

## Local Rural Highway Investment Program: FY26 Application

**Idaho Cities, Counties and Highway Districts**

Submittal Deadline (Hand Delivered/Postmarked) December 5th, 2024 4:00 p.m. MST



**Local Highway Technical Assistance Council**

3330 Grace Street  
Boise, Idaho 83703  
Phone: 208-344-0565  
Fax: 208-344-0789  
[www.lhtac.org](http://www.lhtac.org)



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Select 1 of these 4 types of LRHIP project applications that applies to your LHJ's project.

*LRHIP Emergency Applications are available separately by request.*

### 4. PROJECT COMPLETION

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### Appendix A – Why a Transportation Planning Project?

# 1. APPLICATION INFORMATION

## 1.1 PROGRAM BACKGROUND:

### LOCAL RURAL HIGHWAY INVESTMENT PROGRAM (LRHIP)

The Idaho Transportation Board in conjunction with the Idaho Transportation Department (ITD) and the Local Highway Technical Assistance Council (LHTAC) has developed this program to assist small cities, counties, and highway districts to improve the investment in their roadway infrastructure. The program is funded by an exchange of Federal-aid Rural funds for ITD State funds. At the request of the Idaho Transportation Board, LHTAC has agreed to administer this program and account for the expenditures of the funds based on criteria established by the Idaho Transportation Board and LHTAC. This program was started October 1, 2003.

## 1.2 USE OF FUNDS:

Funds are expected to be used within **three fiscal years** of their award year (FY26 funds expended by September 30, 2028). If there is a delay of more than three years, a formal written extension request and a justification will be required. The justifications will be presented to the LHTAC Council for approval. If LHTAC Council denies the extension, funds must be returned. If the project cannot be completed within three fiscal years of the award, the award may be rescinded and/or funds shall be returned.

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. This type of project grant is limited to a maximum of \$100,000. Projects must include roadway work. Projects exclusively for pedestrian or drainage improvements are not eligible. However, inclusion of pedestrian or other active transportation improvements is a consideration in awarding grants. **A one-year hiatus will be applied to those Local Highway Jurisdictions who received LRHIP Construction project awards the previous year. Federal-aid match for construction is considered a construction project. A list of those on the FY25 Construction Hiatus List can be found online at [LHTAC.org/Programs/LRHIP/](https://LHTAC.org/Programs/LRHIP/).**
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 (or similar 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, a total of \$200,000 is reserved for this type of project and award is based on need. Funds will not be issued until the Construction State-Local Agreement is ready for execution and the construction match is due.
3. **Transportation Plans** are described in [Appendix A](#). 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 over 10 years old. Consultant must be selected off the ITD Term Agreement. 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 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. Other items to include in the scope are developing a Capital Improvement Plan (CIP) and you are required to invite the ITD

District Traffic Engineer to participate. A draft scope of work needs to 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, signposts, 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.

5. **Emergency Funds.** For local/regional emergencies that occur, a separate application is available and can be submitted throughout the year. \$400,000 is reserved annually to fund these projects. Individual grants are limited to \$100,000. Please contact Megan Kautz ([MKautz@LHTAC.org](mailto:MKautz@LHTAC.org)) prior to submitting an Emergency Application.

## 1.3 ELIGIBILITY

1. The entity must be a Local Highway Jurisdiction (LHJ), 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 [LHTAC.org/Programs/LRHIP/](https://LHTAC.org/Programs/LRHIP/).
2. The Annual Road & Street Financial Report must be submitted. If your agency did not submit the Annual Road & Street Financial Report, submit the report to the Controller's Office.
3. The LHJ **must** be assessing property tax for roads and bridges, or using a substitute property tax (forest funds, sales tax, payment in lieu of taxes, etc.) for roads and bridges. Jurisdictions not assessing property tax **will not** be eligible.
4. The LHJ should be showing a maximum of 70% user (aka State Funding: fuel tax) and at least 30% non-user (aka Local Funding: property tax, impact fees, interest income) funding of their road budget as shown in the cost responsibility requirements in Chapter 6 of the [Idaho Highway Needs Assessment Study Update 1995](#). Points are still awarded for user/State Funding fees above 70% however, deductions are made. The intent is to reward jurisdictions for funding 30% or more of their road budget with non-state fees.
5. Funds granted should be spent within the next three Fiscal Years. Projects need to be completed between October 1, 2025 and September 30, 2028. If this project receives any other funding grants or reimbursements along with the LRHIP grant, that are in excess of the total cost of the project, the excess LRHIP funds need to be returned to LHTAC for other projects in the State. Recipients will be required to notify LHTAC if project expenditures require modification and differ from that shown on the approved application. A written letter request for an extension is also necessary if the project is not completed before September 30, 2028. The extension requests will be presented to the LHTAC Council for approval.
6. Knowledgeable personnel are very important to you and LHTAC. The Construction Project Application has points available to those Local Highway Jurisdictions who have staff that have graduated from, or are participating in, the Road Scholar/Master Program sponsored by the LHTAC T2 Center, or other training programs. LHTAC T2 Center transcripts are available online with a username and password. The LHTAC T2 Center can be reached at (208) 344-0565 or [LHTAC.org/training](https://LHTAC.org/training).

