



## **Lincoln Trail Area Development District**

### **Regional Transportation & Highway Safety Committee**

### **Member's Guide**

Updated October 2020

#### **Quick Contacts**

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#### **Purpose of Committee**

The transportation planning process in the Commonwealth of Kentucky has several key groups that are responsible for the development of the State Highway Plan.

- 15 Area Development Districts (ADDs),
- 9 Metropolitan Planning Organizations (MPOs),
- 12 Highway District Offices (HDOs), and the
- Kentucky Transportation Cabinet (KYTC) Department of Highways.

The Lincoln Trail ADD Regional Transportation & Highway Safety Committee is responsible for identifying, evaluating, and prioritizing transportation needs in Breckinridge, Grayson, Larue, Marion, Nelson, and Washington Counties.

The LTADD Regional Transportation & Highway Safety Committee was established as an advisory committee to the Lincoln Trail ADD Board of Directors. Currently, there are 27 members serving on the Committee representing local municipalities, counties, regional, and state entities. This Committee is responsible for establishing direction for the regional transportation program, reviewing and approving planning documents, and prioritizing transportation improvement projects.

Below are the Vision and Mission Statements, as well as the primary goals of the Committee.

## ***Vision***

The vision of the Committee consists of a safe, efficient, and diverse transportation system that fosters sustainable economic development, environmental protection, and social equity in the Lincoln Trail ADD region.

## ***Mission***

The Lincoln Trail RTHS Committee exists to identify, promote, and facilitate the completion of quality transportation projects and programs by analyzing appropriate data, evaluating current projects, and collaborating with stakeholders and decision-makers to improve the level of sustainability in the region.

## **Primary Goals**

### **Safety**

Improve the overall safety of the Lincoln Trail ADD regional transportation system through the redevelopment of dangerous corridors.

### **Economic Development**

Support the economic growth and development of communities within the Lincoln Trail ADD by improving the transportation network.

### **Accessibility**

Improve the accessibility of the regional transportation network and increase mobility options by enhancing bicycle, pedestrian, and transit systems.

### **Environmental Preservation**

Preserve environmental resources through the development of environmentally friendly transportation projects.

### **Coordination**

Coordinate the regional transportation planning process with all interested parties.

## **Meeting Information**

### **Types of Meetings**

The LTADD Regional Transportation & Highway Safety Committee meets for one or more of the following reasons:

- To share information
- To solve a problem and/or make a decision
- To generate and discuss ideas
- To advise the LTADD Board of Directors on a course of action

### **Meeting Location and Time**

Location:

Lincoln Trail Area Development District Boardroom  
613 College Street Road  
Elizabethtown, KY 42702

For directions, please use:

<http://www.ltadd.org/contactus.shtml>

Date and Time:

\*3rd Wednesday at 9:00am usually in March, June, September, December,

FY 2021 Schedule:

\*July 15, 2020

\*October 21, 2020

\*December 16, 2020

\*March 17, 2021

\*Subject to change

### **Role of Committee Members and Staff**

Members of the Committee include County Judge/Executives, Mayors, Public Works Directors, Road Supervisors, Transit Coordinators, and other local officials. Persons with an official status are solicited on an annual basis. The Committee Membership List is then updated annually to reflect changes in membership.

If one would like to become a member, a person can contact their local County Judge/Executive to seek their recommendation or contact the LTADD Regional Transportation Planner.

An officer's term extends from July 1 through June 30 of their second year of service.

### **Chairperson**

The Chairperson serves as the presiding officer for all Committee activities and represents the Committee in front of the LTADD Board of Directors.

Prior to the Meeting:

- Coordinate with the Regional Transportation Planner to establish the meeting date, time, agenda, and purpose. This will be sent out by the planner two weeks before the meetings, with a reminder sent one week before the meetings.
- Read and understand the meeting materials
- Become familiar with the annotated agenda and prior minutes if applicable.
- Clarify any questions or concerns with the Transportation Planner

During the Meeting:

- If necessary, confirm that all meeting participants are aware of their roles
- Project a sense of order and move through the agenda in a timely fashion
- Ensure all committee members have the opportunity to voice their opinions and concerns
- Ensure a general consensus has been reached before advancing
- If necessary, consult with the Recording Secretary prior to moving on

After the Meeting:

- Present the Executive Report to the LTADD Board of Directors
- Clarify any information for the Board of Directors or, if necessary, consult the Recording Secretary
- Review official meeting minutes and make note of any inaccuracies

### **Vice-Chairperson**

In the event the Chairperson is not able to attend, the Vice-Chairperson is asked to assume the responsibilities of the Chairperson. In general, the Vice-Chairperson will be included in correspondence between the Chairperson and the Recording Secretary.

### **Voting & Advisory Members**

Prior to the Meeting:

- Confirm attendance with Recording Secretary
- Read and understand meeting materials
- Clarify any questions or concerns with the Transportation Planner

During the Meeting:

- Address the specific agenda item at hand
- Ask for clarification as needed
- Engage in respectful and constructive discussion
- Actively listen to each participant
- Attempt to move toward consensus

After the Meeting:

- Review official meeting minutes and make note of any inaccuracies
- Assist the Transportation Planner with following through on Committee decisions as applicable

### **Recording Secretary**

The Recording Secretary is the LTADD Regional Transportation Planner.

