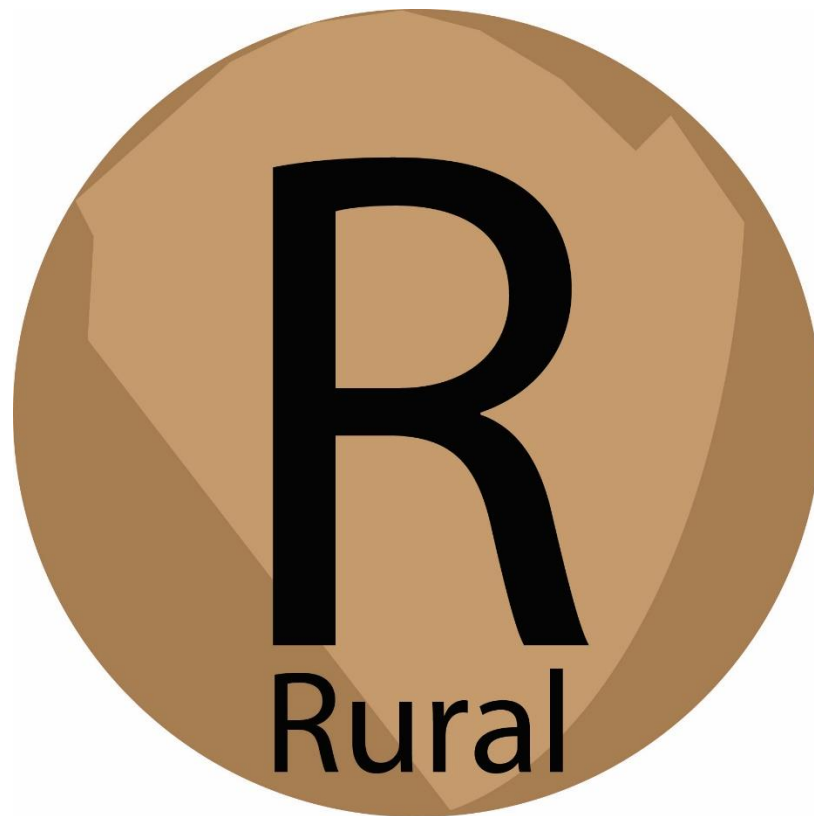


## Local Federal-aid Incentive Program: STP Rural FY18-19 Application

### Idaho Local Highway Jurisdictions

Submittal Deadline (Postmark date via FedEx, UPS or USPS): January 3, 2019  
Submittal Deadline (Hand Delivered): January 7, 2019 4:30 p.m. MST



#### Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565/ 1-800-259-6841

Fax 208-344-0789

[www.lhtac.org](http://www.lhtac.org)



## INCLUDED IN THIS PACKET

### 1. APPLICATION INFORMATION

- 1.1 [Program Background](#)
- 1.2 [Use of Funds](#)
- 1.3 [Eligibility](#)
- 1.4 [Project Criteria](#)
- 1.5 [Selection Process](#)

### 2. APPLICATION CHECKLIST

- 2.1 [Checklist and Submittal Deadline](#)
- 2.2 [LHTAC FY18-19 Rural Application Cover Sheet Instructions](#)

### 3. APPLICATION

- 3.1 [LHTAC FY18-19 Rural Application Cover Sheet](#)
  - 3.1.1 [ITD 2435 Federal-aid Project Request](#)
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- 3.3 [LHTAC FY18-19 Rural Application Score Sheet](#)
- 3.4 [LHTAC FY18-19 Rural Application Rating Criteria](#)

### 4. SAMPLE DOCUMENTS

- 4.1 [Vicinity Map](#)
- 4.2 [Sample Resolution](#)

## 1. APPLICATION INFORMATION

### 1.1 PROGRAM BACKGROUND

#### RURAL PROGRAM

Surface Transportation Program (STP) Local Rural funds are allocated for projects in rural areas, and in cities with populations less than 5,000. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as arterial or rural major collectors with a small percentage allowed for minor collectors. The local match requirement is 7.34%. The funds are awarded through the Local Federal-aid Incentive Program administered by LHTAC.

