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

TITLE: KYOVA Interstate Planning Commission FY 2021 Unified Planning Work Program (UPWP) and Budget

AUTHOR: KYOVA Interstate Planning Commission

DATE: February 21, 2020

SOURCE: KYOVA Interstate Planning Commission
400 Third Avenue
Huntington, West Virginia 25701
Website: www.kyovaipc.org

AUTHORIZED OFFICER: Christopher M. Chiles, Executive Director (cchiles@kyovaipc.org)

ABSTRACT: This document, the FY 2021 KYOVA Interstate Planning Commission (Huntington, WV–KY–OH Urbanized Area) Unified Planning Work Program (UPWP), prepared annually by the KYOVA Interstate Planning Commission to meet requirements of Federal and State transportation funding agencies for transportation related planning activities during Fiscal Year 2021, which begins July 1, 2020 and ends June 30, 2021. It is part of the official agreement between KYOVA, the West Virginia Department of Transportation (WVDOT/WVDOH), the Kentucky Transportation Cabinet (KYTC) and the Ohio Department of Transportation (ODOT). The UPWP is financed with combined Federal Highway Administration (FHWA) Planning (PL) Funds and the Federal Transit Administration (FTA) Section 5303 Planning Funds.

Emphasis areas for the FY 2021 Unified Planning Work Program includes, but is not limited to:

- continued development of performance targets consistent with Fixing America’s Surface Transportation (FAST) Act (which KYOVA will support and coordinate with each State DOTs’ Performance Targets – to be completed within 180 days of the states’ adoption of goals).
- Continue to collaborate with the State DOTs to report these targets and annual values upon request from FHWA and FTA;
- STIP/TIP development for each state within the KYOVA Planning Area;
- Title VI, Environmental Justice (EJ);
- continued development of metropolitan planning agreements;
- efforts to align Ohio Access 2045 with KYOVA MTP development;
- statewide safety initiatives;
- data sharing; and
- development of multi-modal plans.

FY 2021 UPWP Development Schedule

1. 03/06/2020 WVDOT, KYTC & ODOT Draft UPWP
2. 05/01/2020 WVDOT, KYTC & ODOT Final UPWP
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KYOVA Interstate Planning Commission
Huntington, WV-KY-OH Urbanized Area

FY 2021
UNIFIED PLANNING WORK PROGRAM

PREFACE

RESOLUTIONS APPROVING THE
FY 2021 UPWP AND SF-424
KYOVA POLICY BOARD AUTHORIZING RESOLUTION

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

I do further certify that at a regularly constituted meeting of the Policy Committee of the KYOVA Interstate Planning Commission held on the 21st day of February, 2020 at which a quorum of all of the members were present and voting, a certain Resolution was adopted in full accordance and conformity with the By-Laws of the Applicant as made and provided, and that the following is a complete and true copy of the pertinent provisions of said Resolution:

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

1. That an application be made to the West Virginia Department of Transportation, Kentucky Transportation Cabinet, and the Ohio Department of Transportation to acquire funds to provide transportation planning and technical assistance as described in the FY 2021 UPWP.

2. That Christopher M. Chiles of the KYOVA Interstate Planning Commission is hereby authorized and directed to execute and file on behalf of the KYOVA Interstate Planning Commission such applications; and that Christopher M. Chiles is authorized to furnish such additional information as may reasonably be required by the Federal Transit Administration, West Virginia Department of Transportation, Kentucky Transportation Cabinet, or the Ohio Department of Transportation in connection with the aforesaid application for said grant.

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

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

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the seal, (if appropriate), of the KYOVA Interstate Planning Commission, this 21st day of February, 2020.

Robert E. Pasley, Chairman
Date: February 21, 2020
Sections 5311/5339/5310/5303/5304
SFY 2021

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION
WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF
AMERICA, FOR A GRANT UNDER FIXING AMERICA’S SURFACE
TRANSPORTATION ACT (FAST ACT) and A RESOLUTION
COMMITTING THE LOCAL SHARE OF FUNDS NECESSARY TO SECURE
A SECTION 5311/5339/5310/5303/5304 GRANT APPLICATION.

WHEREAS, the Secretary of Transportation is authorized to make grants for
mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations
upon the applicant, including the provision by it of the local share of the project
costs; and

WHEREAS, it is required by the U.S. Department of Transportation in
accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in
connection with the filing of an application for assistance under the Fixing
America's Surface Transportation Act (FAST Act), the applicant gives an
assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the
Department of Transportation requirements thereunder; and

WHEREAS, it is required by the U.S. Department of Transportation in
accordance with the provisions of Section 504 of the Rehabilitation Act of 1973,
that in connection with the filing of an application for assistance the applicant
gives an assurance that it will comply with Section 504 of Rehabilitation Act of
1973 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is required by the U.S. Department of Labor in accordance with
the provisions of Section 5333(b) of the Fixing America's Surface Transportation
Act (FAST Act), that in connection with the filing of an application for assistance
under the Fixing America's Surface Transportation Act (FAST Act), and in the
absence of a waiver from the U.S. Department of Labor, the applicant gives an
assurance that it will comply with Section 5333(b) of the Fixing America’s Surface
Transportation Act (FAST Act), and the U.S. Department of Labor requirements
thereunder; and

WHEREAS, it is the goal of the applicant that disadvantaged business enterprises
be utilized to the fullest extent possible in connection with this project, and the
definite procedures shall be established and administered to ensure that
disadvantaged businesses shall have maximum feasible opportunity to compete
for contracts when procuring construction contracts, supplies, equipment
contracts or consultant and other services.
NOW, THEREFORE, BE IT RESOLVED BY THE KYOVA INTERSTATE PLANNING COMMISSION POLICY COMMITTEE, hereinafter referred to as Applicant’s Governing Board, OF THE KYOVA INTERSTATE PLANNING COMMISSION, hereinafter referred to as Applicant, authorizes the following in regards to CHRISTOPHER M. CIILES, EXECUTIVE DIRECTOR, hereinafter referred to as Agency Representative:

Section 1. That Agency Representative of the Applicant is authorized to execute and file an application on behalf of the Applicant with the U.S. Department of Transportation, to aid in the financing of the FTA Section 5303 planning assistance projects described in the attachment.

Section 2. That Agency Representative is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.

Section 3. That Agency Representative of the Applicant is authorized to set forth and execute affirmative minority business policies in connection with the project’s procurement needs.

Section 4. That Agency Representative of the Applicant is authorized to set forth and execute with such application an assurance that the Applicant will comply with the conditions of the Section 5333(b) Warranty as required by the U.S. Department of Labor effectuating the purposes of Section 5333(b) of Fixing America’s Surface Transportation Act (FAST Act).

Section 5. That Agency Representative is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application or the project.

Section 6. That Agency Representative is authorized to execute grant contract agreements on behalf of Applicant with the Kentucky Transportation Cabinet for aid in the financing of the FTA Section 5303 planning assistance project(s).

Section 7. That Agency Representative is authorized to sign all grant, budgets, application and contract agreements via electronic signature on behalf of Applicant with the Kentucky Transportation Cabinet.

Section 8. This Resolution shall be in full force and effect from and after the date of its adoption.
WHEREAS, Applicant is authorized by KRS 96A to apply for and accept grants of money to assist in the implementation of a transit system or for transportation planning in Boyd and Greenup counties in Kentucky; and

WHEREAS, Applicant has applied to the Kentucky Transportation Cabinet and the Federal Transit Administration of the United States Department of Transportation Act of 1964, in connection with the Section 5311/5339/5310/5303/5304 project; and

WHEREAS, said Applicant requires assurance of the Applicant’s Governing Board relative to the commitment of the local share for the Section 5311/5339/5310/5303/5304 project(s).

NOW THEREFORE, BE IT RESOLVED BY THE Applicant’s Governing Board,

1. That the Applicant’s Governing Board hereby gives assurance that it is the intent of this Body to commit its local share of the funds necessary to support this project to improve transit service in Applicant’s service area, as stated above, for a minimum of five years from the inception of the project. Said local share of expenses is to be resolved from KYOVA’s local dues;

2. That the Applicant’s Governing Board hereby gives assurance that it is the intent of this Body to continue the operation of transit service or planning for transit service for a minimum of five years.

ADOPTED by vote of the Applicant’s Governing Board this 21st day of February, 2020.

Approved:

Christopher M. Chiles
Printed Name

Executive Director
Title

Signature

Attest:

Denise S. Stichter
Printed Name

Finance Manager
Title

Signature

I, being the duly appointed Finance Manager (Title) of the Applicant, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2020-009, adopted by the Applicant’s Governing Board, February 21, 2020.
Self Certification

METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

WHEREAS the USDOT Fixing America’s Surface Transportation Act (FAST Act) legislation requires the Metropolitan Planning Organization (MPO) to certify that its transportation planning process is in conformance with regulations; in accordance with 23 CFR 450.220, the West Virginia Department of Transportation and KYOVA Interstate Planning Commission, the Metropolitan Planning Organization for the Huntington WV-KY-OH urbanized area, hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:


II. In non attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;

III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d–1) and 49 CFR part 21;

IV. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

V. Section 1101(b) of the FAST Act (Pub. L. 114–357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;

VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;

VII. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;

VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender;


__________________________
KYOVA Interstate Planning Commission
Signature

__________________________
Executive Director
Title

__________________________
Date

__________________________
West Virginia Department of Transportation
Signature

__________________________
Deputy Commissioner
Title

__________________________
Date

2/24/2020
3/30/2020
Application for Federal Assistance SF-424

1. Type of Submission:
   - Preapplication
   - Application [X]
   - Changed/Corrected Application

2. Type of Application:
   - New [X]
   - Continuation
   - Revision
   - Other (Specify): 

3. Date Received: [Blank]

4. Applicant Identifier: [Blank]

5a. Federal Entity Identifier: [Blank]
5b. Federal Award Identifier: [Blank]

State Use Only:
6. Date Received by State: [Blank]
7. State Application Identifier: [Blank]

8. APPLICANT INFORMATION:
   a. Legal Name: KYOVA INTERSTATE PLANNING COMMISSION
   b. Employer/Taxpayer Identification Number (EIN/TIN): 55-0514645
   c. Organizational DUNS: 1099495650000

d. Address:
   - Street1: 400 THIRD AVENUE
   - Street2: [Blank]
   - City: HUNTINGTON
   - County/Parish: [Blank]
   - State: WV: West Virginia
   - Province: [Blank]
   - Country: USA: UNITED STATES
   - Zip / Postal Code: 25701

e. Organizational Unit:
   - Department Name: [Blank]
   - Division Name: [Blank]

f. Name and contact information of person to be contacted on matters involving this application:
   - Prefix: [Blank]
   - * First Name: CHRISTOPHER
   - Middle Name: [Blank]
   - * Last Name: CHILES
   - Suffix: [Blank]
   - Title: EXECUTIVE DIRECTOR
   - Organizational Affiliation: [Blank]
   - Telephone Number: * 104-523-7434
   - Fax Number: 304-529-7229
   - * Email: CHILES@KYOVAIPC.ORG
**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**
- **Nonprofit without 501c3 IRS Status (Other than Institution of Higher Education)**

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**Other (specify):**

**10. Name of Federal Agency:**
- **FEDERAL HIGHWAYS ADMINISTRATION**

**11. Catalog of Federal Domestic Assistance Number:**
- **20.205**

**CFDA Title:**
- **HIGHWAY PLANNING AND CONSTRUCTION (FEDERAL AIR HIGHWAY PROGRAM)**

**12. Funding Opportunity Number:**

**Title:**

**13. Competition Identification Number:**

**Title:**

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

**Descriptive Title of Applicant’s Project:**
- **UNIFIED PLANNING AND WORK PROGRAM AND BUDGET (TRANSPORTATION PLANNING)**

Attach supporting documents as specified in agency instructions.
**Application for Federal Assistance SF-424**

16. Congressional Districts:

- **a. Applicant:** THIRD
- **b. Program/Project:** THIRD

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

17. Proposed Project:

- **a. Start Date:** 07/01/2020
- **b. End Date:** 06/30/2021

18. Estimated Funding ($):

- **a. Federal:** $911,197.00
- **b. Applicant:** $61,467.00
- **c. State:** $61,467.00
- **d. Local:** $114,529.00
- **e. Other:**
- **f. Program Income:**
- **g. TOTAL:** $1,087,193.00

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

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

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

- **Yes** ☒ **No**

If “Yes”, provide explanation and attach

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

- **X** I AGREE

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

**Authorized Representative:**

- **Prefix:**
- **First Name:** CHRISTOPHER
- **Middle Name:** M
- **Last Name:** CHILES
- **Suffix:**
- **Title:** EXECUTIVE DIRECTOR
- **Telephone Number:** 304-523-7434
- **Fax Number:** 304-529-3357
- **Email:** CHILES@KYOVAIPC.ORG

- **Signature of Authorized Representative:** [Signature]
- **Date Signed:** 2/21/2020
KYOVA Interstate Planning Commission
Huntington, WV-KY-OH Urbanized Area

FY 2021
UNIFIED PLANNING WORK PROGRAM

SECTION I
INTRODUCTION
INTRODUCTION

PURPOSE
The KYOVA Interstate Planning Commission (Huntington, WV–KY–OH Urbanized Area) Fiscal Year 2021 Unified Planning Work Program (UPWP) outlines the planning activities to be performed by all participants in the cooperative metropolitan planning process in the West Virginia counties of Cabell and Wayne; the Kentucky counties of Boyd and Greenup; and the urbanized portion of Lawrence County, Ohio. This work program reflects a careful consideration of critical transportation issues currently facing the region as well as the analytical capabilities necessary to address them. The UPWP is required as a basis and condition for all federal funding assistance for transportation planning by the joint planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Included within, is a proposed budget for the year’s activities, complete with identification of the expected funding sources for said budget. Applicable federal statutes are: 23 USC 134(a), (f), and 49 USC 5303(a), (b). Primary federal regulations are 23 CFR 420.109, 23 CFR 450.314, and 49 CFR 613.

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

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

GOALS AND OBJECTIVES
The goal and objective of the KYOVA Interstate Planning Commission are to conduct and implement a comprehensive multi-modal transportation planning process for the service area that is consistent with land-use, economic development, and financial resources. The planning process shall be in the interest of advancing the economic and social welfare of the planning area by producing a plan for metropolitan transportation development and transportation facilities. The planned transportation facilities shall provide adequate service for local and metropolitan movements of persons, goods, and services as reflected in plans and forecasts for future land-use, area development, and create access to opportunity. The goal shall be developed to generate projected patterns and quantities to aid in the future design of streets, highways, and other transportation modes and facilities. The plan is based on existing and projected land-use, as well as transportation and economic characteristics, in specified increments of approximately four (4) years, to meeting the needs of the area through the year 2050. Additionally, the plan shall be fiscally and financially feasible and should be acceptable to the federal, state, and local agencies and capable of being revised due to unforeseen circumstances.
KYOVA GOALS
- Improve the quality of life for the region’s citizens by identifying ways to enhance regional transportation systems.
- Assist member governments and agencies in addressing local and regional transportation concerns in a continuing, cooperative, and comprehensive manner.
- Assure the equitable flow and prudent expenditures of public funds.

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

KYOVA PERFORMANCE TARGETS
KYOVA will support each of the State (West Virginia, Kentucky, and Ohio) DOTs Targets. This will be completed within 180 days of the states’ adoption. A mechanism/process was established jointly with the State DOTs to report these targets and annual values, upon request from FHWA and FTA.

PREVIOUS WORK
The FY 2020 End of Year Performance and Expenditure Report (P&E) will provide a complete accounting and report of the year’s activities. FY 2020 monthly activity completion reports and/or invoices were submitted to WVDOH/WVDOT, KYTC, and ODOT for completed activities.

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

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

To provide a recognized geographical area of activity, in 1966, the Bureau of the Census designated the urbanized area of Huntington-Ashland-Ironton as the Metropolitan Statistical Area (MSA). This area included: Cabell and Wayne counties in West Virginia; Boyd and Greenup counties in Kentucky; Lawrence County, Ohio; and the cities of Huntington, West Virginia; Ashland, Kentucky; and Ironton, Ohio. In 1973 and 1981 the Bureau of the Census expanded the MSA to include Carter County, Kentucky; however, they were not included in subsequent Censuses. On February 28, 2013, the Office of Management and Budget (OMB) redesignated the MSA based on the standards published in the June 28, 2010 Federal Register (75 FR 37246-37252) and Census Bureau data to include Putnam and Lincoln counties, West Virginia making the Huntington, WV MSA the largest in the state of West Virginia with seven (7) counties from a three-state region and an April 1, 2010 population of 364,908 and a population estimate of 352,823 as of July 1, 2018.

**AREA OVERVIEW**

The Huntington, WV–KY–OH Transportation Management Area encompasses Cabell and Wayne counties and a portion of Putnam County in West Virginia, Boyd and Greenup counties in Kentucky and the urbanized portion of Lawrence County, Ohio. This area encompasses the urban area for the present design year to 2050. As mentioned earlier, RIC oversees the transportation planning for Putnam County, West Virginia. **Figure 1** depicts Huntington, WV-KY-OH Transportation Management Area and the planning area for the KYOVA Interstate Planning Commission.

---

Based on the 2010 U.S. Census the area (square miles), population and labor force for each county are presented below. 2017 population estimates are also shown below.

<table>
<thead>
<tr>
<th>County/State</th>
<th>Area (square miles)</th>
<th>Population (2010)*</th>
<th>Population (2018)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabell, West Virginia</td>
<td>285</td>
<td>96,319</td>
<td>93,224</td>
</tr>
<tr>
<td>Wayne, West Virginia</td>
<td>518</td>
<td>42,481</td>
<td>39,944</td>
</tr>
<tr>
<td>Putnam, West Virginia</td>
<td>345</td>
<td>55,486</td>
<td>56,682</td>
</tr>
<tr>
<td>Boyd, Kentucky</td>
<td>159</td>
<td>49,542</td>
<td>47,240</td>
</tr>
<tr>
<td>Greenup, Kentucky</td>
<td>344</td>
<td>36,891</td>
<td>35,268</td>
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<tr>
<td>Lawrence, Ohio</td>
<td>456</td>
<td>62,450</td>
<td>59,866</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,107</strong></td>
<td><strong>343,169</strong></td>
<td><strong>332,224</strong></td>
</tr>
</tbody>
</table>

The Bureau of Labor Statistics of the U.S. Department of Labor published the Huntington-Ashland, WV-KY-OH Metropolitan Statistical Area’s Civilian Labor force at 147,127 persons for the period ending October 2019, which was the most recent at the time of this report. The unemployment rate in October 2019 was 4.6 percent. Figure 2 below, illustrates the Labor Force History from January 2010 to January 2019.

Figure 2: Civilian Labor Force Huntington-Ashland, WV-KY-OH (MSA) – January 2009 to January 2019

The KYOVA Metropolitan Planning Area (Huntington, WV-KY-OH Urbanized Area) topography is mountainous with the Ohio River Valley running east to west. Additionally, there are lowlands that are formed by the Big Sandy River. The counties within the TMA have both urban and rural areas, with the largest urban areas lying along the Ohio River. Most of the population, business services, and industrial complexes are located along the Ohio River; however, population and small industrial complexes have shifted from urban to suburban and rural areas during the forty-year period from 1960 to 2000. Large tracts of vacant land and improvement of highways have made rural tracts of land very attractive for development.

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

Air Quality
The following locations fall within the KYOVA’s planning area of the Huntington-Ashland, WV-KY-OH 8-hour Ozone Nonattainment Area:

Kentucky: Boyd County
West Virginia: Cabell County and Wayne County
The map below, **Figure 3**, depicts the Huntington-Ashland, WV-KY-OH 8-hour Ozone Nonattainment Area. The map is intended to depict the extent of the 8-Hour Ozone nonattainment in this area, and how the Ozone boundaries and the MPO Planning area relate to each other.