Prior to the Meeting:

- Coordinate with the Chairperson to establish the meeting date, time, agenda, and purpose
- Prepare and distribute meeting reference material to all Committee members
- Create annotated agenda for the Chairperson's use
- Confirm meeting attendance one week prior to the meeting

- Address any questions or concerns of Committee members or the public
- Meet with the Chairperson just prior to the meeting

#### During the Meeting:

- Record meeting minutes
- Actively support the Chairperson as needed
- Provide background information as required
- Actively listen to each member and summarize intent of the Committee before advancing
- Provide additional information to ensure informed decision-making

#### After the Meeting:

- Develop Executive Report for the LTADD Board of Directors and disseminate to Chair and Vice-Chairpersons, and LTADD Executive Assistant
- Develop official meeting minutes from notes and distribute to all members, KYTC Division of Planning Staff, and General Assembly Members
- Follow through with the execution of all Committee decisions

### **General Public**

Members of the general public are invited and encouraged to attend all Committee activities and meetings. Relevant input beneficial to the decision-making process is welcomed and would be appreciated.

In general, public comments are heard after all agenda items have been covered. All meeting materials can be obtained online at [www.ltadd.org/transportation](http://www.ltadd.org/transportation) or by contacting the LTADD Regional Transportation Planner. If one requires auxiliary aids or translation services, it is asked that the LTADD be contacted 3 business days prior to the meeting.

#### Prior to the Meeting

- Obtain meeting materials
- Clarify any questions or concerns with the Recording Secretary

#### During the Meeting

- If applicable, ask to obtain the floor and provide input on the specific agenda item at hand
- Ask for clarification as needed
- Actively listen to each participant

#### After the Meeting

- Ask for a copy of the meeting minutes once they are completed
- If applicable, review the meeting minutes and make note of any inaccuracies

## **Meeting Procedures**

The meeting will follow Robert's Rules of Order. Below is a general outline for each Committee meeting.

### **Opening**

- Chairperson will call the meeting to order
- Chairperson will review voting privileges of members and welcome any guests
- Chairperson will review the purpose of the meeting and begin moving through agenda items

### **Agenda Items**

- Recording Secretary will provide background information for each agenda item as necessary
- Advisory members will provide additional information for each agenda item as needed
- All members and guests will then have the opportunity to discuss the specific agenda item at hand

### **Approving or Disapproving Motions**

- If applicable, the Chairperson will ask for a motion to approve the item or action as presented or as amended
- A voting member will then make a motion. Another voting member will then need to second the motion.
- Once a motion is seconded, the floor will be opened to any further discussion.
- After the discussion, a voice vote is taken. Voting members will signify approval by saying "Aye" or disapproval by saying "Nay"

### **Closing**

- Once all of the agenda items have been covered, the Chairperson will ask for a motion to adjourn the meeting. A motion will be made and then seconded.
- The Committee will then stand adjourned until the following meeting.

## **How to Make a Motion**

A motion is simply a way to officially bring up an issue for discussion. To make a motion:

- Obtain the floor by addressing the Chairperson
- State the motion carefully. Usually begin by saying "I move that" ...
- To be discussed, the motion will then have to be seconded
- The Chairperson will then repeat the motion and call for any discussion
- After the discussion, a vote is taken

An amendment to a motion can be made to change or modify a motion under consideration. Procedurally, all the actions stated above would have to be made.

## **How Projects Get Funded?**

### **What is SHIFT?**

The Strategic Highway Investment Formula for Tomorrow (SHIFT) is the Kentucky Transportation Cabinet's data-driven, objective approach to compare capital improvement projects and prioritize limited transportation funds.

SHIFT helps reduce overprogramming and provides a clear road map for construction in the coming years. The formula applies to all transportation funding that isn't prioritized by other means, such as maintenance work, local government projects and dedicated federal projects.

### **How SHIFT Works**



**The List** – KYTC starts with a list of projects previously identified by state and local transportation leaders (Area Development Districts, Metropolitan Planning Organizations and KYTC Districts). These leaders may add or subtract projects at this stage.



**Sponsorship** – To move forward, projects must either be sponsored by local transportation leaders or be committed projects – those listed in the previous State Highway Plan with funding beyond the design phase. Each ADD, MPO and District are allocated a number of sponsorships based on population, lane miles and number of counties served. After consulting with local elected officials, transportation leaders choose which projects to sponsor.



**Review and Scoring** – Each project is reviewed and scored on a scale of 0 to 100 with a formula that uses objective measures for five key attributes – safety, congestion, asset management, economic growth and benefit/cost. Projects of statewide significance – interstates, parkways and other major connecting routes – are scored first. The remaining projects, known as regional projects, are scored using a similar formula.



**Statewide Priorities** – KYTC identifies the top scoring statewide projects and about one-third are selected for priority funding. The remaining statewide projects are considered during the next phase.



