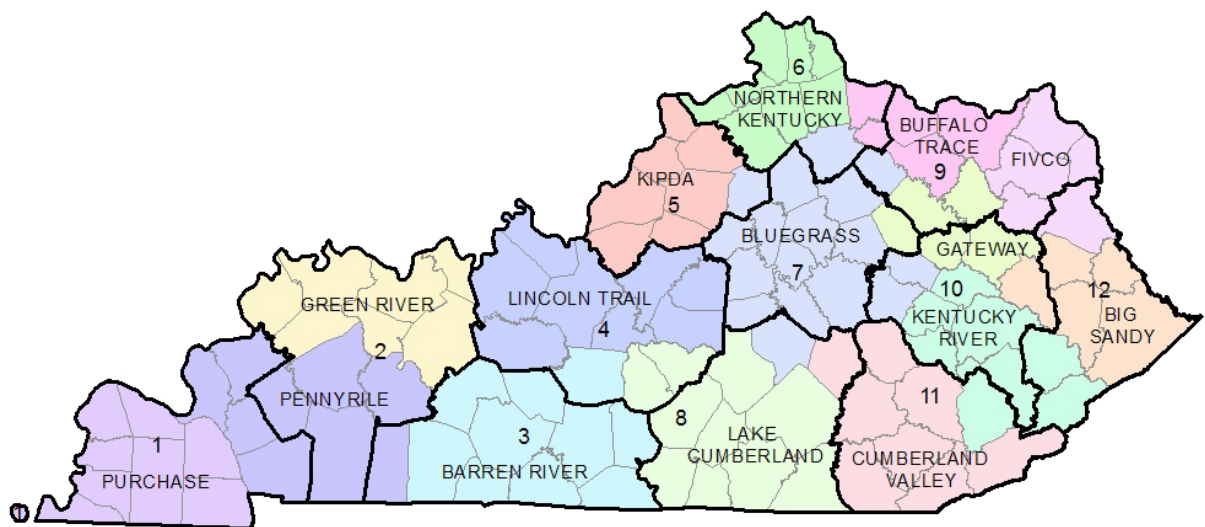


# FY 2025 Area Development District Regional Transportation Planning Annual Work Program



**FY2025**  
*July 1, 2024 to June 30, 2025*

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## ACRONYMS

<b>AASHTO</b>	American Association of State Highway and Transportation Officials
<b>ADATP</b>	Americans with Disabilities Act Transition Plan
<b>ADDWP</b>	Area Development District Regional Transportation Planning Work Program, or Area Development District Work Program
<b>ADD</b>	Area Development District
<b>APAP</b>	ADD Planners Assistance Program
<b>CEU</b>	Continuous Education Units
<b>CHAF</b>	Continuous Highway Analysis Framework
<b>DTP</b>	District Transportation Plan
<b>DOP</b>	Division of Planning
<b>FAST Act</b>	Fixing America's Surface Transportation Act
<b>FY</b>	Fiscal Year
<b>HDO</b>	Highway District Office
<b>HIS</b>	Highway Information System
<b>HPMS</b>	Highway Performance Monitoring System
<b>KBT</b>	Kentuckians for Better Transportation
<b>KHFN</b>	Kentucky Highway Freight Network
<b>KYTC</b>	Kentucky Transportation Cabinet
<b>LRSTP</b>	Kentucky Long-Range Statewide Transportation Plan
<b>MFU</b>	Major Freight User
<b>MTG</b>	Major Traffic Generator
<b>MPO</b>	Metropolitan Planning Organization
<b>NADO</b>	National Association of Development Organizations
<b>NHS</b>	National Highway System
<b>PDH</b>	Professional Development Hours
<b>PIF</b>	Project Identification Form
<b>PIP</b>	Public Involvement Plan
<b>RTA</b>	Regional Transportation Assets
<b>RTC</b>	Regional Transportation Committee
<b>SLM</b>	Shared Lane Marking
<b>SHIFT</b>	Strategic Highway Investment Formula for Tomorrow
<b>STP</b>	Statewide Transportation Planning

<b>STIP</b>	Statewide Transportation Improvement Program
<b>TRB</b>	Transportation Research Board
<b>UPL</b>	Unscheduled Projects List
<b>UNL</b>	Unscheduled Needs List
<b>WE</b>	Work Element

## DEFINITIONS

Terms used herein shall have the same meaning as those in Title 23 of the Code of Federal Regulations, Parts 420 and 450, unless this Area Development District Work Program (ADDWP) specifically provides otherwise; where terms are not otherwise defined, the meaning associated with such terms shall be as defined by a standard dictionary reference or the generally accepted scientific or industrial meaning of the term. For the purposes of this document “Cabinet” is a reference to the Kentucky Transportation Cabinet (KYTC) and “Division is a reference to the KYTC Division of Planning.

## ADD WORK PROGRAM – 5 YEAR SCHEDULE

FY2025	FY2026	FY2027	FY2028	FY2029
Major Update	Major Update	Major Update	Major Update	Major Update
NHS Intermodal Connectors	Rural Consultation Survey	List of Contacts/Resources	Truck Parking Inventory	NHS Intermodal Connectors
KY Highway Freight Network	Rail Freight Loading, Unloading Locations	Bike/Ped Plan updates	Park-and-Ride Inventory	KY Highway Freight Network
Major Freight Users and Major Traffic Generators		NHS Intermodal Connectors	Bicycle/Pedestrian Data Collection	Major Freight Users and Major Traffic Generators
		KY Highway Freight Network		
		Major Freight Users and Major Traffic Generators		
Yearly Reviews				
Allocation of Staff Cost/Time				
ADD Work Elements/Components				
Timeline of Work Program				
FY Cost Allocation Plan (CAP)				
Annual Assessment				
Proposed Training List				
Assistance to the Cabinet/ Special Projects				
ADATP updates				
PIP Review and UPDATE Posted to Website				
Speaking Engagements				
Title VI Accomplishments				
Socioeconomic Profiles				
List of Contacts/Resources				
Transportation Committee By-Laws				
Regional Transportation Committee Membership				
Plan Committee Activities/Presentations				

Regional Goals and Objectives
RTA Inventory Review / UPDATE Posted to Website
Rail Freight Loading / Unloading Locations
Truck Parking Inventory
Major Freight Users and Major Traffic Generators Inventories
NHS Intermodal Connectors
Bicycle/Pedestrian Data Collection
Bicycle and/or Pedestrian Plan Updates
Project Identification CHAF Data
KY Highway Freight Network
Per Schedule
Quarterly Reports and Invoices
STP Meetings
RTC Membership

## FY 2025 MONTHLY SCHEDULE – ADD WORK PROGRAM DELIVERABLES

PROGRAM DELIVERABLES		DATE	WE	TO:	+CC: Chief District Engineer +CC: District Planner
*Project Identification Data / Project Evaluation		TBA	3F	TBA	
*Assistance to the Cabinet / Special Projects		TBA	1D / 2A	TBA	
JUL '24	STP Meeting	17-Jul	1B	N/A	
	4th Quarterly Report	31-Jul	1A	KYTC ADD Coordinator	+CC CDE and district planner
	Allocation of Staff Cost/Time	31-Jul	1A	KYTC ADD Coordinator	+CC CDE and district planner
	ADD Work Elements/Components Review	31-Jul	1A	KYTC ADD Coordinator	+CC CDE and district planner
	Timeline of Work Program	31-Jul	1A	KYTC ADD Coordinator	+CC CDE and district planner
AUG '24	Proposed Training List	30-Aug	1B	KYTC ADD Coordinator	+CC CDE and district planner
	Plan Committee Activities/Presentations	30-Aug	2D	KYTC ADD Coordinator	+CC CDE and district planner
SEP '24	Bicycle and/or Pedestrian Plan Updates	30-Sep	3E	KYTC ADD Coordinator	+CC CDE and district planner
	<b>**Major Traffic Generators Inventory</b>	30-Sep	3C	KYTC ADD Coordinator	CC CDE, district planner and jacob.rice@ky.gov
OCT '24	STP Meeting	16-Oct	1B	N/A	+CC CDE and district planner
	1 <sup>st</sup> Quarterly Report	31-Oct	1A	KYTC ADD Coordinator	+CC CDE and district planner
	1 <sup>st</sup> Quarterly Invoice	31-Oct	1A	KYTC ADD Coordinator	+CC CDE and district planner
	Transportation Committee By-Laws	31-Oct	2D	KYTC ADD Coordinator	+CC CDE and district planner
	Regional Goals and Objectives	31-Oct	2E	KYTC ADD Coordinator	+CC CDE and district planner

NOV '24	Truck Parking Inventory	27-Nov	3B	KYTC ADD Coordinator	CC CDE, district planner and jacob.rice@ky.gov
	**NHS Intermodal Connectors	27-Nov	3D	KYTC ADD Coordinator	CC CDE, district planner and jacob.rice@ky.gov
	**KY Highway Freight Network	27-Nov	3F	KYTC ADD Coordinator	CC CDE, district planner and jacob.rice@ky.gov
DEC '24	1 <sup>st</sup> Part of Annual Assessment (Email)	20-Dec	1A	KYTC ADD Coordinator	+CC CDE and district planner
JAN '25	STP Meeting	15-Jan	1B	N/A	+CC CDE and district planner
	2 <sup>nd</sup> Quarterly Report	31-Jan	1A	KYTC ADD Coordinator	+CC CDE and district planner
	2 <sup>nd</sup> Quarterly Invoice	31-Jan	1A	KYTC ADD Coordinator	+CC CDE and district planner
	List of Contacts/Resources	31-Jan	2C	KYTC ADD Coordinator	+CC CDE and district planner
	Regional Transportation Committee Membership	31-Jan	2D	KYTC ADD Coordinator	+CC CDE and district planner
FEB '25	Rail Freight Loading / Unloading Locations	28-Feb	3A	KYTC ADD Coordinator	CC CDE, district planner and jacob.rice@ky.gov
MAR '25	Park-and-Ride Inventory	31-Mar	3G	KYTC ADD Coordinator	+CC CDE and district planner
	**Major Freight Users Inventory	31-Mar	3C	KYTC ADD Coordinator	CC CDE, district planner and jacob.rice@ky.gov
APRIL '25	STP Meeting	16-Apr	1B	N/A	+CC CDE and district planner
	3 <sup>rd</sup> Quarterly Report	30-Apr	1A	KYTC ADD Coordinator	+CC CDE and district planner
	3 <sup>rd</sup> Quarterly Invoice	30-Apr	1A	KYTC ADD Coordinator	+CC CDE and district planner

MAY '25	Title VI Accomplishments	30-May	2A	KYTC ADD Coordinator	+CC CDE and district planner
	Bicycle/Pedestrian Data Collection	30-May	3E	KYTC ADD Coordinator	CC CDE, district planner and jacob.rice@ky.gov
JUN '25 END of FY 2025	4 <sup>th</sup> Quarterly Invoice	3-Jun	1A	KYTC ADD Coordinator	+CC CDE and district planner
	2 <sup>nd</sup> Part of Annual Assessment (Meeting)	30-Jun	1A	KYTC ADD Coordinator	+CC CDE and district planner
	FY Cost Allocation Plan (CAP)	30-Jun	1A	KYTC ADD Coordinator	+CC CDE and district planner
	PIP Review and UPDATE Posted to Website	30-Jun	2	KYTC ADD Coordinator	+CC CDE and district planner
	Speaking Engagements	30-Jun	2A	KYTC ADD Coordinator	+CC CDE and district planner
	Socioeconomic Profiles	30-Jun	2B	KYTC ADD Coordinator	+CC CDE and district planner
	RTA Inventory Review / UPDATE Posted to Website	30-Jun	3	KYTC ADD Coordinator	+CC CDE and district planner
<p><b>KYTC ADD Coordinatior email - <a href="mailto:nathan.ridgway@ky.gov">nathan.ridgway@ky.gov</a></b></p> <p><b>Ongoing effort throughout Fiscal Year.</b></p> <p><b>**Major Updates in RED</b></p> <p><b><u><a href="mailto:KYTC.SingleAudit@ky.gov">NOTE: The ADDs need to email Audits to KYTC.SingleAudit@ky.gov.</a></u></b></p>					

# **FY 2025 AREA DEVELOPMENT DISTRICT REGIONAL TRANSPORTATION PLANNING ANNUAL WORK PROGRAM**

## **PURPOSE**

The purpose of this FY 2025 Area Development District Regional Transportation Planning Annual Work Program (hereinafter referred to as the ADDWP) is to define the regional transportation activities to be conducted by the Area Development District (ADD), hereinafter referred to as the ADD, in support of the Kentucky Transportation Cabinet (hereinafter referred to as the Cabinet).

