

## Local Rural Highway Investment Program: LRHIP FY21 Application

### Idaho Local Highway Jurisdictions

Submittal Deadline (Postmark date via FedEx, UPS or USPS): December 2, 2019

Submittal Deadline (Hand Delivered) December 3, 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)



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Select 1 of these 4 types of LRHIP project applications that applies to your LHJ's project.

*LRHIP Emergency Applications are available separately by request.*

### 4. PROJECT COMPLETION

- 4.1 [Project Document Summary \(PDS\)](#)

### Appendix A – Why a Transportation Planning Project?

# 1. APPLICATION INFORMATION

## 1.1 PROGRAM BACKGROUND:

### 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 roadway infrastructure. The program is funded by an exchange of Federal-aid Rural funds for ITD State 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.

## 1.2 USE OF FUNDS:

Funds are expected to be used within two years of the award. If there is a delay of more than two years, written justification of delays will be required. If the project cannot be completed, the award may be rescinded and/or funds shall be returned.

Eligible uses of funds are as follows:

1. **Construction Projects** include any type of local road or bridge project to improve the condition, safety, or service life of that local road or bridge; from maintenance, up to and including reconstruction. This type of project grant is limited to a maximum of \$100,000. Projects must include road and roadway work. Projects exclusively for pedestrian or drainage improvements are not eligible. **A one-year Hiatus will be applied to those Local Highway Jurisdictions who received LRHIP Construction project awards the previous year. Federal-aid match for construction is considered a construction project. A list of those on the 2021 Construction Hiatus List can be found online <http://lhtac.org/programs/lrhip/>.**
2. **Federal-aid Match Construction Projects** include any type of local road or bridge project that has Federal-aid (or other Federal funds) to improve the condition, safety, or service life of that road or bridge. To apply for this project, you must already be awarded the Federal-aid project, it should be included in the Idaho Transportation Investment Program (or similar program) and must be scheduled for construction within the next two years (from the grant fiscal year). This type of project has a maximum grant amount of \$100,000. Annually, a total of \$200,000 is reserved for this type of project and award is based on need.
3. **Transportation Plans** are described in [Appendix A](#). Funds are to be used to hire a licensed consulting engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan that is over 10 years old. An original Transportation Plan is limited to a \$50,000 award, an update is limited to a maximum of a \$30,000 award. Plans must include an Asset Management plan (iWorQ or approved alternative), if one is not in place. Jurisdictions that choose to use iWorQ should obtain an iWorQ protocol document and collect enough centerline and sign data to ensure the information collected will work in the iWorQ software. Other items to include in the scope are developing a Capital Improvement Plan (CIP) and you are required to invite the ITD District Traffic Engineer to participate. A draft scope of work needs to be approved by the program manager before the check will be issued.

4. [Sign Projects](#) include sign replacement and upgrade projects to bring warning and regulatory signs, sign posts, and pavement markings up to Manual on Uniform Traffic Control Devices (MUTCD) standards. This type of project grant is limited to a maximum of \$30,000.

5. **Emergency Funds.** For emergencies that occur, a separate application is available and can be submitted throughout the year. \$400,000 is reserved annually to fund these projects. Individual grants are limited to \$100,000. Please contact Laila Kral prior to submitting an Emergency Application.

### 1.3 ELIGIBILITY

1. The entity must be a Local Highway Jurisdiction (LHJ), Section 40-113 (3), Idaho Code, with jurisdiction over roadways outside Census Bureau designation of urbanized areas. A list of [ineligible jurisdictions](#) is available on our website <http://lhtac.org/programs/lrhip/>.
2. The Annual Road and Street Financial Report must be submitted. If you did not submit your Annual Road and Street Financial Report, submit the report to the Controller's Office.
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. Jurisdictions not assessing property tax **will not** be eligible.
4. The LHJ should be showing a maximum of 70% user (aka State Funding: fuel tax) and at least 30% non-user (aka Local Funding: property tax, impact fees, interest income) funding of their road budget as shown in the cost responsibility requirements in Chapter 6 of the Idaho Highway Needs Assessment Study Update 1995. Points are still awarded for user/State Funding fees above 70% however, deductions are made. The goal is to reward jurisdictions for funding 30% or more of their road budget with non-user fees.
5. Funds granted should 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, 2020 and September 30, 2021. If this project receives any other funding grants or reimbursements along with the LRHIP grant, that are in excess of the total cost of the project, these excess funds need to be returned to LHTAC for other projects in the State. 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 written letter or email request for an extension is also necessary if the project is not completed before September 30, 2021. There is no penalty for filing an extension.
6. Knowledgeable personnel are very important to you and LHTAC. The Construction Project Application has points available to those Local Highway Jurisdictions who have staff that have graduated from, or are participating in, the Road Scholar/Master Program sponsored by the LHTAC T2, or other training programs. LHTAC T2 transcripts are available online with a user name and password. The LHTAC T2 Center can be reached at 1-800-259-6841 or [www.lhtac.org](http://www.lhtac.org).
7. Upon completion of the project, please complete the [Project Documentation Summary](#) (PDS) form and include project before-and-after **digital photos**. If your project is a Transportation Plan, send one (1) copy of the plan with the PDS.

