Northern Kentucky Area Development District
Board of Directors Meeting | July 23, 2026
22 Spiral Drive, Florence, Kentucky 41042 | 12 – 1pm

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** – Minutes from the June 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. **Financial Reports** – Monthly financial report will be presented for consideration. Amanda Cooper will report. *Attachment to be provided*. **Action requested.**

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

Aging and Disability Services

8. **Consideration of Large Invoices** – Mon Ami and Claris Companion renewals. Anne Wildman will present. *Attachments 3 & 4.* **Action requested on each invoice.**
9. Proposed legal action regarding Kentucky Medicaid Waiver Financial Management Administration (FMA) Request for Proposals. *Attachment 5*. **Action requested.**
10. **Update on Proposed Rate Reduction for Medicaid Waiver**. *Attachment 6.* **Action requested**

77¡ **Senior Meals** update – Anne Wildman will present. *Attachment 7.* No action requested.

Community Development Planning.

78¡ **Consideration of Request for Proposals** supporting Brownfield grant. Katie Jo Berkshire Kirkpatrick will present. *Attachment 8.* **Action requested.**

13. **E-Clearinghouse** – Consideration of E-Clearinghouse requests, Katie Jo Kirkpatrick will present. *Attachment 9.* **Action requested.**

Committee Reports

14. *NKADD standing and ad hoc committees will present updates, if applicable.*

Agency Overview

15. **Executive Director's Report** – Tara Johnson-Noem will present.

16. **Nominating Committee** – Slate of officers for 2026-2027, Chairman Moore will present.

17. Old Business

18. New Business

19. **Announcements**

Adjournment

ATTACHMENT 1

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
22 Spiral Drive, Florence, Kentucky
June 25, 2026

I. **Call to order** – Chair Gary Moore called the meeting to order in the NKADD Conference Rooms located at 22 Spiral Drive, Florence, KY, and Teams at 12:05 pm.

II. **Pledge of Allegiance** – Judge Chuck Dills led the Pledge.

III. **Quorum –** Chair Gary Moore declared a quorum verified by Amy Scalf.

Board members present were:

Mayor Robb Adams
Mayor Julie Metzger Aubuchon
Jamie Baker
Brandi Barton*-v
Brent Caldwell*
Mark Collier*
Joe Cottingham
Matthew Dusing-v
Matt Elberfeld*
Judge David Fields
Jamie Greene
Mayor Tom Guidugli, Jr. -v
Mayor David Henson
Mayor John Link
Matt Kremer*-v
Rebecca McClure*
Bill Mitchell
Judge Gary Moore
Chris Moriconi*
Judge Ryan Morris
Bryan Norton*
Mayor Greg Pohlgeers
Pat Raverty
Mayor Andy Schabell
Marie Schenkel
James Toebbe*-v
Judge David Wilhoite
Lisa Wilson-Plajer
Judge Todd Woodyard

*Indicates Alternate in attendance and voting.

Those members not present or without representation

Mayor Charles French
Mayor Leigh Hawkins
Mayor Sabrina Hazen
Nick Hendrix
Brittaney King
Mayor Marty Lenhof
Dean McKay
Mayor Paul Meier
George Zubaty

Staff Present

Clay Beyer, Amanda Cooper, Correy Eimer, Tara Johnson-Noem, Katie Jo Kirkpatrick, Amy Scalf, Anne Wildman

Guests

Meghan Bankemper, Office of Sen. Mitch McConnell
Billy Matthews, Office of Sen. Rand Paul

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**.

Mayor Greg Pohlgeers moved to approve the agenda, seconded by Judge Todd Woodyard . **Motion carried.**

V. Approval of the Minutes – The Board of Directors is asked to approve the minutes from the May 2026 Board Meeting. Attachment 01. **Action requested**.

Mayor Julie Metzger Aubuchon moved to approve the minutes; seconded by Jamie Greene. **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 –Amanda Cooper presented cumulative financial reports. See Attachment 02. **Action requested.**
Pat Raverty moved to approve the Financial Reports; seconded by Judge Chuck Dills. **Motion carried.**

C. FY 26 Budget Modification – Tara Johnson-Noem presented a budget modification for FY26. See Attachment 03. **Action requested.**
Bill Mitchell moved to approve the budget modification; seconded by Mayor Dave Henson. **Motion carried.**

D. FY27 Budget – Tara Johnson-Noem presented the FY27Budget. See Attachment 04. **Action requested.**
Matt Elberfeld moved to approve the FY27 budget; seconded by Mayor John Link. **Motion carried.**

E. Interlocal agreement –Amanda Cooper presented an interlocal agreement for Northern Kentucky Public Sector Joint Health Insurance Board. See Attachment 05. **Action requested.**
Mayor Julie Metzger Aubuchon moved to approve the Interlocal Agreement; seconded by Mark Collier. **Motion carried.**

VII. Programmatic - Items relating to NKADD programs were discussed.

A. Northern Kentucky Workforce Investment Board – Correy Eimer presented a Memorandum of Agreement for Youth First with Enzweiler Building Institute. Attachment 6.
Jamie Baker moved to approve, seconded by Jamie Greene . **Motion carried**

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.

B. E-Clearinghouse – Katie Jo Kirkpatrick presented information regarding E-Clearinghouse requests. See Attachment 7. **Action requested.**
Matt Elberfeld moved to approve the projects, seconded by Chris Moriconi. **Motion carried.**

C. Senior Meals Update – Anne Wildman presented an update on Senior Meals. See Attachment 8. **No action requested.**

D. Commodities Equipment Update – Tara Johnson-Noem presented a request for the Executive Committee to oversee, approve, and act on an RFP for surplus property from the Warehouse.
Mayor Julie Aubuchon moved to approve the request, seconded by Pat Raverty. **Motion carried.**

VIII. Executive Director Report

Executive Director Tara Johnson-Noem reported on local, regional, state, and federal updates and upcoming events.

IX. Old Business

Nominating Committee will meet in July to discuss slate of officers for presentation at July Board meeting.

X. New Business

XI. Announcements and Reminders

XII. Adjournment

At 1:04, Lisa Wilson-Plajer moved to adjourn; seconded by Bryan Norton. **Motion carried.**

_____
Judge Gary Moore, Chair

_____
Mayor Robb Adams, 1st Vice Chair

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.

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Mon Ami Statewide Aging Database Invoice

We are requesting board approval to authorize a payment of $53,202.24 to the Department for Aging and Independent Living. This expenditure covers access to the required statewide aging database known as Mon Ami which is used to manage many of the services within our Aging and Disability Services Department. The cost is spread across 8 programs through federal/state allocations received from DAIL and are prorated based on the number of staff who use the system. Providers are also responsible for a portion as set in their annual contracts.

This is an annual expense directed by DAIL and there was no change in the invoice between FY26 and FY27.

