



# KYOVA

## Interstate Planning Commission

### Sub-allocated Funding Process and Applications

- Surface Transportation Program (STP)
- Transportation Alternatives Program (TAP)
- Congestion Mitigation and Air Quality Improvement Program (CMAQ) – Ohio

#### *Application Deadlines*

~~*Cycle 1: Intent to Apply – December 1, 2014*~~  
~~*Application – December 30, 2014*~~

*Cycle 2: Intent to Apply – July 1, 2015 to July 31, 2015*  
*Application Deadline – September 4, 2015*

## Introduction

The purpose of this document is to provide information about the process used by the KYOVA Interstate Planning Commission (KYOVA) to prioritize and award sub-allocated federal transportation funds from the West Virginia Department of Highways (WVDOH), the Kentucky Transportation Cabinet (KYTC) and the Ohio Department of Transportation (ODOT) towards implementation of projects that further the goals of the continuing, coordinated and comprehensive (the “3-C”) nature of transportation planning. This packet also includes the application and guidance for applicants for each of the funding programs. This document is divided into four sections:

- SECTION 1: GENERAL INFORMATION
  
- SECTION 2: PROJECT CATEGORIES AND ELIGIBILITY
  - Surface Transportation Program (STP)
  - Transportation Alternatives Program (TAP)
  - Congestion Mitigation and Air Quality Improvement Program (CMAQ) – Ohio
  
- SECTION 3: APPLICATION FORMS
  - Surface Transportation Program (STP)
  - Transportation Alternatives Program (TAP)
  - Congestion Mitigation and Air Quality Improvement Program (CMAQ) – Ohio
  
- ATTACHMENT A: Huntington, WV-KY-OH TMA Map

## SECTION 1: GENERAL INFORMATION

KYOVA Interstate Planning Commission (KYOVA) receives sub-allocations of federal Surface Transportation Program (STP), Transportation Alternatives Program (TAP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. Funding for each program is provided for in the Federal Transportation Bill: Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21). The United States Department of Transportation (USDOT) divides Surface Transportation Program (STP) funds each year among the states based on their respective amounts of highway mileage, vehicle miles traveled and fuel tax contributions. These funding amounts may vary from each highway transportation bill. Each state's Surface Transportation Program (STP) sub-allocated funds are for use within their respective state (i.e. funds allocated for West Virginia and Ohio cannot fund projects in Kentucky unless it is a regional project). KYOVA has established the following process for soliciting, reviewing and ranking highway, transit, non-highway and freight projects utilizing these funds. Projects will be solicited twice a year. The FY 2015 application Cycle 1 will open November 1, 2014 and close December 31, 2014; Cycle 2 will open July 1, 2015 and close September 4, 2015, 2015. The Intent to Apply Form must be submitted by December 1, 2014 for Cycle 1 and July 31, 2015 for Cycle 2. The Intent to Apply Form will be reviewed and KYOVA will contact applicants of eligibility or additional requirements for the final application. Once the application is received each will be reviewed and ranked as outlined with the scoring process derived for the STP, TAP and CMAQ-Ohio application process. *Section 2* provides more details for each program. Unlike Ohio, West Virginia and Kentucky have developed a process and application specifically for CMAQ program funds. Therefore, applicants from West Virginia and Kentucky must follow their state's CMAQ application process.

### Eligible Projects

In order for a project to be eligible for Huntington, WV-KY-OH Urbanized Area sub-allocated STP, TAP or CMAQ funds, it must meet the following criteria.

- Projects must be located within the Huntington, WV-KY-OH Urbanized Area as depicted on the map in *Attachment A*.
- The local project sponsor must be a local unit of government or instrumentally thereof (such as the Huntington Tri-State Transit Authority, Lawrence County Community Action or the Ashland Bus System) within the Huntington, WV-KY-OH TMA.
- It is recommended that the project sponsor submit a Resolution approving the project to KYOVA. The Resolution should describe the project, including the type of improvement, project location, total project cost, funding commitment and source(s) of matching funds.

