



**Local Highway Technical Assistance Council**

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**Local Highway Technical Assistance Council**

**FY23 LHSIP**  
**APPLICATION DEADLINE**  
**JANUARY.14.2021**

**Submittal Deadline: January 14, 2021 4:30 p.m. MST**

## **INCLUDED IN THIS PACKET**

### **1. APPLICATION INFORMATION**

1.1 [Program Background](#)

1.2 [Use of Funds](#)

1.3 [Eligibility](#)

### **2. APPLICATION CHECKLIST**

2.1 [Analyzing the Data](#)

2.2 [Completing the Application](#)

2.3 [Limit and Exclusions](#)

### **3. APPLICATION**

3.1 [FY23 Local Highway Safety Improvement Program Application](#)

3.2 [ITD 2435 Local Federal-aid Project Request](#)

3.3 [ITD 1150 Project Cost Summary Sheet](#)

3.4 [ITD 1983 Local Public Agency's Certificate of Completion of Right-of-Way Activities](#) (if applicable)

### **4. ADJUSTMENTS AND DISTRIBUTION**

4.1 [Project Adjustments](#)

4.2 [Distribution](#)

## 1. APPLICATION INFORMATION

### 1.1 PROGRAM BACKGROUND

#### Local Highway Safety Improvement Program (LHSIP)

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at eliminating Fatal and Serious Injury (Type A) crashes on the roadway system. Local Highway Jurisdictions (LHJs) receive approximately \$8.9M of State HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. Local Highway Jurisdictions (LHJs) with a Fatal and/or Serious Injury (Type A) crash from 2015-2019 are eligible for the program. LHJs that have experienced at least one Fatal or Serious Injury (Type A) crash over the last five years are eligible to apply. Qualifying LHJs are identified by LHTAC and notified each fall to begin the application process. This federally funded program requires a local match, not to exceed 7.34%.

### 1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate. Changes to the project scope that alter the LHSIP project originally applied for may not be eligible to receive additional funding and the applicant may be responsible for the cost.

LHSIP funds can be used for a variety of safety-related projects that can reduce the number of crashes in the area identified. The potential project can be systemic or single site and shall be aimed at improving safety at location/s which experienced a Fatal or Serious Injury (Type A) over the past five years.

Some examples of potential projects include:

|                               |  |                            |
|-------------------------------|--|----------------------------|
| New durable pavement markings | Traffic or pedestrian crossing signals | Pedestrian crossing        |
| New or increased signing      | Access control                         | Shoulder widening          |
| Flashing beacon               | Guardrail                              | Retroreflective backplates |
| Lighting improvements         | Road safety audit                      | Road diets                 |

### 1.3 ELIGIBILITY

Eligibility is based on qualifying crashes each LHJ has had over the past five-year period. LHJs that have experienced at least one Fatal and/or Serious Injury (Type A) crash in that period are eligible to apply. A list of eligible LHJs is posted on our website. LHJs will be notified of their eligibility.

## 2. APPLICATION CHECKLIST

### 2.1 ANALYZING THE DATA

1. The crash data is available online at <http://gis.lhtac.org/safety> or by visiting <http://lhtac.org/programs/lhsip/>, listed under downloadable forms, supplemental, select to the bottom of the page and selecting “crash data”.
2. Once you have accessed the Idaho Local Road Crash Data site, select your ITD District, and then your jurisdiction in the upper left corner.
3. The map will zoom to your Local Highway Jurisdiction and the crashes can be viewed. You may select an individual crash or using the mouse, select a group of crashes. Crash information will display below the map.
4. You may sort your crash information by selecting any of the headings.
5. You may apply additional filters to crash data by selecting “Advanced Filters” from the top left corner. (If assistance is needed, please contact LHTAC.)
6. Determine the type of crash you would like to address with your improvement.
7. Count amount of each type of crash severity, in desired area/location of safety improvements (Fatal, Type A, Type B, Type C, Property Damage Only (PDO)).
8. Using your experience, area knowledge, and the FHWA Crash Reduction Factor Toolkits or CMF Clearinghouse, select a Crash Reduction Counter Measure and Crash Reduction Factor (CRF) for the area/location you have chosen to address. You may propose implementing more than one Counter Measure in an area. The CRFs will be added together but are capped at a total CRF of 60% (will automatically add and cap at 60% on application).
  - We highly encourage you to look at systemic (grouped location or corridor) improvements rather than single site locations. Example: Using crash data at one intersection and applying improvements to multiple intersections with the same characteristics.
  - If you cannot determine what countermeasure is appropriate, please contact LHTAC for assistance.
  - A small amount of funds may be used for Road Safety Audits (RSA). Contact LHTAC to discuss your potential RSA application prior to submittal.

## 2.2 COMPLETING THE APPLICATION

1. Complete the application worksheet (excel form) with data collected. The top portion is the Local Highway Jurisdiction (LHJ) contact information.

Access application online <http://lhtac.org/programs/lhsip>, or email [kkuther@lhtac.org](mailto:kkuther@lhtac.org) for a copy to be emailed to you.