On June 12, 2009, the Council approved a LRHIP policy which requires that all Local Highway Jurisdictions who have **not** submitted time extension requests or PDS forms by the annual **December Council Meeting** will be sent a letter that states: **unless a time extension request is received by January 1, LHTAC will require repayment of their LRHIP grant, and past projects without a time extension request or a project document summary will be ineligible for future LRHIP grants.**

## 1.4 PROJECT CRITERIA

1. Project must be on a public and local rural highway, Idaho Code Section 40-117(5) and sponsored by a LHJ to be eligible for LRHIP funds.
2. All expenditures of these funds must follow the Idaho Local Governments “Procurement and Public Works Contracting” guidelines available on the LHTAC website in the LRHIP section. Idaho Statutes for Public Works Contractors and Idaho Code for procurement must be followed.
3. There is a maximum limit on the amount of funds available to any one (1) jurisdiction in any given year of \$100,000 (not to include Emergency Funds). It is not the intent of this program to cover the complete cost of a project, but enhance the funding available to improve the investment in the highway project. Only one application per jurisdiction may be submitted annually. **(A one-year Hiatus applies to Construction and Federal-aid Match projects awarded the previous year, however jurisdictions are eligible for other LRHIP funds.)**
4. Funds cannot be used for wages, engineering services, equipment reimbursement, 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) or for Transportation Plan projects.

## 1.5 SELECTION PROCESS

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 November, so that funding obligations can be made in March of the following year.

**Applications (FY21) are due to LHTAC’s office (3330 Grace Street, Boise, ID 83703) by Tuesday, December 3, 2019, 4:30 PM Mountain Time or postmarked via FedEx, UPS or USPS by Monday, December 2, 2019. Applications received after 4:30 PM Mountain Time will not be considered. Electronic submittal of applications will not be accepted.**

Projects may begin after October 1, 2020 (the beginning of FY21). Availability of funds are dependent upon Federal and State appropriations. If you receive an LRHIP grant, please request funds in writing when you are ready to begin your project. Written requests (email or letter) can be made to Laila Kral, Deputy Administrator.

There are five types of projects that LHTAC has identified, four that use this application: Construction Projects, Federal-aid Match, Transportation Plans, Sign Upgrades, and Emergency projects. The Emergency Application can be found at LHTAC.org. Choose **one (1) project** for your Local Highway Jurisdiction. Complete the “[Application Cover Sheet](#)” then identify and complete the proper “[Application Score Sheet](#)” for your type of project and submit the original plus two (2) copies of the application cover sheet and application score sheet to LHTAC.

## **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 expenditures.
3. Recipients may be requested to provide on-site project review with LHTAC staff.
4. The successful applications are considered public information and may be shared as requested.

## 2. APPLICATION CHECKLIST

### 2.1 CHECKLIST AND SUBMITTAL DEADLINE

#### Have you included?

- [LHTAC FY21 LRHIP 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. Label backup information to correspond with the appropriate numbered question.
- Include your project specific application with score sheet.
- Application **must be signed** by the **Mayor** of a City (or designated signatory) or by the **Chairman of the Board** for County or Highway Districts.
- Include additional information or project description.
- Include project map
- Only **one** application can be submitted per jurisdiction annually.
- Application **cannot** be faxed or emailed.
- No spiral bound (or similar) applications will be accepted. No Hard Covers.** 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 Tuesday, December 3, 2019 or postmarked dated by Monday, December 2, 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 [LKral@lhtac.org](mailto:LKral@lhtac.org) if you have any questions.