### Additional Requirements

- A project sponsor wishing to submit a project for funding using the Huntington, WV-KY-OH Urbanized Area STP, TAP or CMAQ-Ohio funds must complete an Intent to Apply and *STP/TAP/CMAQ-Ohio Project Application (Section 4)*. The *STP/TAP/CMAQ – Ohio Project Applications* will be used to establish project eligibility and to score transportation projects proposed for funding. The prioritization resulting from the application's scoring system will allow fair competition and selection based on a project's individual characteristics, status and local commitment relative to other proposed projects.
- KYOVA, as the TMA, will notify the state DOT (WVDOH/KYTC/ODOT) of the programming of projects and will provide copies of required documents (i.e. description, funding source and match, preliminary cost estimate, project sponsor, etc.).
- The local match for all phases must be consistent with the program for which is being applied.

- Projects that fail to be ready to be obligated by the Federal Fiscal year in which they were selected for funding will be jointly assessed by the project sponsor, KYOVA, the state DOT and USDOT to determine if the project should be terminated and funds reprogrammed. Reprogrammed funds will be made immediately available for projects that are ready to proceed.
- Project selection and approval will be considered after the project is included in the Metropolitan Transportation Plan (MTP) and/or the Transportation Improvement Plan (TIP) and approved by the KYOVA Policy Committee.

## **Project Monitoring**

It is the responsibility of each state's Department of Transportation to keep KYOVA informed of the status of all Urbanized Area STP, TAP and CMAQ projects within the Huntington, WV-KY-OH Urbanized Area.

To expedite project selection KYOVA will:

- Establish a project solicitation period based on the current Transportation Improvement Program (TIP)/Statewide Transportation Improvement Program (STIP) development schedule responsive to the needs of each state's transportation agencies.
- Distribute a "*Call for Projects*" application package to local public agencies located within the Huntington, WV-KY-OH Urbanized Area. The package will include the application process, intent to apply form, applications, deadlines and scoring procedures.
- Review the proposed project/s for eligibility and develop a prioritized list based on a scoring system adopted by KYOVA Interstate Planning Commission's Policy Committee and the KYOVA Staff. A candidate project list will then be prepared using the available funding for each state and program.
- Present the candidate project list to the KYOVA Technical Advisory Committee and the Policy Committee after eligibility is established for the project review and selection – these committees may designate special review committees for recommendations.
- Notify the applicants of the evaluation results and request MTP/TIP/STIP inclusion as they pertain to each state upon completion of review and approval from the KYOVA Policy Committee.

## **Project Conditions**

The following funding limitations will be applied to each project.

- Funding will be provided at the amount shown on each application. Applicants should make sure their request is sufficient to cover the cost of the activities shown in their application.
- The local match requirement for all phases must be consistent with each funding program requirements.

## **Project Prioritization Process**

The Transportation Improvement Program (TIP) is the "short-range planning element" of the Metropolitan Transportation Plan (MTP). Meaning each highway and transit project contained within the KYOVA TIP must demonstrate that it conforms to the goals and objectives listed in the KYOVA MTP. This conformity is achieved through the adopted scoring process that has taken the TIP and MTP goals and objectives into consideration. Prior to the TIP's required update the Committee will meet to determine if adjustments to the STP/TAP/CMAQ Application evaluation factors are necessary. If necessary, adjustments will be made and the proposed project categories will be reviewed and evaluated.

## SECTION 2: PROJECT CATEGORIES AND ELIGIBILITY

### Surface Transportation Program (STP)

KYOVA Interstate Planning Commission (KYOVA), as the planning organization for the Huntington, WV-KY-OH Transportation Management Area (TMA), is required to establish a selection process for distribution of Surface Transportation Program (STP) funds. Priority funding will be given to projects that meet the Huntington, WV-KY-OH Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) Goals and Objectives. The MTP and TIP can be found on-line at the KYOVA Interstate Planning Commission website (<http://www.kyovapic.org/>). Hard copies are available upon request and may take up to 10 days after the request to be distributed. If agencies are requesting hard copies please make sure the delivery time is taken into consideration while completing the applications.

The proposed projects will be evaluated for eligibility and prioritized based on a 100-point grading system as noted in the application. Selected projects will be included in the Transportation Improvement Program (TIP) for the Huntington, WV-KY-OH Urbanized Area and submitted to the respective state for inclusion into their STIP.