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

DATE: July 19, 2026

INVOICE TO:

Northern KY Area Development District

22 Spiral Drive
Florence, KY 41042

Data System Distribution-FY27

DESCRIPTION		AMOUNT
Data System Distribution-FY27		$ 53,202.24
	TOTAL	$ 53,202.24

FY27 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**

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Claris Healthcare Inc. invoice

We are requesting board approval to authorize a payment of $22,356.00 to Claris Healthcare Inc. This expenditure will extend the subscription and support services, allowing our participants to continue using the Claris Companion Tablets for an additional year. This payment is fully covered by grant funding recently secured from the Carol Ann and Ralph V. Haile, Jr. Foundation, totaling $25,000 resulting in a net-zero impact on the organization's general operating budget.

Claris Healthcare Inc.
201-1099 West 8th Avenue
Vancouver BC V6H1C3
6048289789
ar@clarishealthcare.com
GST/HST Registration No.: 813510906
KY Department of Revenue Registration No.:
000687840

Claris Healthcare

INVOICE

BILL TO
Shannen Kelch
Northern Kentucky Area
Development District
22 Spiral Drive
Florence, KY 41042 USA

INVOICE # 4816
DATE 2026-07-07
DUE DATE 2026-08-06
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Annual Service Bundle - 4G unlimited Renewal service period: 07/01/2026 to 06/30/2027 INCLUDES: • Unlimited 5G Data • Client Companion App • Claris for Caregivers App (Unlimited Users) • Care Management Portal (Unlimited Users) • Customer Support • Project Management • Training & Implementation • Anti-Spam Filtering • Mobile Device Management • Engagement Content	27	828.00	22,356.00

ACH PAYMENTS: (Preferred)
Payable to: Claris Healthcare Inc
Bank Name: RBC Bank, N.A.
Bank Routing Number: 063216608
Checking Account Number: 506068208

Cheque Payments:
Claris Healthcare Inc.
c/o Jake Levy
5560 Windy Ridge Drive
Atlanta, GA 30342

To pay with credit card (Visa and Master)
email Lborrero@clarishealthcare.com. Handling fee of 3.5% applies.

SUBTOTAL	22,356.00
KY DEPARTMENT OF REVENUE @ 0%	0.00
TOTAL	22,356.00
BALANCE DUE	**USD 22,356.00**

A RESOLUTION AUTHORIZING NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT TO PURSUE LEGAL ACTION

The Northern Kentucky Area Development District (NKADD), a quasi-governmental agency, meeting on **July 23, 2026**, motion made by

_____, seconded by _____:

BE IT RESOLVED, pursuant to KRS 147A.080(2) and upon recommendation of the Executive Director, NKADD will pursue legal recourse in response to the Kentucky Cabinet for Health and Family Services (CHFS) and/or Kentucky Department for Medicaid Services for harm caused by removing financial management from NKADD's Participant Directed Services program **IF** the Kentucky Council of Area Development Districts and/or more than 50% of Area Development Districts collectively or singularly do the same, and;

BE IT FURTHER RESOLVED, that the Chairman of the Board of Directors and/or Executive Director Tara Johnson-Noem are authorized and directed, subject to the above authorizations and directives, to execute, acknowledge and deliver on behalf of NKADD any and all papers, instruments, certificates and other documents as required to do and cause to be done any and all acts and things necessary or proper for the execution of this Resolution.

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT:

_____

Judge/Executive Gary Moore, Board Chair

ATTEST:

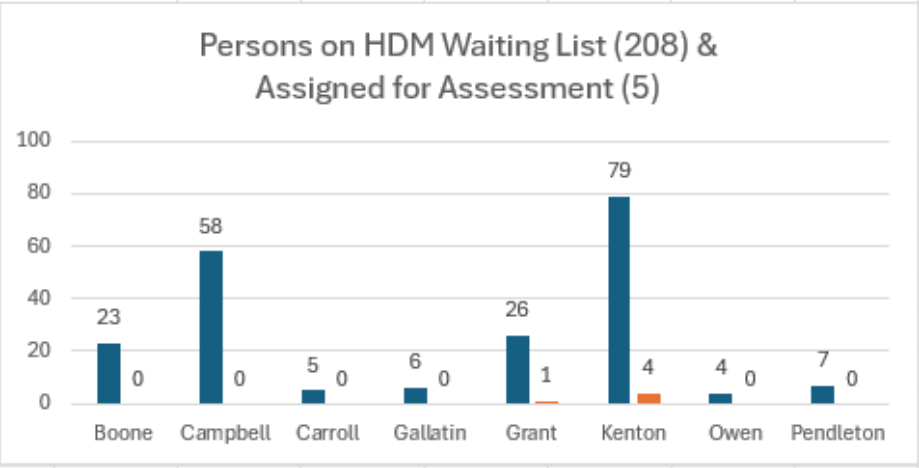
_____

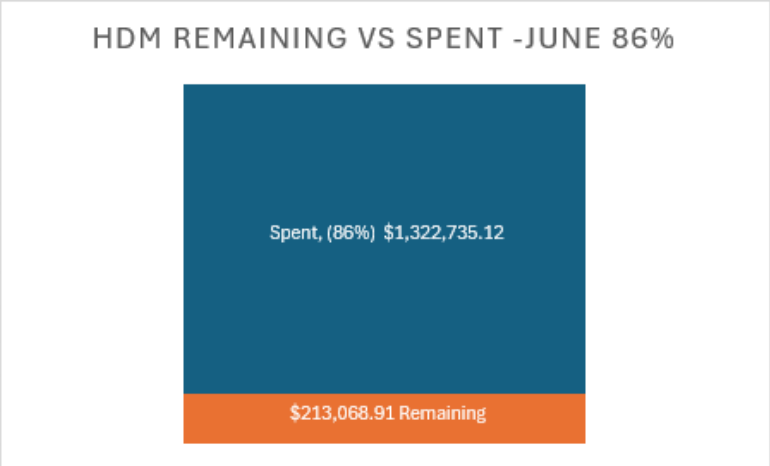
Mayor Robb Adams, Board First Vice Chair

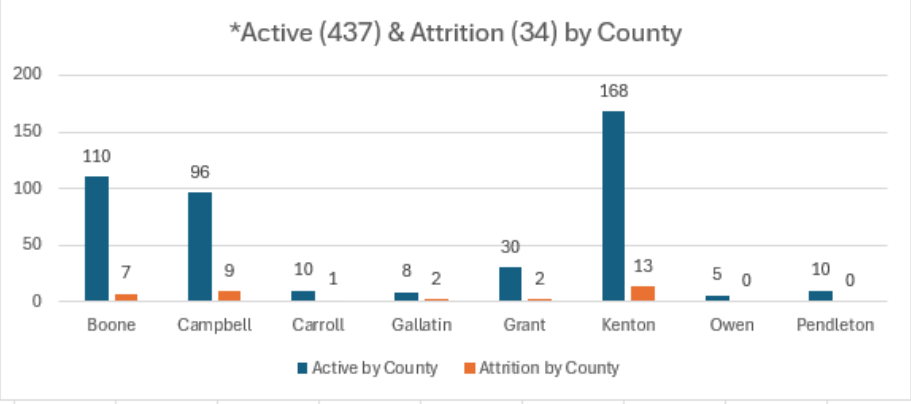
NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Home Delivered Meal Data & Dollars through June 30, 2026

State allocated another $173,501.18 of unused Other State Funded Meals Funds. Unspent dollars will be used to offset loss of meal funding in FY27. Without those additional funds we would have spent 97%.







Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR MEDICAID SERVICES
275 East Main Street, 6W-A
Frankfort, Kentucky 406 21

@chfsky | CHFS.KY.GOV

Steven Stack , MD
SECRETARY

Lisa D. Lee
COMMISSIONER

TO:

Acquired Brain Injury
Adult Day Care
Ambulatory Surgical Center
Audiologist
Behavioral Health Service Organization
Behavioral Health Multi-Specialty Group
Chiropractor
Dentist
Home and Community Based Waiver
Home Delivered Meals
Home Health
Hospital Providers
Independent Laboratory and Radiological Services
Licensed Alcohol and Drug Counselor
Licensed Behavior Analyst
Licensed Clinical Social Workers
Licensed Marriage and Family Therapist
Licensed Professional Art Therapist
Licensed Psychological Practitioner
Licensed Psychologist
Medical Equipment, Supplies, and Appliances
Michelle P. Waiver
Model II Waiver
Money Follows the Person Post Transition Services
Multi-Therapy Agency
Nurse Anesthetist
Nurse Midwife
Nurse Practitioner
Occupational Therapist
Optician
Optometrist
Physical Therapist
Physicians
Physician Assistant
Podiatry
Private Duty Nursing
Psychiatric Distinct Part Unit
Psychiatric Hospital
Psychiatric Residential Treatment Facility
Psychologist
Radiological Services and Other Lab and X-Ray
Rehabilitation Distinct Part Unit
Renal Dialysis
Speech-Language Pathologist
Supports for Community Living

FROM: Lisa D. Lee, Commissioner Lisa D. Lee

DATE: June 8, 2026

RE: Medicaid Budget Impact on Provider Reimbursement

Dear Provider Partner,

As you may be aware, House Bill 500, passed in the 2026 Kentucky General Assembly Session, did not provide sufficient funding for the Department to continue operating the Medicaid program at current service and reimbursement levels. The Governor and his administration repeatedly warned the General Assembly about the painful impacts that would be felt by the unnecessary and harmful budget cuts, yet no action was taken by the legislature. As a result, the Department for Medicaid Services (DMS) must take the necessary action to align Medicaid program expenditures with the funding appropriated by the Kentucky General Assembly.

Accordingly, we regretfully write to inform you that DMS will implement a 4% reduction in Medicaid provider reimbursement rates for the provider types identified in the

attached document, effective August 1, 2026, or the earliest administratively feasible date thereafter.

This action is necessary to ensure the Department can continue providing medically necessary services to Kentucky Medicaid members, particularly the Commonwealth's most vulnerable populations, within available appropriations. DMS is committed to preserving access to medically necessary services for Kentucky Medicaid members while ensuring the long-term fiscal sustainability of the Medicaid program.

DMS recognizes the impact reimbursement reductions may have on providers and appreciates the important role you play in delivering care to Kentucky Medicaid members. The Department will continue to monitor program expenditures, utilization trends, and budget conditions and will communicate additional implementation and operational details as necessary.

We appreciate the difficulty this may present and regret the actions taken by the General Assembly, which make this a necessary step.

Thank you for your continued partnership and service to Kentucky Medicaid members. Please direct any questions regarding this letter to CHFS.listens@ky.gov.

Sincerely,



Lisa D. Lee, Commissioner

Medicaid Providers Impacted by 4% Rate Reduction
PT 01 – Hospital
PT 02 – Psychiatric Hospital
PT 03 – Behavioral Health Service Organization
PT 04 – Psychiatric Residential Treatment Facility
PT 05 – Psychiatric Residential Treatment Facility Level II
PT 17 – Acquired Brain Injury
PT 18 – Private Duty Nursing
PT 33 – Supports for Community Living and Michelle P. Waiver
PT 34 – Home Health
PT 36 – Ambulatory Surgical Center
PT 37 – Independent Lab
PT 39 – Renal Dialysis
PT 41 – Model II Waiver
PT 42 – Home and Community Based Waiver
PT 43 – Adult Day Health Care
PT 48 – Home Delivered Meals
PT 52 – Optician
PT 60 and PT 61 – Dentist
PT 62 – Licensed Professional Art Therapist
PT 63 – Licensed Behavior Analyst
PT 64 and 65 – Physician
PT 66 – Behavioral Health Multi-Specialty Group
PT 67 – Licensed Alcohol and Drug Counselor
PT 70 – Audiologist
PT 72 – Nurse Midwife
PT 74 – Nurse Anesthetist
PT 76 – Multi-Therapy Agency
PT 77 – Optometrist
PT 78 – Nurse Practitioner
PT 79 – Speech-Language Pathologist
PT 80 – Podiatry
PT 81 – Licensed Professional Clinical Counselor
PT 82 – Licensed Clinical Social Worker
PT 83 – Licensed Marriage and Family Therapist
PT 84 – Licensed Psychological Practitioner
PT 85 – Chiropractor
PT 86 – Radiology Services (Other Lab and X-Ray)
PT 87 – Physical Therapist
PT 88 – Occupational Therapist
PT 89 – Psychologist
PT 90 – Medical Equipment, Supplies, and Appliances
PT 92 – Psychiatric Distinct Part Unit
PT 93 – Rehabilitation Distinct Part Unit
PT 95 – Physician Assistant

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

RE: EPA Brownfields Community-Wide Assessment Grant Request for Proposals (RFP) for Consulting Services

Grant Amount: $500,000

Contract Amount: at least 80% of the grant amount

Contract Start Date: October 1, 2026

Contract Period: 4 years

Board Action: Request for Approval

Background:

The Northern Kentucky Area Development District (NKADD) has received a $500,000 grant from the Environmental Protection Agency (EPA) for a Brownfields Assessment. This grant will support the identification, evaluation, and planning for the redevelopment of brownfield properties throughout the city. The EPA Brownfields Program assists communities in assessing, cleaning up, and redeveloping properties that face real or perceived environmental contamination, which can hinder expansion, reuse, or redevelopment efforts. By addressing these issues, communities can promote economic growth, create jobs, enhance environmental conditions, and strengthen neighborhoods.

This grant will provide essential resources to assess potentially contaminated properties, remove obstacles to redevelopment, and lay the groundwork for new economic opportunities for the City of Falmouth, Kentucky.

The assessment area includes the city limits of Falmouth, where NKADD's Brownfield Advisory Committee has identified 13 brownfield sites suspected of environmental contamination due to their age, prior industrial use, or deteriorating structures. Many of these sites are linked to Falmouth's historical role as a river town, railroad hub, and center for agriculture, distilling, milling, and commerce. The properties include former industrial, commercial, and transportation-related sites that may contain hazardous building materials and pose potential soil, groundwater, or vapor contamination risks. Vacant and underutilized for many years, these properties hinder economic growth and present environmental and public health concerns.

Environmental assessments funded by this grant will determine the nature and extent of contamination, assisting in preparing priority sites for future redevelopment. As the assessment activities progress, community engagement will be a vital aspect of the project. Residents, property owners, and stakeholders will have opportunities to participate in planning discussions and help shape the future vision for these important sites.