**Local Boosting** – Local transportation leaders take the lead role in prioritizing regional priorities, which include highways and local roads as well as the remaining statewide projects. Using local insights, ADDs, MPOs and KYTC Districts may "boost" the scores for their top priority projects, adding 15 points to their base scores on the 0-to-100-point scale. Projects boosted by both the District and ADD/MPO receive an additional 30 points – a "turbo boost."



**Regional Priorities** – Kentucky is divided into *four geographic regions* – each containing three contiguous KYTC districts. Each region gets an equal allocation of funds. The top-ranking projects in each region are the priorities considered in drafting the State Highway Plan.



**Recommended State Highway Plan** – KYTC combines the statewide and regional priorities to help develop the Governor's Recommended State Highway Plan, which is presented to the General Assembly.



**Enacted State Highway Plan** – During the legislative session, lawmakers fine-tune the plan based on additional information and funding availability. The result is the Enacted State Highway Plan, which includes two years of funded projects and spending priorities for the following four years.

### **Transportation Planning Documents & Resources**

#### ***Long Range Statewide Transportation Plan (STP)***

The Long-Range Statewide Transportation Plan is a 25-year multimodal plan for Kentucky's transportation system produced by the Kentucky Transportation Cabinet and required through the federal transportation reauthorization acts, ISTEA in 1991 and TEA-



21 in 1998 and SAFETEA-LU in 2005. Federal legislation required the states to produce the first Statewide Transportation Plan by 1995 and to update the document periodically.

Kentucky produced their first Statewide Transportation Plan (STP) in January 1995, the first update in December 1999, and the current update was produced in 2006. The first two plans were both policy and project plans, however, the current 25-year Plan is a policy-only plan that identifies a vision and set of goals developed through outreach and consultation, transportation needs, available resources and the transportation strategies which will be utilized to most efficiently serve the mobility, safety and economic needs of the people.

On February 14, 2007, the Federal Final Rule on revising the regulations required by the passage of the SAFETEA-LU federal transportation legislation, which governed the state transportation plans, was published. Kentucky had completed the public review and comment period for the 2006 Updated STP in November of 2006. Therefore, Kentucky has produced Amendment #1 to the 2006 Long-Range Statewide Transportation Plan to specifically address any additional requirements in the federal regulations.

### ***Statewide Transportation Improvement Program (STIP) for FY 2019-2022***

The Kentucky Legislature enacted House Bill 201, House Bill 202 and House Joint Resolution 74 during the 2018 Regular Session of the General Assembly. House Bill 201 is the Biennial Budget for the Kentucky Transportation Cabinet and provides operating funds for FY 2019 and FY 2020. House Bill 202 is the Biennial Highway Construction Plan for FY 2019 and FY 2020 and House Joint Resolution 74 is the Highway Preconstruction Program Plan for FY 2021 through FY 2024. Collectively, HB 202 and HJR 74 make up the 2018 Highway Plan. The Transportation Cabinet's overall transportation program contained within the FY 2019-2022 STIP is consistent with the state and federal revenue estimates and assumptions and contains projects as identified within the 2018 Highway Plan.

*For more information on the STIP, contact Andy Barber, P.E. (KYTC Department of Highways) at (502) 564-3730*

### ***Six-Year Highway Plan (6YP)***

Every two years, the Kentucky General Assembly approves a Six-Year Highway Plan (6YP). This plan is subject to the availability of state and federal highway dollars. On an on-going basis, the Kentucky Transportation Cabinet (KYTC) works with the Area Development Districts (ADDs), Metropolitan Planning Organizations (MPOs) and Highway District Offices to identify and prioritize projects for future 6YPs. KYTC submits the recommended plan to the Legislature which then reviews, modifies, and approves the plan as part of the biennial budget process.

### ***Continuous Highway Analysis Framework (CHAF)***

Continuous Highways Analysis Framework (CHAF), is a computer-based application enabling users to collect, track, and analyze identified transportation needs. CHAF also provides a means to sponsor, score, and rank projects as part of the Strategic Highway

Investment Formula for Tomorrow (SHIFT). This is the first step in an initiative to link all highway project related systems together. The goals of the initiative are to eliminate duplicative data entry, and provide seamless integration of the highway project information, ensuring more efficient and accurate project reporting.

### **General Transportation Planning Information**

Transportation planning is a field of community planning that focuses on the development of an efficient, economical, and safe transportation system. Planners in the field strive to find and implement solutions to the problems of congestion, outdated or inadequate facilities, and unsafe transportation conditions. Most importantly it provides a logical approach to the management of a community vision, stakeholder concerns, and limited amount of funding. Obviously, these are problems that can only be effectively addressed through the collaborative efforts of:

- Local Elected Officials,
- Community Leaders,
- Law Enforcement and Emergency Officials, and
- Engineers and Planners

The main reason to actively take part in the transportation planning process is that the decisions that are made ultimately affect every citizen who directly or indirectly uses the transportation system in the Commonwealth of Kentucky. When local officials and citizens take part in the development of a project, the community vision is sustained, legislators take note, and the opportunity to succeed is enhanced. Public participation, therefore, is a must in every aspect of community planning to ensure that what is planned and implemented is what is needed or envisioned.