**Figure 3: Huntington-Ashland, WV-KY-OH 8-Hour Ozone (1997) Area Map**

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

The division of the KYOVA Metropolitan Planning Area (Huntington, WV–KY–OH Urbanized Area), by state boundaries, presents obstacles to the transportation planning process. Different laws and procedures of each state must be taken into consideration, along with other controlling factors, such as the extent of industrial, residential, and business areas; location and services provided by transportation agencies and terminals; and proposed developments to serve a mobile population. These challenges can be objectively addressed by the counties and municipalities that form the Huntington, WV–KY–OH Urbanized Area. Social and economic factors that determine the pattern of future development must project future transportation needs and must also be considered in the planning process.
As a unified body, KYOVA Interstate Planning Commission is the forum which directs regional transportation matters. The forum represents regional “governance” by which the various counties, villages, townships, authorities, and districts, each with different responsibilities and missions, work together as a unit to address transportation issues through committees, task forces, workshops, and seminars. Some groups convene with state or federal agencies, local governments, private sector representatives and citizens to work on specific projects while others meet to investigate developing regional issues that may affect the future of the transportation system. The KYOVA communities within the Metropolitan Planning Organization present a united front to state and federal governments. Together, the region’s counties and cities form a common alliance to promote a unified transportation system for the effective movement of people, goods, and services.

KYOVA continues to examine and act upon broad transportation issues affecting communities that are within its planning area. KYOVA is responsible for the annual dissemination of millions of dollars in federal transportation funds to implement specific highway and transit projects. Figure 4 illustrates KYOVA’s Transportation Project Development Process and Figure 5 illustrates KYOVA’s Transportation Plan Development.

![Diagram of Transportation Project Development Process](image-url)
The Huntington, WV-KY-OH Urbanized Area transportation system relies on KYOVA’s Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP). The TIP and MTP must incorporate all short- and long-range requirements as defined in the Fixing America’s Surface Transportation (FAST) Act, the current transportation bill signed into law on December 4, 2015.

The predecessors to the FAST Act, Moving Ahead for Progress in the 21st Century ACT (MAP 21) and the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), addressed challenges inherent to the modern transportation system, including safety, security, traffic congestion, intermodal connectivity, freight movement and environmental protection. SAFETEA-LU set forth eight planning factors that agencies were required to consider when developing their plans. MAP-21 and the FAST Act continued these planning factors, but the latter added two additional factors to expand from eight to ten. Pages 17 and 18 highlight the Planning Factors as it pertains to the KYOVA’s FY 2021 Unified Planning Work Program and activities.

The Unified Planning Work Program (UPWP) also recognizes the following Livability Principles as adopted by the U.S. Department of Transportation, the U.S. Departments of Housing and Urban Development and the U.S. Environmental Protection Agency.
• Provide more transportation choices.
• Promote equitable, affordable housing.
• Enhance economic competitiveness.
• Support existing communities.
• Coordinate and leverage federal policies and investment.

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

The planning process provides the WVDOH/WVDOT, KYTC, and ODOT with the following:
• Prospectus;
• Work program and budget for the current year and each ensuing year in accordance with the Prospectus;
• Periodically updated, annually affirmed Metropolitan Transportation Plan (MTP) resulting from the process;
• Biennially updated Transportation Improvement Program (TIP) resulting from the process; and
• Periodic reporting of events, developments and accomplishments resulting from the transportation planning process.

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

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

EXECUTIVE COMMITTEE
The Executive Committee is comprised of the chief elected officials or their designated appointee from within the KYOVA Planning Boundary. From its membership, a smaller Executive Board is appointed to handle the routine work. Staff will report to the Executive Committee on administrative and procedural matters.
**POLICY COMMITTEE (PC)**
The Policy Committee (PC) consists of 42 voting members who are comprised of representatives from: Cabell, Wayne, and Putnam counties, West Virginia; the city of Huntington, West Virginia; Boyd and Greenup counties, Kentucky; the city of Ashland, Kentucky; Lawrence County, Ohio; and the city of Ironton, Ohio and one member from each of the three local/regional transit agencies. KYOVA’s Policy Board Members, the formal decision-making body, is determined by established Bylaws. The Bylaws provide a seat for identified locally elected officials and their appointees and are not selected by the MPO. KYOVA encourages member governments to consider diversity when making appointee selections. All meetings and official activities of the MPO are held in buildings and locations that comply with accessibility standards according to the Americans with Disabilities Act (ADA).
KYOVA Interstate Planning Commission Policy Committee (As of February 11, 2020)

### KYOVA Policy Committee (PC) Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency</th>
<th>Title</th>
<th>Elected/Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Robert Pasley, Chair</td>
<td>Wayne County, WV</td>
<td>Commissioner</td>
<td>E</td>
</tr>
<tr>
<td>Ms. Nancy Cartmill, Vice-Chair</td>
<td>Cabell County, WV</td>
<td>Commissioner</td>
<td>E</td>
</tr>
<tr>
<td>Mr. Robert Carpenter, Secretary</td>
<td>Greenup County, KY</td>
<td>County Judge Executive</td>
<td>E</td>
</tr>
</tbody>
</table>

### KYOVA Policy Committee (PC)

<table>
<thead>
<tr>
<th>Agency/Organization</th>
<th>Name</th>
<th>Title</th>
<th>Elected/Appointed</th>
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</thead>
<tbody>
<tr>
<td>Cabell County, WV</td>
<td>Ms. Nancy Cartmill</td>
<td>Commissioner</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Ms. Beth Thompson</td>
<td>County Manager</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Mr. Jim Morgan</td>
<td>Commissioner</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Ms. Kelli Sobonya</td>
<td>Commissioner</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Mr. Chad Nelson</td>
<td>Citizen Member</td>
<td>A</td>
</tr>
<tr>
<td>City of Huntington, WV</td>
<td>Mr. Steve Williams</td>
<td>Mayor, City of Huntington</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Mr. James Insco</td>
<td>Public Works Director</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. James Turner</td>
<td>Lawyer</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Howard Anderson</td>
<td>Citizen Member</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Vacant</td>
<td>Citizen Member</td>
<td>A</td>
</tr>
<tr>
<td>Wayne County, WV</td>
<td>Mr. Robert Pasley</td>
<td>Commissioner</td>
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<td></td>
<td>Mr. Kenneth Adkins</td>
<td>Citizen Member</td>
<td>A</td>
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<tr>
<td></td>
<td>Mr. Shane Dillon</td>
<td>Citizen Member</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Timothy Bias</td>
<td>Mayor, City of Kenova, WV</td>
<td>A</td>
</tr>
<tr>
<td>Putnam County, WV</td>
<td>Mr. Andy Skidmore</td>
<td>Commissioner</td>
<td>E</td>
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<tr>
<td></td>
<td>Vacant</td>
<td>Citizen Member</td>
<td>A</td>
</tr>
<tr>
<td>Boyd County, KY</td>
<td>Mr. Eric Chaney</td>
<td>County Judge Executive</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Mr. Jimmy Riggles</td>
<td>Road Foreman</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Jason Queen</td>
<td>FEMA Coordinator</td>
<td>A</td>
</tr>
<tr>
<td>City of Ashland, KY</td>
<td>Mr. Steve Gilmore</td>
<td>Mayor</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Mr. Michael Graese</td>
<td>City Manager</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Randy Wheeler</td>
<td>Mass Transit Superintendent (Ashland Bus System)</td>
<td>A</td>
</tr>
<tr>
<td>Greenup County, KY</td>
<td>Mr. Robert Carpenter</td>
<td>County Judge Executive</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Mr. Ron Simpson</td>
<td>Mayor, City of Russell</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Ron Fields</td>
<td>Mayor, City of Flatwoods</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Phillip Biggs</td>
<td>Citizen Member</td>
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</tr>
<tr>
<td>Lawrence County, OH</td>
<td>Ms. Deanna Holliday</td>
<td>President, Lawrence County, OH Commission</td>
<td>E</td>
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<tr>
<td></td>
<td>Vacant</td>
<td>Citizen Member</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Patrick Leighty</td>
<td>County Engineer</td>
<td>A</td>
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<tr>
<td></td>
<td>Mr. Terry Porter</td>
<td>Trustee</td>
<td>A</td>
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<tr>
<td></td>
<td>Mr. Bill Dingus</td>
<td>Director, Lawrence County, OH Chamber of Commerce</td>
<td>A</td>
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<tr>
<td></td>
<td>Mr. Ralph Kline</td>
<td>Assistant Director, ILCAO</td>
<td>A</td>
</tr>
<tr>
<td>City of Ironton, OH</td>
<td>Mr. Samuel Cramblit</td>
<td>Mayor</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Vacant</td>
<td>Citizen Member</td>
<td>A</td>
</tr>
<tr>
<td>Transportation Providers</td>
<td>Mr. Paul Davis</td>
<td>General Manager, Tri-State Transit Authority, WV</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Brent Brown</td>
<td>Director, Huntington Tri-State Airport</td>
<td>A</td>
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</table>
KYOVA Policy Committee Members – Continued

<table>
<thead>
<tr>
<th>Agency/Organization</th>
<th>Name</th>
<th>Title</th>
<th>Elected/ Appointed*</th>
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<tbody>
<tr>
<td>Department of Transportation</td>
<td>Mr. Byrd White, III</td>
<td>Secretary of Transportation/ Commissioner of Highways, WVDOH/DOT</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Jim Gray</td>
<td>Secretary of Transportation, Kentucky Transportation Cabinet</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mr. Jack Marchbanks, Ph.D.</td>
<td>Director, Ohio Department of Transportation</td>
<td>A</td>
</tr>
<tr>
<td>Federal Highway Administration</td>
<td>Ms. Chandra Inglis-Smith</td>
<td>Planning Specialist-Planner, FHWA – West Virginia Division</td>
<td>NV</td>
</tr>
<tr>
<td></td>
<td>Ms. Bernadette Dupont</td>
<td>Planning Specialist, FHWA – Kentucky Division</td>
<td>NV</td>
</tr>
<tr>
<td></td>
<td>Mr. Noel Mehlo, Jr.</td>
<td>Planning and Environmental and Planning Specialist, FHWA – Ohio Division</td>
<td>NV</td>
</tr>
</tbody>
</table>

A=Appointed / E=Elected / NV=Non-Voting

TECHNICAL ADVISORY COMMITTEE (TAC)

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

KYOVA Technical Advisory Committee (TAC) Members

Mr. Paul Davis Chair, Tri-State Transit Authority, Huntington, West Virginia – President
Mr. Patrick Leighty Vice-Chair, Lawrence County, Ohio – Engineer

The following organizations/agencies are represented on the KYOVA Technical Advisory Committee:

<table>
<thead>
<tr>
<th>AGENCY/ORGANIZATION</th>
<th>POSITION</th>
</tr>
</thead>
</table>
| West Virginia Department of Highways – Central Office | • Director of Planning  
• Regional Planning  
• Unit Leader Planner |
| West Virginia Department of Highways – District Office #2 | • Manager  
• Planner |
| West Virginia Department of Environmental Protection – AQ | • Planner |
| West Virginia Public Transit         | • Executive Director |
| City of Huntington, West Virginia    | • Public Works Director  
• Planner |
| Cabell County                        | • Citizen Member |
| Wayne County Economic Development Authority | • Director |
| Tri-State Transit Authority          | • General Manager  
• Assistant Manager |
### KYOVA Technical Advisory Committee (TAC) Members – Continued

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position/Title</th>
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</thead>
<tbody>
<tr>
<td>Huntington Tri-State Airport</td>
<td>Director</td>
</tr>
<tr>
<td>Kentucky Transportation Cabinet – Division of Planning (Central Office)</td>
<td>Director, Transportation Engineering Branch Manager</td>
</tr>
<tr>
<td>Kentucky Transportation Cabinet – Highway District Office #9 (Flemingsburg, HDO)</td>
<td>Chief District Engineer, Planning Supervisor</td>
</tr>
<tr>
<td>City of Ashland, Kentucky</td>
<td>City Manager, Transit Supervisor, City Appointment</td>
</tr>
<tr>
<td>Boyd/Greenup Citizens Advisory Committee</td>
<td>Five (5) members</td>
</tr>
<tr>
<td>Ashland Alliance</td>
<td>President/CEO</td>
</tr>
<tr>
<td>Gallia County</td>
<td>County Engineer</td>
</tr>
<tr>
<td>Lawrence County, Ohio</td>
<td>County Engineer, Director, Ironton-Lawrence County Community Action Organization</td>
</tr>
<tr>
<td>City of Ironton</td>
<td>City Appointment</td>
</tr>
<tr>
<td>The Greater Lawrence County Chamber of Commerce</td>
<td>Chamber Appointment</td>
</tr>
<tr>
<td>Ohio Department of Transportation – Central Office</td>
<td>Transportation Planner, Air Quality Planner, Planner</td>
</tr>
<tr>
<td>Ohio Department of Transportation – District 9</td>
<td>Program Coordinator, Program Management Coordinator, Planning Engineer</td>
</tr>
<tr>
<td>Federal Highway Administration</td>
<td>West Virginia Division, Kentucky Division, Ohio Division</td>
</tr>
</tbody>
</table>

### KYOVA Staff and contact Information (As of February 11, 2020)

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Title</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher M. Chiles</td>
<td>Executive Director</td>
<td><a href="mailto:cchiles@kyovaipc.org">cchiles@kyovaipc.org</a></td>
</tr>
<tr>
<td>Saleem A. Salameh</td>
<td>Deputy Executive Director/Technical Study Director</td>
<td><a href="mailto:ssalameh@kyovaipc.org">ssalameh@kyovaipc.org</a></td>
</tr>
<tr>
<td>Dannielle Slusher</td>
<td>Fiscal/Office Manager</td>
<td><a href="mailto:dslusher@kyovaipc.org">dslusher@kyovaipc.org</a></td>
</tr>
<tr>
<td>Terri B. Sicking</td>
<td>Senior Transportation Planner</td>
<td><a href="mailto:tsicking@kyovaipc.org">tsicking@kyovaipc.org</a></td>
</tr>
<tr>
<td>Jody Sigmon</td>
<td>Transportation Planner/System Performance</td>
<td><a href="mailto:jsigmon@kyovaipc.org">jsigmon@kyovaipc.org</a></td>
</tr>
<tr>
<td>Bethany Wild</td>
<td>Transportation Planner/GIS Specialist</td>
<td><a href="mailto:bwild@kyovaipc.org">bwild@kyovaipc.org</a></td>
</tr>
<tr>
<td>Paul Young</td>
<td>Web Designer/System Analyst</td>
<td><a href="mailto:pyoung@kyovaipc.org">pyoung@kyovaipc.org</a></td>
</tr>
<tr>
<td>Steve Frye</td>
<td>Fiscal Assistant</td>
<td><a href="mailto:sfrye@kyovaipc.org">sfrye@kyovaipc.org</a></td>
</tr>
<tr>
<td>Annette Johnson</td>
<td>Transportation Technician/Administrative Assistant</td>
<td><a href="mailto:ajohnson@kyovaipc.org">ajohnson@kyovaipc.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Physical Address</th>
<th>Phone: 304-523-7434 Fax: 304-529-7229</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. O. Box 939</td>
<td>400 Third Avenue</td>
<td></td>
</tr>
<tr>
<td>Huntington, WV 25712</td>
<td>Huntington, WV 25701</td>
<td></td>
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### Social Media

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Facebook</td>
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<td></td>
</tr>
<tr>
<td>Twitter</td>
<td></td>
<td>@kyovaipc</td>
</tr>
</tbody>
</table>
SUMMARY OF FY 2021 UPWP TASKS
To accomplish the planning program requirements, KYOVA develops an annual Unified Planning Work Program (UPWP) identifying specific planning work tasks to be conducted. This Work Program identifies specific objectives to be attained, methodology to be used, products to be developed, functional responsibilities, and financial participation. The following summarizes the individual elements of KYOVA’s FY 2021 UPWP.

380121 – Management and Administration encompasses activities directed toward administering the day-to-day administrative, contract management, Unified Planning Work Program (UPWP), Title VI Complaint and Americans Disability Act (ADA) complaint activities, Disadvantaged Business Enterprise (DBE) and financial planning activities that ensure that the MPO functions of the KYOVA staff conform to internal policy, as well as the policies and legal requirements set forth by WVDOH, KYTC, ODOT, and other federal agencies and obligations stated in the FAST Act.

380221 – Short-Range Planning and Transportation Improvement Program (TIP) consists of short-range planning activities which provides for the near-term transportation needs of persons and goods are identified and analyzed. Recommendations are then made for further transportation improvements. The short-range program is designed to identify the deficient areas, provide a solution to the deficiency, and initiate strategies to meet the plan objectives for eliminating such challenges. Development of the Transportation Improvement Program (TIP), a four-year, biennially updated listing of transportation projects scheduled for implementation is also included under this work element. The TIP identifies projects by funding category and construction phase. TIP projects are drawn from the long-range planning programs implemented by KYOVA. A revision process through amendments and administrative modifications/adjustments allow for the addition of new projects, cost modifications, scheduling changes, and a realistic allocation of the Federal, State, and Local funding available for transportation construction and maintenance. The KYOVA Policy Committee adopts the TIP which becomes effective July 1 of the update year upon approval by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), WV Department of Transportation (WVDOT/WVDOH), Kentucky Transportation Cabinet (KYTC), and the Ohio Department of Transportation (ODOT). The TIP becomes the official listing of transportation improvements scheduled for KYOVA’s planning area within the Huntington, WV–KY–OH Urbanized Area. Additionally, project costs are reviewed annually as part of the financial resources update to provide the most accurate data. Comparisons are made based upon availability of fiscal resources and the capability of communities to financially support the TIP. This element also provides for the Surface Transportation Block Grant Program (STBGP) application process, transportation resilience/reliability planning, and addresses Access to Opportunity to support efforts to increase connectivity by improving bicycle, pedestrian, and transit networks.

380321 – Metropolitan Transportation Planning guides the development of transportation improvements for a period of approximately twenty (20) years. The goals and objectives of the MTP are based upon changes in population, commercial activities, industrial development, and patterns of growth within the service area. The intent of the plan is to maximize the benefits of the funding provided by all government agencies for transportation improvements in the service area. The MTP also provides local governments with information on future demands on the system, as well as, alternative solutions to meet these demands while specifically identifying improvements with their costs. By identifying alternative solutions to future demands along with their foreseeable consequences, the plan provides the service area with information necessary to make sound transportation policy decisions. Additionally, project costs are reviewed annually as part of the financial resources update to provide the most accurate data.
Comparisons are made based upon availability of fiscal resources and the capability of communities to financially support the MTP.

**380421 — Transportation Surveillance and Geographic Information System (GIS)** provides maintenance and collection of data files and modelling for input into other aspects of the continuing planning program. Area wide conditions of physical growth, economic development, and transportation patterns are not static. Continual change and modification of these systems require constant monitoring to ensure the recommended area wide transportation plan responds to changing transportation needs. To ensure accuracy of data, KYOVA maintains GIS data files, Land-Use Characteristics, Transportation Facilities Data, Traffic Accident Program/Data files, and Traffic Counts. The database collection also provides KYOVA with the ability to retrieve and analyze census data for transportation decisions. KYOVA has continued refining the TransCAD travel demand modeling software which allow KYOVA to validate transportation models. After the model validation, KYOVA may utilize the model to forecast traffic volumes concerning socioeconomic, economic, housing factors, and travel time segments.