- Line 1 – Type of project (Single Site, Systemic, or Road Safety Audit)
  - Line 2 – Number of Fatal Crashes
  - Line 3 – Number of Type A Crashes
  - Line 4 – Number of Type B Crashes
  - Line 5 – Number of Type C Crashes
  - Line 6 – Number of Property Damage Only (PDO) Crashes
  - Line 7 – Counter Measure 1, Crash Reduction Factor 1, Service Life 1, Project Cost 1
  - Line 8 – Counter Measure 2, Crash Reduction Factor 2, Service Life 1, Project Cost 2
  - Line 9 – Counter Measure 3, Crash Reduction Factor 3, Service Life 1, Project Cost 3
- \*Please note that project cost should include Environmental, LHTAC, CE&I and ITD portion of costs. Cost adjustments can be made by LHTAC staff after the application has been received.
- RESULT (Red Box) – Automatically calculates Cost/Benefit Ratio.
  - Additional Question – 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 the point of contact for your plan?

2. Complete a one-page project description explaining the need, location, type of countermeasure, calculated match amount, and other pertinent information to your project. If installation of signs is part of your safety project application, include in the project description the post type and/or mounting requirements used in your jurisdiction. Be sure to indicate if there are additional stakeholders (BLM, Forrest Service, Tribal, etc.) and if they have already been contacted.

3. Complete [ITD 2435 Form](#), [ITD 1150 Form](#), and [ITD 1983 Form](#) (if applicable) for your proposed project.

4. Include a one-page vicinity map showing project location(s).

5. Funded projects are for the Fiscal Year 2023. The projects are federally funded and may require a 7.34% local match. Please include the estimated match amount in your one-page project description.

**6. Minimal right-of-way acquisition is now an eligible item for LHSIP funding.** To be eligible, right-of-way acquired must be directly related to the Crash Reduction Factor (CRF) indicated on the application. If the project does not require right-of-way please submit the ITD 1983 form with the application. If right-of-way acquisition is anticipated then omit the ITD 1983 form.

7. LHSIP funds can be used for design and/or construction. To assist in managing the LHSIP program, LHTAC may place the project development and construction of awarded projects in different Fiscal Years. The applicant will be made aware of any proposed changes prior to them being executed. All projects must meet Federal and State standards, signal warrants, and ADA requirements.

## 2.3 LIMITS AND EXCLUSIONS

1. Applications for projects must include a Fatal or Serious Injury (Type A) crash. Projects without a Fatal or Serious Injury (Type A) crash will be removed from consideration.
2. Typically, you cannot apply to improve an intersection or location if that location has previously been awarded LHSIP funds. Some exceptions may be made. If you think you may be eligible for additional funding, contact LHTAC to discuss prior to submitting an application.
3. If applying for a signal, a current warrant analysis must have been completed, and warrants must be met. A copy of the warrant analysis is required with the application submittal.
4. If applying for a project at the intersection of a state road, the LHJ must have contacted ITD and ITD must agree to pay their appropriate share.
5. LHSIP funding is limited to \$1,500,000 per LHJ for each application year.
6. Service life indicated for any Safety Countermeasure in each application may not exceed 20 years.
7. **Applications for a project with wetland impacts will be reviewed and considered.** Anticipated project impacts are to be clearly defined on the application and have a direct correlation to the safety improvement for which you applied. Wetland impacts must be less than 1/10 acre or the project will not be considered for LHSIP funding.

## 3. APPLICATION

### 3.1 FY23 LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM APPLICATION

The actual application is in Microsoft Excel and has built-in formula calculators. A copy of the form can be found online at [www.lhtac.org/programs/lhsip/](http://www.lhtac.org/programs/lhsip/).

Eligible jurisdictions are not limited to the number of applications they can submit.

Please submit applications electronically by emailing the package to [applications@lhtac.org](mailto:applications@lhtac.org). The application package should include the following:

- Application (Microsoft Excel)
- A one-page project description
- A vicinity map
- [ITD 2435 Form](#)
- [ITD 1150 Form](#) provide backup calculations for quantities and assumed unit costs)
- [ITD 1983 Form](#) (if applicable)
- A completed signal warrant analysis if applying for signal work
- A completed letter of support from ITD (if all or portions of the project improvements are in ITD Right-of-Way)

## 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 Costs to the Development of the Project.

|   |                    |                   |   |                 |                 |
|---|--------------------|-------------------|---|-----------------|-----------------|
| Sponsor (City, County, Highway District, State/Federal Agency)  |                    |                   |   | Date            |                 |
| Project Title (Name of Street or Road)  |                    | F.A. Route Number | Project Length                          | Bridge Length   |                 |
| Project Limits (Local Landmarks at Each End of the Project)   |                    |                   |   |                 |                 |
| 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                                |                    |                   |   |                 |                 |
| <b>Standards</b>  | <b>Existing</b>    | <b>Proposed</b>   | <b>Standards</b>                        | <b>Existing</b> | <b>Proposed</b> |
| Number of Lanes   |                    |                   | Roadway Width<br>(Shoulder to Shoulder) | ft              | ft              |
| Pavement Type   |                    |                   | Right-of-Way Width                      | ft              | ft              |
| Sponsor's Signature   |                    |                   | Title                                   |                 |                 |

