

Local Highway Safety Improvement Program: 2025 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline – Electronic Only: January 23, 2025 4:00 p.m. MST



Local Highway Technical Assistance Council

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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. Annually, Local Highway Jurisdictions (LHJs) receive approximately \$11M of State HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. Local Highway Jurisdictions (LHJs) with at least one (1) Fatal and/or Serious Injury (Type A) crash from 2019-2023 are eligible for the program. Qualifying LHJs are identified by LHTAC and a list is posted to LHTAC’s website every fall to begin the application process. This federally funded program requires a local match, not to exceed 7.34%.

1.2 USE OF FUNDS

LHSIP funds can be used for safety-improvements that reduce the likelihood of future crashes after implementing a given countermeasure(s). The proposed project can be systemic (multiple sites with similar characteristics) or single site, and will improve safety at location(s) that experienced a Fatal or Serious Injury (Type A) over the past five (5) 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

Successful LHJ’s are awarded funds for a project based on estimated cost and potential reduction in future crashes. LHTAC will make every effort to cover cost over-runs, but the LHJ 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.

1.3 ELIGIBILITY

Eligibility is based on qualifying crashes each LHJ has had over the previous 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>.
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 column 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 Crash Modification Factors Clearinghouse (<https://www.cmfclearinghouse.org/>), select a Crash Reduction Counter Measure and Crash Reduction Factor (CRF) for the area/location you have chosen to address. If you are unsure which countermeasure would work best, the FHWA’s Proven Safety Countermeasures (<https://safety.fhwa.dot.gov/provencountermeasures>) is a great resource. 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 LHTAC.org/Programs/LHSIP, or email Brian Wright at BWright@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 consultant, environmental, LHTAC, 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 anticipated to be in construction for Federal Fiscal Year 2026 or 2027. LHTAC makes every effort to keep this schedule, but cannot guarantee this. The projects are federally funded and 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 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 a location that has previously been awarded LHSIP funds. An exception may be made if previous safety improvements have not reduced crashes as expected. If you think you may be eligible for additional funding, contact LHTAC to discuss prior to submitting an application.
3. If applying for a traffic signal, at least one (1) of the nine (9) warrants from the MUTCD (<https://mutcd.fhwa.dot.gov/htm/2009/part4/part4c.htm>) must be met. A copy of the current warrant analysis is required with the application submittal.
4. If applying for a project at the intersection of a state road, ITD is required to pay their appropriate share. The LHJ must provide documentation that ITD agrees to pay for the portion of the project within their ROW.
5. LHSIP funding is limited to \$2,000,000 per LHJ for each application year.
6. Service life indicated for any Safety Countermeasure in each application cannot exceed 20 years.
7. Applications for a project with wetland impacts of 1/10 acre or less 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.
8. Local match requirement is 7.34%. In-kind work (non-cash work performed by the Sponsor) is not permitted for LHSIP-funded projects.
9. Flashing signs are not permitted on Group Sign projects where the sponsor self-performs the installation due to Environmental Clearance requirements.

3. APPLICATION

3.1 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/.

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. 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 any portion of the project improvements are in ITD Right-of-Way)
- Proof of notification of application to MPO (for applicants within an MPO)

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					
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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Additional Information to be Furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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3.3 ITD 1150 (REV. 6-17) PROJECT COST SUMMARY SHEET

Round Estimate to Nearest \$1,000

Key Number		Project Number			Date
Location					District
Segment Code	Begin Mile Post	End Mile Post	Length in Miles		
					Previous ITD 1150
					Initial or Revise To
1a. Preliminary Engineering (PE) [5% of line 15a]					
1b. Preliminary Engineering by Consultant (PEC) [20% of line 15a]					
2. Right-of-Way: Number of Parcels		Number of Relocations			
3. Utility Adjustments:	Work	Materials	By State	By Others	
4. Earthwork					
5. Drainage and Minor Structures					
6. Pavement and Base					
7. Railroad Crossing:					
Grade/Separation Structure					
At-Grade Signals Yes No					
8. Bridges/Grade Separation Structures:					
New Structure Length/Width _____					
Location _____					
Repair/Widening/Rehabilitation Length/Width _____					
Location _____					
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)					
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)					
11. Detours					
12. Landscaping					
13. Mitigation Measures					
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)					
15a. Cost of Constructions [Lines 3 through 14]					
15b. Contingency [15% of line 15a]					
16. Mobilization [15% of line 15a]					
17. Construction Engineer and Contingencies [25% of lines 15a + 15b + 16]					
18. Total Construction Cost [Lines 15a + 15b + 16 + 17]					
19. Total Project Cost [Lines 1a + 1b + 2 + 18]					
20. Project Cost Per Mile					N/A
Prepared By:					N/A

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, eligible crashes addressed and cost estimates. Project estimates should account for consultant, environmental, LHTAC and ITD cost. Typically, these costs are between 40-60% of the construction estimate on a project. Smaller and/or more complex projects with ROW, environmental studies and railroads should be at the higher end of this range. If LHTAC makes adjustments to the application, the LHJ will be notified before the rankings are finalized.

4.2 DISTRIBUTION

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