Participation involves everything from learning more about the planning process to ranking projects during a Prioritization and Ranking meeting. There is also an opportunity to become a member of the Lincoln Trail ADD Regional Transportation & Highway Safety Committee.

There are several links listed in this guide that can provide more information about transportation planning in Kentucky and in the ADD. All of the Committee's regular meetings are open to the public and would greatly benefit from the attendance of local officials and citizens.

### **KYTC Department of Rural and Municipal Aid**

#### ***County and Municipal Road Aid***

Each fiscal year all counties, incorporated cities, and unincorporated urban places are allocated county and municipal road aid. County Road Aid funding is based on the Fifths Formula, and Municipal Road Aid funding is based on population as determined by the most recent Census. These funds are to be used for the construction, reconstruction, and

maintenance of county roads and city streets. Counties and cities have two choices as to how to receive their funds. They can elect to receive a monthly payment processed by the Kentucky Department for Local Government or can participate in one of the ORSR Cooperative Programs.

Participants in the cooperative programs do not receive their road aid in monthly payments. Instead, participants receive a portion of their funds three times a year. Typically, the first check makes 60% of the total anticipated road aid available to the county or city. The second check makes an additional 30% available, and the third and final installment is the remaining balance based on the actual revenues tabulated after the end of the fiscal year (June 30).

### ***KYTC Field Representatives for the LTADD Region:***

Kenny Morgan ([kennym.morgan@ky.gov](mailto:kennym.morgan@ky.gov)): Counties of Breckinridge and Grayson

Doug Taylor ([doug.taylor@ky.gov](mailto:doug.taylor@ky.gov)): Counties of Larue, Marion, Nelson, and Washington

### ***Emergency Funding***

This is an 80/20 Program, the state will be responsible for 80% of the approved amount and the county or city responsible for 20% of the approved amount.

Participants in the cooperative have 3% of their road aid funding withheld. This money is then placed in emergency funds. (Municipal Aid Co-op and County Road Aid Co-op each have their own respective emergency funds.) Participants in the cooperative are eligible to request emergency funding for projects. Non-participants are not.

To request emergency funding for either the County Road Aid Co-op or Municipal Aid Co-op, the participating county or city must submit form TC 20-16, a detailed cost estimate, and pictures of the existing site conditions to the Office of Rural Secondary Roads. The information provided will be reviewed, and, if approved, the applicant will be notified of approval, and 50% of the approved funding shall be issued immediately. Once the project is complete, the reimbursement process begins with completion of form TC 20-38 and supporting documentation.

### ***Rural Secondary Program***

The Rural Secondary (RS) Program is funded by 22.2% of the motor fuels tax revenue. These funds are used for the construction, reconstruction, and maintenance of secondary and rural roads in each county. Allocation of RS funds is determined using the Fiftths Formula. The Transportation Cabinet is responsible for expending all Rural Secondary Program funds.

- **80/20 Bridge Program**

The 80/20 Bridge Program is funding set aside for each county out of the RS funding pot. These funds are to be used for drainage structure repair or replacement. To apply for these funds, the county must submit form TC 20-35, a detailed cost estimate, and pictures. The request must be for repairing or replacing

an existing structure. Funds cannot be used for a new structure. If approved, the county will enter into an agreement with the Cabinet, which will fund 80% of the cost. A KYTC prequalified contractor must complete the work.

- **Flex Funds**

Flex fund amounts are determined by the condition of the state roads in each county. The better condition the state roads in a county are in, the more flex funding the county receives. To apply for Flex Funds, the county must submit form TC 20-34. After receipt of this form, the appropriate KYTC district personnel will evaluate the roads. If there are no discrepancies, the Cabinet will enter into an agreement with the county to reimburse the county for work on the roads listed in the agreement.

### ***Discretionary Funding***

The Discretionary Fund, also known as the Highway Contingency Account (FD39), is administered by the Department of Rural and Municipal Aid. This fund receives an annual allocation of roughly \$31 million. These monies are used for projects across the Commonwealth which are transportation in nature, i.e., resurfacing, bridge replacement, intersection reconstruction, etc. that net a higher threshold of need outside what is met through other Cabinet/department programs.

The Department of Rural and Municipal Aid accepts discretionary requests (FD39 requests) from the following officials: County Judge Executive (CJE), Mayor, State Representative, State Senator and KYTC State Highway Engineer/Chief District Engineer (CDE). The request for funding should be submitted on the official TC 20-39 form to guarantee accurate and necessary information has been provided.

For more information on Rural and Municipal Aid, visit:

<https://transportation.ky.gov/RuralandMunicipalAid/Pages/default.aspx>

### **Community & Economic Development Department Services**

Comprehensive Planning  
MPO Transportation Planning  
Regional Transportation Planning  
Water/Wastewater Planning  
Hazard Mitigation  
Grant Administration  
Mapping Services

### **Glossary of Transportation Terms and Abbreviations**

#### **Access Control Codes**

- 1 Full control of access
- 2 Partial control of access
- 3 No access control or access by permit

**ADA** – Americans with Disabilities Act of 1990 - The ADA requires accessible public transportation services and facilities for persons with disabilities, including supplemental service in areas where fixed route transit service is operated.

