



Local Highway Technical Assistance Council

3330 W. Grace St., Boise, ID 83703
(208) 344-0565 FAX (208) 344-0789
1-800-259-6841 – www.lhtac.org

Shawn Larsen
Chairman

Lawrence (Dick) Edinger
Vice Chairman

Lan Smith
Secretary/Treasurer

Lance Holmstrom, M.U.P.
Local Highway Administrator

September 15, 2009

Cities, Counties, and Highway Districts of Idaho

RE: 2011 Local Rural Highway Investment Program (LRHIP)

Dear Local Highway Jurisdiction:

The Local Highway Technical Assistance Council, (LHTAC) is pleased to send you this application package for the Local Rural Highway Investment Program (LRHIP) for funding in the fiscal year **2011**. It is a grant program established by the Idaho Transportation Board, in conjunction with LHTAC. The program is funded from state generated revenue, so consequently there are no federal requirements or local match attached to this program.

Some ideas for projects that could qualify for this funding might be rehabilitation of existing roadways or bridges, complete new construction of roadways or bridges, overlay or chip sealing projects, match for Federal-aid projects, warning and regulatory sign replacement projects or transportation planning projects.

The application package contains instructions, an application and three (3) types of rating criteria forms. Choose the type of project that you would like to apply for and complete the rating criteria sheet for your type of project. Complete the application and have it signed by the **Mayor or Chairman of the Board of Commissioners** and include all backup information requested. **Please submit the original and twelve (12) copies of your application package.**

If you have questions about choosing a criteria sheet for your type of project or how to complete the application, please contact LHTAC.

The Council approved a new LRHIP policy June 12, 2009. This policy now requires that all Local Highway Jurisdictions that have not submitted time extension requests or project document summary forms by December 11, 2009 will be sent a letter that states: **unless a time extension request is received by January 1, 2010, LHTAC will require repayment of LRHIP grant, and past projects without a time extension request or a project document summary will be ineligible for future grants.**

The attached 2011 LRHIP application must be submitted to LHTAC at 3330 Grace Street, Boise, Idaho 83703, by **5:00 p.m. (Mountain Time), on Tuesday, December 1, 2009. Late or improperly signed applications will not be considered.**

Sincerely,

Jim Zier

Jim Zier
Asset Manager

Attachment

COUNCIL MEMBERS

Association of Idaho Cities
Mayor Shawn Larsen
City of Rexburg

Idaho Association of Highway Districts
Commissioner Lawrence (Dick) Edinger
East Side Highway District

Idaho Association of Counties
Commissioner Lan Smith
Gem County

Ex-Officio Members
Tony Poinelli
Idaho Association of Counties

Mayor Thomas Limbaugh
City of Fruitland

Commissioner Clark Kauffman
Filer Highway District

Commissioner R. Tad Hegsted
Jefferson County

Ken Harward
Association of Idaho Cities

Mayor Mac Pooler
City of Kellogg

Commissioner Ralph Gant
Nampa Highway District

Commissioner Don Ebert
Clearwater County

Stuart Davis
Idaho Association of Highway Districts



**Local Rural Highway
Investment Program**
For Idaho
Local Highway Jurisdictions

Application 2011

**Deadline: Tuesday, December 1, 2009
5:00 PM, Mountain Time**

*Road Construction Project
Transportation Plan
Signs Upgrade*

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Website: www.LHTAC.org**



LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)

LOCAL RURAL HIGHWAY INVESTMENT PROGRAM (LRHIP)

The Idaho Transportation Board in conjunction with the Idaho Transportation Department (ITD), and the Local Highway Technical Assistance Council (LHTAC) has developed this program to assist small cities, counties, and highway districts to improve the investment in their highway and street infrastructure. The program consists of a Highway Investment Pool of ITD appropriated funds. At the request of the Idaho Transportation Board, LHTAC has agreed to administer this program and account for the expenditures of the funds based on criteria established by the Idaho Transportation Board and LHTAC. This program was started October 1, 2003.

