

Children Pedestrian Safety Program: 2024 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered/Postmarked): December 7, 2023, 4:00 pm MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

Phone: 208-344-0565

Fax: 208-344-0789

www.LHTAC.org



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1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

On March 31, 2023, Governor Little signed Senate Bill 1189, a landmark funding bill for local transportation in Idaho. The bill is part of the Governor's "Leading Idaho" plan. The bill provides \$10 million for the Children Pedestrian Safety (CPS) program. The Local Highway Technical Assistance Council (LHTAC) will administer the CPS Program. Eligible projects must be related to maintenance, and address safety and mobility. This application will be funded by the balance of CPS funds available after funding all applications as directed by the LHTAC from the April 2023 Council Meeting. You can view currently-funded projects online at LHTAC.org/Programs/CPS.

Your proposed project should be ready for construction within 6 months of award and construction must be completed by late fall/early winter 2024.

1.2 ELIGIBLE PROJECTS

The proposed project must still be considered maintenance. This includes but is not limited to:

- paths/sidewalks along or adjacent to an existing roadway
- connecting sidewalks/paths between two terminal points
- ADA ramps
- pedestrian crossing facilities across an existing roadway including signing and/or signalization
- paving an existing pathway

1.3 APPLICATION

The application for the Children Pedestrian Safety Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org/Programs/CPS. The submittal package consists of the application sheet, the signed program agreement, and a schedule to complete the project.

The application is due December 7, 2023 at 4:00 p.m. MST. Completed application must be received by LHTAC's office, located at 3330 Grace Street, Boise, ID 83703, **no later than 4:00 p.m. (MST) on Thursday, December 7, 2023 or postmarked by the same date.** Include **4 copies** and the **signed original**.

The applications will be scored by Council members and members of the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in May with funds available shortly thereafter.

Limit one application per City, County, or Highway District.

1.4 FUNDING

Funding for this program will be awarded as a grant, with a maximum of award of \$250k. The awarded agency is responsible for the administration of the project, and for completing the project within the timeframe given. The grant funds CANNOT be used for development services fees, project match, education/outreach, or to reimburse the local agency for any equipment or employee cost.

All expenditures of these funds must follow the Idaho Local Governments "Procurement and Public Works Contracting" guidelines available on the LHTAC website https://lhtac.org/wordpress/wp-content/uploads/2020/08/pwcl_pamphlet.pdf. For additional information, please contact LHTAC at (208) 344-0565.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2024

Statement of Purpose: To share guidelines for the new program addressing Children Pedestrian Safety per 2023 Senate Bill 1358.

Team: Idaho Local Highway Technical Assistance Council

Proposed guidelines and/or rules:

Basic Structure:

- Application available by **September 18, 2023**
- Application due **December 7, 2023**
- Project must be completed by **December 13, 2024**
- City, County, or Highway District required to submit a signed agreement with terms of program
- Projects along state route will require concurrence from the ITD District, and include a maintenance agreement

Application:

- One application process for the program
- Applications can be on the local system, state system, or both systems
- Limit of one application per City, County, or Highway District.

Scoring:

- Council Members and Members of the Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
- LHTAC staff to provide project recommendations to the LHTAC Council

Funding:

- Fund up to \$2M in projects
- Funding awarded in April 2024
- Maximum award of \$250K for standard projects
- Provided as a “grant” for project awarded
- Unused funds to be returned
- No match required however local is responsible for project administration
- Local can contribute in-kind services to stretch limits of the project

Eligible use of funds:

- Purchase material (state procurement rules must be followed)
- Hire contractor to perform work (state procurement rules must be followed)
- CANNOT be used for salaries, equipment fees, or to reimburse sponsor agency for any work
- CANNOT be used for other project match, education, or outreach
- CANNOT be used for project development services or fees

Eligibility:

- Must be local agency to receive funds
- Must be “maintenance” of existing pedestrian facility or adjacent to an existing roadway
- Failure to complete project or comply with terms could jeopardize the opportunity for future funds

3. APPLICATION

3.1 PROJECT INFORMATION

Project Title: _____

City, County, or Highway District Name: _____

Mailing Address (This can be a PO Box): _____

Also include a physical address as we cannot send checks to a PO Box: _____

*Contact Name: _____

Phone: _____

Email: _____

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

Secondary Contact Name: _____

Phone: _____

Email: _____

Amount Requesting: _____

Total Amount of Project: _____

If using other funds, provide amount and source of other funds:

Source	Amount
	\$
	\$
	\$

Include a copy of the project **Schedule**.