The major activity to be conducted by the ADDs will be to support the statewide transportation planning process of the Cabinet. The Infrastructure Investment and Jobs Act of 2022 now governs the statewide transportation process, which is a continuation of previous federal transportation legislation.

The responsibility for conducting the various aspects of the statewide transportation planning process falls mainly on four groups:

- 1) Area Development Districts (ADDs)
- 2) Metropolitan Planning Organizations (MPOs)
- 3) Transportation Cabinet's Division of Planning (Division) and
- 4) The KYTC Highway District Offices (HDOs).

The ADDs and MPOs are primarily responsible for the analysis of transportation systems, systems data, identification and evaluation of needs in their region, the coordination of public input for the Kentucky Long-Range Statewide Transportation Plan (LRSTP), the Kentucky Statewide Transportation Improvement Plan (STIP), and the subsequent evaluation and prioritization of projects in the Continuous Highway Analysis Framework (CHAF).

The ADD will be concerned with all modes of transportation within their geographic boundaries. Specific activities shall include Public Involvement, holding regular Regional Transportation Committee (RTC) meetings and boosting membership, and developing and maintaining the Continuous Highway Analysis Framework (CHAF). The ADD will coordinate transportation planning activities with adjacent ADDs, MPOs, HDOs and other affected agencies. The ADD will be responsible for data collection activities (set forth in the following pages) within adjacent MPO areas that are not specifically supported by the MPO.

## REGULATIONS

The federal regulations for Transportation Planning are codified in Title 23 of the Code of Federal Regulations (CFR), Parts 420 and 450. Part 420 deals with Planning and Research Program Administration. Part 450 deals with Planning Assistance and Standards. Subpart B of Part 450 discusses Statewide Transportation Planning and Programming while Subpart C deals with the Metropolitan Transportation Planning and Programming.

The regulations currently require each state to carry out a continuing, cooperative, and comprehensive statewide transportation planning process that provides for consideration and implementation of projects, strategies, and services that will address ten (10) planning factors. They are contained in 23 CFR 450.206(a) and are summarized here:

- 1) Supporting economic vitality;
- 2) Increasing safety of the transportation system for motorized and non-motorized users;
- 3) Increasing security of the transportation system for motorized and non-motorized users;
- 4) Increasing accessibility and mobility for people and freight;
- 5) Protecting the environment and improving quality of life including consideration of planned growth and economic development patterns;
- 6) Integration and connectivity between various transportation modes;
- 7) Promoting efficient management of the transportation system;
- 8) 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 regulations also require that the public be given opportunities to comment at key decision points (23 CFR 450.210). The parties specifically identified in the regulations include:

- Individuals;
- Affected Public Agencies;
- Representatives of Public Transportation Employees;
- Public Ports;
- Freight Shippers;
- Private Providers of Transportation (including intercity bus operators);
- Representatives of Users of Public Transportation;
- Representatives of Users of Pedestrian Walkways and Bicycle Transportation Facilities ;
- Representatives of the Disabled;
- Non-Metropolitan Local Officials;
- Traditionally Underserved Including Low-Income and Minority Households;
- Providers of Freight Transportation Services, and
- Other interested parties.

## FUNDING AND STAFFING

The program is funded each fiscal year by agreements between the Cabinet and each individual ADD. All funding provided by the Cabinet is subject to approval of the contract agreement, including approval of the ADDWP. The funds provided to the ADD are in accordance with legislation/regulations related to federal reauthorization of transportation programs.

A new contract is written each fiscal year (July 1 – June 30), outlining the agreement, policies, procedures, and ADDWP work elements. The ADDWP lists each work element to be undertaken during the next project year.

The ADD will provide one (or one and one-half for BGADD) full-time Transportation Planner equivalent staff based on the below requirements to support the statewide transportation planning program. Said staffing levels will be specifically delineated in the ADDWP and the Cost Allocation Plan. Indirect support services provided in support of this program are considered to be part of the indirect costs charged to this program and cannot exceed the total budget for the ADD as specifically noted in the Fiscal Year Contract for each ADD.

Effective July 1, 2012, minimum requirements for the ADD Transportation Planner position shall be as follows:

**EDUCATION:** Graduate of a college or university with a bachelor's degree (preferred degree in Planning or a related field).

**AND**

**EXPERIENCE:** Should have two (2) years of professional experience in management or administration in Planning or a related field.

### ***SUBSTITUTION CLAUSE:***

**EDUCATION:** Master's degree will substitute for one (1) year of the suggested experience.

**OR**

**EDUCATION:** Graduate of a college or university with an associate's degree (preferred degree in Planning or related field).

**AND**

**EXPERIENCE:** Must have two (2) years of experience (four (4) years preferred) in management or administration in Planning or a related field.

Desirable skills and experience, in addition to the minimum ADD Planner qualifications, should include the following:

- 1) Two (2) years of employment at a regional planning agency.
- 2) Knowledge of the principles of transportation engineering.
- 3) Knowledge of research methods as applied to the collection, processing, and presentation of data.
- 4) Ability to work effectively with committee members, elected officials, and the general public.
- 5) Familiarity with basic computer hardware and software such as word processing, spreadsheets, and Geographic Information Systems (GIS)/Global Positioning Systems (GPS).

If, during the course of the contract, the ADD Transportation Planner vacates the position, the ADD shall immediately notify the Cabinet's Division of Planning and communicate the interim plan to fulfill the obligations of the contract. The name and qualifications of the interim Transportation Planner shall be provided to the Division within thirty (30) days of the position having been vacated, followed by the qualification information for the new Transportation Planner when determined.

All current ADD Transportation Planners holding this position on July 1, 2012, that do not meet the above education and experience criteria will be waived from having to meet these requirements unless they leave the position and attempt to return at a later date. Any other exceptions may be granted through the discretion of the Cabinet upon demonstration of "good cause" from the ADD.

## FY WORK PROGRAM DELIVERABLES

All staff charging time to this program shall be specifically identified in this ADDWP along with the salary, percentage of total time charged to this program, and overhead/administrative charges by percentage in the **Allocation of Resources** for the Regional Transportation Planning Program and returned to the Cabinet no later than the close of business on the last work day in **July**.

Specific information noted at the end of each work element shall be reviewed and compiled as described by the task in Work Element 1 by each ADD and submitted to the Cabinet no later than the close of business on the last workday in **July**, along with the **Timeline of Work Program** of all ADDWP activities. The information for each work element shall include:

- 1) Specific products;
- 2) Staff assigned to specific tasks; and
- 3) Estimated percentage of total work program required to complete the task.

All deliverables shall be made available to the **Chief District Engineer, HDO Planner, Division**, and any or all pertinent employees of the Cabinet by the prescribed submittal date. All due dates occur during the Fiscal Year referenced in the Contractual Agreement.

## WORK ELEMENT 1 - PROGRAM ADMINISTRATION

### 1A: Staff Time and Review

#### Purpose

Prepare and maintain the ADDWP/Contract for the Regional Transportation Planning Program and timely reporting for this program as required by the Cabinet.

#### Tasks

- 1) Complete the **Estimated Allocation of Staff/Costs/Time** form and return to the Cabinet by the close of business on the last workday in **July**.
- 2) Review **ADDWP Work Elements** and **Work Element Components** and provide input/additional information for each work element, as required, no later than the close of business on the last work day in **July**:
  - a) Staff time in person-hours required for each work element;
  - b) Name of staff person(s) assigned to each work element and person-hours;
  - c) Estimate percent (%) of total work program;
  - d) Final Products;
  - e) Milestone date for tasks;
  - f) Projected Final completion date; and
  - g) If a continuing work element from previous fiscal year is included, estimate the percentage (%) completed in previous fiscal year.
- 3) Prepare a **Timeline of Work Program** for all ADDWP tasks and submit no later than the close of business on the last workday in **July**. Timeline of Work Program shall reflect major tasks, specific milestones, meeting schedules, due dates/anticipated completion dates for tasks, and color-coded to reflect staff person completing such tasks. Submit document by close of last business day in **July**.
- 4) Prepare a **FY Cost Allocation Plan** for all ADDWP tasks and submit no later than the close of business on the last workday in **June**.
- 5) Prepare Quarterly Progress Reports and submit electronically to the Cabinet no later than thirty (30) days following the close of each quarter. The quarterly progress report shall include:
  - a) Narrative Progress Report by Work Element and Work Element Components reflecting all activities and efforts performed during the period including but not limited to:
    - i) Dates of submittals;
    - ii) Specific information/dates on meetings, trainings, public involvement activities;
    - iii) Progress on ADDWP Work Elements' tasks assigned; and
    - iv) Percent (%) completed.
  - b) **Original signed** hard copy of the **Quarterly Invoice** must be sent or hand delivered for processing of payment.
- 6) Attend all Statewide Transportation Planning meetings on dates provided by the Cabinet. Attendance at these meetings is mandatory. However, if a planner cannot attend due to illness or other unforeseen conflict, the planner shall email the Cabinet, explain the reason for

not attending and provide the name of the ADD's representative to attend, prior to the meeting date.

- 7) Provide any reports/status documents as may be required by the Cabinet.
- 8) If a work element or task cannot be completed by the prescribed due date, a request shall be emailed to the Cabinet for a time extension, with justification for the time extension, and the estimated date for submittal.
- 9) Submit all documents electronically (see various work elements), and in separate emails, including.

**a) A specific subject heading for all email transmittals;**

**XXADD FY25 XX Name of Deliverable**

**BGADD FY25 1A 1<sup>st</sup> Quarter Invoice**

- 10) Participate in an **Annual Assessment** process prescribed by the Cabinet. This process addresses the performance of the ADD Planners for the Fiscal Year and will be conducted per the following procedures:
  - a) Initial checklist will be provided via email to ADD Planner and Executive Director by close of business on the last workday in **December** of the initial Calendar Year for informational purposes regarding submittal dates. A response is only required if the ADD Planner or Executive Director finds discrepancies or if specific issues have been raised. At such an instance, an additional follow-up and meeting will be handled as needed.
  - b) Formal Assessment shall take place during the period of April through June of the Fiscal Year at a time and place of convenience for both the Division Staff and ADD Personnel.
  - c) When possible these will be scheduled to coincide with Regional Transportation Committee (RTC) Meetings.
  - d) Attendees shall include at a minimum the Division Staff, ADD Planner, and ADD Executive Director (or appropriate proxy as deemed by Executive Director).
  - e) The Division staff shall solicit and factor in feedback from Highway District Office Personnel as necessary to document ADD planner performance.
  - f) Should major or frequent low performance arise, the Division shall notify in writing the ADD Executive Director and ADD Planner that an Action Plan shall be developed in an effort to remedy the matters at hand and communicated to the Division within thirty (30) days of receipt. The Division shall review and comment within five (5) business days on appropriateness of said actions.

Extended unresolved issues may result in termination of contract.

**Filename(s)**

**Allocation of Staff Cost and Time**

XXADD FYXX 1A Allocation of Staff Cost and Time

Ex: BGADD FY25 1A Allocation of Staff Cost and Time

## **ADD Work Elements and Components**

XXADD FYXX 1A Work Elements and Components

Ex: BGADD FY25 1A Work Elements and Components

## **Timeline of Work Program**

XXADD FYXX 1A Work Program Timeline

Ex: BGADD FY25 1A Work Program Timeline

## **Cost Allocation Plan**

XXADD FYXX 1A Cost Allocation Plan

Ex: BGADD FY25 1A Cost Allocation Plan

## **Quarterly Reports**

XXADD FYXX 1A Xxx Quarterly Report

Ex: BGADD FY25 1A 1<sup>st</sup> Quarterly Report

## **Quarterly Invoice**

XXADD FYXX 1A Xxx Quarterly Invoice

Ex: BGADD FY25 1A 1<sup>st</sup> Quarterly Invoice

## **1B: Training**

### **Purpose**

Staff shall continually be aware of and participate in applicable training sessions as either required by the Cabinet or directly applicable to the purpose of this work program. All training in support of carrying out the activities in this ADDWP and subsequent travel expenses are eligible expenditures of this program within the limits of the approved contracted budget.

### **Tasks**

- 1) Maintain and participate in the ADD Planners Assistance Program (APAP).
  - a) Attend all meetings held in conjunction with the Statewide Transportation Planning Meetings or as required.
  - b) Attend any special training sessions scheduled by either the ADD Planners group or the Cabinet.
  - c) Contribute and provide input to the APAP Coordinators (all ADD Planners are expected to participate and provide input when requested).
- 2) Request training as needed to comply with the ADDWP elements and to satisfy the requirements of this program for topics including but not limited to:
  - a) Computer training as needed (Excel, Access, etc.);
  - b) Rural Consultation Methods;
  - c) Public Involvement Techniques;
  - d) Title VI Matters;
  - e) Freight Movement;
  - f) Scenario / Land Use Planning;
  - g) Statewide Transportation Planning; and
  - h) Facilitating Meetings.
- 3) Share information from any training received or conferences attended under this program with the other ADD Planners through either the ADD Planners Group Meetings or the Statewide Transportation Planning Meetings as applicable.
- 4) Any training for this program shall be considered a part of the contract agreement as covered under “overhead” costs included in the contract funds. Specific approval from the Cabinet is not required.
- 5) Document details of any training received within the quarter in that specific Quarterly Progress Report and attach proof of completion (e.g., copies of Course Agenda, CEU/PDH, or Training Completion Certificate, etc.) upon submission.

