? If not, who does? Please include title, email, and telephone number for each person listed.
 Terri Sicking, Senior Transportation Planner, tsicking@kyovapic.org, 304-523-7434. No. Dannielle Slusher, Fiscal Assistant/Title VI Environmental Justice Complaint Officer dslusher@kyovajpc.org 304-523-7434

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

No

For example:

Year	Type of Complaint	Finding	Brief Description of Allegation
2012	Sexual Harassment	NPC	

3. Does your agency have a written complaint process? If so, please provide a copy as an attachment.
 Yes, please see attached Citizen Complaint Procedures.

4. Has your agency made the public aware of the right to file a complaint? If so, by what mechanism?
 Yes, KYOVA informs the public of their right to file a complaint via the KYOVA website, KYOVA produced documents and during public participation meetings.

5. Has your agency provided free translation services for persons with Limited English Proficiency (LEP)? Do you have a LEP Plan? If so, please provide a copy as an attachment.
 Free translation services would be provided on an "as needed" basis. Also, a free translator is available on the KYOVA website.
 Please see attached for KYOVA's LEP plan.
 - a. What techniques or procedures are employed to address LEP? If so, please provide a copy as an attachment.
 KYOVA uses many visual aids (poster boards, maps, pictures) to assist persons with LEP. Also, as previously stated, free translation services are available on an "as needed" basis.

6. Has your agency provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the annual MPO self-certification resolution? If so, please provide a copy as an attachment.
Yes, the annual self-certification resolution addresses Title VI assurances of each state. Please see 2017 UPWP for self certification resolution.
7. Do you have any questions regarding this assessment of Title VI? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.
Not at this time.
8. Provide the number of full-time employees of your agency. Provide a copy of your most recent EEO report.
Eight (8) full time employees. EEO report not applicable.
9. When was the last time the individual responsible for complying with Title VI responsibilities for your agency attended Title VI training? Did he/she receive a certificate of completion? If yes, please attach a copy of the certificate.
March 13, 2013 – Columbus, OH – no certificate and December 15, 2015 – Columbus, OH –no certificate.
10. Would your agency like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.
KYOVA is always interested in further Title VI training.
11. Provide the name, title, and contact information of the person who completed this baseline assessment. Is this the person who should be contacted with follow-up questions? If not, please provide the contact information for that individual.
**Dannielle Slusher, Fiscal Assistant/Title VI Environmental Justice Officer
dslusher@kyovaipc.org P.O. Box 939 Huntington, WV 25712 304-523-7434
Terri Sicking, Senior Transportation Planner, tsicking@kyovaipc.org**

Disadvantaged Business Enterprise

12. Does your agency include the required DBE assurance language (49 CFR 26.13 (a) and (b)) verbatim in all financial agreements, contracts, and sub-contracts? Please provide a sample copy of such.
KYOVA supports DBE Programs. The agency monitors annual Title VI contracting goals/contracts, and procures consultants in accordance with provisions of 49 CFR 26.
13. Does your agency physically include the Civil Rights Special Provisions (FHWA-1273) in all contracts and ensure they are included in all sub-contracts, including third-tier contracts. Please provide a sample copy of such.
KYOVA is a transportation planning agency therefore does not deal with construction contracts.

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

Consultant Contracts

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

17. Have consultants made good faith efforts to employ qualified minority sub-contractors? If so, to what extent?
Yes, all consultants are formally notified of Title VI requirements and intent.

18. What are your agency's procedures for monitoring consultant compliance with Title VI contract provisions?
When utilizing consultants, KYOVA is required to notify ODOT regarding minority business enterprise activities via a quarterly reporting system. This report includes: the name and address of each MBE, type of contract, type of MBE, whether the MBE is a prime or sub contractor, the award date, contract amount, and any other information needed.

Urban Transportation Planning Process

19. Does your agency maintain documentation describing its procedures for incorporation Title VI requirements into the region's urban transportation planning program?
Yes, all documentation regarding these procedures can be found in KYOVA's Title VI Program.