STP Rural applications will be **accepted every other year (2017, 2019, 2021 etc.)**. The prioritized list of applications will be used for two years. This program is targeting construction projects up to \$2,000,000. The limit is set at \$2,000,000 for construction (CN) and construction engineering (CE) costs for each project, however, a jurisdiction may request more funds with a penalty. For each \$200,000 requested over the \$2,000,000, one point will be deducted from the applicant's total score per scorer. No projects over \$5,000,000 (CN & CE) will be allowed.

### 1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate.

Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), and overlay or [chip sealing](#) projects.

### 1.3 ELIGIBILITY

Surface Transportation Program (STP) Local Rural funds are allocated for projects in rural areas (counties, highway districts) and in cities with populations below 5,000. These funds are to be used on roads with a functional classification of arterial or collector.

### 1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at the application time since the federal regulations allow Rural Funding to be spent on arterials (SMA) and collectors (STC). Each county and urban area has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to this map to determine the roadway's classification. If you do not have the map or cannot locate it, please contact your ITD District Office for clarification or go to:

<https://iplan.maps.arcgis.com/apps/webappviewer/index.html?id=859bab44a10c4221bed7f7c74e49d554>.

**Chip sealing** is eligible on existing pavements within Federal-aid projects. The pavement must be in reasonably good condition and meet the following criteria:

- Existing pavement must not be more than 12 years old;
- Existing pavement must be at least 24' wide and have a minimum of 2" hot mix pavement;
- Must have at least 2' of shoulder on each side; (paved or unpaved)
- Existing pavement must not show more than 20% fatigue cracking;
- Road must be classified as a major collector or arterial route; and
- The work must be contracted out to a private contractor.

## 1.5 SELECTION PROCESS

Applications are available online at [www.lhtac.org](http://www.lhtac.org) beginning in October. Local jurisdictions identify projects and request prioritization by their local transportation coalition group. Applications are submitted to LHTAC through a formal project application process, due in January. Project applications are reviewed and ranked by LHTAC Staff and Council. A prioritized list of projects is presented to the LHTAC Council for approval in March. They are then presented to the Idaho Transportation Board for inclusion in the draft Idaho Transportation Investment Program (ITIP) in June. The draft ITIP is open for public comment during the month of July. The Idaho Transportation Board approves the ITIP in the fall of the year, usually in September.

These applications are read, evaluated, and scored by staff and council members. Every year we receive many applications, so please review the application requirements and please submit the information requested. The applicant should be mindful of the scorer's time and efforts to provide the best review and scores as possible.

## 2. APPLICATION CHECKLIST

### 2.1 CHECKLIST AND SUBMITTAL DEADLINE

- ✓ Is the roadway officially classified as a Collector or Arterial on the Urban Area Functional Classification Map\*?      SMA = Arterial      STC = Collector

*\*Your project will not qualify for federal funds without being a Collector or Arterial.*

#### Have you included?

- [LHTAC FY18-19 Rural Application Cover Sheet](#) Answer all the questions and organize backup information in the same order as questions are asked so the package is easy to read and easy to score
- [ITD 2435](#) - Local Federal-aid Project Request
- [ITD 1150](#) - Project Cost Summary Sheet
- [LHTAC FY18-19 Rural Application Score Sheet](#) and supporting documents
- Include a **written statement** explaining the need for this project as part of your transportation network **(One page maximum)**
- [Vicinity Map](#) (See Sample)
- Additional information or project description
- The [Resolution](#), signed by the proper authority (See Sample)
- Other Instructions

Only one application can be submitted per jurisdiction annually

Applications **cannot** be faxed or emailed

**No spiral bound (or similar) applications will be accepted** - please staple or binder clip applications

Remember to submit **2 copies** and the **signed original** complete application package.