Include a copy of the **Program Agreement and Maintenance Agreement if applicable**.

3.2 APPLICATION QUESTIONS

Please provide the following supportive information in the order listed below.

1. Provide a map clearly showing project limits (1/2 page)
2. Project description (limit 1/2 page)
3. How does your project provide direct impact to children pedestrians? (limit 1/2 page)
4. How does your project address safety? Do you have evidence or data to support your answer? (limit 1 page)
5. How does your project address mobility? Does it tie into an existing pedestrian system and/or provide connectivity? Is it supported by a transportation and/or pedestrian plan? (limit 1/2 page)
6. Do you own the right-of-way or easements for your project? If not, do you have commitment letters and/or agreements to ensure the right-of-way or easements can be acquired timely for assurance that the project can be completed within the specified time frame?
7. Do you have support from your community and/or neighboring agencies? Limit 5 pages (can be letters, emails, etc.). If you are in a Metropolitan Planning Organization (MPO), one letter should come from the MPO.
8. Do you have documented commitments from other partners to cooperate, perform work, donate services/material or any other contributions to complete the project?

3.3 PROGRAM AGREEMENT FORM

Please complete the form and have a signing authority sign the bottom of the form.
Return this form with your completed application.

City, County or Highway District: _____

Signing Authority: _____

Position: _____

Project Name: _____

Receiving this grant requires the City, County, or Highway District agrees to the following program requirements:

- Receive concurrence from ITD if the project is in the state right-of-way or along a state route (provide verification with your application).
- Pay for and/or complete project design and plans.
- Provide LHTAC with a construction schedule before construction begins.
- Prepare mid-project update to LHTAC by **July 19, 2024**.
- Follow State Procurement Rules for advertising, bidding and award of contracts.
- Provide accounting, before and after pictures and close-out summary form upon project completion.
- Complete project construction by **December 13, 2024**.

ACKNOWLEDGED BY

SIGNATURE

4. SCORING

4.1 SUGGESTED SCORING

1. Map; 5 pts
 - a. Agency provided a map clearly showing project limits; 5 points
 - b. No map or unclear; 0 points

2. Project Description; 10 pts
 - a. Agency clearly describes the limits of the project and all features included in the proposed design; 6-10 points
 - b. Agency does not include all features of the project and/or the limits do not match the map; 0-5 points

3. Children; 20 pts
 - a. If project primarily impacts children; 16-20 pts
 - b. Equal number of children and other users; 8-15 pts
 - c. Primarily other recreational users; 1-7 pts

4. Safety; 20 pts
 - a. If answer includes hard data (crashes, reported near misses, skid marks etc.) and does an excellent job of explaining safety impacts; 16-20 pts
 - b. If answer includes soft data, and excellent job of explaining safety impacts; 10-15 pts
 - c. If answer includes no data, and does an excellent job of explaining safety impacts; 3-9 pts
 - d. If answer does an adequate job of explaining safety impacts; 1-2 pts

5. Mobility; 20 pts

** If project is supported by a transportation/pedestrian plan, add 1 pt to score below **

 - a. If project is connecting existing pedestrian system; 16-19 pts
 - b. If project is providing connectivity between destinations/locations or improving existing facilities; 12-15 pts
 - c. If project enhances mobility at a crossing; 8-11 pts
 - d. ADA Ramps and/or other projects; 1-7 pts

6. R/W or easements; 10 pts
 - a. If no R/W is needed (own property, have executed agreements, etc.); 10 pts
 - b. If agency has letters of commitments; 4-8 pts
 - c. R/W needs to be acquired; 1-3 pts

7. Support; 10 pts
 - a. Unique, diverse, and excellent letters or statement of support; 8-10 pts
 - b. Form letters or non-diverse letters of support; 4-7 pts
 - c. Poor community support; 1-3 pts

8. Partners; 5 pts
 - a. Various commitments, letters, services; 5 pts
 - b. Vague partner commitments; 2 points
 - c. No partners; 0 points