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 lying 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_____ STATE FISCAL OFFICER_____

APPROVED 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 DATE
PROJECT COORDINATOR OR CLERK

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 DATE
PROJCT COORDINATOR OR CLERK

*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 VERIFYNG 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) / Federal Highway Administration (FHWA)

Local Public Agency Project Development Checklist (LPA-PDC)

Revised April 5, 2011

Project Information

KYTC Item No. (If applicable) :

Federal Project No.:

Local Public Agency:

KYTC Administering Office:

County:

Route (If applicable) :

Description:

Contract ID No. :

Proposed Advertisement for Bids Date:

Proposed Letting Date:

Introduction

This Local Public Agency Project Development Checklist (LPA-PDC) is intended to assist in development of projects which conform to FHWA Federal-aid regulations, policies, and guidance for infrastructure projects.

State Administered Local Public Agency (LPA) Federal-aid Projects:

The LPA-PDC should be completed by the LPA, signed by an authorized agent of the LPA, and submitted to the appropriate KYTC Administering Office 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 contract documents for this project have been prepared in accordance with the current version of KYTC LPA guidance documents, the KYTC/LPA Project Agreement, and all applicable Federal-aid laws, regulations, and policies. **Concurrence with the PS&E package and LPA-PDC by the KYTC is required prior to advertisement for construction bids.**

The LPA-PDC is composed of a series of yes/no questions in categories including Planning, Environmental, Right-of-Way & Utilities, Plans & Specifications, Proposal, and Estimate. **Answer all questions by checking 'Yes', 'No', or 'N/A' and provide support information.** If additional documentation or comments are needed to address a question or satisfy a requirement, please note accordingly in the 'Comments' column and provide attachments as necessary.

Notations in parentheses provide reference information to source documents such as Title 23 Code of Federal Regulations (CFR) (www.gpoaccess.gov/cfr/index.html) or other various guidance documents.

Notes:

1. See the current version of the KYTC/FHWA Stewardship Plan (http://transportation.ky.gov/stewardshipPlan.pdf) for authority, role, and responsibility delegations of program and project activities in implementing the Federal-aid Highway Program.
2. 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.

Fund Allocation

	Checklist Item	Yes	No	N/A	Comments
1.	**Is the project programmed in the Statewide Transportation Improvement Program and/or approved amendments or modifications?** (23 CFR 450.216 & 23 USC 135)	☐	☐		
2.	**If this project is located within a Metropolitan Planning Organization area, is it programmed in the Metropolitan Transportation Plan, Transportation Improvement Program, and/or approved amendments or modifications?** (23 CFR 450.322, 450.324, 450.216 & 23 USC 135)	☐	☐	☐	

Professional Services Procurement

	Checklist Item	Yes	No	N/A	Comments
1.	Does the project require professional services? If yes, who is performing the service? ☐ Consultant ☐ In-house staff If a consultant is performing the task, which Qualifications Based Selection (QBS) process was utilized to hire them? ☐ Statewide Contract – KRS 45A.838 ☐ LPA Process pursuant to KRS 45A.730-750 ☐ Price Contract - KRS 45A.837	☐	☐		
	Documentation submitted, showing that the LPA chose and followed the appropriate QBS process? Date sent to KYTC Administering Office: _____ Date approved by KYTC Administering Office:_____	☐	☐		

Environmental Requirements

	Checklist Item	Yes	No	N/A	Comments
1.	**Has KYTC received all Clearinghouse Documentation?** **Date received by KYTC Administering Office:_____**	☐	☐		
2.	**Has the environmental documentation for the project been approved? Please check the type of environmental documentation below.** (23 CFR 771) ☐ **Categorical Exclusion Minor (CE-M)** Date Approved: _____ ☐ **Categorical Exclusion Level 1 (CE-1)** Date Approved: _____ ☐ **Categorical Exclusion Level 2 (CE-2)** Date Approved: _____ ☐ **Categorical Exclusion Level 3 (CE-3)** Date Approved: _____ ☐ **Environmental Assessment / FONSI** Date FONSI Approved: _____ ☐ **Environmental Impact Statement / ROD** Date ROD Approved: _____	☐	☐		
3.	**Is a re-assessment or re-evaluation of the environmental document needed?** (23 CFR 771.129) Date of most recent re-assessment/re-evaluation: _____	☐	☐	☐	
4.	**Have environmental commitments been incorporated into the final design and contract documents, in any of the following areas? If Yes, please check Y or N below for each type of project commitment or N/A if not applicable.** **Historic Preservation** (36 CFR 800, 16 USC § 470f)	☐	☐	☐	