**380521 — Air Quality Planning and Conformity** places an emphasis on air quality planning activities that ensure the transportation planning activities are consistent and meet requirements as outlined by the Federal Clean Air Act (as amended), the US EPA Guidance, State Environmental Agencies, local, and state government clean air goals.

**380621 — Public Participation** addresses the FAST Act metropolitan planning regulation and will focus on three basic principles: 1) ensure public involvement of low-income and minority groups in decision-making; 2) prevent high and adverse impacts of decisions on low-income and minority groups; and 3) ensure low-income and minority groups receive their proportionate share of benefits. This work element also addresses the Participation Plan and public outreach activities for amendments and administrative modifications/adjustments to the MTP, TIP, and Title VI/Environmental Justice and LEP document updates.

**380721 — Surface Transportation Program (STP) Planning** provides for sustainable development through interagency cooperative practices and management strategies that target increased accessibility, cleaner air and water, improved health conditions and broad-based economic, community development and transportation through surface transportation planning and the metropolitan planning process.

**380821 — Transit and Human Services Planning – West Virginia and Ohio** outlines the coordinated planning activities with the transit agencies within the KYOVA planning boundaries in West Virginia and Ohio. This includes transit planning support and assistance in Section 5307, 5339, 5310 as well as data collection for the transit program. It also provides the support to maintain the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan which integrates all aspects of transit and mobility to ensure an adequate level of access is afforded to all populations while improving the range of options for meeting diverse mobility needs.

**380921— Section 5310 TMA Transit Administration** in this activity KYOVA partners with the Tri-State Transit Authority (TTA) in the administration of the Huntington, WV-KY-OH Urbanized Area FTA Section 5310 Program.

**381021 — KYOVA/RIC Joint TMA Coordination** provides support to coordinate with the Regional Intergovernmental Council (RIC) and other agencies regarding federally mandated TMA planning,
programming, and funding for the Huntington, WV-KY-OH Urbanized Area within Putnam County, West Virginia.

381120 – City of Huntington Multimodal Parking Study will procure the services of a consultant to prepare a City of Huntington Multimodal Parking Study. The study will provide strategies to develop and manage parking as one element of Huntington’s effort to improve overall downtown mobility and access. The purpose of the project is to determine parking needs, analyze downtown parking capacity and access to destinations, and make recommendations for improvements. This project was initiated in FY 2020 and will conclude in FY 2021.

381320 – Huntington Tri-State Airport Parking Study will procure the services of a consultant to prepare a Tri-State Airport Parking Study that will address parking management at the airport and assess the need for alternative parking options. The study will provide strategies to develop and manage parking as one element of the airport’s efforts to improve overall mobility and access. The purpose of the project is to determine parking needs, analyze parking capacity and access, and make recommendations for improvements. This project was initiated in FY 2020 and will conclude in FY 2021.

381420 – Truck Route Study for the City of Huntington will procure the services of a consultant to prepare a Truck Route Study for the City of Huntington. The purpose of the study is to evaluate the current truck routes and identify new routes to adequately handle traffic and to provide potential policy recommendations as its applicability to the City of Huntington. This project was initiated in FY 2020 and will conclude in FY 2021.

381521 – Lawrence County, Ohio Transit-Deviated Fixed-Route – CMAQ project will support and perform transit operation planning to the Lawrence County Transit (LCT) for up to five (5) years – FY 2018 through FY 2022. Funding to be provided by CMAQ – Ohio. This is year 4 of the projected 5-year funding.

381621 – Transportation Services – Ohio (Ridesharing) will coordinate with and participate in the Mid-Ohio Regional Planning Commission (MORPC) Air Quality/Rideshare of the Gohio commute program to collect information and data from other agencies in the state and contribute to the success of the program. The program is an opportunity to join other MPOs in planning for ride sharing systems that aid in coordinating trips among a variety of users.

381720 – Law US 52/SR 7 Safety Study Corridor Management Plan will procure the services of a consultant to prepare a US 52/SR 7 Safety Study Corridor Management Plan for Lawrence County, Ohio which will update the 2006 US 52/SR 7 Safety Study. The study will evaluate intersections, roadways, and other infrastructure along the US 52 corridor and focus on closing gaps in the transportation network due to the opening of the Ironton-Russell Bridge in Ironton, OH and increased traffic from the recently completed Portsmouth Bypass. The study will emphasize safety concerns and make recommendations for improvements to address the multiple needs and uses of US 52 within the urbanized area. The study will prioritize recommendations and provide guidance for implementing strategies to correct existing deficiencies as well as to offset projected deficiencies and perform necessary crash analyses creating a safer and more efficient transportation network for all users. Projects and recommendations will be prioritized to contribute to meeting ODOT’s adopted safety performance targets which are required to foster transparency and accountability and help track safety progress. This project was initiated in FY 2020 and will conclude in FY 2021.
385121 – Kentucky 5303 Transit Planning – This element provides oversight and oversees and develops the transit planning process and activities for the Kentucky Section 5303 funding located in the Huntington, WV-KY-OH Transportation Management Area (TMA) to include Boyd and Greenup counties. Coordination with KYTC to address the current and emerging performance measures and participate in discussions with KYTC, FHWA, FTA, and other MPOs on performance-based planning and performance targets is also an integrative part of this work activity.

UNIFIED PLANNING WORK PROGRAM (UPWP) FAST ACT PLANNING FACTORS SUMMARY
The FAST Act was signed into law on December 4, 2015. This federal legislation defines ten specific “Planning Factors” for developing transportation plans and programs. This ensures the local transportation planning process is consistent with national goals and objectives.

Planning Factors

1. Support the economic vitality of the KYOVA Planning Area (Huntington, WV–KY–OH Urbanized Area), especially by enabling global competitiveness, productivity and efficiency;

2. Increase the safety of the transportation system for motorized and non-motorized uses;

3. Increase the security of the transportation system for motorized and non-motorized users;

4. Increase accessibility and mobility of people and freight;

5. Protect and enhance the environment, promote energy conservation, improve quality of life and promote consistency between transportation improvements and state and local planned growth and economic development patterns;

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

7. Promote efficient system management and operation;

8. Emphasize the preservation of the existing transportation system;

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and

10. Enhance travel and tourism.

The table below highlights KYOVA’s FY 2020 UPWP planning components in relation to the Ten (10) FAST Act Planning Factors. The Table does not reflect planning studies.
The Unified Planning Work Program for FY 2021 was developed to meet the requirements set forward in the Fixing America’s Surface Transportation (FAST) Act. Prior to development of the Work Program, KYOVA received guidance from FHWA – Kentucky and Ohio Divisions, Ohio Department of Transportation (ODOT), and the Kentucky Transportation Cabinet (KYTC) as to emphasis areas to address. The table below outlines these emphasis areas and highlights where KYOVA’s 2021 UPWP addresses these areas. Planning studies are not reflected in the table below.
**FY 2021 TRANSPORTATION PLANNING EMPHASIS AREAS**

<table>
<thead>
<tr>
<th>Planning Emphasis Area</th>
<th>Description/Detail</th>
<th>FY 2021 UPWP Work Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of the FAST Act</td>
<td>Performance Based Planning – using performance measures, setting targets, reporting performance, and programming transportation investments directed to achievement of transportation system performance outcomes.</td>
<td>380221, 380321, 385121, 380821</td>
</tr>
<tr>
<td></td>
<td>Expand Committees or Boards – include public ports and private transportation providers.</td>
<td>380121, 385121</td>
</tr>
<tr>
<td>Developing performance measures consistent with FAST Act</td>
<td>Coordinate performance management and target setting with ODOT, KYTC, WVDOH, and transit agencies.</td>
<td>380321, 380221, 380821, 385121</td>
</tr>
<tr>
<td></td>
<td>Integrating performance management, including information on performance measurers and targets, into the long-range planning and transportation improvement program processes as stated in 23 CFR 450.326 (d).</td>
<td>380321, 380221, 380821, 385121</td>
</tr>
<tr>
<td></td>
<td>Develop a process to report to ODOT, KYTC, WVDOH and the public on performance targets.</td>
<td>380321, 380221, 380821, 385121</td>
</tr>
<tr>
<td>Environmental Mitigation</td>
<td>Discussion of types of potential environmental mitigation activities and potential areas to carry out these activities as related to 23 CFR 450.324 (f) (10).</td>
<td>380321, 380521, 381021</td>
</tr>
<tr>
<td>Title VI and Environmental Justice</td>
<td>Document specific activities related to Title VI and EJ and review Title VI documentation.</td>
<td>380121, 380621, 385121</td>
</tr>
<tr>
<td>Regional Models of Cooperation – Ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and state boundaries</td>
<td>Planning Agreements – Ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agencies, MPOs, and state boundaries. To think beyond traditional borders and adopt a coordinated approach that supports common goals and capitalizes on opportunities and enhance the efficient use of resources related to project delivery, congestion management, safety, freight, livability, and commerce across the boundaries this includes agreements to ensure for effective processes for cross-jurisdictional communication.</td>
<td>380121, 380821, 385121, 380621</td>
</tr>
<tr>
<td>Access to Opportunity</td>
<td>Identify transportation connectivity gaps in “access to essential services” including employment, health care, schools/education, and recreation. Analytically identify gaps in connectivity and develop infrastructure and operational solutions that provide the public, especially traditionally underserved populations with adequate access to these essential services.</td>
<td>380221, 385121, 380821, 380621</td>
</tr>
</tbody>
</table>

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

The following are Planning Emphasis Areas outlined by FTA for FY 2021 Unified Planning Work Programs. The table below highlights the work element where the transit may be found in the UPWP.

**FY 2021 FTA/TRANSIT PLANNING EMPHASIS AREAS**

<table>
<thead>
<tr>
<th>FTA Planning Emphasis Areas</th>
<th>FY 2021 UPWP Work Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation of Transit Operators in Metropolitan and Statewide Planning</td>
<td>380121, 380321, 380221, 385121, 380821</td>
</tr>
<tr>
<td>Performance Measures</td>
<td>385121, 380221, 380521</td>
</tr>
</tbody>
</table>
KYOVA Interstate Planning Commission
(Huntington, WV-KY-OH Urbanized Area)

FY 2021
UNIFIED PLANNING WORK PROGRAM

SECTION II
PLANNING WORK ELEMENTS
380121: MANAGEMENT AND ADMINISTRATION

GOALS
The Management and Administrative work element goal is to facilitate the efficient administration of the transportation planning program and to efficiently manage and meet federal, state, local governments, and the public transit agencies regulatory, administrative, and management requirements within the transportation planning program.

METHODODOLOGY
1. Unified Planning Work Program (UPWP) is an annual document outlining the work activities to be accomplished by the KYOVA staff. KYOVA staff will amend the FY 2021 UPWP, as necessary, and complete the draft and final FY 2022 UPWP as outlined by the West Virginia Department of Highways (WVDOT/WVDOT), the Kentucky Transportation Cabinet (KYTC), the Ohio Department of Transportation (ODOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).
2. KYOVA staff will complete all administrative activities to fulfill the transportation planning requirements as outlined within the FY 2021 UPWP. These include but are not limited to: progress and end of year Performance and Expenditure reports, audits, budgets, lease agreements, equipment and supply purchases, DBE program reports, annual self-certification, and multi-party planning agreements. In addition, training is paramount in order to successfully fulfill the transportation planning functions. Staff will attend training and/or host meetings, courses, seminars, workshops, conference calls, secure and pay for printing charges and meeting space outside the KYOVA Office; and other direct charges solely for transportation planning activities and/or events that do not fall directly under one of the other work elements within this UPWP.
3. Oversight activities for ADA and the Title VI/EJ and LEP Plan complaint procedures will be handled by the KYOVA Title VI Coordinator to ensure policies and activities are in accordance to local, state, and federal regulations.
4. Dissemination and public knowledge of information is necessary for a successful transportation planning program. KYOVA Staff will maintain committee membership lists and will provide information to the Policy Committee (PC), Technical Advisory Committee (TAC), Executive Board, Boyd and Greenup Transportation Citizens Advisory Committee; and citizens-at-large, during transportation meetings (public and in-house). Representation and activities include public ports, transit, and private transportation providers.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission
PRODUCTS
1. FY 2021 Unified Planning Work Program (UPWP) activities and reports and Draft 2022 UPWP that meet federal, state, and local guidance; up to date agreements;
2. Administrative oversight and activities to fulfill the transportation planning requirements as outlined within the FY 2021 UPWP; maintaining and updating planning agreements; training, travel, and facility expenses; up-to-date committee membership lists; completion and distribution of agendas, notices, minutes, etc. for committees; provide informed recommendations and decisions by transportation committees to interested parties; allowable expenses to host meetings and workshops; and activities not specifically outlined within other FY 2021 work elements.
3. Review and oversight of ADA and the Title VI, EJ and LEP complaint procedures and implementation of any action required to address complaints.

PROFESSIONAL DEVELOPMENT
Meetings, training, and travel required to support the KYOVA Staff in the overall management and administrative activities and all other activities that do not fall directly under any of the remaining work elements. Conferences and trainings not specifically specified must be determined eligible by FHWA. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference; NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings; AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.
**GOALS**

The *Short-Range Planning and Transportation Improvement Program (TIP)* work element provides support to fulfill the short-range planning activities and TIP development and oversight. Short-range planning activities include overall development of a transportation system that will safely and efficiently accommodate the traffic flow and induce development in compliance with ADA requirements while implementing the FAST Act legislation, including performance measures, safety and security planning, transportation resilience/reliability planning and studies, freight planning, pedestrian/bicycle planning, administration of the Surface Transportation Block Grant Program (STBGP) dedicated funds, and FTA activities. TIP development includes the development and maintenance activities federally mandated to oversee the Transportation Improvement Program (TIP).

**METHODOLOGY**

1. The Transportation Improvement Program (TIP) is a biennial statement for state and local governments and transit authorities. It is part of a four-year schedule of prioritized and anticipated spending on specific transportation projects and improvements in conjunction with the State Transportation Improvement Program (STIP) for the KYOVA Interstate Planning Area within the states of West Virginia, Kentucky, and Ohio. TIP maintenance and conformity will be assured through the staff’s on-going consultation with federal, state, and local governments, as well as the general public. Staff will undertake the following:
   - monitor and reconcile projects in the TIP through Amendments and/or Administrative Modifications and take necessary action to ensure accuracy of the KYOVA TIP. Amendments and Administrative Modifications will be processed as outlined in the current KYOVA Participation Plan. Projects identified in the TIP will be fiscally constrained (to include all regionally significant projects) and will be progressing toward implementation while ensuring the TIP is reflective of current projects on each state’s STIP and follow ODOT’s S/TIP Development Schedule;
   - monitoring of the Ellis System and notification to ODOT concerning inconsistencies between Ellis and the KYOVA TIP project schedule;
   - complete the Annual Listing of Obligated Project report for highway, transit, and planning projects funded with federal funds to be published within 90 days of the end of the state fiscal year for West Virginia and Ohio projects (9/30/20) and within 90 days of the end of the federal fiscal year for Kentucky projects (12/31/20), or as directed by each state’s DOT.
• participate in meetings facilitated by WVDOT/DOH, KYTC, ODOT, local transit agencies, FHWA, FTA, and other planning agencies.

2. Short-term initiatives relating to transportation of persons, goods, and freight in the KYOVA planning area (Huntington, WV-KY-OH Urbanized Area) will be reviewed and assessed to identify actions that present a systematic approach to solving these problems such as supporting the “Access to Opportunity” initiative to increase connectivity by improving highway/roadway, bicycle, pedestrian, and transit networks. This includes:
   • Assessment of and transportation planning recommendations for the region to promote safe and secure vehicular, bicycle, pedestrian, transit, and other non-motorized transportation and to consider travel and tourism in the transportation planning process;
   • Coordination activities with WVDOT/WVDOH, KYTC, ODOT, FHWA, and FTA, and other transportation planning partners;
   • Inclusion of resiliency of the transportation system and activities to reduce stormwater runoff and to develop strategies to reduce vulnerability of existing transportation infrastructure to natural disasters.
   • Integration of performance measures reporting process consistent with the FAST Act.
   • Freight activities to include, but not limited to: participation in local, state, regional, and national freight initiatives; education of governmental officials and the public; consultation with WVDOT, KYTC, and ODOT freight divisions to ensure that Critical Urban Freight Corridors and Critical Rural Freight Corridors in the Huntington, WV-KY-OH TMA are identified in the state’s National Highway Freight System; and work with stakeholders concerning programs and data sources available to support freight transportation activities and facilities.
   • Dissemination of information and project updates to elected officials, administrators, state and federal agencies, and the community-at-large.
   • Technical assistance to the West Virginia Association of MPOs (WVAMPO), KY MPO Director’s Council, and Ohio Council of Regional Councils (OARC).
   • Expenses of hosting meetings outside the KYOVA office to accommodate for space and ADA compliance to better engage KYOVA committee members and the community-at-large; and

3. Oversight, maintenance, and fiscal management of KYOVA’s Surface Transportation Block Grant Program (STBGP) and the transportation alternatives Set-Aside of the STBGP for West Virginia, Kentucky, and Ohio and for the Ohio CMAQ Program in the urbanized portion of Lawrence County, Ohio.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

PRODUCTS
1. Up-to-date KYOVA Transportation Improvement Program (TIP) for the Huntington, WV-KY-OH Urbanized Area to include, but not limited to:
   • Amendments and/or Administrative Modifications/Adjustments;
   • Status reports, fiscal constraint documentation, and monitoring/reporting of the Ellis System; and notification to ODOT concerning inconsistencies between Ellis, and continued development/updates of the KYOVA 2021-2024 TIP.
   • Completion of project conformity reports; and
   • TIP (short-range) project prioritization;
• Annual Listing of Obligated Funds for highway, transit, and planning projects;
• Staff support for management and administration of the TIP – not specifically identified above.

2. Short-range planning activities to include, but not limited to:
• Assessment of and transportation planning recommendations for the region to promote safe and secure vehicular, bicycle, pedestrian, transit, and other non-motorized transportation and to consider travel and tourism in the transportation planning process;
• Coordination activities to include but not limited to: WVDOT/WVDOH, KYTC, ODOT, FHWA, and FTA;
• Inclusion of resiliency of the transportation system and activities to reduce stormwater runoff and include strategies to reduce vulnerability of existing transportation infrastructure to natural disasters.
• Integration of performance measures reporting process and targets consistent with the FAST Act.
• Freight activities and participation in local, state, regional, and national freight initiatives;
• Dissemination of information and project updates to elected officials, administrators, state and federal agencies, and the public.
• Technical assistance to the West Virginia Association of MPOs (WVAMPO), KY MPO Director’s Council, and Ohio Council of Regional Councils (OARC).
• Participate in and provide assistance to KYTC HDO #9 with the Small Urban Study for Boyd and Greenup Counties, Kentucky, as requested – this is a year one of a two-year project funded through KYOVA STBGP.
• Approved expenses of hosting meetings outside the KYOVA office to better accommodate attendees and to better engage KYOVA committee members and the community-at-large; and
• Staff support for Short-Range Transportation Planning not specifically identified above.

3. Financial oversight and administration of the KYOVA Surface Transportation Block Grant Program (STBGP) sub allocated funds for West Virginia, Kentucky, Ohio and Ohio’s Congestion Mitigation Air Quality program.

