

**Council Policy 9**

Effective Date: 3/26/2015

Revised: 3/26/25

Expiration: 12/2028

**LOCAL RURAL HIGHWAY INVESTMENT PROGRAM POLICY****Purpose:**

Provide funding for rural local highway jurisdictions to complete construction, planning, signing, and emergency projects.

**Additional Authority:**

Idaho Transportation Board Administrative Policy 5030.

**POLICY****Policy Statement:**

Through a cooperative agreement with the Idaho Transportation Board, the Council provides funding for the Local Rural Highway Investment Program (LRHIP) on an annual basis. LRHIP funds can be used to fund four types of projects including:

1. Construction (including Federal-aid construction match)
2. Signs
3. Transportation Plans
4. Emergencies

**Procedure:**

Project funds will be awarded to Local Highway Jurisdictions (LHJs) on an annual basis, provided the program is funded.

1. Application packets will be assembled by LHTAC staff and approved by the Council.
2. Application packets will be available to all rural LHJs by the end of September.
3. Applications are due back to LHTAC prior to the December Council meeting.
4. LHTAC staff and Council will score the applications.
5. Project award recommendations will be presented by LHTAC staff and approved by the Council at the March meeting. Notification letters will be sent to all LHJs who applied by the end of April.
6. Project work may begin at the beginning of the Federal Fiscal Year (FY), October 1, or as approved by the program manager or dictated by funding.
7. LHJs request funds in writing and payment is made as funding is available.
8. A Project Document Summary (PDS) including before/after photos or a copy of the final transportation plan are due upon project completion. Additionally, the LHJ must provide proof of full grant expenditure.

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9. If a project is not completed by the end of the third FY following award, a project extension is required. An LHJ is not eligible for further awards unless an extension or PDS is received.

**Guidelines:**

1. Funds cannot be used for LHJ wages or equipment reimbursement.
2. Purchases must follow state procurement rules.
3. \$400k will be reserved for emergency projects annually. The emergency balance at the beginning of a FY will not exceed \$800k. The remaining funds should be distributed as grants as closely as possible to the following:
  - a. 75% Construction (including Federal-aid match)
  - b. 15% Transportation Plans and updates
  - c. 10% Signs

**Project Specific Requirements:**

1. A construction project award (including Federal-aid match) requires a one-year hiatus from applying for another construction award. LHJs are still eligible to apply for other LRHIP funding.
2. Federal-aid match funds can be applied for when the sponsor project is scheduled for construction within the next two fiscal years from award fiscal year.
3. Transportation plan funds can be used for rural LHJs who have never received funds for a Transportation Plan or for those whose plan is older than 10 years old.
4. Sign projects must include at least a portion of Warning and/or Regulatory Sign upgrades.
5. Emergency applications are available year-round. They are considered by Council and funded immediately upon approval.

**Grant Extensions:**

As of FY 2022, LRHIP grant funds are required to be spent and grants closed out within three years of their award, or an extension must be submitted.

1. Deadlines will always occur in October, at the beginning of the Fiscal Year, therefore extension requests are due by October 1 to be presented at the December council meeting for approval or denial.
2. Extension request letters must explain the need for the extension and be signed by the LHJs Mayor or Chairman.

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3. If approved by council, the extension will be for six months, until July 1 of the following year, with a limit of one extension per grant.
4. Jurisdictions will be notified of the Council's decision by LHTAC staff and informed that failure to meet this new, extended deadline will result in ineligibility within the LRHIP program until their grant is fully closed.

**Kevin Renfrow, Chair**

Local Highway Technical Assistance Council