

RECREATIONAL TRAILS PROGRAM PROGRAM REQUIREMENTS

1. All RTP Recipients must comply with the LPA manual to receive reimbursement.
2. Acquisition or development must start and a billing must be submitted soon after the date of project approval. Reimbursements need to be submitted quarterly along with the Quarterly Report.
3. Changes in the scope of services must be by written request, and amended into the Memorandum of Agreement.
4. Plans and Specs must be approved by the KYTC District LPA Coordinator. Changes in the site plans must be approved by the state project officer.
5. All new electric lines under 15KV and telephone lines must be installed underground.
6. All site development must be trail or trail related.
7. No enclosed facilities will be allowed except restrooms.
8. A restrictive permanent easement must be filed and approved by DLG prior to receiving reimbursement.

9. The Local Public Agency (LPA) Development Checklist must be completed and submitted to DLG – See attached document
10. The Public Interest Finding (PIF) must be completed when utilizing force account labor or in-kind labor.
11. If Stock Pile Materials are used – Verification that it conforms to plans and specs are required.
12. Include a Construction Inspection Plan.
13. Erosion Sediment Measures- List how the project was monitored and maintained erosion control measures.
14. Provide in detail how the bid proposals were reviewed. Must provide copy of engineer estimate.

If you need assistance, please contact Jodie Williams at 502-573-2382 or toll free 1-800-346-5606.

The mailing address is:

DEPARTMENT FOR LOCAL GOVERNMENT
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601

RECREATIONAL TRAILS PROGRAM
Reimbursement Requirements

1. PAYMENT FOR CONSTRUCTION WORK OR MATERIALS IN EXCESS OF \$20,000.00, to any individual during the entire project period, must be bid.

1. \$20,000.00 – Satisfies the State Law Requirements.
2. \$20,000.00 – Satisfies the Federal Law Requirements.
3. City Model Procurement Code

For reimbursement the following must be completed:

1. Copy of the bid advertisement as it appeared in a newspaper.
2. Plans and specifications.
3. Summary of the bids received.
4. Copy of signed contract.
 - a. If only one bid was received, then approval from the Department for Local Government must occur for the sponsor to sign a contract with the one bidder, if that is the bid the sponsor wishes to accept. If the sponsor wishes to reject the bid, then the project should be rebid again.
 - b. If more than one bid is received, the sponsor must select the lowest bid. If the sponsor decides to accept other than the lowest bid, then written justification must be submitted to the Department for Local Government for review and approval before a contract can be signed.
 - c. If more than one bid is received and all bids received Exceed the total projects cost then (1) all bids may be rejected and the project rebid or (2) each bidder be given the opportunity to negotiate their bid with the sponsor to decrease the total costs. In any case all bidders must be given the opportunity to negotiate with the sponsor. This also must be approved by the Department for Local Government.

2. FOR DONATED LABOR, time sheets signed by the project coordinator should be submitted. Only laborer's wages (normal minimum wage) should be charged unless the type of work completed is performed by someone whose occupational specialty is the same e.g. bricklayer laying bricks.
3. FOR DONATED EQUIPMENT, if a private operator donates equipment, he may charge his normal rate. This rate should also include the operator's hourly wage rate.
4. FOR DONATED MATERIALS, the market value or the actual cost, should be submitted. The documentation should be an invoice or other supportive statements.
5. FOR FORCE ACCOUNT LABOR, (labor supplied by the local Sponsor's employees), evidence of the worker's employment with the sponsor is required in addition to time sheets signed by their supervisor.
6. FOR FORCE ACCOUNT EQUIPMENT, (equipment owned by the Sponsor), a fully documented equipment use rate has to be established And submitted to our office for approval. In lieu of an established rate, Kentucky Highway Equipment Rates or FEMA rates can be used. Copies of these rates can be obtained upon request.
7. FOR LAND (TRAIL) PURCHASE, a copy of the deed, Certification of Title statement of just compensation, a written offer to purchase at the appraised value, detailed appraisal and Notice of Limitation of Use recorded, and trail easement are required.
8. FOR LAND (TRAIL) DONATION, a copy of the deed, certification of title, and a Waiver of Just Compensation, detailed appraisal and easement is required.
9. IN ALL CASES, a copy of cancelled checks, front and back, is required for reimbursement of land, labor, materials and services that are purchased or contracted. Also, invoices that have to be submitted must be itemized and relate to the budget as identified in the Memorandum of Agreement.
10. REIMBURSEMENT normally takes 2 weeks.