7. Upon completion of the project, please complete the [Project Documentation Summary](#) (PDS) form and include project before-and-after **digital photos**. If your project is a Transportation Plan, send one (1) copy of the plan with the PDS. Closeout will require proof that the full grant value used was fully expended (i.e., invoices).

The Council approved an LRHIP process which requires that all Local Highway Jurisdictions who have **not** completed their project and filed the PDS forms by the end of the third fiscal year following award will be required to submit a formal written request for extension. If the PDS is not filed or the extension not granted, the Local Highway Jurisdiction may be required to repay their grant funds and risks being ineligible for future grants.

## 1.4 PROJECT CRITERIA

1. Project must be on a public and local rural highway, Idaho Code Section 40-117(5) and sponsored by an LHJ to be eligible for LRHIP funds.
2. All expenditures of these funds must follow the Idaho Local Governments “Procurement and Public Works Contracting” guidelines ([https://lhtac.org/wordpress/wp-content/uploads/2020/08/pwcl\\_pamphlet.pdf](https://lhtac.org/wordpress/wp-content/uploads/2020/08/pwcl_pamphlet.pdf)). Idaho Statutes for Public Works Contractors and Idaho Code for procurement must be followed.
3. There is a maximum limit on the amount of funds available to any one (1) jurisdiction in any given year of \$100,000 (not to include Emergency Funds). It is not the intent of this program to cover the complete cost of a project, but to enhance the funding available to improve the investment in a highway project. Only one application per jurisdiction may be submitted annually. **(A one-year hiatus applies to Construction and Federal-aid Match projects awarded the previous year; however, jurisdictions are eligible for other LRHIP funds.)**
4. Funds cannot be used for wages, equipment reimbursement, or equipment purchases. Engineering services can be paid from LRHIP funds *only* when used as a match for a Federal-aid project (with an assigned key number) or for Transportation Plan projects.

## 1.5 SELECTION PROCESS

**Applications (FY26) are due to LHTAC’s office (3330 Grace Street, Boise, ID 83703) by December 5<sup>th</sup>, 2024, 4:00 p.m. (MST) or postmarked that same date.** Include 3 copies and the signed original.

Projects may begin after October 1, 2025 (the beginning of FY26). Availability of funds are dependent upon Federal and State appropriations. If you receive an LRHIP grant, please request funds in writing when you are ready to begin your project. Written requests (email or letter) can be made to Megan Kautz.

## **Project Review**

LHTAC has a responsibility to report to the Idaho Transportation Board and evaluate this program. LHTAC staff may use the following requirements for this purpose:

1. Recipients will be required to obtain approval from the LHTAC Council in the event that project expenditures require significant modification and differ from that shown on the approved application.
2. Recipients may be required to provide documents on project expenditures.
3. Recipients may be requested to provide on-site project review with LHTAC staff.
4. The successful applications are considered public information and may be shared as requested.

## 2. APPLICATION CHECKLIST

### 2.1 CHECKLIST AND SUBMITTAL DEADLINE

#### Have you included?

- [LHTAC FY26 LRHIP 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. Label backup information to correspond with the appropriate numbered question.
- Include your project specific application **Score Sheet**.
- Application **must be signed** by the **Mayor** of a City (or designated signatory) or by the **Chairman of the Board** for Counties or Highway Districts.
- Include additional information or project description.
- Include project map (not required for Sign Grant or Transportation Plan applications).

Only one application can be submitted per rural Local Highway Jurisdiction annually.

**No spiral bound (or similar) applications will be accepted** - please staple or binder clip applications. Remember to submit **3 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 **by December 5<sup>th</sup>, 2024, 4:00 p.m. (MST) or postmarked that same date.** Include **3 copies** and the **signed original**.

**Note:** All the above items must be included, or the application will be considered incomplete and rejected. Please contact Megan Kautz at 208-344-0565 or by email at [MKautz@LHTAC.org](mailto:MKautz@LHTAC.org) if you have any questions.