USE OF FUNDS:

- 1) Single construction project **(one project and one application per year)**.
- 2) A portion of project expenses.
- 3) Match for a Federal-Aid project, STP-Rural, Bridge, Enhancement, Congestion Mitigation and Air Quality (CM/AQ), Community Development Block Grants and/or other funding.
- 4) Transportation planning. (See Appendix A)
- 5) Warning and Regulatory Sign upgrades.
- 6) **Emergency Funds. Call and send in an application throughout the year if an emergency occurs.**

ORGANIZATIONAL CRITERIA:

- 1) Must be a Local Highway Jurisdiction, Section 40-113 (3), Idaho Code, a City under 5,000 in population, a County or a Highway District with jurisdiction over rural roadways outside urban areas with population of 5,000 or greater.
- 2) If you did not submit your Annual Road & Street Financial Report, submit the report to the Controllers Office and have them send a copy to LHTAC, before the application submission deadline.
- 3) The LHJ must be assessing property tax for roads and bridges, or using a substitute property tax (forest funds, sales tax, payment in lieu of taxes, etc.) for roads and bridges.
- 4) The LHJ should be showing a 70%-30% split on their user/non user (user-fuel tax; nonuser-property tax, or substitute property tax) funding of their road budget as shown in the cost responsibility requirements in Chapter 6 of the Idaho Highway Needs Assessment Study Update 1995.
- 5) Funds granted shall be spent in the year they are applied for and on the project specified in the application. Projects need to be completed between October 1, 2010 and September 30, 2011. If you are reimbursed any of your match money by any federal aid program or any other program and you have not spent the entire grant, then it is expected that you will return any remaining funds back to LHTAC, so that it can be used in the Program. Recipients will be required to notify LHTAC in the event that project expenditures require modification and differ from that shown on the approved application. A letter requesting an extension is also necessary if not completed before September 30, 2011.
- 6) Knowledgeable personnel are very important to you and LHTAC. Criteria # 6 on the construction



project rating form has points available to those local highway jurisdictions who have staff that has graduated from the Road Scholar Program sponsored by the Idaho Technology Transfer (T2) Center. The Center can be reached at 1-800-259-6841 or www.idahot2.org.

- 7) At the completion of the project, please complete the 2011 Project Documentation Summary (PDS) form, include before-and-after photos, and return to LHTAC attention Jim Zier. If your project is a Transportation Plan, please send one (1) copy of the plan with the PDS. (PDS form is the last page of this application.)

The Council approved a new LRHIP policy June 12, 2009. This policy now requires that all Local Highway Jurisdictions that have *not* submitted time extension requests or project document summary forms by December 11, 2009 will be sent a letter that states: **unless a time extension request is received by January 1, 2010, LHTAC will require repayment of LRHIP grant, and past projects without a time extension request or a project document summary will be ineligible for future grants.**

PROJECT CRITERIA:

The following criteria must be met in order for a project to be eligible for this source of funds:

- 1) Project must be on a public highway, Section 40-117 (5), and sponsored by a LHJ.
- 2) Keep in mind that any expenditure of these funds in an amount greater than \$50,000 must be used for contracting out to private enterprise for the work to be accomplished, or used for purchase of material and must comply with Idaho Code Sec. 67-2309, 67-2320, 67-2803 to 67-2808 and Title 54, Chapter 19.
- 3) There is a maximum limit on the amount of funds available to any one (1) jurisdiction in any given year of \$100,000. It is not the intent of this program to cover the complete cost of a project, but merely enhance the funding available to improve the investment in the highway project.
- 4) **Funds cannot be used for wages, engineering services or equipment purchases.** Engineering services can be paid from LRHIP funds only when used as a match for a Federal-aid project (with an assigned key number).

ADMINISTRATION:

Application and Project Selection

LHTAC annually distributes and receives applications from the Local Highway Jurisdictions eligible for this program. Typically, the application and instructions are mailed out in September, with completed applications due back in December, so that funding obligations can be made in March of the following year.

