



KYOVA INTERSTATE PLANNING COMMISSION

Suballocated Funds Application for Infrastructure Projects

Funding Source: **Transportation Alternatives (STBG Set-Aside) Program**

APPLICATION INSTRUCTIONS

When completing the application, applicants shall follow these guidelines:

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

Mail applications to: Christopher M. Chiles, Executive Director
KYVOA Interstate Planning Commission
400 Third Avenue
Huntington, WV 25701

FY 2017 Application Dates

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

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

REQUIRED ATTACHMENTS FOR APPLICATION

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

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

Attachment B – Detailed Engineer’s Estimate

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



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Attachment C – Resolution and/or Letter of Match Commitment

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



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This application is divided into several sections. Please answer each question to the best of your ability.

SECTION 1: GENERAL INFORMATION

SECTION 1.1: APPLICANT INFORMATION

ORGANIZATION/AGENCY NAME	PROJECT LOCATION(CITY/COUNTY/TOWNSHIP)	HIGHWAY DISTRICT
ADDRESS	CITY	STATE
ZIP	PHONE	FAX
POINT OF CONTACT	CONTACT E-MAIL	
PROJECT NAME OR LOCATION		
WHICH STATE FUNDS ARE YOU APPLYING? <input type="checkbox"/> West Virginia <input type="checkbox"/> Kentucky <input type="checkbox"/> Ohio		
INSTRUCTION: The person designated as the point of contact will be the contact for the life of the project and should be able to answer any questions regarding this project. All correspondence and other documents from KYOVA, WVDOH, KYTC, ODOT, FHWA, FTA, etc., will be sent to this person. Applicant will be responsible for notifying all agencies if the point of contact for the project changes.		
SECTION 1.2: KYOVA PLANNING DOCUMENTS (2 points possible)		
1. Is the project included in KYOVA's current Metropolitan Transportation Plan (MTP)? <input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No		
If yes, please identify the location (page number) and project identification number. Page # : _____ MTP Project ID: _____		
2. Is the project included in KYOVA's current Transportation Improvement Program (TIP)? <input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No		
If yes, please identify the location (page number) and project identification number. Page # : _____ TIP Project ID: _____		

SECTION 2: PROJECT CATEGORY

Please mark only one category for which the application is being submitted for funding.

<input type="checkbox"/> Bicycle and Pedestrian Facilities <input type="checkbox"/> Conversion of Abandoned Railroad Corridors <input type="checkbox"/> Safe Routes for Non-Drivers <input type="checkbox"/> Environmental Mitigation Activities <input type="checkbox"/> Planning, designing or constructing boulevards	Community Improvement Activities <input type="checkbox"/> Viewing Areas <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Archaeological Planning and Research <input type="checkbox"/> Vegetation Management
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SECTION 3: DESIGN/CONSTRUCTION (2 points possible)

1. Is this a Design/Planning Study involving no construction? If yes, please use the KYOVA STBG Non-Infrastructure/Planning-Design Application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has a Design/Planning Study been completed for this project? (2 points possible)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please site date and title. A copy may be requested at the time of project review Date: Project Title:		



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SECTION 4: PROJECT DESCRIPTION (10 points possible)

Please provide a detailed description of the project. Include targeted letting dates, purpose and need, any work that has been completed to date such as studies regarding travel or other impacts of the project, preliminary engineering/design, meeting with public officials, project cost incurred to date, etc.). Include all opposition to the project and how it is being negotiated. List all local government entities, contacts and civic groups that have been involved in the development of the project. If you require additional space for the Project Description please attach a separate sheet labeled with the Section Number and Title.



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SECTION 5: BUDGET INFORMATION (HIGHWAY AND TRANSIT PROJECTS)

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

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

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

SECTION 5B: LOCAL PUBLIC AGENCY MATCH (HIGHWAY AND TRANSIT PROJECTS)

(1 point for 20% / Additional 1 point for over 20%)

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

ITEM/SOURCE	MATCH AMOUNT
TOTAL LPA MATCH	

SECTION 5C: RESOLUTION AND LETTER OF COMMITMENT

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



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SECTION 6: FUTURE FUNDING (6 points possible)

1. Will the funds requested in this application fully fund the project? ☐ Yes ☐ No (4 points possible)

If no, provide the gap amount and how the difference will be covered.

2. What is the status of future financing to maintain and/or continue the project after the STBG Program funds are spent and the project is complete? (2 points possible)

☐ Unknown/Not identified
(0 points)

☐ Good potential for future funding
(1 points possible)

☐ Future financing committed
(2 points possible)

Please explain future financing commitment(s) and how they will relate to the project.