PROFESSIONAL DEVELOPMENT
Meetings, training, and travel required to assist the KYOVA staff in short-range transportation planning and to administer and manage the Transportation Improvement Program (TIP). This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference; NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings; AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.
**380321: METROPOLITAN TRANSPORTATION PLANNING**

<table>
<thead>
<tr>
<th>ELEMENT NO.: 380321</th>
<th>TOTAL REVENUE</th>
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<th>KY</th>
<th>OH</th>
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<tr>
<td>METROPOLITAN</td>
<td>$93,449</td>
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<tr>
<td>TRANSPORTATION</td>
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<td>PLANNING</td>
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<td>REVISED</td>
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</table>

**WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)**

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
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</table>

**GOALS**

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

**METHODOLOGY**

1. Metropolitan Planning Organizations (MPOs) must maintain a focus on managing the existing infrastructure and consider environmental effects of its planning process. KYOVA will work with agencies and the public to discuss how modes in the existing system can be managed and operated more efficiently and will continue to participate in regional, state, local, and national forums to identify procedures for addressing federal and state planning requirements. KYOVA will prepare and/or update the Metropolitan Transportation Plan which will identify how the metropolitan area will manage and operate a multi-modal transportation system to meet the region’s economic, transportation, development and sustainability goals for a 20 plus year planning horizon while remaining fiscally constrained. KYOVA will also participate in the update of the transportation plans for the states of West Virginia, Kentucky, and Ohio.

2. Continue to explore the relationship between transportation and livability along with the potential performance measures and data needs.

3. In conjunction with WVDOT/WVDOH, KYTC, and ODOT, KYOVA will prioritize projects and maintain a financial plan that demonstrates how the Metropolitan Transportation Plan (MTP) will be implemented. Prioritization procedures for the STBGP and CMAQ-Ohio have been established and are in place for dedicated funding. KYOVA will also create and modify projects in CHAF (Kentucky specific activity), and assist with Kentucky’s SHIFT Project Prioritization activities, provide for inclusion of projects from the Ohio Technical Review Advisory Committee (TRAC), and the WVDOH. All which serve as a process to introduce new projects for prioritization at the local and state level.

4. FAST Act Performance Measures, as it relates to the MTP and long-range transportation planning, will be coordinated with WVDOT/WVDOH, KYTC, ODOT, FHWA, and FTA to integrate and develop a reporting process.
RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

PRODUCTS
1. Fiscally constrained up-to-date MTP for the Huntington, WV-KY-OH Urbanized Area to include, but not limited to the following activities: Amendments/Administrative Modifications/Adjustments; status reports and fiscal constraint documentation and monitoring/reporting of the Ellis System.
2. Long-Range Transportation Planning to include but not limited to:
   - Plan for the Development of the 2050 MTP through coordination and collaboration with private and public transit providers, state and local agencies, and the general public to develop the area’s transportation network. The plan (to be developed in FY 2022) will identify how KYOVA will manage and operate a multi-modal transportation system to include transit, highway, bicycle, pedestrian, and accessible transportation to meet the region’s economic, transportation, development and sustainability goals for the 20 plus year planning horizon while remaining fiscally constrained.
   - Identification, evaluation, and coordination of special studies with use of regional data, resources and technical expertise in highway, transit, pedestrian, and bikeway planning to analyze specific long-range transportation needs to assist local governments.
   - Maintenance, creation and/or modification of the Kentucky CHAF Database and SHIFT project prioritization. Note: These are Kentucky specific activities.
   - Project prioritization and inclusion of projects from the Ohio Technical Review Advisory Committee (TRAC) and to include staff time, travel, and preparation to present to the TRAC. NOTE: These are Ohio specific activities.
   - Prioritized project list from the CMP to be incorporated into the long-range transportation planning activities and the MTP. The prioritized list will be funded based on need and availability of funds.
   - Review and coordination of WVDOT/WVDOH, KYTC, and ODOT statewide transportation plans; update the federal aid functional classification system and National Highway System, including intermodal connectors, as requested.
   - Continued joint coordinated process to report KYOVA’s Performance Measures to compliment the decision-making process with WVDOT/WVDOH, KYTC, ODOT, FHWA, and FTA when choosing projects for inclusion in the MTP as it relates to the FAST Act and any subsequent transportation legislation.
   - Freight planning for all modes of transportation to improve the safety and efficiency of movement through the intermodal transportation system for the traveling population and goods.

PROFESSIONAL DEVELOPMENT
Meetings, training, and travel required to aid the KYOVA staff in the Metropolitan (long-range) Transportation Planning process. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference; NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings; AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.
GOALS
To provide support for various transportation projects and programs through data collection (historical inventory of transportation related data such as land-use, population, employment, environmental justice, traffic counts, crash data, etc.); modeling (air quality, travel demand model, socioeconomic, etc.); general analysis, consideration of connected vehicle technology; and evaluation by using transportation modeling and GIS to create maps and other visualization products.

METHODOLOGY
1. Use ArcGIS 10.6 as a tool used to manipulate, update, and query the KYOVA maintained databases. Staff will streamline analysis, demonstrate demographics and improve visualization techniques and products for future growth and stability for the region within the boundaries of the KYOVA Metropolitan Planning Area; provide on-going data maintenance and technical support utilizing GIS for planning activities to include the TIP, MTP, highway/roadway and bicycle/pedestrian projects, regional studies, traffic flow maps, freight analysis, data network and model development; Ohio Technical Review Advisory Committee (TRAC); Kentucky CHAF and SHIFT process, and Highway District Reports.
2. Continue to enhance the methodology for seamless editing of regional highway and transit networks and provide ongoing maintenance of existing GIS network editing tools. New GIS applications will be developed to facilitate validation of analysis of highway and transit.
3. Travel Demand Model activities and databases to include freight and freight movement; report of housing and employment changes to KYTC; and continued validation of the TransCAD travel forecasting model for the base year 2018 and the future horizon year of 2050.
4. Assist, as requested, WVDOT/WVDOH, KYTC, and ODOT in maintaining their statewide ITS architectures for the Metropolitan Planning Area in accordance with federal law and regulation; help provide coordination of the use of the regional ITS architecture as guidance to regional project implementation to include activities and training to address connected vehicle technology. NOTE: KYOVA relies on each statewide’s ITS Architecture/Plan.
5. Collection of data to strengthen WVDOT/WVDOH, KYTC, ODOT HPMS and safety programs; coordination with KYTC Modal Branch on travel time segments; Access NPMRDS and begin analyzing data, in addition to traffic model redevelopment coinciding with the 2010 Census. This is in addition to traffic model re-development coinciding with the 2010 Census, as requested.
6. KYOVA will support DriveOhio and its efforts to enhance connected and autonomous vehicles.
7. Major topics to be addressed as aspects of regional transportation coordination planning include the following: linkage with emergency transportation planning by addressing the interrelationships of...
planning for everyday transportation management; operations and technology with preparedness planning for regional emergencies, including technical, procedural and organizational aspects; traffic signals to assist member agencies in the exchange and coordination of interjurisdictional traffic signal operations information and activities; travel information to coordinate enhancement of the collection, processing and delivery of real-time roadway and transit condition information, including regional “511” telephone information systems; transportation safety to examine safety, such as crash locations in the Huntington, WV-KY-OH Urbanized Area. Integrate transportation operations considerations into the metropolitan transportation planning process to ensure that transportation system operations are reflected in regional plans and programs.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

PRODUCTS
1. Continued development and/or refinement of GIS databases and maps to support planning activities for all modes of transportation and to address safety and security; provide assistance to local governments, transit agencies and the general public within the KYOVA planning area; support DriveOhio and its efforts to enhance connected and autonomous vehicles; and maintain licensing and technical support for GIS software and equipment.

2. Collection and analysis of demographic data for the Huntington, WV-KY-OH Urbanized Area and KYOVA’s Metropolitan Planning Area to include evaluation of low-income and minority populations as it relates to public participation and/or disproportionately high and adverse impacts relation to transportation activities on the low-income or minority populations through visual and tabulated outputs. This may include GIS updates to include the 2010 census datasets; land-use model and processes; compiled, up-to-date analysis of socio-economic and data that will support, economic development and Title VI/Environmental Justice activities.

3. Up-to-date travel demand model to include traffic model results and output products for KYOVA transportation activities to include coordination with WVDOH, KYTC, and ODOT Multimodal Branches on travel time segments, housing, employment changes, and analyzing NPMRDS data, as requested.

4. Interaction with WVDOH, KYTC, ODOT, and area stakeholders to implement Intelligent Transportation System (ITS) plan recommendations to improve transportation safety and security and efficiency using new communication technologies for more accurate incident detection and faster response and planning for connected vehicle technology. NOTE: KYOVA relies on each statewide’s ITS Architecture/Plan.

PROFESSIONAL DEVELOPMENT
Meetings, training, and travel required to provide assistance to the KYOVA staff in transportation database/geographic information systems and transportation surveillance systems. This may include but is not limited to meetings, conferences, and training activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National Conference of Regions and Annual Conference; NADO Annual Training Conference, Washington Policy Conference, National Regional Transportation Conference; KBT Annual Conference and committee meetings; AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.
380521: AIR QUALITY PLANNING

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<th>ELEMENT NO.: 380521</th>
<th>TOTAL REVENUE</th>
<th>REVENUE</th>
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<td>AIR QUALITY PLANNING AND CONFORMITY</td>
<td>$35,000</td>
<td>WV $17,500</td>
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WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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GOALS

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

METHODOLOGY

1. KYOVA will perform conformity due to the South Coast Air Quality Management District v. EPA where the federal court vacated portions of the 2015 EPA rules for ozone for Boyd, Cabell, and Wayne Counties that were previously designated as a maintenance area for the 1997 8-hour ozone standard. These counties are in attainment for the 2008 8-hour ozone standard.

2. KYOVA may periodically perform analysis, review, assess, and coordinate air quality programs in the region as contributed to 8-hour ozone redesignation for MTP and TIP projects and updates; identify potential projects; coordinate funding under the Congestion Mitigation and Air Quality (CMAQ) Program – Ohio and work with local jurisdictions to build a reservoir of projects for inclusion in the MTP and TIP and ensure projects are consistent with federal air quality regulations and guidelines. Relate FAST Act Performance Measures to the performance of the NHS, Freight, and CMAQ Measures and continue to coordinate with WVDOT/WVDOH, KYTC, ODOT, FHWA, and FTA to integrate Performance Measures into the planning process. Continue to develop, implement, and complete emissions analysis associated with Ohio’s CMAQ Program (funded through ODOT suballocations).

3. Evaluate and prioritize Kentucky CMAQ project selection, as requested, by KYTC. Note: This is a Kentucky specific project.

4. Review project environmental impact statements (EIS), as requested.

5. Coordinate activities with the OARC AQ/Rideshare committee. Note: This is an Ohio specific task.

6. Up-to-date transportation conformity model (air quality) and determination of emission changes for proposed Ohio CMAQ projects, as needed.

RESPONSIBLE AGENCY

KYOVA Interstate Planning Commission
PRODUCTS
1. Modeled projects for TIP and MTP to illustrate conformity for the 1997 8-hour ozone standard.
2. Survey/report of Rideshare Signage located within the urbanized area of Lawrence County, Ohio.  
   *Note: This is an Ohio specific activity.*
3. CMAQ Project identification and evaluation, as requested.
4. Research and promote programs and energy conscious projects that reduce ground-level Ozone,  
   PM$_{2.5}$, and those that create no significant impact on air quality in the Huntington, WV-KY-OH  
   Urbanized Area.
5. Review/update of modeling hardware/software and contract with consultants to assist KYOVA with  
   the air quality conformity and modeling.

PROFESSIONAL DEVELOPMENT
Training and travel required to aid the KYOVA staff in air quality, conformity determination and  
Congestion Mitigation activities. This may include but is not limited to meetings, conferences, and training  
activities with WVDOT/WVDOH; KYTC; ODOT; FHWA; FTA; EPA; OARC; NTI; NHI; NARC National  
Conference of Regions and Annual Conference; NADO Annual Training Conference, Washington Policy  
Conference, National Regional Transportation Conference; KBT Annual Conference and committee  
meetings; AMPO Annual Conference; and AASHTO Planning Conferences/GIS Transportation Symposium.
380621: PUBLIC PARTICIPATION

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<td>PUBLIC PARTICIPATION</td>
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<td>KY $14,880</td>
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<td>OH $9,120</td>
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WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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GOALS

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

METHODOLOGY

1. Maintain an up-to-date Participation Plan and public participation process to include a review to determine if changes are warranted.
2. Public outreach activities which include but are not limited to: database of stakeholders; handouts, newsletters and other publications to the general public, transportation committees, local officials, etc.; inclusion of planning activities for access to essential services, including multi-modal transportation connectivity gap analysis and plan to address identified gaps (Access to Opportunity); MTP, TIP, Coordinated Plan, etc., revisions and/or required public notices published in the newspaper of the largest circulation in the Huntington, WV-KY-OH Urbanized Area for TIP/MTP/PP (or as specified by federal regulation) and other required activities; social media account oversight (Facebook, Twitter, etc.), sponsor public workshops and meetings to distribute and discuss the transportation planning process and/or project specific activities to include the expenses of hosting workshops and meetings both at KYOVA and outside the office to accommodate for space to encourage KYOVA committee and the community’s participation.
3. Host workshops and/or meetings to engage the local officials, persons with disabilities, and the community-at-large on key transportation issues, projects, and training activities. Emphasis will be placed on engaging those that traditionally have not been involved in the transportation planning process but will include all persons in the KYOVA planning area. Consultant(s) support may be utilized for these activities.
4. Develop criteria and measurement tools for EJ components when evaluating projects to be advanced through the planning process to include mapping to determine permissible funding for projects identified in the Title VI and EJ communities.
5. All public participation activities (public notice, public meetings, maps, visualization techniques, social media, website enhancement, etc.) should be employed during updates, amendments, and administrative modifications/adjustments of the MTP, TIP, Coordinated Plan, Participation Plan, and to disseminate general information, etc. to the community-at-large.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

PRODUCTS
1. A comprehensive, coordinated, and continuous participation process that provides complete and user-friendly information, timely public notices, full public access to key decisions and satisfactorily addresses Environmental Justice (EJ) and Title VI issues.
2. Updated Participation Plan and evaluation of the effectiveness for citizen engagement in disadvantaged areas.
3. Compliant Title VI/EJ and LEP Plan and activities to complete required updates.
4. Website and technical assistance to the West Virginia Association of MPOs, as needed.

PROFESSIONAL DEVELOPMENT
Limited travel to provide assistance for citizen engagement during planning activities and program updates.
380721: SURFACE TRANSPORTATION PROGRAM (STP) PLANNING
(FUNDING OBTAINED FROM KYOVA’S STBGP SUB-ALLOCATION – SHARED PROPORTIONATELY BETWEEN WV, KY & OH)

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WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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

METHODOLOGY
1. KYOVA is responsible for project selection and programing through allocation of Surface Transportation Block Grant Program (STBGP) suballocated funds, a federal-aid highway flexible funding program that supports a broad range of surface transportation needs. KYOVA, serving as the primary link between the local governments, developed a STBGP application process which ranks projects based on predetermined criteria that integrate transportation, land-use, air quality, and employment opportunities. To ensure projects meet the federal eligibility, KYOVA solicits local input and facilitates communication between local governments, state, and federal agencies; assists applicants in the STBGP application process; and executes the Program of Projects (POP).
2. Program funding for STBGP must be federally eligible. To ensure the projects meet eligibility KYOVA will: solicit local input into the metropolitan planning process; assist applicants in the STBGP application process; facilitate communication between local governments, state, and federal agencies; and establish the priorities for the local Surface Transportation Block Grant Program (STBGP) and implement the Program of Projects (POP). In addition, KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with WVDOT/WDOH, KYTC, ODOT, FHWA, and FTA to integrate and continue the joint reporting process that will make progress toward the Safety Performance Management, Pavement, Bridge, Highway Safety Improvement Program, and the Highway Asset Management Plans for NHS.
3. Track the funding commitments of identified projects [specifically the Surface Transportation Block Grant (STBGP)] to ensure that progress is being made in securing funds and advancing local priorities toward implementation.
4. To support future development of the transportation system in the Huntington, WV-KY-OH Urbanized area, KYOVA works to develop practices that sustain and expand bicycle/pedestrian facilities and
supports development of a regional bike/pedestrian system; initiates or builds upon data, studies or reports that advance a more balanced intermodal transportation network inclusive of such modes as walking, biking, public transit, and paratransit; supports and assists to coordinate activities amongst agencies and modes interested in the future of transportation; and continues to support local governments and the community by identifying funding opportunities.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

PRODUCTS
1. A well-developed Surface Transportation Block Grant Program and Set-Aside Program for the local governments, the states, and federal agencies for all modes of transportation. This includes the evaluation of, development, and maintenance of the application process.
2. Database, studies and/or reports that will lead to identification and ranked project listing along with potential funding sources to be integrated into future planning documents.

PROFESSIONAL DEVELOPMENT
Limited travel to support the Surface Transportation Block Grant Program and Set-Aside Program to include meeting with federal, state, and local agencies.
4-28-2020

380821: TRANSIT AND HUMAN SERVICES PLANNING – WEST VIRGINIA & OHIO
(MANAGEMENT, OPERATIONS AND SUPPORT CAPITAL INVESTMENT DECISIONS THROUGH EFFECTIVE SYSTEMS PLANNING [FTA BUDGET CODE – 44.26.10 AND 44.24.14])

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* $2800 to be used for Section 5310 Transit Efficiency Study

WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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

METHODOLOGY
1. Research and data analysis will be essential for KYOVA to provide transit planning support and assistance. Data and/or surveys may be collected by KYOVA, TTA, LCT, or other sources regarding ridership; staff, as needed, will monitor service indicators of fixed route and demand response services which would be maintained through an in-house database/file. The ridership profiles may be used to compare service standards on a system-wide and route level basis; recommend routes for review or service changes by TTA and LCT; support transit planning activities; and perform updates for the transit systems within in the KYOVA Metropolitan Planning Area, as needed. In addition, KYOVA will assist, as requested, in identifying a state of good repair that will help the transit agencies in prioritizing the funding to achieve or maintain transit networks as directed in the FAST Act with the West Virginia and Ohio transit providers.

2. KYOVA will provide FTA Sections 5307, 5339, and 5310 program grant assistance to transit systems that operate within the boundary of the KYOVA Metropolitan Planning Area. Allocations of Sections 5307 and 5339 funding will be agreed upon by the transit agencies through a “Split Letter”/MOU initiated by TTA and supported by KYOVA.

3. Ensure an up-to-date Coordinated Public Transit-Human Services Transportation Plan to include but not limited to: implementation and updates; facilitate Coordinated Public Transit-Human Services Transportation Plan meetings which include representatives from transit agencies, human service agencies, transportation agencies, private providers and individuals with disabilities; assist transit agencies collect and analyze data to better connect residents via public transit to regional employment opportunities, health care facilities, schools, grocery stores, etc., integration with bicycle and pedestrian planning to achieve better intermodal connectivity; identification of priority projects for seniors, individuals with disabilities and individuals with lower incomes.
RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

PRODUCTS
1. On-going transit planning support and assistance to the various federally funded committees, boards, and officials of the Tri-State Transit Authority (TTA), Lawrence County Transit (LCT) and other transit service providers and decision-makers (Regional Models of Cooperation). Assistance, as requested, to transit agencies in preparation of Transit Asset Management (TAM) Plans and the Public Transportation Agency Safety Plan (PTASP); KYOVA Coordinated Public Transit-Human Services Transportation Plan, meetings, and activities to complete the process; Agency MOUs and/or “Split Letter” regarding Sections 5310, 5307, and 5339; and assistance to agencies to complete Section 5310 applications.

2. Database/file of the TTA and LCT transit routes, stops, and schedules, as provided by the transit agencies – data to be used to produce summary of reports for products such as system wide data, bus stop location GIS maps, comparisons based on the inclusion of past on-board survey data and project prioritization, while placing an emphasis on compliance with FTA guidelines and promoting transit connectivity and safety; integration with bicycle and pedestrian planning.

3. Performance Measures: monitor and implement, as coordinated with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, etc., related to transit asset management and transit safety that are consistent with the FAST Act.

