

AGENDA

1. **Call to order** Judge Gary Moore, Chair
2. **Pledge of Allegiance** All
3. **Quorum** - The secretary will determine and advise chair as to the presence of quorum.
4. **Approval of the agenda** - Consideration of the agenda (*After approval, deletions are subject to a 2/3 majority vote of those members present.*) **Action requested.**
5. **Approval of the minutes** - Consideration of the minutes from the August meeting. *Attachment 1.* **Action requested.**

Administrative - *Items related to NKADD finance and administration will be discussed.*

6. **Ethics Report** - Monthly report from NKADD Ethics Officer. Joe Cottingham will report.
7. **Employee Holiday Schedule Request** - Proposal to switch holiday from 12/24 to 12/26. Tara Johnson-Noem will report. *Attachment 2.* **Action requested.**
8. **Proposed Board Calendar for 2026** Tara Johnson-Noem will report. *Attachment 3.* **Action requested.**
9. **Nominated NKADD Board Member from NKWIB** - Correy Eimer will report. *Attachment 4.* **Action requested.**
10. **Financial Reports** - Monthly financial reports will be presented for consideration. Tara Johnson-Noem will report. *Attachment 5.* **Action requested.**

Programmatic - *Items related to NKADD programs will be discussed.*

11. **Workforce Development Incentive Policy** - Correy Eimer will present a proposed local policy for retaining individuals in employment and training programs. *Attachment 6.* **Action is requested**
12. **E-Clearinghouse request** - Katie Jo Berkshire Kirkpatrick will present. *Attachment 7.* **Action is requested.**
13. **CEDS Update** - Katie Jo Berkshire Kirkpatrick will present. *Attachment 8.* **Action is requested.**
14. **Mon Ami License Renewal** - Required CHFS database renewal. Anne Wildman will present. *Attachment 9.* **Action is requested.**
15. **Waiver Proposal** - Consideration of a plan to use increased reimbursement rates for the Medicaid Waiver program. Anne Wildman and Tara Johnson-Noem will present. *Attachment 10.* **Action is requested.**
16. **Meal Shortfall** - Presentation on shortfall related to home delivered meal program. Anne Wildman and Tara Johnson-Noem will present. *Attachment 11.* **Action is requested.**

Committee Reports - *NKADD standing and ad hoc committees will present updates, if applicable.*

Additional Items

17. **Executive Session** - Per KRS 61.810(1)(f) All guests are asked to depart during this time for a closed-door discussion by the board of directors for the purpose of discussing a personnel matter. **Action requested** to enter and exit executive session.
18. **Executive Director's Report**
19. **Announcements**
20. **Adjournment**

**NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
22 Spiral Drive, Florence, Kentucky
August 28, 2025**

I. Call to order – Chair Matt Elberfeld called the meeting to order in the NKADD Conference Rooms located at 22 Spiral Drive, Florence, KY, and Teams at 12:02 p.m.

II. Pledge of Allegiance – Chair Matt Elberfeld led the Pledge.

III. Quorum – Chair Matt Elberfeld declared a quorum verified by Secretary Amy Scalf.

Board members present were:

Mayor Julie Metzger Aubuchon
Jamie Baker
Mark Collier*
Joe Cottingham
Judge Chuck Dills
Matthew Dusing
Matt Elberfeld
Judge David Fields
Mayor Jim Hamberg
Mayor Jude Hehman
Mayor David Henson
Brittaney King
Rebecca McClure*

Mayor Paul Meier
Bill Mitchell
Judge Gary Moore
Judge Ryan Morris
Bryan Norton
Pat Raverty
Mayor Andy Schabell
Marie Schenkel
James Toebbe*
Judge David Wilhoite
Lisa Wilson-Plajer
Judge Todd Woodyard - v

*Indicates Alternate in attendance and voting.

Those members not present or without representation:

Mayor Robb Adams
Mayor Charles French
Mayor Adam Gaines
Mayor Tom Giudugli, Jr.
Mayor Sabrina Hazen
Mayor Marty Lenhof

Mayor Johnn Link
Judge Gary Moore
Mayor Chris Reinersman
Caroline Weltzer
George Zubaty

Staff Present

Clay Beyer, Chris Courtney, Correy Eimer, Tara Johnson-Noem, Katie Jo Kirkpatrick, Chris Korba, Amy Scalf, Anne Wildman

The Northern Kentucky Area Development District (NKADD) will make every reasonable accommodation to assist qualified persons with disabilities accessing available services or in attending agency activities. If there is a need for NKADD to be aware of a specific requirement, you are encouraged to contact this agency prior to the activity so that suitable arrangements can be considered for the delivery of the service.

- IV. **Approval of the Agenda** - The Board of Directors is asked to approve the agenda (after the agenda is approved, deletions are subject to a 2/3 majority vote of those members present). **Action requested.**
Rebecca McClure moved to approve the agenda with one additional item, seconded by Jamie Baker. **Motion carried.**
- V. **Approval of the Minutes** – The Board of Directors is asked to approve the minutes from the March 2025 Board Meeting. Attachment 01. **Action requested.**
Judge David Wilhoite moved to approve the minutes; seconded by Mayor Paul Meier. **Motion carried.**
- VI. **Administrative** – Items relating to NKADD Administration were discussed at this time.
- A. **Ethics Report** – No Report. **No action requested.**
- B. **Financial Reports** – Chris Korba presented cumulative financial reports. See Attachment 02. **Action requested.**
Judge Chuck Dills moved to approve the Financial Reports; seconded by Bryan Norton. **Motion carried.**
- VII. **Committee Reports** – NKADD standing and ad hoc committees will provide updates.
- A. **Transportation Committee report** – Judge Ryan Morris reported on 8 projects that will take place in the five rural counties. **No action requested.**
- B. **Kentucky Council of ADDs Meeting report** – Lisa Wilson-Plajer discussed the meeting. **No action requested.**
- VIII. **Programmatic** - Items relating to NKADD programs were discussed.
- A. **E-Clearinghouse request** – Katie Jo Berkshire Kirkpatrick presented information regarding a project in Crestview Hills and Edgewood. See Attachment 03. **Action requested.**
Mark Collier moved to approve the project; seconded by Matt Dusing. Mayor Paul Meier abstained. **Motion carried.**
- B. **Agricultural Districts** – Katie Jo Berkshire Kirkpatrick presented districts in Gallatin county. See Attachment 04. **Action requested.**
Judge Ryan Morris moved to approve the districts; seconded by Judge Chuck Dills. **Motion carried.**
- C. **Vision Zero Resolution** – Tara Johnson-Noem presented an overview of this multi-disciplinary approach to traffic safety, requesting a board resolution. See Attachment 05. **Action requested.** Mayor Jim Hamberg moved to approve the resolution; seconded by Judge Ryan Morris. **Motion carried.**

- D. National Rural Transit Assistance Program Resolution – Tara Johnson-Noem presented a request for a board resolution allowing NKADD to apply for a **NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM COMMUNITY RIDES GRANT Action requested.** Judge David Wilhoite moved to make that resolution; seconded by Bill Mitchell. **Motion carried.**

IX. Executive Director's Report

X. Announcements and Reminders

XI. Adjournment

At 12:52 Mayor Jude Hehman moved to adjourn; seconded by Brittaney King. **Motion carried.**

Judge Gary Moore, Chair

Mayor Robb Adams, 1st Vice Chair

Date: October 23, 2025
From: Tara Johnson-Noem, Executive Director
To: NKADD Board of Directors

Proposal: Maintain two NKADD staff holidays in December, but adjust which days the office is closed from 24th and 25th to 25th and 26th.

Current: NKADD Personnel Policies call for the office to be closed for a paid holiday on December 24th and December 25th each year.

Request: Provide an opportunity for staff to enjoy a longer weekend over the holiday period by closing on December 26th.

Rationale: NKADD staff already receive 12 paid holidays (approved by NKADD Board in 2024) and two floating holidays, so we do not propose another paid day with the office closed. However, when the office is open, NKADD leadership strives to maintain representation from all divisions to field both calls and in-person drop in meetings. With Christmas Eve falling on Wednesday and Christmas Day falling on Thursday, that leaves December 26th, a Friday, requiring sufficient staff to be back in the office to support operations, which we anticipate could be a challenge.

In order to support our staff and their families while also recognizing the need for a high level of customer service when our office is open, I recommend switching the days that the office is closed from December 24th and 25th to 25th and 26th.



**Northern Kentucky Area Development District
Board of Directors**

2026 Regular Meeting Schedule

January 22

February 26

March 26

April 23

May 28

June 25

July 23

August 27

September 24 – Annual Meeting Offsite, Location TBD

October 22

2nd Thursday November 12

December 17

All meetings are scheduled to be held at Noon on the above dates in the NKADD Board Room, located at 22 Spiral Drive, Florence, KY, unless otherwise noted. Meetings may be held in-person, virtually or hybrid. Any additional meetings and/or meetings that are rescheduled by date, time or location will be considered Special Meetings. Notification for Special Meetings will be done in accordance with Kentucky Open Meetings Law. The NKADD Finance and Administration Committee will hold its Regular Meetings immediately prior to the Regular Board meeting, at 10:45 a.m.

For questions or further information about NKADD Board of Director Meetings, please contact NKADD at 859.283.1885 or info@nkadd.org.



NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Northern Kentucky Area Development District Board of Directors Nomination Form

Background

109 Kentucky Administrative Regulations 5:010 outlines the membership of an Area Development District, providing details relating to KRS 147A.060, which requires that the composition of the Board of Directors and the terms of its members shall be specified by administrative regulations issued by the Department of Local Government.

Section 3 (4) (a) requires that provision shall be made for reasonable representation of the larger minority group(s), females, low-income citizens and the principal economic interests of the district. Such representation may be provided by elected officials or citizen members of the board.

In order to meet this goal outlined above, in addition to the elected and citizen members appointed by the eight fiscal courts, the Northern Kentucky Area Development District Board of Directors has added an element to the by-laws calling for one additional member of the board to be nominated by the Northern Kentucky Workforce Investment Board (NKWIB) to focus on underrepresented individuals served by NKADD and/or its partners. This individual will serve a three-year term like other citizen representatives starting in September 2025.

Nomination Requirements

Please nominate one resident of the eight-county region (Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen or Pendleton Counties) who you believe has the capacity to attend monthly meetings that occur from 12-1pm, typically on the fourth Thursday of the month at NKADD's office at 22 Spiral Drive, Florence, Kentucky.

Nomination Information

Nominator Full Name

Nominee Full Name

Nominee Phone Number and Email Address

Nominee Home County

Nominee Home Address

Street

City

Zip

Is this person employed? Yes/No

If so, where?

How would this person help represent underrepresented individuals?

Does this person have a connection to NKADD, NKWIB or their partners? Yes/No

Please describe.

Please describe what this person could contribute as an NKADD board member.

Dean's firsthand experience as a job seeker who received services through the KY Career Center and his subsequent experience as Director of Human Resources at Skilcraft gives him a unique perspective of NKY's workforce ecosystem from a job seeker and employer standpoint.

MONTHLY REVIEW

July 2025

Through 7/31/2025 NKADD has a revenue of \$6,866,926.43. Which is 14% of our expected revenue.

Cash Balance
of
\$7,718,893.36
(A 26% increase from last year)



Accounts Receivable
Balance
of
\$2,918,496.19
(A 16% decrease from last year)



Accounts Payable
Balance
of
883,159.54
(A 20% decrease from last year)



Interest Earned
Balance of
\$14,373.41
(A 18% decrease from last year)





Consolidated ADD
Statement of Activity
Northern Kentucky Area Development District
For 07/31/2025

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>PYTD Actual</u>	<u>% Inc/Dec</u>
<u>Revenues</u>					
4100. Federal	446,870.39	7,966,014.00	6%	555,450.40	-20%
4200. State	2,832,461.62	30,321,603.00	9%	2,362,402.10	20%
4300. Local	12,446.01	2,113,875.00	1%	515,841.66	-98%
4400. Cash Match	93,184.41	1,842,386.00	5%	94,119.78	-1%
4700. Local Revenue Applied	0.00	40,275.00	0%	0.00	0%
4800. Carryover	3,324,176.98	3,610,107.00	92%	3,454,443.90	-4%
4900. Commodities Received	157,787.02	2,800,000.00	6%	85,289.76	85%
Total Revenues	6,866,926.43	48,694,260.00	14%	7,067,547.60	-3%
<u>Expenses</u>					
5100. Personnel	445,986.87	6,688,732.00	7%	430,642.90	4%
5300. Professional Services	34,382.15	398,015.00	9%	39,633.25	-13%
5400. Travel	5,929.54	146,707.00	4%	7,020.82	-16%
5500. Facilities	19,789.44	326,493.00	6%	17,068.27	16%
5700. Operating	76,796.20	843,913.00	9%	71,055.23	8%
5800. Equipment	0.00	143,908.00	0%	5,751.87	-100%
5900. Admin	0.00	142,786.00	0%	0.00	0%
6000. Pass-Through Contractual	2,764,073.43	36,243,784.00	8%	2,489,254.07	11%
Total Expenses	3,346,957.63	44,934,338.00	7%	3,060,426.41	9%
Excess Revenue Over (Under) Expenditures	3,519,968.80	3,759,922.00	94%	4,007,121.19	-12%



Office of Drug Control Policy Statement of Activity
Northern Kentucky Area Development District
For 7/31/2025

Page: 1

Run: 10/15/2025 at 1:48 PM

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
<u>Revenues</u>					
4200. State	500,000.00	0.00	0.00%	0.00	0.00%
4800. Carryover	0.00	0.00	0.00%	1,591,860.43	(100.00)%
Total Revenues	500,000.00	0.00	0.00%	1,591,860.43	(68.59)%
<u>Expenses</u>					
5100. Salary	28,061.03	0.00	0.00%	28,130.35	0.25%
5200. Salary Burden	11,714.95	0.00	0.00%	13,430.52	12.77%
5400. Travel	206.67	0.00	0.00%	208.74	0.99%
5700. Operating	6,959.16	0.00	0.00%	1,499.72	(364.03)%
5900. Admin	5,527.41	0.00	0.00%	4,519.96	(22.29)%
6000. Pass-Through Contractual	0.00	0.00	0.00%	74,016.52	100.00%
Total Expenses	52,469.22	0.00	0.00%	121,805.81	56.92%
Excess Revenue Over (Under) Expenditures	447,530.78	0.00	0.00%	1,470,054.62	(69.56)%



Aging & Disability Services Statement of Activity
Northern Kentucky Area Development District
For 7/31/2025

Page: 1

Run: 10/15/2025 at 2:12 PM

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
<u>Revenues</u>					
4100. Federal	194,892.10	0.00	0.00%	202,308.46	(3.67)%
4200. State	2,660,145.13	0.00	0.00%	2,267,622.57	17.31%
4300. Local	4,265.11	0.00	0.00%	17,484.40	(75.61)%
4400. Cash Match	57,692.35	0.00	0.00%	60,252.21	(4.25)%
4500. In Kind Match	18,320.06	0.00	0.00%	13,833.51	32.43%
4800. Carryover	0.00	0.00	0.00%	1,205,106.00	(100.00)%
4900. Commodities Received	0.00	0.00	0.00%	18.00	(100.00)%
Total Revenues	2,935,314.75	0.00	0.00%	3,766,625.15	(22.07)%
<u>Expenses</u>					
5100. Salary	160,685.32	0.00	0.00%	133,597.26	(20.28)%
5200. Salary Burden	72,654.76	0.00	0.00%	67,384.55	(7.82)%
5300. Professional Services	132.59	0.00	0.00%	(1,030.95)	112.86%
5400. Travel	3,030.67	0.00	0.00%	5,489.78	44.79%
5700. Operating	13,785.09	0.00	0.00%	25,869.50	46.71%
5900. Admin	33,816.28	0.00	0.00%	19,469.62	(73.69)%
6000. Pass-Through Contractual	276,464.67	0.00	0.00%	305,533.34	9.51%
7000. Pass-Through Service	2,189,759.11	0.00	0.00%	1,816,387.23	(20.56)%
8000. Pass-Through Grant	26,604.06	0.00	0.00%	25,507.45	(4.30)%
9000. Pass-Through Facility	79,563.01	0.00	0.00%	70,483.67	(12.88)%
Total Expenses	2,856,495.56	0.00	0.00%	2,468,691.45	(15.71)%
Excess Revenue Over (Under) Expenditures	78,819.19	0.00	0.00%	1,297,933.70	(93.93)%