Applications (2011) are due by Tuesday, December 1, 2009 by 5:00 PM Mountain Time. Applications received after 5:00 PM Mountain Time on that date will not be considered.

State funds can be made available in approximately February of the following calendar year depending on the availability of Federal and State appropriations.

There are three types of projects that LHTAC has identified: Construction Projects, Warning and Regulatory Sign Upgrades and Transportation Plans. Choose **one (1) project** for your Local Highway Jurisdiction. Complete the "Application" then identify and complete the proper "Rating Criteria" sheet for your type of project and submit twelve (12) copies of the application and rating sheet to LHTAC.



Construction Projects include any type of road or bridge project to improve the condition, safety or service life of that road or bridge from maintenance up to and including reconstruction. This type of project has a maximum limit on the amount of funds available to any one (1) jurisdiction in any given year, and that amount is \$100,000.

Sign Projects include sign replacement projects to bring warning and regulatory signs, sign posts and pavement markings up to MUTCD standards. This type of project is limited to a maximum amount of funds available to any one (1) jurisdiction in any given year of \$30,000.

Transportation Plan projects are described in appendix A or in the publication, Transportation in Your Local Comprehensive Plan, a guide for Local Government Officials. This publication was sponsored by the Idaho Transportation Department (ITD), the Idaho Association of Counties, the Association of Idaho Cities, and the Idaho Association of Highway Districts. This document should be available from the ITD District Office or from LHTAC. The local officials and their consultants should be using this guide to develop the required detailed scope of work. It is a valuable resource for the development of a Transportation Plan. This type of project is limited to a maximum amount of funds available to any jurisdiction in any given year of \$50,000.

Project Review

LHTAC has a responsibility to report to the Idaho Transportation Board and evaluate this program. LHTAC staff may use the following requirements for this purpose.

1. Recipients will be required to obtain approval from the LHTAC Council in the event that project expenditures require significant modification and differ from that shown on the approved application.
2. Recipients may be required to provide documents on project expenditure and activities, plan, etc.
3. Recipients may be requested to provide on-site project review with LHTAC staff.

Checklist for completing a successful application

- Supply all attachments requested on the application and rating sheet.
- Submit your application as early as possible so that you are sure it will be received by the deadline date and time. Late applications will not be considered.
- Only one application per Local Highway Jurisdiction.
- Submit **original and 12 copies** of your application and rating sheet.
- Application **must be signed** by the **Mayor** of a City or by the **Chairman of the Board** for County or Highway Districts.
- Keep a copy of the **Project Documentation Summary form** (last page of application). This form will need to be completed and mailed to LHTAC on completion of project.
- If you have any questions, feel free to contact LHTAC at: 1-800-259-6841, 208-344-0565 or Email to jzier@lhtac.org.

Local Highway Technical Assistance Council (LHTAC)
APPLICATION – 2011
Local Rural Highway Investment Program (LRHIP)
Please submit original and 12 copies

1. Local Highway Jurisdiction (name and address):

Contact Person: _____ Telephone Number: _____ E-mail Address: _____

2. Location of Project _____

3. Description of Project _____

4. Total cost of the Project \$ _____

5. Amount of money applying for: \$ _____

6. For what purpose will this money be used? _____

7. When will work be done?: _____
(month and year)

8. Will the work be contracted out to a private contractor? Yes No
(Must be contracted out if over \$50,000)

9. Amount and source of other funds used in this project: \$ _____
(amount)

(source)

10. Did you submit your Annual Road and Street Financial Report?
Yes (attach copy) No

11. Other Comments: _____

Signature _____
(Mayor or Chairman of the Board for County or Highway District)