PROFESSIONAL DEVELOPMENT
Meetings, training, and travel to include participation in transit conferences and meetings to support transit planning. This may include but is not limited to meetings, conferences and training activities with WVDOT/WVDOH, KYTC, ODOT, FHWA, FTA, National Transit Institute (NTI), Ohio Transportation Engineering Conference (OTEC), Ohio Public Transit Association (OPTA), Kentucky Public Transit Association (KPTA), West Virginia Public Transit Association (WVPTA), National Association of Regional Councils (NARC), National Association of Development Organizations (NADO), and American Public Transportation Association (APTA).
GOALS
Coordination and oversight activities with the Tri-State Transit Authority (TTA) regarding the competitive process for the KYOVA Interstate Planning Commission (Huntington, WV-KY-OH Urbanized Area) Section 5310 program funds. Section 5310 Program authorizes federal capital and operating assistance grants which are intended to enhance mobility for seniors and persons with disabilities and to serve the special needs of transit dependent populations beyond traditional public transportation services and American with Disabilities Act (ADA) complementary paratransit services.

METHODOLOGY
1. The FAST Act continues MAP-21 eligibility of Section 5310 Program funds to be used for operating costs for transportation services in addition to capital costs. A Review Committee, with input from KYOVA and TTA, will determine the annual percentage of Section 5310 funds allocated to the type of project. (No less than 55 percent of Section 5310 Program funding in any given year may be allocated to capital projects).

2. Jointly, the tri-state Transit Authority (TTA), who serves as the Designated Recipient, and KYOVA Interstate Planning Commission, will share Section 5310 program administration duties and administration funds for the Huntington, WV-KY-OH Urbanized Area as specified by a Memorandum of Understanding (MOU). Administrative Funds are distributed on a 50/50 basis.

3. The Huntington, WV-KY-OH Section 5310 Program Management Plan (PMP), which will be administered jointly between KYOVA and TTA, will be the basis as to how the awards are distributed to eligible recipients; therefore, the Huntington, WV-KY-OH Urbanized Area proposes to adhere to the Memorandum of Understanding (MOU) between KYOVA and TTA for the Section 5310 program administration responsibilities. KYOVA will perform the following tasks: conduct an annual “call for projects”; develop a prioritized scoring process for Section 5310 application review; host Section 5310 Workshop; designate a review committee to prioritize transit projects if needed to prioritize projects; update the Coordinated Public Transit-Human Services Transportation Plan, as needed, ensure projects and agencies are included in the Coordinated Plan; and perform recordkeeping pertaining to eligible administrative cost for the purposes of management in the Transit Award Management System (TrAMS). TTA, as the Designated Recipient, will be responsible for presenting information on the types of vehicles available through the procurement and program; vehicle procurement and follow-up, including pre-award and post-delivery audits; collection Section 5310 grant awardees; grant application and quarterly reports in the Transit Award Management System (TrAMS). KYOVA may be available to assist with additional responsibilities as requested by TTA to ensure the success of the 5310 Program implementation and administration.
Responsibility Agency
KYOVA Interstate Planning Commission

Products
Section 5310 Program and Agency MOU to jointly share administrative responsibilities with the Designated Recipient, Tri-State Transit Authority (TTA).

Professional Development
Limited travel and training to support the Huntington, WV-KY-OH Section 5310 Program.
381021: KYOVA/RIC JOINT TMA COORDINATION (WV)

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<td>WV: $10,000, KY: $0, OH: $0</td>
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WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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

METHODOLOGY
KYOVA Interstate Planning Commission will coordinate planning and programming of transportation studies and projects that will impact the FAST Act national goals (safety, infrastructure conditions, congestion reduction, system reliability, freight movement, economic vitality, environmental stability, and reduction of project delays with the Regional Intergovernmental Council (RIC). These activities will include but not be limited to review and coordination of the Congestion Mitigation Program (CMP); regional design and/or planning studies; freight activities, MOU’s, collaboration with agencies regarding the 2020 TMA Certification Review, and safety projects and programs.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

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

PROFESSIONAL DEVELOPMENT
Meetings, training, and travel to coordinate transportation planning activities with RIC and other agencies involved with the Huntington, WV-KY-OH TMA; this is to include all city, county, state, or governmental agencies (FHWA, FTA, EPA, etc.). This may include, but is not limited to, meetings, and training activities with WVDOT/WVDOH, FHWA, FTA and EPA.
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GOALS
To procure the services of a consultant to prepare a City of Huntington Multimodal Parking Study. The study will provide strategies to develop and manage parking as one element of Huntington’s efforts to improve overall downtown mobility and access. The purpose of the project is to determine parking needs, analyze downtown parking capacity and access to destinations, and make recommendations for improvements.

METHODOLOGY
1. KYOVA Interstate Planning Commission, jointly, with the City of Huntington, WV hired a consultant during Fiscal Year 2020 for a two-year contract that will conclude at the end of FY 2021 (June 30, 2021) to develop a plan to address parking and mobility throughout the City of Huntington, WV that included but is not limited to the following:
   - Research and review existing planning documents concerning traffic movement and parking and incorporate the relevant findings and recommendations into the plan.
   - Propose improvements and evaluate wayfinding strategies to enhance connections between various modes of transportation and between destinations.
   - Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.
   - Determine parking concerns and mobility and provide suggestions for how to eliminate and/or better connectivity within the study area.
   - Prioritize recommended improvements and provide guidance for implementing strategies to correct deficiencies.
   - Evaluate the efficiency and connectivity of the study area in meeting demands related to parking.
   - Present the findings and recommendations of the City of Huntington Multimodal Parking Study to the KYOVA Technical Advisory and Policy Committees.
   - Conduct stakeholder and public meetings and incorporate public input into the final report.
2. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the City of Huntington. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration the City of Huntington.
Throughout the duration of the project the consultant will provide related technical assistance and training to KYOVA staff members and other stakeholders.

3. The study will be a 2-year contract to be expended in FY 2020 and 2021. The estimated cost will be 20% in FY 2020 and 80% in FY 2021.

4. KYOVA will work towards meeting performance targets as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA and will continue to develop and integrate a reporting process for the Performance Measures.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission will lead the project with the City of Huntington, West Virginia.

PRODUCTS
1. Administrative duties such as hosting stakeholder and public meetings, coordination of project development, consultant selection process, and contract negotiation with consultant.

2. Final City of Huntington Multimodal Parking Study and Executive Summary provided by the consultant as well as tasks including public and stakeholder meetings and presentations for KYOVA TAC and Policy Meetings throughout the duration of the contract.

PROFESSIONAL DEVELOPMENT
Limited travel will be required of the KYOVA Staff.
**381320: HUNTINGTON TRI-STATE AIRPORT PARKING STUDY (WV)**
**(FUNDING SOURCE: KYOVA’S WEST VIRGINIA SUBALLOCATION & MATCH PROVIDED BY HUNTINGTON TRI-STATE AIRPORT)**

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<th>ELEMENT NO.: 381320</th>
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*Administrative Fees paid to KYOVA will be 10% ($4,000). This is Year 2 of 2.

**WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)**

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**GOALS**

To procure the services of a consultant to prepare a Tri-State Airport Parking Study that will address parking management at the airport and assess the need for alternative parking options. The study will provide strategies to develop and manage parking as one element of the airport’s efforts to improve overall mobility and access. The purpose of the project is to determine parking needs, analyze parking capacity and access, and make recommendations for improvements.

**METHODOLOGY**

1. KYOVA Interstate Planning Commission collaborated with the Huntington Tri-State Airport to hire a consultant during Fiscal Year 2020 for a two-year contract that will conclude at the end of FY 2021 (June 30, 2021) to develop a plan to address parking and mobility at the Tri-State Airport that include but are not limited to the following tasks:
   - Research and review existing planning documents concerning parking and mobility and incorporate the relevant findings and recommendations into the plan.
   - Propose improvements to enhance the connection between the airport and parking facilities.
   - Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.
   - Identify wayfinding strategies to improve mobility on airport property.
   - Prioritize recommended improvements and provide guidance for implementing strategies to correct deficiencies.
   - Evaluate the efficiency and connectivity of the airport in meeting demands related to parking.
   - Present the findings and recommendations of the Tri-State Airport Parking Study to the KYOVA Technical Advisory and Policy Committees.
   - Conduct stakeholder and public meetings and incorporate public input into the final report.

2. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the Huntington Tri-State Airport. The consultant will perform duties outlined in the scope of work, which KYOVA prepared in collaboration the Huntington Tri-State Airport. Throughout the duration of the project the consultant will provide related technical assistance and training to KYOVA staff members and other stakeholders.

3. The study will be a 2-year contract to be expended in FY 2020 and 2021. The estimated cost will be 20% in FY 2020 and 80% in FY 2021.
4. KYOVA will work towards meeting performance targets as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA and will continue to develop and integrate a reporting process for the Performance Measures.

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

PRODUCTS
1. Administrative duties such as hosting stakeholder and public meetings, coordination of project development, consultant selection process, and contract negotiation with consultant.
2. Final Tri-State Airport Parking Study and Executive Summary provided by the consultant as well as tasks including public and stakeholder meetings and presentations for KYOVA TAC and Policy Meetings throughout the duration of the contract.

PROFESSIONAL DEVELOPMENT
Limited travel will be required of the KYOVA Staff.
381420: TRUCK ROUTE STUDY FOR THE CITY OF HUNTINGTON (WV)
(FUNDING SOURCE: KYOVA’S WEST VIRGINIA SUBALLOCATION & MATCH PROVIDED BY THE CITY OF HUNTINGTON)

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*Administrative Fees paid to KYOVA will be 10% ($3,000). This is Year 2 of 2.

WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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GOALS
To procure the services of a consultant to prepare a Truck Route Study for the City of Huntington. The purpose of the study is to evaluate the current truck routes and identify new routes to adequately handle traffic and to provide potential policy recommendations as its applicability to the City of Huntington.

METHODOLOGY
1. KYOVA Interstate Planning Commission collaborated with the City of Huntington to hire a consultant during Fiscal Year 2020 for a two-year contract that will conclude at the end of FY 2021 (June 30, 2021) to develop a Truck Route Study that included but not limited to the following:
   - Undertake field review of existing and potential corridors to determine if they are adequate to handle traffic and identify improvements to current or proposed routes. This may occur by obtaining existing classification counts where available from WVDOH and look at truck percentages in the travel demand model; performing tube counts on a subset of roads to obtain volumes, speeds, and classifications for every location; and obtaining StreetLight origin and destination data for a subset of roads and geographic areas.
   a. Additional components for data collection and recommendations may include: truck signage plan, travel time data, conceptual designs at intersections, and recommendations of priority corridors or locations
   - Research and review existing planning documents and data concerning truck routes in the area and incorporate the relevant findings and recommendations into the plan.
   - Research and identify potential policy recommendations and provide guidance for implementing strategies of the study.
   - Present the findings and recommendations of the Truck Route Study to the KYOVA Technical Advisory and Policy Committees.
   - Facilitate stakeholder participation to assist determining needs.
   - Conduct public meetings and incorporate public input into the final report.
2. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% local match from the City of Huntington, WV. The consultant will perform duties outlined in the scope of work, which KYOVA will prepare in collaboration the City of Huntington. Throughout the duration of the project the consultant will provide related technical assistance and training to KYOVA staff members and other stakeholders.
3. The study will be a 2-year contract to be expended in FY 2020 and 2021. The estimated cost will be 20% in FY 2020 and 80% in FY 2021.
4. KYOVA will work towards meeting performance targets as directed in the FAST Act cooperatively with WVDOT/WVDOH, FHWA, and FTA and will continue to develop and integrate a reporting process for the Performance Measures.

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

PRODUCTS
1. Administrative duties such as hosting stakeholder and public meetings, coordination of project development, consultant selection process, and contract negotiation with consultant.
2. Final Truck Route Study and Executive Summary to include but not limited to: an evaluation of current routes and identification of possible new routes to determine adequacy of the truck route and provide route recommendations as well as potential policy recommendations for the City of Huntington, WV provided by the consultant as well as tasks including public and stakeholder meetings and presentations for KYOVA TAC and Policy Meetings throughout the duration of the contract.

PROFESSIONAL DEVELOPMENT
Limited travel will be required of the KYOVA Staff.
**GOALS**

To support and perform transit operation planning to the Lawrence County Transit (LCT) for up to five (5) years – FY 2018 through FY 2022. Funding to be provided by CMAQ – Ohio. The total administrative cost payable to KYOVA from Lawrence County Transit for the five consecutive years is $103,500 at a projected rate of $20,700 per year. This is year 4 of 5.

**PROJECT HISTORY**

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

A new fixed route shuttle service that targets daily commuters between major employers and universities between the three principle cities of Ironton, Ohio; Ashland, Kentucky; and Huntington, West Virginia was established and funded by CMAQ-Ohio funds beginning July 1, 2017 (FY 2018).

**METHODOLOGY**

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

**RESPONSIBLE AGENCY**

KYOVA Interstate Planning Commission in cooperation with the Lawrence County Transit and the ODOT Office of Transit.
PRODUCTS
Lawrence County Transit System will perform the following:
1. Ironton-Lawrence County Community Action Organization (ILCAO) with assistance from Lawrence County Transit (LCT) will conduct all financial transactions, to include the processing of invoices.
2. Identify routes, schedules, and service changes.
3. Marketing plan for the LCT.
4. Conduct operational planning for the Lawrence County Transit (LCT).

KYOVA may perform the following:
1. Transit planning activities to include but not limited to:
   • Monitoring service indicators for fixed route services.
   • Identification of potential grants and other funding sources for LCT, as requested.
2. Assist with the transit operations and other transit related projects including parking, alternative mode transportation projects, including but not limited to planning, evaluation of transit service and facilities, provision of data and the creation of improvements to these services. KYOVA will identify these projects in the Unified Planning Work Program (UPWP).
3. Conformity analysis for identified projects, if required.

PROFESSIONAL DEVELOPMENT
Limited travel will be required of the KYOVA Staff.
381221: TRANSPORTATION SERVICES – (OHIO RIDESHARE PROGRAM)
(FUNDING OBTAINED FROM U.S. DOT OHIO CONSOLIDATED PLANNING GRANT FUNDS)

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WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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

METHODOLOGY
1. The KYOVA Interstate Planning Commission (Huntington, WV-KY-OH Urbanized Area) encourages integration of all modes of transportation and connectivity of the transportation system. Participation in the OARC Air Quality/Rideshare Committee will aid the users of the transportation system by providing access to online tools to coordinate ride sharing.
2. The Ohio Rideshare Program, administered through MORPC and coordinated with numerous Ohio Planning Agencies, will provide countless benefits to users such as cutting costs, making commuting more efficient, improve health, and mobile emissions reduction. The online tool will help users in ride planning, matching, and logging transportation data. The Transportation Services Rideshare program will continue for a three-year period to include FY 2021, FY 2022, and FY 2023.
3. The ridesharing services are currently available to agencies in Ohio. As the program continues to grow, expansion of services into the entire Huntington, WV-KY-OH Urbanized Area will be essential to accommodate all residents of the KYOVA Planning Area.
4. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with ODOT, FHWA, and FTA and continue to develop and integrate a reporting process that will progress towards the Performance Measures.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission.

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

PROFESSIONAL DEVELOPMENT
No travel or training will be required by the KYOVA Staff.
381321: LAWRENCE COUNTY, OHIO URBANIZED AREA TRAFFIC COUNT PROGRAM
(FUNDING OBTAINED FROM USDOT OHIO CONSOLIDATED PLANNING GRANT FUNDS)

<table>
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<tr>
<th>ELEMENT NO.: 381321</th>
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WORK SCHEDULE (JULY 1, 2020 THROUGH JUNE 30, 2021)

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GOALS:
To enhance the Traffic County Program for the urbanized area of Lawrence County, Ohio. The program will evaluate existing count locations and further determine potential future count locations which will assist ODOT in its data collection efforts. The study will also provide a strategic approach for collection count data and assist KYOVA with managing its traffic count program.

METHODOLOGY
1. KYOVA Intestate Planning Commission will collaborate with Lawrence County, Ohio (either in-house or by hiring a consultant) to enhance and build upon the FY 2020 Traffic Count Program which developed a pavement management program for the City of Ironton’s roadway network. Continued development of the program will include but not be limited to:
   a. Further assessment of existing pavement conditions for the existing pavement management program;
   b. Enhance the existing pavement management program;
   c. Identify and make recommendations for cost-effective pavement improvements;
   d. Subsurface evaluations or coring of pavements;
   e. Database of the pavement and list of the ratings for the facilities which will be compatible to the GIS programs used by KYOVA;
   f. Present findings and recommendations to the KYOVA Technical Advisory and Policy Committees;
   g. KYOVA will administer the contract if a consultant is hired to complete the work. If a consultant is hired, they will be available to provide related technical assistance and training to KYOVA staff members and other stakeholders.
2. KYOVA will identify Performance Measures as directed in the FAST Act cooperatively with ODOT, FHWA, and FTA and continue to develop and integrate a reporting process that will progress towards the Performance Measures.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission.
PRODUCTS
1. Enhanced Traffic County Program for the urbanized portion of Lawrence County, Ohio.
2. Data and related information provided to KYOVA.
3. Presentations for KYOVA TAC and Policy Committee Meetings.

PROFESSIONAL DEVELOPMENT
No travel or training will be required by the KYOVA Staff.
GOALS
To procure the services of a consultant to prepare a US 52/SR 7 Safety Study Corridor Management Plan for Lawrence County, Ohio which will update the 2006 US 52/SR 7 Safety Study. The study will evaluate intersections, roadways, and other infrastructure along the US 52 corridor and focus on closing gaps in the transportation network due to the opening of the Ironton-Russell Bridge in Ironton, OH and increased traffic from the recently completed Portsmouth Bypass. The study will emphasize safety concerns and make recommendations for improvements to address the multiple needs and uses of US 52 within the urbanized area. The study will prioritize recommendations and provide guidance for implementing strategies to correct existing deficiencies as well as to offset projected deficiencies and perform necessary crash analyses creating a safer and more efficient transportation network for all users. Projects and recommendations will be prioritized to contribute to meeting ODOT’s adopted safety performance targets which are required to foster transparency and accountability and help track safety progress.

METHODOLOGY
1. KYOVA Interstate Planning Commission collaborated with Lawrence County, OH to hire a consultant during Fiscal Year 2020 for a two-year contract that will conclude at the end of FY 2021 (June 30, 2021) to develop a plan to address safety, mobility and connectivity of the US 52 corridor in the urbanized area of Lawrence County, Ohio that will include, but not be limited to the following tasks:
   • Research and review any existing planning documents concerning safety and traffic movement and incorporate the relevant findings and recommendations into the plan.
   • Propose improvements to enhance connections between various modes of transportation to include solar charging stations and autonomous vehicles.
   • Identify and undertake field studies, data collection or other research necessary to support the findings and recommendations in the plan.
   • Review crash data and identify safety measures along the roadway and at intersections.
   • Determine traffic patterns and identify areas of congestion and provide suggestions for how to eliminate and/or better connectivity within the study area.
   • Prioritize recommended improvements and provide guidance for implementing strategies to correct deficiencies.
- Evaluate the efficiency and connectivity of the corridor in meeting demands related to traffic from the Ironton-Russell Bridge and the recently completed Portsmouth Bypass.
- Evaluate street lighting on the main entry points at SR 93 and SR 141 interchanges.
- Present the findings and recommendations of the US 52 Corridor Management Plan to the KYOVA Technical Advisory and Policy Committees.
- Conduct stakeholder and public meetings and incorporate public input into the final report.