Purpose:

This RFP will find a consulting firm to assist NKADD in implementing the US EPA Brownfield Assessment Grant. The selected firm will perform a variety of tasks, including developing project work plans required by the EPA, conducting site assessments, and preparing technical reports. They will also carry out comprehensive site investigations with sample collection and laboratory analysis, evaluate cleanup options, conduct risk assessments, and provide cost estimates for selected sites. Additionally, the firm will prepare Quality Assurance Project Plans (QAPP) in compliance with EPA regulations, oversee project management according to state guidelines, and offer advice on environmental issues related to land reuse and redevelopment. They will be responsible for preparing project updates, assisting with a community inventory of hazardous sites, completing contaminant characterization and risk assessments, and developing outreach and public involvement programs that encourage stakeholder participation throughout the project phases.

RFP Timeline:

- Release – August 3, 2026
- Due – September 4, 2026 @ 4 pm EDT/3 pm CDT
- Award – September 18, 2026

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

Professional Consulting Services to
Support a US Environmental Protection Agency
Brownfield Community-wide Assessment Grant

Advertised on: August 3, 2026

Solicitation Due Date: September 4, 2026 at 4 p.m. EDT/3 p.m. CDT

For More Information:

Northern Kentucky Area Development District
22 Spiral Drive, Florence, KY 41042
lgs@nkadd.org (859) 283-8180

Introduction

Since 1968, the **Northern Kentucky Area Development District (NKADD)** has performed community and economic development activities in Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, and Pendleton Counties. NKADD has been awarded a United States Environmental Protection Agency (US EPA) Brownfield Assessment Grant in the amount of $500,000 to further NKADD efforts with brownfield redevelopment throughout our eight (8) county region.

NKADD is soliciting proposals (RFP) from qualified environmental engineering/consulting firms to assist NKADD with the management and implementation of the grant-funded environmental assessments and related tasks. Related tasks will be discussed in more detail on pages 4-5.

The intent of this RFP is to comply with US EPA federal qualifications-based procurement requirements as updated for 2026. NKADD is seeking qualified firms to assist in implementing brownfield assessment grants. The successful consulting firm will bring experience, comprehensive technical skills, a collaborative style, and insight into a partnership with NKADD and potential coalition members to refine and potentially implement this grant and explore other grants and brownfield initiatives as additional competitive processes for funding are announced.

The contract period will begin after contract approval. The contract period may be extended at the option of NKADD if additional grant funds are obtained. The requested services under this RFP will be funded through EPA grant funds for grant implementation. The contract maximum will be set after determination of the scope of work based primarily on the EPA approved work plan(s) and budget. The contract maximum is the cap for contractual services, including both professional fees and expenses.

NKADD shall not, in any event, be liable for any pre-contractual expenses incurred by the Respondents in the preparation of their proposals. Respondents shall not include any such expenses as part of their proposals.

Pre-contractual expenses are defined as expenses incurred by the Respondent in:

- Preparing its proposal in response to this RFP;
- Submitting that proposal to NKADD;
- Negotiating with NKADD on any matter related to this RFP; or
- Any other expenses incurred by the Respondent prior to the date of execution of the proposed agreement.
- Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed.

NKADD may waive formalities or technicalities and reject any proposals or parts it finds unsatisfactory or not in its best interests. Furthermore, NKADD reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions, and specifications of this request and/or contract.

Proof of acceptable insurance in accordance with the requirement outlined in the RFP shall accompany the response. No bid bond, payment bond, or performance bond is required for this contract. Submission of a signed submittal by the Respondent constitutes acknowledgment of

and acceptance of all document terms and conditions of this RFP and the EPA Cooperative Agreement.

The contract resulting from this proposal will be for four (4) years. NKADD may amend or extend this contract beyond the initial 4 years to accommodate the terms and conditions of this Community-wide Assessment Grant or future EPA grants awarded to NKADD within a four-year period, provided a market survey is conducted appropriately.

Submission Requirements

Two (2) original paper proposals and one (1) electronic format proposal must be submitted by **Friday, September 4, 2026, at 4 p.m. EDT/3 p.m. CDT.** Proposals shall be enclosed in a sealed envelope, labeled "Environmental Services for the Northern Kentucky Area Development District, EPA Community-wide Assessment Grant."

Submit all questions relating to the RFP in writing via email to Katie Jo Berkshire Kirkpatrick, Associate Director – Community Development Planning, at the addresses below. All questions and clarifications submitted to NKADD regarding the RFP will be answered promptly and replied to all consulting firms receiving this RFP and published on the NKADD website (nkadd.org) on an ongoing basis but no later than Wednesday, September 2, 2026 at 4 p.m. EDT/3p.m. CDT.

All questions must be submitted before **Tuesday, September 1, 2026, at 4 p.m. EDT/3 p.m. CDT**. Questions received after this deadline will not be answered. Any misrepresentation by a respondent may result in disqualification. Any changes to this RFP will be made by NKADD through a written addendum. No verbal modification will be binding.

All proposals should be mailed or hand-delivered to:

Northern Kentucky Area Development District
Attn: Katie Jo Berkshire Kirkpatrick
22 Spiral Drive
Florence, KY 41042
LGS@nkadd.org

Project Overview

Project History

The Northern Kentucky Area Development District (NKADD), in partnership with the City of Falmouth, has been awarded a $500,000 Environmental Protection Agency (EPA) Brownfield Community-wide Assessment Grant to support the identification, assessment, and planning for the redevelopment of brownfield properties throughout the city.

The project area includes 13 brownfield sites within the city limits that have been identified by NKADD's Brownfield Advisory Committee. These former industrial, commercial, and transportation-related properties may contain hazardous building materials or environmental contamination and have remained vacant or underutilized for years.

Environmental assessments funded by the grant will determine the nature and extent of contamination, helping prepare priority sites for future redevelopment.

Technical Specifications

Activities Required Under this Request for Proposals

- This RFP is to solicit a consulting firm who will be expected to provide a wide range of services to NKADD for the implementation of the US EPA Brownfield Assessment Grant. The successful consulting firm is expected to perform many tasks, including but not limited to, the following:
- Provide assistance with the development of U.S. EPA required project work plan(s) for a cooperative agreement.
- Conduct project work in accordance with the EPA-approved work plans.
- Prepare and maintain schedules and budgets for all assigned grant activities.
- Conduct and oversee site assessments and prepare appropriate technical reports (printed and electronic formats) required by the U.S. EPA and additional state and local agencies as deemed necessary for each site.
- Conduct and oversee comprehensive site investigations, including sample collection and laboratory analysis.
- Provide work updates and information to all stakeholders as requested by the NKADD Project Manager.
- Evaluate cleanup options and conduct risk assessment analysis and provide cost estimates on selected sites.
- Prepare written Quality Assurance Project Plan (QAPP) and Site-Specific Quality Assurance Project Plan (SS QAPP) in compliance with U.S. EPA regulations.
- Deliver to the NKADD Project Manager completed Phase I and Phase II ESA reports, site investigation reports, response action plans, and other environmental reports or plans required under the applicable Kentucky environmental regulations.
- Provide project management, implementation, and technical oversight in compliance with State rules, regulations, and guidelines.
- Offer professional advice regarding environmental issues associated with land reuse and/or redevelopment.
- Deliver to the NKADD Project Manager completed Market Studies and Reuse Plans.
- Provide regulatory and financial information as needed.
- Attend meetings of NKADD and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with community-wide inventory of potential hazardous substances and petroleum brownfields sites, including working with NKADD staff to update necessary GIS data.
- Develop preliminary budget, financing options, and implementation plan for cleanup and reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Provide assistance with the development of comprehensive community outreach and public involvement program(s).
- Provide public and private opportunities for stakeholder participation throughout all phases of projects.