**ADD** – Area Development District - One of 15 regional planning organizations covering the state; see <http://www.kcadd.org> for more information.

**Adequacy Rating** – A numerical score from 0 to 100 evaluating the current condition of a roadway segment based on congestion, safety, and pavement condition.

**ADHS** – Appalachian Development Highway System - An administrative designation of a highway system in the ARC region of Kentucky.

**ADT** – Average Daily Traffic Volume (sometimes referred to as AADT, Average Annual Daily Traffic).

**AASHTO** – American Association of State Highway and Transportation Officials - An organization of state Departments of Transportation.

**ASTM** – American Society for Testing and Materials - One of the largest voluntary standards development organizations in the world; produces for technical standards for materials, products, systems, and services.

**APD** – Appalachian Development Highway Program - Geographically targeted matching funds, at an 80/20 ratio, for eligible roads (US 460 and US 119 are the only remaining eligible corridors).

**Bike** – Designated Kentucky bicycle system routes. Information is available in HIS.

**BR** – Various Federal Bridge Replacement programs, including “on system” (BRO), “off system” (BRZ), and “on or off system” (BRX) which are, respectively, 65%, 15%, and 20% of the state’s total BR program. These categorical funds are matched 80/20 and are used to repair or replace bridges on state systems (BRO), local streets and roads (BRZ), and on the Rural Secondary system (BRX) based on an analysis of bridge condition.

**BR2** – BRAC Bond Projects Second Program

**BRC** – BRAC Bond Projects

**BTS** – Bureau of Transportation Statistics - An agency of USDOT.

**C** – for Construction Phase of project

**CAA** – Clean Air Act - The CAA was amended in 1990 (often referred to as the Clean Air Act Amendment) and imposes more stringent requirements for State Implementation Plans to improve air quality. The Environmental Protection Agency published the Transportation Conformity Rule in the Federal Register on November 24, 1994 (40 CFR 51). This rule established the criteria and procedures for determining that transportation plans, programs, and projects, which are approved in 23 United States

Code or the Federal Transit Act, conform to the state or federal air quality implementation plans.

**CBD** – Central Business District - Generally considered being the downtown area of a metropolitan area.

**Conformity Determination** – The Long-Range Plan and TIP/STIP must demonstrate that the projects and program, as a whole, emit less pollution than baseline or are less than a given budget as designated in the SIP (40 CFR 51). This is achieved through project and program evaluation using transportation Models (Mobile Model Analysis).

If the Long-Range Plan and/or the Transportation Improvement Program (TIP) do not conform according to the transportation conformity regulations (Federal Register; November 24, 1994 40 CFR 51), the subject document cannot be approved by the metropolitan planning organization. If this is the case, projects cannot be authorized for federal-aid funding.

**CE** – Categorical Exclusion - One possible result of an environmental assessment (EA). See EA below and also

<http://www.environment.fhwa.dot.gov/projdev/docuce.asp>

**CMAQ** – Congestion Mitigation and Air Quality - A category of federal-aid highway funds that may be used only to support projects in air quality nonattainment areas of Kentucky. Such projects must demonstrate an air quality improvement as a result of their use.

See <http://www.fhwa.dot.gov/environment/cmaqpgs/>

**Coal Haul** - Those routes over which coal was reported transported by truck during the previous calendar year. This database is updated in July of each year; therefore, the previous calendar year's data will become available in July of each year. Number of tons is reported separately for each direction of travel for state-maintained roads. Information is available in HIS.

**Context Sensitive Design** – A process through which the design of a transportation facility addresses safety, mobility, the preservation of scenic, aesthetic, historic, and environmental issues, and community values in a balanced manner to achieve design excellence.

**CIA** – Community Impact Assessment - A process for evaluating the effects of proposed transportation projects on a community and its quality of life. The assessment should include all items of importance to people, such as mobility, safety, employment effects, relocation, isolation, and other community issues.

**CRF** - Critical Crash Rate Factor - The quotient showing the ratio of the crash rate for a roadway spot or segment divided by the critical crash rate for that roadway spot or segment based on roadway type, number of lanes, and median type. The critical rate for a roadway type is determined annually by the Kentucky Transportation Center.

**D** – for Design Phase of project

**Defense** - This network contains the routes and bridges to be used for defense material shipments, troop movements during a national defense emergency, and/or for evacuation of the general public from disaster areas. Information is available in HIS.

**EA** – Environmental Assessment - The general term used to describe the assessment of environmental impacts of a transportation development project. An EA may result in increasing order of level of detailed analysis in either (a) a CE (categorical exclusion) from formal assessment, (b) a FONSI (finding of no significant impact), or (c) the development of a formal EIS (environmental impact statement).

**EIS** – Environmental Impact Statement - One possible result of an environmental assessment (EA); see EA above.

**EJ** – Environmental Justice - A term used to encapsulate the requirements of Federal Executive Order 12898 which state, in part, that “...each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations...” and hence to ensure equal environmental protection to all groups potentially impacted by a transportation development project.

