

## 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)



## 3.5 LHTAC 2026 (FY27) LRHIP SIGN PROJECT APPLICATION

### SIGN PROJECT APPLICATION QUESTION RATIONALE

**Questions 1-2 are financial questions. The information for these questions comes from the prior year's 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 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. 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 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.

**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 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.

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 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.

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 number 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 number 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 number 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 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"/>		
<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. 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			<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"/>		
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 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. 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, 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
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