20. What techniques and procedures are employed to provide data relative to minority and disabled populations, age and sex distributions, neighborhoods, income levels, physical environment, travel habits, etc.?
The metropolitan transportation planning process requires data files to be updated regarding minorities, citizen perspectives, land use, employment and census data. As a Census Depository, KYOVA maintains census data files and updates. KYOVA provides data packages to various agencies, businesses and organizations regarding minority statistics upon request. The Long Range Transportation Plan and the Transportation Improvement Program are recently prepared documents which address minority population, employment trends and community values.

21. Is this data used to develop a socio-demographic profile of the MPO region? If so, provide a copy of the socio-demographic profile of your agency's region.
Yes please see attached 2040 KYOVA MTP.

22. To what extent is the data considered in determining that a proposed transportation system will be capable of responding favorably to minority group requirements?
What techniques are used?
KYOVA's evaluation method for transportation projects as described in the Long Range Transportation Plan is the key response technique. Alternates are assessed as to their attainment of operational goals, economic goals, environmental goals and implementation goals. All alternates consider minority population. Traffic assignment models are used by KYOVA to determine if proposed highway improvements serve each area.

23. Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both minority (including

low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.

Yes, the evaluation methods described in the public participation process are used by KYOVA to assess the impact that the planned transportation system investments will have on minority and non-minority areas.

24. Explain your agency's public involvement process for transportation planning. How does your agency obtain and consider input from all citizen groups, especially minority, low income, disabled, and transit dependent? **Advertised public meetings, flyers, documents uploaded onto the KYOVA website and communication to elected officials are a few steps in KYOVA's public involvement process. Any comments or input received from the public via meetings, telephone calls, or written letters are taken into consideration for each proposed transportation improvement project.**

Do you have a formalized public involvement process? When was the last time it was updated.

Yes, please reference KYOVA's Title VI program, section 1.2, for information regarding our Public Participation Process. This document was updated on October 30, 2013.

25. Are Environmental Justice (EJ) populations, either individually or through their organizations and community leaders, represented in the citizen participation effort? If so, how many and in what capacity?
Public officials and private sector members that represent the EJ populations are on KYOVA's policy and TAC boards. Each is made aware of upcoming projects, meetings, and public outreach efforts, and are encouraged to participate.

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

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

4/29/2016

Title VI Complaint Form

KYOVA is committed to providing its programs and services without regard to race, color, or national origin.

If you feel you have been discriminated against based on one of the above characteristics, you have the right to file a complaint.

Instructions: If you wish to submit a Title VI complaint to KYOVA, please fill out the form below and send it to:

KYOVA
Attn: Title VI Coordinator
400 Third Avenue
Huntington, West Virginia 25701

You can also fax the form to 304-529-7229, Attn: Title VI Coordinator. If you have questions about this process please call 304-523-7434.

1. Name (complainant):

2. Phone:

(_____) _____

3. Home Address (Street #, City, State, Zip):

4. If applicable, name and title of person(s) who allegedly discriminated against you:

5. Location where the alleged incident took place:

6. Date of alleged incident (or date range if activity took place on more than one date):

7. Is this activity still on-going?

Yes No

4/29/2016

8. Discrimination was based on:

- Race
- Color
- National Origin

9. In your own words, describe the alleged discrimination. Be sure to include how you believe you were treated differently. If more space is needed please feel free to use the back of this form.

