

COUNCIL MEETING AGENDA

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The meeting room is accessible for individuals with disabilities. If special accommodation is required to attend, please contact LHTAC at 208.344.0565. This agenda is subject to change in accordance with the provisions of the Idaho Open Meeting Law. Agenda items may be considered in a different order than listed, and the Council may move individual items to different positions on the agenda as needed.



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Election of Officers**

Presenter: **Chair**

Overview:

Current Executive members:

Kevin Renfrow – Chair	Highway District
Todd Smith – Vice Chair	Counties
Rod Plank – Secretary/Treasurer	Cities

Council members currently not serving on the Executive Committee:

Mark Rekow	Counties
Ted Lindsley	Counties
Robert (BJ) Berlin	Cities
Kari Peterson	Cities
Neal Gier	Highway Districts
Rick Robinson	Highway Districts

Terms of Office and Duties:

ARTICLE III - TERMS OF OFFICE AND DUTIES

SECTION 1. The officers shall be elected from the voting members of the Council and will consist of a Chairman, Vice- Chairman and Secretary/Treasurer. No more than one officer shall be from each Appointing Authority. It is the intent of these By-laws to rotate the Chairmanship through the (3) three Association’s on an annual basis.

SECTION 2. The officers shall be elected at the annual meeting or at any regular meeting in the case of vacancy.

SECTION 3. The terms of office for the Chairman, Vice-Chairman and Secretary/Treasurer shall be for one year starting at the beginning of the fiscal year, July 1st. There is no limit to the number of terms an officer may serve as long as the terms are not consecutive.



LHTAC COUNCIL STAFF REPORT

June 9, 2026

SECTION 4. The duties of the officers of this Council shall be as follows:

A. The Chairman shall: (1) Preside at all meetings of LHTAC; (2) act as spokesman for LHTAC; (3) be permitted to vote on all issues (4) call special meetings as he/she deems necessary or upon request by a majority vote of the Council members; (5) appoint special committees with the approval of the Council.

B. The Vice-Chairman shall: (1) Perform the duties of the Chairman in the absence of the Chairman; (2) Perform duties and assignments given by the Chairman

C. The Secretary/Treasurer shall: (1) Perform the duties of Chairman when both the Chairman and Vice-Chairman are absent; (2) keep or cause to be kept the minutes of all meetings and finances of LHTAC.

SECTION 5. The officers shall constitute the Executive Committee. The Executive Committee shall have the authority to act on behalf of LHTAC on executive matters or as otherwise authorized by the Council.



LHTAC COUNCIL STAFF REPORT

June 9, 2026

LHTAC Executive Council Terms 2007-current

Chair	Vice Chair	Secretary/Treasurer	Service Dates
Kevin Renfrow, HD	Todd Smith, County	Rod Plank, City	7/1/25-6/30/26
Kari Peterson, City	Kevin Renfrow, HD	Todd Smith, County	7/1/24-6/30/25
Phil Lampert, County	*Kari Peterson, City	Kevin Renfrow, HD	3/14/24-6/30/24
Phil Lampert, County	*Mac Pooler, City	Kevin Renfrow, HD	7/1/23-3/14/24
Neal Gier, HD	Phil Lampert, County	Mac Pooler, City	7/1/22-6/30/23
Robert (BJ) Berlin, City	Neal Gier, HD	Phil Lampert, County	7/1/21-6/30/22
Todd Smith, County	Robert (BJ) Berlin, City	Neal Gier, HD	7/1/20-6/30/21
Gilbert Hofmeister, HD	Todd Smith, County	Robert (BJ) Berlin, City	7/1/19-6/30/20
Diana Thomas, City	Gilbert Hofmeister, HD	Todd Smith, County	7/1/18-6/30/19
Mark Rekow, County	Paul Loomis, City	Gilbert Hofmeister, HD	7/1/17-6/30/18
Terry Werner, HD	Mark Rekow, County	Paul Lomis, City	7/1/16-6/30/17
Mac Pooler, City	Terry Werner, HD	Mark Rekow, County	7/1/15-6/30/16
Don Ebert, County	Mac Pooler, City	Terry Werner, HD	7/1/14-6/30/15
Dan Schaeffer, HD	Don Ebert, County	Randy Prescott, City	7/1/13-6/30/14
Mac Pooler, City	Dan Schaeffer, HD	Don Ebert, County	7/1/12-6/30/13
Lan Smith, County	Mac Pooler, City	Dan Schaeffer, HD	7/1/11-6/30/12
Dick Edinger, HD	Lan Smith, County	Mac Pooler, City	7/1/10-6/30/11
Shawn Larsen, City	Dick Edinger, HD	Lan Smith, County	7/1/09-6/30/10
J.R. Van Tassel, County	Shawn Larsen, City	Dick Edinger, HD	7/1/08-6/30/09
Clark Kauffman, HD	J.R. Van Tassel, County	Shawn Larsen, City	7/1/07-6/30/08

Recommendation: For Council Review

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
COUNCIL MEETING MARCH 12, 2026**

Council Members: Mayor Robert (BJ) Berlin, City of Roberts; Mayor Kari Peterson, City of Fruitland; Mayor Rod Plank, City of Kellogg; Commissioner Kevin Renfrow, South Latah Highway District; Commissioner Rick Robinson, Oakley Highway District; Commissioner Neal Gier, Buhl Highway District; Commissioner Todd Smith, Madison County; Nick Veldhouse, Executive Director at Idaho Association of Highway Districts

Council Absent: Commissioner Mark Rekow, Gem County; Commissioner Ted Lindsley, Idaho County; Kelley Packer, Executive Director at Association of Idaho Cities; Seth Grigg, Executive Director at Idaho Association of Counties

LHTAC Staff: Laila Kral, Megan Kautz, Ken Kanownik, Nancy Ziebarth, Mike Cram, Kevin Kuther, Brian Wright, Chainey Rhoades, Rebecca Howell, Craig Herndon, Sam Larrondo

ROLL CALL

Chairman Renfrow opened the meeting at 9:00 a.m. (MT) and asked for roll call. Nancy Ziebarth provided a roll call, and it was determined there was a quorum.

Motion by Member Gier for Council to enter Executive Session per Idaho Code §74-206(1)(f) Potential Legal Action. Second by Member Berlin. Motion Passed.

Executive Session ended at 9:24 a.m.

Motion by Member Berlin for Council to come out of Executive Session. Second by Member Plank. Motion Passed.

Business Meeting started at 9:30 a.m.

AMENDMENTS TO AGENDA

There were no amendments.

COUNCIL AND STAFF UPDATES

Laila Kral reported there were no updates.

Guest Speaker

Megan Lockwood from III-A gave the 2024-2025 annual report for III-A.

APPROVAL OF MINUTES

Motion by Member Peterson for Council to approve the draft minutes from December 10, 2025, December 11, 2025, and February 5, 2026, as presented. Second by Member Berlin. Motion Passed.

MEETING DATES

Nancy Ziebarth reported the 2026 meeting dates include:

- Tuesday, June 9, 2026, Council Meeting, Boise.
- Wednesday and Thursday, September 16-17, 2026, Council bus tour and meeting, possibly District 4 area. A poll was recently sent via email to change the date of this meeting due to conflicts. The new meeting dates are September 29 and September 30, 2026, in District 4.
- Thursday, December 10, 2026, Council Meeting, Boise

Nancy also reported that the dates for virtual Executive Committee Meetings that coincide with LILB bid openings in the event bid justifications are warranted include March 31, 2026 10:00 a.m. (MT); April 21, 2026, 10:00 a.m. (MT); May 19, 2026, 10:00 a.m. (MT), June 23, 2026, 10:00 a.m. (MT) and August 4, 2026, 10:00 a.m. (MT)

FINANCIAL REPORTS

Surplus Property Disposal

Mike Cram reported that a Dell Laptop was destroyed/recycled due to it being unusable.

Motion by Member Berlin for Council to approve the Surplus Property Disposal items as presented. Second by Member Plank. Motion Passed.

Financial Statements

Mike Cram reported on financial statements from November and December 2025 and January 2026. He noted that obligation authority has been received and LRHIP funds have been requested.

Notes:

Revenues:

- HDA appropriation has been received
- Received a draw through the LILB program

Expenditures:

- HDA technical assistance projects include the purchase of eight sign safety kits that were given away this quarter
- Children pedestrian safety is on track with payments being made as the invoices are received

As of January 31, 2026, the year-to-date net income for LHTAC is \$9,257,827; T2 is \$111,955. The program to date fund balance for LILB is \$29,623,104. Net equity from the abbreviated balance sheet is \$47,045,302.

Total LRHIP grants awarded equal \$6,500,925, with total outstanding payments as of January 29, 2026, equaling \$3,169,779.

Discussion: Laila Kral shared her appreciation to Megan Kautz and the LRHIP team for being current on the LRHIP grant expenditures. She also noted that the technical assistance projects (safety kits), are coming from the general fund money. These funds are required to be used for maintenance or projects, so LHTAC has decided to use it to benefit the locals and the state of Idaho.

Motion by Member Gier for Council to approve the Financial Statements as presented. Second by Member Berlin. Motion Passed.

ADMINISTRATOR REPORT

Laila Kral reported that the 2026 Legislative Session began in January and LHTAC has been asked to review and provide talking points on some proposed legislation. She noted that the annual report was submitted to the Senate Transportation Committee on February 11, 2026, and to the House Transportation Defense Committee on February 16, 2026. Laila presented to the Senate Transportation Committee on February 12, 2026, which included LHTAC's services, technical assistance and highlighted the Leading Idaho Local Bridge program.

The Associated General Contractors held executive level meetings throughout December, which Megan Kautz attended and provided updates on projects going to advertisements.

During the Winter Legislative Conference by Idaho Association of Counties in January, Laila presented an update to the Land Use and Infrastructure Committee and Ken Kanownik presented a workshop on proper planning processes and uses for counties.

Laila noted that LHTAC provides a lot of outreach in the spring and has created a handout about LHTAC that includes who we serve, information about the T2 Center, administered programs and Leading Idaho Local Bridge Program.

Laila shared a news article about a completed project on the Monte Vista to Pocatello Creek Pathway. She also reviewed kudo's that were received in recognition of LHTAC and Council for the 401k match policy; LHTAC for safety kits; LHTAC and T2 for new class management system; Megan Kautz for presentations; Craig Herndon for being great to work with; Amanda LaMott and Megan Kautz for help on grants management.

STAFF TRAINING

Nancy Ziebarth reported that fifteen training courses have been taken from December 1, 2025, through February 28, 2026, by LHTAC staff.

Sam Larrondo shared information from the Scour at Highway Bridges training and Craig Herndon shared information on the Build America Buy America training.

PARTNER UPDATES

Association of Idaho Cities:

Kari Peterson noted that AIC is working on pre-emption bills including HB389.