Documentation shall include:

- a) Times and date/s of training;
  - b) Brief description of the class, and
  - c) How the training has contributed to the work of the planner.
- 6) Submit already “planned” training as well as any anticipated or estimated training that may occur during the Fiscal Year. This **Proposed Training List** shall be provided electronically to the Cabinet by the close of business of the last workday in **August**.
- 7) New ADD planners shall participate in a new planner orientation in the form of one-on-one meeting with the Cabinet and HDO staff within thirty (30) days of hire. The Division staff shall provide CD of recently completed work elements and a copy of the ADDWP. Email containing various web links and pertinent data shall be provided for use in research of questions or concerns prior to meeting.
- 8) Conferences specifically outlined below are approved for attendance by staff directly involved with the Regional Planning Program:
- a) Kentuckians for Better Transportation;
  - b) Partnering Conference;
  - c) Kentucky Association of Counties;
  - d) Kentucky League of Cities;
  - e) Kentucky Public Transit Association;
  - f) American Planning Association;
  - g) Kentucky Chapter of American Planning Association;
  - h) Southern Association of State Highway and Transportation Officials;
  - i) American Association of State Highway and Transportation Officials;
  - j) National Association of Development Organizations;
  - k) Kentucky Bicycles and Bikeways Commission;
  - l) National Association of Regional Councils; and
  - m) Other conferences may be attended given prior approval by the Cabinet.

## **Filename**

XXADD FYXX 1B Proposed Training List

Ex: BGADD FY25 1B Proposed Training List

## 1C: Coordination with other Planning Agencies and Activities

### Purpose

The ADD will coordinate activities in support of the Statewide Transportation Planning process with planning activities of other local agencies, interests, and/or organizations, including MPOs and/or neighboring ADDs. The purpose is to provide local officials and public input by sharing information. Every attempt shall be made to minimize duplication of effort, understand and address the impacts of transportation on other planning activities, as well as the influences of other activities on transportation planning.

### Tasks

- 1) These points of coordination will include:
  - a) Plans, programs, and planning activities of the MPOs in the urbanized areas and other ADDs;
  - b) Transportation plans and programs of local governments;
  - c) Plans and programs of public transportation operators, including school bus systems and human service transportation delivery brokers;
  - d) Plans and programs of airports, river-ports, rail lines, and other intermodal facilities;
  - e) Plans of large private transportation providers such as railroads, trucking, and logistics companies;
  - f) Plans and programs of environmental resource and permit agencies;
  - g) Objectives and plans of land use and development agencies;
  - h) Plans of local and state economic development agencies and industrial authorities; and
  - i) Plans of health services, emergency management, and agencies serving the underserved populations in the region.
- 2) Each ADD shall coordinate with other staff working in the ADD who also are under contract with the Cabinet, providing information as may be required, so as to not duplicate efforts or tasks paid by Cabinet funds.
- 3) The ADD will maintain a coordination file that will include correspondence and other documentation concerning contacts, meetings, and presentations with other planning agencies and activities. Notification of such efforts shall be made via email with a short description as it occurs with a summary made part of the **Quarterly Progress Report** for the quarter the activity occurred.
- 4) Each ADD Planner shall maintain contact with local agencies and officials regarding specific Work Program Deliverables.
  - a) ADD Planner in conjunction with Highway District Office Personnel shall meet with each Mayor and Judge Executive once per year, at a minimum, for discussion of highway related issues and concerns in the area.
  - b) The ADDs are also responsible for coordination with MPOs and other agencies in the region, as appropriate, in relation to Prioritization/Project Identification related activities. Additional input on needs and priorities is solicited from other KYTC offices, including the twelve (12) HDOs, as well as other state agencies.

## 1D: Assistance to the Kentucky Transportation Cabinet

### Purpose

The ADD shall assist the Cabinet in accordance with advice and/or guidelines to be provided by the Cabinet, as needed.

### Tasks

Some of the activities needing ADD assistance are as follows:

- 1) Review of draft statewide transportation documents produced by the Cabinet and/or its consultants. Among these are the Long-Range Statewide Transportation Plan (LRSTP), the Statewide Transportation Improvement Program (STIP), Public Involvement Plan (PIP), the CHAF project list, and transportation planning studies. The ADD will periodically be asked to make planning documents available to the public for review, assist with the distribution of documents, or publicize the availability of documents for review through the media or other venues.
- 2) The ADD will coordinate activities in support of the Statewide Transportation Planning process with planning activities of other local agencies, interests, and/or organizations, including MPOs and/or neighboring ADDs for the purpose of providing public officials and public input by sharing information, minimizing duplication of effort, developing coordinated solutions, and understanding and addressing the impact of transportation on other planning activities.
- 3) Assist the Cabinet with air quality matters in non-attainment rural counties as needed.
- 4) The KYTC completed the data collection for its Americans with Disabilities Act Transition Plan (ADATP) in the spring of 2021. The data collected identifies point locations on state maintained roadways showing the presence or absence of pedestrian ramps. The ADA plan can be found here: <https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Documents/KYTC%20ADA%20Act%20Transition%20Plan.pdf>.
- 5) Coordinate and/or assist with transportation planning studies, small urban area studies, etc. - The Cabinet may conduct studies for various transportation projects across the state. For areas with these studies, the ADD may be requested to:
  - a) Assist in the gathering and/or review of information pertaining to existing conditions in the project area.
  - b) Assist in public involvement activities (for example the *Long Range Plan – Your Turn Survey*, *Statewide Corridor Plan – Technical Assistance and Outreach* etc.);
  - c) Provide names/contact information for local stakeholders;
  - d) Review and comment on study reports;
  - e) Assist and coordinate, if necessary, arrangements for meetings with officials, stakeholders, and/or the public;
  - f) Provide or arrange for meeting space; and/or
  - g) Serve as project team members;
  - h) Complete socioeconomic (environmental justice) profiles and reports as requested by the KYTC, and the KYTC can provide examples if needed for consistency across the ADD regions. Please follow the guidance and checklist as follows:

# METHODOLOGY FOR ASSESSING UNDERSERVED POPULATIONS INCLUDING ENVIRONMENTAL JUSTICE, TITLE VI, AGE AND DISABILITY IN PLANNING STUDIES

## Cover Page

**Title:** Insert specific study type/area

**Subtitle:** Socioeconomic Study

**Date:**

**Author:**

## Analysis

Environmental Justice refers to the fair treatment of all people regardless of race, color, national origin or income. Specifically, agencies must demonstrate meaningful involvement with the above stated groups with respect to development, implementation and enforcement of environmental laws, regulations and policies. Environmental Justice analysis is undertaken for any study that may result in impacts on a minority and/or low income population that has a federal nexus (funding or approval).

Additionally KYTC works to identify potential populations of the Elderly, Disabled, Limited English Proficiency and Limited Transportation Options that may be impacted in or near the Affected Community (AC) should highway improvements take place in the future.

Examples of these studies include, but are not limited to:

- Corridor Studies
- Traffic Studies
- Small Urban Area Studies
- Feasibility Studies
- Interchange Justification Studies
- Interchange Modification Reports

Affected Community with potential environmental justice impacts are determined by locating populations of minority, low-income, elderly, disabled, and limited English proficiency and calculating their percentage in the area relative to a reference community of comparison (COC).

Communities of comparison:

- The county percentage
- Kentucky percentage
- Block groups within reasonable proximity of the study area
- United States
- ADD Region

The demographics of the study area should be defined using block group data accessed via the American Community Survey 5 year data. KYTC will work in conjunction with the State Data Center to provide pertinent spatial data on a yearly basis for the following, as the update schedule allows:

- Minority
- Low-income
- Elderly

- Disabled populations
- Limited English Proficiency

### Sample Analysis

The percentage of persons living below the poverty level in Kentucky (18.60%) is significantly higher than that of the United States (14.90%). Poverty levels in Metcalfe County are slightly lower than that of the state with 16.10% of Metcalfe County residents living below the poverty level. CT 9601 has greater levels of poverty than does the county, state and U.S. with 17.90% of persons living below the poverty level. CT 9603 however has a lower level of poverty than Metcalfe County as a whole and the state, with 13.40% of residents living below the poverty.

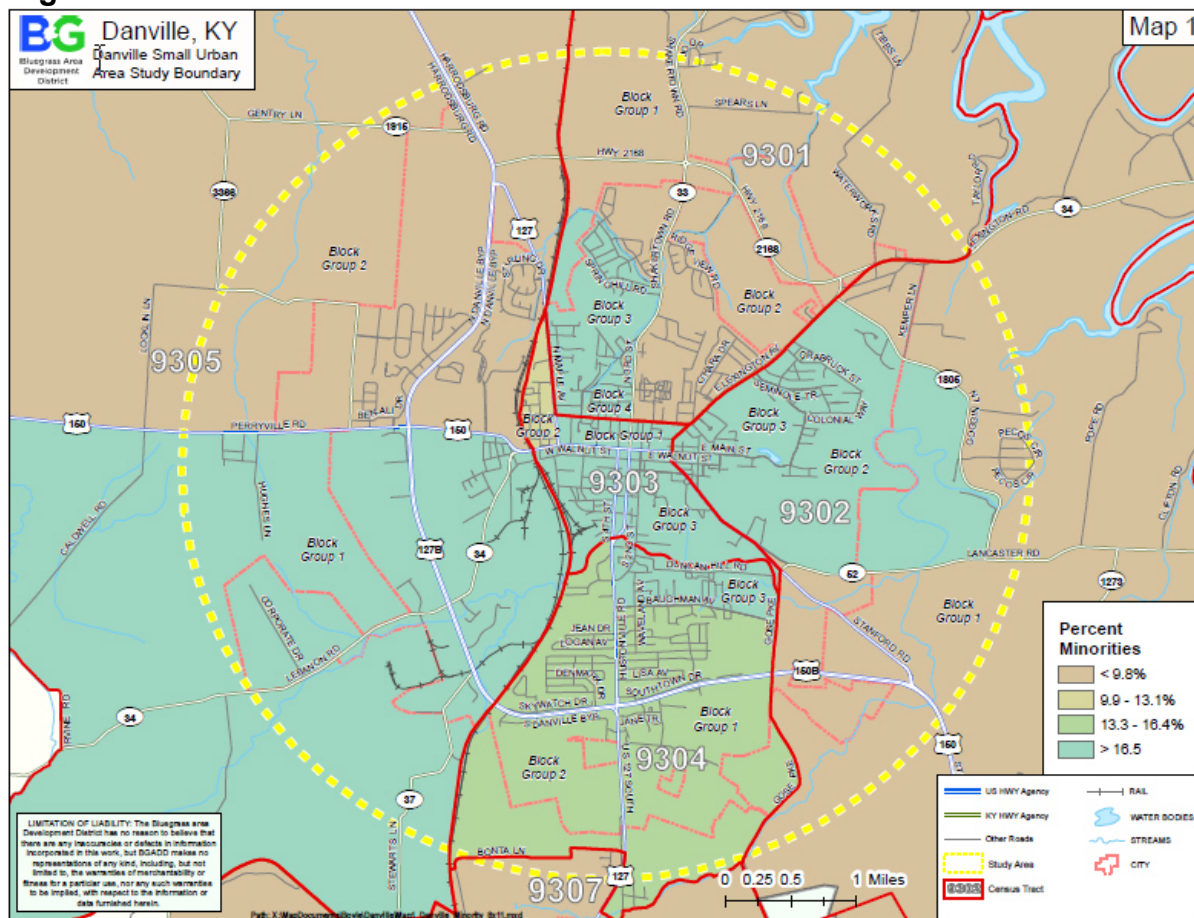
**\*\*\*\*The following disclaimer should be included in the document in the Socioeconomic Study methodologies Section:\*\*\*\***

*The methodologies used in this planning document are appropriate for identifying possible areas of concern in small urban areas and potential project corridors. However, during future phases of project development a more detailed and robust analysis would be required for the NEPA documentation when assessing the potential for adverse and disproportionate impacts to low-income and minority populations.*

A map or shapefile of the alternatives will be provided by the consultant or KYTC to the applicable Area Development District (ADD). KYTC, in conjunction with the consultant, will review the ADD data for quality and completeness. The consultant will summarize the information provided by the ADD in the final report. The full Socioeconomic analysis should be placed in an Appendix for reference as necessary.