#### SUBMITTAL DEADLINE

- Deadline Date:** Completed application must be received by LHTAC's office, located at 3330 Grace Street, Boise, ID 83703, **no later than 4:30 p.m. (MST) on Monday, January 7, 2019 or postmarked dated by Thursday, January 3, 2019.** Include **2 copies** and the **signed original**.

**Note:** All the above items must be included, or the application will be considered incomplete and rejected. Please contact LHTAC at 1-800-259-6841/208-344-0565 or by email at [sellsworth@lhtac.org](mailto:sellsworth@lhtac.org) if you have any questions.

## 2.2 LHTAC FY18-19 RURAL APPLICATION COVER SHEET INSTRUCTIONS

1. **Project Title:** The title which you, as a sponsor, give the project. It can be the name of a street or roadway, or it can be a commonly used name of the project location. The Federal Highway Administration also wants the SMA or STC number in the project title.
2. **Entity's Priority:** The priority of this project in relation to other similar projects in your capital improvement program (CIP) as part of your regional transportation plan.
3. **Local Highway Jurisdiction:** Enter the city or jurisdiction name, address and the **contact person** who we should call if we have questions regarding the project application.
4. **Project Type:** You should check the appropriate type of project. If it falls under "other", please list what type of project you believe it to be.
5. **Category:** Please mark the appropriate category of project you are proposing.
6. **Functional Classification of Roadway:** The classification of this project should be determined at the time of application because federal regulations allow for the funding to be spent on arterials (SMA) and collectors (STC) with only a portion of the funds being allowed on minor collectors. Each county has a functional classification map approved by ITD, and you should refer to that map for determining the roadway's classification. If you do not have the map or cannot locate it, please contact your ITD District Office for clarification or go to: <https://iplan.maps.arcgis.com/apps/webappviewer/index.html?id=859bab44a10c4221bed7f7c74e49d554> . (Not needed for a Transportation Plan Application.)
7. **Location of Project:** Federal funds may only be used on a roadway that is classified as a collector or arterial. The segment code and SMA or STC number should be used. The Project Termini should be the common ends of the project whether it is at the intersection of crossroads or, for instance a bridge, the common termini beginning and ending should be listed. Provide "logical" termini. If the milepost is determined it should be shown as well. And finally, the length of the project should be listed on the third line in miles. (Not needed for a Transportation Plan Application.)
8. **Technical Information:** The horizontal and vertical alignment changes should be substantial in order to be checked as "yes." If you are merely improving the drainage of a city street, then "no" would be the proper answer.
9. **Existing Pavement Condition:** The pavement condition is important to compare to other projects submitted for consideration. Your jurisdiction should have a pavement management program and should support your determination for this project. The pavement age, to the best of your knowledge, should be shown. If it is old, with significant patching, just enter the oldest age known for the pavement in place.

10. Traffic and Crash Information: Show the present and projected information requested. AADT is the Average Annual Daily Traffic for the year in which you are making this request, and you should project it for 20 years. If you need help in this regard, please contact your Idaho Transportation Department - District Office or LHTAC. The DHV or the Design Hour Volume should be shown, and if known, the Level of Service (LOS) for the roadway. Finally, the percentage of trucks, both present and projected should be shown. The final item in this section asks for the crash information over a three (3) year period. This should be included for the entire length of the project. Crash information can be found on the LHTAC website under the *Resources* tab, *Maps - Interactive Crash Map*. If you need assistance, please call LHTAC.
  
11. Bridge Info: If the project identified includes a bridge, defined as 20' or longer, the following information requested should be shown:
  - A. The name of the crossing should be the common name used.
  - B. The existing bridge number is found on the bridge inspection form that you are supplied by the Idaho Transportation Department on an annual or biannual basis. Remember that a "bridge" for this particular program must have a span of greater than 20 feet.
  - C. The sufficiency rating is also shown on the bridge inspection form supplied by the Idaho Transportation Department.(If this is a project only intended to improve a bridge, there is a separate application for Bridge Rehabilitation and Replacement)
  
12. Relationship to other Projects: This section requests information as it relates to other projects in the area; particularly if yours is tying in with another state project or another Local Highway Jurisdiction. Mark the appropriate square. If you know the name of the other project and the year it is to be constructed, providing this important information is necessary and helpful.