	Stream/Wetland Mitigation (23 CFR 777)	☐	☐	☐	
	Noise Abatement (23 CFR 772)	☐	☐	☐	
	Section 4f (23 CFR 774, 23 USC § 138, 49 USC § 303)	☐	☐	☐	
	Endangered Species Act (50 CFR 402.12(c))	☐	☐	☐	
	Other: _____	☐	☐	☐	
5.	**Have all applicable environmental permits for the project been secured? If not, please explain.**	☐	☐		
	Please check yes or no to indicate if the permit has been obtained and N/A if it is not required.				
	Section 401 – Water Quality	☐	☐	☐	
	Kentucky Pollutant Discharge Elimination System (KPDES)	☐	☐	☐	
	Individual Storm Water Discharge Permit	☐	☐	☐	
	Section 404 – USACE Individual Stream Permit (23 CFR 777)	☐	☐	☐	
	Section 404 – USACE Individual Wetlands Permit (23 CFR 777)	☐	☐	☐	
	Section 404 – USACE Nationwide Permit (23 CFR 777)	☐	☐	☐	
	Coast Guard (23 CFR 650 Subpart H)	☐	☐	☐	
	Other: _____	☐	☐	☐	

Right-of-Way & Utilities

***Note:** Only Question #1 applies to Non-infrastructure Projects*

	Checklist Item	Yes	No	N/A	Comments
1.	**Right-of-Way Certification** **Date Approved: _____** ***Provide a copy of the Right-of-Way Certification with the LPA-PDC***	☐	☐		
	Has all Right-of-Way for the project been secured?	☐	☐	☐	
2.	**Have all displaced persons been relocated to decent, safe, and sanitary housing per the requirements outlined in the Uniform Act? If 'No', please provide a detailed explanation and attach to the LPA-PDC.** (23 CFR 635.309)	☐	☐	☐	
3.	**Have all Encroachment Permits been obtained for projects that will be constructed on KYTC Right-of-Way?** **Date Approved: _____** ***Provide a copy of the Encroachment Permit with the LPA-PDC***	☐	☐	☐	
4.	**Are any utilities located within the project area?**	☐	☐		
	If yes, have all Utility Agreements/No Impact Letters been approved?	☐	☐	☐	
5.	**What do the Utility Impact Notes indicate?**				

	☐ No utilities remain located in the project area at the time of the letting ☐ Utilities will be moved during construction by other than a contractor ☐ Utilities will be moved during construction by a contractor ☐ Utilities will remain in project area and must be avoided by Contractor *Provide a copy of the Utility Impact Notes with the LPA-PDC*				
6.	Is the project located on or adjacent to or require the adjustment of railroad facilities or property?	☐	☐		
	If yes, has the railroad agreement been approved?	☐	☐	☐	

Non Construction Procurement (Purchasing)

Note: ***This Section only applies to Non-Infrastructure Projects.***

	Checklist Item	Yes	No	N/A	Comments
1.	What method of procurement will be used? ☐ Competitive Bidding RFB approved by KYTC_____ ☐ Competitive Negotiation KYTC approval _____ RFP approval by KYTC _____ ☐ Small Purchases Procedure KYTC approval _____ ☐ Printing ☐ Other KYTC approval _____				
2.	Purchasing procedure chosen was followed and Purchase Contract drafted KYTC approval _____	☐	☐		

Design, Plans, & Specifications

***Note:** This Section only applies to Infrastructure Projects.*

	Checklist Item	Yes	No	N/A	Comments
1.	Have all commitments and promises from previous reviews, meetings, and consultation with the public and external agencies been satisfactorily communicated in the design plans?	☐	☐		
2.	Have the design plans and LPA Design Review Checklist (LDRC) been signed by the LPA's Professional Engineer or Design Consultant?	☐	☐		
	Have plans and LDRC been submitted to District LPA Coordinator?	☐	☐		
	Date approved by District LPA Coordinator _____				
3.	Is the project in a historic district?	☐	☐		
	If yes, have the plans and LDRC been submitted to the KYTC State Historic Preservation Coordinator for review?	☐	☐		
	Date approved by KYTC State Historic Preservation Coordinator _____				

4.	Are any materials (excluding those supplied by a utility company for utility relocation) to be supplied by a public agency or through a non-competitive bid process? (23 CFR 635.407) Public Interest Finding approved by KYTC Date Approved:_____ Public Interest Finding approved by FHWA (if applicable per current KYTC/FHWA Stewardship Plan) Date Approved: _____	☐ ☐ ☐	☐ ☐ ☐		
5.	Are patented or proprietary materials shown in the plans or specifications? (23 CFR 635.411) Use of Material Approved by KYTC Date Approved:_____ Use of Material Approved by FHWA (if applicable per current KYTC/FHWA Stewardship Plan) Date Approved: _____	☐ ☐ ☐	☐ ☐ ☐		