### Additional Information to be Furnished by the District

|                           |              |    |         |
|---------------------------|--------------|----|---------|
| Functional Classification | Terrain Type | 20 | ADT/DHV |
|---------------------------|--------------|----|---------|



## Local Public Agency's Certificate Of Completion of Right-Of-Way Activities

Idaho Transportation Department



|                     |                |              |
|---------------------|----------------|--------------|
| Key Number          | Project Number | Project Name |
| Local Public Agency |                |              |

**Complete the applicable section below and the Certification section.**

**Right-of-Way is Not Required**

- All work will be done within the existing right-of-way
- No utilities are involved in this project
- Utilities are impacted and agreements are in place. Number of Utilities \_\_\_\_\_

**Right-of-Way is Required**

Number of ownerships acquired \_\_\_\_\_ Total amount paid \$ \_\_\_\_\_  
\_\_\_\_\_

Number of parcels in condemnation or pending final settlement \_\_\_\_\_

Number of Relocations \_\_\_\_\_

- No utilities are involved in this project
- Utilities are impacted and agreements are in place. Number of Utilities \_\_\_\_\_

**Certification**

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed \$5,000.00.

|   |              |   |      |
|---|--------------|---|------|
| Agency Contact's Name (Printed)           | Phone Number | E-Mail Address                            |      |
| Attester's Signature (Clerk or Secretary) | Date         | Chairman, President, or Mayor's Signature | Date |

## 4. ADJUSTMENTS AND DISTRIBUTION

### 4.1 PROJECT ADJUSTMENTS

LHTAC staff will review each application for accuracy. This will include crashes used on the application as well as cost estimates. Please note that project estimates should account for Environmental, LHTAC, CE&I and ITD cost. Typically, these costs are between 30-50% of the construction estimate on a project. Smaller and/or more complex projects with ROW, environmental studies and railroads will be at the higher end of this range. If the staff feels that adjustments should be made, they will coordinate with the LHJ for approval. The adjusted applications will be ranked.

### 4.2 DISTRIBUTION

All awarded applications are considered public information and may be distributed.

**Final Note:**

*Submission of an LHSIP application by a local highway jurisdiction represents acknowledgment and acceptance of terms and conditions indicated in the application instructions.*

## FY 2023 Local Highway Safety Improvement Program Application

Please respond to the following questions:

|                             |  |
|-----------------------------|--|
| Local Highway Jurisdiction: |  |
| Contact Person:             |  |
| Mailing Address:            |  |
| Phone:                      |  |
| E-Mail Address:             |  |

Complete  
this form  
separately  
(Excel File)

- 1 Is this safety project for a single site or a systemic solution?
- 2 How many fatalities have occurred at this site/s in the past 5 years?  
 \*Fatal Crashes
- 3 How many serious (A) injury crashes have occurred at this site/s in the past 5 years?  
 \*Serious Injury Crashes
- 4 How many evident injury (B) crashes have occurred at this site/s in the past 5 years?  
 Evident Injury Crashes
- 5 How many crashes with possible injury (C) have occurred at this site/s in the past 5 years?  
 Possible Injury Crashes
- 6 How many crashes involved property damage only (PDO) in the past 5 years?  
 Property Damage Only Crashes

*\* To be eligible, a project must have at least one Fatal or Type A Injury Accident.*

**Select Countermeasures:**

| 7 | Countermeasure 1<br>(from Toolbox)                                      | Crash Reduction Factor 1<br>(percentage)                              | Service Life 1<br>(years)                                   | *Project Cost 1<br>(dollars + match)                        |
|---|---|---|---|---|
|   | <input style="width: 100%;" type="text" value="Install Raised Median"/> | <input style="width: 50px;" type="text" value="25.00%"/>              | <input style="width: 50px;" type="text" value="10"/>        | <input style="width: 100%;" type="text" value="\$ 45,000"/> |
| 8 | Select Countermeasure 2<br><input style="width: 100%;" type="text"/>    | Crash Reduction Factor 2<br><input style="width: 50px;" type="text"/> | Service Life 2<br><input style="width: 50px;" type="text"/> | Project Cost 2<br><input style="width: 100%;" type="text"/> |
| 9 | Select Countermeasure 3<br><input style="width: 100%;" type="text"/>    | Crash Reduction Factor 3<br><input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/>                   | Project Cost 3<br><input style="width: 100%;" type="text"/> |

**Result:** 0.0 to 1 Benefit-Cost Ratio

**Estimated LHJ Cost:** \$ 3,303 (7.34% Match)

*\* Project cost should include environmental, LHTAC, CE&I and State administrative cost. Estimated cost may be adjusted upon receipt and review of application by LHTAC staff.*

**Additional Questions:**

Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act (ADA) and complying with 23 CFR 200, Civil Rights Title VI Program? Yes  No

Who is your point of contact for your plan?

**Please Include with this Application:**

- A one page project description
- A Vicinity Map with Project Area clearly marked
- An ITD 1150 Form (financial estimate)
- An ITD 1983 Form (right-of-way)
- An ITD 2435 Form (Federal-aid project request)