10. Please list below any person(s) we may contact for additional information to support or clarify your complaint:

11. 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 Federal Court State Agency
 State Court Local Agency

Please provide the name and phone number of the contact person at the agency/court where the complaint was filed:

12. Please sign below. You may attach any written or other information that you think is relevant to your complaint.

Signature:

Date:

KYOVA INTERSTATE PLANNING COMMISSION

POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY

POLICY:

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

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

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

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

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

2. OBTAINING A QUALIFIED INTERPRETER

KYOVA is responsible for:

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

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

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

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

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

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

3. PROVIDING WRITTEN TRANSLATIONS

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

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

4. PROVIDING NOTICE TO LEP PERSONS

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

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

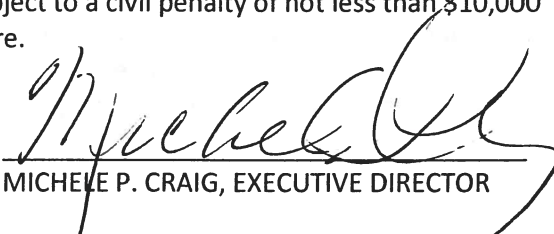
On an ongoing basis, **KYOVA** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, **KYOVA** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter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

CERTIFICATION
OF
RESTRICTIONS ON LOBBYING

I, Michele P. Craig, Executive Director hereby certify on behalf of Kyova Interstate Planning Commission that:

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

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


MICHELE P. CRAIG, EXECUTIVE DIRECTOR

DATE: February 26, 2016


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

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

KYOVA INTERSTATE PLANNING COMMISSION

PROCUREMENT COMPLIANCE:

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



Michele P. Craig, Executive Director
Date: February 26, 2016

AFFIRMATION OF APPLICANT'S ATTORNEY

FOR

KYOVA INTERSTATE PLANNING COMMISSION

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

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



Signature/Title of Authorized Representative

Steven R. Bartram, Esquire

4-19-16
Date

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

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

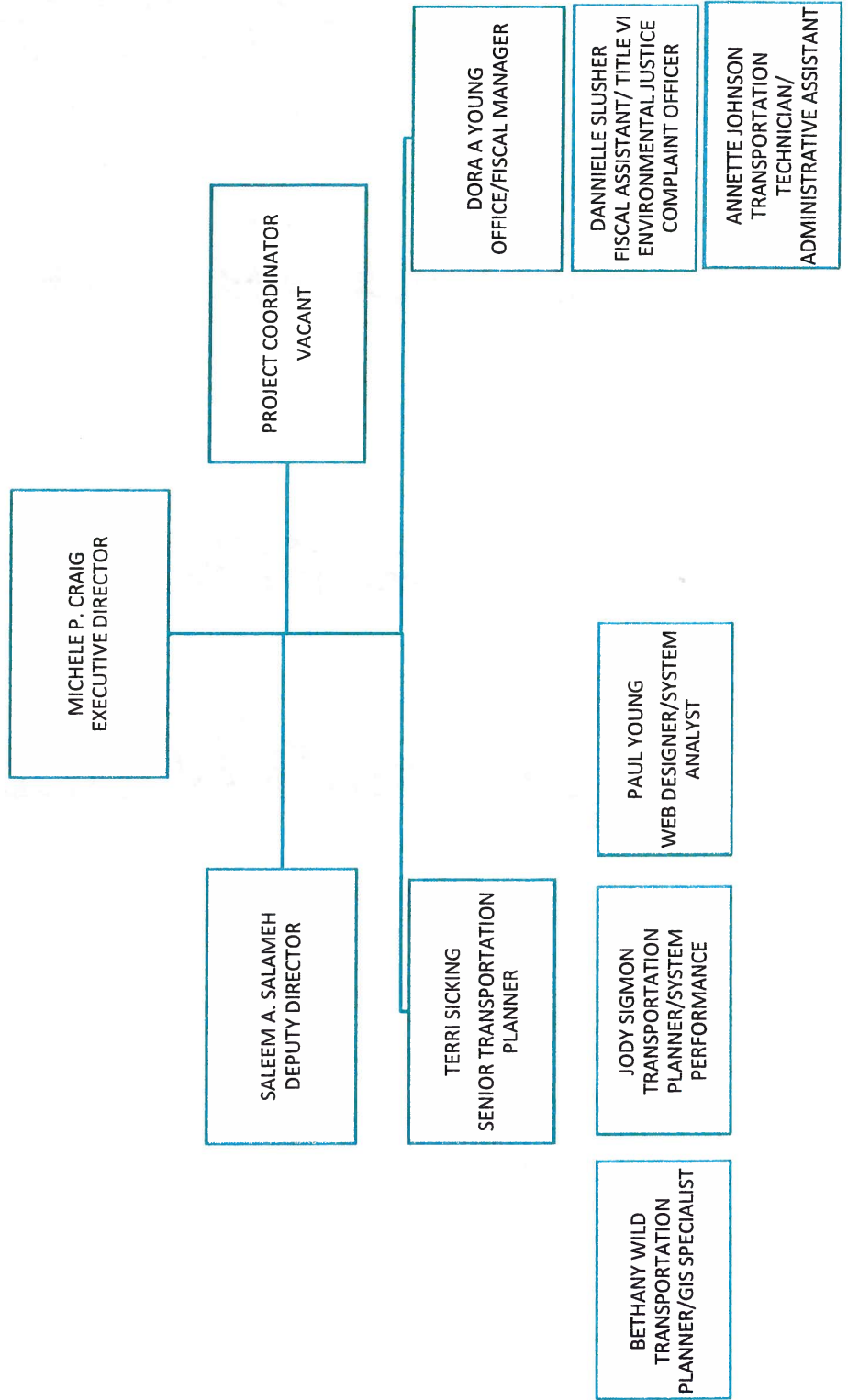
FY 2017 UNIFIED PLANNING WORK PROGRAM

APPENDIX C

KYOVA ORGANIZATIONAL CHART

KYOVA INTERSTATE PLANNING COMMISSION

ORGANIZATIONAL CHART
2017



KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2017 UNIFIED PLANNING WORK PROGRAM

APPENDIX D

PLANNING AGREEMENT

(TRI-STATE) WV-KY-OH

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and entered into this 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:

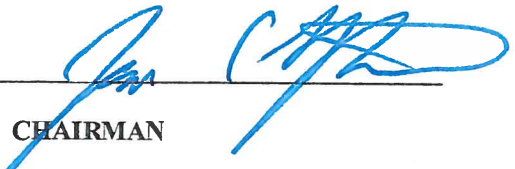
Kentucky – 56,594
West Virginia – 112, 268
Ohio – 33,775

*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.

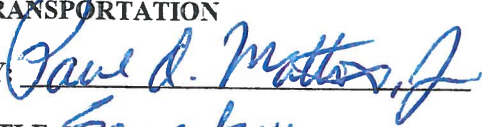
- 3. Any additional planning funds from Kentucky, West Virginia or Ohio that are not used for funding shared work elements of the UPWP can be used to fund state-specific planning activities.
- 4. West Virginia shall be recognized as the lead state in the operation of KYOVA MPO.
- 5. This Memorandum of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

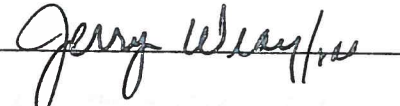
KYOVA INTERSTATE PLANNING COMMISSION

BY: 
 Title: CHAIRMAN

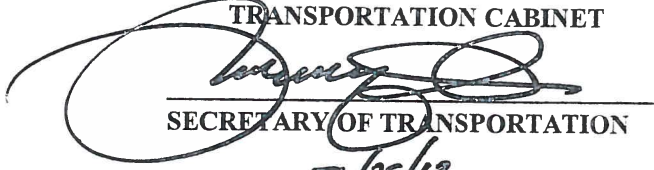
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

BY: 
 TITLE: Secretary


OHIO DEPARTMENT OF TRANSPORTATION

BY: 
 TITLE: _____

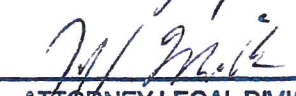
COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET


 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
23rd DAY OF July 2013


 ATTORNEY LEGAL DIVISION
 WEST VIRGINIA DIVISION
 OF HIGHWAYS

KYOVA Interstate Planning Commission

(Huntington, WV-KY-OH Urbanized Area)