## 2.2 LHTAC FY26 LRHIP APPLICATION COVER SHEET INSTRUCTIONS

1. Rural Roadway: Indicate YES or NO if this project is on a rural local roadway that is outside urban areas with population of 5,000 or greater.
2. Description of Project: Provide a short description of the project.
3. Total Cost: Indicate the total cost of the project from start to finish. Include supplies, labor, equipment, and contracting services in your total.
4. Amount Applying For: List the amount of LRHIP funds you are applying for.
5. Other Funding: Indicate any other funds that the local will use to pay for this project. Also include the source of that funding. *Example: Federal-aid, General Fund, Local Contributions, Grants, etc.*
6. How will the LRHIP money be used: Specifically, list what will be purchased with the LRHIP funds. *Example: Signs and Posts, Engineering Services, Materials for Construction, Contractors, etc.*
7. When will the work be done: List the anticipated start date for this project, month, and year.
8. Bike and Pedestrian Considerations: List what bike and pedestrian considerations have been made regarding this project. It is important to consider all aspects of your transportation system.
9. Other Comments: Please list other comments or considerations.

Application **must be signed** by the **Mayor** of a City (or designated signatory) or by the **Chairman of the Board** for Counties or Highway Districts.



## 3. APPLICATION

### 3.1 LHTAC FY26 LRHIP APPLICATION COVER SHEET

Project Title: \_\_\_\_\_

Local Highway Jurisdiction Name: \_\_\_\_\_

Local Highway Jurisdiction Physical Address: \_\_\_\_\_

(Optional) PO Box: \_\_\_\_\_

\*Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

1. Project is on a rural roadway, not within an urban area with population of 5,000 or greater.

Yes  No

2. Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Total cost of the project: \$ \_\_\_\_\_

4. Amount of money applying for: \$ \_\_\_\_\_

5. Amount and source of other funds used in this project: \$ \_\_\_\_\_  
\_\_\_\_\_  
(amount)

(source)

6. For what purpose will this grant money be used? \_\_\_\_\_  
\_\_\_\_\_

7. When will work be done? \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

8. What bike and pedestrian plan considerations have been made regarding this project?  
\_\_\_\_\_  
\_\_\_\_\_

9. Other Comments: \_\_\_\_\_

10. My local agency commits to complete the project within three fiscal years of award (by October 1, 2028) or may be required to return funds.

Signature: \_\_\_\_\_

(Mayor, Chairman or other designated signatory)



## 3.2 LHTAC FY26 LRHIP CONSTRUCTION PROJECT APPLICATION

### CONSTRUCTION PROJECT APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the Annual Road & Street Financial Report and will be completed by LHTAC Staff, with the exception to Questions 1a & 1b.**

1. Road & Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize that the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs most in need score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

LHJs must answer question 1a within the application checklist. Road & Street Reports that have been amended may not have reached LHTAC staff by the time applications are ranked. Answering this question will help LHTAC staff use the latest information.

2. [Idaho Highway Needs Assessment Study Update 1995](#) was completed to determine how transportation systems should be funded. The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.

3. A short, concise description of what the project entails is critical to compare it to other applications submitted. To score the maximum amount of points, this description should highlight the benefit of the project to the community and the LHJ, explain the financial need, highlight any safety benefits associated with the project, and provide a project map.

**Questions 4-7 are related to transportation planning. The LHTAC Council has put a priority on planning, proper maintenance, and spending.**

4. 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 within their multi-jurisdictional group, and submit 3 unique, signed letters of support.

5. 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 two pages of their pavement and sign management program data that has been updated within the last three years.



6. 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. Projects being submitted for LRHIP funding should be supported by the Transportation Plan. To score the maximum number of points on this question, the plan should identify the project, or type of maintenance, and be updated or re-adopted within the last 5 years.
7. A Capital Improvement Plan (CIP) typically includes a short-term list of projects and/or maintenance that is scheduled for inclusion into future budgets. It may be established with the completion of a Transportation Plan but should also stand alone as its own document. It is more detailed with regard to projects than the Transportation Plan in that costs and implementation are more identified. Ideally the CIP should be updated annually with regards to completed projects and updated priorities. To score the maximum amount of points on this question, the CIP should identify the project and be updated within the last 5 years.
8. 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 should have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center or completed other in-depth training program), have 40% that have completed at least 2 courses, and have at least one Road Master on staff.
9. LHTAC Council understands that the LRHIP program is highly competitive, and often an LHJ cannot meet all of the requirements to qualify for funding. To help these LHJ's receive funding, points are awarded for LHJ's who have applied for the same project repeatedly. To receive the maximum amount of points, a LHJ must have submitted the same project 5 or more times, and be unsuccessful in receiving funds.
10. The LHTAC Council understands LHJs may not receive any additional funding for years, if ever, through LHTAC. Jurisdictions that have not recently received any funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.