Idaho Association of Counties:

Todd Smith noted that Seth Grigg and Sara Westbrook are busy with Legislative session.

Idaho Association of Highway Districts:

Nick Veldhouse gave an update on initiatives they are watching during the legislative session including the Strategic Initiatives funding.

PROGRAM UPDATES

Efficiency Measures:

Kevin Kuther, Megan Kautz and Ken Kanownik reviewed the efficiency measures and the results. Rebecca Howell gave the report on construction close-out efficiency measures and included some of the processes she goes through to achieve this measure.

Design Closeout achieved 40% of the 85% goal; Design Consultant Agreement achieved 50% of the 90% goal; PS&E Delivery achieved 6% of the 75% goal; Construction Change Orders achieved 79% of the 80% goal; Construction Closeout achieved 89% of the 70% goal; Construction Consultant Agreement achieved 0% of the 90% goal; Leading Idaho Local Bridge Program Percent Invoices paid within 30 days achieved 94% of the 100% goal; Safe Routes to School Invoice Reporting achieved 100% of the 100% goal; Transportation Alternatives Percent Obligated achieved 14.5% of the 100% goal.

Federal-aid Design (Rural, Small Urban, Bridge):

Kevin Kuther reported February 19, 2026, approximately 87% of our obligation of authority (OA) was received.

Rural Program:

Kevin Kuther reported that FHWA/ITD authorized \$16.3M for FY26 in the Rural Program and Idaho received \$12.9M of OA. Two FY26 projects are scheduled for construction, and one project has been bid in the past quarter.

Small Urban/Large Urban (MPO)

Kevin Kuther reported that FHWA/ITD authorized \$4.9M for FY26 in the Small Urban Program and Idaho has received \$3.5M. Six FY26 projects are scheduled for construction, and two projects have been bid in the past quarter.

Bridge:

Kevin Kuther reported FHWA/ITD authorized \$16.35M for FY26 in the Bridge Program and Idaho received \$16.3M. Six FY26 projects are scheduled for construction and one project bid in the past quarter.

Federal-aid Construction:

Megan Kautz reported that there were no completed projects this quarter. There are twenty active projects in construction. She noted that there were a lot of partnering meetings, and highlighted that Jayme Coonce took part in an ITD Dispute Review Board Candidate training, where contractors with large contracts, can take issues to the dispute review board. Rebecca Howell participated in a Road Safety Audit with ITD.

Two contractor surveys were sent this quarter, and both were received back. 2026 overall rating out of five includes CE&I at 4.4 and LHTAC at 5.0, the five-year average includes CE&I at 4.1 and LHTAC at 4.6.

A project of note includes Center Street RR Underpass in Pocatello. This had been shut down due to significant railroad delays. The construction began on January 6, 2026, and is planned to be completed by December 2026. Megan also shared the ITD Estimator Newsletter with everyone.

Local Highway Safety Improvement Program (LHSIP):

Brian Wright reported that OA has been released and gave an update on ten FY26 construction projects and fourteen FY26 design projects.

He noted that the Centerline Rumble Strip Safety Improvement construction project in Oneida County recently had a public hearing for the project which the design was completed. He was recently told that they no longer want to move forward with the project. He is working with the county to figure out the next steps.

Children Pedestrian Safety and Transportation Alternatives:

Children Pedestrian Safety (CPS):

Ken Kanownik reported that thirty-one of the thirty-two projects for 2023 are complete. The City of Wilder is scheduled to be completed by July 2026.

Twenty-eight of the forty-seven projects for 2024 projects are complete with the remaining nineteen projects at various stages of construction. As of December 1, 2025, approximately \$7.7M has been paid out of the \$10M American Rescue Plan Act (ARPA) funds.

Since the program was created in 2018, 128 projects have been completed across the state of Idaho.

Transportation Alternatives:

Ken Kanownik reported that FFY26 projects have begun to kick-off since the program received full obligation authority for the year in February 2026. As of March 1, 2026, for FFY23, thirteen projects have been completed, FFY24, twelve projects are completed, FFY25, four projects have been completed. There are no projects completed for FFY26 yet.

Leading Idaho Local Bridge:

Ken Kanownik reported that Brody Johnson is creating a quarterly update that gives high level information and will be handed out at meetings. There are ninety-two bridges that are complete, fifty-eight projects in construction, eighty-six projects in design and eighty-three projects on the wait list. \$200M has been spent out of \$565M that is obligated toward projects.

Projects continue to advance for both design and construction. Sixteen projects are scheduled for substantial completion this spring. Over thirty projects are scheduled to go out for advertisement this spring.

Bidding over the last quarter has been favorable with having a range of five to eight bidders and low bids ranging from 57% to 89% and all bids ranging from 57% to 135% of engineer estimates.

Staff hosts a monthly call for contractors to review upcoming projects, updates on permits or right-of-way sensitive schedules and to take questions.

T2 Center and Technical Assistance:

Chainey Rhoades reported that between December 17, 2025 and March 9, 2026, 25 Road Scholar awards, 23 Road Master awards and 1 Leadership award were presented to City of Nampa, Wendell Highway District, Shoshone Highway District, Worley Highway District, South Latah Highway District, ACHD, Jefferson County, Clark County and the City of Weiser. Remaining awards to be presented include five agencies in District 1; five in District 2; nine in District 3, four in District 4; five in District 5 and four in District 6.

Chainey noted that the new class management system is online and spring registration opened on February 13, 2026. The new Leading Across Generations material is completed with the first-class taking place on March 24, 2026. The Team Building and Communications material will be ready for fall classes. The first WAQTC training will take place in Boise June 1-4, 2026.

Safety packages won in December include City of Pocatello, City of American Falls and City of Driggs. Portable changeable messaging signs that LHTAC has selected are the PCM4000 Full Matrix with modem. Two will be kept in each district and will be delivered once storage locations are found.

The NLTAPA Western Region meeting will be held April 21-22, 2026, in Boise at LHTAC.

Technical assistance provided between December 4, 2025, and February 12, 2026, includes information on traffic sign safety, active transportation infrastructure investment program, Rural Roads grant program, 128K routes, speed limits, ped crossing, MASH 350 railing requirements, bridge review, road safety audit, RWIS information, review of federal requirements and traffic counters.

Federal Grants:

Ken Kanownik reported that applications for the Better Utilizing Investments to Leverage Development (BUILD) applications were due on February 24, 2026. Three applications were submitted by staff on behalf of local agencies and technical assistance was provided for five other applications. Staff provided technical assistance with \$95M in funding requests. Technical assistance provided after the Notice of Funding Opportunity was announced included providing details and outlines of how to put the application together, kick off meetings, a walk-through of the funding opportunity and providing a benefit cost analysis for the capital project request. Some agencies use the outline of a planning grant that LHTAC has created so they can put together their own grants. Staff also provided technical training that allowed other jurisdictions to apply. Results for the Rural and Tribal Technical Assistance and Innovative Finance and Asset Concession Programs have not been announced yet.

NEW BUSINESS

LILB-City of Moscow

Ken Kanownik reported that in December 2024, LHTAC accepted a second application in which agencies with eligible bridges could submit up to two applications for consideration. Ninety-six eligible applications were received, with several applications not eligible and not sent for scoring. An application that was mistakenly not scored was for Bridge Key 21715 Mountain View Road over Paradise Creek, City of Moscow. The city was notified in November 2024 about the upcoming poor condition rating, but there was no critical finding on this bridge. The timing of notification and updating of the eligible bridge list prior to the notification, resulted in LHTAC not having an eligibility to cross reference and not including it in the final list of applications, therefore, the bridge wasn't originally considered.

Staff became aware of the mistake in February 2026, at that time, staff reviewed the inspection report, and the bridge is an excellent candidate for repairs which include a series of pipe culverts that can be relined which will result in the poor condition being removed.

Motion by Member Berlin. Motion: For Council to include City of Moscow's application in the 2025 list of applications as a repair project as presented. Second by Member Robinson. Motion Passed.

LRHIP Application Rankings & Awards

Megan Kautz reported that LRHIP applications were due on December 2, 2025. Ninety-one applications were received accounting for \$9,356,338.46 in requested funds.

Three Council members and two staff members scored applications; scores were compiled to determine rankings for the awards within each of the four categories. For FY27, \$5M in Rural Federal-aid funds will be exchanged with ITD for \$4M in state funds.

Megan noted that the ITD Board Policy for LRHIP outlines that intended distribution of grants includes 75% of the grants are for construction; Federal-aid match reserved is \$200,000; Transportation Plans, 15% and Sign projects, 10%.

For this application cycle, Megan proposed the following:

- Transportation plan projects, award all seven applications, which would represent 6.5% of the grant program.
- Sign projects, award fourteen of the eighteen applications, which would represent 11% of the program.
- Federal-aid match, award the one application received totaling \$150,000. \$200,000 is reserved annually for this category.
- Construction projects, award nineteen of the sixty-one applications, which would represent the \$4M allotted for the FY27 limit after deducting the emergency funds.

Four applications that were received were deemed ineligible. Filer and Plummer Gateway Highway Districts applied for transportation plan updates but were funded within the past ten years; City of Shelley was deemed ineligible due to their urban classification and City of Dayton has a FY22 grant overdue for closeout.

With the recommendations, the budget is over by \$15,000. Megan noted that there is \$200,000 in unallocated funds for LRHIP due to savings, returned funds, etc. which can be used to cover the \$15,000 overage.

Motion by Member Berlin. Motion: For Council to approve the recommendations for the LRHIP applications as presented. Second by Member Gier. Motion Passed.

Federal-aid Small Urban Rankings & Awards

Kevin Kuther reported that applications for the Surface Transportation Block Grant (STBG) Small Urban were due on January 9, 2026. Nine applications requesting \$35,704,899 in funding were received. No applications for transportation plans were received.

Three Council members and two staff members scored applications. Two applications requesting more than the maximum of \$3M for construction were received. These applications provided a plan of how funding over the maximum would be handled. New projects will be included in the local programs in ITD's six-year Idaho Transportation Investment Program (ITIP) based on the scores and available funding. LHTAC will use this list to fund projects for the next two years.

Motion by Member Gier. Motion: For Council to approve the rankings for the Federal-aid Small Urban applications as presented. Second by Member Plank. Motion Passed.

Transportation Alternatives Program Rankings & Awards

Ken Kanownik reported that sixty-one infrastructure applications and thirteen non-infrastructure applications totaling \$36M in funding requests were received. TAP has approximately \$7.7M to fund awards on an annual basis. Idaho Transportation Department (ITD) policy directs that 5-10% of the amount must fund non-infrastructure projects and that ITD staff appoints a scoring committee with planners, advocates, and engineers with representations from across the state. Sponsors were able to submit two applications, but only one would be funded if there was only enough money to fund all the sponsors' first applications.