## 3. APPLICATION

### 3.1 LHTAC FY18-19 RURAL APPLICATION COVER SHEET

1. Project Title: \_\_\_\_\_

2. Entity's Priority: \_\_\_\_\_ of \_\_\_\_\_

3. Local Highway Jurisdiction (name and address): \_\_\_\_\_

\*Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please list the person from your LHJ we should call if we have any questions on this project application.**

4. Project Type: (Check all that apply)

- Roadway reconstruction or rehabilitation
- Safety improvements
- Bridge - span over 20'
- Railroad crossing
- Planning
- Other

5. Category:

- New construction - Paving, Bridge, Railroad Crossing
- Upgrade existing facility (add lanes, add shoulders, improve geometric factors)
- Pavement surface improvements (overlay, seal coat\*)
- Transportation Planning

**\*NOTE: Chip seals are eligible — see the instruction for restrictions under [1.4 Project Criteria](#)**

6. Functional Classification of Roadway/Highway:

- Urban arterial
- Urban collector
- Rural major collector
- Minor collector

7. Location of Project: (Also attach a [Vicinity Map](#))

Segment Code: \_\_\_\_\_, SMA or STC # \_\_\_\_\_,

Street Name: \_\_\_\_\_

Project Termini:

Beginning/Ending Mileposts: \_\_\_\_\_

Project Length: \_\_\_\_\_

8. Technical Information: (Don't forget to complete form ITD-2435 and 1150)

Horizontal alignment changes anticipated?  Yes  No  Unknown

Vertical alignment changes anticipated?  Yes  No  Unknown

9. Existing Pavement Condition Information: (visual inspection)

rutting  potholes  drop-offs  broken edges

poor striping  cracking  shoving  other

Pavement age? \_\_\_\_\_

10. Traffic and Crash Information:

Most Recent Year:	Projected: (20 Years)
-------------------	-----------------------

AADT:	AADT:
DHV:	DHV:
LOS:	LOS:
% TK:	% TK:

Total number of crashes (property damage/injuries/fatalities) over most recent 3 year period:

# of Crashes: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

11. Bridge Information: *(Complete if a bridge is included in the project.)*

A. Name of crossing, i.e., over what roadway or waterway does the structure cross?

B. Existing bridge #: \_\_\_\_\_

C. Sufficiency rating: \_\_\_\_\_

12. Does this project have a possible relationship to other projects? \_\_\_\_\_ No \_\_\_ Yes (Describe Below)

\_\_\_\_\_

Phased:  Yes (If yes, indicate the name and year/s of the related)

Project: \_\_\_\_\_ Year: \_\_\_\_\_

No

**APPLICATIONS COVER SHEET MUST BE SUMMITTED WITH:**

- ✓ [Vicinity Map](#) (See Sample)
- ✓ [ITD 2435](#) Federal-aid Project Request
- ✓ [ITD 1150](#) Cost Summary Sheet
- ✓ [Application Score Sheet](#)
- ✓ [Resolution](#)

## 3.1.1 ITD 2435 Local Federal-Aid Project Request

### Instructions

- Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
- Attach a Vicinity Map showing the extent of the project limits.
- Attach an ITD 1150, Project Cost Summary Sheet.
- Signature of an appropriate local official is the only kind recognized.