Maps should be included with the analysis that depict the project area in relation to the Census tracts and block groups included in the analysis. Maps similar to **Figure 1** should be symbolized utilizing and appropriate range dependent on the relevant data being studied.

**Figure 1**



### Additional Information

The below information may be beneficial to note for future reference

- Changes due to new residential developments in the area
- Increases in Asian and/or Hispanic populations.
- Concentrations or communities that share a common religious, cultural, ethnic, or other background, e.g., Amish communities.
- Communities or neighborhoods that exhibit a high degree of community cohesion or interaction and the ability to mobilize community actions at the start of community involvement.
- Concentrations of common employment, religious centers, and/or educational Institutions.

### Tips

- Only include data that is being analyzed. For instance there is no need to define Block Groups if they are not used. Similarly, Census Tracts should only be referenced as they relate to location of Block Groups discussed.

- Choropleth maps (shaded, color gradation) should be developed based on population percentage.
- One page summary facing the adjacent related map is a functional, readily relatable format.
- At this stage there is no proposed alignment, therefore we can make no assumptions regarding adverse impacts or mitigation efforts to any populations. We can only identify potential locations of Affected Communities.

## **Applicable Laws, Acts and Executive Orders**

**Civil Rights Act of 1964, Title VI (42 USC 2000d et seq.)** – This title declares it to be the policy of the United States that discrimination on the grounds of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance, and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy. The Presidential Memorandum accompanying Executive Order 12898 states that in accordance with this title, each federal agency should ensure that all programs or activities receiving federal financial assistance that affect human health or the environment do not directly, or through contractual or other arrangements, use criteria, methods, or practices that discriminate on the basis of race, color, or national origin.

**Age Discrimination Act of 1975 - 42 U.S.C. 6101**, provides: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**Rehabilitation Act of 1973, Section 504 - 42 U.S.C. 794, et seq.**, provides: No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.

**Americans With Disabilities Act of 1990 - 42 U.S.C. 12131, et seq.**, provides: No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government.

**Executive Order #12898** - (Environmental Justice) directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations.

**Executive Order #13166** - (Limited-English-Proficiency) directs federal agencies to evaluate services provided and implement a system that ensures that Limited English Proficiency persons are able to meaningfully access the services provided consistent with and without unduly burdening the fundamental mission of each federal agency.

## Socioeconomic Report Checklist

COMPLETE	TASK	GUIDANCE	RESOURCES
	Create Cover Page	Study Name; Date; Prepared For; Prepared By	See Example Socioeconomic Reports - Provided by KYTC
	Create Table of Contents	Introduction; What is Environmental Justice; Definitions; Methodology; Census Data Analysis; Study Findings; Census Tract Maps; Census Tract Tables; Block Group Maps; Block Group Tables; Conclusion	
	Introduction	INCLUDE THE FOLLOWING TEXT: <i>Data for this report comes from the 2014-2018* American Community Survey five-year estimate, using tables, charts and maps. The purpose of the report is to analyze the data and identify potential populations that may be displaced or adversely affected by the recommended improvements proposed in the study. Statistics are provided for minority, elderly, low-income, disabled and limited-English populations for the nation, state, county and Census Tract Block Groups in the project area. *Use most recent ACS information.</i> ALSO INCLUDE: <i>The intent of this review is to assist the Kentucky Transportation Cabinet in making informed and prudent transportation decisions in the study area, especially with regard to the requirements of Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (signed February 11, 1994). Executive Order 12898.</i>	<a href="https://www.census.gov/programs-surveys/acs/">https://www.census.gov/programs-surveys/acs/</a>
	What is Environmental Justice	Links in <i>Resource</i> column can be referenced for:	<a href="https://www.transportation.gov/transportation-policy/environmental-justice">https://www.transportation.gov/transportation-policy/environmental-justice</a>
	Definitions	<i>What is EJ and Definitions</i>	<a href="https://www.epa.gov/environmentaljustice">https://www.epa.gov/environmentaljustice</a>

	Methodology	<p>The data was collected using the method outlined by the KYTC document “Methodology for Assessing Potential Environmental Justice Concerns for KYTC Planning Studies” (<b>INCLUDE THIS AS AN APPENDIX</b>). The demographics of the affected area should be defined using U.S. Census Bureau data and the percentages for minority, low-income, elderly, disabled and limited-English populations should be compared to the Census Tracts and Block Groups, the county as a whole, the entire state and the United States. The primary source of data for this report is the <b>2014-2018*</b> U.S. Census Bureau American Community Survey five-year estimate. Data was drawn from these tables:</p> <ul style="list-style-type: none"> <li>• S0101 – Age and Sex</li> <li>• S1811 – Selected Economic Characteristics for the Civilian Noninstitutionalized Population by Disability Status</li> <li>• B03002 – Hispanic or Latino Origin by Race</li> <li>• B17021 – Poverty Status in the Past 12 Months by Living Arrangement</li> <li>• B16004 – Language spoken at home for population ages 5 or older</li> </ul>	<p>KYTC Document:  <i>"Methodology For Assessing Underserved Populations Including Environmental Justice, Title VI, Age and Disability in Planning Studies"</i>  (Updated November 2019)</p>
	Census Data Analysis		See Example Socioeconomic Reports - Provided by KYTC
	Study Findings		See Example Socioeconomic Reports - Provided by KYTC
	Maps; Tables		See Example Socioeconomic Reports - Provided by KYTC
	Conclusion		See Example Socioeconomic Reports - Provided by KYTC

## **1E: Special Projects**

### **Purpose**

During the contract year, the Cabinet may request that other activities be conducted by the ADD in support of special studies or other efforts being conducted by the Cabinet, under the terms of this ADDWP. Likewise, the ADD may forward a request to the HDO for a special study or project to address a local or regional issue, for Cabinet approval of a scope of work and timeline. There may also be special requests to the ADD for the periodic submittal of information to other Cabinet offices, such as the Office for Civil Rights and Small Business Development and the Office of Local Programs. Specific guidelines and due dates will be provided for special projects/assignments.

### **Tasks**

Since these tasks are not anticipated at the beginning of a fiscal year, only an estimate of time can be included here based on tasks undertaken in previous years. If a special project is to be included, the specific tasks, time involved and products shall be submitted to the Cabinet as early as possible for approval. Specific time required shall be identified in this element, if approved.

### **Filename**

XXADD FYXX 1E Special Project

Ex: BGADD FY25 1E Special Project

## **1F: Review and Response to Rural Consultation Report**

### **Purpose**

Federal legislation, enacted by the FAST Act requires all States to consult with and consider the concerns of non-metropolitan officials when making transportation decisions in their Statewide Transportation Planning and Programming processes. The Code of Federal Regulations requires the States to consult with non-metropolitan officials regarding the effectiveness of the consultation process and any suggested modifications and report findings every five (5) years as of February 24, 2006. The Rural Consultation Report was last completed in February 2021. The next Rural Consultation Report shall be completed no later than February 2026.

### **Task**

In accordance with said regulations, the Cabinet shall provide the ADD with the survey results specific to their region (and identifying information). The ADD shall then review and provide comments, rebuttals, and plan of action to remedy deficiencies brought to light with results of said survey. This shall be repeated every five (5) years following the Cabinet's request, receipt, and analysis of survey materials. To be completed by close of last business day in **November 2025**.

### **Filename**

XXADD FYXX 1F Rural Consultation Response

Ex: BGADD FY25 1F Rural Consultation Response

## Program Administration Products Schedule

FY PRODUCTS	Anticipated Time	Staff Responsible	Schedule
Allocation of Staff/Cost/Time	person hours		July
Review of ADDWP	person hours		July
Timeline of Work Program for FY Tasks/Activities	person hours		July
Fiscal Year Cost Allocation Plan	person hours		June
Quarterly Progress Reports	person hours		Jul./Oct./Jan./Apr.
STP Meetings	person hours		Per Schedule
Annual Assessment	person hours		Per Schedule
Projected Training List	person hours		August
Long Range Plan	person hours		2030
Assistance to the Cabinet/Special Projects	person hours		Ongoing As Needed
Rural Consultation Review	person hours		November 2025
Coordination File	person hours		Ongoing
Notifying emails	person hours		Ongoing
<b>TOTAL</b> Time for Administration	person hours		
<b>ESTIMATED</b> Percent of Program:			

## WORK ELEMENT 2 - PUBLIC INVOLVEMENT

### Purpose

Expand, enhance, and document the public involvement process of the Regional Transportation Planning Program. Comply with federal legislation to inform, solicit input from, and consult with transportation users, publicly elected officials, representatives from all transportation modes, and underserved populations. Perform specific tasks as may be identified by the Cabinet through additional training and/or guidelines throughout the fiscal year.

All transportation planning processes shall be carried out in accordance with the following local, state and federal laws and regulations:

- 1) Applicable sections of the U. S. Code;
- 2) Title VI of the Civil Rights Act of 1964;
- 3) That discrimination on the basis of race, color, creed, national origin, sex, or age did not occur;
- 4) Involvement of disadvantaged business enterprises;
- 5) Equal Employment Opportunity on federal aid construction projects;
- 6) Compliance with the Americans with Disabilities Act (ADA);
- 7) Compliance with the Clean Air Act;
- 8) Compliance with the Rehabilitation Act of 1973 in that discrimination against individuals with disabilities did not occur; and
- 9) Compliance with the Infrastructure Investment and Jobs Act .

## 2A: Public Involvement Plan

### Purpose

The Public Involvement Plan (PIP) shall be developed as a stand-alone document to be made available by the end of the Fiscal Year. The ADD shall follow the PIP for all plans, data procedures covered under the ADDWP. The PIP shall continually be reviewed and updated to reflect new initiatives and tasks undertaken to include and reach the public within the region. A complete update of the PIP will include new and enhanced outreach programs in response to the Cabinet comments, subsequent Title VI training and future workshop training.

The complete Public Involvement Plan shall be reviewed and updated every year and made available on the ADD website in its entirety by the last workday in **June**.

**Specific component pieces shall be submitted to all pertinent Cabinet representatives per the schedule outlined herein.**

### Tasks

- 1) The ADD shall continually expand and enhance the **Public Involvement Plan** and public outreach program to include a specific component that addresses activities/actions to reach minority and underserved populations within the ADD Region. This plan shall include the demographic data for underserved populations as collected and analyzed in Work Element 2: 2B Socioeconomic Profiles and specify how these significant populations will be included in the Statewide Transportation Planning Public Involvement Process.
- 2) Continue review and update of the public involvement process to:
  - a) Inform the public of the Statewide Transportation Planning Public Involvement Process;
  - b) Solicit input from the public for the identification of transportation needs and
  - c) Solicit input as to the importance and priority of CHAF database projects.

This process and any specific programs should include but not be limited to committee membership, county committees, meeting with various civic groups, neighborhood meetings, public events, or other methods of contacting, informing, and obtaining input from various, diverse, and underserved populations.

- 3) Attend civic and government meetings and request speaking opportunities to review the Statewide Transportation Planning Process, e.g., Long-Range Statewide Transportation Plan, Statewide Transportation Improvement Plan and other transportation documents, and provide opportunities for review and input. The ADD shall address a minimum of two (2) groups/meetings outside of regular ADD Board or Committee meetings during the fiscal year and communicate those **Speaking Engagements** to the Cabinet by the close of business on the last workday in **June**.
- 4) Document and submit a description of those groups that were listed from the above task list and any other unscheduled events in the **Quarterly Progress Report** for which the event/s took place. Documentation shall include:
  - a) Type/date of meeting; and
  - i) Nature of involvement (organizer, presenter, or attendee).

A notification email shall be sent as well, immediately following the Speaking Engagement making aware the Cabinet of said efforts.

- 5) Document the public involvement process and all public outreach efforts utilized to reach, educate, and involve the public in the transportation planning process, including but not limited to letters, web sites, newspapers, flyers, meeting notices, mall/public area displays, social media, etc. The complete documentation of the public involvement process shall be kept by the ADD via hard copy or electronic copy for each fiscal year under contract. A summary of these efforts shall be included in the **Quarterly Progress Report** during the quarter for which the event/s took place.
- 6) Submit a Title VI Accomplishments list in which the ADD identifies efforts performed during the fiscal year regarding Title VI. The Title VI accomplishment List shall be submitted no later than the close of business on the last workday in **May**.