The committee recommends funding twenty-two infrastructure projects and seven non-infrastructure projects, bringing the total recommendation to \$16,497,660 and approximately \$1M will be programmed for the Mountain Home project in an out year of the ITIP to accommodate longer project development period.

Motion by Member Peterson To approve the Transportation Alternatives scores and rankings as presented. Second by Member Robertson. Motion Passed.

Federal-aid Bridge Rankings & Awards

Kevin Kuther reported that applications for the Surface Transportation Block Grant (STBG) Bridge were due to LHTAC on January 22, 2026, which included both Local and Off-System bridges. Twelve Local bridge applications requesting \$33,520,000 in funding and fifteen Off-System bridge applications requesting \$62,976,000 in funding were received.

Off-system bridge funding is 100% federal funding with no local match required.

Seventeen applications requested more than the maximum of \$3M for the bridge replacement or rehabilitation. Before these projects can be programmed in the program, a plan of how the agency is going to make up the difference or fund the shortfall will need to be formalized. Staff will coordinate bridge site visits with each sponsor for the top ranked bridges. Staff will also verify and review the cost associated with each application to compare the costs submitted in the applications to average costs per square foot for bridge and approach work.

Motion by Member Berlin To approve Federal-aid Bridge rankings as presented. Seconded by Member Smith. Motion Passed.

LHSIP Rankings & Awards

Brian Wright reported that sixteen applications were received requesting \$19,526,244. LHSIP applications are ranked based on a calculated cost-benefit ratio (CBR). Approximately \$11,200,000 in funding is available annually. Eleven applications submitted for approval have a CBR of 18.0 or greater and include a combined estimated cost of \$11,100,000.

Motion by Member Berlin. Motion: For Council to approve the LHSIP Rankings as presented. Second by Member Plank. Motion Passed.

Discussion: In reviewing the scores after discussions, it was determined that the City of Idaho Falls request for their two applications is over \$2M and in the application it states that the maximum amount is \$2M. Options include granting an exception for the application being over \$2M or cap the limit to \$2M and give them the choice of paying the difference.

Motion by Member Berlin. Motion: For Council to Rescind and Revote. Second by Member Peterson. Motion Passed.

Motion by Member Berlin. Motion: For Council to limit jurisdictions to \$2M on LHSIP application funds and approve the rankings with the caveat of giving staff flexibility to work with the jurisdictions. Second by Member Plank. Motion Passed.

Children Pedestrian Safety-Final Redistribution Plan #5

Ken Kanownik reported that House Bill 723 of the 2024 Legislative Session appropriated \$10M in federal funds from the American Rescue Plan Act (ARPA) which funded forty projects from the 2024 Children Pedestrian Safety Program applications. One of the regulations of the program is that after December 31, 2024, funding cannot be added to new projects but can be transferred between projects funded with ARPA funds. There is a balance of \$11,854.58 available for redistribution. The City of St. Maries is requesting \$7,000 for their project. Staff anticipates having \$100,000 to \$200,000 available for the remaining three projects (Preston, Fruitland, and Harrison) after final close-outs this spring.

Since the funds expire September 30, 2026, Ken is requesting the Administrator to have the authority to redistribute remaining funds to cover bids over \$250,000; allow for bid alternates or change orders over \$250,000 to increase the scope of a project and that no jurisdiction receives more than half of available remaining funds, except the final transfer to bring expenditures to \$10M for the program.

Motion by Member Berlin. Motion: For Council to approve the City of St. Maries request for \$7,000 and to authorize the Administrator to redistribute funds as presented. Second by Member Peterson. Motion Passed.

LRHIP Emergency Applications

Megan Kautz reported that there were no LRHIP emergency applications at this time. Total available funds are \$371,541.90.

No motion needed.

Roundtable Discussion about LHTAC

Laila Kral reported that changes at ITD include: Dan McElhinney resigned in December; Dave Kuisti is now the Chief Deputy, Todd Hubbard is now the Chief Operations Officer and, Chad Clawson is now the Chief Engineer.

In discussions with the LHTAC management team, it was decided to present the draft applications to Council in June for review and then in September they will be presented for approval.

Member Berlin asked about the sign packages that are given away. He noted that it is harder for some of the small agencies that have limited employees to get to classes and asked if there are other options to be able to qualify for the drawing. Laila noted that staff will look at other options such as offering a smaller kit with other ways to qualify such as a drawing.

Motion by Member Plank To adjourn. Seconded by Member Robinson. Motion Passed.

With no further business, the meeting was adjourned at 1:28 p.m.

RESPECTFULLY SUBMITTED BY:

Rod Plank, Secretary/Treasurer

Kevin Renfrow, Chair

_____, 2026

All Staff Reports can be seen in the Council Book on our website at <http://lhtac.org/resources/council-meetings/>

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
MARCH 25, 2026 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chair Renfrow via TEAMS at 10:00 a.m. (Mountain Time).

Council Members: **Executive Voting Members:** Commissioner Kevin Renfrow, South Latah Highway District; Commissioner Todd Smith, Madison County; Mayor Rod Plank, City of Kellogg

Attended: Commissioner Neal Gier, Buhl Highway District; Commissioner Ted Lindsley, Idaho County

LHTAC Staff: Nancy Ziebarth, Laila Kral, Ken Kanownik, Megan Kautz, Mike Cram

New Business

LRHIP Emergency Application

Megan Kautz reported that the Local Rural Highway Investment (LRHIP) has \$371,541.90 available for emergency applications.

She noted that Boise County submitted an application requesting \$100,000 for Alder Creek Road which experienced significant roadway edge loss and slope failure during severe winter storm events in January and February 2026.

Discussion: While this project shows immediate concerns, this damage doesn't constitute an emergency.

Motion by Member Smith. Motion: To deny award \$100,000 to Boise County. Seconded by Member Plank. Motion passed.

Laila Kral noted that LHTAC has been working with the Governor's office to sign an emergency declaration for the recent flood events in District 2, which would use Federal Highway emergency relief funding.

Motion by Member Plank. Motion: To adjourn. Seconded by Member Smith. Motion passed.

With no further business the meeting adjourned at 10:18 a.m. (Mountain Time)

RESPECTFULLY SUBMITTED BY:

Rod Plank, Secretary/Treasurer

Kevin Renfrow, Chair

_____, 2026

Local Highway Technical Assistance Council

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
APRIL 20, 2026 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chair Renfrow via TEAMS at 10:00 a.m. (Mountain Time).

Council Members: **Executive Voting Members:** Commissioner Kevin Renfrow, South Latah Highway District; Commissioner Todd Smith, Madison County; Mayor Rod Plank, City of Kellogg

Attended: Commissioner Neal Gier, Buhl Highway District

LHTAC Staff: Nancy Ziebarth, Ken Kanownik, Megan Kautz, Mike Cram

New Business

LRHIP Emergency Application

Megan Kautz reported that the Local Rural Highway Investment (LRHIP) has \$371,541.90 available for emergency applications.

She noted that Nez Perce County submitted an application requesting \$100,000 to repair flood damage on Summit Grade Road.

Motion by Member Plank. Motion: To award \$100,000 to Nez Perce County. Seconded by Member Smith. Motion passed.

LILB Bid Justification

Ken Kanownik noted that the bids from the recent bid opening all came back under Engineers Estimate, so no justification is needed.

Motion by Member Smith. Motion: To adjourn. Seconded by Member Plank. Motion passed.

With no further business the meeting adjourned at 10:10 a.m. (Mountain Time)

RESPECTFULLY SUBMITTED BY:

Rod Plank, Secretary/Treasurer

Kevin Renfrow, Chair

_____, 2026

Local Highway Technical Assistance Council

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
MAY 19, 2026 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chair Renfrow via TEAMS at 10:00 a.m. (Mountain Time).

Council Members: **Executive Voting Members:** Commissioner Kevin Renfrow, South Latah Highway District; Commissioner Todd Smith, Madison County; Mayor Rod Plank, City of Kellogg

Attended: Commissioner Neal Gier, Buhl Highway District; Kelley Packer, Association of Idaho Cities

LHTAC Staff: Nancy Ziebarth, Ken Kanownik, Megan Kautz, Mike Cram

New Business

LRHIP Emergency Application

Megan Kautz reported that the Local Rural Highway Investment (LRHIP) has \$271,541.90 available for emergency applications.

She noted that an application was received from Clearwater County Road and Bridge requesting \$100,000 to repair Grangemont Road which was damaged due to heavy rainfall. Megan noted that Clearwater County has applied for Federal Highway Emergency funds and noted that in the past, if those funds are granted, we have asked that they return the LRHIP funds.

Motion by Member Smith. Motion: To award \$100,000 to Clearwater County with the stipulation that if they receive FHWA ER funds, they return the LRHIP funds. Seconded by Member Plank. Motion passed.

LILB Bid Justification

Ken Kanownik noted that the bids from the recent bid opening all came back under Engineers Estimate, so no justification is needed, however, one bid was delayed to Thursday, May 21st, and if a justification is needed, another executive meeting may need to be scheduled.

Motion by Member Smith. Motion: To adjourn. Seconded by Member Plank. Motion passed.

With no further business the meeting adjourned at 10:10 a.m. (Mountain Time)

RESPECTFULLY SUBMITTED BY:

Rod Plank, Secretary/Treasurer

Kevin Renfrow, Chair

_____, 2026



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Meeting Dates**
Presenter: **Nancy Ziebarth**
Overview:

2026 Quarterly Meeting Dates include:

- September 29 & 30, 2026, Bus Tour and Council Meeting, District 4
- December 10, 2026, Council Meeting, Boise

September 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 LHTAC Bus Tour	30 LHTAC Council Meeting				



LHTAC COUNCIL STAFF REPORT
June 9, 2026

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 LHTAC Council Meeting	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Below are the scheduled virtual Council Meetings for LILB Bid Justifications where all members are invited to join and participate in the discussion and the Executive Council (EC) will be the only ones voting.

- Bid Opening June 18, 2026, Executive Council Meeting June 23, 2026, 10:00 a.m.
- Bid Opening July 30, 2026, Executive Council Meeting August 4, 2026, 10:00 a.m. (MT)



LHTAC COUNCIL STAFF REPORT

June 9, 2026

2027 Proposed Council Meeting Dates:

- March 11, 2027, Council Meeting, Boise
- June 24, 2027, Council Meeting, Boise
- September 15-16, 2027, Bus Tour & Council Meeting, TBD
- December 9, 2027, Council Meeting, Boise

March 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11 Council Meeting, Boise	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



LHTAC COUNCIL STAFF REPORT

June 9, 2026

June 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 31 Memorial Day	1	2	3	4	5	6
7 IAC Commissioners Conference (not in Boise)	8 IAC Commissioners Conference	9 IAC Commissioners Conference AIC Annual Conference	10 AIC Annual Conference	11 AIC Annual Conference	12	13
14	15	16	17	18 Juneteenth Office Closed	19 Juneteenth	20
21	22	23	24 LHTAC Council Meeting	25	26	27
28	29	30				

September 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6 Labor Day	7	8	9	10	11	12
13	14	15 Council Bus Tour, TBD	16 Council Meeting, TBD	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



LHTAC COUNCIL STAFF REPORT

June 9, 2026

December 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9 Council Meeting	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31		

To ensure we have a quorum and follow Council Policy #2 for each meeting, you may appoint an alternate member and provide a proxy notice to LHTAC in the event you cannot attend a meeting.

