

April 9, 2020

**To:** CARS TRC Members

**From:** Kent Lage  
Johnson County Urban Services Division

**Re: County Assistance Road System (CARS)  
Proposed 2021-2025 Five-Year Program**

We are providing the following documents on our website ([www.jocogov.org/dept/public-works/CARS-program](http://www.jocogov.org/dept/public-works/CARS-program)) for your use in submitting your city's requested 2021-2025 CARS Five-Year Program to the Board of County Commissioners.

1. CARS Form A is to be used in the preparation of your Five-Year Program application (instructions are included).
2. Definitions for Project Type.
3. The Objective Prioritization System reference scoring sheet.
4. Route Map - A Map of the Major CARS Routes listed in the preceding resolutions.
5. Copies of Resolutions which define the Major CARS Routes eligible for the County's participation through the CARS program.
6. The CARS Program Policies and Administrative Procedures, adopted on March 17, 2005.

As described in the CARS Policies, projects on both Major Routes, defined in the preceding items 4 and 5, and Minor Routes are eligible for program participation. Minor Routes must provide a direct connection between two CARS Major Routes or between a CARS Major Route and a State Highway - AND have an average daily traffic count (ADT) of 3,500 vehicles in the urban area or 1,500 ADT in the rural area. The CARS Policies also describe route enhancement projects which are sidewalk, bikeway, transit features and street light construction projects along CARS eligible routes.

The Objective Prioritization System and the "80% Rule" will be used in formulating the 2021-2025 CARS Program. The information requested on CARS Form A is required to calculate a project's score with this system.

One project for each year must be noted as a "First" priority. Please note that continuation projects are not automatically funded and should be submitted as "First" priority projects to ensure funding.

The staff recommendation for the 2021-2025 CARS Program will be reviewed by the CARS Technical Review Committee (TRC) prior to presenting the Program to the Board of County Commissioners. We anticipate scheduling the meeting early summer.

**Please complete the Five-Year Program form and submit it along with the required supporting documentation by **May 7, 2020**.**

The required supporting documentation for your submittal is as follows:

1. A completed CARS Form A for each project on your Five-Year Plan.
2. Current project cost estimates prepared and sealed by a professional engineer for projects proposed for the 2021 program year.
3. A map showing locations of proposed projects on your Five-Year Program.
4. Preliminary Engineering Report for projects proposed for the 2021 program year (This should include typical sections, plan and profile sheets, and a detailed description of the scope of work).
5. A copy of the resolution or ordinance passed by your city's governing body that acknowledges review and acceptance of the requested Five-Year Program.

To assist in preparation of the 2021-2025 CARS Program, we will accept submittal of items 1-4 of the supporting documentation prior to official action of the governing body of your city. However, the ordinance or resolution noted in item 5 must be received by **August 3<sup>rd</sup>**, to validate your city's submittal. Projects **may not be included** on the 2021 list if the ordinance/resolution is not received by **August 3<sup>rd</sup>**.

If there are section corners or other ancillary items (e.g. vertical control points) in the project area of your CARS Project that are likely to be used for your project survey, altered, removed, damaged or destroyed during the course of construction of the project, please provide documentation that an Original signed LSRR (Land Survey Reference Report) has been sent to our County Surveyor, Ryan Hendrickson ([RYAN.HENDRICKSON@JOCOGO.V.ORG](mailto:RYAN.HENDRICKSON@JOCOGO.V.ORG)). For your information, the Johnson County Public Works Department has established Vertical Control Points throughout the County and are listed on the AIMS Mapping System ([HTTP://AIMS.JOCOGO.V.ORG](http://AIMS.JOCOGO.V.ORG)).

Please remember to include a copy of your Executed Plans (including As-Builts, if applicable) and Executed Specifications on a disc in PDF format, when you submit your final invoice for any CARS project. The invoice may not be processed until you do so.

Please call me at (913) 715-8333 if you have any questions or comments.