**Local Rural Highway Investment Program
Rating Criteria 2011
Construction Project**

Sponsor: _____ Project Name: _____

	Yes	No	Points Available	LHTAC Use Only
1) What type of project is this funding request for? <input type="checkbox"/> Rehabilitate Existing Pavement, <input type="checkbox"/> Paving an Unpaved Road, <input type="checkbox"/> Bridge - Sufficiency Rating _____, <input type="checkbox"/> Gravel Road Stabilization, <input type="checkbox"/> Other _____			0-5	
2) Is this project supported by your Transportation Plan? If so, attach that portion of your Plan. Has the plan been updated in the last five-years? _____ When? _____			0-5	
3) Do you have a pavement or asset management program? Has it been updated in the past three years? _____ If so, attach a report showing this project.			0-5	
4) Is this project shown on your 5-year Capital Improvement Plan? If so, attach a copy of your plan.			0-5	
5) Does your highway maintenance crew include any members who have completed the Idaho T ² Center's "Road Scholar" program? % Employees Enrolled _____, % Employees Complete _____.			0-5	
6) Has the project been prioritized and is it supported by your Multi-Jurisdictional Planning Organization? If so, list the project ranking. No. _____ of _____ Projects. If so, attach priority list and support letter.			0-10	
7) Is this a multi-jurisdictional project? If so, please include the name(s) of other Jurisdiction(s) participating financially and amount(s) per Jurisdiction: _____ _____			0-5	
8) What Percentage of your annual revenue (over the past three years) is the cost of the project? Estimated Project Cost _____, Annual Revenue (Ave. of Line 24 for past three years) _____, Cost/Rev. _____%			0-15	
9) Project Description. Explain the need for the project and the importance to your Agency.			0-15	
10) What amounts are shown on your last submitted Annual Road & Street Financial Report: Date/Year Ending _____; Line 63 CLOSING BALANCE _____ Line 64 Funds on Line 63 obligated for specific future projects _____ Line 65 Funds on Line 63 retained for general funds and operations _____ Line 67 ENDING BALANCE _____ Attach the last three signed copies of your Annual Road & Street Financial Report as submitted to the Controllers office.			0-5	
11) What amounts are on your last submitted Annual Road & Street Financial Report on: Date/Year Ending _____ Line 11 TOTAL LOCAL FUNDING _____ Line 17 TOTAL STATE FUNDING _____ Line 18 National Forest Reserve Apportionment _____ Line 22 All other Federal Receipts (Includes PILT) _____ Line 24 TOTAL RECEIPTS _____ USER % EQUALS LINE 17 DIVIDED BY LINE 24 _____ % Non USER % EQUALS LINE 11 + Line 18 + LINE 22 DIVIDED BY LINE 24 _____ %			0-5	
Please submit original and 12 copies. Include all attachments – (attachments required for application consideration)			Total Points	



Local Rural Highway Investment Program
 Rating Criteria 2011
Transportation Plan
 (Please see Appendix A)

Sponsor: _____

	Yes	No	Points Available	LHTAC Use Only
1) Do you have a pavement or asset management program? _____ Has it been updated in the past three years? _____ If so, attach a report showing this project. Is this plan going to help you start one? _____			0-10	
2) Is this a multi-jurisdictional project (more than one jurisdiction involved)? If so, please include the name(s) of other Jurisdiction(s) participating financially and amount(s) per Jurisdiction: _____ _____			0-20	
3) Has the project been prioritized and is it supported by your Multi-Jurisdictional Planning Organization? If so, list the project ranking. No. _____ of _____ Projects. If so, attach priority list and support letter.			0-15	
4) If you are not in a Multi Jurisdictional Regional Transportation Planning Group, will this plan initiate one?			0-10	
5) Will this Transportation Plan become a part of a Comprehensive Plan? If so, whose? _____			0-10	
6) How do you plan to prioritize projects in your Capital Improvement Plan? Attach an explanation.			0-10	
7) How do you plan to involve the public? Attach a short description.			0-10	
8) What other elements do you intend your plan to include. Attach a description.			0-10	
9) What amounts are shown on your last submitted Annual Road & Street Financial Report? Date/Year Ending _____ Line 63 CLOSING BALANCE _____ Line 64 Funds on Line 63 obligated for specific future projects _____ Line 65 Funds on Line 63 retained for general funds and operations _____ Line 67 ENDING BALANCE _____ Attach the most recent copy of your Annual Road & Street Financial Report as submitted to the Controllers office.			0-5	
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Please submit original and 12 copies. Include all attachments – (attachments required for application consideration)			Total Points	