### **Filename(s)**

#### **Public Involvement Plans**

XXADD FYXX 2A Public Involvement Plans

Ex: BGADD FY25 2A Public Involvement Plans

#### **Speaking Engagements**

XXADD FYXX 2A Speaking Engagements

Ex: BGADD FY25 2A Speaking Engagements

#### **Title VI Accomplishments**

XXADD FYXX 2A Title VI Accomplishments

Ex: BGADD FY25 2A Title VI Accomplishments

## **2B: Socioeconomic Profiles**

### **Purpose**

Socioeconomic data is collected annually by the United States Census Bureau with the American Community Survey. The Cabinet will coordinate with The State Data Center to develop a comprehensive GIS file containing pertinent Socioeconomic and Title VI information on an annual basis. This collection should include but not be limited to: population, population by race, income, age, disabilities, underserved populations, and other data as needed for consideration of potential transportation impacts on the region.

### **Tasks**

The ADD will research American Community Survey 5 Year Data for ADD specific counties for the purpose of regional analysis. Data will also be used in Socioeconomic Studies for the express purpose of determination of specific populations that may potentially be negatively impacted because of transportation projects. Inclusion in Public Involvement materials and planning shall occur no later than the close of business on the last workday in **June**.

### **Filename**

XXADD FYXX 2B Socioeconomic Profiles

Ex: BGADD FY25 2B Socioeconomic Profiles

## 2C: List of Contacts/Resources

### Purpose

During the course of business, it may become necessary to contact area stakeholders and/or industry experts in order to garner local input on transportation issues or opportunities affecting the area. The purpose of this task is to maintain a contact list and email list-serve for those who have transportation related interests or concerns in the region.

The **List of Contacts/Resources** to address/reach targeted populations as well as the general public should be reviewed and updated with current contact information and addresses. This updated list will be submitted and be included as part of the PIP. This listing shall be used as an avenue to bolster public involvement, improve committee attendance, and mine for potential issues or opportunities for presentation either by or to said organization. The **List of Contacts/Resources** shall be submitted by the close of business on the last workday in **January**.

### Tasks

- 1) The ADDs are to keep updated contact information for airports, freight and passenger rail lines, ferries, and river ports (public & private commercial) located within their region.
- 2) The ADDs are to collect and keep up to date a listing of Bicycle Coordinators, Pedestrian Coordinators, and Greenways Plans Contacts for the region as well.
- 3) The ADDs are to collect and keep up to date a listing of those entities within their region that have formalized Planning and Zoning boards, committees etc.
- 4) Send updated information intermittently to the Division of Planning staff as it becomes available outside of the normal inventory cycle. An email describing the updates will suffice. It is expected that the ADD's Inventory will be updated and submitted to the Cabinet as one complete listing annually.
- 5) This compilation of information may be used for reference when soliciting speakers, speaking opportunities, or potential Regional Committee Members.

**Please refer to the ADD Work Program – 5 YEAR Schedule located in this document for the Major Update year.**

### Filename

XXADD FYXX 2C Contacts and Resources

Ex: BGADD FY25 2C Contacts and Resources

## 2D: Regional Transportation Committee

### Purpose

As a major component of the Public Involvement Process and to comply with the Cabinet and FAST Act requirements for public involvement as well as 23 CFR, Parts 450.210 and 450.316, the ADD will maintain a Regional Transportation Committee (RTC) for the purpose of consulting, soliciting input, developing regional goals and direction, identifying and reviewing regional transportation needs, providing transportation information/updates, and addressing any other transportation issues in the region. The committee shall include a broad-based membership, develop and maintain bylaws consistent with Cabinet direction and convene as necessary to complete the tasks assigned to the committee.

### Tasks

#### 1) Establish and maintain Regional Transportation Committee Bylaws.

The ADD Regional Transportation Committee shall review and revise the bylaws as necessary to address any comments/recommendations provided by the Cabinet and/or concerns by the ADD RTC members. Any revisions to the bylaws shall have approval of the RTC and be submitted electronically in the minutes of the committee meeting to the Cabinet no later than the close of business on the last work day in **October** of each year. If no revisions are made in each fiscal year, an email notifying the Cabinet that “No revisions were made” shall be sent to the Cabinet following the same deadline as above mentioned.

The bylaws shall:

- a) Address committee composition and number of members;
- b) Address attendance requirements;
- c) Address voting guidelines for membership (including requirements for a quorum);
- d) Address frequency of meetings and/or format of meetings. Meeting formats, times, and locations shall be flexible to the extent practicable to provide opportunities for involvement to all areas of the region; Full meetings shall occur a minimum of three (3) times per year, while the remaining time shall be used for coordinating, scheduling, and completing deliverables. One-on-one city/county meetings for the purpose of discussion, surrounding identification of local highway issues, and development of requisite Project Identification Data shall occur a **minimum of one time per FY**.
- e) Address committee officers and responsibilities; and
- f) Address tenure and rotation of committee membership.

#### 2) Solicit broad-based committee membership and participation.

Membership shall include an array of individuals that represent the many different groups interested in improving transportation. Suggested membership includes the following:

- a) Elected official or appointed representative for each county and/or city of five-thousand (5,000) or more in population;
- b) Law Enforcement representatives (minimum of one city, one county, and one state enforcement official, where possible);
- c) Highway/Public Works representatives from cities and/or counties;

- d) Emergency Medical Service/Fire Department Representatives;
- e) School Transportation Officials;
- f) Human Service Delivery representatives;
- g) Representatives of major trucking, logistics, intermodal, rail, airport, river port, or public transportation entities, as appropriate for the region;
- h) Freight representation is addressed appropriately for the region per increased focus via the FAST Act;
- i) Underserved populations/minority populations as noted through demographic data;
- j) Planning and Zoning Commissions/Organizations;
- k) Bikeway/Greenway/Pedestrian Coordinators/representatives;
- l) Economic and industrial development organizations;
- m) Industrial authorities/commissions;
- n) Public citizens at large interested in transportation issues; and
- o) HDO Planners shall participate as non-voting members in advisory roles only.

Transportation Committee Membership list shall be provided to the Cabinet no later than the close of business on the last workday in **January** of each year.

- 3) Establish a schedule for committee activities and agendas for such activities.
- 4) Prepare agenda for all committee activities, which may include transportation updates, ADDWP tasks to be addressed, and special speakers or activities to prepare the committee for project identification/prioritization processes, etc.
- 5) Prepare notifications for all committee activities well in advance (at a minimum two (2) weeks prior) and send appropriate reminders, phone calls, texts etc., just prior to committee activities. Members shall be notified at a minimum of two (2) times of Transportation Committee meetings.
- 6) All meeting notices, agendas, and other notification(s) shall be submitted electronically and shall be posted on the ADD Webpage (at a minimum two (2) weeks) prior to all meeting dates.
- 7) Prepare and [submit meeting minutes within 30 days](#) following all committee meetings or activities. Minutes shall include:
  - a) A listing of committee members;
  - b) Entity represented;
  - c) Members noted as attending the meeting; and
  - d) The reporting of all committee activities.
- 8) ADD shall prepare an Orientation Packet for newly elected officials and at-large members detailing the purpose of the Regional Transportation Planning Committee. Orientation packet shall be developed in conjunction with the Cabinet and other ADDs to ensure consistent information. Packet may be developed as a hard or digital copy. Alternatively, an ADD Planner-led training of new members may be substituted so long as each element is discussed, documented and reported to the Cabinet in a timely manner.
- 9) Staff shall prepare a "[Plan for Transportation Committee Activities](#)," listing proposed committee meeting dates, and describing types of activities to be undertaken during the year

for the purpose of educating/informing the committee of transportation activities (other than traditional meetings). This Plan shall be a “blueprint” for the upcoming fiscal year activities for the committee and shall be submitted no later than the close of business on the last workday in **August**.

10) This plan may include:

- a) Focus areas for the committee;
- b) Initiatives to prepare the committee for completion of deliverables;
- c) Review of all CHAF database related records in preparation for prioritization activities;
- d) Presentation of newly identified issues for the purpose of possibly developing into a CHAF project record; and
- e) Provide any reports/status documents as may be required by the Cabinet.

### **Filename(s)**

#### **Bylaws**

XXADD FYXX 2D RTC Bylaws

Ex: BGADD FY25 2D RTC Bylaws

#### **RTC Membership**

XXADD FYXX 2D RTC Membership

Ex: BGADD FY25 2D RTC Membership

#### **RTC Activities and Presentations Plan**

XXADD FYXX 2D RTC Activities and Presentations Plan

Ex: BGADD FY25 2D RTC Activities and Presentations Plan

## **2E: Goals and Objectives**

### **Purpose**

The Regional Transportation Planning Program follows suit with the Vision of the Cabinet and Mission Statements and Goals as well as the Mission Statement and Goals of the Division. Therefore, the ADDs shall continue with this thought and direction when creating their Goals and Objectives. The Regional Goals and Objectives are to be broad over-arching goals that will help guide the identification and prioritization of needs using local officials and public input.

### **Cabinet's Vision Statement**

Striving to be national leaders in transportation who provide transportation infrastructure and services for the 21<sup>st</sup> century that deliver new economic opportunities for all Kentuckians.

### **Cabinet's Mission Statement**

To provide a safe, efficient, environmentally sound, and fiscally responsible transportation system that delivers economic opportunity and enhances the quality of life in Kentucky.

### **Cabinet's Goals**

- 1) Promote Safety in All Decision Making
- 2) Strengthen Stakeholder and Customer Relationships
- 3) Deliver Economic Opportunities and Enhance Quality of Life
- 4) Optimize Performance through People and Innovation
- 5) Nurture a Culture of Diversity and Inclusion

### **Division of Planning Mission Statement**

Our mission is to collect, maintain, analyze, and report accurate data for making sound fiscally responsible recommendations regarding the maintenance, operation, and delivery of a reliable transportation system that effectively and efficiently moves people and freight.

- 1) Provide a reliable transportation system that effectively and efficiently moves people and freight.
- 2) Provide for reliable local, regional, and global access for people and freight.
- 3) Consider all modes of transportation in the creation of an integrated system for the dependable movement of people and freight.
- 4) Provide for the safe and secure movement of people and freight.
- 5) Provide for the improvement and maintenance of the existing transportation infrastructure.
- 6) Ensure the process that develops and maintains the transportation system adequately considers improvement of our transportation network.
  - a) Dependable access to markets, jobs, and resources;

- b) The human and natural resources of the state;
- c) The efficient and flexible use of available resources to meet the changing transportation needs of the state; and
- d) The use of transparent decision-making that effectively addresses the needs of public transportation.

## **Tasks**

The Regional Goals and Objectives shall be reviewed and/or updated annually and approved by the Regional Transportation Committee. The approved Regional Goals and Objectives that are documented through the Regional Transportation Committee minutes are to be submitted no later than the close of business on the last workday in **October** of each contract year. Major updates are required about every 7 years with RTC discussions of each of the updated goals and objectives from the KYTC long-range statewide transportation plan (LRSTP) updates.

## **Filename**

XXADD FYXX 2E Goals and Objectives

Ex: BGADD FY25 2E Goals and Objectives

## Public Involvement Plan Products Schedule

FY PRODUCTS	Anticipated Time	Staff Responsible	Schedule
Public Involvement Plan Review	person hours		June
Public Involvement Plan Posted to website	person hours		June
Speaking Engagements	person hours		June
Documentation of Public Involvement Process	person hours		June
Title VI Accomplishments List	person hours		May
Socioeconomic Update	person hours		June
List of Contacts/ Resources	person hours		January
Regional Transportation Committee Bylaws Update	person hours		October
Meeting Logistics	person hours		Ongoing
Conducting Meetings/ Committee Activities	person hours		Ongoing
Active Solicitation of New Committee Membership	person hours		Ongoing
Transportation Committee Membership List	person hours		January
Plan for Committee Activities	person hours		August
Regional Goals & Objectives	person hours		October
<b>TOTAL Time for Component</b>			
<b>ESTIMATED Percent of Program:</b>			

## WORK ELEMENT 3 - REGIONAL TRANSPORTATION ASSETS

### Purpose

The Regional Transportation Assets shall be developed as a stand-alone resource document from the sum of the deliverables outlined in the following pages. This document shall be utilized by the RTC when developing goals and objectives, identifying issues with the transportation system, evaluating, reviewing and documenting needs, and prioritizing/ranking projects or needs. Together, they form the umbrella/storage center that houses data components relevant to Regional Transportation. Major components will be revised on a rotating cycle. Revised components will be replaced as necessary in the Regional Transportation Assets, per revision schedule. Submittal deadlines will be prescribed in the Regional Transportation Assets Work Element Components.

The submittal will include an overview of the total transportation system for the region, including but not limited to: airports, rail lines, public transportation systems, bikeways, pedestrian networks, greenway projects, river ports, ferries, major highway systems (e.g., National Truck Network and National Highway System), and intermodal facilities.