Attended	Proxy	Absent	December 11, 2025	Attended	Proxy	Absent	March 12, 2026
X			Kari Peterson	X			Kari Peterson
X			BJ Berlin	X			BJ Berlin
X			Rod Plank	X			Rod Plank
X			Todd Smith	X			Todd Smith
			Vacant			X	Ted Lindsley
X			Mark Rekow			X	Mark Rekow
X			Rick Robinson	X			Rick Robinson
X			Kevin Renfrow	X			Kevin Renfrow
X			Neal Gier	X			Neal Gier

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Surplus Property Disposal**

Presenter: **Mike Cram**

Overview:

Per LHTAC Council Policy 1, Acquisition and Disposal of Property, all property that is no longer needed will be listed and presented to the Council. Items valued over \$500 will be auctioned to the public. Items under \$500, the Administrator has the authority to dispose of immediately.

No surplus property was disposed of this quarter.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Financial Statements**

Presenter: **Mike Cram**

Overview:

Enclosed are the financial statements for the quarter.

Generally, revenues are stable with most categories doing well. The following are some items to highlight;

- Highway Distribution Account (H.D.A.) disbursements are down slightly (about 1%). The final number will be determined after the last quarter's distribution for the year is received in July, upon the completion of the fiscal year. A slight adjustment up or down may be warranted.
- Revenues for the T2 Program are strong as a result of an increased number of classes being taught for the year.

Coupled with stable revenues are expenditures that largely are well below budget. The following two are of note;

- Thus far in the year, about \$1.2 million has been spent on administering the Leading Idaho Local Bridge Program. As a reminder, these costs are not entirely staff time but also advertising costs, any specialized consultant services needed, legal services related to the program, travel costs, etc.
- Project Expenses are the one expenditure that will exceed the budgeted amount. LHTAC underestimated the amount of expenses that would be incurred for the Group Sign Projects along with all other project expenses. An amended budget will be presented for consideration at the next Council meeting.



LHTAC COUNCIL STAFF REPORT

June 9, 2026

At the bottom of the financials, you'll notice the Program to Date Fund Balance for the Leading Idaho Local Bridge Program is highlighted. This is to call attention to the fact that only \$327K remains unobligated to projects of the total amount drawn down from ITD. One point of distinction, is that all funds are earmarked for projects but haven't necessarily been obligated because the payments for design have not occurred or the contracts for construction haven't been let. Because of this low remaining fund balance, another \$50M was requested from ITD in May.

Also included is the LRHIP grants that remain to be distributed for the year. At the beginning of the fiscal year there were 98 grants to be distributed. Of those 98 grants, only 45 remain to be funded as of the end of April. These 45 total a bit over \$2.7M.

Finally, included in your packet is an Abbreviated Balance Sheet which shows that Net Equity at the end of April was \$17.1M down from \$47.0M the previous quarter. This decrease reflects the payouts that occurred and the contracts that were executed primarily within the Leading Idaho Local Bridge Program.

Recommendation: For Council Review and Approval

LRHIP EXPENDITURES FY 2026

LRHIP FY2022

City of Challis	\$ 30,000
	\$ 30,000

LRHIP FY2023

City of Soda Springs	\$ 100,000
West Point Highway District	\$ 100,000
	\$ 200,000

LRHIP FY2024

City of Ashton	\$ 100,000
City of Bancroft	\$ 100,000
City of Challis	\$ 100,000
City of Craigmont	\$ 100,000
City of Hagerman	\$ 100,000
City of Lava Hot Springs	\$ 30,000
City of Driggs	\$ 30,000
City of Fairfield	\$ 27,231
City of Filer	\$ 30,000
City of Malad	\$ 100,000
City of Midvale	\$ 30,000
City of Newdale	\$ 18,532
East Side HD	\$ 100,000
Evergreen HD	\$ 100,000
Jefferson County	\$ 100,000
Jerome HD	\$ 30,000
Madison County R&B	\$ 60,000
North Latah County HD	\$ 100,000
	\$ 1,255,763

LRHIP FY2025

Bonner County	\$ 100,000
Boundary County	\$ 100,000
Central HD	\$ 100,000
City of Dayton	\$ 30,000
City of Ferdinand	\$ 100,000
City of Georgetown	\$ 30,000
City of Hazelton	\$ 30,000
City of McCall	\$ 30,000
City of Midvale	\$ 100,000
City of Notus	\$ 100,000
City of Plummer	\$ 30,000
City of St. Maries	\$ 30,000
City of Teton	\$ 30,000
East Side HD	\$ 28,988
Highway District No. 4	\$ 78,423
Idaho County	\$ 30,000
Jerome HD	\$ 100,000
Lakes HD	\$ 30,000
North HD	\$ 100,000
Richfield HD	\$ 30,000
South Latah HD	\$ 100,000
Valley County	\$ 100,000
Worley HD	\$ 100,000
	\$ 1,507,411

LRHIP FY2026

Bear Lake County	\$ 100,000
Bingham County	\$ 80,740
Boundary County	\$ 30,000
Burley Highway District	\$ 100,000
Butte County	\$ 100,000
Caribou County	\$ 30,000
City of Buhl	\$ 30,000
City of Cambridge	\$ 100,000
City of Carey	\$ 30,000
City of Cottonwood	\$ 30,000
City of Downey	\$ 50,000
City of Driggs	\$ 100,000
City of Dubois	\$ 100,000
City of Firth	\$ 100,000
City of Franklin	\$ 30,000
City of Hansen	\$ 30,000
City of Harrison	\$ 30,000
City of Homedale	\$ 50,000
City of Kamiah	\$ 37,778
City of Lewisville	\$ 100,000
City of Mackay	\$ 50,000
City of McCall	\$ 100,000
City of McCammon	\$ 30,000
City of New Plymouth	\$ 100,000
City of Pinehurst	\$ 100,000
City of Preston	\$ 100,000
City of Priest River	\$ 30,000
City of Riggins	\$ 35,159
City of Weston	\$ 30,000
Clark County	\$ 100,000
Cottonwood Highway District	\$ 47,250
Custer County	\$ 100,000
Downey-Swan Lake Highway District	\$ 30,000
East Side Highway District	\$ 100,000
Filer Highway District	\$ 100,000
Fremont County	\$ 100,000
Gooding Highway District	\$ 30,000
Independent Highway District	\$ 100,000
Jefferson County	\$ 30,000
Keuterville Highway District	\$ 100,000
Lakes Highway District	\$ 100,000
Lemhi County	\$ 100,000
Mountain Home Highway District	\$ 100,000
Nampa Highway District No. 1	\$ 30,000
Nez Perce County	\$ 30,000
Nez Perce county ER	\$ 100,000
North Highway District	\$ 26,825
Power County Highway District	\$ 100,000
Raft River Highway District	\$ 30,000
Shoshone Highway District	\$ 100,000
Shoshone County ER	\$ 100,000
South Latah Highway District	\$ 30,000
Teton County	\$ 30,000
Washington County	\$ 30,000
Wendell Highway District	\$ 100,000
White Bird Highway District	\$ 30,000
	\$ 3,707,751

Total Expenditures \$ 6,700,925

*Check was paid
Outstanding as of 4-29-26 \$ 2,739,779

Abbreviated Balance Sheet

As of
April 30, 2026

Cash	\$	89,868,790
Accounts Receivable	\$	941,438
LRHIP Receivable	\$	-
Work in Progress	\$	469,571
Total Assets	\$	91,279,799

Vacation Reserve	\$	91,674
Current Payables	\$	649
Payroll Payables	\$	186,395
Project Payables	\$	73,845,973
Total Liabilities	\$	74,124,691

Net Equity \$ **17,155,109**

Previous Quarter Net Equity 47,045,302



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Handed out at meeting, updated

Presenter: **Mike Cram**

Overview:

Attached is the Fiscal Year 2027 (FY27) proposed budget for consideration.

A couple of highlights;

- Budgeted revenues are down about \$10.5M primarily due to:
 - A lower Indirect Cost Allocation Plan (ICAP) rate resulting in less reimbursement from Federal projects compared to the current year. The ICAP is the recovery of indirect costs to operate the agency. Things such as the building, utilities, liability insurance, and training costs are indirect expenses allocated through the ICAP. The ICAP rates are always based on the financial results from two fiscal years prior and tend to fluctuate up and down creating a yo-yo effect instead of smooth constant line.
 - Not expecting any miscellaneous revenue compared to \$8.9M in FY26
 - Conservative interest revenue estimates knowing that there is some uncertainty in rates

- Personnel costs are 3.3% above FY26. Contributing factors include:
 - A flat and consistent COLA raise for every employee plus a small merit increase
 - A 10% increase in health care premiums, offset somewhat by increased employee contributions
 - A 10% increase in supplemental insurance premiums
 - A small increase in HRA-VEBA contributions



LHTAC COUNCIL STAFF REPORT

June 9, 2026

- Budgeted operating expenses for FY27 remain relatively flat with a couple of exceptions:
 - Leading Idaho Local Bridge contracts are budgeted \$28.7M above the FY26 budget
 - Children Pedestrian Safety grants are expected to decrease from \$10.4M to \$2.3M (carryover from the previous year)
 - Building maintenance is up about 20% (as the building ages, maintenance costs increase)
 - Computer software and utility expenses are budgeted for a 10% increase
 - Capital equipment for FY'27 includes:
 - Laptop computers
 - A new computer server
 - Replacement tables and chairs for the annex building conference room