## 2.2 LHTAC FY21 LRHIP APPLICATION COVER SHEET INSTRUCTIONS

1. Rural Roadway: Indicate YES or NO if this project is on a rural local roadway that is outside urban areas with population of 5,000 or greater.
2. Description of Project: Provide a short description of the project.
3. Total Cost: Indicate the total cost of the project from start to finish. Include supplies, labor, equipment, and contracting services in your total.
4. Amount Applying For: List the amount of LRHIP funds you are applying for.
5. Other Funding: Indicate any other funds that the local will use to pay for this project. Also include the source of that funding. *Example: Federal-aid, General Fund, Local Contributions, Grants, etc.*
6. How will the LRHIP money be used: Specifically list what will be purchased with the LRHIP funds. *Example: Signs and Posts, Engineering Services, Materials for Construction, Contractors, etc.*
7. When will the work be done: List the anticipated start date for this project, month, and year.
8. Bike and Pedestrian Considerations: List what bike and pedestrian considerations have been made regarding this project. It is important to consider all aspects of your transportation system.
9. Other Comments: Please list other comments or considerations.

Application **must be signed** by the **Mayor** of a City (or designated signatory) or by the **Chairman of the Board** for County or Highway Districts.

## 3. APPLICATION

### 3.1 LHTAC FY21 LRHIP APPLICATION COVER SHEET

Project Title: \_\_\_\_\_

Local Highway Jurisdiction Name: \_\_\_\_\_

Local Highway Jurisdiction Address: \_\_\_\_\_

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

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

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

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

1. Project is on a rural local roadway that is outside urban areas with population of 5,000 or greater.  
Yes  No

2. Description of Project:

3. Total cost of the Project: \$ \_\_\_\_\_

4. Amount of money applying for: \$ \_\_\_\_\_

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

\_\_\_\_\_  
(source)

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

7. When will work be done? \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

8. What bike and pedestrian plan considerations have been made regarding this project?

9. Other Comments: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Mayor, Chairman or other designated signatory)



## 3.2 LHTAC FY21 LRHIP CONSTRUCTION PROJECT APPLICATION

### CONSTRUCTION PROJECT APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the Annual Road and Street Financial Report and will be completed by LHTAC Staff.**

1. Road and Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize that the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs, most in need, score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

2. In 1996 a study was completed to determine how transportation systems should be funded (Wilbur Smith Associates). The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction to be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.
3. 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, explain the financial need, highlight any safety benefits associated with the project, and provide a project map.

**Questions 4-7 are related to transportation planning. The LHTAC Council has put a priority on planning, proper maintenance and spending.**

4. 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 within their multi-jurisdictional group, and submit 3 unique letters of support.
5. 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 two pages of their pavement and sign management program data that has been updated within the last three years.

6. A Transportation Plan is the jurisdictions 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 LRHIP funding should be supported by the Transportation Plan. To score the maximum amount of points on this question, the plan should identify the project, or type of maintenance, and be updated or re-adopted within the last 5 years.
7. 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 CIP should identify the project and be updated within the last 5 years.
8. 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 should have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center or completed other in-depth training program), have 40% that have completed at least 2 courses, and have at least one Road Master on staff.
9. LHTAC Council understands that the LRHIP program is highly competitive, and often a LHJ cannot meet all of the requirements to qualify for funding. To help these LHJ's receive funding, points are awarded for LHJ's who have applied for the same project repeatedly. To receive the maximum amount of points, a LHJ must have submitted the same project 5 or more times, and be unsuccessful in receiving funds.
10. The LHTAC Council understands LHJs may not receive any additional funding for years, if ever, through LHTAC. Jurisdictions that have not recently received any 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.