See: [https://www.fhwa.dot.gov/environment/environmental\\_justice/index.cfm](https://www.fhwa.dot.gov/environment/environmental_justice/index.cfm)

**Extended Weight** – A designated highway network over which certain vehicular weight limits are relaxed for coal haul vehicles.

**FONSI** – Finding of No Significant Impact - One possible result of an environmental assessment (EA).

**Forest** - Routes that are officially recognized jointly by the U.S. Forest Service and the KYTC as forest highway routes. The U.S. Forest Service assigns the ‘Road Number.’ Other U.S. Forest Service routes exist that are not included in this database. Information is available in HIS. Also, FH or Federal Forest Highway Funding (annual amount for Kentucky is about \$400,000) is available solely for improvements on the system.

**FAF** – Freight Analysis Framework - A federal database that integrates data from a variety of sources to estimate commodity flows and related freight transportation activity among states, regions, and major international gateways.

See [http://www.ops.fhwa.dot.gov/freight/freight\\_analysis/faf/index.htm](http://www.ops.fhwa.dot.gov/freight/freight_analysis/faf/index.htm)

**FAST ACT** – Fixing America’s Surface Transportation Act. Enacted in 2015 and was the first federal law in over a decade to provide long-term funding for surface transportation infrastructure planning and investment.

### **Functional Class Codes**

- ☐ 1 Rural Interstate
- ☐ 2 Rural Other Principal Arterial
- ☐ 6 Rural Minor Arterial
- ☆ 7 Rural Major Collector

- ☆ 8 Rural Minor Collector
- ☆ 9 Rural Local
- ☆ 11 Urban Interstate
- ☆ 12 Urban Interstate Other Freeway or Expressway
- ☆ 14 Urban Other Principal Arterial
- ☆ 16 Urban Minor Arterial
- ☆ 17 Urban Collector
- ☆ 19 Urban Local

**FSTP** – Federal Surface Transportation Program - Federal match monies at an 80/20 ratio that may be used as long as federal-aid eligibility criteria are met. Kentucky has historically used this category of funding for projects on arterial and major collector routes, recognizing the “farm to market” needs we have across the state. Subcategories include:

- SLO - dedicated to Louisville Metro Area
- SLX - dedicated to Lexington Metro Area
- SNK -dedicated to Northern Kentucky Metro Area

**GARVEE** – Grant Anticipation Revenue Vehicles - An innovative financing technique permitted by federal law and involves the commitment of future federal-aid appropriations as leveraging for current year highway improvements.

**GIS** – Geographic Information System - Refers to databases and/or software routines that store and graphically depict electronic data.

**HCM/HCS** – Highway Capacity Manual/Highway Capacity Software - A set of analytical tools that attempts to quantify the quality of service provided by a highway facility as perceived by the users of that facility. A common measure of that quality of service is the “Level of Service” provided, described as A through F.

**HERS** - FHWA's Highway Economic Requirements System - Software that evaluates the relationship between highway investment and system condition, performance, and user cost levels.

**HES** - Federal Hazard Elimination and Safety Program - Categorical funding matched at an 80/20 ratio for safety projects selected from among those with benefit/cost ratios >1.0.

**Highway Plan** - The Kentucky Transportation Cabinet’s legislatively mandated program (costs and schedule) of highway project development phases submitted biennially to the General Assembly in even numbered years.

**HIS** – Highway Information System - A comprehensive database of highway inventory information maintained by, and in many cases collected by, the Division of Planning.

Horizontal Alignment Adequacy Codes:



- ☐ 0 No curve data on urban segments
- ☐ 1 All curves meet design standards
- ☐ 2 While some curves may not meet current design standards, all can be safely and comfortably negotiated at prevailing speed
- ☐ 3 Infrequent curves with reduced speed necessary for safety
- ☐ 4. Frequent curves with reduced speed necessary for safety

**HOV** – High Occupancy Vehicle - A vehicle with at least a predefined number of occupants, generally two or more.

**HPP** – Federal High Priority Program - Projects earmarked by Congress for Congressional High Priorities; funding is 80/20 match ratio.

**HPMS** – Highway Performance Monitoring System - A data extract, in Kentucky's case from the HIS database, that is submitted annually to FHWA as a part of that agency's periodic reporting to Congress on the condition and performance of the nation's highway system.

**IM** – Federal Interstate Maintenance Program - Federal match monies at a 90/10 ratio dedicated to maintenance of Kentucky's interstate highways.

**IRI** - International Roughness Index - A measure of pavement roughness. IRI values less than 100 generally indicate smooth pavements; between 100 and 150 somewhat rough pavements, and greater than 150 very rough pavements.

**ITS** – Intelligent Transportation Systems - A generic description of signal systems, traffic monitoring devices, and other traffic operations projects to improve capacity and safety (or 'TOPICS' projects as they were known in the 1960's) without major capital investment in facility reconstruction. See <http://www.its.dot.gov/>

**KHFN** – Kentucky Highway Freight Network

**KYD** – Kentucky Demonstration Program - Represents Congressional earmarks, usually at an 80/20 ratio, for projects identified through the annual federal appropriations process.