Project Budget

As part of the response to the RFP, please prepare budget estimates for environmental inventory enhancements, community involvement, and grant implementation in alignment with the required project activities, using 80% of the total project award. The total budget for grant implementation is $500,000. If awarded, the selected firm and/or individual will work with NKADD to negotiate and finalize a detailed project budget consistent with the awarded scope of work and in compliance with applicable EPA grant requirements.

Project Management

The selected consulting firm, under the direction of the NKADD Project Manager, will:

- Define work plan tasks in conjunction with NKADD
- Assist NKADD in facilitating community outreach activities as needed to fulfill grant activities, and
- Coordinate grant-related project activities with NKADD, City, State, and U.S. EPA Region 4 staff for U.S. EPA grants.
- Preparation of Work Plans
- Consultant's work will be supervised and approved by the NKADD Project Manager:
- Scope of work organized by logical work tasks,
- Subcontractors used by the consultant and identification of their project roles,
- Detailed project budget for each major task and subtask, and
- Time-phased project schedule listing major tasks, target dates, and delivery of work products.

Reporting Requirements

The following reports shall be prepared by the consultant and submitted to the NKADD Project Manager for approval:

- Quarterly and annual financial and progress reports required by the U.S. EPA,
- Submission or updating of information in the U.S. EPA ACRES reporting system for assessed sites,
- Draft and final work plans for specific sites as deemed necessary,
- Technical memoranda, as requested by NKADD, and
- Other grant-related reports required by the U.S. EPA, other federal and/or State of Kentucky agencies, and NKADD.

Selection Procedures

NKADD will review the consulting firm's proposals with the following criteria in mind:

- Expertise related to relevant project components
- Firm and staff experience related to Environmental Assessment

- Cleanup and redevelopment planning
- Project Approach
- Ability to facilitate public outreach activities
- Demonstrated ability to provide comprehensive and innovative environmental services
- NKADD reserves the right to accept or reject proposals on any basis it deems appropriate.

Requirements for Proposals

General instructions for preparing and submitting a Proposal.

Two (2) original paper proposals and one (1) electronic format must be submitted. Written proposals should be limited to ten (10) pages, excluding a maximum of five (5) resumes, each limited to two (2) pages. Standard advertising brochures should not be included in the proposal. Please index and sequentially number all pages throughout or by section. The type and necessity of binders and covers will be at the Consultant's discretion. The submittal should be clear and understandable when reproduced in black and white.

The selected consultant will assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, NKADD will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract.

Two (2) original paper proposals and one (1) electronic format proposal must be submitted by **Friday, September 4, 2026, at 4 p.m. EDT/3 p.m. CDT.** Proposals shall be enclosed in a sealed envelope, labeled "Environmental Services for the Northern Kentucky Area Development District, EPA Community-wide Assessment Grant."

Proposal Content

Consultants are asked to submit concise qualifications describing their capacity to successfully implement EPA grants, manage projects, and their experience with similar projects. All requested information is required. These proposals should include a clear outline of how the firm would help NKADD meet the requirements of the U.S. EPA brownfields community-wide assessment grant and provide detailed responses to the following items:

Identification, Qualifications and Key Staff

- Provide the firm name, address of the responsible office from which the work will be performed, and the name and email address of the contact person authorized to negotiate for the associated work.
- List all proposed sub-consultants and the percentage of work to be performed by the prime consultant and each sub-consultant.

- List the Project Manager and other key staff members, including key subconsultant staff and the percent of time the Project Manager will be committed to the contract. Include resumes for key staff members responsible for work to be performed. Address the ability of the key staff members to perform project deliverables and the staff qualifications relative to the required deliverables.
- Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload
- Detail outreach strategies, stakeholder engagement methods, and budget allocations
- Please define any and all perceived conflicts of interest and how those would be handled. We recognize a number of our consultants work for other clients in the eight-county NKADD region and NKADD may be operating in a regulatory manner with some of those clients. NKADD is also aware that many consultants work directly for and with NKADD counties and cities, and we may be working on sites within these communities. Please explain any of these situations and relationships and how they can be handled to the benefit of all.

Project Approach

- Provide a description of your project approach relative to the advertised services. For all deliverables address your firm's technical understanding of project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Attachments

- Project budget and justifications.
- Resume(s) of proposed Project Manager and other key staff members that would have a major role in the project deliverables.
- Any materials that help to display a specific expertise or skill that is relevant to the project.

Evaluation Criteria

Evaluation Factor	**Points**
Firm and/or Individual Qualification	10
Background and Experience on Similar US EPA Brownfield Projects	10
Experience of Current Personnel on Similar US EPA Brownfield Projects	10
Capacity to Perform Work and Meet Schedule	10
References to Previous US EPA Brownfield Projects	10
Proven Ability to Meet Schedules and Deadlines	10
Proven Ability to Control Costs and Meet Budgets	10
Experience with Public Outreach and Education	10
Capacity/Commitment to Assist in Obtaining Additional Brownfields Grants	10
Quality of Response	10
Total	**100**

Terms and Conditions

By submitting a proposal, the Respondent represents that he/she has thoroughly examined and become familiar with the work required under this RFP and that he/she is capable of performing quality work to achieve the objectives of NKADD. By submitting a proposal, the Respondent certifies they are able to complete the work in compliance with Federal Procurement Standards outlines in CFR §200.317- CFR - §200.326. Selecting a company to provide consultation services for NKADD requires comprehensive and accurate information from respondents to ensure that a knowledgeable, objective decision can be made.

Any exceptions to the requirements in this RFP must be included in the proposal submitted by the Respondent. Segregate such exceptions as a separate element of the proposal under the heading “Exceptions and Deviations.”

Where two or more Respondents desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. NKADD intends to contract with a single firm and not with multiple firms doing business as a joint venture.

Issuance of this RFP and receipt of proposals do not commit NKADD to the awarding of a contract. NKADD reserves the right to accept or reject any or all of the proposals or portions thereof, without stated cause. NKADD reserves the right to re-issue any RFP; it is NKADD’s choice whether or not to utilize the contract for this grant for future projects funded by U.S. EPA or other brownfields grants.

Upon selection of a Consultant, NKADD, by its proper officials, shall attempt to negotiate and reach a final agreement. If NKADD, for any reason, is unable to reach a final agreement with this selected Consultant, NKADD reserves the right to reject such finalist and negotiate with another consultant who has the next most viable proposal.