## CONSTRUCTION PROJECT APPLICATION SCORE SHEET

	Y	N	Pts Available	LHTAC use only
<b>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF.</b> IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD & STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.				
1. Line 64 CLOSING BALANCE Line 65 Funds obligated for specific future projects* _____ Line 66 Funds retained for general funds and operations _____ <b>Line 67 ENDING BALANCE</b> _____ <b>% for Future Projects = Line 65/Line 64</b> _____ *Please <b>provide list</b> of future projects with values			0-10	
2. Line 11 TOTAL LOCAL (non-user) FUNDING _____ Line 17 TOTAL STATE (user) FUNDING _____ Line 18 SECURE RURAL SCHOOLS _____ Line 24 TOTAL RECEIPTS _____ <b>LOCAL (Non-User %) = Line 11+Line 18 / Line 24</b>			0-10	
3. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, and the overall impact to the system. Include a project map.			0-15	
4. 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 LRHIP 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	
5. 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.			0-5	
6. Is your project supported by your Transportation Plan? If yes, attach cover page (dated) and <b>only</b> pages related to this project.			0-5	
7. 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.			0-5	
8. How many employees* participate in the LHTAC T2 Road Scholar/Master program or other training programs? ____ (Transcripts will be pulled from LHTAC T2 System) Number of full time road maintenance employees ____ (provide names of all road employees) # completed Road Scholar _____ # completed Road Master _____ # enrolled _____ (Must have comp at least 2 courses) *If you are a city and a neighboring agency maintains your roads <b>and</b> will be completing your work, please report their numbers. Please provide information/agreement demonstrating how neighboring agency provides services.			0-5	
9. Have you unsuccessfully submitted an LRHIP application for this construction project? If yes, what year(s)? _____			0-3	
10. What year did your jurisdiction last receive funding (award year) through LHTAC (Federal-aid/LRHIP)? LRHIP Years _____ Federal-aid Years _____			0-2	
<b>TOTAL SCORE</b>			<b>70 TOTAL POINTS</b>	



## CONSTRUCTION PROJECT APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
1. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
2. Annual Road and Street Financial Report Local (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
3. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, and the overall impact to the system. Include a project map.	15 10-14 5-9 0-4	Excellent desc. including importance, need, safety & financial benefit, + map Excellent desc. including importance, need & financial benefit Adequate description of need/benefit Poor description of need/benefit
4. Are you involved with an active multi-jurisdictional transportation group?	5-10 4 2-3 0-1	Involved with multi-group, ranked, share resources, minutes, examples, plus 3 quality letters of support Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, share resources Involved with multi-group or shared resources
5. Do you have a pavement and/or sign management program?	5 4 3 2 1	Pavement & sign mgmt updated w/i 3 years (if no paved roads, award maximum) 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
6. Is your project supported by your Transportation Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
7. Is this project shown on your 5-year Capital Improvement Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
8. Have any of your employees participate in the LHTAC T2 Road Scholar/Master program or other training programs? <i>*Add points together for completed + enrolled (Potential for 6 points)</i> If using neighboring agency for work, must provide agreement or information on how cooperation and service agreement operates.	3 2 1 0 2 1 0 0 1	≥ 40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥ 40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes Bonus point if anyone has completed Road Master
9. Have you unsuccessfully submitted an LRHIP application for this construction project?	3 2 1	5+ times 3-4 times 1-2 times
10. What year did your jurisdiction last receive funding through LHTAC (Federal-aid or LRHIP)?	2 1 0	Never 10 years or more Within the last 10 years



## 3.3 LHTAC FY21 LRHIP FEDERAL-AID MATCH APPLICATION

### FEDERAL-AID MATCH APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the Annual Road and Street Financial Report and completed by LHTAC Staff.**

1. Road and Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs, most in need, score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

2. In 1996 a study was completed to determine how transportation systems should be funded (Wilbur Smith Associates). The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction to be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.
3. 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.



## FEDERAL-AID MATCH APPLICATION SCORE SHEET

	Y	N	Pts Available	LHTAC use only
What is the amount your agency is requesting?				
On your Agency's Annual Road and Street Financial Report, is line 64 in excess of your match request?				If NO proceed to the next question. If YES, not eligible.
On your Agency's Annual Road and Street Financial Report, is line 66 Retained for General Funds and Operation greater than 25% of Line 61 Total Disbursements?				If NO proceed to the next question. If YES, provide explanation.
On your Agency's Annual Road and Street Financial Report, is line 65 Funds Obligated for Future Projects in excess of your match requested? <i>Use most recent year submitted.</i>				If NO proceed to the next question. If YES, provide explanation.
<i>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD &amp; STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>				
1. Line 64 CLOSING BALANCE _____ Line 65 Funds obligated for specific future projects* _____ Line 66 Funds retained for general funds and operations _____ <b>Line 67 ENDING BALANCE</b> _____ <b>% for Future Projects = Line 65/Line 64</b> _____ *Please provide list of future projects with values _____			0-10	
2. Line 11 TOTAL LOCAL (non-user) FUNDING _____ Line 17 TOTAL STATE (user) FUNDING _____ Line 18 SECURE RURAL SCHOOLS _____ Line 24 TOTAL RECEIPTS _____ <b>LOCAL (Non-User %) = Line 11+Line 18 / Line 24</b> _____			0-10	
3. Project Description. Explain the need for the project, the importance to your agency and the financial situation that led to this request. What happened to cause your agency to not be able to meet the match commitment? Limit to <b>2 pages max.</b>			0-20	
<b>TOTAL SCORE</b>			<b>30 TOTAL POINTS</b>	