**Note:** In Applying for a Federal-Aid Project, You are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency)			Date
Project Title (Name of Street or Road)	F.A. Route Number	Project Length	Bridge Length
Project Limits (Local Landmarks at Each End of the Project)			
<b>Character of Proposed Work (Mark Appropriate Items)</b>			
Excavation	Bicycle Facilities	Utilities	Sidewalk
Drainage	Traffic Control	Landscaping	Seal Coat
Base	Bridge(s)	Guardrail	
Bit. Surface	Curb & Gutter	Lighting	
<b>Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)</b>			
Preliminary Engineering (ITD 1150, Line 1)	\$		
Right-of-Way (ITD 1150, Line 2)	\$		
Construction (ITD 1150, Line 18)	\$		
Preliminary Engineering By:    Sponsor Forces    Consultant			
<b>Checklist (Provide Names, Locations, and Type of Facilities)</b>			
Railroad Crossing			
Within 2 miles of an Airport			
Parks (City, County, State or Federal)			
Environmentally Sensitive Areas			
Federal Lands (Indian, BLM, etc.)			
Historical Sites			
Schools			
Other			
Additional Right-of-Way Required: <input type="checkbox"/> None <input type="checkbox"/> Minor (1-3 Parcels) <input type="checkbox"/> Extensive (4 or More Parcels)			
Will any Person or Business be Displaced: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly			

Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes			Roadway Width (Shoulder to Shoulder)	ft	ft
Pavement Type			Right-of-Way Width	ft	ft

Sponsor's Signature	Title
---------------------	-------

<b>Additional Information to be Furnished by the District</b>			
Functional Classification	Terrain Type	20	ADT/DHV

## 3.1.2. ITD 1150 (Revised for LHTAC use) Project Cost Summary Sheet

Round Estimate to the Nearest \$1,000

Key Number	Project Number			Date
Location				District
Segment Code	Begin Mile Post	End Mile Post	Length in Miles	
				Previous ITD 1150
				Initial or Revise To
1a. Preliminary Engineering (PE) 5% of Line 15				
1b. Preliminary Engineering by Consultant (PEC) 20% of line 15				
2. Right-of-Way: Number of Parcels		Number of Relocations		
3. Utility Adjustments:	Work	Materials	By State	By Others
4. Earthwork				
5. Drainage and Minor Structures				
6. Pavement and Base				
7. Railroad Crossing:				
Grade/Separation Structure				
At-Grade Signals Yes No				
8. Bridges/Grade Separation Structures:				
New Structure Length/Width _____				
Location _____				
Repair/Widening/Rehabilitation Length/Width _____				
Location _____				
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)				
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)				
11. Detours				
12. Landscaping				
13. Mitigation Measures				
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S.)				
15a. Cost of Construction (Items 3 through 14)				
15b. Contingency (Item 15a x 30%)				
16. Mobilization 10 % of Item 15a and 15b				
17. Construction Engineer and Inspections (CE&I) 20% of Items 15a, 15b and 16				
18. Total Construction Cost (15a + 15b + 16 + 17)				
19. Total Project Cost ( 1 + 2 + 18)				
20. Project Cost Per Mile				N/A
Prepared By:				N/A