## CONSTRUCTION PROJECT APPLICATION CHECKLIST

(Complete this form and include in your application after the cover sheet)

	Y	N	Attachment Included	LHTAC use only	PTS Available
<i>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF, EXCEPT 1a &amp; 1b.. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD &amp; STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>					
1. Line 64 CLOSING BALANCE					0-10
<b>1a. Line 65 Funds obligated for specific future projects</b>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>If yes to 1a, please provide list of future projects with values</b>			<input type="checkbox"/>		
Line 66 Funds retained for general funds and operations					
<b>Line 67 ENDING BALANCE</b>					
<b>% for Future Projects = Line 65/Line 64</b>					
<b>1b. Has your jurisdiction amended its Road and Street Report?</b>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Line 11 TOTAL LOCAL (non-user) FUNDING					0-10
Line 17 TOTAL STATE (user) FUNDING					
Line 18 SECURE RURAL SCHOOLS					
Line 24 TOTAL RECEIPTS					
<b>LOCAL (Non-User %) = Line 11+Line 18 / Line 24</b>					
3. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, and the overall impact to the system. Include a project map.			<input type="checkbox"/>		0-15
4. Are you involved with an active multi-jurisdictional transportation group?	<input type="checkbox"/>	<input type="checkbox"/>			0-10
(If yes, attach the first page of minutes or attendance for the last 1-2 years of meetings)			<input type="checkbox"/>		
Was your project ranked in the top 3 LRHIP projects for your group?	<input type="checkbox"/>	<input type="checkbox"/>			
Attach examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1 page max)			<input type="checkbox"/>		
Attach up to 3 signed letters of support for your project.			<input type="checkbox"/>		
5. Do you have a pavement and/or sign management program?	<input type="checkbox"/>	<input type="checkbox"/>			0-5
Have the programs been updated in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>			
If yes, attach cover page (dated) and <b>no more than 2 pages</b> of each report documenting the most recent updates.			<input type="checkbox"/>		
6. Is your project supported by your Transportation Plan?	<input type="checkbox"/>	<input type="checkbox"/>			0-5
If yes, attach cover page (dated) and <b>only</b> pages related to this project.			<input type="checkbox"/>		
7. Is this project shown on your 5-year Capital Improvement Plan?	<input type="checkbox"/>	<input type="checkbox"/>			0-5
If yes, attach cover page (dated) and <b>only</b> pages related to this project.			<input type="checkbox"/>		
8. Attach a list of full-time road maintenance staff*.			<input type="checkbox"/>		0-5
*If you are a city and a neighboring agency maintains your roads <b>and</b> will be completing your work, please report their numbers. Please provide information/agreement demonstrating how neighboring agency provides services.			<input type="checkbox"/>		
9. Have you unsuccessfully submitted an LRHIP application for this construction project?	<input type="checkbox"/>	<input type="checkbox"/>			0-3
If yes, which year(s)					
10. Has your jurisdiction previously received Federal-aid or LRHIP funding through LHTAC?	<input type="checkbox"/>	<input type="checkbox"/>			
If yes, please list the last (most recent) calendar year you submitted an application that was awarded funding: _____					
<b>TOTAL SCORE:</b>					<b>out of a possible 70</b>



## CONSTRUCTION PROJECT APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
1. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
2. Annual Road and Street Financial Report Local (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
3. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, and the overall impact to the system. Include a project map.	15 10-14 5-9 0-4	Excellent desc. including importance, need, safety & financial benefit, + map Excellent desc. including importance, need & financial benefit Adequate description of need/benefit Poor description of need/benefit
4. Are you involved with an active multi-jurisdictional transportation group?	5-10 4 2-3 0-1	Involved with multi-group, ranked, share resources, minutes, examples, plus 3 quality, signed letters of support Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, share resources Involved with multi-group or shared resources
5. Do you have a pavement and/or sign management program?	5 4 3 2 1	Pavement & sign mgmt updated w/i 3 years (if no paved roads, award maximum) 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
6. Is your project supported by your Transportation Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
7. Is this project shown on your 5-year Capital Improvement Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
8. Have any of your employees participated in the LHTAC T2 Road Scholar/Master program or other training programs? Attach a list of full-time road maintenance staff <i>*Add points together for completed + enrolled (Potential for 6 points)</i> If using neighboring agency for work, must provide agreement or information on how cooperation and service agreement operates.	3 2 1 0 2 1 0 1	≥ 40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥ 40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes Bonus point if anyone has completed Road Master
9. Have you unsuccessfully submitted an LRHIP application for this construction project?	3 2 1	5+ times 3-4 times 1-2 times
10. What year did your jurisdiction last receive funding through LHTAC (Federal-aid or LRHIP)?	2 1 0	Never 10 years or more Within the last 10 years