## FEDERAL-AID MATCH APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
1. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
2. Annual Road and Street Financial Report Local (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
3. Project Description.	15-20 6-14 0-5	Excellent description of need, benefit & financial situation Adequate description of need, benefit, financial Poor description of need, benefit, financial



## 3.4 LHTAC FY21 LRHIP TRANSPORTATION PLANS APPLICATION

### TRANSPORTATION PLAN APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the Annual Road and Street Financial Report and completed by LHTAC Staff.**

1. Road and Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs, most in need, score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

2. In 1996 a study was completed to determine how transportation systems should be funded (Wilbur Smith Associates). The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction to be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.

**Questions 3-4 are related to transportation planning. The LHTAC Council has put a priority on planning, proper maintenance and spending.**

3. 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, and have their project ranked in the top three within their multi-jurisdictional group.
4. 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 two pages of their pavement and sign management program data that has been updated within the last three years.
5. LHTAC Council understands that the LRHIP program is highly competitive, and often a LHJ cannot meet all of the requirements to qualify for funding. To help these LHJ's receive funding, points are awarded for LHJ's who have applied for the same project repeatedly. To receive the maximum amount of points, a LHJ must have submitted the same project 5 or more times, and be unsuccessful in receiving funds.
6. The LHTAC Council emphasizes the importance of having an updated transportation plan. Jurisdictions that have not received funding for a transportation plan or it has been more than ten years since they have received funding are eligible for additional points.



## TRANSPORTATION PLANS APPLICATION SCORE SHEET

	Y	N	Pts Available	LHTAC use only
<b>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD &amp; STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</b>				
1. Line 64 CLOSING BALANCE Line 65 Funds obligated for specific future projects* _____ Line 66 Funds retained for general funds and operations _____ <b>Line 67 ENDING BALANCE</b> _____ <b>% for Future Projects = Line 65/Line 64</b> _____ *Please provide list of future projects with values _____			0-10	
2. Line 11 TOTAL LOCAL (non-user) FUNDING _____ Line 17 TOTAL STATE (user) FUNDING _____ Line 18 SECURE RURAL SCHOOLS _____ Line 24 TOTAL RECEIPTS _____ <b>LOCAL (Non-User %) = Line 11+Line 18 / Line 24</b> _____			0-10	
3. Are you involved with an active multi-jurisdictional transportation group? (include first page of minutes or attendance for the last year of meetings) Was your project rated in the top 3 LRHIP 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> )			0-10	
4. 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.			0-5	
5. Has your agency applied for an LRHIP Transportation Plan Grant in the past for this project? If yes, year(s) applied _____			0-20	
6. Are you applying to fund your first plan? Do you have an existing plan? Y____ N____ If yes, what year was it funded? _____ Has it been updated at all? Y____ N____ If yes, what years? _____			0-10	
<b>TOTAL SCORE</b>			<b>65 TOTAL POINTS</b>	

### Additional Questions

- Have you ever had a Transportation Plan? Yes  No   
 Was it solely for your LHJ or jointly with another agency? \_\_\_\_\_  
 What year was it completed? \_\_\_\_\_  
 What was the source funding? \_\_\_\_\_
- Have you participated in a Transportation Plan with a County, Highway District, or City? Yes  No   
 How was it funded? \_\_\_\_\_
- If you've previously had a plan, why do you need another plan? (**1-page max**)



## TRANSPORTATION PLANS APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
1. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
2. Annual Road & Street Financial Report LOCAL (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
3. Are you involved with an active multi-jurisdictional transportation group?	5-10 4 2-3 0-1	Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, share resources Involved with multi-group or shared resources
4. Do you have a pavement management and/or sign management program?	5 4 3 2 1	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
5. Has your agency applied for an LRHIP Trans. Plan Grant for this project in the past?	20 15 10	Applied more than twice Applied twice before Applied once before
6. Are you applying to fund your first plan? Do you have an existing plan? Has it been updated at all?	10 3-4 1-2	Yes, applying for first plan Older than 10 years, but has had update Older than 10 years with no update



## 3.5 LHTAC FY21 LRHIP SIGN PROJECT APPLICATION

### SIGN PROJECT APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the Annual Road and Street Financial Report and completed by LHTAC Staff.**

1. Road and Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs, most in need, score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

2. In 1996 a study was completed to determine how transportation systems should be funded (Wilbur Smith Associates). The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction to be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.