**Local Rural Highway Investment Program
Rating Criteria 2011
Sign Project**

Sponsor: _____

	Yes	No	Points Available	LHTAC Use Only
1) Do you have a sign management program? Is so, has it been kept up to date this past year? _____ Attach a report showing this update.			0-10	
2) Is this project supported by your Transportation Plan? If so, attach a copy of that portion of your plan. Has the plan been updated in the last five years? _____			0-10	
3) Is this project shown on your 5-year Capital Improvement Plan? If so, attach a copy of your plan.			0-10	
4) Is this a project to replace warning signs? If so, attach a list of signs to be replaced and a cost estimate.			0-20	
5) Is this a project to replace regulatory signs? If so, attach a list of signs to be replaced and a cost estimate.			0-20	
6) Has the project been prioritized and is it supported by your Multi-Jurisdictional Planning Organization? If so, list the project ranking. No. _____ of _____ Projects. If so, attach priority list and support letter.			0-10	
7) Is this a multi-jurisdictional (including more then one jurisdiction) sign project? If so, please include the name(s) of other Jurisdiction(s) participating financially and amount(s) per Jurisdiction: _____ _____			0-10	
8) Does your sign project include any other aspects? If so, attach a description.			0-5	
9) What amounts are shown on your last submitted Annual Road & Street Financial Report: Date/Year Ending _____ Line 63 CLOSING BALANCE _____ Line 64 Funds on Line 63 obligated for specific future projects _____ Line 65 Funds on Line 63 retained for general funds and operations _____ Line 67 ENDING BALANCE _____ Attach the most recent signed copy of your Annual Road & Street Financial Report as submitted to the Controllers office.			0-5	
10) If you do not have a sign management program, please provide an explanation of your method of phasing in new signs and your replacement schedule.			0-10	
11) What amounts are shown on your last submitted Annual Road & Street Financial Report? Date/Year Ending _____ Line 11 TOTAL LOCAL FUNDING _____ Line 17 TOTAL STATE FUNDING _____ Line 18 National Forest Reserve Apportionment _____ Line 22 All other Federal Receipts (Includes PILT) _____ Line 24 TOTAL RECEIPTS _____ USER % EQUALS LINE 17 DIVIDED BY LINE 24 _____ % Non USER % EQUALS LINE 11 + Line 18 + LINE 22 DIVIDED BY LINE 24 _____ %			0-10	
Please submit original and 12 copies. Include all attachments (attachments required for application consideration)			Total Points	



APPENDIX A

Why A Transportation Planning Project?

LHTAC wants the planning project developed for each community to be utilized. To accomplish this, the project must fit the needs of the Local Highway Jurisdiction. Knowing each County, City, or Highway District is unique, the transportation plans will also vary depending upon local needs and the existing resources. **A transportation plan isn't worth the paper it is written on, or the cost of its development, if it is not used—it must have practical use.**

A planning project can include: a roadway network analysis (existing and/or future), proposed solution to existing problems, a capital improvement plan, a roadway or an asset management program, access to road policy and result in the formation of a multi-jurisdictional planning group. These tools are a real asset to decision making.

A **roadway network analysis** takes a critical look at the existing transportation network of the jurisdiction. The study starts with the collection of data (traffic counts, turning movement counts at intersections, collision records, and road geometry data). The analysis of this data may reveal elements or locations of the system that are not performing well and then propose ideas to improve their performance. As well as investigating the future transportation system taking into account the growth, present and future land uses, and then looking at future problems and solutions. Commonly, the view of the future is based on a 20-year horizon.