## 3.3 LHTAC FY26 LRHIP FEDERAL-AID MATCH APPLICATION

### FEDERAL-AID MATCH APPLICATION QUESTION RATIONALE

Prequalification: Given the highly competitive nature of LRHIP Grant monies, LHJs must meet certain budgeting requirements. The rationale for these requirements is as follows.

1. LHJs cannot apply for LRHIP Federal-aid Match funds in excess of the established match. For example, if a Federal-aid project requires a \$68,000 local match, LHJs should indicate a maximum application request of \$68,000, not \$100,000. Match totals can be found on a Federal-aid projects State and Local Agreement.
2. Line 64 of the Road and Street Report is the remaining balance of funds at the end of a fiscal year. Agencies with reserves in excess of the application request are assumed to have the financial means to fund the Federal-aid match of a project without additional financial assistance through LRHIP and cannot qualify for the program.
3. Highway Distribution Account funds are intended to be primarily invested in capital maintenance or improvements. LHJs investing more than 25% of these funds to the General Fund or Operations are not disqualified immediately, but may have their scores penalized.
4. Because there is an overall need to invest limited funding in the highest needed transportation projects, LHTAC tries to fund projects that LHJs would struggle to fund in any other way. If an LHJ has reserve funds for other projects, use of LRHIP to fund a separate Federal-aid match project may go against LHTAC's goals. LHJs with reserve funds in excess of the application request are not immediately disqualified, but additional justification for the request is needed.

**Questions 5-6 are financial questions. The information for these questions comes from the Annual Road and Street Financial Report and will be completed by LHTAC Staff, with the exception to Questions 5a and 5b found on the application checklist.**

5. Road and Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs most in need score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

LHJs must answer question 5a. Road and Street Reports that have been amended may not have reached LHTAC staff by the time applications are ranked. Answering this question will help LHTAC staff use the latest information.

6. [Idaho Highway Needs Assessment Study Update 1995](#) was completed to determine how transportation systems should be funded (Wilbur Smith Associates). The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.

7. A short concise description of what the project entails is critical to compare it to other applications submitted. To score the maximum amount of points, this description should highlight the benefit of the project to the community and the LHJ, describe the financial need, and highlight any safety benefits associated with the project.



## FEDERAL-AID MATCH APPLICATION CHECKLIST

	Numeric Answer	Y	N	Attachment Included	PTS Available
1. What is the amount your agency is requesting? (Max. amount is \$100,000)					
<b>PREQUALIFICATIONS</b>					
2. On your Agency's Annual Road and Street Financial Report, is line 64 in excess of your match request?		<input type="checkbox"/>	<input type="checkbox"/>	If NO proceed to the next question. If YES, provide explanation.	
3. On your Agency's Annual Road and Street Financial Report, is line 66 Retained for General Funds and Operation greater than 25% of Line 61 Total Disbursements?		<input type="checkbox"/>	<input type="checkbox"/>	If NO proceed to the next question. If YES, provide explanation.	
4. On your Agency's Annual Road and Street Financial Report, is line 65 Funds Obligated for Future Projects in excess of your match requested? <i>Use most recent year submitted.</i>		<input type="checkbox"/>	<input type="checkbox"/>	If NO proceed to the next question. If YES, provide explanation.	
<i>QUESTIONS 5 &amp; 6 TO BE COMPLETED BY LHTAC STAFF, EXCEPT 5a &amp; 5b. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD &amp; STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>					
5. Line 64 CLOSING BALANCE					0-10
5a. Line 65 Funds obligated for specific future projects		<input type="checkbox"/>	<input type="checkbox"/>		
If yes to 5a, please provide list of future projects with values				<input type="checkbox"/>	
Line 66 Funds retained for general funds and operations					
Line 67 ENDING BALANCE					
% for Future Projects = Line 65/Line 64					
5b. Has your jurisdiction amended its Road and Street Report?		<input type="checkbox"/>	<input type="checkbox"/>		
6. Line 11 TOTAL LOCAL (non-user) FUNDING					0-10
Line 17 TOTAL STATE (user) FUNDING					
Line 18 SECURE RURAL SCHOOLS					
Line 24 TOTAL RECEIPTS					
LOCAL (Non-User %) = Line 11+Line 18 / Line 24					
7. Project Description. Explain the need for the project, the importance to your agency and the financial situation that led to this request. What happened to cause your agency to not be able to meet the match commitment? Limit to <b>2 pages max.</b>				<input type="checkbox"/>	0-20
<b>TOTAL SCORE:</b>					<b>out of a possible 40</b>