2. KYOVA will administer the contract for a fee of 10% of the total project cost. The project will be funded at 80% federal and 20% match from toll credits. The consultant will perform duties outlined in the scope of work, which KYOVA prepared in collaboration Lawrence County. Throughout the duration of the project the consultant will provide related technical assistance and training to KYOVA staff members and other stakeholders.

3. The study will be a 2-year contract to be expended in FY 2020 and 2021. The estimated cost will be 30% in FY 2020 and 70% in FY 2021.

4. KYOVA will work towards meeting performance targets as directed in the FAST Act cooperatively with ODOT, FHWA, and FTA and will continue to develop and integrate a reporting process for the Performance Measures.

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

PRODUCTS
1. Administrative duties such as hosting stakeholder and public meetings, coordination of project development, consultant selection process, and contract negotiation with consultant.

2. Final US 52 Corridor Management Plan and Executive Summary for Lawrence County, Ohio provided by the consultant as well as tasks including public and stakeholder meetings and presentations for KYOVA TAC and Policy Meetings throughout the duration of the contract.

PROFESSIONAL DEVELOPMENT
Limited travel will be required of the KYOVA Staff.
GOALS
To oversee and develop the transit planning process and activities (Section 5303) for the Kentucky portion of the Huntington, WV-KY-OH Transportation Management Area (TMA). Coordination with KYTC to address the current and emerging performance measures and participate in discussions with KYTC, FHWA, FTA, and other MPOs. Performance-based planning and performance targets is also an integrative part of this work activity.

METHODOLOGY
1. Fulfill program management and administration activities to include but not be limited to: meeting attendance related to transit service and planning; UPWP preparation/updates; interagency invoicing; documentation and correspondence; completion and maintenance of Title VI and Environmental Justice documentation; preparation and distribution of the “Annual Listing of Obligated Projects”; and other administrative activities and reports, as required.
2. KYOVA will: hold and/or participate in meetings which include representatives from transit agencies, human service agencies, private providers, and individuals with disabilities; collect and analyze data to better connect residents via public transit to regional employment opportunities, health care facilities, schools, grocery stores, etc.; bicycle and pedestrian planning to better achieve intermodal connectivity; data collection to identify priority projects for seniors, individuals with disabilities, and individuals with lower income; model and/or map transit projects and explore the opportunities to increase transit ridership as a component of the federally mandated Congestion Management Process (CMP); and assist in identifying a state of good repair that will help the transit agencies in prioritizing projects and funding as directed in the FAST Act.
3. Coordinate with KYTC, FTA, FHWA, etc., to address the current and emerging Performance Measures and Asset Management and participate in discussions to implement as designated by the FAST Act.
4. Coordination with the Ashland Bus System to ensure a regional approach to transportation planning by promoting cooperation and coordination between transit agencies, the MPO and the Commonwealth of Kentucky.
5. Continue to update, amend, and/or modify the KYOVA 2021-2024 TIP and the KYOVA 2040 MTP to ensure project inclusion into the Kentucky STIP. These efforts will be coordinated with KYTC – Office of Transportation Delivery, KYTC – Central Office/Division of Planning, and the Ashland Bus System.
6. KYOVA will provide Sections 5307, 5339, and 5310 program grant assistance to transit systems that operate within the boundary of the KYOVA Metropolitan Planning Area. Allocations of Sections 5307
and 5339 funding will be agreed upon by the transit agencies through a “Split Letter”/MOU and supported by KYOVA.

7. Maintain and update the Coordinated Public Transit-Human Services Transportation plan, as needed, and ensure eligible Kentucky agencies are included.

8. Facilitate transit activities associated with Disadvantaged Business Enterprise, Equal Employment Opportunity, and Title VI Programs, and specialized programs for the elderly and disabled, including program associated with the ADA.

RESPONSIBLE AGENCY
KYOVA Interstate Planning Commission

PRODUCTS
1. Administrative functions to ensure continuation of transit grants and completion of federal documentation. These activities include but are not limited to: completion and submission of invoices, progress reports, budgets, and necessary revisions of financial and administrative funds; updated prospectus and contracts, when warranted; amendments and/or modifications to the 2021-2024 UPWP; approved 2022 Unified Planning Work Program (UPWP); completion and distribution of Annual Listing of Obligated Projects as specified by KYTC – Division of Planning; inclusion of transit providers on the KYOVA Technical Advisory Committee (TAC) and Policy Committee (PC), the Boyd and Greenup Transportation Citizens Advisory Committee, and the Transit Providers Group; participation in transportation and transit meetings and discussions at KYOVA and other venues — to include expenses for meeting room rentals, copy of documents, etc.

2. Collect and maintain database/file of the ABS transit routes, stops and schedules, as provided by ABS — data to be used to produce summary of reports such as system wide data, bus stop locations, GIS maps, project prioritization placing an emphasis on compliance with FTA guidelines and promoting transit connectivity and safety; integration with bicycle and pedestrian planning; assistance with grant applications and planning for access to essential services, including multi-modal transportation connectivity gap analysis; identified gaps (Access to Opportunity); and coordination of establishing Performance Measures and Targets related to Transit Asset Management and safety consistent with the FAST Act.

3. Coordination activities with the Ashland Bus System to ensure a regional approach to transportation planning by facilitating cooperation between transit agencies, KYOVA, and the Commonwealth of Kentucky. These activities include but are not limited to: transit planning support and assistance to develop multi-jurisdictional transportation plans/agreements with committees/boards and officials of the ABS, KYTC – Office of Transportation Delivery, etc.; Transit Asset Management Plan assistance, as requested; review of Section 5310 applications; and assist transit providers in completion of FTA Section 5310 and other transit related funding applications.

4. Up to date KYOVA 2021-2024 TIP and KYOVA 2040 MTP which includes completion of Amendments and/or Administrative Modifications and submission of information to KYTC for STIP inclusion.

5. Meetings and activities to ensure an up-to-date Coordinated Public Transit-Human Services Transportation Plan.

6. All other activities and/or projects not specified above relating to transit planning.
PROFESSIONAL DEVELOPMENT
Training, travel, accommodations, and development activities to include participation to include but not limited to those activities and participation in Kentucky Transit Conferences, KBT, KPTA, KYTC, FTA, FHWA, NTI and NHl courses, NADO, NARC; and other programs/conferences that would assist in Kentucky specific and regional transit planning.
KYOVA Interstate Planning Commission
(Huntington, WV-KY-OH Urbanized Area)

FY 2021
UNIFIED PLANNING WORK PROGRAM

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**Notes:**
- SSF: State Surface Funds
- ODOT: Ohio Department of Transportation
- KYTC: Kentucky Transportation Cabinet
- WV: West Virginia Department of Transportation
- OH: Ohio Department of Transportation
- FY: Fiscal Year
- FY 2018 Carryforward: Funds carried forward from FY 2018
- FY 2019: Funds budgeted for FY 2019
- 2020: Funds budgeted for FY 2020
- Contingency Funds: Additional funds available for contingency purposes
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KYOVA INTERSTATE PLANNING COMMISSION
PROGRAM YEAR FY 2020

Joint Funded Elements/State Specific Elements

4-28-2020

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<td>381521</td>
<td>LAWRENCE COUNTY, OH TRANSIT PLANNING - DEV FIXED ROUTE - CMAQ</td>
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<td>381621</td>
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<td>381721</td>
<td>LAWRENCE COUNTY 5303 TRANSIT PLANNING</td>
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<td>381821</td>
<td>KENTUCKY STATE SPECIFIC PROJECTS</td>
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<td>381921</td>
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<td>KENTUCKY TRANSIT (5303) PLANNING</td>
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<td>382121</td>
<td>KENTUCKY 5303 TRANSIT PLANNING</td>
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<td>382221</td>
<td>KENTUCKY STATE SPECIFIC/STP</td>
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</tbody>
</table>

**TOTAL BUDGET:** 1,087,193

**TOTAL JOINT FUNDED:** 586,548

**TOTAL KV STATE SPECIFIC PROJECT:** 122,000

**TOTAL OHIO STATE SPECIFIC PROJECT:** 214,365

**TOTAL WV STATE SPECIFIC PROJECTS:** 11,500

**TOTAL WV - TTA STATE SPECIFIC PROJECT:** 11,500

**TOTAL FTA - TRANSIT/STATE SPECIFIC:** 55,000

**TOTAL BUDGET:** 1,087,193

**TOTAL JOINT FUNDED:** 586,548

**TOTAL KV - TTA STATE SPECIFIC PROJECT:** 11,500

**TOTAL WV STATE SPECIFIC PROJECTS:** 122,000

**TOTAL WV - TTA STATE SPECIFIC PROJECT:** 11,500

**TOTAL OHIO STATE SPECIFIC PROJECT:** 214,365

**TOTAL KY STATE SPECIFIC PROJECT:** 0

**TOTAL STATE SPECIFIC:** 0

**TOTAL TOTAL:** 1,087,193
### FY 2021 FRINGE RATE CALCULATION (PROVISIONAL)

<table>
<thead>
<tr>
<th>Fringe Calculation &amp; Rate</th>
<th>40.65%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe / Direct Labor + Indirect Labor</td>
<td></td>
</tr>
<tr>
<td>$ 183,593</td>
<td>TOTAL FRINGE</td>
</tr>
<tr>
<td>$ 451,604</td>
<td>TOTAL SALARY</td>
</tr>
</tbody>
</table>

**Fringe Rate is calculated by dividing all fringe expenses by total salaries.**

### FY 2021 INDIRECT RATE CALCULATION (PROVISIONAL)

<table>
<thead>
<tr>
<th>Indirect Calculation &amp; Rate</th>
<th>45.98%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Lbr + (Indirect Lbr x Fringe Rate) + Other indirect/ Direct Labor and Fringe</td>
<td></td>
</tr>
<tr>
<td>$ 235,939</td>
<td>TOTAL INDIRECT COSTS</td>
</tr>
<tr>
<td>$ 513,189</td>
<td>TOTAL DIRECT SALARIES AND FRINGE</td>
</tr>
</tbody>
</table>

**Indirect rate is calculated by dividing total indirect costs by total direct salaries and fringe.**

### Combined Rate

<p>| Combined Rate | 86.64% |</p>
<table>
<thead>
<tr>
<th>Project #</th>
<th>GL #</th>
<th>Acct. Name</th>
<th>FY 2020</th>
<th>FY 2019</th>
<th>Difference (Over/Bdg.)</th>
<th>Estimated FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>88000</td>
<td>01000</td>
<td>OPE</td>
<td>$ 79,305</td>
<td>$ 79,186</td>
<td>$ 0</td>
<td>$ 58,746</td>
</tr>
<tr>
<td>88000</td>
<td>01010</td>
<td>Administration/Service/Fiscal</td>
<td>$ 79,305</td>
<td>$ 79,186</td>
<td>$ 0</td>
<td>$ 58,746</td>
</tr>
<tr>
<td>880185</td>
<td>01020</td>
<td>Transportation Planning</td>
<td>$ 348,805</td>
<td>$ 345,313</td>
<td>$ 0</td>
<td>$ 564,858</td>
</tr>
<tr>
<td>88000</td>
<td>11000</td>
<td>OPE</td>
<td>$ 17,219</td>
<td>$ 15,621</td>
<td>$ 0</td>
<td>$ 17,219</td>
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</tbody>
</table>

**TOTAL INDIRECT RATE**

<table>
<thead>
<tr>
<th>Acct. Name</th>
<th>FY 2020</th>
<th>FY 2019</th>
<th>Difference (Over/Bdg.)</th>
<th>Estimated FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS Onsite Closeout Fees</td>
<td>$ 149,100</td>
<td>$ 129,731</td>
<td>$ 0</td>
<td>$ 149,100</td>
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**INDIRECT COST CENTER**

<table>
<thead>
<tr>
<th>Acct. Name</th>
<th>FY 2020</th>
<th>FY 2019</th>
<th>Difference (Over/Bdg.)</th>
<th>Estimated FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>88000</td>
<td>01000</td>
<td>Salaries - Indirect Only</td>
<td>$ 79,305</td>
<td>$ 79,186</td>
</tr>
<tr>
<td>88000</td>
<td>01010</td>
<td>Indirect Labor</td>
<td>$ 79,305</td>
<td>$ 79,186</td>
</tr>
</tbody>
</table>

**PROGRAM INDIRECT COST ALLOCATION CENTER COSTS**

<table>
<thead>
<tr>
<th>Acct. Name</th>
<th>FY 2020</th>
<th>FY 2019</th>
<th>Difference (Over/Bdg.)</th>
<th>Estimated FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>88000</td>
<td>01000</td>
<td>Salaries - Indirect Only</td>
<td>$ 79,305</td>
<td>$ 79,186</td>
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</tbody>
</table>

**TOTAL INDIRECT COSTS**

<table>
<thead>
<tr>
<th>Acct. Name</th>
<th>FY 2020</th>
<th>FY 2019</th>
<th>Difference (Over/Bdg.)</th>
<th>Estimated FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>88000</td>
<td>01000</td>
<td>Salaries - Indirect Only</td>
<td>$ 79,305</td>
<td>$ 79,186</td>
</tr>
<tr>
<td>Project #</td>
<td>Act. #</td>
<td>DIRECT</td>
<td>FY 2019</td>
<td>FY 2019 (Over Bdgt.)</td>
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<td>-----------</td>
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<tr>
<td>380 &amp; 385</td>
<td>50100</td>
<td>Salaries Direct</td>
<td>348,805</td>
<td>345,211</td>
</tr>
<tr>
<td>380 &amp; 385</td>
<td>50400</td>
<td>Fringe Benefits Direct</td>
<td>149,360</td>
<td>129,325</td>
</tr>
<tr>
<td>380 &amp; 385</td>
<td>52400</td>
<td>Travel/Meetings (Direct)</td>
<td>60,000</td>
<td>50,764</td>
</tr>
<tr>
<td>380 &amp; 385</td>
<td>54000</td>
<td>Consultant Services</td>
<td>884,798</td>
<td>484,567</td>
</tr>
<tr>
<td>380 &amp; 385</td>
<td>60000</td>
<td>Other (Telephone, Advertisements, supplies, etc.) Direct</td>
<td>7,071</td>
<td>4,980</td>
</tr>
<tr>
<td>380 &amp; 385</td>
<td>52500</td>
<td>Printing/Reproduction (Direct)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>380 &amp; 385</td>
<td>53500</td>
<td>Contract Services</td>
<td>3,500</td>
<td>0</td>
</tr>
<tr>
<td>391</td>
<td>391000</td>
<td>Local Unrestricted Expenses Only</td>
<td>11,847</td>
<td>5,911</td>
</tr>
</tbody>
</table>

**TOTAL DIRECT**

| | | | | | |
| --- | --- | --- | --- | --- |
| | 1,469,017 | 1,020,858 | 448,159 | 860,824 |

| Act. # | KYOVA PROGRAM ALLOCATION COST CENTER: | | | | |
| --- | --- | --- | --- | --- |
| 380 | 380000 | Salaries - Indirect Only | 79,306 | 79,186 | 120 | 86,746 |
| 380 | 50400 | Fringe Benefits for Indirect Salaries | 33,955 | 30,190 | 3,769 | 35,262 |
| 380 | 55400 | Maintenance/Service/IT | 3,500 | 1,500 | 2,000 | 1,500 |
| 380 | 53200 | Software License | 12,000 | 10,900 | 1,100 | 11,000 |
| 380 | 53800 | Depreciation | 1,140 | 92 | 1,048 | 940 |
| 380 | 53100 | Software Lease | 3,500 | 1,488 | 2,012 | 700 |
| 380 | 54700 | Electronic/Data Processing Equ. Ins. | 500 | 0 | 0 | 500 |
| 380 | 52500 | Printing/Reproduction/Scanning | 1,500 | 0 | 1,500 | 500 |
| 380 | 54900 | Comprehensive Liability Insurance/Bonding Fees | 13,000 | 11,276 | 1,724 | 12,000 |
| 380 | 54100 | Legal Service | 500 | 315 | 185 | 500 |
| 380 | 53600 | Meeting Charges | 3,000 | 3,097 | -97 | 2,500 |
| 380 | 52600 | Memberships/Subscriptions/Resources | 3,000 | 5,417 | -2,417 | 2,500 |
| 380 | 56800 | Software/Technical Support | 5,000 | 0 | 5,000 | 1,500 |
| 380 | 54200 | Management Services | 400 | 400 | 0 | 0 |
| 380 | 55500 | Rent/Space Costs | 43,433 | 39,319 | 4,114 | 42,242 |
| 380 | 53700 | Equipment | 4,000 | 1,846 | 2,154 | 1,500 |
| 380 | 52000 | Supplies | 9,500 | 9,481 | 19 | 9,500 |
| 380 | 55100 | Computer Software Lease/Upgrade | 3,500 | 0 | 3,500 | 1,000 |
| 380 | 52200 | Telephone | 3,000 | 4,052 | -1,052 | 3,000 |
| 380 | 52200 | Travel | 3,500 | 2,598 | 1,902 | 2,500 |
| 380 | 54400 | Postage | 500 | 347 | 153 | 500 |
| 380 | 55700 | Misc Service/Office Expense | 2,000 | 3,687 | -1,687 | 2,000 |
| 380 | 58200 | Other Costs | 1,379 | 2,706 | -1,327 | 1,579 |
| 380 | 53500 | Contract Labor Services | 0 | 0 | 0 | 500 |
| 380 | 52500 | Website Development | 10,000 | 6,280 | 3,720 | 500 |
| 380 | 53900 | GMS On Site Closeout Fees | 2,000 | 2,336 | -336 | 2,500 |

**TOTAL KYOVA PROGRAM ALLOCATED COSTS**

| | | | | | |
| --- | --- | --- | --- | --- |
| | 243,517 | 215,863 | 27,654 | 223,150 |

| Act. # | KYOVA POSTAGE CENTER: | | | | |
| --- | --- | --- | --- | --- |
| 999000 | 54400 | Postage Meter Lease & Supplies | 1,000 | 1,390 | -390 | 1,000 |
| 999000 | 55700 | Post Office Box Rental | 100 | 0 | 100 | 100 |
| 999000 | 55400 | Maintenance/Service Agreements | 3,500 | 1,746 | 1,754 | 1,500 |
| 999000 | 52200 | Telephone/Internet/DSL connection/Wireless Service | 2,000 | 430 | 1,570 | 1,000 |
| 999000 | 52800 | Xerox (Lease for Copier/Fax/Printer) | 6,000 | 5,314 | 686 | 5,500 |
| 999000 | 52000 | Supplies (For General Use) | 2,000 | 1,576 | 424 | 2,000 |
| 999000 | 55300 | Storage Facility Rental Fees | 1,000 | 65 | 935 | 500 |
| 999000 | 52600 | Subscriptions/Memberships(newspapers, magazines, etc.) | 300 | 451 | -151 | 300 |
| 999000 | 58200 | Other Costs | 500 | 173 | 327 | 250 |
| 999000 | 52400 | Travel | 239 | 188 | 51 | 239 |
| 999000 | 53600 | Meetings | 0 | 0 | 0 | 0 |
| 999000 | 55200 | Advertisements | 500 | 0 | 500 | 200 |
| 999000 | 53500 | Contract Labor | 0 | 0 | 0 | 0 |
| 999000 | 55500 | Space Cost | 0 | 640 | 640 | 0 |
| 999000 | 55700 | Misc. Service/Office Expense | 400 | 181 | 219 | 200 |

**TOTAL KYOVA INDIRECT COSTS**

| | | | | |
| --- | --- | --- | --- |
| | 17,539 | 12,154 | 5,385 | 12,789 |

**TOTAL KYOVA PROGRAM ALLOCATED/INDIRECT COSTS**

| | | | |
| --- | --- | --- |
| | 261,056 | 228,017 | 33,039 | 235,939 |

**TOTAL BUDGET**

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<td>1,730,073</td>
<td>1,248,875</td>
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**LESS LOCAL UNRESTRICTED**

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<td>(11,847)</td>
<td>(9,570)</td>
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**TOTAL**

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<tr>
<td></td>
<td>1,718,226</td>
<td>1,087,193</td>
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</table>
KYOVA Interstate Planning Commission
(Huntington, WV-KY-OH Urbanized Area)

FY 2021
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 \textbf{X}, $\ 114,529.00 ; in-kind \underline{_______}, $\underline{____________}; or combination of both \underline{_____}, $\underline{____________}$ cash + $\underline{____________}$ in-kind value = $\underline{____________}$ 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.

\begin{flushright}
2/24/2020
\end{flushright}

Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission
Fiscal and Managerial Capability Certification

The KYOVA Interstate Planning Commission

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

Federal Requirements

The KYOVA Interstate Planning Commission

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

Inspection

The KYOVA Interstate Planning Commission

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

Executed this 21st day of February 2020.

