

## 3. APPLICATION

### 3.1 LHTAC 2026 (FY27) LRHIP APPLICATION COVER SHEET

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

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

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

(Optional) P.O. 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 2026 (FY27) 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 of 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 number of points, line 69 should have a \$0 balance. 50% should be saved for future projects or large purchases, from the closing balance of line 66, reflected on line 67.

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 number 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 prior year's 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 number 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 number 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, current 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 number 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 number 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 number 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 number 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 66 CLOSING BALANCE					0-10
<b>1a. Line 67 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 68 Funds retained for general funds and operations					
<b>Line 69 ENDING BALANCE</b>					
<b>% for Future Projects = Line 67/Line 66</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 19 TOTAL STATE (user) FUNDING					
Line 20 SECURE RURAL SCHOOLS					
Line 26 TOTAL RECEIPTS					
<b>LOCAL (non-user %) = Line 11+Line 20 / Line 26</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, the economic 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"/>			
List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads ( <b>1 page max</b> ).			<input type="checkbox"/>		
Attach up to 3 signed, unique, current 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 the names of <b>all</b> full-time road maintenance staff*. The list must include <b>ALL</b> full-time road and bridge staff, including those that have not participated in any training.			<input type="checkbox"/>		0-6
*If you are a city and a neighboring agency maintains your roads <b>and</b> will be completing your work, please report their names. 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"/>			0-3
If yes, please list the last (most recent) calendar year you submitted an application that was awarded funding: _____					0-2
<b>TOTAL SCORE:</b>					<b>out of a possible 74</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 69 is \$0 & % for future is 50% or greater Line 69 is \$0 & % for future is 49% or less Line 69 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, the economic 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 unique, current, 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/in 3 years (if no paved roads, award maximum) Pavement or sign management updated w/in 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/in 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/in 5 years Supported by plan & older than 5 years Not supported by plan or no plan
8. Have any of the employees participated in the LHTAC T2 Road Scholar/Master program or other training programs?  <i>*Add points together for completed + enrolled (Potential for 6 points)</i>	3 2 1 0 2 1 0 1 -2	≥ 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 Two points will be deducted if a complete list of current, full-time road and bridge staff names is not submitted.
9. Have you unsuccessfully submitted an LRHIP application for this construction project?	3 2 1 0	5+ times 3-4 times 1-2 times Never
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