BILLING REQUEST

Billing No. _____

PROJECT # _____

NAME: _____

SPONSOR: _____

TOTAL BILLING AMOUNT: \$ _____

FEDERAL REIMBURSEMENT REQUEST: \$ _____

PERCENT OF PROJECT COMPLETE: _____

ENCLOSURES (PLEASE CHECK MARK IF APPLICABLE AND NOT PREVIOUSLY SUBMITTED)

INVOICES _____

CANCELLED CHECKS (FRONT&BACK) _____

EXPENDITURE FORM _____

CONTRACTS _____

PLANS & SPECIFICATIONS _____

BID ADVERTISEMENT/BID TABULATION _____

FORCE ACCOUNT TIME SHEETS _____

FORCE ACCOUNT EQUIPMENT FORMS _____

DONATED LABOR FORMS _____

DONATED EQUIPMENT FORMS _____

DONATED MATERIALS FORMS _____

P.L. 91-646 COMPLIANCE DOCUMENT FOR LAND ACQUISITONS _____

CHANGE ORDERS _____

AUTHORIZED SIGNATURE _____
CLERK, FISCAL OFFICER, SUPERVISOR

DATE: _____

EXPENDITURE FORM

PROJECT NO. _____ PROJECT NAME _____

Voucher Check No.	Name of Payee	Amount of Payment	Cost Estimate Item

LOCAL FISCAL OFFICER _____ APPROVED

STATE FISCAL OFFICER _____ APPROVED

FORCE ACCOUNT TIME SHEET – RECREATIONAL TRAILS PROGRAM

RETAIN FOR AUDIT

PROJECT NAME AND NUMBER

NAME OF PERSON

KIND OF WORK PERFORMED
(LABOR, PLUMBER, MASON,
ETC.)

HOURLY RATE – BASED ON _____

Force account employees are defined as those persons employed by the local Government (city or county) completing the project. If for any reason time sheets are not retained, the payroll register will be requested.

DATE	COST ESTIMATE ITEM(S) WORKED ON	TOTAL WORK HOURS	HOURLY RATE	VALUE OF FORCE ACCOUNT (HOURS X RATE)

TOTAL VALUE OF DONATION _____

SIGNATURE REQUIRED VERIFYING RECORD

SIGNATURE OF PERSON

DATE

SUPERVISOR VERIFYING ACCURACY
PROJECT COORDINATOR OR CLERK

DATE

VALUE OF FORCE ACCOUNT EQUIPMENT USE RECREATIONAL TRAILS PROGRAM

RETAIN FOR AUDIT

PROJECT NAME AND NUMBER

DATE	TYPE & SIZE OF EQUIPMENT	TOTAL HOURS OF USE	COST ESTIMATE ITEM(S) WORKED ON	*HOURLY RATE FROM STATE HIGHWAY DEPT. USE RATE SCHED. OR RATE BASED ON ACTUAL DEPRECIATION, OPERATION AND MAINTENANCE	VALUE OF EQUIP. USE: TOTAL HRS USE X HRLY RATE	EQUIPMENT OPERATOR SIGNATURE

TOTAL VALUE OF EQUIPMENT USE _____

VERIFYING OFFICIAL'S SIGNATURE
PROJECT COORDINATOR OR CLERK

DATE

*State highway department rates may be used for equipment owned by the project sponsor (force account). If highway rates are not acceptable, the sponsor may establish a rate schedule based upon actual operation, depreciation and maintenance costs of each individual piece of equipment. Use the force account time sheet for the operator's wages.