### Tasks

- 1) The Regional Transportation Assets are a collection of deliverables that shall be continually updated and revised to maintain current data in support of the regional transportation goals and objectives. The ADD shall enhance this resource as required, including the preparation of any missing components and the expansion/revision of any existing component as may be noted and required by the Cabinet. Annual updates are based on local knowledge of what has changed. Major updates are when the RTC is asked to review, input changes, and verify the entire dataset for the planner to submit updated shapefiles to KYTC. This document will include the following components (not necessarily in this order):
  - a) Rail Freight Loading/Unloading Facilities;
  - b) Truck Parking Inventory;
  - c) Major Freight User Inventory;
  - d) Intermodal Connector Review ;
  - e) Bicycle and Pedestrian Asset Collection;
  - f) Kentucky Highway Freight Network;
  - g) KY Scenic Byways Inventory;
- 2) The Regional Transportation Assets deliverables shall consist of an introduction for each component detailing the reason for any necessary changes, effort and time exerted during the review process, and any recommended edits to existing data and research. Maps shall be produced on a per county basis, except where population, geography, etc., may necessitate production of inset maps for clarity.
- 3) The ADD shall revise the deliverables of the Regional Transportation Assets on a rotating cycle. The review shall be maintained and accessible for all pertinent staff of the Cabinet, and Transportation Committees, and local officials, via the ADD's website. The Regional Transportation Asset Review shall be linked to the ADD's website by the end of each Fiscal Year in **June**. Upon request, a hard copy shall be made available within three business days.
- 4) Previous version shall be kept electronically or as a hard copy as a historical record for that specific ADD. Changes affecting the data or analysis of any of the work elements contained herein and discovered between Major Update Cycles shall be communicated to the Cabinet at the earliest possible opportunity.

**Filename**

XXADD FYXX 3 RTA Inventory Review

Ex: BGADD FY25 3 RTA Inventory Review

## COMPONENTS OF REGIONAL DATA COLLECTION AND ANALYSIS

### 3A: Rail Freight Loading/Unloading Location Inventory

#### Purpose

The purpose of this deliverable is to maintain an inventory of rail freight loading/unloading locations and their status. The information will be used to update the list of intermodal connectors, the statewide rail plan, and to identify rail facility locations. This will help promote the safe and efficient movement of goods and services throughout the state. During the review process it may become necessary to contact area stakeholders and/or industry experts on transportation issues or opportunities affecting the area. In some instances, field surveying of facilities may be needed to help determine their inclusion in the dataset.

There is a lot of great information at these websites:

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

<https://transportation.ky.gov/MultimodalFreight/Pages/FreightPlanningHome.aspx>

#### Tasks

- 1) The ADD planner will review provided GIS shapefile for accuracy. KYTC has created a webpage to host the GIS shapefile at the following website: <https://transportation.ky.gov/MultimodalFreight/Pages/ADD-Shapefile.aspx>. The dataset includes the following:
  - a) Rail yards identified by the railroad companies.
  - b) Transload facilities – freight is transferred at these locations between trucks to trains or barge to trains.
  - c) If the facility is included on the Major Freight Users (MFU) dataset it can be omitted from this dataset. The rail loading/unloading facilities should identify locations where transloading occurs but may not meet the criteria of the MFU dataset.
  - d) Potential Rail/Unloading Facilities
    - i. Railyards
    - ii. Grain loading facilities
    - iii. Coal Mines
    - iv. Quarries
    - v. Lumber Mills
    - vi. Other raw materials
    - vii. Warehouse with rail access (not found on MFU dataset)
    - viii. Manufacturing with rail access (not found on MFU dataset)

- e) During the review process, the ADD planner will review both the rail loading/unloading dataset and MFU dataset concurrently. It is expected for the ADD planner to identify locations not previously identified in the dataset (See Task 1). Changes in operations for previously identified locations should also be included (new, expansions, closures) and comments to provide further explanations. Data for each facility will include all information available such as the name, location, and function (e.g., bulk transfer, container yard, classification yard) of the facility. For yearly updates, the ADD planner will submit an up-to-date GIS shapefile of current rail facility information with all necessary changes. Only records that require updates should be included in the submittal. If no new locations were found during the data review, a statement of “I have reviewed and there have been no changes since my last submission” to the Cabinet by the last workday of **February**. For major update years, the revised GIS shapefile is required to be submitted. [Please refer to the ADD Work Program – 5 Year Schedule located in this document for the Major Update year.](#)

**Title of Compressed Folder of Shapefile Data**

XXADD FYXX 3A Rail Loading and Unloading

Ex: BGADD FY25 3A Rail Loading and Unloading

### 3B: Truck Parking Inventory

#### Purpose

The purpose of this deliverable is to maintain an inventory of precise locations of truck parking facilities. The information will be used to update the statewide freight plan and to keep the current statewide inventory of truck parking facility locations as up-to-date and accurate as possible. This will help promote the safe and efficient movement of goods and services throughout the state.

There is a lot of great information here:

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

<https://transportation.ky.gov/MultimodalFreight/Pages/Freight-and-Multimodal-Facility-Maps.aspx>

<https://transportation.ky.gov/Planning/Pages/Centerlines.aspx>

#### Tasks

- 1) An inventory of truck park facilities with their precise locations has been developed as needs for this data have evolved. The ADD planner will review provided GIS shapefile for accuracy. The ADD will review precise locations of each truck parking facility and verify all corresponding attributes. KYTC has created a webpage to host the GIS shapefile at the following website link: <https://transportation.ky.gov/MultimodalFreight/Pages/ADD-Shapefile.aspx>. During the review process, if it is found that new truck parking facilities are not on the list, the ADD planner will populate the shapefile to include all information available such as the name and location of the new facility. If the list includes a truck parking facility that is now known to be closed or not in use, the ADD planner will note the status on the list as “not in use.”

The ADD planner will submit an up-to-date GIS shapefile of current truck parking facility information and any necessary changes or a statement of “I have reviewed and there have been no changes since my last submission,” shall be submitted to the Cabinet by the last workday of **November**. For major update years, the revised GIS shapefile is required to be submitted.

This inventory includes:

- a) Truck parking facilities with 5 or more marked truck parking spaces;
- b) Precise location depicted by a point feature of facility – route, mile-point, and/or landmarks;
- c) Type of facility – rest area, weigh station, welcome center, rest haven, truck stop, etc.;
- d) Utilizing aerial imagery, a point feature shall be placed on the facility’s main structure location; e.g. restroom structure at a rest area, restroom/convenience store structure at a truck stop. If the facility is solely a large truck parking lot, the point feature shall be placed in the center of the parking lot; and
- e) Number of marked truck parking spaces. Large areas designated for truck parking but that do not have individually marked paces should be estimated to determine how many trucks could be accommodated.

**Please refer to the ADD Work Program – 5 Year Schedule located in this document for the Major Update year.**

#### Title of Compressed Folder of Shapefile Data

XXADD FYXX 3B Truck Parking Inventory

Ex: BGADD FY25 3B Truck Parking Inventory

### 3C: Major Freight Users and Major Traffic Generators Inventory

#### Purpose

The purpose of this deliverable is to update the existing Major Freight Users (MFU) and Major Traffic Generators (MTG) Inventories. The information will be used to update the statewide freight plan and to identify intermodal connectors that need improvement, calibrate traffic models, and identify local partners for studies. This will help promote the safe and efficient movement of goods and services throughout the state.

The MFU and MTG lists are subjective and can be interpreted differently by the committee for each county/region. Work with your transportation committee to determine the appropriate criteria for considering a MFU and MTG in your region. Each county within the region may want to decide what the MFU and MFG facilities are in their area based on number of trips into and out of a location per day or significant truck traffic. A planner should use good judgment and consultation with the committee and local officials in determining the area's MFUs and MTGs.

There is a lot of great information here:

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

#### Tasks

- 1) A GIS shapefile will be provided. The ADD planner will review provided GIS shapefile for accuracy. KYTC has created a webpage to host the GIS shapefile at the following website link: <https://transportation.ky.gov/MultimodalFreight/Pages/ADD-Shapefile.aspx> The MFU includes the following facilities:
  - a) Major Freight facilities that may have one hundred (100) or more trucks per day during peak seasons. These facilities include: manufacturers (greater than one hundred (100) employees), cargo airports, grain elevators, quarries, steel/aluminum mills, etc.
  - b) Other locations having one hundred thousand (100,000) square feet or more under roof, such as distribution centers or cross-dock facilities indicating major freight activity.
  - c) Freight facilities not captured in 1a or 1b above that are freight generators and have five (5) or more truck bays. Keep in mind we are looking for freight facilities. So even if a home improvement store has more than 100,000 square feet and 5 truck bay doors, this is not a freight generator. Even if a call center or office building has more than 100,000 square feet, it is not generating freight and would not be surveyed.

The MTG includes the following facilities:

- d) Major Traffic Generators are locations that create one hundred (100) trips per day: schools, hospitals, shopping malls, baseball fields, arenas, factories, office parks, truck stops, industrial parks, etc.
- e) In some instances MFUs are MTGs, some are not.

2) In order to centralize all of the information for Work Item 3C, KYTC has created a webpage to host the information at the following website link:

<https://transportation.ky.gov/MultimodalFreight/Pages/ADD-Shapefile.aspx>



Kentucky Transportation Cabinet

HOME

NEWS/MEDIA

MAPS/RESOURCES

BUSINESS SERVICES

CITIZEN SERVICES

# Major Freight Generators

## 2019 Major Freight Generators Shapefile

[ADD Freight Gens 2019.zip](#)

## Major Freight Generators Guidelines

[2020-10-15 Major Freight Users](#)

## Attribute Table Metadata

- **NAME:** Name of Freight Generator Facility
- **STREET:** Street address of facility
- **CITY:** City in which facility is located
- **STATE:** State in which facility is located
- **ZIP:** Zip code of corresponding street address
- **COUNTY:** County in which facility is located
- **ADD:** Corresponding Area Development District in which facility is located
- **NAICS\_CODE:** North American Industry Classification System code number assigned to facility
- **BLDG\_SQ\_FT:** Square footage of physical facility
- **EMPLYMT:** Total number of employees at facility
- **TRUCK\_BAYS:** Total number of truck bays at facility
- **AVGTRKSDAY:** Average number of freight trucks that visit facility per day
- **RAIL\_DOORS:** Total number of rail doors at facility
- **FEET\_RAIL:** Total number of feet of railroad centerline on facility's property
- **AVGTRNSWK:** Average number of trains that visit facility per week
- **CHF\_ID\_PR:** prior CHAF ID
- **CHF\_ID\_COM:** completed CHAF ID
- **CHF\_ID\_EX:** existing CHAF ID
- **IC\_NEEDS:** Field to input issues regarding intermodal connectors with facility's access to the NHS
- **UPDATED:** Date last updated
- **COMMENTS:** Field to input any comments, concerns, or issues

On this webpage is the downloadable shapefile for the work item, the information PowerPoint presentation, and the Table Metadata on the fields that KYTC is asking each ADD to collect. The shapefile on the webpage is what each ADD must submit to KYTC in order to complete Work Item 3C. In order to combine the submissions from all 15 ADDs efficiently, KYTC does not accept custom shapefiles.

For yearly updates, the ADD planner shall submit revised GIS shapefile of Major Freight Users and any necessary changes or a statement of “I have reviewed and there have been no changes since my last submission,” to the Cabinet by the last workday of **March**. For major update years, the revised GIS shapefile is required to be submitted.

The Economic Development Cabinet (ED) provided the original dataset for the shapefile. KYTC staff tried to remove all of the facilities that are not applicable (office buildings, call centers, etc.). If the facility is included in the survey, it means there are indications from aerial photography or street view photos it could meet the criteria. It is possible that the facility does not meet the criteria, so a site visit could help make that determination.

If a facility does not meet the criteria, PLEASE DO NOT DELETE IT. Just note in the COMMENTS field that it does not meet the criteria. If a facility on the dataset has closed, PLEASE DO NOT DELETE IT. Just note in the COMMENTS field that it has closed. If a facility has been demolished, once again PLEASE DO NOT DELETE IT. Just note in the COMMENTS field that it has been demolished. If there are several entries that need to be combined as they are part of one freight complex, note which ones need to be combined in the COMMENTS field and KYTC will combine.

In addition, the ADDs should look for Freight generators that have been left out of the dataset. There were a number of large freight facilities that were left off the original dataset provided by ED (NEW FEATURE in COMMENTS). During the verification process, KYTC tried to capture those facilities. If you find a facility that KYTC has left off, please add that to the dataset and note in the COMMENTS field that it was added.

KYTC tried to verify the location of each facility. Some features were not located on the map, and in many instances there were point features that needed to be moved to the top of the facility and not on the street (the ADD will see LOCATED/MOVED FEATURE in the COMMENTS field). If the ADD finds a facility with an incorrectly located point feature, please relocate to the correct location and note in the COMMENTS that it was moved.

Each ADD should also review the existing information for each facility and fill in the missing information as much as possible. Please note any changes made by the ADD to any of the fields in the COMMENTS field. If a facility will not provide the necessary data, fill in what can be provided and note the situation in the COMMENTS field.