Workforce Development Services Statement of Activity
Northern Kentucky Area Development District
For 7/31/2025

Page: 1

Run: 10/15/2025 at 2:00 PM

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
<u>Revenues</u>					
4100. Federal	115,037.69	0.00	0.00%	194,701.76	(40.92)%
4200. State	0.00	0.00	0.00%	53,571.43	(100.00)%
4300. Local	0.00	0.00	0.00%	62,500.00	(100.00)%
4800. Carryover	0.00	0.00	0.00%	82,400.82	(100.00)%
Total Revenues	115,037.69	0.00	0.00%	393,174.01	(70.74)%
<u>Expenses</u>					
5100. Salary	67,439.99	0.00	0.00%	68,849.09	2.05%
5200. Salary Burden	32,786.19	0.00	0.00%	32,486.02	(0.92)%
5300. Professional Services	8,476.43	0.00	0.00%	9,366.05	9.50%
5400. Travel	1,151.77	0.00	0.00%	374.88	(207.24)%
5500. Facilities	539.75	0.00	0.00%	62.56	(762.77)%
5700. Operating	3,636.37	0.00	0.00%	6,027.53	39.67%
5900. Admin	13,927.92	0.00	0.00%	9,452.44	(47.35)%
6000. Pass-Through Contractual	0.00	0.00	0.00%	50,085.37	100.00%
7000. Pass-Through Service	1,851.30	0.00	0.00%	15,296.11	87.90%
8000. Pass-Through Grant	326.63	0.00	0.00%	2,191.84	85.10%
9000. Pass-Through Facility	15,202.68	0.00	0.00%	17,277.27	12.01%
Total Expenses	145,339.03	0.00	0.00%	211,469.16	31.27%
Excess Revenue Over (Under) Expenditures	(30,301.34)	0.00	0.00%	181,704.85	(116.68)%



Local Government Services and Community Development

Statement of Activity
Northern Kentucky Area Development District

Page: 1

Run: 10/15/2025 at 3:00 PM

For 7/31/2025

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
Revenues					
4100. Federal	26,011.66	0.00	0.00%	69,099.45	(62.36)%
4200. State	20,000.00	0.00	0.00%	10,267.89	94.78%
4300. Local	7,505.90	0.00	0.00%	435,857.26	(98.28)%
4800. Carryover	0.00	0.00	0.00%	506,751.54	(100.00)%
4900. Commodities Received	149,892.47	0.00	0.00%	85,535.06	75.24%
Total Revenues	203,410.03	0.00	0.00%	1,107,511.20	(81.63)%
Expenses					
5100. Salary	41,683.15	0.00	0.00%	47,139.68	11.58%
5200. Salary Burden	15,166.53	0.00	0.00%	20,586.33	26.33%
5300. Professional Services	9,679.58	0.00	0.00%	21,562.93	55.11%
5400. Travel	1,540.43	0.00	0.00%	914.34	(68.47)%
5500. Facilities	1,615.11	0.00	0.00%	1,294.81	(24.74)%
5700. Operating	14,344.50	0.00	0.00%	8,787.53	(63.24)%
5800. Equipment	0.00	0.00	0.00%	5,356.77	100.00%
5900. Admin	7,899.94	0.00	0.00%	7,748.46	(1.95)%
6000. Pass-Through Contractual	149,892.47	0.00	0.00%	88,895.06	(68.62)%
Total Expenses	241,821.71	0.00	0.00%	202,285.91	(19.54)%
Excess Revenue Over (Under) Expenditures	(38,411.68)	0.00	0.00%	905,225.29	(104.24)%

MONTHLY REVIEW

August 2025

Through 8/31/2025 NKADD has a revenue of \$7,624,912.27. Which is 16% of our expected revenue.

Cash Balance
of
\$7,202,278.25
(A 27% increase from
last year)



Accounts Receivable
Balance
of
\$67,326.80
(A 98% decrease from
last year)



Accounts Payable
Balance of
\$719,321.68
(A 28% decrease from
last year)



Interest Earned
Balance of
\$28,808.37
(A 11% decrease from
last year)





Consolidated ADD
Statement of Activity
Northern Kentucky Area Development District
For 08/31/2025

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>PYTD Actual</u>	<u>% Inc/Dec</u>
<u>Revenues</u>					
4100. Federal	513,826.02	7,966,014.00	6%	1,070,499.95	-52%
4200. State	3,204,554.63	30,321,603.00	11%	4,654,497.28	-31%
4300. Local	43,386.34	2,113,875.00	2%	519,647.80	-92%
4400. Cash Match	200,713.20	1,842,386.00	11%	190,866.41	5%
4700. Local Revenue Applied	0.00	40,275.00	0%	0.00	0%
4800. Carryover	3,324,176.98	3,610,107.00	92%	3,454,443.90	-4%
4900. Commodities Received	338,255.10	2,800,000.00	12%	270,914.79	25%
Total Revenues	<u>7,624,912.27</u>	<u>48,694,260.00</u>	<u>16%</u>	<u>10,160,870.13</u>	<u>-25%</u>
<u>Expenses</u>					
5100. Personnel	893,072.31	6,688,732.00	13%	832,904.29	7%
5300. Professional Services	130,573.28	398,015.00	33%	107,865.56	21%
5400. Travel	22,291.29	146,707.00	15%	16,455.63	35%
5500. Facilities	38,758.28	326,493.00	12%	43,559.42	-11%
5700. Operating	180,464.04	843,913.00	21%	142,905.53	26%
5800. Equipment	689.44	143,908.00	0%	8,717.50	-92%
5900. Admin	0.00	142,786.00	0%	0.00	0%
6000. Pass-Through Contractual	3,440,228.36	36,243,784.00	9%	5,261,860.59	-35%
Total Expenses	<u>4,706,077.00</u>	<u>44,934,338.00</u>	<u>10%</u>	<u>6,414,268.52</u>	<u>-27%</u>
Excess Revenue Over (Under) Expenditures	<u>2,918,835.27</u>	<u>3,759,922.00</u>	<u>78%</u>	<u>3,746,601.61</u>	<u>-22%</u>



Office of Drug Control Policy Statement of Activity
Northern Kentucky Area Development District
For 8/31/2025

Page: 1

Run: 10/15/2025 at 1:49 PM

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
<u>Revenues</u>					
4200. State	500,000.00	0.00	0.00%	0.00	0.00%
4800. Carryover	0.00	0.00	0.00%	1,591,860.43	(100.00)%
Total Revenues	500,000.00	0.00	0.00%	1,591,860.43	(68.59)%
<u>Expenses</u>					
5100. Salary	57,446.28	0.00	0.00%	56,570.83	(1.55)%
5200. Salary Burden	21,751.79	0.00	0.00%	23,517.11	7.51%
5400. Travel	951.01	0.00	0.00%	317.02	(199.98)%
5700. Operating	19,207.59	0.00	0.00%	7,418.70	(158.91)%
5900. Admin	10,442.73	0.00	0.00%	9,861.93	(5.89)%
6000. Pass-Through Contractual	0.00	0.00	0.00%	237,664.06	100.00%
Total Expenses	109,799.40	0.00	0.00%	335,349.65	67.26%
Excess Revenue Over (Under) Expenditures	390,200.60	0.00	0.00%	1,256,510.78	(68.95)%



Aging & Disability Services Statement of Activity
Northern Kentucky Area Development District
For 8/31/2025

Page: 1

Run: 10/15/2025 at 2:13 PM

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
<u>Revenues</u>					
4100. Federal	194,892.10	0.00	0.00%	428,530.66	(54.52)%
4200. State	2,660,145.13	0.00	0.00%	4,535,501.04	(41.35)%
4300. Local	4,878.87	0.00	0.00%	20,183.16	(75.83)%
4400. Cash Match	130,305.19	0.00	0.00%	114,868.97	13.44%
4500. In Kind Match	38,278.39	0.00	0.00%	37,927.99	0.92%
4800. Carryover	0.00	0.00	0.00%	1,205,106.00	(100.00)%
4900. Commodities Received	0.00	0.00	0.00%	18.00	(100.00)%
Total Revenues	3,028,499.68	0.00	0.00%	6,342,135.82	(52.25)%
<u>Expenses</u>					
5100. Salary	333,670.36	0.00	0.00%	270,021.15	(23.57)%
5200. Salary Burden	135,316.32	0.00	0.00%	119,581.46	(13.16)%
5300. Professional Services	315.18	0.00	0.00%	44,618.09	99.29%
5400. Travel	15,842.22	0.00	0.00%	11,582.48	(36.78)%
5700. Operating	33,121.92	0.00	0.00%	37,017.83	10.52%
5900. Admin	62,724.15	0.00	0.00%	45,456.23	(37.99)%
6000. Pass-Through Contractual	556,978.10	0.00	0.00%	622,026.38	10.46%
7000. Pass-Through Service	2,224,233.28	0.00	0.00%	3,700,549.65	39.89%
8000. Pass-Through Grant	52,540.30	0.00	0.00%	49,539.15	(6.06)%
9000. Pass-Through Facility	180,390.01	0.00	0.00%	159,417.25	(13.16)%
Total Expenses	3,595,131.84	0.00	0.00%	5,059,809.67	28.95%
Excess Revenue Over (Under) Expenditures	(566,632.16)	0.00	0.00%	1,282,326.15	(144.19)%



Workforce Development Services Statement of Activity
Northern Kentucky Area Development District
For 8/31/2025

Page: 1

Run: 10/15/2025 at 2:03 PM

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
<u>Revenues</u>					
4100. Federal	115,828.61	0.00	0.00%	359,897.78	(67.82)%
4200. State	0.00	0.00	0.00%	53,571.43	(100.00)%
4300. Local	1,000.00	0.00	0.00%	63,500.00	(98.43)%
4800. Carryover	0.00	0.00	0.00%	82,400.82	(100.00)%
Total Revenues	116,828.61	0.00	0.00%	559,370.03	(79.11)%
<u>Expenses</u>					
5100. Salary	139,011.71	0.00	0.00%	136,332.84	(1.96)%
5200. Salary Burden	59,622.44	0.00	0.00%	57,303.65	(4.05)%
5300. Professional Services	38,090.64	0.00	0.00%	22,082.10	(72.50)%
5400. Travel	2,210.14	0.00	0.00%	884.00	(150.02)%
5500. Facilities	1,908.62	0.00	0.00%	717.82	(165.89)%
5700. Operating	7,835.84	0.00	0.00%	14,134.71	44.56%
5800. Equipment	261.31	0.00	0.00%	1,845.23	85.84%
5900. Admin	26,141.88	0.00	0.00%	22,055.60	(18.53)%
6000. Pass-Through Contractual	72,492.39	0.00	0.00%	114,445.82	36.66%
7000. Pass-Through Service	5,683.81	0.00	0.00%	17,498.31	67.52%
8000. Pass-Through Grant	3,042.01	0.00	0.00%	9,615.00	68.36%
9000. Pass-Through Facility	28,178.16	0.00	0.00%	28,184.99	0.02%
Total Expenses	384,478.95	0.00	0.00%	425,100.07	9.56%
Excess Revenue Over (Under) Expenditures	(267,650.34)	0.00	0.00%	134,269.96	(299.34)%



Local Government Services and Community Development
Statement of Activity
Northern Kentucky Area Development District
For 8/31/2025

Page: 1

Run: 10/15/2025 at 3:06 PM

	YTD Actual	Annual Budget	% Used	PYTD Actual	% Inc/Dec
<u>Revenues</u>					
4100. Federal	90,678.81	0.00	0.00%	101,118.39	(10.32)%
4200. State	20,000.00	0.00	0.00%	11,506.92	73.81%
4300. Local	36,832.47	0.00	0.00%	435,964.64	(91.55)%
4800. Carryover	0.00	0.00	0.00%	506,751.54	(100.00)%
4900. Commodities Received	286,425.80	0.00	0.00%	271,397.09	5.54%
Total Revenues	433,937.08	0.00	0.00%	1,326,738.58	(67.29)%
<u>Expenses</u>					
5100. Salary	85,778.74	0.00	0.00%	96,282.05	10.91%
5200. Salary Burden	29,248.35	0.00	0.00%	36,807.07	20.54%
5300. Professional Services	59,980.36	0.00	0.00%	21,562.93	(178.16)%
5400. Travel	3,058.34	0.00	0.00%	3,341.73	8.48%
5500. Facilities	2,720.23	0.00	0.00%	7,250.05	62.48%
5700. Operating	29,290.93	0.00	0.00%	11,995.36	(144.19)%
5800. Equipment	192.00	0.00	0.00%	5,356.77	96.42%
5900. Admin	15,376.61	0.00	0.00%	16,806.32	8.51%
6000. Pass-Through Contractual	292,280.80	0.00	0.00%	276,362.09	(5.76)%
Total Expenses	517,926.36	0.00	0.00%	475,764.37	(8.86)%
Excess Revenue Over (Under) Expenditures	(83,989.28)	0.00	0.00%	850,974.21	(109.87)%

Incentive Policy for Workforce Programs

Some programs within the NKADD's Workforce Division allow funding to be used to provide incentives to recognize achievement and encourage engagement in identified workforce development programs. This policy has been developed to ensure that appropriate and necessary incentives encourage eligible participants in the local region to achieve specific goals. It is important to note that incentives are not an entitlement. All incentive awards will be subject to availability and the budgeting of program funds. Incentives will not be direct cash payments to participants.

Objective

This policy aims to encourage active participation in the workforce, education, and community service by offering meaningful incentives that foster skill development, economic stability, and civic engagement. It is designed to motivate participants to engage in workforce programs, which may include job training, employment opportunities, skill-building activities, and other related activities.

Eligibility Criteria

- Participants must be actively engaged in the program (e.g., attending workshops, applying for jobs, or completing training sessions).
- Participants must demonstrate consistent effort in career development (e.g., submitting résumés, attending interviews).
- Some incentives may require verification of employment, internship completion, or other programming milestones.

Financial Incentives

- **Gift cards and/or gas cards** may be provided for attending training sessions, interviews, other approved activities or for the outstanding achievement of career-related goals.

Step-by-Step Guide to Requesting Funds for Gas and Gift Cards

1. Define Your Funding Needs

- Determine whether the request is for a gift card or gas card based on program goals.
- Identify the total number of cards needed and the specific amount for each card.

2. Submit a Funding Request

- Send a detailed email to the Workforce Manager and Associate Director of Workforce outlining:
 - The number of cards needed
 - The type of card (gas or gift)
 - The total amount required for the order
- Await official approval from the Associate Director of Workforce (if absent, the Workforce Manager may approve).
- Receipt of the group approval email signals direction for Workforce staff to begin the purchase process.

3. Approval & Purchase Process

- Once approved, Workforce staff will forward the approval email to Admin to begin the purchasing process and copy the fiscal staff to request the WEO#.

4. Documentation & Record Keeping

- Workforce Program staff must maintain detailed records of each card distributed, including:
 - Recipient's Name
 - Date Received
 - Card Type (Gas or Gift)
 - Card Amount
 - Receipts for cards purchased
- A case note must be logged into the system with:
 - The same information listed above
 - The milestone met by the participant
 - Proof of milestone completion, if required
 - The incentive amount recorded in the participant's file

5. Card Assignment & Usage

- **Secure Storage:** All cards will be kept in a locked and secure location, accessible only to designated staff.
- **Record-Keeping:** Workforce Program staff will maintain organized records to ensure transparency and accountability.
- **Card Distribution:** Cards will be given only to participants who are enrolled in Workforce Programs and have successfully met the established criteria.

6. Accountability & Compliance

- Cards are strictly for incentive purposes and may not be transferred, exchanged, or used for unintended purposes.
- Misuse or mismanagement of incentive distribution may lead to disciplinary action.
- Any lost or stolen cards must be reported immediately to the Fiscal Workforce Staff and Workforce Manager.



NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Review

October 23, 2025

Project Title	SAI Number	Application	Location	Page
Taxilane 2N, 2C, 2S Reconstruction	KY202509020748	Cincinnati/Northern Kentucky Intl. Airport - Cincinnati, Ky	Boone	1
Camp Ernst Road at Longbranch Road Roundabout	KY202509050760	Boone County Fiscal Court	Boone	12
Central Boone County Master Sewer Plan - Phase II	KY202509030752	Sanitation District #1	Boone, Campbell, Kenton	22
Dixie Highway Sidewalk	KY202509240823	City of Crestview Hills	Kenton	45
CVG DCFC Charging Stations for CVG Center, CVG Valet and Terminal 2 Garage	KY202510020857	CVG Airport Authority	Boone	51

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: Taxilane 2N, 2C, 2S Reconstruction

SAI No: KY202509020748

RE: Board Review and Action Requested

Background: The Intergovernmental Review Process started in 1982 with Presidential Executive Order 12372, which requires federal agencies to provide for consultation with state and local governments that supply non-federal funds for - or that would be directly affected by - proposed federal financial assistance or direct federal development. All Federal program applications in Kentucky are subject to Executive Order 12372 - Intergovernmental Review of Federal Programs (unless the application specifically states not subject to EO 12372), [Pres_ExOrder12372.PDF](#) and KRS45.031. [statute.aspx\(ky.gov\)](#)

The eClearinghouse or also known as the state's Single Point of Contact (SPOC) coordinates the State-level review of Federal Grant projects that will take place in Kentucky and assists in identifying potential conflicts or duplication in services for proposed projects impacting the state and region. The eClearinghouse provides an efficient way for Federal Grant applicants to comply with funding agency requirements. It identifies the state agencies that should be involved in the development of federal projects and provides them with the opportunity to review and comment on applications as well as read other agencies' comments. The comments are then compiled into one clearinghouse letter for applicants to submit to the funding agency.

Contractual Obligation: The KIRP or Kentucky State Clearinghouse has been designated to provide state and local input to the appropriate federal agency. The Northern Kentucky Area Development District (NKADD) is the designated Regional Review Agency (RRA) for the Kentucky Intergovernmental Review Process (KIRP) through the annual Kentucky Joint Funding Administration (JFA) contract.

Responsibilities: As the RRA, the NKADD's responsibilities include:

- coordination of federally assisted projects and programs with local and area plans;
- soliciting input from area-wide and local agencies that are authorized to develop and enforce environmental standards;
- providing agencies charged with enforcing or furthering civil rights laws with the opportunity to participate in the review process and
- to encourage an expeditious process of intergovernmental coordination and review of proposed projects.

NKADD Internal Review Process: Following the JFA MOU Scope of Work, the new Community Development Planning team has recently revised the NKADD internal review process to ensure compliance and provide a streamlined comment period. The revised review process will include:

- Providing chief elected officials with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.

- If applicable, providing special purpose units of local governments with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.
- Evaluate the responses to determine the significance of the proposed federally assisted programs to area-wide and local plans and programs to develop comments
- If applicable, inform interstate metropolitan planning districts that share common territory with the NKADD of the project. If the interstate body desires to provide input on these proposals, it must utilize the officially designed state Single Point of Contact to forward comments to the Kentucky State Single Point of Contact.
- Present to the NKADD Board of Directors for review and action on the project
- Select the correct endorsement response (Endorse with Comment or Non-Endorse) and submit comments to eClearinghouse. Types of comments include no concerns, information about permit requirements, best management practices, etc.

SUMMARY SHEET

INTERGOVERNMENTAL REVIEW PROCESS

9/19/2025

KY202509020748

DATE RECEIVED

PROJECT NUMBER

Taxilane 2N, 2C, 2S Reconstruction

PROJECT NAME

LOCAL

☐

Cincinnati/Northern Kentucky Intl. Airport - Cincinnati, Ky

AREAWIDE

☐

APPLICANT'S NAME

REGIONAL

☐

FAA - Federal Aviation Administration

20.106

STATEWIDE

☐

AGENCY TO RECEIVE REQUEST

FED. CAT. #

INTERAGENCY

☐

SUMMARY:

Reconstruction of Taxilanes 2N, 2C, and 2S on the aircraft commercial ramp. Taxilanes 2N, 2C, and 2S are the primary taxilanes for all ramp traffic entering Concourses A and B, the deicing ramp, and remote parking. Current PCI values for the taxilanes range from 28 "Very Poor" to 72 "Satisfactory," with the majority falling in the poor and very poor range. This project will reconstruct the pavement in the areas below PCI values of 55 and below in addition to rehabilitate the areas with PCI values greater than 55. Additionally, this project will add centerline lights onto the ramp to assist aircraft in taxiing during large weather events. These taxilanes are the primary taxilanes leading into Concourses A and B. Additionally, they feed the deicing ramp, the Remote Parking Ramp, and future expanded cargo ramp. These pavements are currently seeing PCIs with a value of 28 to 72, with predominantly PCIs in the range of 28 to 59. These are within the recommended range for full reconstruction due to the amount of deterioration the concrete pavement experienced. If these pavements are left to deteriorate, they will need to be closed within the next 5 years which will have a large impact on all aircraft operations on the ramp.

PROPOSED FUNDING **FEDERAL** \$26,250,000

APPLICANT \$8,750,000

STATE \$

LOCAL

PROGRAM INCOME

OTHER (Specify)

PRINCIPLE FORGIVENESS

TOTAL \$35,000,000

STAFF ASSIGNED:

STAFF COMMENTS:

☐ **POSITIVE**

☐ **NEGATIVE**

☐ **OTHER**



KENTUCKY E CLEARINGHOUSE

Project View

KY202509020748

(Status: Under Review)

APPLICANT INFORMATION

Applicant Company: *	Cincinnati/Northern Kentucky Intl. Airport - Cincinnati, Ky
Applicant Courtesy: *	Mrs.
Applicant First Name: *	Larisa
Applicant Last Name: *	Sims
Applicant Phone: *	(859) 767-1421
Applicant eMail: *	lsims@cvgairport.com
Applicant Address: *	77 Comair Blvd
Applicant City: *	Erlanger
Applicant State: *	KY
Applicant Zip: *	41018
Applicant Type: *	Other (Specify) : Special District Government
Submitter (You, the person filling out this form)	
Submitter First Name: *	Larisa
Submitter Last Name: *	Sims
Submitter Phone: *	(859) 767-1421

Submitter eMail: *

lsims@cvgairport.com

PROJECT INFORMATION

Project Type: * [Airport Improvements](#)

Project Number (WRIS):

Project Title: * [Taxilane 2N, 2C, 2S Reconstruction](#)

Construction: * [Construction](#)

Applicant County: * [Boone](#)

Multiple Counties: ☐

List Counties:

Congressional Districts: * 1: ☐ 2: ☐ 3: ☐
4: ☒ 5: ☐ 6: ☐

CFDA INFORMATION

CFDA Number: * [20.103](#) CFDA Title: * [Airport Improvement Program](#)

Federal Agency: * [FAA - Federal Aviation Administration](#)

Start Date: * [07/01/2026](#)

Is the Applicant delinquent on any Federal debt? * [No](#)

If yes, explain:

SITE PHYSICAL ADDRESS

Street Address: [77 Comair Blvd](#)

City: [Erlanger](#)

Zip Code: [41018](#)

Latitude: [39°03'06.7](#)

Longitude: [84°39'38.3](#)

Project Description: * A brief summary of the project, including what the funds will be spent on, and a brief scope of work.

Examples of fund use include: construction, salaries, equipment purchase, print materials, etc.

Please type out each acronym fully the first time it appears. Example: Housing and Urban Development (hereafter HUD)

Reconstruction of Taxilanes 2N, 2C, and 2S on the aircraft commercial ramp. Taxilanes 2N, 2C, and 2S are the primary taxilanes for all ramp traffic entering Concourses A and B, the deicing ramp, and remote parking.

Current PCI values for the taxilanes range from 28 "Very Poor" to 72 "Satisfactory," with the majority falling in the poor and very poor range.

This project will reconstruct the pavement in the areas below PCI values of 55 and below in addition to rehabilitate the areas with PCI values greater than 55. Additionally, this project will add centerline lights onto the ramp to assist aircraft in taxiing during large weather events.

Need For Project: (Be brief)

These taxilanes are the primary taxilanes leading into Concourses A and B. Additionally, they feed the deicing ramp, the Remote Parking Ramp, and future expanded cargo ramp. These pavements are currently seeing PCIs with a value of 28 to 72, with predominantly PCIs in the range of 28 to 59. These are within the recommended range for full reconstruction due to the amount of deterioration the concrete pavement has experienced. If these pavements are left to deteriorate, they will need to be closed within the next 5 years which will have a large impact on all aircraft operations on the ramp.

ADDITIONAL INFORMATION

WASTEWATER INFORMATION

Water Supplier Name:

Describe wastewater disposal:

Package Sewage Treatment Plant

Facility:

Address/GPS:

Existing publicly owned wastewater treatment plant

Plant Name:

On-site septic tank and lateral field

Health Dept. Name:

Health Dept. Permit No.:

Health Dept. Phone:

Health Dept. Address:

SOLID WASTE INFORMATION

Landfill Name:

Landfill Permit No.:

Transport Mode:

Transport Company:

****Only fill out this section if project is construction of housing, running of water or wastewater lines, or purchase of real estate****

ESTIMATED FUNDING

Federal: \$26,250,000.00

Applicant: \$8,750,000.00

State: \$0.00

Local: \$0.00

Program Income: \$0.00

Other (Specify): \$0.00

Total: \$35,000,000.00

INFORMATION REQUESTS

REQUEST: Cindy Seip, Dept. for Local Govt.	Please provide an actual site map for the construction site opposed to the sketch that is uploaded. Thank you.
RESPONSE: Larisa Sims Kenton County Airport Board	Please clarify the definition of "actual site map". What are the parameters / scale that you are looking for, or are you just looking for the image alone?

DOCUMENTS

Data Sheet	Data Sheet with Sketch	VIEW
-------------------	------------------------	----------------------

COMMENTS

Department of Housing Buildings and Construction Don Newberry 09/03/2025	<p>Endorse with Comments</p> <p>The Department has no comments concerning this proposed project. A building permit from the Local Jurisdiction will be required, prior to construction.</p>
---	--

Environment & Energy Cabinet-- Department for Environmental Protection Natalie Bruner 09/03/2025	<p>Endorse with Comments</p> <p>This review was based upon the information that was provided by the applicant through the Clearinghouse for this project. An endorsement of this project does not satisfy, or imply the acceptance or issuance of any permits, certifications, or approvals that may be required from this agency under Kentucky Revised Statutes or Kentucky Administrative Regulations. Such endorsement means this agency has found no major concerns from the review of the proposed project as presented other than those stated as conditions or comments.</p>
---	---

401 KAR 63:010, Fugitive Emissions, states that no person shall cause, suffer, or allow any material to be handled, processed, transported, or stored without taking reasonable precaution to prevent particulate matter from becoming airborne. Additional requirements include the covering of open bodied trucks, operating outside the work area transporting materials likely to become airborne, and that no one shall allow earth or other material being transported by truck or earth-moving equipment to be deposited onto a paved street or roadway. Please note the Fugitive Emissions Fact Sheet located at <https://eec.ky.gov/Environmental->

401 KAR 63:005 states that open burning shall be prohibited except as specifically provided. Open Burning is defined as the burning of any matter in such a manner that the products of combustion resulting from the burning are emitted directly into the outdoor atmosphere without passing through a stack or chimney. However, open burning may be utilized for the expressed purposes listed on the Open Burning Brochure located at <https://eec.ky.gov/Environmental-Protection/Air/Pages/Open-Burning.aspx>.

The Division suggests an investigation into compliance with applicable local government regulations.

All solid waste generated by this project must be disposed at a permitted facility. If underground storage tanks are encountered they must be properly addressed. If asbestos, lead paint, and/or other contaminants are encountered during this project, they must be properly addressed.

The Division of Water recommends that in the construction of the project Best Management Practices (BMPs) be utilized to prevent nonpoint-sources of water pollution and, thereby, control stormwater runoff and sediment damage to water quality and aquatic habitat. For technical assistance on the kinds of BMPs most appropriate for this type of construction, please contact the local Soil and Water Conservation District or the Division of Conservation of the Energy and Environment Cabinet. The Division of Water, also, has available BMP construction manuals.

If the project is in a karst area, BMPs during construction and operation of the facility should be followed to mitigate any potential impacts to groundwater, especially from excess sediment. The appropriate Groundwater Protection Plan should also be followed and should include spill protection for any on-site fuel storage. Appropriate measures need to be followed to ensure that any wells or springs are not impacted, especially those that may be used for domestic water supplies.

If the proposed project site is in a designated flood hazard area, application must be made to the Division of Water for a floodplain

construction permit. Permission, or exemption, depends upon design and the exact site.

If the construction area disturbed is equal to or greater than 1 acre, the applicant will need to apply for a Kentucky Pollutant Discharge Elimination System (KPDES) stormwater discharge permit from Division of Water.

Utility line projects that cross a stream will require a Section 404 permit from the US Army Corps of Engineers and a 401 Water Quality Certification from DOW.

A groundwater survey of the site and vicinity should be conducted prior to construction, and any wells or springs located should be inspected and mapped and records filed with the Watershed Management Branch, Division of Water. If any water wells on-site need to be abandoned, state regulations require that they be properly plugged by a Kentucky certified water well driller.

Transportation Cabinet Kentucky Airport Zoning Commission

The Kentucky Airport Zoning Commission has jurisdiction for issuing permit on and around all public use airports. Information on airport zoning laws and regulations may be found at:

<https://transportation.ky.gov/Aviation/Pages/airportzoning.aspx>

Your project might have the potential of impacting federally or state listed species and natural communities. Go to the Kentucky Biological Assessment Tool (kynaturepreserves.org) to obtain a Standard Occurrence Report for information regarding listed species known within your project area. The report will also provide information on public and private conservation lands, areas of biodiversity significance, and other natural resources in your project area for which the Office of Kentucky Nature Preserves maintains data.

Kentucky Department
of Fish & Wildlife

Emily Lawson

09/15/2025

Endorse with Comments

The Kentucky Department of Fish and Wildlife Resources (KDFWR) has reviewed the proposed project. Based upon the information provided, KDFWR has no comments or concerns regarding federal or state-listed threatened / endangered species, designated critical habitat, wildlife management areas, or other properties managed by KDFWR.

Thank you for coordinating with KDFWR. Please contact Emily Lawson at 502-892-4472 or emilym.lawson@ky.gov if you have further questions or require additional information.

**Kentucky
Transportation
Cabinet**

Gerald Bezold
09/03/2025

Endorse with Comments

Any work performed on Transportation Cabinet Right of Way will require a permit issued through the District 6 Office

KY Heritage Council

Yvonne Sherrick
09/02/2025

Endorse with Comments

To receive a review from the KY Heritage Council/State Historical Preservation Office (SHPO) you must follow the instructions located on their [website](https://heritage.ky.gov/compliance/Pages/overview.aspx) at <https://heritage.ky.gov/compliance/Pages/overview.aspx>. There you will find the required documents for the Section 106 Review and Compliance for 36 CFR Part 800. This Section 106 submission process to SHPO will assist applicants and agencies in providing the appropriate level of information to receive comments from SHPO. If you have any questions please contact Yvonne Sherrick, via email at yvonne.sherrick@ky.gov. Please note: If your project is funded through Transportation Alternative (TAP), Transportation Enhancements (TE), Congestion, Mitigation, Air Quality (CMAQ), or Safe Routes to School (SRTS) you will need to send this information to Michael Jones, Historic Preservation Program Administrator with the Kentucky Transportation Cabinet via email to MichaelR.Jones2@ky.gov or hard copy to Michael Jones, Office of Local Programs, KY Transportation Cabinet, 200 Mero Street Frankfort, KY 40622. Do not send materials directly to SHPO if your project involves funding from these four sources as it will cause delays in the review process. Michael Jones will consult directly with the SHPO on projects with these funding sources to complete the Section 106 review.

KYTC

Felitia Deer
09/08/2025

Endorse with Comments

Please see comments.