## FEDERAL-AID MATCH APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
5. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
6. Annual Road and Street Financial Report Local (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
7. Project Description.	15-20 6-14 0-5	Excellent description of need, benefit & financial situation Adequate description of need, benefit, financial Poor description of need, benefit, financial





## 3.4 LHTAC FY26 LRHIP TRANSPORTATION PLANS APPLICATION

### TRANSPORTATION PLAN APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the Annual Road and Street Financial Report and completed by LHTAC Staff, with the exception to Question 1a and 1b.**

1. Road and Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs, most in need, score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

LHJs must answer question 1a. Road and Street Reports that have been amended may not have reached LHTAC staff by the time applications are ranked. Answering this question will help LHTAC staff use the latest information.

2. [Idaho Highway Needs Assessment Study Update 1995](#) was completed to determine how transportation systems should be funded (Wilbur Smith Associates). The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.

**Questions 3-4 are related to transportation planning. The LHTAC Council has put a priority on planning, proper maintenance and spending.**

3. 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, and have their project ranked in the top three within their multi-jurisdictional group.

4. 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 two pages of their pavement and sign management program data that has been updated within the last three years.

5. LHTAC Council understands that the LRHIP program is highly competitive, and often an LHJ cannot meet all of the requirements to qualify for funding. To help these LHJ's receive funding, points are awarded for LHJ's who have applied for the same project repeatedly. To receive the maximum amount of points, a LHJ must have submitted the same project 5 or more times, and be unsuccessful in receiving funds.

6. The LHTAC Council emphasizes the importance of having an updated transportation plan. Jurisdictions that have not received funding for a transportation plan or it has been more than ten years since they have received funding are eligible for additional points.



## TRANSPORTATION PLANS APPLICATION CHECKLIST

	Y	N	Attachment Included	LHTAC use only	Points Available
<i>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF, EXCEPT 1a. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD &amp; STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>					
1. Line 64 CLOSING BALANCE					0-10
1a. Line 65 Funds obligated for specific future projects	<input type="checkbox"/>	<input type="checkbox"/>			
If yes to 1a, please provide list of future projects with values			<input type="checkbox"/>		
Line 67 ENDING BALANCE					
% for Future Projects = Line 65/Line 64					
1b. Has your jurisdiction amended its Road and Street Report?	<input type="checkbox"/>	<input type="checkbox"/>			0-10
2. Line 11 TOTAL LOCAL (non-user) FUNDING					
Line 17 TOTAL STATE (user) FUNDING					
Line 18 SECURE RURAL SCHOOLS					
Line 24 TOTAL RECEIPTS					
LOCAL (Non-User %) = Line 11+Line 18 / Line 24					0-10
3. Are you involved with an active multi-jurisdictional transportation group?	<input type="checkbox"/>	<input type="checkbox"/>			
(If yes, attach the first page of minutes or attendance for the last 1-2 years of meetings)			<input type="checkbox"/>		
Was your project ranked in the top 3 LRHIP projects for your group?	<input type="checkbox"/>	<input type="checkbox"/>			
Attach examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1 page max)			<input type="checkbox"/>		
Attach up to 3 signed letters of support for your project.			<input type="checkbox"/>		0-5
4. Do you have a pavement and/or sign management program?	<input type="checkbox"/>	<input type="checkbox"/>			
Have the programs been updated in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>			
If yes, attach cover page (dated) and <b>no more than 2 pages</b> of each report documenting the most recent updates.			<input type="checkbox"/>		0-5
5. Has your agency applied for an LRHIP Transportation Plan Grant in the past for this project?	<input type="checkbox"/>	<input type="checkbox"/>			
If yes, year(s) applied _____					0-5
6. Are you applying for your first Transportation Plan?	<input type="checkbox"/>	<input type="checkbox"/>			
Do you have an existing Transportation Plan?	<input type="checkbox"/>	<input type="checkbox"/>			
If yes, what year was it funded? _____					
If yes, when was it last updated? _____					
<b>TOTAL SCORE:</b>				<b>out of a possible 65 points</b>	