Construction Procurement

***Note:** This Section only applies to Infrastructure Projects.*

	Checklist Item	Yes	No	N/A	Comments
1.	Has an official Engineer's Estimate been developed based upon all bid items included in the contract documents?	☐	☐		
2.	Is the remaining amount of funding consistent with the estimated cost of the construction phase?	☐	☐		
3.	Does the Bid Proposal contain:				
	☐ 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?	☐	☐	☐	
	☐ Does the Bid Proposal contain minimum wage rates required by federal and state law? (23 CFR 635.117 & KRS § 337.505 – 337.550)	☐	☐	☐	
4.	Does the Bid Proposal contain a Disadvantage Business Enterprise (DBE) goal? (23 CFR 635.107 & 49 CFR 26) DBE Goal _____ Obtained on _____	☐	☐		
5.	Does the Bid Proposal contain the required non-collusion provision? (23 CFR 635.112 (f))	☐	☐		

6.	Does the Bid Proposal incorporate by reference the most current version of the Standard Specifications for Roadway & Bridge Construction book?	☐	☐		
7.	Does the Bid Proposal contain the contract times and dates and any special scheduling provisions? (23 CFR 635.121) Y☐ N☐ N/A☐ Completion Date: _____ Y☐ N☐ N/A☐ Work Days: _____ Y☐ N☐ N/A☐ Calendar Days: _____	☐	☐		
8.	Who will perform the construction inspection services for the project? ☐ LPA to perform inspection? ☐ Consultant, hired pursuant to Professional Services Procurement procedures, to perform the inspection?				
9.	Will the LPA use the small construction procurement process? KYTC Approval _____	☐	☐		
10.	Is State or local force account construction work to be utilized on this project? (23 CFR 635.204) Cost Effective Determination Approved by KYTC Cost Effective Determination Approved by FHWA (if applicable per current KYTC/FHWA Stewardship Plan) Date Approved: _____	☐ ☐ ☐	☐ ☐ ☐		

11.	Have the following proposed Bid Letting Documents been submitted to the Administering Office for approval?				
	Engineers Estimate	☐	☐		
	Bid Proposal	☐	☐		
	Design Plans	☐	☐		
	Inspection Plans	☐	☐		
	Bid Advertisement & Advertising Locations	☐	☐		
12.	Is the contractor that submitted the lowest bid responsive?	☐	☐		
	Is the contractor federally debarred or suspended?	☐	☐		
	Is the contractor prequalified by KYTC in the necessary work areas?	☐	☐		
	Did the contractor submit proof of insurance?	☐	☐		
	Did the contractor submit a bid bond? (Note: For contracts over $40,000.00, a bid bond is required.)	☐	☐		
	Did the contractor provide all necessary certifications and affidavits?	☐	☐		
	Did the contractor bid on all bid items?	☐	☐	☐	
	Did the contractor acknowledge addendums to the Bid Proposal?	☐	☐		
	Is the bid within a reasonable amount, similar to the Engineers Estimate, including individual bid items?	☐	☐		
	Did the contractor meet its DBE goal?	☐	☐		
	Was the contractor using subcontractors to meet the DBE goal?				
	If yes, did the contractor provide:	☐	☐	☐	
	Signed subcontract?	☐	☐		

	Proof of insurance for DBE subcontractor?	☐	☐		
	Is the subcontractor prequalified to do the required work by KYTC?	☐	☐		
	Has the subcontractor been federally suspended or disbarred?			☐	

13.	Have the Construction Contract Documents been submitted to KYTC for approval?	☐	☐		

Signatures and Concurrence

State Administered Local Public Agency (LPA) Federal-aid Project: The information provided on this Project Development Checklist is complete/accurate and the contract documents for this project have been prepared in accordance with the KYTC LPA Guide and the KYTC/LPA Project Agreement No.: _____ Signed & Dated: _____.

The contract documents conform to all Federal-aid laws, regulations, and policies and the eligibility requirements for the type of Federal-aid funds requested for this project have been satisfied.

Local Public Agency (Name): _____

Signed: _____ Print: _____

Title: _____ Date: _____

Kentucky Transportation Cabinet (KYTC) Concurrence:

Signed: _____ Print: _____

Title: _____ Date: _____

Once FHWA has authorized Federal-aid funds for the project and the project sponsor has received notification from KYTC of this authorization as well as concurrence from KYTC with the PS&E package and this LPA-PDC, the project sponsor may advertise the project for construction bids. A project must be advertised for construction bids for a minimum of 21 calendar days prior to opening bids and letting the contract. As a recipient of Federal-aid funds, the project sponsor is responsible for advertising and administering the construction of the project in accordance with all applicable Federal-aid laws and regulations.