UPLOAD DOCUMENT

PRINT PAGE

WITHDRAW PROJECT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: Camp Ernst Road at Longbranch Road Roundabout

SAI No: KY202509050760

RE: Board Review and Action Requested

Background: The Intergovernmental Review Process started in 1982 with Presidential Executive Order 12372, which requires federal agencies to provide for consultation with state and local governments that supply non-federal funds for - or that would be directly affected by - proposed federal financial assistance or direct federal development. All Federal program applications in Kentucky are subject to Executive Order 12372 - Intergovernmental Review of Federal Programs (unless the application specifically states not subject to EO 12372), [Pres_ExOrder12372.PDF](#) and KRS45.031. [statute.aspx \(ky.gov\)](#)

The eClearinghouse or also known as the state's Single Point of Contact (SPOC) coordinates the State-level review of Federal Grant projects that will take place in Kentucky and assists in identifying potential conflicts or duplication in services for proposed projects impacting the state and region. The eClearinghouse provides an efficient way for Federal Grant applicants to comply with funding agency requirements. It identifies the state agencies that should be involved in the development of federal projects and provides them with the opportunity to review and comment on applications as well as read other agencies' comments. The comments are then compiled into one clearinghouse letter for applicants to submit to the funding agency.

Contractual Obligation: The KIRP or Kentucky State Clearinghouse has been designated to provide state and local input to the appropriate federal agency. The Northern Kentucky Area Development District (NKADD) is the designated Regional Review Agency (RRA) for the Kentucky Intergovernmental Review Process (KIRP) through the annual Kentucky Joint Funding Administration (JFA) contract.

Responsibilities: As the RRA, the NKADD's responsibilities include:

- coordination of federally assisted projects and programs with local and area plans;
- soliciting input from area-wide and local agencies that are authorized to develop and enforce environmental standards;
- providing agencies charged with enforcing or furthering civil rights laws with the opportunity to participate in the review process and
- to encourage an expeditious process of intergovernmental coordination and review of proposed projects.

NKADD Internal Review Process: Following the JFA MOU Scope of Work, the new Community Development Planning team has recently revised the NKADD internal review process to ensure compliance and provide a streamlined comment period. The revised review process will include:

- Providing chief elected officials with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.

- If applicable, providing special purpose units of local governments with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.
- Evaluate the responses to determine the significance of the proposed federally assisted programs to area-wide and local plans and programs to develop comments
- If applicable, inform interstate metropolitan planning districts that share common territory with the NKADD of the project. If the interstate body desires to provide input on these proposals, it must utilize the officially designed state Single Point of Contact to forward comments to the Kentucky State Single Point of Contact.
- Present to the NKADD Board of Directors for review and action on the project
- Select the correct endorsement response (Endorse with Comment or Non-Endorse) and submit comments to eClearinghouse. Types of comments include no concerns, information about permit requirements, best management practices, etc.

SUMMARY SHEET

INTERGOVERNMENTAL REVIEW PROCESS

9/19/2025

KY202509050760

DATE RECEIVED

PROJECT NUMBER

Camp Ernst Road at Longbranch Road Roundabout

PROJECT NAME

LOCAL

☐

Boone County Fiscal Court

AREAWIDE

☐

APPLICANT'S NAME

REGIONAL

☐

DOT - Department of Transportation

20.205

STATEWIDE

☐

AGENCY TO RECEIVE REQUEST

FED. CAT. #

INTERAGENCY

☐

SUMMARY:

Construction of a single lane roundabout at the intersection of Camp Ernst Road and Longbranch Road. The need for the project is to increase safety and improve traffic flow along the Camp Ernst corridor and for the Cooper High School campus.

PROPOSED FUNDING **FEDERAL** \$531,080

APPLICANT \$1,000,000

STATE \$

LOCAL

PROGRAM INCOME

OTHER (Specify)

PRINCIPLE FORGIVENESS

TOTAL \$1,531,080

STAFF ASSIGNED:

STAFF COMMENTS:

☐ **POSITIVE**

☐ **NEGATIVE**

☐ **OTHER**



KENTUCKY ECLEARINGHOUSE

Project View

KY202509050760

(Status: Under Review)

APPLICANT INFORMATION

Applicant Company: *	Boone County Fiscal Court
Applicant Courtesy: *	Mr.
Applicant First Name: *	Daniel
Applicant Last Name: *	Menetrey
Applicant Phone: *	(859) 334-3580
Applicant eMail: *	dmenetrey@boonecountyky.org
Applicant Address: *	2950 Washington Street
Applicant City: *	Burlington
Applicant State: *	KY
Applicant Zip: *	41005
Applicant Type: *	County
Submitter (You, the person filling out this form)	
Submitter First Name: *	Daniel
Submitter Last Name: *	Menetrey
Submitter Phone: *	(859) 334-3580
Submitter eMail: *	

PROJECT INFORMATION

Project Type: * [Transportation](#)

Project Number (WRIS):

Project Title: * [Camp Ernst Road at Longbranch Road Roundabout](#)

Construction: * [Construction](#)

Applicant County: * [Boone](#)

Multiple Counties: ☐

List Counties:

Congressional Districts: * 1: ☐ 2: ☐ 3: ☐
4: ☒ 5: ☐ 6: ☐

CFDA INFORMATION

CFDA Number: * [20.205](#) CFDA Title: * [Highway Planning and Construction](#)

Federal Agency: * [DOT - Department of Transportation](#)

Start Date: * [01/01/2026](#)

Is the Applicant delinquent on any Federal debt? * [No](#)

If yes, explain:

SITE PHYSICAL ADDRESS

Street Address: [Camp Ernst Road at Longbranch Road](#)

City: [Union](#)

Zip Code: [41091](#)

Latitude: [38.975520](#)

Longitude: [-84.719608](#)

Project Description: * **A brief summary of the project, including what the funds will be spent on, and a brief scope of work.**

Examples of fund use include: construction, salaries, equipment purchase, print materials, etc.

Please type out each acronym fully the first time it appears. Example: Housing and Urban Development (hereafter HUD)

Construction of a single lane roundabout at the intersection of Camp Ernst Road and Longbranch Road.

Need For Project: **(Be brief)**

The need for the project is to increase safety and improve traffic flow along the Camp Ernst corridor and for the Cooper High School campus.

ADDITIONAL INFORMATION

WASTEWATER INFORMATION

Water Supplier Name:

Describe wastewater disposal:

Package Sewage Treatment Plant

Facility:

Address/GPS:

Existing publicly owned wastewater treatment plant

Plant Name:

On-site septic tank and lateral field

Health Dept. Name:

Health Dept. Permit No.:

Health Dept. Phone:

Health Dept. Address:

SOLID WASTE INFORMATION

Landfill Name:

Landfill Permit No.:

Transport Mode:

Transport Company:

****Only fill out this section if project is construction of housing, running of water or wastewater lines, or purchase of real estate****

ESTIMATED FUNDING

Federal:	\$531,080.00
Applicant:	\$1,000,000.00
State:	\$0.00
Local:	\$0.00
Program Income:	\$0.00
Other (Specify):	\$0.00
Total:	\$1,531,080.00

DOCUMENTS

6-442 Plans Final construction plans [VIEW](#)

COMMENTS

<p>Department of Housing Buildings and Construction Don Newberry 09/05/2025</p>	<p>Endorse with Comments The Department has no comments concerning this proposed project.</p>
<p>Environment & Energy Cabinet--Department for Environmental Protection Natalie Bruner 09/08/2025</p>	<p>Endorse with Comments Marlon Bascombe - Endorse with Comments The Energy and Environment Cabinet's Division of Enforcement endorses this project. This project compliments the goals of the Energy and Environment Cabinet to protect and enhance Kentucky's environment and to keeps citizens safe.</p>
<p>Kentucky Department of Fish & Wildlife Emily Lawson 09/15/2025</p>	<p>Endorse with Comments Due to the location and nature of the project, Kentucky Department of Fish & Wildlife Resources (KDFWR) does not have specific concerns regarding federal or state-listed threatened / endangered species,</p>

designated critical habitat, wildlife management areas, or other properties managed by KDFWR. The following recommendations are provided as general guidance for development of private and grant-funded projects submitted to KDFWR for review. In general, impacts to fish and wildlife resources might be avoided and minimized by following the guidance provided below. for site-specific species list, please contact emilym.lawson@ky.gov.

- **Wetlands, Waterways, and Floodplains:** The KDFWR requests that you coordinate the proposed project with the U. S. Army Corps of Engineers (USACE) and the Kentucky Division of Water (KDOW) prior to any work within the waterways or wetland habitats of Kentucky (including encroachment and/or fill in floodplains and waterways). KDFWR recommends minimizing stream encroachment and maintaining forested riparian buffers around stream banks. Forested riparian zones along streams provide numerous functions beneficial to fish, wildlife, and water quality. Forested riparian zones reduces erosion and siltation, one of Kentucky's leading causes of impairment in streams. Trees reinforce stream banks, slow runoff helping reduce flood peaks, and help to improve water quality. Trees provide important habitat along streams and serve as travel corridors for wildlife.

- **USFWS Coordination for compliance with the Endangered Species Act:** Please coordinate with the US Fish and Wildlife Service for compliance with the Endangered Species Act and for specific recommendations to minimize adverse effects to listed species. The USFWS may have seasonal requirements for removing trees, especially those greater than 3" in diameter-at-breast height. Limiting the removal of these trees to the period between November 15th through April 1st will minimize impacts to many species of bats, several of which are listed as threatened or endangered on the federal Endangered Species Act.

- **Preventing fish kills:** Avoid using wet concrete near waterways. Please refer to the KY Division of Water for recommended best management practices regarding concrete use near streams. Uncured (wet) concrete released into streams and waterways causes significant fish kills. If concrete is required, prevent its release into streams by using pre-formed concrete structures or separating work areas from stream water by coffer dam or other method. Construction water that contains concrete slurry should not be released into streams. It can be pumped

into a containment in an upland area away from stream water to safely dispose of it or it can be aspirated with carbon dioxide to make it non-toxic.

- Erosion control to minimize impacts to the aquatic environment: KDFWR recommends that erosion control measures be developed and implemented prior to construction to reduce siltation into waterways located within/near the project area. Such erosion control measures may include, but are not limited to silt fences, staked straw bales, brush barriers, sediment basins, and diversion ditches. Erosion control measures will need to be inspected regularly and repaired as needed. If blanket-style matting is used for erosion control, please avoid using the nylon monofilament netting as it can entangle and kill wildlife. An alternative blanket style control is organic coir matting, which degrades naturally and provides excellent soil protection and moisture retention for seed germination—as well as controlling erosion runoff without unnecessarily impacting wildlife.

Thank you for coordinating with KDFWR. Please contact Emily Lawson at 502-892-4472 or emilym.lawson@ky.gov if you have further questions or require additional information.

**Kentucky
Transportation
Cabinet**

Gerald Bezold
09/08/2025

Endorse with Comments

Any work performed on Transportation Cabinet Right of Way will require a permit issued through the District 6 Office.

KY Heritage Council

Yvonne Sherrick
09/05/2025

Endorse with Comments

To receive a review from the KY Heritage Council/State Historical Preservation Office (SHPO) you must follow the instructions located on their <https://heritage.ky.gov> website at <https://heritage.ky.gov/compliance/Pages/overview.aspx>. There you will find the required documents for the Section 106 Review and Compliance for 36 CFR Part 800. This Section 106 submission process to SHPO will assist applicants and agencies in providing the appropriate level of information to receive comments from SHPO. If you have any questions please contact Yvonne Sherrick, via email at yvonne.sherrick@ky.gov. Please note: If your project is funded through Transportation Alternative (TAP), Transportation Enhancements (TE), Congestion, Mitigation, Air Quality (CMAQ), or Safe Routes to School (SRTS) you will need to send this information to Michael Jones, Historic

Preservation Program Administrator with the Kentucky Transportation Cabinet via email to MichaelR.Jones2@ky.gov or hard copy to Michael Jones, Office of Local Programs, KY Transportation Cabinet, 200 Mero Street Frankfort, KY 40622. Do not send materials directly to SHPO if your project involves funding from these four sources as it will cause delays in the review process. Michael Jones will consult directly with the SHPO on projects with these funding sources to complete the Section 106 review.

KYTC

Felitia Deer

09/08/2025

Endorse with Comments

[Please see comments.](#)

UPLOAD DOCUMENT

PRINT PAGE

WITHDRAW PROJECT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: Central Boone County Master Sewer Plan - Phase II

SAI No: KY202509030752

RE: Board Review and Action Requested

Background: The Intergovernmental Review Process started in 1982 with Presidential Executive Order 12372, which requires federal agencies to provide for consultation with state and local governments that supply non-federal funds for - or that would be directly affected by - proposed federal financial assistance or direct federal development. All Federal program applications in Kentucky are subject to Executive Order 12372 - Intergovernmental Review of Federal Programs (unless the application specifically states not subject to EO 12372), [Pres_ExOrder12372.PDF](#) and KRS45.031. [statute.aspx \(ky.gov\)](#)

The eClearinghouse or also known as the state's Single Point of Contact (SPOC) coordinates the State-level review of Federal Grant projects that will take place in Kentucky and assists in identifying potential conflicts or duplication in services for proposed projects impacting the state and region. The eClearinghouse provides an efficient way for Federal Grant applicants to comply with funding agency requirements. It identifies the state agencies that should be involved in the development of federal projects and provides them with the opportunity to review and comment on applications as well as read other agencies' comments. The comments are then compiled into one clearinghouse letter for applicants to submit to the funding agency.

Contractual Obligation: The KIRP or Kentucky State Clearinghouse has been designated to provide state and local input to the appropriate federal agency. The Northern Kentucky Area Development District (NKADD) is the designated Regional Review Agency (RRA) for the Kentucky Intergovernmental Review Process (KIRP) through the annual Kentucky Joint Funding Administration (JFA) contract.

Responsibilities: As the RRA, the NKADD's responsibilities include:

- coordination of federally assisted projects and programs with local and area plans;
- soliciting input from area-wide and local agencies that are authorized to develop and enforce environmental standards;
- providing agencies charged with enforcing or furthering civil rights laws with the opportunity to participate in the review process and
- to encourage an expeditious process of intergovernmental coordination and review of proposed projects.

NKADD Internal Review Process: Following the JFA MOU Scope of Work, the new Community Development Planning team has recently revised the NKADD internal review process to ensure compliance and provide a streamlined comment period. The revised review process will include:

- Providing chief elected officials with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.

- If applicable, providing special purpose units of local governments with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.
- Evaluate the responses to determine the significance of the proposed federally assisted programs to area-wide and local plans and programs to develop comments
- If applicable, inform interstate metropolitan planning districts that share common territory with the NKADD of the project. If the interstate body desires to provide input on these proposals, it must utilize the officially designed state Single Point of Contact to forward comments to the Kentucky State Single Point of Contact.
- Present to the NKADD Board of Directors for review and action on the project
- Select the correct endorsement response (Endorse with Comment or Non-Endorse) and submit comments to eClearinghouse. Types of comments include no concerns, information about permit requirements, best management practices, etc.