### Additional Questions

1. Have you ever had a Transportation Plan? Yes  No

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

If with another agency, who was the lead agency? \_\_\_\_\_

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

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



## TRANSPORTATION PLANS APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
1. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
2. Annual Road & Street Financial Report LOCAL (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
3. Are you involved with an active multi-jurisdictional transportation group?	5-10 4 2-3 0-1	Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, ranked, share resources, minutes Involved with multi-group, share resources Involved with multi-group or shared resources
4. Do you have a pavement management and/or sign management program?	5 4 3 2 1	Pavement & sign mgmt. updated w/i 3 years Pavement <b>or</b> sign management updated w/i 3 years Pavement & sign updated over 3 years ago Pavement <b>or</b> sign management updated over 3 yrs. Any pavement or sign rating information or system
5. Has your agency applied for an LRHIP Trans. Plan Grant for this project in the past?	20 15 10	Applied more than twice Applied twice before Applied once before
6. Are you applying to fund your first plan? Do you have an existing plan? Has it been updated at all?	10 3-4 1-2	Yes, applying for first plan Older than 10 years, but has had update Older than 10 years with no update



## 3.5 LHTAC FY26 LRHIP SIGN PROJECT APPLICATION

### SIGN PROJECT APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the Annual Road and Street Financial Report and completed by LHTAC Staff, with the exception to Question 1a and 1b.**

1. Road and Street Financial Reports are required to be filed each year by state law. LHTAC uses this question to emphasize the LHJ has zero remaining (unobligated) balance and is saving for future projects. This is to help LHJs, most in need, score higher.

To score the highest amount of points, line 67 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 64, reflected on line 65.

LHJs must answer question 1a. Road and Street Reports that have been amended may not have reached LHTAC staff by the time applications are ranked. Answering this question will help LHTAC staff use the latest information.

2. [Idaho Highway Needs Assessment Study Update 1995](#) was completed to determine how transportation systems should be funded (Wilbur Smith Associates). The study concluded that 30% of the transportation system should be funded by the local jurisdiction. The Idaho Transportation Board Policy that funds this program (IT Board Policy 4030) requires the local jurisdiction be contributing at least 30% of the road budget from taxes/fees. To score the maximum amount of points on this question, the LHJ's budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the Road and Street Financial Report.

**Questions 3-6 are related to transportation planning. The LHTAC Council has put a priority on planning, proper maintenance and spending.**

3. 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 within their multi-jurisdictional group, and submit 3 unique, signed letters of support.

4. 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 two pages of their pavement and sign management program data that has been updated within the last three years.

5. A Transportation Plan is the jurisdictions 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. Projects being submitted for LRHIP funding should be supported by the Transportation Plan. To score the maximum amount of points on this question, the transportation plan should identify the project and be updated or re-adopted within the last 5 years.

6. A Capital Improvement Plan (CIP) is typically a short-term list of projects and/or maintenance that is scheduled for inclusion into future budgets. It may be established with the completion of a Transportation Plan but should also stand alone as its own document. It is more detailed with regard to projects than the Transportation Plan in



that costs and implementation are more identified. Ideally the CIP should be updated annually with regards to completed projects and updated priorities. To score the maximum amount of points on this question, the CIP should identify the project and be updated within the last 5 years.

7. The emphasis for sign funding is to replace and/or update, warning and regulatory signs. To receive the maximum amount of points, all of the signs being requested for replacement would be Warning and/or Regulatory Signs.

8. Safety is an important element to consider in all projects. This question rewards LHJs for considering safety within their sign projects. Also, other elements that may be a benefit to your community.



## SIGN PROJECT APPLICATION SCORE SHEET

(Complete this form and include in your application after the cover sheet)