Recommendation: For Council Review and Approval

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL FY 2027 Budget

REVENUES	April YTD	Forecasted 2026	Approved Budget FY 2026	Proposed Budget FY 2027
Carryover Children Ped Safety Program				1,873,000
LIL' B Program	91,200,000	141,280,000	150,000,000	150,000,000
Miscellaneous Income	8,894,146	8,894,146	8,893,953	
HB XXX (2025) Gen Fund Transfer	358,600	358,600	358,600	
HDA Appropriation	759,352	759,352	769,000	777,000
Investment Pool Interest	2,105,369	3,350,000	2,600,000	2,000,000
FHWA Reimbursement	3,024,356	3,300,000	3,098,802	2,599,600
FHWA Reimbursable Expenses	206,391	260,000	400,000	400,000
ISPWC	16,924	19,000	14,000	20,000
LRHIP Grant Program	4,000,084	4,000,084	4,000,000	4,000,000
T2 Program Revenue	215,629	245,000	170,000	180,000
T2 FHWA Grant	394,769	415,000	435,000	420,000
Revenue Total	111,175,620	162,881,182	170,739,355	162,269,600
EXPENDITURES				
Total Staff Salaries	2,572,850	3,226,057	3,224,246	3,345,255
Honorarium - Council	3,900	4,800	5,400	5,400
PERSI	290,535	359,645	385,620	400,092
FICA/Medicare	183,884	228,000	246,655	255,912
401K Match	38,514	47,764	69,000	69,000
Health Insurance	449,228	540,328	559,000	577,176
Health Insurance Buy-Down (Ded)	21,053	21,053	20,000	-
HRA-VEBA Contribution	84,240	84,240	87,480	94,500
Supplemental Insurance	38,917	46,425	48,000	52,000
Workers Compensation	5,403	5,403	6,300	6,500
Vacation Reserve	41,670	50,000	50,000	50,000
Unemployment Insurance	-		-	-
PERSONNEL TOTAL	3,730,194	4,613,715	4,701,701	\$ 4,855,835
OPERATIONS:				
T2 Center Reimbursable Expenses	371,325	475,000	400,000	400,000
Project Expenses	507,507	493,000	350,000	695,765
LRHIP Grant Distribution	3,961,146	4,700,000	4,700,000	5,000,000
HDA Technical Assistance Projects	300,869	345,000	625,000	100,000
Printing	8,553	10,000	10,000	10,000
Copying	18,406	20,000	35,000	20,000
Postage	2,926	5,000	5,500	5,500
Phone/FAX/Modem	7,807	9,300	8,000	12,000
Office Supplies	8,861	10,000	14,000	14,000
Computer Software	48,727	54,000	54,000	60,000
Building Maintenance	27,413	35,000	55,000	65,000
Utilities	11,089	15,000	19,000	22,000
Janitorial	6,262	7,300	6,000	7,500
Council Travel	17,687	25,000	32,000	32,000
Staff Travel	13,649	17,000	32,000	20,000
Local Meetings	2,850	3,500	3,500	4,000
Audit Services	13,000	13,000	20,000	20,000
Legal Services	363	1,000	7,500	8,000
Contractual Services	66,812	75,000	80,000	80,000
Reference Materials	373	500	1,000	1,000
Membership Dues	1,466	1,600	4,000	2,500
Interest and Fees Expense	594	594	500	500
Insurance (ICRMP)	27,423	27,423	27,453	28,000
Staff Training	11,149	15,000	35,000	35,000
Misc. Promotion of Trade	8,161	11,000	18,000	15,000
Unrecoverable Meeting Expenses	1,689	2,000	2,000	2,000
Office Equip/Comp/Furniture/Etc.	10,265	15,000	34,000	30,000
Capital Equipment	13,157	15,000	335,000	100,000
Other	(1,639)	(1,639)	-	1,000
Children Pedestrian Safety	8,130,731	8,500,000	10,400,000	1,873,000
LIL' B Contracts	97,458,244	113,458,244	120,000,000	148,750,000
OPERATIONS TOTAL	111,056,865	128,357,822	137,313,453	157,413,765
Total Expenses:	114,787,059	132,971,537	142,015,154	162,269,600
Net Income (Loss)	(3,611,439)	29,909,645	28,724,201	(0)



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **FY27 Proposed Budget**

See revised copy above

Presenter: **Mike Cram**

Overview:

Attached is the Fiscal Year 2027 (FY27) proposed budget for consideration.

A couple of highlights;

- Budgeted revenues are down about \$10.5M primarily due to:
 - A lower Indirect Cost Allocation Plan (ICAP) rate resulting in less reimbursement from Federal projects compared to the current year. The ICAP is the recovery of indirect costs to operate the agency. Things such as the building, utilities, liability insurance, and training costs are indirect expenses allocated through the ICAP. The ICAP rates are always based on the financial results from two fiscal years prior and tend to fluctuate up and down creating a yo-yo effect instead of smooth constant line.
 - Not expecting any miscellaneous revenue compared to the \$8.9M in FY26
 - Conservative interest revenue estimates knowing that there is some uncertainty in rates

- Personnel costs are 4.4% above FY26. Contributing factors include:
 - A flat and consistent COLA raise for every employee plus a small merit increase
 - Increased PERSI employer contributions
 - A 10% increase in health care premiums, offset somewhat by increased employee contributions
 - A 10% increase in supplemental insurance premiums
 - A small increase in HRA-VEBA contributions



LHTAC COUNCIL STAFF REPORT

June 9, 2026

- Budgeted operating expenses for FY27 remain relatively flat with a couple of exceptions:
 - Leading Idaho Local Bridge contracts are budgeted \$28.7M above the FY26 budget
 - Children Pedestrian Safety grants are expected to decrease from \$10.4M to \$2.3M (carryover from the previous year)
 - Building maintenance is up about 20% (as the building ages, maintenance costs increase)
 - Computer software and utility expenses are budgeted for a 10% increase
 - Capital equipment for FY'27 includes:
 - Laptop computers
 - A new computer server
 - Replacement tables and chairs for the annex building conference room

Recommendation: For Council Review and Approval



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Administrator Report**

Presenter: **Laila Kral, P.E.**

Overview:

The legislative session wrapped up in March. The biggest impact to local highway jurisdictions was the massive reduction to the General Fund transfer to transportation. LHTAC has fielded many questions regarding the funding changes.

The last quarter was filled with outreach. A combination of Kevin Kuther (D1), Megan Kautz (D5) and I (D2, D3, D4) attended and presented at the Idaho Association of Highway Districts (IAHD) Regional meetings. The presentation reminded attendees of what LHTAC provides and gave applicable updates. The Idaho Transportation Board travels to each district to hold their monthly meetings and hold a local outreach workshops. April was held in District 4 in Twin Falls/Shoshone, May was held in District 5 in Pocatello. June will be in District 3, July in District 1, August in District 6, and September in District 2.

In April, a number of employees attended the WTS Southwest Idaho Chapter Annual Gala. We were all excited to be there to support Karissa Nelson as she was recognized for the Innovation Transportation Solutions Award for her work towards the rapid replacement of the Buckhorn Bridge in Idaho County.

In May, I was honored to provide a module focused on Transportation to the Association of Idaho Cities – Leadership Academy. The audience was a mixture of city employees, city leaders and private business.

Over the past few months Brenna Shirer and our program leads have worked on program updates. This is the process to balance the Federal-aid programs, add new projects and advance/delay as necessary. Program updates were submitted to ITD by their deadline and are incorporated into the draft Transportation Investment Program (TIP).



LHTAC COUNCIL STAFF REPORT June 9, 2026

Throughout May, managers have completed annual evaluations for their teams. The evaluations are focused on the employee providing goal setting and include a document focused on core competencies. Additionally, it allows the employee to document what they need to be successful and what improvements can be made in the organization. LHTAC's third party Human Resources company compiles the improvements section and presents them for consideration. That step will occur in the next two months.

Additional outreach includes attendance at Governor Little's Capital for a Day held in Filer, speaking to the Meridian Lions Club and presenting to the International Rights of Way Association.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Staff Training**

Presenter: **Nancy Ziebarth**

Overview:

Below is a list of trainings, lunch and learns, and professional development that LHTAC staff participated in from March 1 through May 31, 2026.

1. Conflict Management: Skill Development for Cultural and Natural Resources Managers webinar
2. Manufactured Products Final Rule for the Build America, Buy America (BABA) Act, FHWA webinar
3. National Association of Environmental Professional annual conference and training symposium.
4. Asphalt pavement workmanship
5. ITD Project Development Conference
 - a. Leadership and Legal
 - b. The Legal Side of Denial Letters
 - c. IRI It can be rough out there – Pavement Smoothness
6. Rock & Roll Summit 2026 at Ada County Highway District
7. Idaho Asphalt Workmanship Training
8. The Mystery of Categorical Exclusion – Environmental Processes from ITD Form 1500 to Approval CE
9. Finding Permit Clues-Why are Permits Important to Design and Construction
10. Consultant Agreements – Solicitation to Negotiation
11. Build America, Buy America Challenge
12. Leading Across Generations

Recommendation: For Council Review



COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: Efficiency Measures

Presenter: Staff

Overview:

Efficiency Measure Dashboard		
Design Efficiency Measures		Goal
Design Closeout	Construction Contract Award Date + 120 Days	85%
Design Consultant Agreement	Design obligation date (FHWA approval date) + 120 days	90%
Design PS&E Delivery	As of Nov 15 th , PS&E document ready and Construction State/Local sent to sponsor	75%
Construction Efficiency Measures		Goal
Change Order	Contractor Information received date + 28 days	80%
Construction Closeout	Work complete date on form 2242 + 90 days	70%
Construction Consultant Agreement	Executed CE&I agreement one week before Pre-Con meeting	90%
Program Administration Dashboard		
Leading Idaho Local Bridge Program: Percent Invoices Paid within 30 days		100%
Safe Routes to School Invoice Reporting: Percent Invoices Paid within 30 days		100%
Transportation Alternatives Program: FY25 Percent Obligated		100%

Recommendation: For Council Review

Design Consultant Agreement

January through March 2026

District #	Key Numbers	Project Names	Design Admin	Design Consultant	Target Date	Actual Date	Success
6	24614	INT S Bridge- Yellowstone Hwy- 6th S Mini- Roundabout	Brian Wright	HMH	1/13/2026	3/23/2026	No

Goal = 90%

Achieved = 0%

Achieved Past 12 Months = 33%, 3 success out of 9

PS&E Delivery FY26

January through March 2026

Dist	Key Number	Project Name	Design Admin	DN Consultants	Target Date	Actual Date	Success
5	19838	Dingle E Shore; Beach to Cemetery	Muhammad Zubery	Keller Associates	11/15/2026		Pending
3	20100	Ola Hwy; Powerline Rd to 2nd Fork Rd	Muhammad Zubery	Keller Associates	11/15/2026		Pending
1	21982	School House Rd Impv	Sam Larrondo	HMH	11/15/2026		Pending
3	22016	Midway Rd; Karcher to Caldwell Blvd	Matt Koster	Precision Engineering, LLC	11/15/2026	7/18/2023	Yes
3	22017	Cherry Ln; Franklin Blvd to 11th Ave N	Jayne Coonce	Keller Associates	11/15/2026	7/19/2023	Yes
3	22018	Montana Ave; Ped Imprv & Widening	Amanda LaMott	J-U-B Engineers, Inc.	11/15/2026		Pending
3	22132	Int Holly St & NW Nazarene U Rdway	Dan Coonce		11/15/2026		Pending
3	22606	Pine-Featherville Rd Rehab, Mt Home HD	Muhammad Zubery	HMH	11/15/2026		Pending
3	22889	Pine-Featherville Rd Rehab	Muhammad Zubery	HMH	11/15/2026		Pending
4	22890	Bob Barton Road; 2200 E to 2400 E	Brian Wright	HMH	11/15/2026		Pending
6	23303	17th St; Hitt Rd to Avocet	Lisa Popoff	Horrocks Engineers, Inc.	11/15/2026		Pending
6	23304	INT 17th St & Curlew	Lisa Popoff	Horrocks Engineers, Inc.	11/15/2026		Pending
4	23734	Crestview Road	Lisa Popoff	Forsgren Associates, Inc.	11/15/2026		Pending
4	23735	400 West Road	Muhammad Zubery		11/15/2026		Pending
4	23738	1500 East Road	Kevin Kuther	Forsgren Associates, Inc.	11/15/2026		Pending
4	23789	21st St; O St to US-30 PH 2, Heyburn	Sam Larrondo	Civil Science, Inc.	11/15/2026		Pending
1	24276	Ramsey Rd Signal Upgrades	Brian Wright	J-U-B Engineers, Inc.	11/15/2026		Pending
6	24285	INT 15th E and 49th S Safety Improvements	Lisa Popoff	Horrocks Engineers, Inc.	11/15/2026		Pending