SUMMARY SHEET

INTERGOVERNMENTAL REVIEW PROCESS

9/19/2025

KY202509030752

DATE RECEIVED

PROJECT NUMBER

Central Boone County Master Sewer Plan - Phase II

PROJECT NAME

LOCAL

☐

Sanitation District #1

AREAWIDE

☐

APPLICANT'S NAME

REGIONAL

☐

0

STATEWIDE

☐

AGENCY TO RECEIVE REQUEST

FED. CAT. #

INTERAGENCY

☐

SUMMARY:

Extend sanitary sewer service to western Central Boone County Master Sewer Plan to meet Consent Decree milestones by eliminating SSOs and facilitate growth prioritized by Boone County. Phase II - 3 Pump Stations/Screening and 1,900 LF of FM WRIS SX21015014

PROPOSED FUNDING **FEDERAL** \$10,608,475

APPLICANT \$5,285,152.18

STATE \$

LOCAL

PROGRAM INCOME

OTHER (Specify)

PRINCIPLE FORGIVENESS

TOTAL \$15,893,627.18

STAFF ASSIGNED:

STAFF COMMENTS:

☐ **POSITIVE**

☐ **NEGATIVE**

☐ **OTHER**



KENTUCKY E CLEARINGHOUSE

Project View

KY202509030752

(Status: Under Review)

APPLICANT INFORMATION

Applicant Company: *	Sanitation DDistrict #1 of Northern Kentucky
Applicant Courtesy: *	Ms.
Applicant First Name: *	Annette
Applicant Last Name: *	Haas
Applicant Phone: *	(859) 578-6889
Applicant eMail: *	ahaas@sd1.org
Applicant Address: *	1045 Eaton Dr
Applicant City: *	Ft. Wright
Applicant State: *	KY
Applicant Zip: *	41071
Applicant Type: *	Other (Specify) : Public Utility (Sewer)
Submitter (You, the person filling out this form)	
Submitter First Name: *	Annette
Submitter Last Name: *	Haas
Submitter Phone: *	(859) 578-6889

Submitter eMail: *

ahaas@sd1.org

PROJECT INFORMATION

Project Type: * [Wastewater](#)

Project Number (WRIS): [SX21015014](#)

Project Title: * [Central Boone County Master Sewer Plan - Phase II](#)

Construction: * [Construction](#)

Applicant County: * [Kenton](#)

Multiple Counties: ☒

List Counties: [Campbell, Boone](#)

Congressional Districts: *
1: ☐ 2: ☐ 3: ☐
4: ☒ 5: ☐ 6: ☐

CFDA INFORMATION

CFDA Number: * [00.000](#) CFDA Title: * [KIA \(ARPA - American Rescue Plan Act\)](#)

Federal Agency: * [Other \(Specify\) : Wastewater Utility governed by KRS](#)

Start Date: * [10/15/2024](#)

Is the Applicant delinquent on any Federal debt? * [No](#)

If yes, explain:

SITE PHYSICAL ADDRESS

Street Address: [4935 Woolper Rd](#)

City: [Petersburg](#)

Zip Code: [41080-9774](#)

Latitude: [39.026](#)

Longitude: [-84.800](#)

Project Description: * A brief summary of the project, including what the funds will be spent on, and a brief scope of work.

Examples of fund use include: construction, salaries, equipment purchase, print materials, etc.

Please type out each acronym fully the first time it appears. Example: Housing and Urban Development (hereafter HUD)

Extend sanitary sewer service to western Central Boone County Master Sewer Plan to meet Consent Decree milestones by eliminating SSOs and facilitate growth prioritized by Boone County. Phase II - 3 Pump Stations/Screening and 1,900 LF of FM

Need For Project: (Be brief)

The purpose is to eliminate SSOs and facilitate growth.

ADDITIONAL INFORMATION

WASTEWATER INFORMATION

Water Supplier Name: Northern Kentucky Water District

Describe wastewater disposal:

Package Sewage Treatment Plant

Facility:

Address/GPS:

Existing publicly owned wastewater treatment plant

Plant Name: Western Regional Water Reclamation Facility

On-site septic tank and lateral field

Health Dept. Name:

Health Dept. Permit No.:

Health Dept. Phone:

Health Dept. Address:

SOLID WASTE INFORMATION

Landfill Name:

Landfill Permit No.:

Transport Mode:

Transport Company:

****Only fill out this section if project is construction of housing, running of water or wastewater lines, or purchase of real estate****

ESTIMATED FUNDING

Federal:	\$10,608,475.00
Applicant:	\$0.00
State:	\$0.00
Local:	\$5,285,152.18
Program Income:	\$0.00
Other (Specify):	\$0.00
Total:	\$15,893,627.18

COMMENTS

Department of Housing Buildings and Construction Don Newberry 09/04/2025	Endorse with Comments The Department has no comments concerning this proposed project.
Department for Environmental Protection Ken Melton 09/03/2025	Endorse with Comments Prior to the start of construction, plans and specifications that have been signed, stamped and dated by a Licensed Professional Engineer shall be submitted to the Division of Water for review and approval.
Division of Water Andrea Fredenburg 09/03/2025	Endorse with Comments Best management practices should be utilized to reduce sediment and pollutant runoff from project activities into nearby waters.
DLG Jennifer Peters	Endorse with Comments Information only

09/12/2025

DOW

Endorse with Comments

Daniel Fraley

The FOB endorses the project without further comment

09/08/2025

**Environment &
Energy Cabinet--
Department for
Environmental
Protection**

Endorse with Comments

Stefanie Osterman - Endorse with Comments SAI# KY202509030752 -
Kenton County; PROJECT TITLE
Central Boone County Master Sewer Plan - Phase II

Natalie Bruner

The proposed project is subject to Division of Water (DOW) jurisdiction because the following are or appear to be involved: sewer lines and appurtenances; wastewater treatment plant construction; floodplain construction; groundwater protection; source water protection; wells and wellhead protection. Prior approval must be obtained from the DOW before construction can begin. The applicant must cite the State Application Identifier (SAI # KY202509030752) when submitting plans and specifications.

09/15/2025

PROJECT DESCRIPTION: Extend sanitary sewer service to western Central Boone County Master Sewer Plan to meet Consent Decree milestones by eliminating SSOs and facilitate growth prioritized by Boone County. Phase II - 3 Pump Stations/Screening and 1,900 LF of FM

Division of Water

Water Quality Branch

Comment: Best management practices should be utilized to reduce sediment and pollutant runoff from project activities into nearby waters.

Questions should be directed to Andrea Fredenburg, (502) 782-6950, Andrea.Fredenburg@ky.gov.

Field Operations Branch

Comment: The Field Operations Branch endorses the project without further comment.

Questions should be directed to Daniel Fraley, (606) 782-8794, Daniel.Fraley@ky.gov.

Watershed Management Branch

Water Supply Section:

Comment: This proposed project is within the Louisville Water Company

designated Source Water Protection Areas, Zone 2 (Zone of Responsibility/1 hour to 5 hour Time of Travel).

Source Water Protection should include best management practices or BMP's that prevent, reduce, or eliminate storm water runoff, soil erosion, and movement of nutrients, bacteria, and contaminants into unprotected waterways that may pose threats to public drinking water supplies. It should also include contingency planning strategies if protective measures fail or accidents and/or disasters occur and emergency response planning for water supply contamination or service interruption. Examples can be referenced here: <https://www.epa.gov/sourcewaterprotection/source-water-protection-practices> or <https://eec.ky.gov/Environmental-Protection/Water/Protection/Pages/SWP.aspx>

Questions should be directed to
Chip Zimmer at (502) 782-7141, Edward.Zimmer@ky.gov.

Groundwater Section:

Comment: The proposed work is endorsed by the Groundwater Section of the Watershed Management Branch. However, the proposed work is located in an area with a high potential for karst development where groundwater is susceptible to direct contamination from surface activities. It is our recommendation that proposed work be made aware of the requirements of 401 KAR 5:037 and the need to develop a Groundwater Protection Plan (GPP) for the protection of groundwater resources within that area.

Questions should be directed to Bronson McQueen at (502) 782-6036, Bronson.McQueen@ky.gov.

Water Resources Branch

Floodplain Management Section:

Comment: Construction conducted in the 1% annual chance Special Flood Hazard Area requires floodplain permitting from the Division of Water, Water Resources Branch and the local community.

Floodplain Maps

You can check <https://watermaps.ky.gov/RiskPortal/> to determine if your site is located in the 1% chance floodplain (shown in Blue or Blue /Red on the map). The 1% chance floodplain was formerly called the 100-year floodplain. You can use the search bar in the top right corner of the page to find your location using either a Latitude & Longitude, street address, or community

name. A User's Guide link is available in the upper left-hand side of the page. If you would like additional assistance determining if you are located in the floodplain, contact your community's local floodplain coordinator. Community contact information is provided at <https://eec.ky.gov/Environmental-Protection/Water/FloodDrought/Documents/FloodplainCoordinatorsList.pdf>.

If your site is in the 1% annual chance floodplain a stream construction permit from the Division of Water and Floodplain permit from your local community is required prior to construction.

Floodplain Permits

The Floodplain General Permit FPGP covers projects that have little potential to impact regulatory base flood elevation. The FPGP does have conditions, requirements, and exclusions listed so be sure your project can meet all these prior to the start of development. The most common activities covered by the GP include:

- Underground utilities only with no ground surface elevation changes, where stream crossings, if any, are completed by directional boring; or
- Installation of utility poles; or
- Installation of fences that do not obstruct water flow; or
- Stream obstruction removals of items such as woody debris from near bridges and culverts.

A second Floodplain General Permit (FPGP UNSUB) covers additions or repairs to an existing structure where the cost of repairs/upgrade is less than 50% of the structure value per the local county Property Valuation Administrator or Certified Residential or General Real Property Appraiser.

Both GPs available for covered projects do not require prior public notice or application to the Division prior to construction. Exclusions to the GPs include work in or along an outstanding state resource water (OSRW) or other special use water, if an Individual 401 WQC required for the development, and development of structures or dams. The Floodplain GPs can be downloaded at <https://eec.ky.gov/Environmental-Protection/Water/FloodDrought/Pages/UnderstandYourFloodHazards.aspx>.

If your site is in the floodplain and the GPs do not apply, an Individual Permit is required from the Division of Water for any proposed development. On the

application, you must provide accurate latitude/longitude and an aerial map (maps from the Riskmap link above or Google maps are acceptable) in lieu of a topo map. The map must show where structures or crossing will be placed, and if fill or cut/fill is being done, draw the full extents of the fill on the aerial map. For the project description, describe what you plan to do to complete the project, how much (if any) fill will be brought into the floodplain, or how much material will be moved from or redistributed within the floodplain. For structures, describe the structure, provide the size and type of foundation (slab on grade, elevated, crawl space). For culverts, describe how much material will be brought in and what type, how high above current surface elevation will the material be placed, especially in low lying areas where the roadway would impede flow. Include the number of culverts pipes used and description (length, diameter and material). For a bridge, describe how the bridge abutments will be installed, the thickness of the bridge deck and the height of the lowest point of the bridge over the ordinary high water mark (plant line on the shoreline) and height of the bottom of the bridge deck above the bottom of the creek channel. If you are replacing a bridge or culvert, describe how the new installation will compare to the old- if the new installation will have a larger opening or pipes, will have more or less fill for the installation, indicate that on the application description.

Other Permits

Anytime you need a state floodplain permit, and you live in a community that participates in the NFIP, a local permit is also required. Find the contact information your local floodplain manager at <https://eec.ky.gov/Environmental-Protection/Water/FloodDrought/Documents/FloodplainCoordinatorsList.pdf>.

Your local floodplain manager can help you with the state permit, as well as help you with the local permit and to understand the floodplain requirements.

If you are working below the top of the bank, within a stream channel, or within wetlands, a 404 permit from the US Army Corps of Engineers and 401 Water Quality Certification may also be required. Our Water Quality Certification section will review the application to determine if 401/404 permitting is needed. For information on permitting procedures or for other information, visit <https://eec.ky.gov/Environmental-Protection/Water/PermitCert/WQ401Cert/Pages/Apply-for-Certification.aspx>.

Questions should be directed to Shawn Hokanson at (502) 782-6977, Shawn.Hokanson@ky.gov.

Water Quality Certification Section:

Comment: If the activity requires a federal permit due to activities in or near Waters of the U.S., a Clean Water Act Section 401 Water Quality Certification from the DOW may be required for this project.

Questions should be directed to the Water Quality Certification Section, (502) 564-3410, 401WQC@ky.gov.

Surface Water Permits Branch

Permit Support Section:

Comment: If the construction area disturbed is equal to or greater than 1 acre, the applicant will need to apply for a Kentucky Pollutant Discharge Elimination System (KPDES) stormwater discharge permit.

Questions should be directed to the Permit Support Section, (502) 564-3410, SWPBsupport@ky.gov.

Water Infrastructure Branch

Engineering Section:

Comment: Prior to the start of construction, plans and specifications that have been signed, stamped and dated by a Licensed Professional Engineer shall be submitted to the Division of Water for review and approval.

Questions should be directed to Ken Melton, Engineering Section, at (502) 782-6983, Ken.Melton@ky.gov

Municipal Planning Section:

Comment: No concerns. The last approved planning document was an asset inventory was in 2012. To meet the wastewater planning requirements for regional planning agencies, 401 KAR 5:006 a new planning document should be submitted for review.

Questions should be directed to

Lori Dials at (502) 782-6937, Lori.Dials@ky.gov.

Marlon Bascombe - Endorse with Comments Northern Kentucky Sanitation District 1 is currently under a Consent Decree with the USEPA regarding its Combined Sewer Overflows (CSOs) and/or Sanitary Sewer Overflow (SSOs). The purpose is to eliminate these SSOs and protect the health of the citizen. The Energy and Environment Cabinet's Division of Enforcement endorses this project. This project compliments the goals of the Energy and

Environment Cabinet to protect and enhance Kentucky's environment and to keeps citizens safe.

Kentucky
Department of
Fish & Wildlife
Emily Lawson
09/15/2025

Endorse with Comments

Due to the location and nature of the project, Kentucky Department of Fish & Wildlife Resources (KDFWR) does not have specific concerns regarding federal or state-listed threatened / endangered species, designated critical habitat, wildlife management areas, or other properties managed by KDFWR. The following recommendations are provided as general guidance for waterline/wastewater projects submitted to KDFWR for review. In general, impacts to fish and wildlife resources might be avoided and minimized by following the guidance provided below:

- KDFWR recommends that erosion control measures be developed and implemented prior to construction to reduce siltation into waterways located within/near the project area. Such erosion control measures may include, but are not limited to silt fences, staked straw bales, brush barriers, sediment basins, and diversion ditches. Erosion control measures will need to be inspected regularly and repaired as needed. If blanket-style matting is used for erosion control, please avoid using the nylon monofilament netting as it can entangle and kill wildlife. An alternative blanket style control is organic coir matting, which degrades naturally and provides excellent soil protection and moisture retention for seed germination—as well as controlling erosion runoff without unnecessarily impacting wildlife.
- Development/excavation in streams should be avoided when possible. KDFWR recommends directionally drilling stream crossings to avoid instream impacts. If stream impacts cannot be avoided, limit activities to periods of low flow to minimize disturbance. When crossing a stream, the pipe should be laid perpendicular to the stream bank to minimize the direct impacts to the streambed (rather than parallel). Perpendicular alignments help reduce short-term and long-term effects to streams. KDFWR recommends that all instream disturbances be returned to a stable condition upon completion of stream pipeline crossing.
- Avoid using wet concrete near waterways. Please refer to the KY Division of Water for recommended best management practices regarding concrete use near streams. Uncured (wet) concrete released into streams and waterways causes significant fish kills. If concrete is required, prevent its release into streams by using pre-formed concrete structures or separating work areas from stream water by coffer dam or other method. Construction

water that contains concrete slurry should not be released into streams. It can be pumped into a containment in an upland area away from stream water to safely dispose of it or it can be aspirated with carbon dioxide to make it non-toxic.

- USFWS Coordination for compliance with the Endangered Species Act: Please coordinate with the US Fish and Wildlife Service for compliance with the Endangered Species Act and for specific recommendations to minimize adverse effects to listed species. The USFWS may have seasonal requirements for removing trees, especially those greater than 3" in diameter-at-breast height. Limiting the removal of these trees to the period between November 15th through April 1st will minimize impacts to many species of bats, several of which are listed as threatened or endangered on the federal Endangered Species Act.

Thank you for coordinating with KDFWR. Please contact Emily Lawson at 502-892-4472 or emilym.lawson@ky.gov if you have further questions or require additional information.

Kentucky

Endorse with Comments

Division of Water

Shawn Hokanson

09/06/2025

Construction conducted in the 1% annual chance Special Flood Hazard Area requires floodplain permitting from the Division of Water, Water Resources Branch and the local community.

Floodplain Maps

You can check <https://watermaps.ky.gov/RiskPortal/> to determine if your site is located in the 1% chance floodplain (shown in Blue or Blue /Red on the map). The 1% chance floodplain was formerly called the 100-year floodplain. You can use the search bar in the top right corner of the page to find your location using either a Latitude & Longitude, street address, or community name. A User's Guide link is available in the upper left-hand side of the page. If you would like additional assistance determining if you are located in the floodplain, contact your community's local floodplain coordinator. Community contact information is provided at <https://eec.ky.gov/Environmental-Protection/Water/FloodDrought/Documents/FloodplainCoordinatorsList.pdf>.

If your site is in the 1% annual chance floodplain a stream construction permit from the Division of Water and Floodplain permit from your local community is required prior to construction.

