



# URBAN CONSTRUCTION



**Local Highway Technical Assistance Council**

3330 Grace Street

Boise, Idaho 83703

208-344-0565

Fax 208-344-0789

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



**Local Highway Technical Assistance Council**

**FY21 URBAN  
CONSTRUCTION  
APPLICATION DEADLINE  
JANUARY.11.2021**



**Submittal Deadline (Postmark date via FedEx, UPS or USPS): January 7, 2021**

**Submittal Deadline (Hand Delivered): January 11, 2021 4:30 p.m. MST**

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## 1. APPLICATION INFORMATION

### 1.1 PROGRAM BACKGROUND

#### URBAN PROGRAM

Surface Transportation Program (STP) Urban funds are allocated for projects in urban areas with populations greater than 5,000 and less than 50,000 as determined by the US Census Bureau. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban collectors or arterials. The local match requirement is 7.34%.

The Federal Highway program dedicates funds to urban areas. The Traffic Management Area (TMA), northern Ada County, has dedicated funds since the population is over 200,000. The other urban fund allocation, for urban areas between 5,000 and 200,000, is divided using population data between the five metropolitan planning organizations (MPOs) and all other urban areas. These funds are balanced throughout the state by the Urban Balancing Committee which consist of the 5 MPO's and LHTAC representing the smaller urban areas between 5,000 and 50,000 in population.

The 17 smaller urban areas, between 5,000 and 50,000 populations, receive urban funds through LHTAC in a statewide competitive application process. These urban areas include 26 cities.

Due to limited funds, LHTAC will only program \$3M or less for construction and construction engineering or provide \$3M toward a project funding package. The local jurisdiction can provide additional funds above and beyond the match requirement for larger projects.

### 1.2 USE OF FUNDS

Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), overlays, or [chip sealing](#) projects. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate. There is another application for small urban transportation plans.

### 1.3 ELIGIBILITY

The 17 smaller urban areas, between 5,000 and 50,000 populations are eligible to apply. Surface Transportation Program (STP) Urban funds are allocated for projects in urban areas with populations of 5,000 or greater. These funds are to be used on roads with a functional classification of arterial or collector. LHTAC will review urban funding balances and small urban areas that are eligible will be invited to apply when funding allows.

### 1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at time of application since the federal regulations allow urban funding to be spent on arterials (SMA) and collectors (STC) with only a portion of the funds allowed on minor collectors. Each county has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to ITD website at the link below for all roadway classifications: <https://iplan.maps.arcgis.com/home/webmap/viewer.html?webmap=3321e504a78549e79ac76e3984c90295>



# URBAN CONSTRUCTION

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

Regional multi-jurisdiction transportation planning is intended for the urban area and typically the surrounding areas of impact. An application for funds will receive a higher rating when entities are involved in the transportation planning process. Regional multi-jurisdiction transportation planning should look at the long term needs (20-year horizon) as well as, the short-term (5-year) needs. Membership could include Cities, Counties, Highway Districts, US Forest Service, Legislators, Bureau of Land Management, Native American Tribes, Department of Lands, etc. The ITD district transportation planners and LHTAC staff are available to facilitate the development of multi-jurisdictional transportation planning groups.

Knowledgeable and well-trained personnel are very important to you and LHTAC. The Application Rating Criteria awards points to jurisdictions that have staff who have graduated from the Road Scholar/Road Master Program sponsored by the LHTAC T2 or other recognized programs. T2 transcripts are available online with a user name and password. The LHTAC T2 Center can be reached at 208-344-0565 or at [www.LHTAC.org](http://www.LHTAC.org).

## 1.5 SELECTION PROCESS

Applications are available online at [www.LHTAC.org](http://www.LHTAC.org) beginning in September. Urban areas will be invited to apply. 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.

These applications are read, evaluated, and scored by LHTAC Staff and Council. Every year we receive many applications, so please review the application requirements and please submit only the information requested.