NKADD may also elect to reject all proposals and re-issue a new RFP. NKADD reserves the right to request clarification on any point or obtain additional information related to the RFP. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided from the Consultant within two business days. NKADD is not bound to accept the consulting firm with the lowest cost but may accept the one that demonstrates the best ability to meet the needs of NKADD.

NKADD reserves the right to waive any formalities, defects, or irregularities in any submittal and/or response where it is in the best interests of NKADD. NKADD reserves the right to disqualify any submittal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consulting firm.

Public Information

Information supplied to NKADD is subject to the Kentucky Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Respondent believes any information which is not public will be supplied in response to this RFP, the vendor shall take reasonable steps to identify for NKADD what data, if any, it believes falls within the exceptions. If the data is not marked in such a way as to identify non-public data, NKADD will treat the information as public and release it upon request. In addition, NKADD reserves the right to make the final determination of whether data identified by the Consulting Firm as not public falls within the exceptions of the statute.

Time Schedule

The timeline for completion of this Request for Proposals is outlined below:

- August 3, 2026: Formal announcement date for RFP
- September 1, 2026: Deadline for submission of questions regarding the RFP
- September 2, 2026: Deadline for NKADD to post answers to last submitted questions
- September 4, 2026: Deadline for submittal of proposals
- September 24, 2026: Proposal evaluation and contract award date (anticipated)

NKADD reserves the right to cancel and/or modify the RFP dates at any time.

Notification of Award

NKADD anticipates selecting a consultant by September 24, 2026. Should either party fail to execute a contract within 30 days of notification of award, NKADD reserves the right to rescind the award and select services from another interested firm.

Withdrawal, Submission, and Receipt of Applications/Proposals

Applicants may withdraw their application or proposal at any time prior to the submission deadline by providing written notice to NKADD. After the submission deadline, applications or proposals may not be withdrawn for the purpose of modification or resubmission unless expressly permitted by the solicitation.

Applications or proposals must be received by NKADD no later than the date and time specified in this solicitation. Late submissions will not be accepted or considered. It is the sole responsibility of the applicant or offeror to ensure timely receipt.

Applications or proposals shall be submitted only by the method(s) identified in this solicitation. A submission is considered received only when it has been successfully delivered to the designated email address (lgs@nkadd.org) or physical delivery location (22 Spiral Dr., Florence, KY 41042) before the stated deadline. Confirmation of transmission, shipping, or mailing does not constitute proof of receipt.

NKADD reserves the right to reject any application or proposal that is late, incomplete, nonresponsive, or submitted by an unauthorized method. Submission requirements will be applied uniformly to all applicants and offerors in accordance with applicable federal and state procurement requirements.

Vendor Requirements

Contracting with Disadvantaged Business Enterprises

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. NKADD will ensure, to the fullest extent possible, that at least the U.S. EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and minorities. The consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists;
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
- Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
- Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
- Consultants are encouraged to procure goods and services from disadvantaged businesses.

Equal Employment Opportunity

The Consultant agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by NKADD, the Consultant shall furnish a written affirmative action plan.

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse
Project Review
July 23, 2026

Project Title	SAI Number	Applicant	Location	Page
Rural Business Development Grant (RBDG)	KY202606160622	Elite Roadside Service LLC	State-Wide	2
WWTP No. 1 Expansion - Plant D	KY202606240677	City of Walton	Walton, Boone County	9
Pike Street Resurfacing	KY202607080782	Verdantas LLC	Covington, Kenton County	16
Highland Avenue Resurfacing	KY202607060735	City of Fort Wright	Fort Wright, Kenton County	23

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: Rural Business Development Grant (RBDG)

SAI No: KY202606160622

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 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

6/25/2026	KY202606160622
DATE RECEIVED	**PROJECT NUMBER**

Rural Business Development Grant (RBDG)
PROJECT NAME

Elite Roadside Service LLC
APPLICANT'S NAME

USDA - United States Department ofAgriculture
AGENCY TO RECEIVE REQUEST

10.351
FED. CAT. #

LOCAL	☒
AREAWIDE	☐
REGIONAL	☐
STATEWIDE	☐
INTERAGENCY	☐

SUMMARY: Elite Roadside Service LLC will provide semi-truck roadside service when a truck breaks down. Funds will be used to purchase tools and equipment for 4 service trucks and working capital to help with the cost of business start-up. Funds will be used to purchase tools and equipment and provide working capital for this start-up company.

PROPOSED FUNDING		
	FEDERAL	$67,000
	APPLICANT	$
	STATE	$
	LOCAL	$
	PROGRAM INCOME	$
	OTHER (Specify)	$33,000
	PRINCIPLE FORGIVENESS	$
	TOTAL	$100,000

STAFF ASSIGNED: _____

STAFF COMMENTS: ☐ **POSITIVE** ☐ **NEGATIVE** ☐ **OTHER**

Return to Review Projects (/echreviews)

Review Project

Rural Business Development Grant (RBDG)

Submit Review

Review Open | Awaiting Comment

Select Details

Summary

General

SAI Number
KY202606160622

Submitting Organization
Southeast Kentucky Economic Development Corporation (SKED)

Submitter Name
Jill Johnson

Submitter Phone
606-677-6115

Submitter Email
jill@skedcorp.com

Applicant

Applicant Type
For-Profit

Applicant Organization
Elite Roadside Service LLC

Applicant Name
Mr. Brandon Johnson

Applicant Mailing Address
93 Roy Black Rd
London, KY 40741

Applicant Phone
606-309-6507

Applicant Email
eliteroadsideservice@outlook.com

Project Details

Project Type
USDA / Rural Development and Agriculture

Project Title
Rural Business Development Grant (RBDG)

Does This Project Involve Construction/Renovation?
No

Does project involve construction of housing, running of water, wastewater lines, or purchase of real estate?
No

Counties
State-Wide

Congressional Districts
5

ALN Number	ALN Title
10.351	Rural Business Development Grant

Applying for Federal Grants?
Yes

Federal Agency
USDA - United States Department of Agriculture

Applying for State Grants?
No

Start Date
05/12/2026

Delinquent on any Federal Debt?
No

Site Physical Address
3099 Somerset Rd
London, KY 40741

Site Latitude
-

Site Longitude

Project Description
Elite Roadside Service LLC will provide semi trucks roadside service when a truck breaks down on the road. Funds will be used to purchase tools and equipment for 4 service trucks, and working capital to help with the cost of business start up cost.

Need for project
Funds will be used to purchase tools and equipment and provide working capital for this start-up company.