1	24299	Moon Pass Rd Tunnels and Bridges, Shoshone County	Amanda LaMott	GeoEngineers, Inc.	11/15/2026		Pending
3	24337	ORR Multi-Use City Pathway, Nampa	Amanda LaMott	Precision Engineering, LLC	11/15/2026		Pending
3	24340	Main Street Bridge	Scott Wood	Keller Associates	11/15/2026		Pending
4	24344	100 East Bridge Widening at 137 North	Brian Wright	HMH	11/15/2026		Pending
2	24347	Main St S Crossing over Jim Fords Creek	Amanda LaMott	J-U-B Engineers, Inc.	11/15/2026		Pending
6	24349	Passasikwana Naowaide Creek Bridge Rehabilitation	Amanda LaMott		11/15/2026		Pending
4	24350	3700 N Road; 2100 E to 2300 E	Lisa Popoff	Forsgren Associates, Inc.	11/15/2026		Pending
2	24607	8th St Safety Improvements	Sam Larrondo	Conсор North America, Inc.	11/15/2026		Pending
3	24608	Anderson Dam Rd Safety Improvements	Brian Wright	HMH	11/15/2026		Pending
3	24609	Warren Wagon Rd Guardrail Improvements	Amanda LaMott	Precision Engineering, LLC	11/15/2026		Pending
6	24611	2nd East Safety Improvements PH 2	Brian Wright	HMH	11/15/2026		Pending
3	24739	ORR Multi-Use City Sidewalks Ph 2, Nampa	Amanda LaMott	Precision Engineering, LLC	11/15/2026		Pending
2	25043	Roadway Signing Safety Imprv (GS), Evergreen Highway District	Brian Wright		11/15/2026		Pending
5	25050	LED Signs INT Safety Imprv (GS), Downey Swan Lake Highway District	Brian Wright		11/15/2026		Pending
6	25051	Pedestrian Countdown Timers (GS), City of Idaho Falls	Brian Wright		11/15/2026		Pending
Goal = 75% by November 15							
Achieved = 6% by November 15th							
Achieved Past For FY25 = 15%, 5 successes out of 33							

Design Closeout

January through March 2026

Dist	Key Number	Project Name	Design Admin	DN Consultants	Contractors	Target Date	Actual Date	Success
5	19622	Bannock St Reconstruction	Muhammad Zubery	Forsgren Associates, Inc.;	Nelson Construction Corp	3/7/2026	5/14/2026	No
4	20633	Burley Ave; US-30 to Fruitland Ave	Kevin Kuther	HMH	Lariviere, Inc.	3/13/2026	1/12/2026	Yes
6	22008	Science Center; N Blvd to Holmes	Lisa Popoff	Horrocks Engineers, Inc.	Knife River Corp.	4/14/2026	1/20/2026	Yes
1	23282	Narrow Curve & Roadway Safety Improvements	Lisa Popoff	HMH	Knife River Corp.	3/26/2026	1/20/2026	Yes
2	23291	Woodland Road Safety Improvements	Kevin Kuther	J-U-B Engineers, Inc.	Knife River Corp.	3/26/2026	3/24/2026	Yes
6	23888	Morgan Creek Road Safety Improvements	Kevin Kuther	Civil Science, Inc.	Nelson Construction Corp	4/8/2026	3/23/2026	Yes

Goal = 85%

Achieved = 85%

Achieved Past 12 Months = 37%, 9 successes out of 20

Construction Consultant Agreement

October through December 2025

Dist	Key Number	Project Name	Constr Admin	CEI Consultants	Contractors	Target Date	Actual Date	Success
2	13443	Snake River Avenue; Southway Br to 11th Ave	Jayne Coonce	J-U-B Engineers, Inc.	Lariviere, Inc.	3/10/2026	2/24/2026	Yes
4	20633	Burley Ave; US-30 to Fruitland Ave	Jayne Coonce	HMH	Lariviere, Inc.	1/28/2026	1/6/2026	Yes
5	22883	Pedestrian Crossings	Craig Herndon		JM Concrete Inc.	3/26/2026		No
1	23282	Narrow Curve & Roadway Safety Improvements	Lisa Popoff	HMH	Knife River Corp.	4/13/2026	2/4/2026	Yes
2	23291	Woodland Road Safety Improvements	Kevin Kuther	J-U-B Engineers, Inc.	Knife River Corp.	3/4/2026	2/12/2026	Yes
5	23298	Flandro Drive	Kevin Kuther		JM Concrete Inc.	3/26/2026		No
6	23888	Morgan Creek Road Safety Improvements	Kevin Kuther		Nelson Construction Corp	3/24/2026		No
6	24346	INT 7th South & Center St HAWK Signal	Brian Wright	Civil Science, Inc.	Knife River Corp.		3/10/2026	Pending

Goal = 90%

Achieved = 50%

Achieved Past 12 Months = 61%; 11 successes out of 18

Construction Change Order

January through March 2026

Dist	Key Numbers	Constr Admin	CEI Consultants	Contractor	Change Order	Description	Target Date	Actual Date	Success
5	12098	Matt Koster	Civil Science, Inc.	Cannon Builders Inc.	5	Contract Time Modification	1/20/2026	1/5/2026	Yes
4	18807	Jayne Coonce	Civil Science, Inc.	Summit Construction LLC	4	Miscellaneous Work-Curb cuts, conduit, fiber in concrete	2/9/2026	1/14/2026	Yes
1	20039	Megan Kautz	Keller Associates	North Fork Enterprises	2	PCMS Price Adjustment	3/9/2026	2/9/2026	Yes
2	22402	Jayne Coonce	HMH	Knife River Corp.	3	Driveway & Curb Wall Change	2/26/2026	2/5/2026	Yes
2	23291	Kevin Kuther	J-U-B Engineers, Inc.	Knife River Corp.	1	PCMS	4/20/2026	3/25/2026	Yes

Goal = 80%

Achieved = 100%

Achieved Past 12 Months = 82%; 31 successes out of 38

Construction Closeout

January through March 2026

District #	Key Number	Project Name	Constr Admin	CEI Consultants	Contractors	Target Date	Actual Date	Success
6	19566	Fun Farm Bridge Replacement	Matt Koster	HMH	Wadsworth Brothers Construction Co. Inc.	2/2/2026	1/30/2026	Yes
3	20146	Mission Street; Southern City Limits to Deinhard Lane	Megan Kautz		M.A. Deatley Construction, Inc.	2/2/2026		No
4	20699	Crestview Rd Rehabilitation Phase 1	Jayne Coonce	Salaber Associates, Inc.	Summit Construction LLC	2/15/2026	2/9/2026	Yes
3	22102	Franklin Blvd & Karcher Rd Int	Jayne Coonce	Jacobs Engineering	Staker & Parson Companies	1/26/2026	3/30/2026	No
1	23285	S Greensferry Rd Guardrail	Megan Kautz	J-U-B Engineers, Inc.	Selland Construction	2/23/2026	1/5/2026	Yes

Goal = 70%

Achieved = 60%

Achieved Past 12 Months = 79%; 15 successes out of 19

Leading Idaho Local Bridge Program

Januray through March 2026

<u>Invoice #</u>	<u>Invoice Amount</u>	<u>Invoice Date</u>	<u>Date LHTAC Received</u>	<u>Date Reviewed</u>	<u>Date Accounting Received</u>	<u>Date Check Paid</u>	<u>Days from Received to Paid</u>	<u>Success</u>
24123925	\$16,401.49	12/4/2025	12/19/2025	12/23/2025	1/5/2026	1/5/2026	17	Yes
24123924	\$16,077.08	12/4/2025	12/19/2025	12/23/2025	1/5/2026	1/5/2026	17	Yes
38358	\$8,439.85	12/16/2025	12/19/2025	12/23/2025	1/5/2026	1/5/2026	17	Yes
490966	\$2,469.19	12/18/2025	12/19/2025	12/23/2025	1/5/2026	1/5/2026	17	Yes
491060	\$4,859.57	12/18/2025	12/19/2025	12/23/2025	1/5/2026	1/5/2026	17	Yes
40291647	\$39,946.96	12/22/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225776	\$2,120.17	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
606924	\$13,941.70	12/16/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
GS022-04 C28-09	\$17,920.20	12/4/2025	12/16/2025	1/5/2026	1/8/2026	1/12/2026	27	Yes
225778	\$9,182.34	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
40291830	\$17,677.23	12/22/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225774	\$14,498.75	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225781	\$7,792.34	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225782	\$21,975.66	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225779	\$6,811.46	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
254252	\$16,094.00	12/23/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225775	\$21,262.47	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225785	\$3,497.01	11/25/2025	12/23/2025	12/29/2025	1/7/2026	1/12/2026	20	Yes
225784	\$7,900.57	11/25/2025	12/23/2025	12/29/2025	1/8/2026	1/12/2026	20	Yes
254253	\$4,224.35	12/23/2025	12/23/2025	12/29/2025	1/8/2026	1/12/2026	20	Yes
191959	\$3,324.69	12/22/2025	12/31/2025	1/5/2026	1/7/2026	1/20/2026	20	Yes
191956	\$89,936.26	12/22/2025	12/31/2025	1/5/2026	1/7/2026	1/20/2026	20	Yes
191975	\$12,079.96	12/22/2025	12/23/2025	12/29/2025	1/7/2026	1/20/2026	28	Yes
193016009-1125	\$6,748.42	11/30/2025	12/31/2025	1/5/2026	1/7/2026	1/20/2026	20	Yes
1240029644	\$37,097.50	1/7/2026	1/9/2026	1/12/2026	1/12/2026	1/26/2026	17	Yes
1240029588	\$21,411.81	1/5/2026	1/9/2026	1/12/2026	1/12/2026	1/26/2026	17	Yes
608837	\$4,694.99	1/15/2026	1/16/2026	1/20/2026	1/20/2026	1/26/2026	10	Yes
609210	\$6,720.47	1/20/2026	1/22/2026	1/23/2026	1/26/2026	1/28/2026	6	Yes
GS022-04-C9-12	\$3,720.00	1/8/2026	1/16/2026	1/20/2026	1/20/2026	2/2/2026	17	Yes
19311	\$3,492.98	1/12/2026	1/16/2026	1/20/2026	1/20/2026	2/2/2026	17	Yes
19312	\$8,037.12	1/12/2026	1/16/2026	1/20/2026	1/20/2026	2/2/2026	17	Yes
26000612	\$42,356.55	1/8/2026	1/22/2026	1/23/2026	1/26/2026	2/2/2026	11	Yes
GS022-04-C9-13	\$3,185.00	1/20/2026	1/22/2026	1/26/2026	1/26/2026	2/2/2026	11	Yes
GS022-04-C31-07	\$3,165.00	1/20/2026	1/22/2026	1/23/2026	1/26/2026	2/2/2026	11	Yes
26000614	\$39,623.39	1/8/2026	1/22/2026	1/23/2026	1/26/2026	2/2/2026	11	Yes
254207	\$22,412.50	12/22/2025	1/22/2026	1/22/2026	1/26/2026	2/9/2026	18	Yes
254206	\$1,100.00	12/22/2025	1/22/2026	1/22/2026	1/26/2026	2/9/2026	18	Yes
225857	\$11,157.14	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes

225855	\$5,793.64	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
225860	\$15,077.32	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
225861	\$18,641.08	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
192522	\$22,510.19	1/16/2026	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
192577	\$16,894.10	1/19/2026	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
225858	\$14,218.20	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
254694	\$49,265.00	1/20/2026	1/22/2026	1/22/2026	1/26/2026	2/9/2026	18	Yes
225862	\$5,205.48	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
225856	\$11,061.56	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
225864	\$15,533.51	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
225863	\$7,300.17	12/31/2025	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
254537	\$15,010.20	1/17/2026	1/22/2026	1/22/2026	1/26/2026	2/9/2026	18	Yes
192467	\$39,505.89	1/15/2026	1/30/2026	2/4/2026	2/5/2026	2/9/2026	10	Yes
192475	\$21,668.08	1/15/2026	1/30/2026	2/4/2026	2/5/2026	2/9/2026	10	Yes
225783	\$714.22	11/25/2025	1/30/2026	2/4/2026	2/5/2026	2/9/2026	10	Yes
496316	\$753.42	1/22/2026	1/30/2026	2/4/2026	2/5/2026	2/17/2026	18	Yes
496351	\$3,482.33	1/22/2026	1/30/2026	2/4/2026	2/5/2026	2/17/2026	18	Yes
32127	\$5,912.40	1/16/2026	1/30/2026	2/4/2026	2/5/2026	2/17/2026	18	Yes
1240029886	\$28,953.01	2/4/2026	2/6/2026	2/9/2026	2/9/2026	2/17/2026	11	Yes
40305211	\$39,500.68	2/3/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
254747	\$17,606.25	1/21/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
226005	\$1,387.28	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
254748	\$260.00	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
190466	\$72,302.37	11/17/2025	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
193083	\$71,800.01	2/5/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
BO2600163-IN	\$3,838.98	2/3/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
226008	\$8,987.16	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
40305212	\$21,356.00	2/2/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
226006	\$290.74	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
226010	\$17,635.75	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
226011	\$14,128.62	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
226009	\$9,550.49	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
193084	\$15,895.96	2/5/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
226007	\$1,541.52	1/23/2026	2/6/2026	2/9/2026	2/9/2026	2/23/2026	17	Yes
190460	\$7,450.30	11/17/2025	2/9/2026	2/13/2026	2/13/2026	2/23/2026	14	Yes
GS022-04 C28-10	\$1,415.00	2/10/2026	2/13/2026	2/17/2026	2/17/2026	2/23/2026	10	Yes
GS022-04-C58-01	\$8,327.75	2/13/2026	2/13/2026	2/17/2026	2/17/2026	2/23/2026	10	Yes
GS022-04-D84-06	\$24,537.50	2/11/2026	2/13/2026	2/20/2026	2/23/2026	2/23/2026	10	Yes
19367	\$1,365.77	2/10/2026	2/13/2026	2/17/2026	2/19/2026	3/2/2026	17	Yes
19371	\$791.69	2/10/2026	2/13/2026	2/17/2026	2/19/2026	3/2/2026	17	Yes
611075	\$17,668.88	2/12/2026	2/13/2026	2/18/2026	2/19/2026	3/2/2026	17	Yes
19368	\$7,285.88	2/10/2026	2/13/2026	2/17/2026	2/19/2026	3/2/2026	17	Yes
19373	\$13,515.17	2/11/2026	2/13/2026	2/17/2026	2/19/2026	3/2/2026	17	Yes
33176	\$22,991.87	2/5/2026	2/13/2026	2/18/2026	2/19/2026	3/2/2026	17	Yes

1240030027	\$24,958.15	2/17/2026	2/24/2026	2/26/2026	3/2/2026	3/16/2026	20	Yes
254922	\$29,332.50	2/19/2026	2/24/2026	2/26/2026	3/2/2026	3/16/2026	20	Yes
226012	\$7,714.48	1/23/2026	2/24/2026	2/26/2026	3/2/2026	3/16/2026	20	Yes
226014	\$9,620.05	1/23/2026	2/24/2026	2/26/2026	3/2/2026	3/16/2026	20	Yes
226013	\$7,204.00	1/23/2026	2/24/2026	2/26/2026	3/2/2026	3/16/2026	20	Yes
254923	\$17,829.73	2/19/2026	2/24/2026	2/26/2026	3/2/2026	3/16/2026	20	Yes
501374	\$1,315.91	2/19/2026	2/24/2026	2/26/2026	3/2/2026	3/16/2026	20	Yes
GS022-04-C57-01	\$37,484.95	2/11/2026	2/13/2026	2/26/2026	3/5/2026	3/16/2026	31	No
255081	\$12,516.25	2/24/2026	3/6/2026	3/6/2026	3/9/2026	3/16/2026	10	Yes
26002154	\$43,911.81	2/5/2026	3/6/2026	3/6/2026	3/9/2026	3/16/2026	10	Yes
26002141	\$5,926.93	2/5/2026	3/6/2026	3/6/2026	3/9/2026	3/16/2026	10	Yes
GS022-04 C58-02	\$18,498.56	3/11/2026	3/13/2026	3/16/2026	3/16/2026	3/16/2026	3	Yes
40321974	\$26,444.19	2/27/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
BO2600352-IN	\$881.86	3/3/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
40321975	\$23,694.12	2/27/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
194047	\$19,739.97	2/28/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
193956	\$23,468.91	2/26/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
194236	\$14,068.78	3/12/2026	3/20/2026	3/23/2026	3/23/2026	3/23/2026	3	Yes
194235	\$14,023.47	3/12/2026	3/20/2026	3/23/2026	3/23/2026	3/23/2026	3	Yes
612824	\$2,015.60	3/11/2026	3/13/2026	3/16/2026	3/19/2026	3/30/2026	17	Yes
612758	\$30,598.88	3/12/2026	3/13/2026	3/16/2026	3/19/2026	3/30/2026	17	Yes
19434	\$9,186.50	3/9/2026	3/13/2026	3/16/2026	3/19/2026	3/30/2026	17	Yes
1240030151	\$32,180.15	3/6/2026	3/13/2026	3/16/2026	3/19/2026	3/30/2026	17	Yes
19435	\$10,622.54	3/9/2026	3/13/2026	3/16/2026	3/19/2026	3/30/2026	17	Yes
34333	\$23,352.72	3/5/2026	3/13/2026	3/16/2026	3/19/2026	3/30/2026	17	Yes
611914	\$5,072.62	2/25/2026	3/20/2026	3/23/2026	3/23/2026	3/30/2026	10	Yes
1240030238	\$14,710.42	3/17/2026	3/20/2026	3/23/2026	3/23/2026	3/30/2026	10	Yes
00733.25.21-223530	\$172.47	12/11/2025	12/12/2025	12/12/2025	12/15/2025	1/12/2026	31	No
254287	\$166,966.75	12/23/2025	12/31/2025	1/9/2026	1/12/2026	1/12/2026	12	Yes
20492-3	\$41,089.90	12/22/2025	12/23/2025	1/9/2026	1/12/2026	1/12/2026	20	Yes
491437	\$54,286.18	12/23/2025	12/23/2025	1/9/2026	1/12/2026	1/12/2026	20	Yes
191990	\$22,372.00	12/22/2025	12/31/2025	12/31/2025	1/8/2026	1/20/2026	20	Yes
313000000270	\$4,977.01	12/8/2025	12/12/2025	1/14/2026	1/16/2026	1/20/2026	39	No
188956	\$308,445.25	9/30/2025	12/31/2025	1/16/2026	1/20/2026	1/20/2026	20	Yes
1200776203	\$428,971.60	11/19/2025	11/19/2025	1/16/2026	1/20/2026	1/26/2026	68	No
00733.25.21-224520	\$86.24	1/8/2026	1/9/2026	1/16/2026	1/20/2026	1/26/2026	17	Yes
GS022-04-D84-05	\$25,034.70	1/8/2026	1/9/2026	1/16/2026	1/20/2026	2/2/2026	24	Yes
173	\$17,194.28	1/13/2026	1/16/2026	1/23/2026	1/26/2026	2/2/2026	17	Yes
GS022-04-D79-05	\$140,737.20	1/23/2026	1/30/2026	1/30/2026	2/2/2026	2/2/2026	3	Yes
254624	\$63,770.02	1/19/2026	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
2339965	\$10,511.00	1/16/2026	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
38735	\$171,185.40	1/26/2026	1/30/2026	1/30/2026	2/2/2026	2/17/2026	18	Yes
1200795321	\$130,864.46	1/23/2026	1/30/2026	1/30/2026	2/2/2026	2/17/2026	18	Yes
1200800246	\$269,528.87	2/6/2026	2/6/2026	2/13/2026	2/17/2026	2/17/2026	11	Yes