## LHTAC Application And ITIP Development Calendar



September	October	November	December
LHTAC Applications Available			

January	February	March	April	May	June	July	August	September	October	November	December
LHTAC Applications Due		LHTAC Grading Period	Urban Balancing Committee Prioritizes Projects	IT Board Reviews Targets & Receives Requests	IT Board Reviews Draft ITIP	Draft ITIP Available for Public Review	ITD Develops ITIP while incorporating Public Comments	ITD Submits ITIP for Board Approval	Board-Approved ITIP Provided to Idaho Legislature as the 5 Year Plan	Board-approved ITIP Submitted to the FHWA and the FTA	FHWA and the FTA Approve the ITIP Federal Submittal Document



## 2. APPLICATION CHECKLIST

### 2.1 CHECKLIST AND SUBMITTAL DEADLINE

#### Have you included?

- [LHTAC FY21 Urban Construction 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 FY21 Urban Construction Application Score Sheet](#) and supporting documents
- A **written statement** explaining the need for this project as part of your transportation network (**One page maximum**)
- [Vicinity Map for Urban Project Application](#) (See Sample)
- Letters of Support
- The [Resolution](#), signed by the proper authority (See Sample)

Only one application can be submitted per urban area 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** of the 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 11, 2021 or postmarked dated by Thursday, January 7, 2021.** 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 Scott Ellsworth at 208-344-0565 or by email at [sellsworth@lhtac.org](mailto:sellsworth@lhtac.org) if you have any questions.



# URBAN CONSTRUCTION

## 2.2 LHTAC URBAN CONSTRUCTION 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 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.
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 as shown here:  
<https://iplan.maps.arcgis.com/home/webmap/viewer.html?webmap=3321e504a78549e79ac76e3984c90295>
7. **Location of Project:** Federal funds may only be used on a roadway that is classified as a collector or arterial. The functional class number should be used in this blank. 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 in miles.
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.



# URBAN CONSTRUCTION

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 a span along the roadway centerline of 20-feet or greater, provide the following information:
  - 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.
  - C. The condition rating is also shown on the bridge inspection form supplied by the Idaho Transportation Department on line 58, 59, & 60.(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 FY21 URBAN CONSTRUCTION APPLICATION COVER SHEET:

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

2. Requested Construction Year: \_\_\_\_\_ 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

5. Category

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

**\*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
- Urban major collector
- Minor collector



# URBAN CONSTRUCTION

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

Route # \_\_\_\_\_, STA or STC # \_\_\_\_\_

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

Project Termini:

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

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

## 8. TECHNICAL INFORMATION:

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)
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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: \_\_\_\_/\_\_\_\_/\_\_\_\_



# URBAN CONSTRUCTION

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. Bridge Condition: Deck Condition (58) \_\_\_\_\_

Super Structure Condition (59) \_\_\_\_\_

Sub Structure Condition (60) \_\_\_\_\_

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



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## 3.2 ITD 2435 Local Federal-Aid Project Request

### Instructions

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. 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 cost 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)					
Character of Proposed Work (Mark Appropriate Items)					
Excavation	Bicycle Facilities	Utilities	Sidewalk		
Drainage	Traffic Control	Landscaping	Seal Coat		
Base	Bridge(s)	Guardrail			
Bit. Surface	Curb & Gutter	Lighting			
Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)					
Preliminary Engineering (ITD 1150, Line 1) \$					
Right-of-Way (ITD 1150, Line 2) \$					
Construction (ITD 1150, Line 18) \$					
Preliminary Engineering By:      Sponsor Forces      Consultant					
Checklist (Provide Names, Locations, and Type of Facilities)					
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
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<b>Additional Information to be Furnished by the District</b>					
Functional Classification	Terrain Type	20	ADT/DHV		



# URBAN CONSTRUCTION

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

Round Estimate to the Nearest \$1,000

Key Number		Project Number			Date																																																																																																																																																																																																																																																
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## 3.4 LHTAC FY21 URBAN CONSTRUCTION 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 Local Highway Jurisdiction (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 roadways with 1,000 ADT or above.

# URBAN CONSTRUCTION

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.





