



# URBAN TRANSPORTATION



**Local Highway Technical Assistance Council**

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**Local Highway Technical Assistance Council**

**FY21 URBAN  
TRANSPORTATION PLANS  
APPLICATION DEADLINE  
JANUARY.11.2021**



# URBAN TRANSPORTATION

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

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

## INCLUDED IN THIS PACKET

### 1. APPLICATION INFORMATION

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1.2 [Use of Funds](#)

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### 3. APPLICATION

3.1 [LHTAC FY21 Urban Transportation Plan Application Cover Sheet](#)

3.2 [LHTAC FY21 Urban Transportation Plan Application Question Rationale](#)

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3.4 [LHTAC FY21 Urban Transportation Plan Application Rating Criteria](#)

### 4. SAMPLE RESOLUTION

**APPENDIX A – Why a Transportation Plan?**



## 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. Current urban areas are based on the 2010 census. Funds may be used for a new or updated Transportation Plan encompassing the entire urban area. 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 separate 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.

### 1.2 USE OF FUNDS

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

[Transportation Plans](#) are described in [Appendix A](#). Funds are used to hire a licensed consulting engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan. These new 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.

### 1.3 ELIGIBILITY

The 17 smaller urban areas, between 5,000 and 50,000 populations are eligible to apply.

### 1.4 PROJECT CRITERIA

Transportation Plan must include the entire small urban area as defined by US Census Bureau and boundaries approved by FHWA. To become a real asset to decision making a Transportation Plan should include the following:

- 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.



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## 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 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 Transportation Plan 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
- [LHTAC FY21 Urban Transportation Plan Application Score Sheet](#) and supporting documents
- A **written statement** explaining the need for this transportation plan as part of your transportation network (**One page maximum**)
- 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.



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## 2.2 LHTAC FY21 URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as a sponsor, give the project.
2. Local Highway Jurisdiction: Enter the jurisdiction name, address, and the **contact person** if we have questions regarding the project application.
3. Have you ever had a Transportation Plan? This question is to help us understand if you have had a plan previously and if it covered just your jurisdiction or the entire urban area. A previous plan might have been funded by Federal-aid, LRHIP, or local funds.
4. Have you participated in a Transportation Plan with a County? Many Counties have a transportation plan that may include the cities and/or highway districts within their boundary. The county plan could have been funded by Federal-aid, LRHIP or local funds.



## 3. APPLICATION

### 3.1 LHTAC FY21 URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET:

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

2. 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.**

3. Have you ever had a Transportation Plan?

Yes  No

Was it solely for your jurisdiction or jointly with another agency? \_\_\_\_\_

What year was it completed? \_\_\_\_\_

What was the source of funding? \_\_\_\_\_

4. Have you participated in a Transportation Plan with a County?  Yes  No  Unknown

How was it funded?



## 3.2 LHTAC FY21 URBAN TRANSPORTATION APPLICATION QUESTION RATIONALE

1. To score the maximum amount of points, this Transportation Plan description should identify all jurisdictions within the urban area that are participating in the plan and how will be used for future transportation decisions. If your area had a plan or was included in a county wide plan, explain why another plan is needed.
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. To score the maximum amount of points on this question, the urban area would not have a Transportation Plan.
5. Transportation plans should be updated as the community changes. To score maximum amount of points on this question, the urban area would not have an updated transportation plan or at least has not been updated in the last 10 years.
6. 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 2 courses, and have at least one Road Master on staff.



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7. 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.
8. 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. A LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.



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## 3.3 LHTAC FY21 URBAN TRANSPORTATION PLAN APPLICATION SCORE SHEET

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

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

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

	Y	N	Pts Available	LHTC use only
1. Provide a description of the proposed transportation plan. Include the importance and need of the plan, what jurisdictions are included, and how you anticipate using the plan for future transportation projects. If you had a previous plan, why would you need another plan?			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. When was your Transportation Plan created?  Year _____			0-15	
5. When was your Transportation Plan last updated? Year _____			0-15	
6. How many of your employees* participated in the LHTAC T2 Road Scholar/Master program or other training programs? (Include transcripts) Number of full time road maintenance 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			0-5	
7. 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? _____			0-5	
8. 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



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## 3.4 LHTAC FY21 URBAN TRANSPORTATION PLAN 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 transportation plan. Include the importance and need of the plan, what jurisdictions are included, and how you anticipate using the plan for future transportation projects project, the regional benefit, the economic benefit, and the overall impact to the system.	15 10-14 5-9 0-4	Excellent desc. including agency & future benefit Excellent desc. including agency Adequate description of need/benefit Poor description of need/benefit
2.	Are you involved with an active multi-jurisdictional transportation group?	6-10  1-5 0	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.	When was your Transportation Plan created? Year _____	15 0	Do not have a plan created over 10 years ago Created with last 2 years
5.	5. When was your Transportation Plan last updated? Year _____	11-15 5-10 1-5 0	No plan or updated over 10 years ago Updated 5 to 10 years ago Updated within 5 years Updated this year
6.	How many of your employees* participated in the LHTAC T2 Road Scholar/Master program or other training programs?  *Add points together for trained + enrolled (Potential for 6 points)	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
7.	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?	5 0	Yes No
8.	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



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## 4. 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



## 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 considering 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. The 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



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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/>