Waste Water Details

Water Supplier Name
N/A

Wastewater Disposal Description
-

Solid Waste Details

Landfill Name
N/A

Landfill Permit Number
-

Transport Mode
-

Transport Company
-

Funding Details

Federal
$67,000.00

Applicant
$0.00

State
$0.00

Local
$0.00

Program Income
$0.00

Other Funding Sources

Other Income
$33,000.00

Total Funding
$100,000.00

Kentucky Department for Local Government

(https://www.x.com/DLG_KY/) (https://www.facebook.com/DLGKY/)

100 Airport Road, 3rd Floor, Frankfort, KY 40601 (https://www.google.com/maps/place/100+Airport+Rd,+Frankfort,+KY+40601)
Office: 502-573-2382 (tel:5025732382)
Toll-free: 800-346-5606 (tel:8003465606)
TDD: 800-648-6056 (tel:8006486056)
Fax: 502-227-8691 (tel:5022278691)

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NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: WWTP No. 1 Expansion - Plant D

SAI No: KY202606240677

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 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

7/2/2028	KY202606240677
DATE RECEIVED	**PROJECT NUMBER**

WWTP No. 1 Expansion - Plant D

PROJECT NAME

City of Walton

APPLICANT'S NAME

EDA - Economic Development Administration	11.300	**LOCAL**	☒
AGENCY TO RECEIVE REQUEST	**FED. CAT. #**	**AREAWIDE**	☐
		REGIONAL	☐
		STATEWIDE	☐
		INTERAGENCY	☐

SUMMARY: The project entails the expansion of the existing Wastewater Treatment Plant No. 1, consisting of a new 0.450 MGD Extended Aeration System, a new 313 GPM raw sewage lift station, and a new waste-activated sludge lift station. This will increase the design capacity to 1.3 MGD. The City of Walton is growing throughout the City with housing developments, apartment condos, and assisted living for senior citizens. Currently, the existing WWTP No. 1 is treating near capacity limits as required by the Division of Water and cannot take on much more flow to accommodate flows that are expected within the next two years. The WWTP No. 1 is currently operating at 73% capacity.

PROPOSED FUNDING	**FEDERAL**	$5,763,218
	APPLICANT	$384,214.50
	STATE	$3457930.50
	LOCAL	$
	PROGRAM INCOME	$
	OTHER (Specify)	$
	PRINCIPLE FORGIVENESS	$
	TOTAL	$9,605,363

STAFF ASSIGNED:

STAFF COMMENTS: ☐ **POSITIVE** ☐ **NEGATIVE** ☐ **OTHER**

Return to Review Projects (/echreviews)

Review Project

WWTP No. 1 Expansion - Plant D

Submit Review

Review Open | Awaiting Comment

Select Details

Summary

General

SAI Number
KY202606240677

Submitting Organization
Northern Kentucky ADD

Submitter Name
Hannah Herrmann

Submitter Phone
8593509075

Submitter Email
grace.herrmann@nkadd.org

Applicant

Applicant Type
City

Applicant Organization
City of Walton

Applicant Name
Mr. Scott Smith

Applicant Mailing Address
40 N Main Street
Walton, KY 41094

Applicant Phone
(859) 485-4383

Applicant Email
ssmith@cityofwalton.org

Project Details

Project Type
Wastewater

WRIS Project Number
SX21015018

KIA Url
http://wris.ky.gov/portal/CwPrjData/SX21015018 (http://wris.ky.gov/portal/CwPrjData/SX21015018)

Project Title
WWTP No. 1 Expansion - Plant D

Does This Project Involve Construction/Renovation?
Yes

Does project involve construction of housing, running of water, wastewater lines, or purchase of real estate?
Yes

Counties
Boone County

Congressional Districts
4

ALN Number	ALN Title
11.300	Investments for Public Works and Economic Development Facilities

Applying for Federal Grants?
Yes

Federal Agency
EDA - Economic Development Administration

Applying for State Grants?
Yes

State Agency
Cabinet for Economic Development

Start Date
08/01/2026

Delinquent on any Federal Debt?
No

Site Physical Address
317 Stephenson Mill Road
Walton, KY 41094

Site Latitude
-

Site Longitude
-

Project Description
The project entails the expansion of the existing Wastewater Treatment Plant No. 1 consisting of a new 0.450 MGD Extended Aeration System, a new 313 GPM raw sewage lift station, and a new waste activated sludge lift station. This will increase the design capacity to 1.3 MGD.

Need for project
The City of Walton is growing throughout the City with housing developments, apartment condos, and assistant living for senior citizens. Currently the existing WWTP No. 1 is treating near capacity limits as required by the Division of Water and cannot take on much more flow to accommodate flows that are expected within the next two years. The WWTP No. 1 is currently operating at 73% capacity.

Waste Water Details

Water Supplier Name
Walton Waterworks Department

Wastewater Disposal Description
Existing publicly owned wastewater treatment plant

Plant Name
Walton STP

Solid Waste Details

Landfill Name
Bavarian Waste Landfill

Landfill Permit Number
00800004

Transport Mode
Truck

Transport Company
Rumpke Waste and Recycling

Funding Details

Federal
$5,763,218.00

Applicant
$0.00

State
$3,457,930.50

Local
$384,214.50

Program Income
$0.00

Other Funding Sources
-

Other Income
$0.00

Total Funding
$9,605,363.00

Kentucky Department for Local Government

(https://www.x.com/DLG_KY/) (https://www.facebook.com/DLGKY/)

100 Airport Road, 3rd Floor, Frankfort, KY 40601 (https://www.google.com/maps/place/100+Airport+Rd,+Frankfort,+KY+40601)
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TDD: 800-648-6056 (tel:8006486056)
Fax: 502-227-8691 (tel:5022278691)

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NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: Pike Street Resurfacing

SAI No: KY202607080782

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 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

7/9/2026	KY202607080782
DATE RECEIVED	**PROJECT NUMBER**

Pike Street Resurfacing

PROJECT NAME

LOCAL	☒
AREAWIDE	☐
REGIONAL	☐
STATEWIDE	☐
INTERAGENCY	☐

Verdantas LLC

APPLICANT'S NAME

DOT - Department of Transportation	20.287
AGENCY TO RECEIVE REQUEST	**FED. CAT. #**

SUMMARY: The project includes milling, resurfacing, and restriping of the existing asphalt pavement along approximately 2,200 feet of West Pike Road, from Main Street to Washington Street, in Covington, KY. The project will include full-depth asphalt repairs in areas where the Engineer has determined that the existing pavement base is unsuitable. The federal Surface Transportation Block Grant Funds will be spent on 80% of the construction costs for line items specific to resurfacing, such as mobilization, maintenance of traffic, pavement materials, and pavement marking/striping. The City will be responsible for a 20% match. Asphalt resurfacing is necessary to restore the functional condition of the roadway, improve safety for motorists, and preserve the underlying pavement structure. The proposed resurfacing will address existing surface deficiencies, extend the roadway's service life, and reduce long-term maintenance costs by preventing the need for more costly repairs. In conjunction with the resurfacing, the roadway will be restriped to provide more clearly defined travel and parking lanes, improving lane delineation, driver guidance, and overall traffic operations.