## 3.2 LHTAC FY18-19 RURAL PROGRAM APPLICATION QUESTION RATIONALE

1. A short concise description of what the project entails is critical to compare it to other applications submitted. To score the maximum amount of points, this description should highlight the benefit of the project to the community and the LHJ, describe the financial need, and highlight any safety benefits associated with the project.
2. The LHTAC Council believes that increased efficiencies come through communication across neighboring jurisdictions and resource sharing. Involvement in a multi-jurisdictional transportation group provides the opportunity to coordinate construction schedules, reduce duplication and share ideas/resources. Prioritizing projects helps identify those that are most beneficial to the area. Community support is also important. To score the maximum amount of points on this question, the LHJ should be active in a multi-jurisdictional transportation group, provide examples of efficiencies through shared resources, have their project ranked in the top 3, and submit 3 unique letters of support.
3. A pavement management program is a system where data on the condition of pavement is gathered and used to track the life of paved streets and provide an objective determination for the most effective and efficient maintenance priorities. A sign management program is a system where data on the location and condition of signs is gathered and evaluated to provide objective criteria for maintenance and replacement of signs. These programs should allow the user to obtain a report that documents the previous maintenance and/or the condition of the overall system. The pavement and sign management programs lead to proper maintenance prioritization and funding. To score the maximum amount of points on this question, the LHJ should provide a few pages of their pavement and sign management program data and the data should be updated within the last three years.
4. A Transportation Plan is the jurisdiction's road map on how they plan to provide for the long range transportation needs of the community. While many communities have a Comprehensive Plan that may include a transportation element, a transportation plan is typically a more detailed document that includes long range or strategic projects that would fulfill the goals of a comprehensive plan. Projects being submitted for Rural funding should be supported by the Transportation Plan. To score the maximum amount of points on this question, the project in the application should be identified within the plan, and then the plan should be updated or re-adopted within the last 5 years.
5. A Capital Improvement Plan (CIP) is typically a short term list of projects and/or maintenance that is scheduled for inclusion into future budgets. It may be established with the completion of a Transportation Plan, but should also stand alone as its own document. It is more detailed with regard to projects than the Transportation Plan in that costs and implementation are more identified. Ideally the CIP should be updated annually with regards to completed projects and updated priorities. To score the maximum amount of points on this question, the identified project will be shown in the CIP and the CIP would be updated within the last 5 years.
6. LHTAC funding is intended to improve the impact to the most traveling public. As a measure of the impacts, the Average Daily Traffic (ADT) volume is used to score the application. The larger the volume, the higher the score. LHTAC represents small jurisdictions, so the maximum points are given to bridges with 1,000 ADT or above.

7. A trained workforce is essential in order to accomplish the diverse and technical work needed to manage and maintain transportation infrastructure. The personnel, equipment and materials involved are extremely expensive and will be used most efficiently and effectively when proper training in the latest products, methods and techniques for accomplishing the work are implemented. To score the maximum amount of points on this question, the LHJ will have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center), have 40% that have completed at least two courses, and have at least one Road Master on staff.
8. Title VI is included in the Americans with Disabilities Act. Federal-Aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
9. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.

## 3.3 LHTAC FY18-19 RURAL APPLICATION SCORE SHEET

Sponsor: \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

	Y	N	Pts Available	LHTC use only
1. Provide a description of the proposed project. Include the importance and need of the project, the regional benefit, the economic benefit, safety, and the overall impact to the system.			0-15	
2. Are you involved with an active multi-jurisdictional transportation group? (include first page of minutes or attendance for the last 1-2 years of meetings) Was your project ranked in the top 3 projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads. (List - <b>1-page max</b> ) Include up to 3 letters of support for your project.			0-10	
3. Do you have a pavement and /or sign management program?  Have the programs been updated in the past 3 years?  If yes, attach cover page (dated) and <b>no more than 2 pages</b> of each report documenting the most recent updates.			0-10	
4. Is your project supported by your Transportation Plan? If yes, attach cover page (dated) and <b>only</b> pages related to this project.			0-10	
5. Is this project shown on your 5 year Capital Improvement Plan? If yes, attach cover page (dated) and <b>only</b> pages related to this project.			0-10	
6. Is the Average Daily Traffic volume on the road over 400 vehicles a day? (list ADT and date taken) _____ ADT      Date			1-5	
7. How many employees* participated in the LHTAC T2 Road Scholar/Master program or other training programs? (Include transcripts) Number of full time road maintenance employees _____ (provide list of all road employees) # completed either program _____ # enrolled but not completed _____ (Must have comp at least 2 courses) *if you are a city and a neighboring agency will be completing your work, please report their numbers Please provide information/agreement demonstrating how neighboring agency provides services.			0-5	
8. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program? Who is your point of contact for your plan? _____			0-2	
9. Has your Local Highway Jurisdiction received LHTAC funding previously? If so, what program and what year did your jurisdiction last receive funding through LHTAC? Year _____ Program _____			0-5	