	Y	N	Attachment Included	LHTAC use only	Points Available
<i>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF, EXCEPT 1a. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD &amp; STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>					
1. Line 64 CLOSING BALANCE					0-10
<b>1a. Line 65 Funds obligated for specific future projects</b>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>If yes to 1a, please provide list of future projects with values</b>			<input type="checkbox"/>		
<b>Line 67 ENDING BALANCE</b>					
<b>% for Future Projects = Line 65/Line 64</b>					
<b>1b. Has your jurisdiction amended its Road and Street Report?</b>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Line 11 TOTAL LOCAL (non-user) FUNDING					0-10
Line 17 TOTAL STATE (user) FUNDING					
Line 18 SECURE RURAL SCHOOLS					
Line 24 TOTAL RECEIPTS					
<b>LOCAL (Non-User %) = Line 11+Line 18 / Line 24</b>					
3. Are you involved with an active multi-jurisdictional transportation group?	<input type="checkbox"/>	<input type="checkbox"/>			0-10
(If yes, attach the first page of minutes or attendance for the last 1-2 years of meetings)			<input type="checkbox"/>		
Was your project ranked in the top 3 LRHIP projects for your group?	<input type="checkbox"/>	<input type="checkbox"/>			
Attach examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1 page max)			<input type="checkbox"/>		
Attach up to 3 signed letters of support for your project.			<input type="checkbox"/>		
4. Do you have a pavement and/or sign management program?	<input type="checkbox"/>	<input type="checkbox"/>			0-5
Have the programs been updated in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>			
If yes, attach cover page (dated) and <b>no more than 2 pages</b> of each report documenting the most recent updates.			<input type="checkbox"/>		
5. Is your project supported by your Transportation Plan?	<input type="checkbox"/>	<input type="checkbox"/>			0-5
If yes, attach cover page (dated) and <b>only</b> pages related to this project.			<input type="checkbox"/>		
6. Is this project shown on your 5-year Capital Improvement Plan?	<input type="checkbox"/>	<input type="checkbox"/>			0-5
If yes, attach cover page (dated) and <b>only</b> pages related to this project.			<input type="checkbox"/>		
7. Attach a cost breakdown detailing what percent of this project is to replace Warning and/or Regulatory signs. Percentage should be based on cost. Include cost calculations and the number of each type of sign.			<input type="checkbox"/>		0-20
8. Attach a description and percentage breakdown of non-regulatory signs included in your project. This includes overhead guide signs, street name signs, or other signs. Describe how these additional signs will provide safety or community-related benefits ( <b>limit 1 page</b> )			<input type="checkbox"/>		0-5
<b>TOTAL SCORE:</b>				<b>out of a possible 70</b>	



## SIGN PROJECT APPLICATION RATING CRITERIA

QUESTION	PTS	SUGGESTED SCORING
1. Annual Road and Street Financial Report Ending balance and % for future projects	8-10 1-7 0	Line 67 is \$0 & % for future is 50% or greater Line 67 is \$0 & % for future is 49% or less Line 67 is greater than \$0
2. Annual Road and Street Financial Report LOCAL (non-user) % of road funding	10 7-9 5-6 2-4 1 0	Local is greater than 30% Local is 25-29% Local is 20-24% Local is 10-19% Local is 1-9% Local is 0% - Does not contribute
3. Are you involved with an active multi-jurisdictional transportation group?	5-10 4 2-3 0-1	Involved with multi-group, ranked, share resources, minutes, examples, plus 3 quality, signed letters of support Involved with multi-group, ranked, share resources, minutes, examples Involved with multi-group, share resources Involved with multi-group or shared resources
4. Do you have a pavement and/or sign management program?	5 4 3 2 1	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
5. Is your project supported by your Transportation Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6. Is this project shown on your 5-year Capital Improvement Plan?	4-5 1-3 0	Supported by plan & updated w/i 5 years Supported by plan & older than 5 years Not supported by plan or no plan
7. What % of this project is to replace Warning and/or Regulatory signs?	0-20	% of warning/regulatory X 20 points
8. Does your project include any other signing aspects?	5 0-4	Community Benefit Plus Safety Community Benefit

## 4. PROJECT COMPLETION

### 4.1 PROJECT DOCUMENT SUMMARY (PDS)

**Local Rural Highway Investment Program (LRHIP)  
Project Documentation Summary  
(Submit this form upon completion of project)**

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

Project Name & Type: \_\_\_\_\_ Fiscal Year Awarded: \_\_\_\_\_  
(Construction, Federal-aid Match, Signs, Transportation Plan, Emergency Relief)

Date Project Funded: \_\_\_\_\_

Date Project Completed: \_\_\_\_\_

Project Description: \_\_\_\_\_

LRHIP Funds Awarded: \$ \_\_\_\_\_

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

Was any single contract over \$50,000? Yes  No

If yes, were state procurement requirements followed? Yes  No

Were all LRHIP funds expended? \* Yes  No

\*Any project may be audited for accuracy in expenditures related to the project.

If no, have excess funds been returned to LHTAC? Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(City Mayor (or signatory) or Chairman of the Board for County or Highway District)

Please attach to this form before-and-after photos of your project as well as proof that the full grant value listed above was fully expended (i.e. invoices). If your project is a Transportation Plan please include a copy of the plan to our LRHIP Manager along with this form. If possible, we prefer digital photos and documents which can be sent to MKautz@LHTAC.org.

**Local Highway Technical Assistance Council  
3330 Grace Street  
Boise, ID 83703**



## 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 taking into account 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. This 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 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)** map 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/>