A word about large warehouses with multiple tenants; during the data verification process KYTC encountered a number of freight facilities that, for example, were 100,000 square feet and had 10 truck bay doors. However, upon closer inspection they appeared to be divided up into 5 smaller 20,000 square foot facilities with 2 truck bay doors each. In theory, this would eliminate this facility and all 5 tenants from being surveyed. KYTC is concerned that this could potentially eliminate a large number of trucks moving to and from this facility. In these instances, KYTC asks that the ADD survey the facility and tenants as a single entity:

- Create a NAME for the building (1000-1500 East Main Street Warehouse, etc.)

- Enter the range of addresses at the building in STREET (1000-1500 East Main St or 1000 East Main Street Suites A-F)
- Enter all the NAICS codes applicable to the entire building
- Enter the total BLDG\_SQ\_FT of the entire building
- Enter the total EMPLYMT of the entire building
- Enter the total number of TRUCK\_BAYS of the entire building
- For the AVGTRKSDAY field, sum up of the total trucks per day of the entire building
- Follow this combined format for all of the other fields
- In COMMENTS enter how many businesses make up this single entity.

One final note, one of the most critical fields for KYTC to compile all of your submissions is the KBIF\_ID field. Please do not make any changes to this field because it is assigned by ED.

- 3) The Regional Transportation Committee shall annually review maps of the MFUs and MTGs for accuracy. Encourage committee members to inform ADD staff of changes that have taken place within their community such as the closing of a factory, the construction of a new regional mall, or new or closed schools.
- 4) The ADD planner will provide updated information about changes to MFUs and MTGs to appropriate agencies, including but not limited to local government units and the Cabinet. This will allow them to update their databases to include new, modified, or closed MFUs and MTGs. Information should include notes of new or closed businesses, and newly created or discontinued large events, etc.
- 5) For yearly updates, the ADD will review provided GIS shapefile for accuracy and changes. During the review process, if it is found that information is no longer accurate, the ADD planner will add language in the comment field describing the changes (e.g., new, expanded, closed). The planner will then edit/update the GIS shapefile to include all information available for each facility. The ADD planner will verify that the GIS shapefile is properly placing the business. The ADD will submit an updated GIS shapefile of current MFUs and any necessary changes or a statement of "I have reviewed and there have been no changes since my last submission," to the Cabinet by the last workday of **March**. For major update years, the revised GIS shapefile is required to be submitted. The ADD will submit an updated GIS shapefile of current MTGs and any necessary changes or a statement of "I have reviewed and there have been no changes since my last submission," to the Cabinet by the last workday of **September**. For major update years, the revised GIS shapefile is required to be submitted.

[Please refer to the ADD Work Program – 5 Year Schedule located in this document for the Major Update year.](#)

## **Title of Compressed Folder of Shapefile Data**

### **Major Freight Users**

XXADD FYXX 3C Major Freight Users

Ex: BGADD FY25 3C Major Freight Users

### **Major Traffic Generators**

XXADD FYXX 3C Major Traffic Generators

Ex: BGADD FY25 3C Major Traffic Generators

### 3D: NHS Intermodal Connector Review

#### Purpose

The purpose of this deliverable is for the review and suggestion of changes to NHS Intermodal Connector Listings in conjunction with the Highway Performance Monitoring System (HPMS) submittal update. Status as an Intermodal Connector makes federal NHS funding eligible for designated roadway segments.

There is a lot of great information here:

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

[https://www.fhwa.dot.gov/planning/national\\_highway\\_system/intermodal\\_connectors/kentucky.cfm](https://www.fhwa.dot.gov/planning/national_highway_system/intermodal_connectors/kentucky.cfm)

#### Tasks

- 1) The ADDs will review provided GIS shapefile for changes to the listing including roadway needs and facilities that have ceased operations or no longer meet Federal Highway Administration (FHWA) criteria. The Division, Multimodal Branch, will provide the GIS shapefile of current FHWA NHS Intermodal Connector criteria. The ADD will also identify facilities that are not listed on the Intermodal Connector Listing that meet FHWA criteria and recommend those be added to the base list. The GIS shapefile with revisions to the NHS Intermodal Connector Listing or a statement of “I have reviewed and there are no revisions recommended at this time,” shall be submitted by the last workday of **November**.

The Cabinet will provide a GIS shapefile of the Kentucky Highway Freight Network (KHFN) to the ADDs for their use in conjunction with the MFUI review. KYTC has created a webpage to host the GIS shapefile at the following website link:

<https://transportation.ky.gov/MultimodalFreight/Pages/ADD-Shapefile.aspx>

- 2) The ADD will review the GIS shapefile and MFUI listings and identify missing links between manufacturers/distribution centers, the NHS, and the KHFN. This may be used to identify changes to be made in the KHFN and/or the Cabinet list of intermodal connector needs. The ADD will submit any suggested KHFN map corrections via GIS shapefile or a statement of “I have reviewed and there are no revisions recommended at this time,” by the last workday in **November**.

[Please refer to the ADD Work Program – 5 Year Schedule located in this document for the Major Update year.](#)

#### Title of Compressed Folder of Shapefile Data

XXADD FYXX 3D Intermodal Connectors

Ex: BGADD FY25 3D Intermodal Connectors

### 3E: Bicycle and Pedestrian Assets

#### Purpose

The Cabinet, in an effort to develop a complete transportation system inventory that is inclusive of all modes and users, has tasked the ADDs to continue the collection and updates (into a GIS format) for bicycling facility information for all roadways within the city area; bicycle lanes, bicycle boulevards (indicated by Shared Lane Markings (SLMs) or sharrows), multiuse paths and other bicycling facilities. The Cabinet, in an effort to develop a complete transportation system inventory that is inclusive of all modes and users, has tasked the ADDs to continue the collection and updates (into a GIS format) for all pedestrian facilities within the right of way adjacent to or parallel to all roadways within the city. This includes sidewalks, crosswalks, and shared use paths. The compilation of local greenways, public health, cycling, running, and/or school organizations is needed to identify the users. This information may be used to develop a local bicycle and/or pedestrian plan, identify facilities to be considered during project planning, design, maintenance and operation of the roadway, as well as a city/county Transition Plan as required for the Americans with Disabilities Act.

There is a lot of great information here:

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

<https://bikewalk.ky/>

#### Tasks

- 1) Work with identified communities to locate any existing bicycle or pedestrian assets or accommodations within the jurisdiction and to develop spatial information as described in the guidance from the Multimodal Programs Branch. Accommodations or assets may include: sidewalks, crosswalks, bike lanes, multiuse paths, etc. within or immediately adjacent to the highway right of way. The ADD shall verify accuracy of information by mapping data before sending to the Cabinet. The Cabinet may provide a listing of communities to be inventoried and a fillable GIS database. Initial data collection effort shall be completed by the last workday in **May**.
- 2) Provide annual updates to previously collected bicycle and pedestrian asset inventory as necessary.
- 3) The ADD will review and update database information concerning bicycle and/or pedestrian plans that have been developed by a city, county, school, university, YMCA, Greenways Organization, or other regionally acceptable group by the last workday in **September**.

#### Title of Compressed Folder of Shapefile Data

XXADD FYXX 3E Bike and Pedestrian Assets

Ex: BGADD FY25 3E Bike and Pedestrian Assets

#### Filename

XXADD FYXX 3E Bicycle and Pedestrian Plan Updates

Ex: BGADD FY25 3E Bicycle and Pedestrian Plan Updates

### 3F: Kentucky Highway Freight Network

#### Purpose

The purpose of this deliverable is to review and suggest changes to the Kentucky Highway Freight Network (KHFN) with input from stakeholders from ADDs, MPOs, Highway Districts and the freight industry. The KHFN was designated in 2015 as suggested by the FAST Act. The information will be used to update the KHFN network, as in input in the Strategic Highway Investment Formula for Tomorrow scoring system (SHIFT), as a resource for the National Highway Freight network, and the statewide freight analysis. Improvement of this network may increase mobility for freight, thereby supporting economic vitality.

There is a lot of great information here:

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

#### Tasks:

- 1) Review, inputs, and updates are requested from transportation planners in consultation with the ADDs, MPOs, Highway Districts and the freight industry for updates to the current KHFN. The ADDs will review provided GIS shapefile for changes to the network. KYTC has created a webpage to host the GIS shapefile at the following website link: <https://transportation.ky.gov/MultimodalFreight/Pages/ADD-Shapefile.aspx>. It is also available in the Kentucky Highway Information System (HIS).
- 2) The KHFN includes routes designated in one of four tiers. Consult criteria for any added or changed route:
  - a. Tier 1
    - i. Route segments designated in 2014 by USDOT as the Primary Freight Network; or
    - ii. Average Daily Truck Traffic (AADTT) over 7,000.
  - b. Tier 2
    - i. Route segments of remaining interstates and parkways; or
    - ii. AADTT between 4,000 and 7,000.
  - c. Tier 3
    - i. Route segments with functional classification of Principal or Minor Arterial and most Collectors,; or
    - ii. AADTT between 500 and 4,000; or
    - iii. Regional connectivity.
  - d. Tier 4
    - i. Route segments with AADTT less than 500; or
    - ii. Local access or regional connectivity.
- 3) The ADD will review the KHFN route segment locations and classifications in their area for accuracy of location, conformity to current criteria, and five-year planned freight activity. During the review process, it may be discovered that freight activities have changed in the area (new manufacturing facilities, closed manufacturing facilities, distribution center

changes, and highway changes) requiring addition of new routes, revision of the tier designation of current routes or deletion of current route segments. The ADD planner will populate the database with new route segments or revise the database tier designation for segments that have increased or decreased traffic or mark for deletion any routes to be removed from the database. The ADD planner will submit an updated GIS shapefile or a statement of “I have reviewed and there are no revisions recommended at this time,” by the last workday of **November**.

- 4) All mileage of additions and subtractions of route segments should balance within 10% of miles by Tier. If the ADD has a significant event and cannot meet the balance standards, a detailed description is required **and** any added routes must be prioritized by Tier for importance to the region - first, second, third etc.

#### **Title of Compressed Folder of Shapefile Data**

XXADD FYXX 3F KY Freight Network

Ex: BGADD FY25 3F KY Freight Network

### 3G: Park-and-Ride Inventory

A park-and-ride facility is generally perceived as a location where people can park their personal vehicle and rideshare with one or numerous others through private transport. Typically, this change is from a single-occupant vehicle, whether as a rider or a driver, to a transit vehicle, carpool, or vanpool. A park-and-ride facility is generally perceived as a location where people can park their personal vehicle and rideshare with one or numerous others through private transport. Typically, this change is from a single-occupant vehicle, whether as a rider or a driver, to a transit vehicle, carpool, or vanpool. Existing park and ride facilities that have been identified in previous years should be reviewed to determine operationality. New facilities can be identified and included based on publicly identifiable information such as but not limited to, signs, advertisement, or transit map. RTC members and Highway District Offices are another resource to solicit for new or non-operational park and ride facilities. The Cabinet realizes that not all park-and-ride facilities available are under its jurisdiction and control. If private owners of Park and ride facilities want to be included or not, KYTC will leave that to private owners discretion. The Division of Multimodal Programs is the coordinator of the park-and-ride facilities. The division is responsible for:

. The Cabinet realizes that not all park-and-ride facilities available are under its jurisdiction and control. If private owners of Park and ride facilities want to be included or not, KYTC will leave that to private owners discretion.

The Division of Multimodal Programs is the coordinator of the park-and-ride facilities. The division is responsible for:

- Maintaining a current inventory of park-and-ride facilities
- Adding or deleting facilities to the official list (this can be done every four years by March 30th to keep KYTC maps current)
  - However, KYTC or those appointed to assist in collecting data can at any point during the course of four years let KYTC Central Office staff know of any facility changes as they arise.
- Identification of new (FY2015- FY2023) locations for park-and-ride facilities
- Reviewing the need to incorporate bicycle racks into any new, reconstructed, or improved park-and-ride facility
- Assisting the districts and other divisions in identifying funding sources

The collected fields will be:

District	Route Unique	Lighted	Pool contact
ADD	Milepoint	Official	Remarks
County	Total Parking Spaces available	Owner	Contact
City	Surface Type	Owner Permission	Latitude
Route	Striped	Responsible for Maintenance	Longitude

The inventory will be maintained as part of a Geographic Information System (GIS) and can be displayed on maps. This inventory will be updated every four years to ensure accuracy and the ADDs are encouraged to inform KYTC staff of changes that have occurred in their communities such as the closing or opening of a new facility.

KYTC will require this information by the last workday of **March**.