### Funding Ratios

Urbanized Area STP projects will be funded at a ratio of 80 percent federal funds and 20 percent local funds for eligible project costs. Certain safety projects *may* be funded at 100 percent of the cost by federal funds upon approval by the state's Department of Transportation. Such safety projects are described in Title 23, USC, Section 120(c), and include traffic control signalization, pavement marking, commuter carpooling and vanpooling or installation of traffic signs, traffic lights, guardrails, concrete barrier end treatments, breakaway utility poles or priority control systems for emergency vehicles at signalized intersections.

All state and federal requirements in conjunction with the use of federal funds (i.e., uniform relocation, Davis-Bacon, NEPA, etc.) must also be met.

### Transportation Alternatives Program (TAP)

The federal Transportation Alternatives Program (TAP), authorized under the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), provides funding for programs and projects defined as transportation alternatives, including on-and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards, and other roadways largely in the right of way of former Interstate System routes or other divided highways. A full list of eligible activities can be found under the Federal Highway Administration (FHWA) Transportation Alternatives Program Guide, Section E (<http://www.fhwa.dot.gov/map21/guidance/quidetap.cfm>).

*Note: The Kentucky Department for Local Government administers funding for the state Recreational Trails Program (RTP). More information may be found at their website: [www.dlg.ky.gov](http://www.dlg.ky.gov).*

TAP funded activities must be accessible to the general public or targeted to a broad segment of the general public. Eligible applicants are limited to local governments, transit agencies, natural resource or public land agencies, and any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a state agency) that the states determine to be eligible, consistent with the goals of subsection (C) of Title 23 Section 213. Non-profits are not eligible as direct grant recipients of the funds. However, a nonprofit may partner with an eligible applicant through a Public Private Partnership (PPP) with the eligible sponsor as the applicant. Projects that provide a direct transportation benefit in addition to recreational benefits will receive higher priority. The application may be submitted under only one (1) of the qualifying categories.

### **Congestion Mitigation and Air Quality Improvement Program (CMAQ)**

The Congestion Mitigation and Air Quality Improvement Program (CMAQ) is a transportation improvement program focused on reducing emissions in areas designated as nonattainment for the National Ambient Air Quality Standards (NAAQS). CMAQ funds are available to state and local government agencies as well as private entities through Public Private Partnerships (PPP). Nonprofit organizations may also apply in partnership with a state or local governmental agency.

CMAQ projects must meet three basic criteria:

- It must be a transportation project.
- It must generate an emissions reduction.
- It must be located in or benefit a nonattainment or maintenance area.

Eligible nonattainment or maintenance areas as determined by the Environmental Protection Agency (EPA) within the Huntington, WV-KY-OH TMA boundary are:

- West Virginia: Cabell County, Wayne County
- Kentucky: Boyd County and a portion of Greenup County
- Ohio: Lawrence County

The funding process for CMAQ funds varies from state to state. The process for each state is outlined below. However it is advised to contact KYOVA prior to your application process. Additional information on eligible projects can be found on the FHWA CMAQ Guidance website: ([http://www.fhwa.dot.gov/environment/air\\_quality/cmaq/](http://www.fhwa.dot.gov/environment/air_quality/cmaq/)).

#### **West Virginia – Cabell County and Wayne County**

West Virginia applicants must complete the West Virginia Department of Highway (WVDOH) application. WVDOH will advise KYOVA of the availability of funds, the application process and deadline.

#### **Kentucky – Boyd County and a portion of Greenup County**

Kentucky applicants must complete the Kentucky Transportation Cabinet's (KYTC) Office of Local Programs (OLP) application. KYTC OLP website (<http://transportation.ky.gov/Local-Programs/Pages/default.aspx>) has information pertaining to their process. KYTC will advise KYOVA of the availability of funds, the application process and deadline.

Kentucky recipients will be required to adhere to the Federal-Aid Highway Program Project Development Guide for Local Public Agencies (LPA Guide). Additionally, prior to submission, all applicants must complete the Kentucky State Clearinghouse form which may be found at <http://dlq.ky.gov/clearinghouse/>.

**Ohio – Lawrence County**

KYOVA Interstate Planning Commission solicits and accepts CMAQ – Ohio applications for projects located in Lawrence County, Ohio. *Section 4* includes the CMAQ – Ohio application.

## SECTION 3: APPLICATIONS



- **Surface Transportation Program (STP)**
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- **Congestion Mitigation and Air Quality Improvement Program (CMAQ) – Ohio**