**VALUE OF DONATED EQUIPMENT USE
RECREATIONAL TRAILS PROGRAM**

RETAIN FOR AUDIT

PROJECT NAME AND NUMBER

DONOR

DATE	TYPE & SIZE OF EQUIPMENT	TOTAL HOURS OF USE	COST ESTIMATE ITEM(S) WORKED ON	HOURLY RATE FROM STATE HIGHWAY DEPT. USE RATE SCHD. OR THE COMMERCIAL RATE IF IT IS A PRIVATE DONATION	VALUE OF DONATION HRS OF USE X HRLY RATE	EQUIPMENT OPERATOR SIGNATURE

TOTAL VALUE OF DONATION _____

VERIFYING OFFICIAL'S SIGNATURE
PROJECT COORDINATOR OR CLERK

DATE

**VALUE OF DONATED LABOR
TIME SHEET – RECREATIONAL TRAILS PROGRAM**

RETAIN FOR AUDIT

PROJECT NAME AND NUMBER

NAME OF PERSON _____
CONTRIBUTING DONATED TIME _____

KIND OF WORK PERFORMED (LABOR,
PLUMBER, MASON, ETC.) _____

HOURLY RATE – BASED ON _____

A person donating his time to a project will be paid as a general laborer unless he is professionally skilled in the work he is performing on the project (i.e. plumber doing work on pipes, mason doing work on a brick building). When this is the case, the wage rate this individual is normally paid for performing his service may be charged in the amount of that which the city or county in the immediate area pay their employees for performing similar duties (normally minimum wage).

DATE	COST ESTIMATE ITEM(S) WORKED ON	TOTAL WORK HOURS	HOURLY RATE	VALUE OF DONATION (HOURS X RATE)

TOTAL VALUE OF DONATION _____

SIGNATURE REQUIRED VERIFYING RECORD

SIGNATURE OF PERSON DONATING TIME

DATE

SUPERVISOR VERIFYING ACCURACY
PROJECT COORDINATOR OR CLERK

DATE

**VALUE OF DONATED MATERIAL
RECREATIONAL TRAILS PROGRAM**

RETAIN FOR AUDIT

PROJECT NAME AND NUMBER _____

DONOR _____

DESCRIPTION OF MATERIAL DONATED	COST ESTIMATE ITEM(S) THAT DONATED MATERIAL PERTAINS TO	DATE OF DONATION	CURRENT MARKET VALUE	WRITTEN STATEMENT, INVOICE, SALES SLIP, ETC. THAT ESTABLISHES THE VALUE (PLEASE INDICATE)

TOTAL VALUE OF DONATION _____

VERIFYING OFFICIAL'S SIGNATURE _____ **DATE** _____

PROJECT COORDINATOR OR CLERK

Kentucky Transportation Cabinet (KYTC) / Kentucky Department for Local Government (DLG) / Federal Highway Administration (FHWA)
Local Public Agency Project Development Checklist (LPA-PDC) for Recreational Trail Projects (RTP)
(Required for RTP Infrastructure Projects Only)
Developed March 30, 2018

Project Information

KYTC Item No.:	
Federal Project No.:	
Local Public Agency:	Person in Responsible Charge:
DLG Project Manager:	
County:	
Is any portion of the project in the right-of-way of a highway?	Route(s), if Applicable:
Project Description:	
DLGLPA Project Agreement No.:	
Planned Advertisement for Bids Date:	
Planned Letting Date:	

Introduction

The Local Public Agency Project Development Checklist LPA-PDC must be completed by the LPA (assistance from project consultants is acceptable), signed by an authorized agent of the LPA (should be the 'person in responsible charge' of the project), and submitted to DLG with the complete Plans, Specifications, and Estimate (PS&E) package for review and concurrence prior to advertisement for construction bids. The completed LPA-PDC will indicate the design and contract documents for this project have been prepared in accordance with the current version of KYTC LPA Guide and the DLGLPA Project Agreement (which requires compliance with all applicable state and federal laws, and regulations). Concurrence with the PS&E package and LPA-PDC by DLG and authorization of Federal funds is required prior to advertisement for construction bids. The LPA must not advertise for construction before written notice to proceed from DLG.

