

## Consultant's Role

### What is the role of a consultant?

The consultant can play a few different roles in the LRHIP process.

Some consultants offer to help the local highway jurisdiction fill out their application, however the application is designed to be filled out by the entity.

The consultant may also complete design work on the project.

LRHIP funds **cannot** be used to pay for engineering costs with the exception of transportation plans.

## LRHIP Timeline

September (Applications Available Online)  
November (Applications Due)  
March (Awards Announced)  
October (Funds Available)  
November/December (Projects May Start)  
September (PDS or Extension Due)

## NEW 3 YEAR TIMELINE

The LHTAC Council has approved new guidance going forward that LRHIP projects should be completed and closed out no later than the end of three (3) fiscal years – September 30th. If your project is not complete by the third fiscal year deadline, a written extension must be submitted to the LHTAC Council with justification for the need of an extension. It will be up to the LHTAC Council to approve the extension request. Jurisdictions that do not submit PDS documents or extensions may be required to repay funds. Jurisdictions will also be ineligible to apply for future funds until all documentation has been submitted.

Updated 10-01-2022

## Frequently Asked Questions

### 1. How do I know if my jurisdiction is eligible?

All counties with a road department, highway districts and cities under 5,000 in population (all outside of urban areas) are eligible to apply. The only exception is if your jurisdiction received LRHIP Construction funds or a Federal-aid Match grant for the previous Fiscal Year. Those jurisdictions are not eligible to apply for another construction grant this application year. Prior to applications season, a list will be posted on our website of jurisdictions who are ineligible to apply. On our website, [www.lhtac.org/programs/lrhip](http://www.lhtac.org/programs/lrhip), we have a link to an excel sheet that lists *ineligible* jurisdictions.

### 3. What does it mean by a one year Hiatus?

A one year Hiatus will be applied to those Local Highway Jurisdictions who receive LRHIP Construction project awards the previous year. Federal-aid match for construction is considered a construction project. A list of those on the current application year's Construction Hiatus List can be found online at: [www.LHTAC.org/Programs/LRHIP](http://www.LHTAC.org/Programs/LRHIP).

### 4. What is a Project Document Summary?

Upon completion of an LRHIP project, a Project Document Summary (PDS) and two before and after digital photos are required. The PDS is a single page form collecting basic information from the project. The form is available to download from our website at [www.LHTAC.org](http://www.LHTAC.org).



**Working for the Cities, Counties  
and Highway Districts of Idaho**

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**LHTAC**  
**Local Rural  
Highway Investment  
Program (LRHIP)**

Local Highway Technical Assistance Council

3330 Grace Street

Boise, ID 83703

208-344-0565



# LRHIP

## Application Process

### Program Overview

The Local Rural Highway Investment Program is a grant program that provides funding for maintenance, construction, sign upgrades and transportation planning projects on any rural public road on the local system.

The program is financed through an exchange of STP-Rural funds by the Local Highway Technical Assistance Council (LHTAC) with the Idaho Transportation Department at \$0.80 State/\$1.00 Federal.

Each September LHTAC makes the application available. The agency must be a Local Highway Jurisdiction, 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. Once the applications are returned by the deadline, LHTAC will rate the applications and the highest rated applications will be funded up to the amount of funds available in any given year. Jurisdictions who have been awarded Construction funds or Federal-aid Match during the previous fiscal year will have a one year hiatus before they are eligible to apply for construction funds again. These jurisdictions are still eligible for other LRHIP funds such as sign grants or transportation plans.

Applications will be available for download on our website [www.lhtac.org](http://www.lhtac.org). The application results will be made available on our website after the March LHTAC Council meeting each year.

LHTAC reserves \$400,000 of LRHIP funds annually to help with emergency type projects. Jurisdictions can apply year round for up to \$100,000 to help with an emergency. If you have an emergency situation and you need additional information on the LRHIP Program, contact Megan Kautz at (208) 344-0565 or email at [MKautz@LHTAC.org](mailto:MKautz@LHTAC.org).

### 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/replacement. This type of project grant is limited to a maximum of \$100,000. Projects must include roadway work. Projects exclusively for pedestrian improvements are not eligible.
- 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, 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, \$200,000 is reserved for this type of project and award is based on need.
- 3. Transportation Plan** 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 10 years old or older. 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 a Capital Improvement Plan (CIP) and 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. If the Local Highway Jurisdiction will not be using iWorQ, then it will be the sponsor's responsibility to get acceptable data to LHTAC to be submitted to iWorQ as part of the statewide data collection. A draft scope of work **must** 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.