Floodplain Permits

The Floodplain General Permit FPGP covers projects that have little potential to impact regulatory base flood elevation. The FPGP does have conditions, requirements, and exclusions listed so be sure your project can meet all these prior to the start of development. The most common activities covered by the GP include:

- Underground utilities only with no ground surface elevation changes, where stream crossings, if any, are completed by directional boring; or
- Installation of utility poles; or
- Installation of fences that do not obstruct water flow; or
- Stream obstruction removals of items such as woody debris from near bridges and culverts.

A second Floodplain General Permit (FPGP UNSUB) covers additions or repairs to an existing structure where the cost of repairs/upgrade is less than 50% of the structure value per the local county Property Valuation Administrator or Certified Residential or General Real Property Appraiser.

Both GPs available for covered projects do not require prior public notice or application to the Division prior to construction. Exclusions to the GPs include work in or along an outstanding state resource water (OSRW) or other special use water, if an Individual 401 WQC required for the development, and development of structures or dams. The Floodplain GPs can be downloaded at <https://eec.ky.gov/Environmental-Protection/Water/FloodDrought/Pages/UnderstandYourFloodHazards.aspx>.

If your site is in the floodplain and the GPs do not apply, an Individual Permit is required from the Division of Water for any proposed development. On the application, you must provide accurate latitude/longitude and an aerial map (maps from the Riskmap link above or Google maps are acceptable) in lieu of a topo map. The map must show where structures or crossing will be placed, and if fill or cut/fill is being done, draw the full extents of the fill on the aerial map. For the project description, describe what you plan to do to complete the project, how much (if any) fill will be brought into the floodplain, or how much material will be moved from or redistributed within the floodplain. For structures, describe the structure, provide the size and type of foundation (slab on grade, elevated, crawl space). For culverts, describe how much material will be brought in and what type, how high above current surface

elevation will the material be placed, especially in low lying areas where the roadway would impede flow. Include the number of culverts pipes used and description (length, diameter and material). For a bridge, describe how the bridge abutments will be installed, the thickness of the bridge deck and the height of the lowest point of the bridge over the ordinary high water mark (plant line on the shoreline) and height of the bottom of the bridge deck above the bottom of the creek channel. If you are replacing a bridge or culvert, describe how the new installation will compare to the old- if the new installation will have a larger opening or pipes, will have more or less fill for the installation, indicate that on the application description.

Other Permits

Anytime you need a state floodplain permit, and you live in a community that participates in the NFIP, a local permit is also required. Find the contact information your local floodplain manager at <https://eec.ky.gov/Environmental-Protection/Water/FloodDrought/Documents/FloodplainCoordinatorsList.pdf>.

Your local floodplain manager can help you with the state permit, as well as help you with the local permit and to understand the floodplain requirements.

If you are working below the top of the bank, within a stream channel, or within wetlands, a 404 permit from the US Army Corps of Engineers and 401 Water Quality Certification may also be required. Our Water Quality Certification section will review the application to determine if 401/404 permitting is needed. For information on permitting procedures or for other information, visit <https://eec.ky.gov/Environmental-Protection/Water/PermitCert/WQ401Cert/Pages/Apply-for-Certification.aspx>.

Kentucky

Division of Water

Bronson

McQueen

09/08/2025

Endorse with Comments

The proposed work is endorsed by the Groundwater Section of the Watershed Management Branch. However, the proposed work is located in an area with a high potential for karst development where groundwater is susceptible to direct contamination from surface activities. It is our recommendation that proposed work be made aware of the requirements of 401 KAR 5:037 and the need to develop a Groundwater Protection Plan (GPP) for the protection of groundwater resources within that area.

Kentucky Infrastructure Authority Don Schierer 09/04/2025	Endorse with Comments This project was reviewed in the WRIS Portal by KIA staff.
Kentucky Public Service Commission Jason Green 09/15/2025	Endorse with Comments The PSC Staff's review and comments concerning the project signify only that the documents provided in support of the project appear sufficient to meet the state application requirements set forth in KRS 45:031. The PSC Staff's review and comments on projects in the eClearinghouse are for informational purposes only. Nothing stated herein is binding on the PSC, nor should be interpreted as fulfilling any statutory or regulatory requirement applicable to the project in any proceeding before the PSC.
Kentucky Transportation Cabinet Gerald Bezold 09/08/2025	Endorse with Comments Any work performed on Transportation Cabinet Right of Way will require a permit issued through the District 6 Office.
KY Division of Water Lori Dials 09/11/2025	Endorse with Comments No concerns. The last approved planning document was an asset inventory was in 2012. To meet the wastewater planning requirements for regional planning agencies, 401 KAR 5:006 a new planning document should be submitted for review.
KY Division of Water Chip Zimmer 09/09/2025	Endorse with Comments This proposed project is within the Louisville Water Company designated Source Water Protection Areas, Zone 2 (Zone of Responsibility/1 hour to 5 hour Time of Travel). Source Water Protection should include best management practices or BMP's that prevent, reduce, or eliminate storm water runoff, soil erosion, and movement of nutrients, bacteria, and contaminants into unprotected waterways that may pose threats to public drinking water supplies. It should also include contingency planning strategies if protective measures fail or accidents and/or disasters occur and emergency response planning for water supply contamination or service interruption. Examples can be referenced here: https://www.epa.gov/sourcewaterprotection/source-water-protection-practices or https://eec.ky.gov/Environmental-Protection/Water/Protection/Pages/SWP.aspx

KY Heritage**Council**

Yvonne Sherrick

09/03/2025

Endorse with Comments

To receive a review from the KY Heritage Council/State Historical Preservation Office (SHPO) you must follow the instructions located on their website at <https://heritage.ky.gov/compliance/Pages/overview.aspx>. There you will find the required documents for the Section 106 Review and Compliance for 36 CFR Part 800. This Section 106 submission process to SHPO will assist applicants and agencies in providing the appropriate level of information to receive comments from SHPO. If you have any questions please contact Yvonne Sherrick, via email at yvonne.sherrick@ky.gov. Please note: If your project is funded through Transportation Alternative (TAP), Transportation Enhancements (TE), Congestion, Mitigation, Air Quality (CMAQ), or Safe Routes to School (SRTS) you will need to send this information to Michael Jones, Historic Preservation Program Administrator with the Kentucky Transportation Cabinet via email to MichaelR.Jones2@ky.gov or hard copy to Michael Jones, Office of Local Programs, KY Transportation Cabinet, 200 Mero Street Frankfort, KY 40622. Do not send materials directly to SHPO if your project involves funding from these four sources as it will cause delays in the review process. Michael Jones will consult directly with the SHPO on projects with these funding sources to complete the Section 106 review.

KYTC

Felitia Deer

09/08/2025

Endorse with Comments

Please see comments.

UPLOAD DOCUMENT

PRINT PAGE

WITHDRAW PROJECT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: Dixie Highway Sidewalk

SAI No: KY202509240823

RE: Board Review and Action Requested

Background: The Intergovernmental Review Process started in 1982 with Presidential Executive Order 12372, which requires federal agencies to provide for consultation with state and local governments that supply non-federal funds for - or that would be directly affected by - proposed federal financial assistance or direct federal development. All Federal program applications in Kentucky are subject to Executive Order 12372 - Intergovernmental Review of Federal Programs (unless the application specifically states not subject to EO 12372), [Pres_ExOrder12372.PDF](#) and KRS45.031. [statute.aspx\(ky.gov\)](#)

The eClearinghouse or also known as the state's Single Point of Contact (SPOC) coordinates the State-level review of Federal Grant projects that will take place in Kentucky and assists in identifying potential conflicts or duplication in services for proposed projects impacting the state and region. The eClearinghouse provides an efficient way for Federal Grant applicants to comply with funding agency requirements. It identifies the state agencies that should be involved in the development of federal projects and provides them with the opportunity to review and comment on applications as well as read other agencies' comments. The comments are then compiled into one clearinghouse letter for applicants to submit to the funding agency.

Contractual Obligation: The KIRP or Kentucky State Clearinghouse has been designated to provide state and local input to the appropriate federal agency. The Northern Kentucky Area Development District (NKADD) is the designated Regional Review Agency (RRA) for the Kentucky Intergovernmental Review Process (KIRP) through the annual Kentucky Joint Funding Administration (JFA) contract.

Responsibilities: As the RRA, the NKADD's responsibilities include:

- coordination of federally assisted projects and programs with local and area plans;
- soliciting input from area-wide and local agencies that are authorized to develop and enforce environmental standards;
- providing agencies charged with enforcing or furthering civil rights laws with the opportunity to participate in the review process and
- to encourage an expeditious process of intergovernmental coordination and review of proposed projects.

NKADD Internal Review Process: Following the JFA MOU Scope of Work, the new Community Development Planning team has recently revised the NKADD internal review process to ensure compliance and provide a streamlined comment period. The revised review process will include:

- Providing chief elected officials with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.

- If applicable, providing special purpose units of local governments with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.
- Evaluate the responses to determine the significance of the proposed federally assisted programs to area-wide and local plans and programs to develop comments
- If applicable, inform interstate metropolitan planning districts that share common territory with the NKADD of the project. If the interstate body desires to provide input on these proposals, it must utilize the officially designed state Single Point of Contact to forward comments to the Kentucky State Single Point of Contact.
- Present to the NKADD Board of Directors for review and action on the project
- Select the correct endorsement response (Endorse with Comment or Non-Endorse) and submit comments to eClearinghouse. Types of comments include no concerns, information about permit requirements, best management practices, etc.

SUMMARY SHEET

INTERGOVERNMENTAL REVIEW PROCESS

9/26/2025

KY202509240823

DATE RECEIVED

PROJECT NUMBER

Dixie Highway Sidewalk

PROJECT NAME

LOCAL

☐

City of Crestview Hills

AREAWIDE

☐

APPLICANT'S NAME

REGIONAL

☐

DOT - Department of Transportation

20.205

STATEWIDE

☐

AGENCY TO RECEIVE REQUEST

FED. CAT. #

INTERAGENCY

☐

SUMMARY:

The city of Crestview Hills is in the design phase of the construction of a new sidewalk along the south side of Dixie Highway from Whitehouse Dr to the existing walk at property #2713 Dixie Highway. The scope of work will include the removal of existing roadway shoulder along the south side of Dixie Highway, the construction of new curb, gutter, and sidewalk in place of the existing shoulder, reconstruction of a portion of the guardrail, and regrading of yard areas. Includes design, row, and construction. Constructing a sidewalk to safely connect Whitehouse Dr and Rose Terrace to crosswalks at intersections and the sidewalk of Lakeside Park.

PROPOSED FUNDING **FEDERAL** \$158,479

APPLICANT \$

STATE \$1.250

LOCAL \$38,370

PROGRAM INCOME

OTHER (Specify)

PRINCIPLE FORGIVENESS

TOTAL \$198,099

STAFF ASSIGNED:

STAFF COMMENTS:

☐ **POSITIVE**

☐ **NEGATIVE**

☐ **OTHER**



KENTUCKY E CLEARINGHOUSE

Project View

KY202509240823

(Status: Under Review)

APPLICANT INFORMATION

Applicant Company: *	City of Crestview Hills
Applicant Courtesy: *	Mr.
Applicant First Name: *	Alex
Applicant Last Name: *	Mattingly
Applicant Phone: *	(859) 341-7373
Applicant eMail: *	amattingly@crestviewhills.com
Applicant Address: *	50 Town Center Boulevard
Applicant City: *	Crestview Hills
Applicant State: *	KY
Applicant Zip: *	41017
Applicant Type: *	City
Submitter (You, the person filling out this form)	
Submitter First Name: *	Andrew
Submitter Last Name: *	Walsh
Submitter Phone: *	(859) 534-9934
Submitter eMail: *	

PROJECT INFORMATION

Project Type: * TAP – Transportaion Alternatives Program
Project Number (WRIS):
Project Title: * Dixie Highway Sidewalk
Construction: * Construction

Applicant County: * Kenton
Multiple Counties: ☐
List Counties:
Congressional Districts: * 1: ☒ 2: ☐ 3: ☐
4: ☐ 5: ☐ 6: ☐

CFDA INFORMATION

CFDA Number: * CFDA Title: *
20.205 Highway Planning & Construction

Federal Agency: * DOT - Department of Transportation
Start Date: * 03/01/2026
Is the Applicant delinquent on any Federal debt? * No
If yes, explain:

SITE PHYSICAL ADDRESS

Street Address:
City:
Zip Code:
Latitude:
Longitude:

Project Description: * **A brief summary of the project, including what the funds will be spent on, and a brief scope of work.**

Examples of fund use include: construction, salaries, equipment purchase, print materials, etc.

Please type out each acronym fully the first time it appears. Example: Housing and Urban Development (hereafter HUD)

The city of Crestview Hills is in the design phase of the construction of new sidewalk along the south side of Dixie Highway from Whitehouse Dr to the existing walk at property #2713 Dixie Highway. The scope of work will include the removal of existing roadway shoulder along the south side of Dixie Highway, the construction of new curb, gutter, and sidewalk in place of the existing shoulder, reconstruction of a portion of the guardrail, and regrading of yard areas. Includes design, row, and construction.

Need For Project: (Be brief)

Constructing a sidewalk to safely connect Whitehouse Dr and Rose Terrace to crosswalks at intersections and the sidewalk of Lakeside Park.

ADDITIONAL INFORMATION

WASTEWATER INFORMATION

Water Supplier Name:

Describe wastewater disposal:

Package Sewage Treatment Plant

Facility:

Address/GPS:

Existing publicly owned wastewater treatment plant

Plant Name:

On-site septic tank and lateral field

Health Dept. Name:

Health Dept. Permit No.:

Health Dept. Phone:

Health Dept. Address:

SOLID WASTE INFORMATION

Landfill Name:

Landfill Permit No.:

Transport Mode:

Transport Company:

****Only fill out this section if project is construction of housing, running of water or wastewater lines, or purchase of real estate****

ESTIMATED FUNDING

Federal:	\$158,479.00
Applicant:	\$0.00
State:	\$1,250.00
Local:	\$38,370.00
Program Income:	\$0.00
Other (Specify):	\$0.00
Total:	\$198,099.00

INFORMATION REQUESTS

REQUEST: Cindy Seip, Dept. for Local Govt.	Please provide a site map for this project, as all construction projects require a site map. Thank you.
RESPONSE: Andrew Walsh Verdantas	Documents have been uploaded.

DOCUMENTS

Site Vicinity Map	From USGS Topo Builder	VIEW
Preliminary Construction Plans	In case needed, here is a plan set.	VIEW

COMMENTS

Department of Housing Buildings and Construction	Endorse with Comments The Department has no comments concerning this proposed project.
--	--

Don Newberry

09/29/2025

Environment &
Energy Cabinet--
Department for
Environmental
Protection

Natalie Bruner

09/26/2025

Endorse with Comments

This review is based upon the information that was provided by the applicant through the Clearinghouse for this project. An endorsement of this project does not satisfy, or imply, the acceptance or issuance of any permits, certifications, or approvals that may be required from this agency under Kentucky Revised Statutes or Kentucky Administrative Regulations. Such endorsement means this agency has found no major concerns from the review of the proposed project as presented other than those stated as conditions or comments.

Kentucky Division for Air Quality Regulation 401 KAR 63:010 Fugitive Emissions states that no person shall cause, suffer, or allow any material to be handled, processed, transported, or stored without taking reasonable precaution to prevent particulate matter from becoming airborne. Additional requirements include the covering of open bodied trucks, operating outside the work area transporting materials likely to become airborne, and that no one shall allow earth or other material being transported by truck or earth moving equipment to be deposited onto a paved street or roadway. Please note the Fugitive Emissions Fact Sheet located at <https://eec.ky.gov/Environmental-Protection/Air/Documents/Fugitive%20Dust%20Fact%20Sheet.pdf>.

Kentucky Division for Air Quality Regulation 401 KAR 63:005 states that open burning is prohibited. Open Burning is defined as the burning of any matter in such a manner that the products of combustion resulting from the burning are emitted directly into the atmosphere without passing through a stack or chimney. However, open burning may be utilized for the expressed purposes listed on the Open Burning Brochure located at <https://eec.ky.gov/Environmental-Protection/Air/Pages/Open-Burning.aspx>.