BY: [Signature]

Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission
March 20, 2019

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

RE: Downtown Huntington Parking Study

Dear Chris,

Please accept this letter as the City of Huntington’s commitment to provide a 20% match to the above referenced project. It is understood the total cost of the study will not exceed $90,000.00. Therefore, the City’s contribution is not to exceed $18,000.00. Thank you for your assistance in this matter and please contact me with any questions.

Sincerely,

[Signature]

Steve Williams
Mayor
March 20, 2019

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

RE: Truck Route Study

Dear Chris,

Please accept this letter as the City of Huntington’s commitment to provide a 20% match to the above referenced project. It is understood the total cost of the study will not exceed $30,000.00. Therefore, the City’s contribution is not to exceed $6,000.00. Thank you for your assistance in this matter and please contact me with any questions.

Sincerely,

Steve Williams
Mayor
March 25, 2019

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

Re: Huntington Tri-State Airport Parking Study

Dear Chris,

Please accept this letter as the Huntington Tri-State Airport’s commitment to provide a 20% match to the above referenced project. It is understood the total cost of the study will not exceed $40,000. Therefore, the Airport’s contribution is not to exceed $8,000. Thank you for your assistance in this matter, and please contact me with any questions.

Sincerely,

Brent Brown, Director
EXHIBIT A

Certification of Compliance
With Executive Order 12372
(Intergovernmental Review of Federal Programs)

“Certification is given by KYOVA Interstate Planning Commission, the applicant, with the respect to its application for federal assistance filed with the Federal Transit Administration (FTA) that the recipient has complied with the process established by the states of West Virginia, Kentucky, and Ohio pursuant to Executive Order 12372”.

KYOVA INTERSTATE PLANNING COMMISSION

By: Christopher M. Chiles, Executive Director

Date: February 21, 2020
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 American 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 States Department of Transportation (USDOT).

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

Executed this 21st day of February 2020.

By: Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission
Drug Free Workplace Act Certification
for Public or Private Entity

1. The KYOVA Interstate Planning Commission certifies that it will provide a drug-free workplace by:
   
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b. Establishing an ongoing drug-free awareness program to inform employees about;
   
   1. The dangers of drug abuse in the workplace;
   2. The Applicant’s policy of maintaining a drug-free workplace;
   3. Any available drug counseling, rehabilitation, and employee assistance programs; and
   4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

 c. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (a)

d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant or cooperative agreement, the employee will:
   
   1. Abide by the terms of the statement; and
   2. Notify the employer in writing of his or her conviction for violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

 e. Notifying the federal agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise received actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of such affected grant or cooperative agreement.

 f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;
   
   1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the rehabilitation Act of 1973, as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. The applicant's headquarters is located at the following address. The address 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

[Signature]
Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission

Date: February 21, 2020
Drug-Free Workplace Policy

It is the policy of the KYOVA Interstate Planning Commission to maintain a workplace that is conductive 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 the policy and am aware that a violation of policy regarding substance abuse will result in disciplinary action up to and including dismissal.

______________________________  _______________________________
Date                                             Employee Signature

This is a sample of the drug-free workplace form given to each KYOVA employee for signature and certification.
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 and in compliance with the Department of Transportation Title VI regulation 49 CFR Part 21.1B.

3. The KYOVA INTERSTATE PLANNING COMMISSION will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation (USDOT).

4. A signed and dated standard DOT Title VI Assurance has been filed with the states.

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

Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission

Date: February 21, 2020
Title VI Compliance Questionnaire

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

General

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

   The Finance Department has lead responsibility for Title VI compliance.

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

   KYOVA’s designated Title VI Coordinator is:
   Dannielle Slusher, Finance/Office Manager/Title VI Environmental Justice Officer
   400 Third Avenue
   Huntington, WV 25701
   Phone: 304-523-7434
   E-mail: dslusher@kyovaipc.org

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

   Yes, KYOVA’s Title VI Program Plan can be accessed at the KYOVA website at: http://www.kyovaipc.org/2019_Title_VI_and_LEP_FINAL_1_24_2020.pdf.

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

   Yes, KYOVA’s Title VI Policy may be found in the Title VI/LEP Plan on page “Title VI - 2” at the following link: http://www.kyovaipc.org/2019_Title_VI_and_LEP_FINAL_1_24_2020.pdf.

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

   Yes, KYOVA’s written Title VI complaint procedures may be found in the Title VI/LEP Plan on page “Title VI - 4” and in Appendix A on page A-1 at the following link: http://www.kyovaipc.org/2019_Title_VI_and_LEP_FINAL_1_24_2020.pdf.

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

   Yes, KYOVA has a Title VI complaint form. The complaint form may be viewed in the Title VI/LEP Plan Appendix A page A-3 at the following link: http://www.kyovaipc.org/2019_Title_VI_and_LEP_FINAL_1_24_2020.pdf and on the KYOVA website at the following link: http://kyovaipc.org/Title_VI_Complaint_Form_Fill_in.pdf.

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

The “Notice of Nondiscrimination Rights and Protections to Beneficiaries” is posted on the KYOVA website at the following link: http://kyovaipc.org/Notice_of_Nondiscrimination_Rights_and_Protections_to_Beneficiaries_3_8_2016.pdf. Additionally, the information for the public is included in the Title VII/LEP Plan.

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

   KYOVA has not been named in any Title VI and/or other discrimination complaints or lawsuits in the past three years.

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

   KYOVA provides ODOT written Title VI Assurances. The Assurances are included in the MPO self-certification resolution (see attached) and within the annual Unified Planning Work Program.

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

   Yes, KYOVA includes Title VI and other non-discrimination assurances in contracts.

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

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

   Public Involvement

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

   KYOVA does have a Public Participation Plan and was updated in 2019. The link to the current Participation Plan is: http://www.kyovaipc.org/Participation_Plan_Dec_2019_FINAL.pdf.

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

   i. Neighborhood and community paper advertisements - Yes-newspaper of local area
   ii. Community radio station announcements
   iii. Church and community event outreach - Yes
   iv. Targeted fliers distributed in particular neighborhoods - Yes
   v. Other (Please explain) - Newspaper, KYOVA website, Facebook
Title VI Compliance Questionnaire

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

KHIOVA coordinates outreach with the Huntington Housing Authority, Golden Girls Group Home, Cabell County Community Services Organization, FIVCO Area Development District, Lawrence County, Ohio Community Action, Lawrence County, Coach Transit, EasterSeals, NorthEast Community Action, Our Lady of Bellefonte Hospital.

15. Do you take the following into consideration when identifying a public meeting location (select all that apply):
   i. Parking - Yes
   ii. Accessibility by public transportation - Yes
   iii. Meeting times - Yes
   iv. Existence of ADA ramps - Yes
   v. Familiarity of community with meeting location - Yes

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

No special assistance has been requested in the past year.

Limited English Proficiency (LEP) and Language Assistance

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

18. Are you familiar with the LEP language assistance Safe Harbor threshold? - Yes

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

KHIOVA does have a LEP Plan. It may be viewed at the following link:

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

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

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

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

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

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

To date, KHIOVA has not received a request for language assistance.

Title VI Training
Title VI Compliance Questionnaire

24. Who provides Title VI training to your staff?
   i. ODOT staff - Yes
   ii. Title VI Coordinator - Yes
   iii. Other (Please explain): KYTC, WYDOH/WVDOT; FTA, Transit agencies within each of the state DOT’s FHWA, etc.

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

26. How many staff were trained on Title VI this year?
   
   Two (2) staff members attended some type of Title VI training over the past year.

Transportation Planning Program - Data Collection and Analysis

27. Does your agency maintain documentation describing its procedures for incorporating Title VI requirements into the region’s transportation planning program?
   
   Yes. All documentation regarding these procedures may be found in KYOVA’s Title VI/LEP Plan.

28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?
   
   Yes, KYOVA is fully equipped with GIS programs/software and a staff person to serve in this function.

29. Does your organization use data to identify protected groups for consideration in the planning process?
   
   Yes. As needed and/or for project specific activities.

30. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.
   
   The metropolitan planning process requires data files to be updated regarding minorities, citizen perspectives, land use, employment, and census data. As a census Depository, KYOVA maintains census data files and updates. KYOVA provides data packages to various agencies, businesses, and organizations regarding minority statistics, upon request. The Metropolitan Transportation Plan and the Transportation Improvement program are documents that are prepared and updated which address minority population, employment trends and community values.

31. Does your organization track demographic information of participants in its transportation planning program public involvement events?
   
   Demographic information of participants is not tracked on a regular basis as some participants do not identify themselves as to their specific demographic they represent or of local residence.

Technical Assistance
Title VI Compliance Questionnaire

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

   This questionnaire was completed on December 10, 2019. Individuals completing this questionnaire and to whom you should contact if there are any questions:

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

   Terri Sicking
   Senior Transportation Planner
   KYOVA Interstate Planning Commission
   400 Third Avenue
   Huntington, WV 25701
   Phone: 304-523-7434
   email: tsicking@kyovaipc.org

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

   No questions at the time of completing questionnaire.

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

   Yes. KYOVA would like additional Title VI/EJ, LEP and other civil rights training to better facilitate the transportation planning process.
Certification
of
Restrictions on Lobbying

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

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or any employee or a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of 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 of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions (as amended by “Government wide Guidance for New Restrictions on Lobbying”, 61 Fed. Reg. 1413 (1119/96). 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-award at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 USC Section 1352 (as amended by the Lobbying Disclosure Act of 1998). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Christopher M. Chiles, Executive Director

Date: February 21, 2020
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 judgement rendered against them for commission of fraud or a criminal offense in 
connection with obtaining, attempting to obtain, or performing a public (federal, state, or 
local) transaction or contract under a public transaction; violation of federal or state 
antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or 
destruction of record, making false statements, or receiving stolen property;
   c. Are not presently indicted for otherwise criminally or civilly charged by a governmental 
entity (federal, state, or local) with commission of any of the offenses enumerated in 
paragraph (b) of this certification; and have not, within a three-year period preceding this 
application/proposal, had one or more public transactions (federal, state, local) terminated 
for cause or default;
   d. Have not, within a three-year period preceding this application/proposal, had one or more 
public transactions (federal, state, or local) terminated for cause or default.

2. The Applicant also certifies that if, later, it becomes aware of any information contradicting the 
statement of paragraphs (a) through (d) above, it will promptly provide that information to the 
Division.

3. If the Applicant (Primary Participant) is unable to certify to the statements within paragraphs (1) 
and (2) above, it shall indicate so on its signature page and provide a written explanation to 
KYOV A.

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 F, “Third Party Contracting Requirements”, and other implementing guidance or 
manuals FTA may issue. The applicant certifies that it will include in its contracts financed in whole 
or in part with FTA assistance all clauses required by federal laws, executive orders, or regulations, 
and will ensure that its contractor(s) will also include in sub-agreements and contracts financed in 
whole or in part with FTA assistance all applicable clauses required by federal laws, executive orders, 
or regulations.

Christopher M. Chiles, Executive Director

Date: February 21, 2020
FTA Fiscal Year 2019* FTA Certifications and Assurances for Federal Transit Administration Assistance Programs

*This is the most current checklist available on the FTA websites.

NAME OF APPLICANT: KYOVA INTERSTATE PLANNING COMMISSION

The Applicant agrees to comply with applicable provisions of Categories 01-18. Please initial ________

OR

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

<table>
<thead>
<tr>
<th>Category #</th>
<th>Category Description</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Certifications and Assurances Required of Every Applicant</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Tax Liability and Felony Convictions</td>
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</tr>
<tr>
<td>03</td>
<td>Lobbying</td>
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<tr>
<td>04</td>
<td>Private Sector Protections</td>
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<tr>
<td>05</td>
<td>Transit Asset Management Plan</td>
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<tr>
<td>06</td>
<td>Rolling Stock Buy America Reviews and Bus Testing</td>
<td></td>
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<tr>
<td>07</td>
<td>Urbanized Area Formula Grant Program</td>
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<tr>
<td>08</td>
<td>Formula Grants for Rural Areas</td>
<td></td>
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<tr>
<td>09</td>
<td>Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs</td>
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<tr>
<td>11</td>
<td>Enhanced Mobility of Seniors and Individuals with Disabilities Program</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>State of Good Repair Grants</td>
<td></td>
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<tr>
<td>13</td>
<td>Infrastructure Finance Programs</td>
<td></td>
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<tr>
<td>14</td>
<td>Alcohol and Controlled Substances Testing</td>
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<tr>
<td>15</td>
<td>Rail Safety Training and Oversight</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Demand Responsive Services</td>
<td></td>
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<tr>
<td>17</td>
<td>Interest and Financing Costs</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Construction Hiring Preferences</td>
<td></td>
</tr>
</tbody>
</table>
Federal Fiscal Year 2021 FTA Certifications
And Assurances Signature Page

Affirmation of Applicant

Name of Applicant: KYOVA Interstate Planning Commission

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

BY SIGNING BELOW, on behalf of the Applicant, I declare that the applicant has duly authorized me to make these certifications and assurances and bind the Applicant’s compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2021.

FTA intends that the certifications and assurances the Applicant selects on the other side of 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 of 49 U. S. C. Chapter 53 or any other statute.

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

Christopher M. Chiles, Executive Director
KYOVA Interstate Planning Commission

Date: February 21, 2020
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, that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of this project.

[Signature]
Signature/Title of Authorized Representative

Steven R. Bartram, Esquire

4-1-2020
Date

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its signature in lieu of the Attorney’s signature, provided the Applicant has on file this Affirmation, signed by the attorney, and dated this fiscal year.
KYOVA Interstate Planning Commission
(Huntington, WV-KY-OH Urbanized Area)

FY 2021
UNIFIED PLANNING WORK PROGRAM

APPENDIX C

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

FY 2021
UNIFIED PLANNING WORK PROGRAM

APPENDIX D
PLANNING AGREEMENTS
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and entered into this 21st 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

(Received 4-28-2020)
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:

<table>
<thead>
<tr>
<th>State</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kentucky</td>
<td>31%</td>
</tr>
<tr>
<td>West Virginia</td>
<td>50%</td>
</tr>
<tr>
<td>Ohio</td>
<td>19%</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>State</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kentucky</td>
<td>56,594</td>
</tr>
<tr>
<td>West Virginia</td>
<td>112,268</td>
</tr>
<tr>
<td>Ohio</td>
<td>33,775</td>
</tr>
</tbody>
</table>

*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 Panam 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: [Signature]
Title: CHAIRMAN

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
BY: [Signature]
TITLE: Secretary

OHIO DEPARTMENT OF TRANSPORTATION
BY: [Signature]
TITLE: 

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
SECRETARY OF TRANSPORTATION
DATE: 7/27/13

APPROVED AS TO FORM & LEGALITY
TRANSPORTATION CABINET
OFFICE OF LEGAL SERVICES
DATE: 8/27/13

APPROVED AS TO FORM THIS
22 DAY OF July 2013

ATTORNEY LEGAL DIVISION
WEST VIRGINIA DIVISION
OF HIGHWAYS
MEMORANDUM OF UNDERSTANDING
FOR THE PLANNING, COORDINATION, AND FUNDING PROCEDURES AMONG KYOVA INTERSTATE PLANNING COMMISSION; WEST VIRGINIA DEPARTMENT OF TRANSPORTATION (WVDOT)/WEST VIRGINIA DIVISION OF HIGHWAYS (WVDOH); KENTUCKY TRANSPORTATION CABINET (KYTC); OHIO DEPARTMENT OF TRANSPORTATION (ODOT); WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION (WVDEP); KENTUCKY DEPARTMENT FOR ENVIRONMENTAL PROTECTION (KYDEP)/KENTUCKY DIVISION FOR AIR QUALITY (KYDAQ); OHIO ENVIRONMENTAL PROTECTION AGENCY (OEPA); REGIONAL INTERGOVERNMENTAL COUNCIL (RIC); TRI-STATE TRANSIT AUTHORITY (TTA); CITY OF ASHLAND/ASHLAND BUS SYSTEM (ABS); AND LAWRENCE COUNTY PORT AUTHORITY (LCPA)
IN CONSULTATION WITH
FHWA OFFICES OF WEST VIRGINIA, KENTUCKY, AND OHIO; FTA REGIONS III, IV, AND V; EPA REGIONS III, IV, AND V FOR THE HUNTINGTON, WV-KY-OH TRANSPORTATION MANAGEMENT AREA (TMA)

This Memorandum of Understanding (MOU) is a three state, multi-agency agreement addressing the interagency coordination affecting the transportation planning process for the Huntington, WV-KY-OH Urbanized Area between the following parties (hereinafter referred to as the AGENCIES), pursuant to 23 USC 134, 49 USC 5303, and 40 CFR 93. The parties to this MOU agree to cooperatively participate in the metropolitan transportation planning and air quality transportation conformity processes for the Huntington, WV-KY-OH Urbanized Area. The parties further agree that the KYOVA Policy Committee, serving as the designated MPO for the Huntington, WV-KY-OH Urbanized Area, will direct the metropolitan transportation planning and transportation air quality conformity processes and will facilitate the federal, state, and local agencies’ active participation in the processes. KYOVA’s metropolitan transportation planning program will result in the development and approval of three principal products: 1) a quadrennially updated 20-year Multimodal Transportation Plan with a US DOT conformity determination; 2) a biennially updated four-year Transportation Improvement Program with a US DOT conformity determination; and 3) an annually updated Unified Planning Work Program (UPWP) and budget.

Recognizing the geographic and organization complexities of this three-state urbanized area, as documented below, this MOU confirms the parties’ participation within the Huntington, WV-KY-OH Urbanized Area planning process and serves as an umbrella agreement recognizing a series of supplementary agreements between KYOVA and the respective state and regional agencies recording their individual planning process coordination procedures.

On July 18, 2012 the Huntington, WV-KY-OH Urbanized Area was designated as a Transportation Management Area (TMA). KYOVA is one of two MPOs that share joint planning responsibilities for the TMA, which includes the West Virginia counties of Cabell and Wayne, Kentucky counties of Boyd and Greenup, and the urbanized area of Lawrence County, Ohio. The other MPO, the Regional Intergovernmental Council (RIC), is responsible for the transportation planning activities.
for the West Virginia counties of Kanawha and Putnam Counties, of which only a portion of Putnam County falls within the TMA boundary. Furthermore, KYOVA is served by three separate DOTs (West Virginia, Kentucky, and Ohio), three state air quality agencies (WVDEP, KYDEP/KYDAQ and OEPA), three Federal Highway Administration Division Offices (West Virginia, Kentucky, and Ohio), three regions of the Federal Transit Agency (Region III, IV and V), three regions of the Environmental Protection Agency (Regions III, IV, and V), and three local transit agencies (Tri-State Transit Authority, City of Ashland (Ashland Bus System), and the Lawrence County Port Authority operating as Lawrence County Transit (LCT).