Total Possible 72

## 3.4 LHTAC FY18-19 RURAL APPLICATION RATING CRITERIA

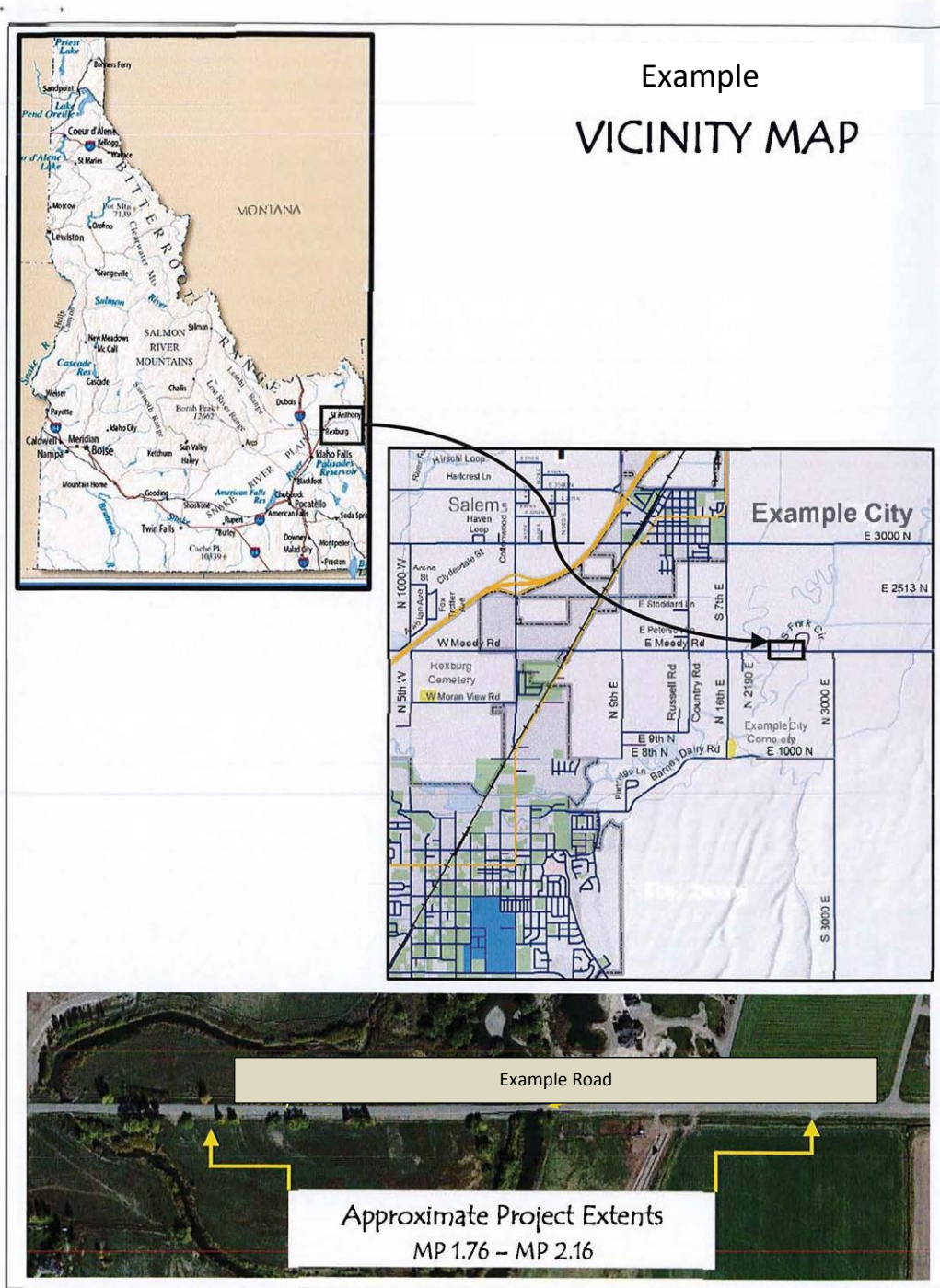
Please use this guide as a reference. Application packages will be scored based on the following scales.