Answer all questions by checking 'Yes' or 'No' and provide support information. If additional documentation or comments are needed to adequately address a question, please add notes in the 'Comments' column and provide attachments as necessary.

Please review the current version of the KYTC/FHWA Stewardship Plan (<https://www.fhwa.dot.gov/federalaid/stewardship/agreements/ky.pdf>) for authority, role, and responsibility delegations of program and project activities in implementing the Federal-aid Highway Program.

The LPA-PDC is not an all-inclusive list as it does not address all Federal-aid requirements and regulations. However, the LPA-PDC does account for several major Federal-aid requirements and provides references to source documents for further review.

	YES	NO	COMMENTS
1. What design standards were used and why?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the NEPA document been approved? Date: ____ Please attach the NEPA document.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the project have any temporary or permanent easements? If no, please explain.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is RW clear? Please attach RW certificate or deed if the project is located within a public park.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are there any utility lines or utility line relocations? Please explain.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is force account labor being used (i.e., will local forces be used to perform any portion of the construction work)? If so, please explain. (23 CFR 635.104 & 204)	<input type="checkbox"/>	<input type="checkbox"/>	
7. Has an official Engineer's Estimate been developed based upon all bid items included in the contract documents? Note: The EE must be kept confidential until after bid opening.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Will the LPA use the small construction procurement process? (KRS 45A.100)	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Bid Proposal contain:	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Form FHWA-1273 language? (23 CFR 633.102) • Equal Employment Opportunity language and special provisions? • (23 USC § 12101, et seq., 28 CFR 35, 29 CFR 1630, 41 CFR 60 and orders from the Secretary of Labor? • Minimum wage rates required by federal law? (23 CFR 635.117) • A Disadvantage Business Enterprise (DBE) goal? (23 CFR 635.107 & 49 CFR 26) DBE Goal: <u>0%</u> • The required non-collusion provision? (23 CFR 635.112 (f)) • By reference the most current version of the <u>Standard Specifications for Roadway & Bridge Construction</u> book? • A specification and method of payment for all bid items? • The contract times and dates and any special scheduling provisions? (23 CFR 635.121) 	<input type="checkbox"/>	<input type="checkbox"/>	
Completion Date: ____	<input type="checkbox"/>	<input type="checkbox"/>	

<p>10. Who will perform construction inspection services for the project? <input type="checkbox"/> LPA to perform inspection? <input type="checkbox"/> Consultant, hired pursuant to Professional Services Procurement Procedures, to perform the inspection?</p>			
<p>11. Are the following required documents included (as attachments) in this submittal to DLG? Field Estimate (FE) <input type="checkbox"/> <input type="checkbox"/> Proposed Bid Proposal <input type="checkbox"/> <input type="checkbox"/> Design Plans <input type="checkbox"/> <input type="checkbox"/> Proposed Bid Advertisement & Advertising Locations <input type="checkbox"/> <input type="checkbox"/></p>			

Signatures/Concurrence

By signing below, the LPA certifies that 1) the information provided in this Project Development Checklist is complete and accurate, 2) the design and contract documents for this project have been prepared in accordance with the KYTC LPA Guide and the DLG/LPA Project Agreement 3) the design and contract documents conform to all applicable state and federal laws and regulations. As such, the LPA requests construction funding, construction agreement, and notice to proceed with advertisement for construction.

Local Public Agency (Name): _____

Signed: _____ Print: _____

Title: _____ Date: _____

By signing below the DLG employee overseeing this project certifies that the above is true to the best of his or her knowledge.

DLG Concurrence:

DLG Project Manager Signature: _____ Print: _____

Title: _____ Date: _____

Once DLG has signed the LPA-PDC, construction funding authorization will be requested of FHWA (via KYTC), and the construction agreement will be put into place. After this, DLG will provide to the LPA written notice to proceed with advertisement. The LPA must not advertise for construction before written notice to proceed from KYTC. A project must be advertised for construction bids for a minimum of 21 full calendar days prior to opening bids.

DLG will provide a scanned copy of the LPA-PDC to the LPA once signed.