FY 2017 UNIFIED PLANNING WORK PROGRAM

APPENDIX E

FY 2017 UPWP CHECKLIST



Unified Planning Work Program Checklist

4/29/2016

Item	Page Number	Comment	Regulation or Law Cited
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1 FORMAT GUIDELINES			
Bound document			
Dated (left hand corner)			
Page numbers			

2 COVER/TITLE PAGE			
Name of MPO agency and area represented	Cover		
FY of UPWP, contact information, web site	Cover		
Agencies providing funds or support	Abstract		

3 INTRODUCTION/PREFACE			
Table of Contents	Yes		
MPO Approval Resolution (signed)	1		
Committee Members & Responsibilities	9-12		[See 23 CFR 450.310 (d)]
Staff Members, Positions & Responsibilities	13		
Maps - MPO Planning, Urbanized & A.Q. Areas	5		[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			
Description, including Objective/Purpose and Products			23 CFR 420.111(b)(1) & 450.308(c)
Schedule for Completion			23 CFR 450.308(c)
Agency Responsible			23 CFR 450.308(c)
Estimated Cost			23 CFR 420.111(e)
Funding Sources			23 CFR 450.308(c)
ISSUES TO ADDRESS (May be addressed under various work items listed below or as standalone work items)			
Safety/Security	28-31, 35-38, 45-46, 67-68		
Multimodal Planning			
-Freight	28-31, 35-38		
-Transit	45-50, 53-54, 59-60, 63-68		
-Bike/Pedestrian	28-31, 35-38, 43-44, 61-62		
Travel Demand Modeling	35-38		
Conformity Analysis (Air quality areas of concern only)	35-40		
ITS Architecture	35-38		23 CFR 940
Congestion Management Process (TMAs only)	35-38, 39-40		23 CFR 450.320
ADA Transition Plans	28-31, 41-46, 67-68		FHWA Civil Rights Guidance: www.fhwa.dot.gov/civilrights/progr ms/ada_sect504qa.cfm#q12
ADMINISTRATION Work Element			
Major Purchases/Training/Audits	22-24		
General Committee Meetings	22-24		
UNIFIED PLANNING WORK PROGRAM Work Element			
UPWP Development & Maintenance	22-24		23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report	22-24		23 CFR 420.117(b)
PUBLIC INVOLVEMENT & REPORTING Work Element			
Participation Plan Development & Maintenance	41-42		23 CFR 450.316
Annual Listing of Obligated Projects	25-27		23 CFR 450.322
DATA COLLECTION & ANALYSIS Work Element			
Census/Socioeconomic Data	35-38, 41-42		
Transportation Systems/Urban Boundaries	35-38		
Performance Measures	28-40, 51-52		
PROJECT IDENTIFICATION & PRIORITIZATION Work Element			
Project Identification Form (PIF) Development & Maintenance	32-34		
District Transportation Plan (DTP) Coordination	32-34		
CMAQ Coordination	39-40		
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)	28-31, 43-44		
TRANSPORTATION IMPROVEMENT PROGRAM Work Element			
TIP Development & Maintenance	25-27		23 CFR 450.324
METROPOLITAN TRANSPORTATION PLAN Work Element			
MTP Development & Maintenance	32-34		23 CFR 450.322
TRANSIT Work Element			
SPECIAL STUDIES Work Element(s): Corridor studies, sub-area studies, etc. (as needed)			

5 UPWP SUMMARY			
Funding Sources & Matching Rates	71-75		23 CFR 450.308(c) & 420.111(b)
Estimated Effort - Person-Weeks/Hours	22,25,28,32,35,39,41,43,45,47,49,51,53,55,57,59,61,63,65,67		
Expenditures by Work Item & Funding Source	72-75		

6 APPENDICES			
Planning Agreement	107-109		23 CFR 450.314 (a)

* 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.