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SECTION 7: PROJECT SPECIFICS (15 points possible)

1. Is the proposed facility for Pedestrians, Bicycles or other non-motorized form of transportation? If yes, please indicate which form. (4 points possible)			
<input type="checkbox"/> Pedestrian (2 points)	<input type="checkbox"/> Bicycle (2 points)	<input type="checkbox"/> Other (2 points)	<input type="checkbox"/> Combination of Two or More (4 points)
2. Does the proposed facility provide a separate path or create a separation from motorized traffic, including sidewalks, bikeways, paths, crosswalks, traffic signal pedestrian phases, etc.? (2 points possible)			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Please explain.			
3. Does the proposed facility include other types of improvements for pedestrians, bicycles or other non-motorized forms of transportation? (3 points possible)			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Please explain.			
4. Does the proposed project result in changes that achieve compliance with the Americans with Disabilities Act of 1990? (5 points possible)			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Please explain.			
5. Does the project make use of Abandoned Rail rights of ways? (1 point possible)			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Please explain.			



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SECTION 8: RIGHT OF WAY/TRAFFIC CONTROL MEASURES (9 points possible)

Federally funded transportation projects must follow the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 (Uniform Act). If the project is awarded funding the applicant will be required to provide the proof of public right of way. Temporary easements may be required as part of the project and must be in compliance with the Uniform Act.

1. Does sufficient public right of way exist to build this project? (4 points possible)

☐ Yes (2 points possible)

☐ No

If no, is acquisition or dedication of a permanent public easement planned?

☐ Yes (2 points possible)

☐ No

Please explain the easement and right of way plans and the time frame of the plans?

2. Will the applicant be required to acquire property or permanent public easements? ☐ Yes ☐ No

If so, list the number of properties and property owners affected by the application. (2 points possible)

_____ # of properties

_____ # of property owners

3. Describe requested traffic control measures to include signs, signals, roadway markings, crosswalks, school zones and any other relevant information. (3 points possible)



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SECTION 9: COMMUNITY IMPROVEMENT ACTIVITIES (15 points possible)

1. What is the estimated number of users for this project? Explain the how the number of users was determined. (8 points possible)

2. Does the proposed project include overlooks, turnouts and viewing areas that allow for the visual enjoyment of significant scenic or historic view sheds? (1 point possible)

☐ Yes (1 point)

☐ No (0 points)

Please explain.

3. Does the proposed project include a recreational trail? (1 point possible)

☐ Yes

☐ No

If yes, detail the recreational purpose. Attach separate sheet if necessary.

4. Is the project part of an existing or proposed transportation community development plan? (5 points possible)

☐ Yes

☐ No

Please explain.



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SECTION 10: ACCESSIBILITY & EQUITY *(10 points possible)*

1. To what extent will the project improve mobility for disadvantaged populations to include the elderly, disabled, minorities and low-income residents? *(5 points possible)*

2. Does the project improve non-motorized connectivity? *(5 points possible)*

☐ Yes

☐ No

Please explain how the project improves or relates to non-motorized connectivity.



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SECTION 11: ENVIRONMENT (6 points possible)

1. Does the project reduce VMT (Vehicle Miles Traveled), particulate matter, and/or greenhouse gas emissions? (5 points possible)

☐ Yes☐ No

Please explain all reductions. If none, please explain why there will be no reductions.

2. Does the proposed project include any environmental mitigation measures? (1 point possible)

☐ Yes☐ No

Please explain.

SECTION 12: AQUATIC AND TERRESTRIAL (4 points possible)

1. Is the project on the floodplain? (1 point)

☐ Yes (If yes, KY applicants may have to coordinate with the KY Division of Water) (0 points)☐ No (1 point)

2. Does the project impact agricultural lands? (1 point)

☐ Yes (0 points)☐ No (1 point)

3. Does the project potentially impact endangered species? (1 point)

☐ Yes (0 points)☐ No (1 point)

4. Does the proposed project include archaeological planning or research for existing transportation project? (1 point possible)

☐ Yes (0 points)☐ No (1 point)

Please explain.

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SECTION 13: CULTURAL, HISTORICAL AND ARCHAEOLOGICAL RESOURCES (2 points possible)

1. Is the area or part of the area of the project eligible to be listed in the National Register of Historic Places?	
<input type="checkbox"/> Yes (If yes, please attach the National Register nomination form with the application) (1 point)	<input type="checkbox"/> No (0 points)
2. Will there be any earth disturbance associated with this project? (1 point possible)	
<input type="checkbox"/> Yes (If yes, completion of an archaeological survey prior to the beginning of the project may be required) (0 points)	<input type="checkbox"/> No (1 point)

SECTION 14: HEALTH AND SAFETY (12 points possible)

<p>1. HEALTH: How does the project contribute to the improvement of public health? (Examples may include increasing physical activity, reducing air pollution, and other applicable improvements. <i>(6 points possible)</i>)</p>
<p>2. SAFETY: How does the project improve motorized safety, and does it address specific safety issues? Include any safety statistics to support. Also, show how the project design maximizes non-motorized safety. Examples include the inclusion of bulb outs, improved signage and signals, and other applicable improvements. <i>(6 points possible)</i></p>



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To the best of my knowledge, the information within this application (Surface Transportation Block Grant/TA Set-Aside Program - Infrastructure) is accurate; and as the applicant I have authority to pursue funding opportunities for _____ (agency).

Chief Official/Title: _____

Signature: _____

Date: _____