All solid waste generated by this project must be disposed at a permitted facility. If other contaminants are encountered during this project, they must be properly addressed.

If the proposed project site is in a designated flood hazard area, application must be made to the Division of Water for a floodplain construction permit. Permission, or exemption, depends upon design

and the exact site.

Utility line projects that cross a stream will require a Section 404 permit from the US Army Corps of Engineers and a 401 Water Quality Certification from DOW.

If the construction area disturbed is equal to or greater than 1 acre, the applicant will need to apply for a Kentucky Pollutant Discharge Elimination System (KPDES) stormwater discharge permit from the Division of Water.

Best Management Practices (BMPs) should be utilized to control storm water runoff and sediment damage to water quality and aquatic habitat. For technical assistance on the kinds of BMPs most appropriate for housing and related construction, please contact the local Soil and Water Conservation District or the Division of Conservation.

Your project might have the potential of impacting federally or state listed species and natural communities. Go to the Kentucky Biological Assessment Tool (kynaturepreserves.org) to obtain a Standard Occurrence Report for information regarding listed species known within your project area. The report will also provide information on public and private conservation lands, areas of biodiversity significance, and other natural resources in your project area for which the Office of Kentucky Nature Preserves maintains data.

Kentucky Department
of Fish & Wildlife
Emily Lawson
09/26/2025

Endorse with Comments

Due to the location and nature of the project, Kentucky Department of Fish & Wildlife Resources (KDFWR) does not have specific concerns regarding federal or state-listed threatened / endangered species, designated critical habitat, wildlife management areas, or other properties managed by KDFWR. The following recommendations are provided as general guidance for development of private and grant-funded projects submitted to KDFWR for review. In general, impacts to fish and wildlife resources might be avoided and minimized by following the guidance provided below:

- Wetlands, Waterways, and Floodplains: The KDFWR requests that you coordinate the proposed project with the U. S. Army Corps of Engineers (USACE) and the Kentucky Division of Water (KDOW) prior to any work

within the waterways or wetland habitats of Kentucky (including encroachment and/or fill in floodplains and waterways). KDFWR recommends minimizing stream encroachment and maintaining forested riparian buffers around stream banks. Forested riparian zones along streams provide numerous functions beneficial to fish, wildlife, and water quality. Forested riparian zones reduces erosion and siltation, one of Kentucky's leading causes of impairment in streams. Trees reinforce stream banks, slow runoff helping reduce flood peaks, and help to improve water quality. Trees provide important habitat along streams and serve as travel corridors for wildlife.

- **USFWS Coordination for compliance with the Endangered Species Act:** Please coordinate with the US Fish and Wildlife Service for compliance with the Endangered Species Act and for specific recommendations to minimize adverse effects to listed species. The USFWS may have seasonal requirements for removing trees, especially those greater than 3" in diameter-at-breast height. Limiting the removal of these trees to the period between November 15th through April 1st will minimize impacts to many species of bats, several of which are listed as threatened or endangered on the federal Endangered Species Act.

- **Preventing fish kills:** Avoid using wet concrete near waterways. Please refer to the KY Division of Water for recommended best management practices regarding concrete use near streams. Uncured (wet) concrete released into streams and waterways causes significant fish kills. If concrete is required, prevent its release into streams by using pre-formed concrete structures or separating work areas from stream water by coffer dam or other method. Construction water that contains concrete slurry should not be released into streams. It can be pumped into a containment in an upland area away from stream water to safely dispose of it or it can be aspirated with carbon dioxide to make it non-toxic.

- **Erosion control to minimize impacts to the aquatic environment:** KDFWR recommends that erosion control measures be developed and implemented prior to construction to reduce siltation into waterways located within/near the project area. Such erosion control measures may include, but are not limited to silt fences, staked straw bales, brush barriers, sediment basins, and diversion ditches. Erosion control measures will need to be inspected regularly and repaired as needed. If

blanket-style matting is used for erosion control, please avoid using the nylon monofilament netting as it can entangle and kill wildlife. An alternative blanket style control is organic coir matting, which degrades naturally and provides excellent soil protection and moisture retention for seed germination—as well as controlling erosion runoff without unnecessarily impacting wildlife.

Thank you for coordinating with KDFWR. Please contact Emily Lawson at 502-892-4472 or emilym.lawson@ky.gov if you have further questions or require additional information.

**Kentucky
Transportation
Cabinet**
Gerald Bezold
09/26/2025

Endorse with Comments

This work will require a permit issued through the District 6 Office.

KY Heritage Council
Yvonne Sherrick
09/24/2025

Endorse with Comments

To receive a review from the KY Heritage Council/State Historical Preservation Office (SHPO) you must follow the instructions located on their [website](https://heritage.ky.gov/compliance/Pages/overview.aspx) at <https://heritage.ky.gov/compliance/Pages/overview.aspx>. There you will find the required documents for the Section 106 Review and Compliance for 36 CFR Part 800. This Section 106 submission process to SHPO will assist applicants and agencies in providing the appropriate level of information to receive comments from SHPO. If you have any questions please contact Yvonne Sherrick, via email at yvonne.sherrick@ky.gov. Please note: If your project is funded through Transportation Alternative (TAP), Transportation Enhancements (TE), Congestion, Mitigation, Air Quality (CMAQ), or Safe Routes to School (SRTS) you will need to send this information to Michael Jones, Historic Preservation Program Administrator with the Kentucky Transportation Cabinet via email to MichaelR.Jones2@ky.gov or hard copy to Michael Jones, Office of Local Programs, KY Transportation Cabinet, 200 Mero Street Frankfort, KY 40622. Do not send materials directly to SHPO if your project involves funding from these four sources as it will cause delays in the review process. Michael Jones will consult directly with the SHPO on projects with these funding sources to complete the Section 106 review.

KYTC
Felitia Deer

Endorse with Comments

Please see comments.

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: CVG DCFC Charging Stations for CVG Center, CVG Valet and Terminal 2 Garage

SAI No: KY202510020857

RE: Board Review and Action Requested

Background: The Intergovernmental Review Process started in 1982 with Presidential Executive Order 12372, which requires federal agencies to provide for consultation with state and local governments that supply non-federal funds for - or that would be directly affected by - proposed federal financial assistance or direct federal development. All Federal program applications in Kentucky are subject to Executive Order 12372 - Intergovernmental Review of Federal Programs (unless the application specifically states not subject to EO 12372), [Pres_ExOrder12372.PDF](#) and KRS45.031. [statute.aspx \(ky.gov\)](#)

The eClearinghouse or also known as the state's Single Point of Contact (SPOC) coordinates the State-level review of Federal Grant projects that will take place in Kentucky and assists in identifying potential conflicts or duplication in services for proposed projects impacting the state and region. The eClearinghouse provides an efficient way for Federal Grant applicants to comply with funding agency requirements. It identifies the state agencies that should be involved in the development of federal projects and provides them with the opportunity to review and comment on applications as well as read other agencies' comments. The comments are then compiled into one clearinghouse letter for applicants to submit to the funding agency.

Contractual Obligation: The KIRP or Kentucky State Clearinghouse has been designated to provide state and local input to the appropriate federal agency. The Northern Kentucky Area Development District (NKADD) is the designated Regional Review Agency (RRA) for the Kentucky Intergovernmental Review Process (KIRP) through the annual Kentucky Joint Funding Administration (JFA) contract.

Responsibilities: As the RRA, the NKADD's responsibilities include:

- coordination of federally assisted projects and programs with local and area plans;
- soliciting input from area-wide and local agencies that are authorized to develop and enforce environmental standards;
- providing agencies charged with enforcing or furthering civil rights laws with the opportunity to participate in the review process and
- to encourage an expeditious process of intergovernmental coordination and review of proposed projects.

NKADD Internal Review Process: Following the JFA MOU Scope of Work, the new Community Development Planning team has recently revised the NKADD internal review process to ensure compliance and provide a streamlined comment period. The revised review process will include:

- Providing chief elected officials with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.

- If applicable, providing special purpose units of local governments with the opportunity to review, request additional information or ask questions about the project and its impacts on their communities.
- Evaluate the responses to determine the significance of the proposed federally assisted programs to area-wide and local plans and programs to develop comments
- If applicable, inform interstate metropolitan planning districts that share common territory with the NKADD of the project. If the interstate body desires to provide input on these proposals, it must utilize the officially designed state Single Point of Contact to forward comments to the Kentucky State Single Point of Contact.
- Present to the NKADD Board of Directors for review and action on the project
- Select the correct endorsement response (Endorse with Comment or Non-Endorse) and submit comments to eClearinghouse. Types of comments include no concerns, information about permit requirements, best management practices, etc.

SUMMARY SHEET

INTERGOVERNMENTAL REVIEW PROCESS

10/3/2025

KY202510020857

DATE RECEIVED

PROJECT NUMBER

CVG DCFC Charging Stations for CVG Center, CVG Valet and Terminal 2 Garage

PROJECT NAME

LOCAL ☐

CVG Airport Authority

AREAWIDE ☐

APPLICANT'S NAME

REGIONAL ☐

DOT - Department of Transportation

20.205

STATEWIDE ☐

AGENCY TO RECEIVE REQUEST

FED. CAT. #

INTERAGENCY ☐

SUMMARY: The PROJECT will design and install 26 level 2 chargers and 5 DC fast chargers at three locations at CVG Airport (CVG Centre at 77 Comair Blvd, CON RAC Valet, and the Terminal 2 Garage}. The purpose of the PROJECT is to provide access to charging stations for EV vehicles travelling through the CVG Airport. The PROJECT is listed in the in the OKI Transportation Improvement Program and the CABINET's Highway Plan as Item Number 06-00386.00. CVG's campus accommodates multiple forms of transportation, from cargo airplanes to pedestrians. The CVG Terminal Garage currently includes approximately 6,500 parking spaces serving the traveling public. The Terminal Garage is open to the public 24 hours a day, 365 days a year. In 2023, over 740,000 parking transactions occurred in the garage. The Valet project will serve as a pilot for utilizing DCFCs in the valet operation. This should allow for better utilization of the charging infrastructure given the human power component to move the vehicles once charging is complete. The CVG Centre currently includes 4 75 parking spaces and serves CVG Airport Authority (CVGAA) employees, visitors, Amazon and OHL employees, and CVGAA fleet vehicles. Additional EV Charging capacity is needed at all locations to accommodate the growth in Electric Vehicles utilizing these parking facilities.

PROPOSED FUNDING FEDERAL \$2250000

APPLICANT \$960000

STATE \$2500

LOCAL

PROGRAM INCOME

OTHER (Specify)

PRINCIPLE FORGIVENESS

TOTAL \$3212500

STAFF ASSIGNED:

STAFF COMMENTS:

☐ **POSITIVE**

☐ **NEGATIVE**

☐ **OTHER**



KENTUCKY ECLEARINGHOUSE

Project View

KY202510020857

(Status: Under Review)

APPLICANT INFORMATION

Applicant Company: *	CVG Alrport Authority
Applicant Courtesy: *	Ms.
Applicant First Name: *	Larisa
Applicant Last Name: *	Sims
Applicant Phone: *	(859) 767-1421
Applicant eMail: *	lsims@cvgairport.com
Applicant Address: *	77 Comair Blvd
Applicant City: *	Erlanger
Applicant State: *	KY
Applicant Zip: *	41018
Applicant Type: *	Other (Specify) : Special District Government
Submitter (You, the person filling out this form)	
Submitter First Name: *	Larisa
Submitter Last Name: *	Sims
Submitter Phone: *	(859) 767-1421
Submitter eMail: *	

PROJECT INFORMATION

Project Type: * [Transportation](#)

Project Number (WRIS):

Project Title: * [CVG DCFC Charging Stations for CVG Center,
CVG Valet and Terminal 2 Garage](#)

Construction: * [Construction](#)

Applicant County: * [Boone](#)

Multiple Counties: ☐

List Counties:

Congressional Districts: * 1: ☐ 2: ☐ 3: ☐
4: ☒ 5: ☐ 6: ☐

CFDA INFORMATION

CFDA Number: * [20.205](#) CFDA Title: * [Carbon Reduction Program Funding](#)

Federal Agency: * [DOT - Department of Transportation](#)

Start Date: * [10/16/2024](#)

Is the Applicant delinquent on any Federal debt? * [No](#)

If yes, explain:

SITE PHYSICAL ADDRESS

Street Address: [77 Comair Blvd](#)

City: [Erlanger](#)

Zip Code: [41018](#)

Latitude: [39.056376](#)

Longitude: [-84.658998](#)

Project Description: * **A brief summary of the project, including what the funds will be spent on, and a brief scope of work.**

Examples of fund use include: construction, salaries, equipment purchase, print materials, etc.

Please type out each acronym fully the first time it appears. Example: Housing and Urban Development (hereafter HUD)

The PROJECT will design and install 26 level 2 chargers and 5 DC fast chargers at three locations at CVG Airport (CVG Centre at 77 Comair Blvd, CONRAC Valet, and the Terminal 2 Garage). The purpose of the PROJECT is to provide access to charging stations for EV vehicles travelling through the CVG Airport. The PROJECT is listed in the in the OKI Transportation Improvement Program and the CABINET's Highway Plan as Item Number 06-00386.00.

Need For Project: **(Be brief)**

CVG's campus accommodates multiple forms of transportation, from cargo airplanes to pedestrians. The CVG Terminal Garage currently includes approximately 6,500 parking spaces serving the traveling public. The Terminal Garage is open to the public 24 hours a day, 365 days a year. In 2023, over 740,000 parking transactions occurred in the garage. The Valet project will serve as a pilot for utilizing DCFCs in the valet operation. This should allow for better utilization of the charging infrastructure given the human power component to move the vehicles once charging is complete.

The CVG Centre currently includes 475 parking spaces and serves CVG Airport Authority (CVGAA) employees, visitors, Amazon and DHL employees, and CVGAA fleet vehicles.

Additional EV Charging capacity is needed at all locations to accommodate the growth in Electric Vehicles utilizing these parking facilities.

ADDITIONAL INFORMATION

WASTEWATER INFORMATION

Water Supplier Name:

Describe wastewater disposal:

Package Sewage Treatment Plant

Facility:

Address/GPS:

Existing publicly owned wastewater treatment plant

Plant Name:

On-site septic tank and lateral field

Health Dept. Name:

Health Dept. Permit No.:

Health Dept. Phone:

Health Dept. Address:

SOLID WASTE INFORMATION

Landfill Name:

Landfill Permit No.:

Transport Mode:

Transport Company:

****Only fill out this section if project is construction of housing, running of water or wastewater lines, or purchase of real estate****

ESTIMATED FUNDING

Federal: \$2,250,000.00

Applicant: \$960,000.00

State: \$2,500.00

Local: \$0.00

Program Income: \$0.00

Other (Specify): \$0.00

Total: \$3,212,500.00

INFORMATION REQUESTS

REQUEST: Please upload a site map as these are required per Presidential
Cindy Seip, Executive Order 12372 for all construction projects. Thank you.
Dept. for Local Govt.

RESPONSE: Many apologies for the omission. Three site maps have been uploaded.
Larisa Sims
Kenton County Airport
Board

DOCUMENTS

CVG Center Location Map	EV Charging Location - CVG Center	VIEW
CVG Terminal Location Map	EV Charging Location - CVG Terminal Garage	VIEW
CVG Valet Location Map	EV Charging Location Map - CVG Valet	VIEW

COMMENTS

Department of Housing Buildings and Construction Don Newberry 10/03/2025	Endorse with Comments The Department has no comments concerning this proposed project. Please contact the Local Jurisdiction to inquire about the requirements for permitting.
---	--

Kentucky Transportation Cabinet Gerald Bezold 10/03/2025	Endorse with Comments Any work performed on Transportation Cabinet Right of Way will require a permit issued through the District 6 Office
---	--

KY Heritage Council Yvonne Sherrick 10/02/2025	Endorse with Comments To receive a review from the KY Heritage Council/State Historical Preservation Office (SHPO) you must follow the instructions located on their website at https://heritage.ky.gov/compliance/Pages/overview.aspx . There you will find the required documents for the Section 106 Review and Compliance for 36 CFR Part 800. This Section 106 submission process to SHPO will assist applicants and agencies in providing the appropriate level of information to receive comments from SHPO. If you have any questions please contact Yvonne Sherrick, via email at yvonne.sherrick@ky.gov . Please note: If your project is funded through Transportation Alternative (TAP), Transportation Enhancements (TE), Congestion, Mitigation, Air Quality (CMAQ), or Safe Routes to School (SRTS) you will need to send this information to Michael Jones, Historic Preservation Program Administrator with the Kentucky Transportation
---	---

Cabinet via email to MichaelR.Jones2@ky.gov or hard copy to Michael Jones, Office of Local Programs, KY Transportation Cabinet, 200 Mero Street Frankfort, KY 40622. Do not send materials directly to SHPO if your project involves funding from these four sources as it will cause delays in the review process. Michael Jones will consult directly with the SHPO on projects with these funding sources to complete the Section 106 review.