		PTS	SUGGESTED SCORING
1.	Provide a description of the proposed project. Include the importance and need of the project, the regional benefit, the economic benefit, safety, and the overall impact to the system.	15 10-14 5-9 0-4	Excellent desc. including agency & financial benefit + Safety Excellent desc. including agency & financial benefit Adequate description of need/benefit Poor description of need/benefit
2.	Are you involved with an active multi-jurisdictional transportation group?	6-10 3-5 0-2	Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, share resources Involved with multi-group or shared resources
3.	Do you have a pavement and/or sign management program?	9-10 7-8 5-6 4-3 0-2	Pavement & sign mgmt updated w/i 3 years Pavement or sign management updated w/i 3 years Pavement & sign updated over 3 years ago Pavement or sign management updated over 3 yrs Any pavement or sign rating information or system
4.	Is your project supported by your Transportation Plan?	8-10 4-7 0-3	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
5.	Is this project shown on your 5 year Capital Improvement Plan?	8-10 4-7 1-3 0	Supported by plan & current Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6.	Is the Average Daily Traffic volume on the roadway over 400 vehicles per day?	5 4 3 2 1	1000+ 500-999 200-499 100-199 <100
7.	How many of your employees* participated in the LHTAC T2 Road Scholar/Master program or other training programs?  <i>*Add points together for completed + enrolled (Potential for 6 points) If using neighboring agency for work, must provide agreement or information on how cooperation and service</i>	3 2 1 0 2 1 0	≥ 40% trained 15-39% trained 1-14% trained 0% trained ≥ 40% enrolled 15-39% enrolled 0-14% enrolled
8.	Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program?	2 0	Yes No
9.	Has your Local Highway Jurisdiction received LHTAC funding previously?  If so, what program and what year did your jurisdiction last receive funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Rural funds 1-2 years ago, Rural funds

Total Possible 72

## 4. SAMPLE DOCUMENTS

### 4.1 VICINITY MAP



## 4.2 SAMPLE RESOLUTION

### CITY, COUNTY OR HIGHWAY DISTRICT RESOLUTION

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL  
MEETING OF THE (COUNCIL OR COMMISSION) OF THE  
(CITY, COUNTY, OR HIGHWAY DISTRICT) OF (LOCATION), IDAHO  
HELD ON (MONTH DATE, YEAR)

THE FOLLOWING RESOLUTION WAS INTRODUCED BY (COUNCILPERSON OR COMMISSIONER), READ IN FULL,  
CONSIDERED AND ADOPTED:

RESOLUTION NO. \_\_\_ OF THE (CITY, COUNTY, OR HIGHWAY DISTRICT), IDAHO, SUPPORTING THE PROJECT  
IDENTIFICATION SUBMITTAL FOR THE CONSTRUCTION OF (PROJECT NAME)

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). TOTAL PROJECT COST ESTIMATE IS  
(\$\_\_\_), WHICH WILL REQUIRE (\$\_\_\_) OF MATCHING FUNDS AVAILABLE FROM (CITY, COUNTY, OR HIGHWAY  
DISTRICT).

BE IT RESOLVED THAT THE (MAYOR OR CHAIRMAN OF THE COMMISSION) IS HERBY AUTHORIZED AND  
DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)  
THIS (DATE) DAY OF (MONTH, YEAR).

\_\_\_\_\_  
(MAYOR OR CHAIRMAN OF THE COMMISSION)

ATTEST:

\_\_\_\_\_, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,  
TRUE AND CORRECT COPY OF THE RESOLUTION NO. \_\_\_ ADOPTED AT A REGULAR OR SPECIAL MEETING OF  
THE \_\_\_\_\_ HELD ON (DATE) DAY OF (MONTH, YEAR), AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF  
THE (CITY, COUNTY, OR HIGHWAY DISTRICT), THIS (DATE) DAY OF (MONTH, YEAR).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_, CLERK

NAME