KYOVA’s first TMA Certification occurred in the Spring of 2016. At that time, it was recommended for the agency to complete agreement(s) as required by 23 CFR 450.314. Therefore, this Umbrella Agreement documents the understandings between all AGENCIES and outlines how each will coordinate to the best of their ability, use their own agreements within their state for planning purposes, and provide for a dispute resolution process.

A list of the state and regional agencies coordinating with the agreement(s) is as follows (a listing of each agreement/MOU as it relates to AGENCIES will be provided later in this MOU):

- West Virginia Department of Transportation (WVDOT)/West Virginia Division of Highways (WVDOH)
- Kentucky Transportation Cabinet (KYTC)
- Ohio Department of Transportation (ODOT)
- West Virginia Department of Environmental Protection (WVDEP)
- Kentucky Department for Environmental Protection (KYDEP)/Kentucky Division for Air Quality (KYDAQ)
- Ohio Environmental Protection Agency (OEPA)
- KYOVA Interstate Planning Commission (KYOVA)
- Regional Intergovernmental Council (RIC)
- Tri-State Transit Authority (TTA)
- City of Ashland/Ashland Bus System (ABS)
- Lawrence County Port Authority (LCPA)

These agreements are not in place of, or in conflict with, any existing MOUs, agreements, or laws of the United States, and are to provide the basis for coordinated efforts to cooperatively determine each party’s mutual responsibilities in carrying out the metropolitan transportation planning process within the Huntington, WV-KY-OH Transportation Management Area (TMA) Urbanized Area as designated on July 18, 2012.
DISPUTES
KYOV A hereby agrees to adhere to the Dispute Policies as outlined in the annual and/or biennial agreements with WVDOH/WVDOT, KYTC, and ODOT. AGENCY(I ES) that do not fall under the contracted activities with WVDOH/WVDOT, KYTC, or ODOT hereby agrees to, attempt in good faith to, resolve any dispute or claim arising out of or in relation to the Agreement through informal negotiations between authorized AGENCY representatives from each of the AGENCIES involved. AGENCIES shall notify KYOVA of the dispute in writing and request a review, within sixty (60) days after the dispute occurred. In such, the AGENCY(I ES) notification shall present evidentiary matters to support the AGENCY(I ES) position. Within thirty (30) days, KYOVA will respond to AGENCY(I ES) dispute and attempt resolution through informal negotiations between the disputed AGENCIES. If the dispute cannot be settled amicably within sixty (60) days from the first date on which the KYOVA has contacted each AGENCY within the dispute, then a mediation will occur by a mutual third-party mediator before resorting to termination or the Agreement or further dispute resolution.

TERMINATION AND MODIFICATION
This MOU may be reviewed every four (4) years, or as needed as rules, regulations, laws, or designations change. It may be amended, whenever deemed appropriate, by written agreement of all AGENCIES. However, it is the intent of the AGENCIES to carry out the metropolitan planning process on a continuous, cooperative, and comprehensive basis with minimal modifications or terminations. Therefore, this MOU will remain in effect until terminated or replaced by a new MOU. Any AGENCY subject to this MOU may withdraw from the MOU by giving sixty (60) days written notice to KYOVA, at which time KYOVA will notify all other agencies subject to the MOU. If this occurs, the AGENCIES agree to consult further to determine whether the issue(s) can be resolved and the MOU re-implemented in an amended form. In the event that an AGENCY withdraws from this MOU, the rights and responsibilities of the remaining AGENCIES will remain unchanged with respect to each other until this MOU is amended or replaced.

In the event that this MOU requires modification, addition of new MOUs, or for any other reason, the required modifications may be accomplished through the execution of a letter modification or supplemental agreement addressed to KYOVA who will distribute to all AGENCIES subject to this MOU. This MOU may be replaced with a new MOU at any time upon the written consent of all remaining signatory agencies. Once this MOU is replaced, it will become null and void.

All participating AGENCIES agree to the following clause edits:
1. Perform the roles and responsibilities outlined in their agreement(s), contract(s), or understanding(s) located in the attachment;
2. Conduct necessary updates, or revisions to their agreement(s), contract(s), or understanding(s) located in the attachment as needed that will not affect the terms of this agreement; and
3. Comply with the terms of this MOU.
Therefore, this cooperative MOU is entered among the AGENCIES listed above and any subsequent amended parties.

**In witness thereof**, the undersigned executive staff members of KYOVA Interstate Planning Commission; West Virginia Department of Transportation (WVDOT)/West Virginia Division of Highways (WVDOH); Kentucky Transportation Cabinet (KYTC); Ohio Department of Transportation (ODOT); Ohio Environmental Protection Agency (OEPA); Kentucky Department for Environmental Protection (KYDEP)/Kentucky Division for Air Quality (KYDAQ); West Virginia Department of Environmental Protection (WVDEP); Regional Intergovernmental Council (RIC); Tri-State Transit Authority (TTA); City of Ashland/Ashland Bus System (ABS); and Lawrence County Port Authority (LCPA) have executed this MOU on the dates indicated below. The effective date of this MOU will be the date of the final signature.
MEMORANDUM OF UNDERSTANDING
FOR THE PLANNING, COORDINATION, AND FUNDING PROCEDURES AMONG KYOVA INTERSTATE PLANNING COMMISSION; WEST VIRGINIA DEPARTMENT OF TRANSPORTATION (WVDOT)/WEST VIRGINIA DIVISION OF HIGHWAYS (WVDOH); KENTUCKY TRANSPORTATION CABINET (KYTC); OHIO DEPARTMENT OF TRANSPORTATION (ODOT); WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION (WVDEP); KENTUCKY DEPARTMENT FOR ENVIRONMENTAL PROTECTION (KYDEP)/KENTUCKY DIVISION FOR AIR QUALITY (KYDAQ); OHIO ENVIRONMENTAL PROTECTION AGENCY (OEPA); REGIONAL INTERGOVERNMENTAL COUNCIL (RIC); TRI-STATE TRANSIT AUTHORITY (TTA); CITY OF ASHLAND/ASHLAND BUS SYSTEM (ABS); AND LAWRENCE COUNTY PORT AUTHORITY (LCPA)
IN CONSULTATION WITH
FHWA OFFICES OF WEST VIRGINIA, KENTUCKY, AND OHIO; FTA REGIONS III, IV, AND V; EPA REGIONS III, IV, AND V FOR THE HUNTINGTON, WV-KY-OH TRANSPORTATION MANAGEMENT AREA (TMA)

The list below specifies each of the agreement(s) between each agency(ies). Each agreement(s) will be included in this document within the ATTACHMENTS Section.

ATTACHMENTS

I. METROPOLITAN PLANNING AGREEMENTS AND UNDERSTANDINGS

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<th>ATTACHMENT #</th>
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<th>TITLE</th>
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<th>AGREEMENT DATE AND/OR #</th>
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<td>KYTC/KYOA/ABS-TRANSIT</td>
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MEMORANDUM OF UNDERSTANDING
FOR THE PLANNING, COORDINATION, AND FUNDING PROCEDURES AMONG KYOVA INTERSTATE PLANNING COMMISSION; WEST VIRGINIA DEPARTMENT OF TRANSPORTATION (WVDOT)/WEST VIRGINIA DIVISION OF HIGHWAYS (WVDOH); KENTUCKY TRANSPORTATION CABINET (KYTC); OHIO DEPARTMENT OF TRANSPORTATION (ODOT); WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION (WVDEP); KENTUCKY DEPARTMENT FOR ENVIRONMENTAL PROTECTION (KYDEP)/KENTUCKY DIVISION FOR AIR QUALITY (KYDAQ); OHIO ENVIRONMENTAL PROTECTION AGENCY (OEPA); REGIONAL INTERGOVERNMENTAL COUNCIL (RIC); TRI-STATE TRANSIT AUTHORITY (TTA); CITY OF ASHLAND/ASHLAND BUS SYSTEM (ABS); AND LAWRENCE COUNTY PORT AUTHORITY (LCPA)

IN CONSULTATION WITH
FHWA OFFICES OF WEST VIRGINIA, KENTUCKY, AND OHIO; FTA REGIONS III, IV, AND V; EPA REGIONS III, IV, AND V FOR THE HUNTINGTON, WV-KY-OH TRANSPORTATION MANAGEMENT AREA (TMA)

II. TRANSIT AGREEMENTS AND UNDERSTANDINGS

<table>
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<th>ATTACHMENT #</th>
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<th>AGREEMENT DATE AND/OR #</th>
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MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

KYOVA INTERSTATE PLANNING COMMISSION

Robert Pasley, Policy Committee Chairman

4-27-18
Date
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION (WVDOT)/WEST VIRGINIA DIVISION OF HIGHWAYS (WVDOT)

[Signature]
Thomas J. Smith, P.E., Cabinet Secretary

5-25-18
Date

APPROVED AS TO FORM THIS
11TH DAY May 2018
ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION
DIVISION OF HIGHWAYS

[Signature]
1605019
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

[Signature] 6/1/18
Secretary, Transportation Cabinet

APPROVED AS TO FORM AND LEGALITY

[Y. Ann Daniels] 5/10/18
Office of Legal Services, Transportation Cabinet

Date
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

OHIO DEPARTMENT OF TRANSPORTATION (ODOT)

Jerry Wray, Director

7/16/19

Date
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION (WVDEP)

Austin Caperton, Cabinet Secretary  5-2-18

Date
Ms. Terri B. Sicking  
Senior Transportation Planner  
KYOVA Interstate Planning Commission  
400 Third Avenue  
Huntington, WV 25670

July 2, 2018

Dear Ms. Sicking,

The purpose of this letter is to formally respond to your requests for the Kentucky Department of Environmental Protection (Department) and Kentucky Division for Air Quality (Division) to sign the Memorandum of Understanding for the planning, coordination, and funding procedures among KYOVA Interstate Planning Commission. At this time, the Department and Division respectfully decline signing the MOU. However, the Division is committed to working with the transportation planning agencies to meet the Clean Air Act obligations related to transportation conformity.

Currently, the Department and Division are not parties to the agreements or MOUs listed in the “Umbrella Agreement” that you requested the Department and Division to sign. Therefore, the Department and Division find signing the “Umbrella Agreement” unnecessary. If you have questions regarding this letter, please contact me at your convenience at (502) 782-6541.

Sincerely,

Sean Alteri  
Director

KentuckyUnbridledSpirit.com  
An Equal Opportunity Employer M/F/D
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

OHIO ENVIRONMENTAL PROTECTION AGENCY (OEPA)

Craig W. Butler, Director

5/31/18
Date
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

REGIONAL INTERGOVERNMENTAL COUNCIL (RIC)

Glen Chestnut, Chairman

Date

4-28-2020
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

TRI-STATE TRANSIT AUTHORITY (TTA)

[Signature]
Paul Davis, General Manager/CEO

[Signature]
4-27-18
Date
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

CITY OF ASHLAND (ASHLAND BUS SYSTEM)

[Signature]
Stephen E. Gilmore, Mayor

5-31-2018

Date
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

LAWRENCE COUNTY PORT AUTHORITY (LCPA)

Ralph Kline, Fiscal Secretary

Date: 5/3/16
MEMORANDUM OF UNDERSTANDING
PLANNING, COORDINATION, AND FUNDING PROCEDURES WITH
KYOVA INTERSTATE PLANNING COMMISSION FOR THE HUNTINGTON, WV-KY-OH
TRANSPORTATION MANAGEMENT AREA (TMA) URBANIZED AREA

Note: Signatures appear on separate, multiple pages.

ENVIRONMENTAL PROTECTION AGENCY MULTIPARTY AGREEMENT – REGION V

EPA REGION V

Cathy Stepp, Regional Administrator

Date 5-31-18
APPENDIX E

FY 2021 COST ALLOCATION PLAN (CAP) APPROVAL LETTER
July 25, 2019

Mr. John Ballantyne  
Planning Environmental Team Leader  
Federal Highway Administration  
330 West Broadway  
Frankfort, KY 40601

Subject: Transmittal of FY 2020 CAPs

Dear Mr. Ballantyne:

The Kentucky Transportation Cabinet has approved the following rates for KYOVA Interstate Planning Commission (KYOVA) for the fiscal year ended June 30, 2020:

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<th>Description</th>
<th>Rate</th>
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<td>Fringe Benefits:</td>
<td>40.96%</td>
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<tr>
<td>Indirect Cost:</td>
<td>49.84%</td>
</tr>
<tr>
<td>Combined:</td>
<td>90.81%</td>
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The Office of Audits reviewed the Draft Cost Allocation Plan (CAP) to ensure compliance with 2 CFR Part 200. This approval does not constitute “establishment of a rate by a cognizant agency”. The final CAP will be approved by the Department of Local Government upon completion of the FY 2020 audit. The Kentucky Transportation Cabinet retains the right to audit the rates or adjust them should a cognizant approval occur after this date.

Sincerely,

Carly Cockley  
Audit Manager  
External Audit Branch

cc: Thomas Whitt  
Attachment
Good afternoon Dannielle,

Thank you providing the updated information and revised schedules.

Pursuant to ODOT Contract Audit Circular Number MPO-2, ODOT’s Office of External Audits has completed its review and has accepted the KYOVA Interstate Planning Commission’s FY 2020 Cost Allocation Plan (CAP). In accordance with the FY 2020 CAP:

- **Fringe Benefits:**
  - KYOVA will allocate employee specific fringe benefit costs based on direct labor dollars charged to each cost center;
  - KYOVA provisionally estimates the fringe benefit rate to be 40.96% of direct labor costs;

- **Indirect Costs:**
  - KYOVA will allocate indirect costs to each cost center in proportion to the total direct labor costs charged;
  - KYOVA provisionally estimates the indirect cost rate to be 49.84% of the sum of direct labor cost plus direct labor fringe benefit cost;

- Fringe and indirect costs allocated to cost centers will be adjusted based upon fiscal year-to-date or fiscal year-end actual costs.

As you recall from our recent discussions, the Kentucky Transportation Cabinet (the “Cabinet”) issues a letter to the Federal Highway Administration stating that the Cabinet has reviewed KYOVA’s CAP to ensure compliance with 2 CFR Part 200 and approves the estimated fringe benefit and indirect cost rates for the respective fiscal year. The Cabinet typically issues this approval letter in late August, after the beginning of the respective fiscal year. Upon your receipt of the Cabinet’s letter relating to FY 2020, please forward us a copy. To your knowledge, West Virginia does not provide KYOVA with such documentation.

We sincerely appreciate your time and efforts. As always, please do not hesitate to contact us should you have any questions.

Respectfully,

**Thomas F. Eikenberry, CPA, JD, MBA**  
*External Auditor*  
ODOT Office of External Audits  
1980 W. Broad St., Mail Stop 2140, Columbus, Ohio 43223  
614.387.4239  
[transportation.ohio.gov](http://transportation.ohio.gov)
KYOVA Interstate Planning Commission
(Huntington, WV-KY-OH Urbanized Area)

FY 2021
UNIFIED PLANNING WORK PROGRAM

APPENDIX F

KYOVA FY 2021 UPWP CHECKLIST
### FY 2021 Unified Planning Work Program Checklist

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<td>[See 23 CFR 450.312]</td>
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<td>Staff Members, Positions &amp; Responsibilities</td>
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<td>Maps - MPO Planning, Urbanized &amp; A.Q. Areas</td>
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<td>[See 23 CFR 450.306 (a)(1-8)]</td>
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<td>Planning Factors</td>
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<td>UPWP - Definition of UPWP and purpose</td>
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<td>[See 23 CFR 420.111]</td>
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<td><em><em>4 WORK ELEMENTS</em> - Each Work Item should include the following:</em>*</td>
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<tr>
<td>Work Element Number &amp; Title</td>
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<td>Yes</td>
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<td>Description, including Goals, Objectives and Products</td>
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<td>Yes</td>
<td>[23 CFR 420.111(b)(1) &amp; 450.308(c)]</td>
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<td>Schedule for Completion</td>
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<td>Yes</td>
<td>[23 CFR 450.308(c)]</td>
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<td>Agency Responsible</td>
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<td>[23 CFR 450.308(c)]</td>
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<td><strong>ISSUES TO ADDRESS (May be addressed under various work items listed below or as standalone work items)</strong></td>
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<tr>
<td>Safety/Security</td>
<td>19,23,26-28,34,37,40,54</td>
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<td>[23 CFR 667]</td>
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<tr>
<td>Resilience/Reliability (Consider KYTC evaluations of damage-prone areas)</td>
<td>2,23,40</td>
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<td>Multimodal Planning</td>
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<tr>
<td>• Freight</td>
<td>19,23-28,30,40</td>
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<td>[23 U.S.C. 134 (c)(2), i(2)(H)]</td>
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<td>• Biker/Pedestrian</td>
<td>23-28,30</td>
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<td>Travel Demand Modeling: Plan update, project analysis, report of housing and employment changes to KYTC. If not a standalone work item, include summary of modeling-related tasks.</td>
<td>28,29,45</td>
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<td>Conformity Analysis</td>
<td>23,24,30,31,48,D-4</td>
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<td>ITS Architecture</td>
<td>23,28,29</td>
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<td>23 CFR 940</td>
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<td>Congestion Management Process (TMAs only)</td>
<td>23,27,28,40,50</td>
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<td>Major Purchases/Training/Audits</td>
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<td>General Committee Meetings</td>
<td>10-13</td>
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<td>Planning Agreement: Update as needed</td>
<td>Appendix D</td>
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<td>UNIFIED PLANNING WORK PROGRAM Work Element</td>
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<td>UPWP Development &amp; Maintenance</td>
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<td>23 CFR 420.111 &amp; 450.308</td>
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<td>Annual Performance &amp; Expenditure Report</td>
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<td>23 CFR 420.117(b)</td>
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<td>Participation Plan Development &amp; Maintenance</td>
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<td>23 CFR 450.316</td>
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<td>Annual Listing of Obligated Projects</td>
<td>23,25,53,54</td>
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<td>23 CFR 450.334</td>
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<td>DATA COLLECTION &amp; ANALYSIS Work Element</td>
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<td>Census/Socioeconomic Data</td>
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<td>Transportation Systems/Urban Boundaries</td>
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<td>Performance Measures &amp; Targets</td>
<td>Included in individual Work Elements</td>
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<td>23 CFR 450.306(d)</td>
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<td>PROJECT IDENTIFICATION &amp; PRIORITIZATION Work Element</td>
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<td>Identify and Update Projects in CHAF</td>
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<td>Assist with SHIFT Project Prioritization Activities</td>
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<td>Assist with CMAQ Prioritization (CMAQ-eligible areas only)</td>
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<td>Dedicated-STP &amp; Dedicated-TAP Project Selection (TMAs only)</td>
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<td>TIP Development &amp; Maintenance</td>
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<td>METROPOLITAN TRANSPORTATION PLAN Work Element</td>
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<td>MTP Development &amp; Maintenance</td>
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<td>TRANSIT Work Element: 385121, 380821, 380921, 381821</td>
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<td>SPECIAL STUDIES Work Element(s): Corridor studies, sub-area studies, etc. (as needed)</td>
<td>Pages 41-51</td>
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5 UPWP SUMMARY

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<td>Funding Sources &amp; Matching Rates</td>
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<td>Indirect Costs (if applicable)</td>
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<td>Estimated Effort - Person-Weeks/Hours</td>
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<td>Expenditures by Work Item &amp; Funding Source</td>
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6 APPENDICES

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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Planning Agreement</td>
<td>Appendix D</td>
<td></td>
</tr>
<tr>
<td>CAP Approval Letter from KYTC (if charging indirect costs)</td>
<td>Appendix E</td>
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