Roadway, Pavement or Asset Management Programs are computer programs that can be developed as part of the transportation planning project. This program will evaluate the condition of the jurisdiction's infrastructure and suggest a plan to maintain and improve the local facilities. The project can fund a Consultant to collect the data, set up the computer program and train personnel in its use and maintenance.

A **Capital Improvement Plan (CIP)** distills the community's needs and desires into a prioritized list of future projects. The CIP should list the anticipated projects, estimated cost, potential funding source, and expected year of construction. The CIP should cover at least 5 years; many are developed with 10-year horizons. Participation by the general public should also be sought through informational meetings or other means, so their issues and comments can be considered during the development of the plan. The Capital Improvement Plan will help commit the jurisdiction to projects, beyond the development of the plan.

LHTAC is encouraging the creation of **Multi-Jurisdictional Regional Transportation Planning Groups** to assist in the development of transportation plans. Transportation issues don't stop at the Local Highway Jurisdiction's borders. Many entities are involved with the transportation system: adjacent highway jurisdictions, emergency services, transit, federal land agencies, the Idaho Transportation Department, school districts, mail carriers, trucking industry, elected officials, bicyclists, Tribal government, utility companies, pedestrians, and others; all have an interest in the system. LHTAC hopes that the Multi-Jurisdictional Regional Transportation Planning Group will extend beyond the project. This group can periodically meet to discuss transportation issues and desires and re-evaluate the CIP. The plan may



APPENDIX A

produce road **Construction Standards** for development, **Access Management** strategies, transportation-related **Stormwater Management** standards, or model **Transportation Impact Study**, and **Funding** information. These standards will help the jurisdiction preserve the roadway network. LHTAC has examples of these development standards. Policies such as Access Control, minimum Level of Service, parking, bicycle facilities, corridor preservation, and other issues may be addressed through these standards.

Traffic demand modeling of the transportation system may be a part of the plan, but it is not necessary in many situations. A computer model can be useful as an evaluation tool if the jurisdiction anticipates very quick population growth or if the jurisdiction is examining alternative routes that will be new to the network. If modeling is a part of the plan, the sponsor should consider the necessary maintenance of the model as a part of this decision.

Some local highway jurisdictions are using a planning project to fund a **Geographical Information System (GIS)** of their highway system. They have located signs, culverts, pavement condition, and/or traffic information. Many applications are imaginable once the GIS base map is created. However, collection of some data (water meters or rural addresses) that stray's too far from the transportation operation and management will not be funded.

To further the examples, we have developed this matrix of possible tasks for the plan:

Plan Task	Should Have	Could Have	Cannot Have
Existing Network Evaluation	X		
Capital Improvement Plan	X		
Pavement Management Program	X		
Future evaluation of the Transportation network based on future land uses	X		
Proposed Transportation Solutions	X		
Multi Jurisdictional Transportation Planning Group	X		
Public Involvement Plan	X		
Access Management policy		X	
Corridor study		X	
GIS Mapping		X	
Computer Traffic Model		X	
Mapping Utility Data			X
Ortho-corrected digital aerial photography			X



**Local Rural Highway Investment Program (LRHIP)
2011 Project Documentation Summary**
(Mail this form on completion of project)

Sponsor Name: _____

Date project funded: _____

Date project completed: _____

Project Description: _____

LRHIP Funds Awarded: \$ _____

Total Project Cost: \$ _____

Was any single contract over \$50,000? Yes No

If yes, were state procurement requirements followed? Yes No

Were all LRHIP funds expended? Yes No

If no, how were excess funds used? _____

Signature _____ Date _____
(City Mayor or Chairman of the Board for County or Highway District)

Please attach to this form 'before and after' photos of your project. If possible we prefer digital photos, which can be emailed to: jzier@Lhtac.org If your project is a Transportation Plan, mail one (1) copy of the plan to Jim Zier along with this form.



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Boise, ID 83703