**Management Systems** - These include a pavement management system (PMS), bridge management system (BMS), safety management system (SMS), congestion management system (CMS), public transportation facilities and equipment management system (PTMS), intermodal facilities and systems management system (IMS), and traffic monitoring system for highways (TMS/H). Current guidelines for setting up or revising these systems were issued on December 1, 1993 in the Federal Register, 23 CFR 500.

Management Systems is a systematic process designed to assist decision-makers in selecting cost- effective strategies/actions to improve the efficiency and safety of, and protect the investment in the nation's infrastructure. A management system includes performance measures, data collection and analysis, determination of needs, evaluation

and selection of strategies/actions to address the needs, and evaluation of the effectiveness of the implemented strategies/actions. A management system is only one of the decision support tools available to the governing bodies of the region.

**MAP-21**– Moving Ahead for Progress in the 21st Century Act. Enacted in 2012 and was the first long-term highway authorization enacted since 2005.

**MUTCD** – Manual of Uniform Traffic Control Devices - Defines the standards used by road managers nationwide to install and maintain traffic control devices on all streets and highways. See: <http://mutcd.fhwa.dot.gov/>

### **Median Type Codes**

- ☐ 1 Curbed
- ☐ 2 Positive Barrier
- ☐ 3 Unprotected
- ☐ 4 None

**MP** – Milepoint - Used, along with county and route number, to identify location of a highway segment.

**Metropolitan Planning Area Boundary** – This boundary must enclose at least the existing urban area and the contiguous area expected to become urban in the next twenty years. This boundary establishes the area covered by the Transportation Improvement Program and is eligible for urban STP funds.

**MPO** – Metropolitan Transportation Planning Organization - A KYTC designated, FHWA approved organization to conduct ongoing transportation planning activities in areas with population greater than 50,000 persons.

**NCHRP** – National Cooperative Highway Research Program - Along with the Transit Cooperative Research Program (TCRP) and the new Airport Cooperative Research Program (ACRP), are applied, contract research programs that develop near-term, practical solutions to problems facing transportation agencies.

**NH** – National Highway System projects - Federal match monies at an 80/20 ratio to support projects on Kentucky's 2,889-mile portion of the National Highway System.

**NN** – National Truck Network - Those routes on the state-maintained road system which have been specifically designated by the KYTC and approved by FHWA for use by motor vehicles (trucks) with increased dimensions (e.g., 102 inches wide, 13'-6" high, semi-trailers up to 53 feet long, trailers 28 feet long - not to exceed two (2) trailers per truck). Information is available in HIS.

**NR Properties** – National Register (of Historic Places) Properties - An environmental concern that triggers a special analysis and/or treatment. Avoidance of such properties is almost always mandatory.

**Nonattainment Area** – A nonattainment area is one where air quality monitors show that the area exceeds the level of toxic emissions (ozone or carbon monoxide) permitted by the Clean Air Act. The boundary of the area is determined by the Environmental Protection Agency. All nonattainment areas must demonstrate conformity, as required in the transportation conformity rule, before federal-aid funds may be authorized in the given area.

**Nonexempt** – A project that adds capacity to an existing roadway system, and the project is located within a designated “nonattainment” or “maintenance” area for air quality standards pursuant to the Federal Clean Air Act.

**P** – for Preliminary Engineering and Environmental Phase of project

**PLH** - Public Lands Highways Program - Originally established in 1930; intent of the program is to improve access to and within the federal lands of the nation.

**PM 2.5** - Particulate matter that is 2.5 micrometers or smaller in size; an air quality issue.

**P & N** - Purpose and Need - A brief statement of the problem a potential transportation project is to address. In later project development phases, a concise purpose and need statement is essential in establishing a basis for the development of reasonable alternatives to be evaluated in accordance with a project’s EIS.

**PUBLIC PARTICIPATION PROCESS** – The process that the KYTC uses to be compliant with 23 CFR 450.212 (a) which stated that “Public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement.”

**R** – for Right-of-Way acquisition phase of project

**ROD** – Record of Decision - A formal decision published in the federal register of a federal agency’s decision on a federally-funded project on which an EIS was prepared. See 23 CFR 771.127, 40 CFR 1505.2, 40 CFR 1506, et al. An example of a ROD for a Kentucky transportation project may be found at: <http://www.kyinbridges.com/pdfs/rod.pdf>.

**RRP** – Federal Railroad Protection Program - Match monies at an 80/20 ratio dedicated to installing protective devices at rail/highway crossings.

**RRS** - Federal Railroad Separation Protection Program - Federal match monies at an 80/20 ratio dedicated to replacing at-grade rail/highway crossings with a grade separation (overpass or underpass).

**RSE** – An identifier for GIS purposes consisting of county and route number.

**SAFETEA-LU** – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. This Act authorizes the Federal Surface Transportation

Programs for highways, highway safety, and transit for the 5-year period 2005-2009.

**SB2** – State Bonds 2010

**SC** – State Contingency Account - A discretionary account available to the Secretary of the Kentucky Transportation Cabinet for emergency or economic development projects.