**Please refer to the ADD Work Program – 5 Year Schedule located in this document for the Major Update year.**

**Title of Compressed Folder of Shapefile Data**

XXADD FYXX 3G Park and Ride Inventory

Ex: BGADD FY25 3G Park and Ride Inventory

## Regional Transportation Asset Review Schedule

FY PRODUCTS	Anticipated Time	Staff Responsible	Schedule
Regional Transportation Assets	person hours		June
Rail Freight Loading/Unloading Locations Update	person hours		February
List of Rail Yards	person hours		October
Truck Parking Inventory	person hours		November
Major Traffic Generators / Major Freight Users	person hours		March /September
MFUI - GIS Shapefile	person hours		June
NHS Intermodal Connector Review	person hours		November
Bicycle/Pedestrian Data	person hours		May
Bike/Ped Plans Review and Updates	person hours		September
KY Highway Freight Network	person hours		November
Park-and-Ride Inventory	person hours		December
Historical Files	person hours		Ongoing
<b>TOTAL</b> Time for Work Element			

**ESTIMATED** Percent of Program:

## WORK ELEMENT 4 – STRATEGIC HIGHWAY INVESTMENT FORMULA for TOMORROW (SHIFT)

### 4A: SHIFT Project Identification Data Review and CHAF Development

#### Purpose

The statewide transportation planning process is accomplished through a cooperative program with the twelve (12) Highway District Offices (HDOs) of the Cabinet, fifteen (15) Area Development Districts (ADDs), and nine (9) Metropolitan Planning Organizations (MPOs). The ADDs and MPOs Transportation Committees consist of local officials, transportation stakeholders and public citizens at-large. This process identifies transportation needs, based on local official and public input, and documents available data for each need. The process also provides regional and local priorities for use and consideration in the development of the Recommended Highway Plan. This process complies with federal legislation requirements to inform, solicit input from and consult with transportation users, local publicly elected officials, and representatives from all transportation modes and the underserved populations.

The ADD will use the most recent version of project data to inform the Continuous Highway Analysis Framework (CHAF) database of any new needs identified, per guidelines provided by and updated by the Cabinet. This project identification and evaluation process is an on-going task to be coordinated with the HDO Planner. The Cabinet will update the guidelines as needed, and there is an example schedule of the SHIFT process at the end of this section.

There is a lot of great information here:

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

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

#### Development, Evaluation & Maintenance

- 1) Needs may be proposed by an ADD, MPO, or HDO. ADD, MPO, HDO shall review initial proposal or Division through field visits, analysis of data sources as provided or approved by the Cabinet for analytical purposes. After this review, if deemed appropriate, project identification data shall be developed in partnership by the ADD and HDO planning members.
- 2) All project identification data records shall be housed in the online CHAF database application. Usernames and passwords may be acquired by contacting the Cabinet. The ADD and HDO are responsible for maintaining all information in the application. Additionally, the ADD and HDO shall be responsible for the quality, clarity, and completeness of needs specific to their boundaries. The Cabinet shall coordinate and oversee the CHAF database web application.
- 3) Transportation needs identified from all sources are recorded in the CHAF database until all project phases are advanced into the Highway Plan with full funding, are completed through other means, or are voted inactive for lack of Regional Transportation Committee or HDO support.
- 4) The ADD, in cooperation with the HDO, shall review all project identification records in relation to others and current Highway Plan projects and revise any project descriptions, termini, or other information as may be required. Special attention shall be given to adequately describe the problem and project description, cite the available data and document the need. Projects which are not data driven, do not appear to have a definite purpose or need, and which have a history of low priorities should be considered as candidates for removal from the active

database. If a fully documented need cannot be determined, the ADD staff, in conjunction with the HDO and with the concurrence of the Regional Transportation Committee, should recommend that the project be moved to inactive status.

- 5) Each identified project record shall include, at minimum, a photo and a map. The ADD Planner shall review all projects in the CHAF database to ensure that current photos and maps are included. Unless specifically exempted by the Cabinet, if needed, the bundled project identification data record with photo and map will be submitted to the HDO copied to the Division. A map shall show the vicinity and specific location of the project while identifying applicable routes and/or other landmarks.
- 6) Any new or revised project record or low-cost, short-term solutions because of this effort shall be submitted to the appropriate HDO and copied to the Division. Each project record shall be complete with photographs and map. Access to multimodal and/or modal facilities such as airports, river-ports, rail facilities, major trucking terminals, or to a major traffic generator shall be noted in the Project Description and Needs Statement as part of the explanation and justification to address the identified access challenges.

## **Prioritization**

- 1) The Project Sponsorship phase of the prioritization process is performed during January and February. As the first step in ranking of regional projects, ADDs and HDOs will work together to meet with their local transportation leaders to identify projects to prioritize for the highway plan funding in their areas. ADDs are to submit their Sponsorship Lists as directed by the Cabinet.
- 2) Meet with HDOs to review and update projects list based upon comments in early spring.
- 3) Complete data verification for the sponsored project identification data records in the spring.
- 4) Review of the priority point(s) allocation and coordination with other ADDs, MPOs and HDOs in their Regional Areas to determine which identified projects will be selected to receive boost points over the summer.
- 5) Maintain and document an ongoing public involvement process utilized to prioritize and rank the projects selected throughout the prioritization process. This includes all efforts to educate/inform the committee and the public and any methods used to build consensus for priorities/rankings. This documentation shall be submitted in the summer of the prioritization calendar year.
- 6) Evaluation of the prioritization/ranking process at the conclusion of this process. Providing this input to the Cabinet will improve the future process for prioritization. This information shall be provided/submitted in the fall of the prioritization calendar year.

## Example SHIFT Schedule



## SHIFT Kentucky Ahead

Strategic Highway Investment Formula for Tomorrow

Draft Timeline \*\*\*Revision Date: 05/11/2023

	2023	Action	Acting Party	Description
Sponsorship	now - 2/28	CHAF's	ADD, MPO, HDO	ADDs and MPOs prepare new and/or update existing CHAFs as needed in their respective areas in order to prepare for project Sponsorship.
	3/1 - 4/28	Projects Sponsored	ADD, MPO, HDO	Sponsor projects in the CHAF program.
Data Verification	5/1 - 5/31	Review Sponsored Project List	Central Office, HDO, ADD, MPO	Review project list, discuss projects with districts, ADDs and MPOs, review projects for duplications and families
		Update project data	HDO, Central Office	Review and Update data needed for Project Scoring
	6/1 - 6/2	Data Verification	Central Office	Confirm on sponsored CHAFs
Statewide Prioritization	6/5 - 6/30	Statewide Scoring	Central Office	CO will start Scoring Process and produce a Statewide list of scored projects on the NH System.
	7/3 - 7/14	Statewide Project Identification		Projects of statewide significance identified based on facility type and improvement impact. Statewide projects will be generated from this list to be included in Recommended Highway Plan.
Regional Prioritization	7/17 - 7/21	Regional Scoring	Central Office	Planning will produce regional lists, including projects on the NH System not selected through the Statewide Prioritization selection process, score regional projects, and distribute project list.
	7/24 - 9/8	Boost Point Allocation & submittal	ADD, MPO, HDO	ADD's, MPO's, and HDO's determine which projects within their area's Regional List will be selected to receive boost points.
	9/13	Area Report	ADD, MPO, HDO	ADD's, MPO's, and HDO's will write up the methodology that was used to for the 2024 process. This should include Sponsorship and Boosting and discuss what factors or reasons each area used to make decision's.
	9/11 - 9/15	Finalize Regional Scores	Central Office	Scores are finalized
District Project Selection	9/18 - 10/13	District Meetings	HDO	District personnel prepare proposed project selection list and schedule. Identify list of additional projects if more funding is available. Districts meet with and discuss proposals with Cabinet leadership, funding conflicts will be discussed and resolved.
Draft Plan	10/16 - 12/22	KYTC Develops Draft Plan and Delivers to the Governor	Central Office	The Draft Recommended Highway Plan is a combination of statewide list and regional lists. It will also include system preservation and preventative maintenance projects. Submit Draft Plan to Governor. Revise Per Governor request.

## SHIFT Review Schedule

FY PRODUCTS	Anticipated Time	Staff Responsible	Schedule
Preparation for Prioritization	person hours		See SHIFT schedule above
Prioritization/Ranking Process			
Major Update (Odd Fiscal Years)	person hours		See SHIFT schedule above
Evaluation of Prioritization Process (Even Fiscal Years)	person hours		See SHIFT schedule above
<b>TOTAL</b> Time for Work Element			
<b>ESTIMATED</b> Percent of Program:			

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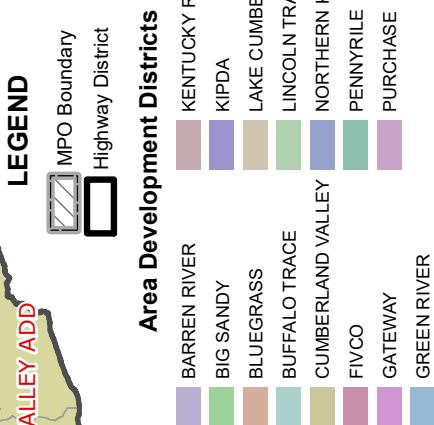
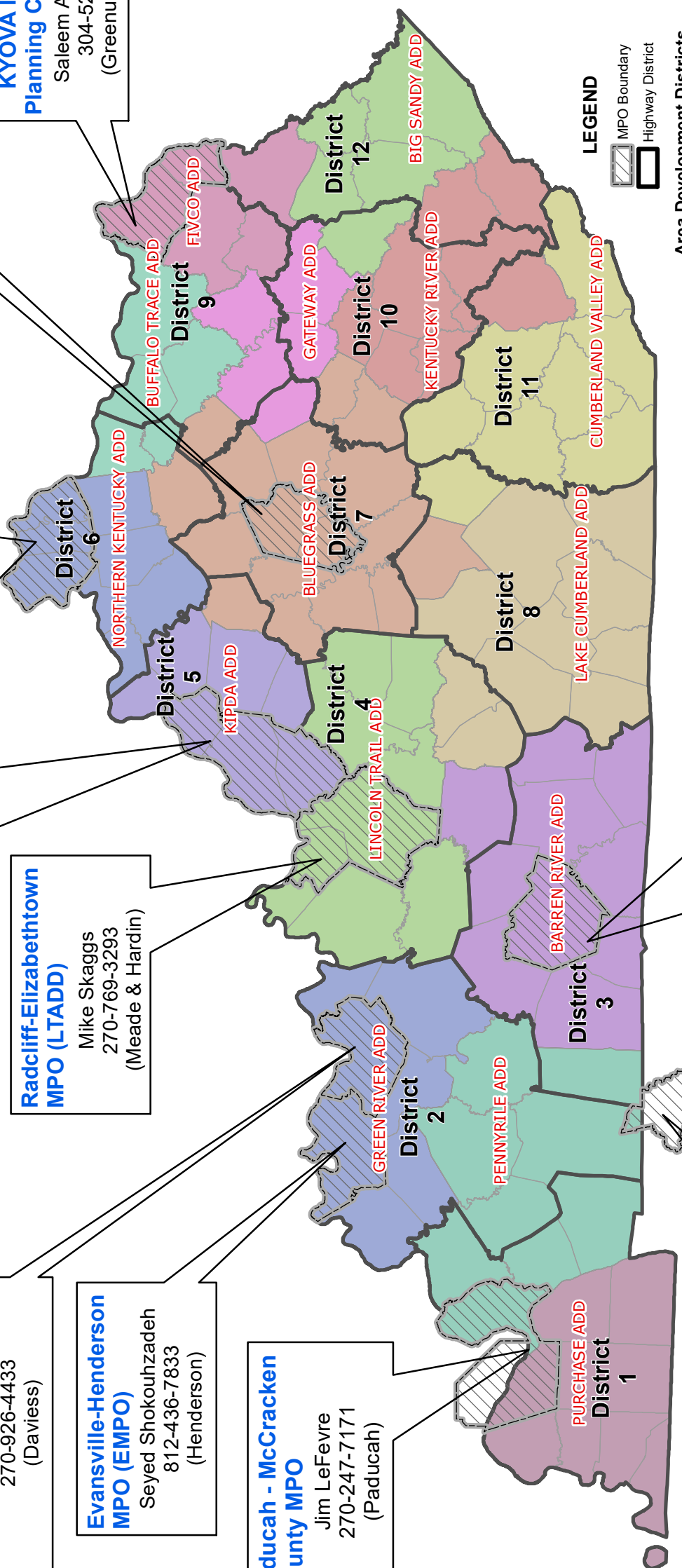
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Fayette	Lincoln	Fleming
Garrard	McCreary	Greenup
Jessamine	Pulaski	Lewis
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Mercer	Russell	Nicholas
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Owsley	Leslie	Pike
Perry	Whitley	
Powell		
Wolfe		