PROPOSED FUNDING		
	FEDERAL	$239,686
	APPLICANT	$59,921.50
	STATE	$
	LOCAL	$
	PROGRAM INCOME	$
	OTHER (Specify)	$
	PRINCIPLE FORGIVENESS	$
	TOTAL	$299,607.50

STAFF ASSIGNED: _____

STAFF COMMENTS: ☐ **POSITIVE** ☐ **NEGATIVE** ☐ **OTHER**

Return to Review Projects (/echreviews)

Review Project
Pike Street Resurfacing

Submit Review

Review Open | Awaiting Comment

Select Details

Summary

General

SAI Number
KY202607080782

Submitting Organization
Verdantas LLC

Submitter Name
Andrew Walsh

Submitter Phone
+1 859-534-9939

Submitter Email
awalsh@verdantas.com

Applicant

Applicant Type
City

Applicant Organization
Verdantas LLC

Applicant Name
Mr. Andrew Walsh

Applicant Mailing Address
300 Buttermilk Pike, Suite 332
Fort Mitchell, KY 41017

Applicant Phone
18595349939

Applicant Email
awalsh@verdantas.com

Project Details

Project Type
Transportation

Project Title
Pike Street Resurfacing

Does This Project Involve Construction/Renovation?
Yes

Does project involve construction of housing, running of water, wastewater lines, or purchase of real estate?
No

Counties
Kenton County

Congressional Districts
4

ALN Number	ALN Title
20.287	Surface Transportation Block Grant Program

Applying for Federal Grants?
Yes

Federal Agency
DOT - Department of Transportation

Applying for State Grants?
No

Start Date
04/12/2027

Delinquent on any Federal Debt?
No

Site Physical Address
W Pike Street
Covington, KY 41011

Site Latitude
39.08061

Site Longitude

Project Description
The project includes the milling, resurfacing, and restriping of the existing asphalt pavement along approximately 2,200 feet of West Pike Road from Main Street to Washington Street. The project will include full depth asphalt repairs in areas where the Engineer has determined the existing pavement base as unsuitable. The federal Surface Transportation Block Grant Funds will be spent on 80% of the construction costs for line items specific to resurfacing such as mobilization, maintenance of traffic, pavement materials, and pavement marking/striping. The City will be responsible for a 20% match.

Need for project
Asphalt resurfacing is necessary to restore the functional condition of the roadway, improve safety for motorists, and preserve the underlying pavement structure. The proposed resurfacing will address existing surface deficiencies, extend the service life of the roadway, and reduce long-term maintenance costs by preventing the need for more costly repairs in the future. In conjunction with the resurfacing, the roadway will be restriped to provide more clearly defined travel and parking lanes, improving lane delineation, driver guidance, and overall traffic operations.

Waste Water Details

Water Supplier Name
Northern Kentucky Water District (NKWD)

Wastewater Disposal Description
Existing publicly owned wastewater treatment plant

Plant Name
Dry Creek Wastewater Treatment Plant (Sanitation District No. 1 of Northern Kentucky)

Solid Waste Details

Landfill Name
-

Landfill Permit Number
-

Transport Mode
-

Transport Company
-

Funding Details

Federal
$239,686.00

Applicant
$59,921.50

State
$0.00

Local
$0.00

Program Income
$0.00

Other Funding Sources
-

Other Income
$0.00

Total Funding
$299,607.50

Kentucky Department for Local Government

(https://www.x.com/DLG_KY/) (https://www.facebook.com/DLGKY/)

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Toll-free: 800-346-5606 (tel:8003465606)
TDD: 800-648-6056 (tel:8006486056)
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NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Kentucky Intergovernmental Review Process (KIRP)/ eClearinghouse

Project Title: Highland Avenue Resurfacing

SAI No: KY202607060735

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 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

7/13/2026	KY202607060735
DATE RECEIVED	**PROJECT NUMBER**

Highland Avenue Resurfacing

PROJECT NAME

LOCAL	☒
AREAWIDE	☐
REGIONAL	☐
STATEWIDE	☐
INTERAGENCY	☐

City of Fort Wright

APPLICANT'S NAME

DOT - Department of Transportation — 20.287

AGENCY TO RECEIVE REQUEST — **FED. CAT. #**

SUMMARY: The project in the City of Fort Wright includes the milling, resurfacing, and restriping of the existing asphalt pavement along approximately 2,950 feet of Highland Avenue from Kyles Lane to the city line near Cityscape Drive. The project will include full-depth asphalt repairs in areas where the Engineer has determined the existing pavement base to be unsuitable. The federal Surface Transportation Block Grant Funds will be spent on 80% of the construction costs for line items specific to resurfacing, such as mobilization, maintenance of traffic, pavement materials, and pavement marking/striping. The City will be responsible for a 20% match. Asphalt resurfacing is necessary to restore the functional condition of the roadway, improve safety for motorists, and preserve the underlying pavement structure. The proposed resurfacing will address existing surface deficiencies, extend the roadway's service life, and reduce long-term maintenance costs by preventing the need for more costly repairs.

PROPOSED FUNDING		
	FEDERAL	$222,246
	APPLICANT	$55,562
	STATE	$
	LOCAL	$
	PROGRAM INCOME	$
	OTHER (Specify)	$
	PRINCIPLE FORGIVENESS	$
	TOTAL	$277,808

STAFF ASSIGNED: _____

STAFF COMMENTS: ☐ **POSITIVE** ☐ **NEGATIVE** ☐ **OTHER**

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Review Project
Highland Avenue Resurfacing

Submit Review

Review Open | Awaiting Comment

Select Details

Summary

General

SAI Number
KY202607060735

Submitting Organization
Verdantas LLC

Submitter Name
Tyler Pelfrey

Submitter Phone
513-792-8412

Submitter Email
tpelfrey@verdantas.com

Applicant

Applicant Type
City

Applicant Organization
City of Fort Wright

Applicant Name
Ms. Jill Bailey

Applicant Mailing Address
409 Kyles Lane
Fort Wright, KY 41011

Applicant Phone
859-426-3100

Applicant Email
jcbailey@fortwrightky.gov

Project Details

Project Type
Transportation

Project Title
Highland Avenue Resurfacing

Does This Project Involve Construction/Renovation?
Yes

Does project involve construction of housing, running of water, wastewater lines, or purchase of real estate?
No

Counties
Kenton County

Congressional Districts
4

ALN Number	ALN Title
20.287	Surface Transportation Block Grant Program

Applying for Federal Grants?
Yes

Federal Agency
DOT - Department of Transportation

Applying for State Grants?
No

Start Date
04/05/2027

Delinquent on any Federal Debt?
No

Site Physical Address
Highland Avenue
Fort Wright, KY 41011

Site Latitude
39.05181

Site Longitude

Project Description
The project includes the milling, resurfacing, and restriping of the existing asphalt pavement along approximately 2,950 feet of Highland Avenue from Kyles Lane to the city line near Cityscape Drive. The project will include full depth asphalt repairs in areas where the Engineer has determined the existing pavement base as unsuitable. The federal Surface Transportation Block Grant Funds will be spent on 80% of the construction costs for line items specific to resurfacing such as mobilization, maintenance of traffic, pavement materials, and pavement marking/striping. The City will be responsible for a 20% match.

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Waste Water Details

Water Supplier Name
Northern Kentucky Water District

Wastewater Disposal Description
Existing publicly owned wastewater treatment plant

Plant Name
Dry Creek Wastewater Treatment Plant

Solid Waste Details

Landfill Name
-

Landfill Permit Number
-

Transport Mode
-

Transport Company
-

Funding Details

Federal
$222,246.00

Applicant
$55,562.00

State
$0.00

Local

Program Income
$0.00

Other Funding Sources
-

Other Income
$0.00

Total Funding
$277,808.00

Kentucky Department for Local Government

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