**Questions 3-6 are related to transportation planning. The LHTAC Council has put a priority on planning, proper maintenance and spending.**

3. 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 within their multi-jurisdictional group, and submit 3 unique letters of support.
4. 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 two pages of their pavement and sign management program data that has been updated within the last three years.
5. A Transportation Plan is the jurisdictions 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 LRHIP funding should be supported by the Transportation Plan. To score the maximum amount of points on this question, the transportation plan should identify the project and be updated or re-adopted within the last 5 years.



6. 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 CIP should identify the project and be updated within the last 5 years.
7. The emphasis for sign funding is to replace and/or update, warning and regulatory signs. To receive the maximum amount of points, all of the signs being requested for replacement would be Warning and/or Regulatory Signs.
8. Safety is an important element to consider in all projects. This question rewards LHJs for considering safety within their sign projects. Also, other elements that may be a benefit to your community.



## SIGN PROJECT APPLICATION SCORE SHEET

	Y	N	Pts Available	LHTAC use only
<b>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD &amp; STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</b>				
1. Line 64 CLOSING BALANCE _____ Line 65 Funds obligated for specific future projects* _____ Line 66 Funds retained for general funds and operations _____ <b>Line 67 ENDING BALANCE</b> _____ <b>% for Future Projects = Line 65/Line 64</b> _____ *Please provide list of future projects with values			0-10	
2. Line 11 TOTAL LOCAL (non-user) FUNDING _____ Line 17 TOTAL STATE (user) FUNDING _____ Line 18 SECURE RURAL SCHOOLS _____ Line 24 TOTAL RECEIPTS _____ <b>LOCAL (Non-User %) = Line 11+Line 18 / Line 24</b>			0-10	
3. 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 rated in the top 3 LRHIP 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	
4. 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.			0-5	
5. Is your project supported by your Transportation Plan? If yes, attach cover page (dated) and <b>only</b> pages related to signing.			0-5	
6. Is this project shown on your 5-year Capital Improvement Plan? If yes, attach cover page (dated) and <b>only</b> pages related to signing.			0-5	
7. What percent of this project is to replace Warning and/or Regulatory signs? (% of Warning/Regulatory signs x 20 pts = __) % should be based on cost. Please submit cost calculations and the number of each type of sign.			0-20	
8. Does your project include any other (safety or other) related signing aspects? Other signs%_____, Overhead guide signs_____, Street name signs _____ Attach <b>1-page</b> description explaining safety or community related benefits.			0-5	
<b>TOTAL SCORE</b>			<b>70 TOTAL POINTS</b>	



## SIGN PROJECT APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
1. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
2. Annual Road and Street Financial Report LOCAL (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
3. Are you involved with an active multi-jurisdictional transportation group?	5-10 4 2-3 0-1	Involved with multi-group, ranked, share resources, minutes, examples, plus 3 quality letters of support Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, share resources Involved with multi-group or shared resources
4. Do you have a pavement and/or sign management program?	5 4 3 2 1	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
5. Is your project supported by your Transportation Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6. Is this project shown on your 5-year Capital Improvement Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
7. What % of this project is to replace Warning and/or Regulatory signs?	0-20	% of warning/regulatory X 20 points
8. Does your project include any other signing aspects?	5 0-4	Community Benefit Plus Safety Community Benefit

## PROJECT COMPLETION

### 4.1 PROJECT DOCUMENT SUMMARY (PDS)

**Local Rural Highway Investment Program (LRHIP)  
Project Documentation Summary  
(Submit this form upon completion of project)**

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

Project Name & Type: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_  
(Construction, Federal-aid Match, Signs, Transportation Plan, Emergency Relief)

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

\*Any project may be audited for accuracy in expenditures related to the project.

If no, have excess funds been returned to LHTAC? Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(City Mayor (or signatory) 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: [lkral@lhtac.org](mailto:lkral@lhtac.org). If your project is a Transportation Plan, mail one (1) copy of the plan to Laila Kral along with this form.

**Local Highway Technical Assistance Council  
3330 Grace Street  
Boise, ID 83703**

## 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 should 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. Any program can be used however, the data must be sent to LHTAC in a format that can be submitted to iWorQ.

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 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 strays 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

For more detailed information see LHTAC's manual on *Transportation Plan* on our website:  
<http://lhtac.org/resources/manuals/>