KYTC

Felitia Deer

10/03/2025

Endorse with Comments

[Please see comments.](#)

UPLOAD DOCUMENT

PRINT PAGE

WITHDRAW PROJECT

Northern Kentucky Comprehensive Economic Development Strategy (CEDS) 2025 Update

RE: Board Approval of 2025 Update

Background: The Comprehensive Economic Development Strategy (CEDS) is a locally-based, regionally-driven economic development planning process and document that creates the space for Northern Kentucky to identify its strengths and weaknesses and brings together a diverse set of partners to generate good jobs, diversify the economy, and spur economic growth. This process engages our partners, including community leaders and residents, the private sector, educational institutions, and other stakeholders, in planning for the region's future. An effective CEDS will allow us to maximize our economic development potential and engage with the U.S. Economic Development Administration (EDA) and other federal partners to receive infrastructure and technical assistance grants, such as EDA's Public Works and Economic Adjustment Assistance programs.

Contractual Obligation: The Northern Kentucky Area Development District (NKADD) is the Economic Development Administration's (EDA) designated Economic Development District (EDD) and is required by the annual Kentucky Joint Funding Administration (JFA) contract to develop and implement the Comprehensive Economic Development Strategy (CEDS) for the EDA as per EDA's Comprehensive Economic Development Strategy guidelines.

Responsibilities: As the EED, the NKADD's responsibilities include:

- Develop a new CEDS every five years with annual updates
- Report to the Kentucky Department for Local Government (DLG) all community and economic development planning efforts for projects directly affecting any phase of new job creation and business/industrial investment.
- Monitor and report action plans and implementation of objectives and strategies as set forth in the CEDS related to natural resources and physical environment.

NKADD CEDS Timeline:

- 2022 – Completed - The development of a new 5-year CEDS [2022 NKY CEDS 5 Year Plan](#)
- 2023 – Completed - A yearly update to the 2022 5-year CEDS [2023 NKY CEDS Update](#)
- 2024 – Completed - A yearly update to the 2022 5-year CEDS [2024 NKY CEDS Update](#)
- 2025 – In process - A yearly update to the 2022 5-year CEDS [2025 NKY CEDS Update](#)
- 2026 – In process – Starting in early summer 2026
- 2027 – Year-long process to develop a new 5-year CEDS

Completing the 2025 Annual Update:

- Update the regional summary
- Review the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis
- Review and revise the Strategic Plan and Implementation Strategy
- Gathered input to incorporate into the Evaluation Framework– [2025 CEDS Evaluation Framework](#)

Northern Kentucky

Comprehensive Economic Development Strategy (CEDS)

Strategic Direction and Action Plan



Goal 1: Promote a Globally Competitive Region

1. Collaborate to attract and retain companies
2. Encourage entrepreneurship and small to medium size company growth throughout the region
3. Implement a multilayer regional strategy to attract and retain skilled talent
4. Encourage renewable energy use
5. Advocate for attraction and retention through an equity lens



Goal 2: Enhance Regional Infrastructure

1. Improve the safety and mobility of common methods of transportation
2. Increase traffic into local transportation ports traffic (Air, water, and rail)
3. Expand infrastructure to meet the growing use of alternative and sustainable transportation
4. Provide infrastructure to meet regional public transportation needs
5. Ensure Northern Kentucky's water systems meet and exceed all regulations
6. Address critical infrastructure needs that could hinder economic growth



Goal 3: Foster Healthy and Vibrant Communities

1. Sensible redevelopment and infill development
2. Promote environmental stewardship
3. Foster community vibrancy through recreational and attraction development
4. Acknowledge the importance of celebrating the region's agricultural roots
5. Advocate for continuous improvement of PK-12 schools to meet state and national criteria
6. Encourage community planning through placemaking



Goal 4: Embrace All People

1. Incorporate nontraditional educational opportunities into the workforce pipeline
2. Emphasize the importance of available affordable and attainable housing
3. Encourage accessible healthcare
4. Ensure access to early childhood learning opportunities
5. Reduce barriers to services and resources for all in need
6. Increase income self-sufficiency



Mon Ami Statewide Aging Database Invoice

The Department for Aging and Independent Living procured statewide aging software two years ago from a company called Mon Ami. DAIL covered the initial cost for the software in FY25 and understood that some of that cost would be diverted to each Area Development District in the subsequent years.

Below, you will find a copy of the DAIL invoice (DAIL invoice template) as well as the FY26 Database Cost Distribution. Cost to each program is based on the number of staff who use the system. Providers are also responsible for a portion as set in their annual contracts.

As a reminder, the Board approved the Mon Ami service line item when the FY26 Aging State Allocations were presented in July. This will be an annual cost.

Department for Aging and Independent Living
275 East Main Street, 3E-E
Frankfort, KY 40601

DATE: October 23, 2025

INVOICE TO:

Northern Kentucky Area Development District
22 Spiral Drive
Florence, KY 41042

Data System Distribution-FY26

DESCRIPTION	AMOUNT
Data System Distribution-FY26	\$53,202.24
TOTAL	\$53,202.24

FY26 Database Cost Distribution	
ADDS	Payment Amount
Barren River	\$39,509.31
Big Sandy	\$22,896.81
Bluegrass	\$81,324.61
Buffalo Trace	\$30,802.43
Cumberland Valley	\$37,717.06
FIVCO	\$20,629.17
Gateway	\$20,569.32
Green River	\$48,360.84
Kentucky River	\$29,467.39
KIPDA	\$119,705.04
Lake Cumberland	\$44,548.56
Lincoln Trail	\$47,423.15
Northern KY	\$53,202.24
Pennyrile	\$36,909.05
Purchase	\$35,913.17
Total ADD's	\$668,978.17

To: NKADD Board of Directors
From: Tara Johnson-Noem
Date: October 17, 2025
Regarding: Medicaid Waiver Program Additional Reimbursement Rate Plan

Background

The Northern Kentucky Area Development District is certified to provide Support Broker services for Medicaid Waiver Recipients by the Cabinet for Health and Family Services, Division of Aging and Independent Living. The vast majority of the clients served are using the Patient-Directed Services (PDS) aspect of their Medicaid Waiver, allowing them to hire their own staff to provide care and medical services. NKADD Support Brokers, also called Case Managers, are responsible for ensuring the client is being properly served by the individuals they hire, as outlined in the patient care plan.

While the wage rates for compensation of Support Brokers (also called Case Managers) are not set precisely by Medicaid, NKADD must stay within the budget that is set by the amount of the reimbursement rates per client. For several years, it has been widely accepted that wage rates for this rigorous, compliance-oriented position were not high enough to be competitive with other similar positions in the field. While additional funds for waiver services were made available during the pandemic in an administrative move called, "Appendix K," new rates for Support Broker services were enacted by the Kentucky Department of Medicaid, effective January 1, 2025. These new rates were designed to increase employee retention, which we know is a key component of overall client service effectiveness.

We also provide Financial Management for our Waiver clients, who are technically the employers of their staff, but typically do not have the capacity to handle the various aspects of employer expectations such as payroll, taxes, reporting to local, state and federal entities, etc.

The changes in Waiver billing rates by category since 2019 for both Support Broker and Financial Management Services provided by NKADD are outlined in the charts below.

Service Advisor / Support Broker Rates

Waiver	Units	12/31/2019	Appendix K	7/1/2023	1/1/2025
ABI Acute	Per Month	\$375.00	N/A	\$453.75	\$525.14
ABI – LTC	Per Month	\$375.00	N/A	\$453.75	\$453.75
MPW	Per Month	\$265.00	N/A	\$320.65	\$425.92
HCB2 PDS	Per Month	\$162.50	\$243.25 (+ \$81.25)	\$243.25 (no change)	\$425.92
HCB2 Trad	Per Month	\$100.00	\$150.00	\$121.00	\$425.92

Financial Management Rates

Waiver	Units	Code	12/31/2019	Appendix K	7/1/2023	1/1/2025
ABI Acute	Per Month	T2040 HI	\$100	N/A	\$121.04	\$121.00
ABI – LTC	Per Month	T2040 HI	\$100	N/A	\$121.04	\$121.00
MPW	Per Month	T2022 HI	\$100	N/A	\$121.04	\$121.00
HCB2	Per Month	T2040 HI	\$162.50	N/A	N/A	\$196.63
SCL	Per Month	T2040 HI	\$100	N/A	\$121.04	\$121.00

Proposed NKADD Response to Increased Rates Phase 1 – Reorganization

Estimated timeline if approved: November – December, 2025

The Waiver team at NKADD is a part of the Aging and Disability Services Division. The team of 13 Support Brokers/Case Managers are currently all supervised by the Medicaid Waiver Supervisor. In addition, two Lead Case Managers, one Lead Field Case Manager, and one Intake Specialist also report to the Medicaid Waiver Supervisor. Another position, the Medicaid Waiver Quality Assurance Manager, oversees all of the compliance elements of the program and also supervises the PDS Employment Specialist.

We propose using the increased rates made available first through the Appendix K designation during the pandemic and the new rates that took effect on January 1, 2025 to reorganize the Waiver team, adding two additional supervisors who can take on the responsibility of each supervising half of the case managers. Those supervisors, in addition to the existing Intake Specialist and PDS Lead Field Waiver Case Manager would report to the Medicaid Waiver Supervisor, whose title would be promoted to Medicaid Waiver Operations Manager. *See table below.*

The Medicaid Waiver Quality Assurance Manager's title would change slightly to Medicaid Waiver Compliance Manager, and this individual would retain supervisory duties for the PDS Employment Specialist, while also potentially taking on the oversight of the Financial Management Specialist, who currently reports to the NKADD Director of Finance and Administration. *See table below.*

Current NKADD Waiver Team Organization

Medicaid Waiver Supervisor	Medicaid Waiver Quality Assurance Manager
Intake Specialist (1)	
PDS Lead Field Waiver Case Manager (1)	PDS Employment Specialist (1)
PDS Lead Case Manager (2)	
Case Managers (13)	

Proposed Waiver Team Reorganization

Medicaid Waiver Operations Manager		Medicaid Waiver Compliance Manager	
Waiver Supervisors (2)		PDS Employment Specialist (1)	
PDS Lead Field Waiver Case Manager (1)		Financial Management Specialist (1)	
Intake Specialist (1)			
Waiver Supervisor (HCB2)	Waiver Supervisor (MPW/ABI)	PDS Lead Field Waiver Case Manager	
Case Managers (7)	Case Managers (7)		

**Please note that senior staff are still working to determine if the Financial Management Specialist would move to Waiver or stay with the Finance and Administration team.*

Proposed NKADD Response to Increased Rates Phase 2 – Increased Wages

Estimated timeline if approved: January – February, 2026

With the Medicaid Waiver program being a fee for service program for NKADD, the more cases a Support Broker/Case Manager works, the more funds that person generates. However, compliance and client service are of the utmost importance and not all Support Brokers are able to handle the same caseload. The Waiver Supervisor and Waiver Quality Assurance Manager work closely with Support Brokers to ensure that they are given an appropriate caseload for their ability.

Using data available through the NKADD Workforce Development team's JobsEQ subscription, we were able to determine that the Support Broker/Case Management team salaries are below average for the region.

- Average (Mean) annual pay for social workers in Cincinnati MSA - \$60,300
 - Median Annual Wages is \$56,600 (Source: Jobs EQ 2025Q1)
- For "Community and Social Service" Case Management occupations, Average (Mean) annual pay overall in Cincinnati MSA is \$58,400.
 - Median Annual Wages is \$55,000. (Source: Jobs EQ 2025Q1)

Following the Phase 1 Team Reorganization, we recommend a base salary adjustment based on caseload, whereby staff average caseload would be calculated on an annual average rather than a single point in time. If a staff member was able to increase their caseload capacity through training and/or experience, there could be an opportunity for an increase in the future based on having added the additional duties.

35 – 40 participants Up to 3% (currently 7 employees meet this criteria)

41 – 45 participants Up to 4% (currently 7 employees meet this criteria)

46+ participants Up to 5% (currently 1 employee meets this criteria)

Proposed NKADD Response to Increased Rates Phase 3 – Space Efficiency

Estimated timeline if approved: target completion by June 30, 2025

Over time, the NKADD office has cobbled together accommodations for the increasing number of Waiver staff members. These increased rates will allow a comprehensive look at the current space within our building at 22 Spiral Drive with a focus on individual work spaces and collaboration amongst team members.

To date, this work has focused on intensive cleanout of clutter, consolidation of old, empty filing cabinets no longer necessary due to file digitization, and consideration of new uses for existing spaces like the “mail” room. Eventually when Phase 3 is reached, income from Waiver reimbursement will allow purchase of additional cubicles with higher walls to allow for more privacy when making client calls and potentially other space efficiencies.

While the funding is already in place for implementation of these recommendations, the items are not currently budgeted, so we will ask for board consideration of these additional expenses at the board meeting on October 23, 2025.

OCTOBER 2023

The Kentucky Association of District Directors (KADD) conveys to General Assembly appropriators and DAIL to maintain level meal participation, \$14.48 million is needed. Legislators agree to provide level funding.

JANUARY 2024

The Governor's budget is released Jan. 4 and includes a \$10 million request. Commissioner Elridge asks the Area Development Districts (ADDs) to pause their advocacy for \$14.48 million, noting that based on available data—though two years older than the ADDs' figures—the identified need is \$10 million.

APRIL 9, 2024

Kentucky Council of Area Development District (KCADD) Executive Director, KCADD Legislative Chairman, and Area Development District (ADD) Executive Directors meet with Secretary Friedlander, Sen. Meredith, and Sen. Douglas regarding PDS and meals. Secretary Friedlander relays that the Cabinet has enough money for meals, and per the governor's direction, any senior who qualifies for a meal will get a meal.

SEPTEMBER/OCTOBER 2024

On Sept. 25, ADDs receive a memo directing meals be provided to all eligible seniors with full funding committed. During an Oct. 15 virtual meeting, Secretary Friedlander and Commissioner Elridge assure ADD directors that funds are available, emphasized trust, and explained the \$10 million request addresses current gaps with potential for midyear adjustments.

CONTINUOUS

In quarterly ADD executive director and DAIL finance meetings, Commissioner Elridge repeatedly criticizes waitlists while assuring funds are available for all eligible seniors. Despite ADD warnings that resources were insufficient to expand services, the same guidance and criticism continued, with Elridge declining to specify the funding source.

AUGUST 2025

On Aug. 4, Commissioner Elridge criticizes the ADDs during the Health and Family Services Committee for stagnant meal numbers. She later issues an RFI on the lack of growth and admonished ADDs over waitlists. On Aug. 7, Elridge calls the KIPDA Executive Director to complain that only six ADDs have increased senior meal clients.

SEPTEMBER 2025

At 3:30 p.m. EST, ADD representatives are informed a memo is forthcoming on meal reductions, citing federal budget cuts, the end of COVID-19 relief funds, and insufficient General Assembly funds. By 4:30 p.m. EST, ADDs receive the memo directing significant meal cuts due to lack of funding.

Community Forums

CARROLL, GALLATIN,
GRANT, OWEN, AND
PENDLETON COUNTIES



Topic of Discussion:

Community Assets and Development Planning

Discuss your community's existing assets and opportunities. Contribute to a community development "wish list" and make your voice heard!

When? Where?

Watch NKADD communications for county-specific dates, times, and locations. Meetings will be held during October and November.

More information:

katiejo.kirkpatrick@nkadd.org
859.692.2482