**Scenic Byway** - These routes are nominated by local support groups and designated by the Transportation Cabinet because they are deemed to have roadside or view sheds of aesthetic, historical, cultural, natural, archaeological, and/or recreational value worthy of preservation, restoration, protection, and/or enhancement. Information is available in HIS.

**SIP** – State Implementation Plan - A plan that provides for implementation, maintenance, and enforcement of primary and secondary air quality standards. It requires the development of a comprehensive emissions inventory and it includes enforceable emission limitations and other control measures, means, or techniques as well as schedules and timetables for compliance. <https://eec.ky.gov/>

**SP** – State Funded Projects - Monies dedicated to a 100% state-funded project development program. Funding in this program is the “balancing account” within the transportation development program, and hence is subject to cash availability. Projects in this category are subject to substantial delay should cash not be available to support planned expenditures.

**SPB** – State Bonds 2009

**SPP** – State Funded Projects – High Priority Projects

**Strahnet** – Strategic Highway Network - A designated system of public highways that provides access, continuity, and emergency transportation of personnel and equipment in times of peace and war. The 61,000-mile nationwide system, designated by the Federal Highway Administration in partnership with the Department of Defense and the state DOTs, comprises about 45,400 miles of interstate and defense highways and 15,600 miles of other public highways. STRAHNET is complemented by about 1,700 miles of connectors - additional highway routes linking more than 200 military installations and ports to the network.

**STBG** – Surface Transportation Block Grant. Formerly known as TAP (Transportation Alternatives Program) grants. Eligible projects include on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, environmental mitigation, and safe routes to school (SRTS) projects. Funding for this program is authorized as a set-aside of the Surface Transportation Block Grant (STBG) funding program under the Fixing America's Surface Transportation (FAST) Act, which authorizes federal transportation funding from Fiscal Year 2016-2020.

**SUA** – Small Urban Area - Population centers of between 5,000 and 50,000 persons.

**TCM** – Transportation Control Measure - Transportation control measures may be identified in the State Implementation Plan as a means of controlling air quality and may consist of such projects as vehicle emissions testing program, ridesharing, transit improvements, etc.

**TCSP** – Transportation and Community and System Preservation (TCSP) Program - TCSP provides funding for a comprehensive initiative including planning grants, implementation grants, and research to investigate and address the relationships between transportation and community and system preservation, and to identify private sector-based initiatives. Projects eligible for TCSP funding include any project eligible for funding under Title 23 or Chapter 53 of Title 49 U.S.C. or any other activity relating to the purposes of this section determined appropriate by the Secretary. This includes corridor preservation activities necessary to implement transit-oriented development plans, traffic calming measures, or other coordinated preservation practices.

**TDM** – Transportation Demand Management - TDM consists of techniques to control demand on roadways, such as offering incentives to use transit, raising parking costs in the CBD, and telecommuting.

**TIP/STIP** – Transportation Improvement Program/State Transportation Improvement Program - A fiscally balanced project listing that constitutes an agencies transportation project development schedule for a certain time period.

**TMA** – Transportation Management Area - An urbanized area over 200,000 in population as defined by ISTEA. A TMA is given responsibility, through the MPO, for making decisions as to how some categories of federal transportation funds will be spent.

**TPC** – Transportation Policy Committee - The TPC is the MPO committee responsible for deciding how local federal transportation dollars will be spent and for determining local transportation planning policy.

**Transportation Study Area/Transportation Planning Area** – This federally mandated area includes the urban area, the contiguous area expected to become urban in the next 20 years, and the nonattainment area.

**Travel Forecasting Model** – A travel model developed for use with a computer. This model utilizes a geographic and mathematical simulation of area travel which estimates traffic volume on the existing system, and projects future traffic volumes. Congestion problems may be located, and traffic impacts of a particular project can be evaluated.

**TSM** – Transportation System Management -TSM techniques are designed to improve the level of efficiency at which the existing transportation system works. A project to synchronize traffic signals along corridors, for instance, will improve traffic flow and the efficiency of the road.

**U** – for Utility relocation phase of project

**UPL** – Unscheduled Projects List (formerly Unscheduled Needs List, or UNL) - A list maintained by the Division of Planning, of potential transportation projects with project data derived from the KYTC Project Identification Form.

**Urban Area** – Defined as a place of 5,000 or more in population, including the urbanized area as defined by the Bureau of Census. An urban area boundary, which encircles the urbanized areas in a region, may be developed by states in cooperation with local officials. This boundary is the line of demarcation for rural/urban functional classification of roadways.

**VMT** – Vehicle Miles of Travel - VMT is a measure of the level of travel activity in an area. The figure is generally found by multiplying the average length of trip by the total number of trips. As vehicle miles of travel increase, congestion and auto emissions that degrade air quality may be expected to increase.

**V/SF** – Volume to Service Flow ratio - A quotient showing the ratio of a facility's actual vehicular traffic volume to its theoretical maximum potential vehicular traffic volume. A ratio higher than about 0.6 indicates traffic volumes are approaching congested conditions. This is also referred to V/C or Volume to Capacity ratio.