# URBAN CONSTRUCTION

## 3.6 LHTAC FY21 URBAN CONSTRUCTION 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 Urban funds 1-2 years ago, Urban funds

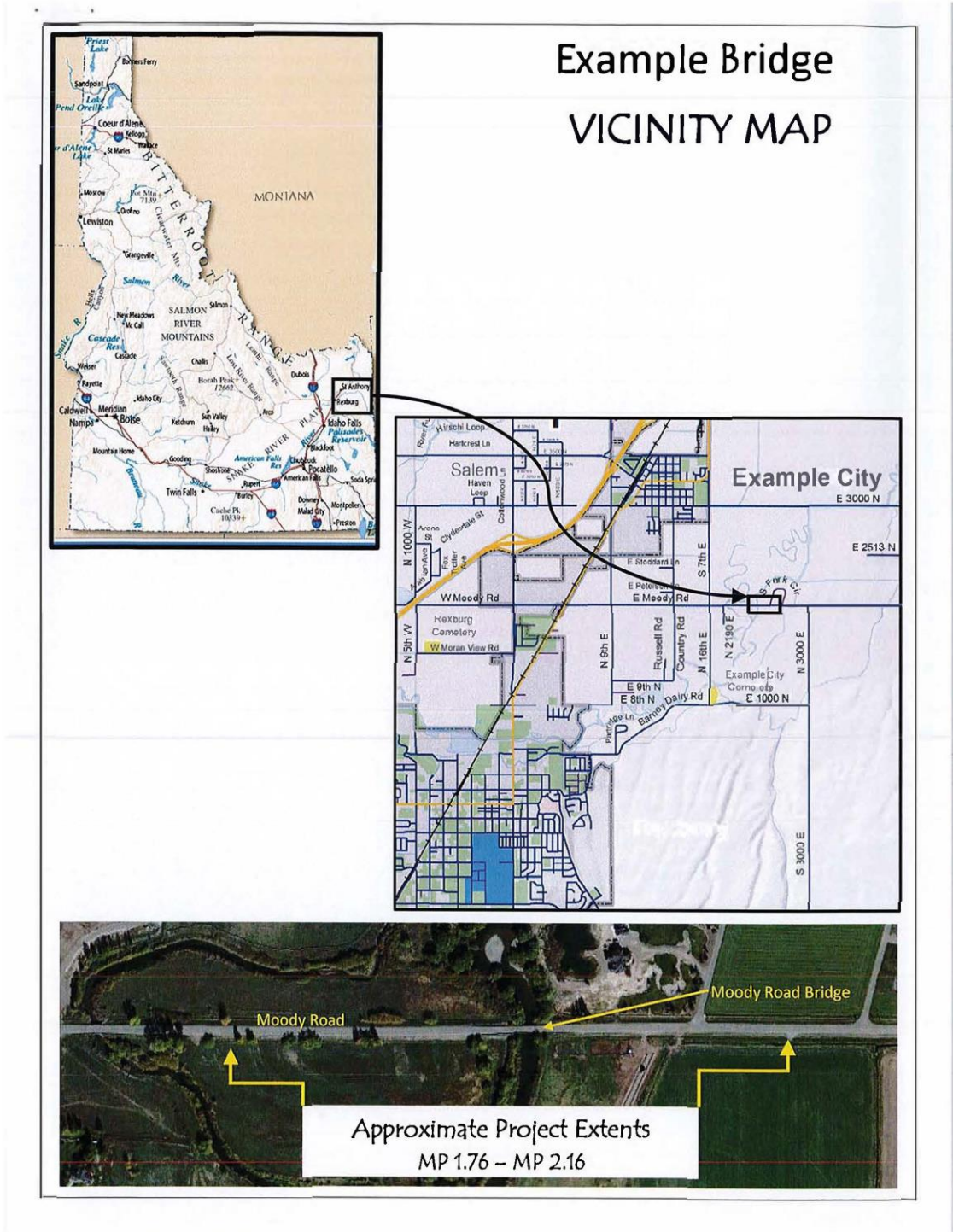
Total Possible 72



# URBAN CONSTRUCTION

## 4. SAMPLE DOCUMENTS

### 4.1 VICINITY MAP





# URBAN CONSTRUCTION

## 4.2 SAMPLE RESOLUTION

### CITY RESOLUTION

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL  
MEETING OF THE (COUNCIL) OF THE  
(CITY) 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), 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