46338	\$24,294.81	2/5/2026	2/6/2026	2/13/2026	2/17/2026	2/23/2026	17	Yes
40305213	\$172,119.45	1/29/2026	2/6/2026	2/13/2026	2/17/2026	2/23/2026	17	Yes
GS022-04-D85-02	\$57,523.60	1/23/2026	2/6/2026	2/13/2026	2/17/2026	2/23/2026	17	Yes
270	\$8,312.71	2/6/2026	2/6/2026	2/13/2026	2/17/2026	2/23/2026	17	Yes
46339	\$46,743.04	2/6/2026	2/13/2026	2/20/2026	2/23/2026	2/23/2026	10	Yes
501532	\$49,494.80	2/20/2026	2/24/2026	3/6/2024	3/9/2026	3/16/2026	20	Yes
26000611	\$169,662.56	1/8/2026	1/22/2026	3/6/2026	3/9/2026	3/16/2026	53	No
2347691	\$10,575.50	2/16/2026	2/24/2026	3/6/2026	3/9/2026	3/16/2026	20	Yes
1200809300	\$67,348.74	3/9/2026	3/13/2026	3/13/2026	3/16/2026	3/16/2026	3	Yes
2356219	\$2,899.50	3/13/2026	3/13/2026	3/13/2026	3/16/2026	3/16/2026	3	Yes
193860	\$920.00	2/24/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
193016006-0126	\$70,398.50	1/31/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
190053	\$210,094.56	11/5/2025	3/6/2026	3/13/2026	3/16/2026	3/23/2026	17	Yes
194057	\$150,425.18	3/2/2026	3/6/2026	3/13/2026	3/16/2026	3/23/2026	17	Yes
W3Y28400006	\$204,853.01	3/3/2026	3/20/2026	3/20/2026	3/23/2026	3/23/2026	3	Yes
194058	\$76,328.00	3/2/2026	3/6/2026	3/20/2026	3/23/2026	3/23/2026	17	Yes
612235	\$231,753.52	3/6/2026	3/13/2026	3/13/2026	3/16/2026	3/30/2026	17	Yes
313000002867	\$12,690.00	3/9/2026	3/13/2026	3/13/2026	3/19/2026	3/30/2026	17	Yes
19436	\$276,243.19	3/10/2026	3/13/2026	3/20/2026	3/23/2026	3/30/2026	17	Yes
240318-4	\$17,841.90	12/8/2025	12/15/2025	12/15/2025	12/15/2025	1/12/2026	28	Yes
W3Y26800-02	\$32,409.00	11/10/2025	12/19/2025	1/14/2026	1/16/2026	1/20/2026	32	No
W3Y27500-02	\$44,936.00	12/12/2025	1/14/2026	1/14/2026	1/16/2026	1/20/2026	6	Yes
37157	\$1,261.26	8/20/2025	1/9/2026	1/14/2026	1/16/2026	1/26/2026	17	Yes
38519	\$970.20	1/6/2026	1/9/2026	1/15/2026	1/16/2025	1/26/2026	17	Yes
313000000852	\$81,280.00	12/31/2025	12/31/2025	1/15/2026	1/16/2026	1/20/2026	20	Yes
3954	\$18,417.50	12/31/2025	1/9/2026	1/15/2026	1/16/2026	1/26/2026	17	Yes
3181	\$21,696.39	1/6/2026	1/9/2026	1/15/2026	1/16/2026	1/26/2026	17	Yes
1167	\$5,481.55	1/23/2026	1/30/2026	2/2/2026	2/2/2026	2/17/2026	18	Yes
1168	\$6,856.40	1/23/2026	1/30/2026	2/2/2026	2/2/2026	2/17/2026	18	Yes
1	\$9,124.00	1/30/2026	1/30/2026	2/2/2026	2/2/2026	2/17/2026	18	Yes
38691	\$11,299.50	1/23/2026	1/30/2026	1/30/2026	2/2/2026	2/17/2026	18	Yes
226042	\$23,504.50	1/23/2026	2/6/2026	2/11/2026	2/12/2026	2/23/2026	17	Yes
2001112999	\$13,671.00	2/13/2026	2/13/2026	2/18/2026	2/23/2026	3/2/2026	17	Yes
76608	\$45,117.70	3/6/2026	3/13/2026	3/13/2026	3/16/2026	3/30/2026	17	Yes
313000002542	\$17,461.00	3/4/2026	3/13/2026	3/13/2026	3/16/2026	3/30/2026	17	Yes
240318-5	\$2,657.50	3/10/2026	3/13/2026	3/17/2026	3/19/2026	3/30/2026	17	Yes
161709	\$62,411.94	12/10/2025	12/19/2025	12/19/2025	12/22/2025	1/12/2026	24	Yes
159590	\$156,057.77	12/12/2025	12/19/2025	12/19/2025	12/22/2025	1/12/2026	24	Yes
TQ08377	\$21,518.79	12/30/2025	1/16/2026	1/16/2026	1/20/2026	2/2/2026	17	Yes
GPI1860719	\$1,910.00	1/5/2026	1/16/2026	1/16/2026	1/20/2026	2/2/2026	17	Yes
GPI1860720	\$2,163.96	1/5/2026	1/16/2026	1/16/2026	1/20/2026	2/2/2026	17	Yes
GPI1860800	\$1,572.80	1/21/2026	1/22/2026	1/23/2026	1/26/2026	2/2/2026	11	Yes
GPI1860801	\$13,628.48	1/21/2026	1/22/2026	1/23/2026	1/26/2026	2/2/2026	11	Yes
GPI1860799	\$1,708.80	1/21/2026	1/22/2026	1/23/2026	1/26/2026	2/2/2026	11	Yes

GPI1860802	\$48,249.44	1/21/2026	1/22/2026	1/27/2026	2/2/2026	2/2/2026	11	Yes
213190	\$35,445.13	1/30/2026	2/6/2026	2/6/2026	2/9/2026	2/23/2026	17	Yes
TQ23750	\$55,439.00	2/2/2026	2/6/2026	2/13/2026	2/17/2026	2/23/2026	17	Yes
TQ30130	\$12,143.34	2/16/2026	2/24/2026	3/6/2026	3/9/2026	3/16/2026	20	Yes
TQ39355	\$15,817.72	3/6/2026	3/6/2026	3/9/2026	3/16/2026	3/16/2026	10	Yes
163491	\$66,573.01	3/2/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
W3Y26700-02	\$57,806.00	1/30/2026	3/6/2026	3/6/2026	3/9/2026	3/23/2026	17	Yes
BO2502744-IN	\$4,634.83	1/5/2026	3/13/2026	3/13/2026	3/16/2026	3/23/2026	10	Yes
214194	\$28,209.17	3/13/2026	3/20/2026	3/20/2026	3/23/2026	3/30/2026	10	Yes
214193	\$47,393.90	3/13/2026	3/20/2026	3/20/2026	3/23/2026	3/30/2026	10	Yes
BO2502739-IN	\$2,726.25	12/22/2025	1/9/2026	1/16/2026	1/20/2026	1/26/2026	17	Yes
BO2502740-IN	\$5,691.00	12/22/2025	1/9/2026	1/16/2026	1/20/2026	1/26/2026	17	Yes
BO2502738-IN	\$2,508.00	12/22/2025	1/9/2026	1/16/2026	1/20/2026	1/26/2026	17	Yes
604891	\$2,224.77	11/20/2025	12/1/2025	1/16/2026	1/20/2026	1/26/2026	56	No
GS022-04IA01-01	\$17,145.86	1/8/2026	1/16/2026	1/20/2026	1/20/2026	2/2/2026	17	Yes
GS022-04IA02-01	\$13,777.50	1/8/2026	1/16/2026	1/20/2026	1/20/2026	2/2/2026	17	Yes
1200794671	\$19,688.14	1/21/2026	1/22/2026	1/23/2026	1/26/2026	1/26/2026	4	Yes
GPI1860806	\$1,523.30	1/21/2026	1/21/2026	1/22/2026	1/26/2026	2/2/2026	12	Yes
254597	\$17,001.25	1/19/2026	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
24121139	\$7,912.40	10/21/2025	10/23/2025	1/23/2026	1/26/2026	2/2/2026	102	No
192669	\$4,571.90	1/20/2026	1/22/2026	1/23/2026	1/26/2026	2/9/2026	18	Yes
TQ23668	\$1,077.57	2/2/2026	2/6/2026	2/13/2026	2/17/2026	2/23/2026	17	Yes
W3Y332200-01	\$7,300.00	11/11/2025	2/6/2026	2/13/2026	2/17/2026	2/23/2026	17	Yes
GS022-04-044-02	\$7,233.30	2/12/2026	2/13/2026	2/20/2026	2/23/2026	2/23/2026	10	Yes
GS022-04LR61-01	\$9,950.75	2/10/2026	2/11/2026	2/20/2026	2/23/2026	2/23/2026	12	Yes
226036	\$393.25	1/23/2026	2/25/2026	3/6/2026	3/9/2026	3/16/2026	19	Yes
193769	\$7,893.65	2/24/2026	3/6/2026	3/13/2026	3/16/2026	3/23/2026	17	Yes
193769	\$7,893.65	2/24/2026	3/6/2026	3/13/2026	3/16/2026	3/23/2026	17	Yes
BO2501228-IN	\$1,696.00	7/24/2025	3/13/2026	3/20/2026	3/23/2026	3/23/2026	10	Yes
BO2501230-IN	\$3,155.50	7/24/2025	3/13/2026	3/20/2026	3/23/2026	3/23/2026	10	Yes
BO22130AI	\$9,637.00	12/22/2025	3/13/2026	3/20/2026	3/23/2026	3/23/2026	10	Yes
BO2502743-IN	\$13,982.35	12/22/2025	3/13/2026	3/20/2026	3/23/2026	3/23/2026	10	Yes
214131	\$4,818.90	3/6/2026	3/13/2026	3/20/2026	3/23/2026	3/30/2026	17	Yes
254920	\$7,575.00	2/19/2026	2/24/2026	3/6/2026	3/9/2026	3/16/2026	20	Yes
225703	\$1,071.19	10/25/2025	3/6/2026	3/6/2026	3/9/2026	3/16/2026	10	Yes
225704	\$8,447.88	10/25/2026	3/6/2026	3/6/2026	3/9/2026	3/16/2026	10	Yes
Goal = 100%								
Achieved = 96%								

Safe Routes To School

January through March 2026

<u>Key Number</u>	<u>Local Sponsor</u>	<u>Reimbursement</u>	<u>Date Received</u>	<u>Date Processed</u>	<u>Date Submitted</u>	<u># Days Processed</u>	<u>Success</u>
22914	SICOG Pocatello	11	12/22/2025	1/7/2026	1/8/2026	17	Yes
22037	ISG	39	1/5/2026	1/7/2026	1/8/2026	3	Yes
22037	ISG	40	1/27/2026	1/27/2026	2/6/2026	10	Yes
22898	Orofino	13	1/28/2026	1/28/2026	2/6/2026	9	Yes
22914	SICOG Pocatello	12	2/4/2026	2/4/2026	2/6/2026	2	Yes
22037	ISG	41	2/5/2026	2/5/2026	2/6/2026	1	Yes
22041	Bonneville	7	2/12/2026	2/12/2026	2/20/2026	8	Yes
22909	Sandpoint LPOSD	7	2/19/2026	2/24/2026	2/26/2026	7	Yes
24593	Idaho Walk Bike	12	2/25/2026	2/26/2026	3/2/2026	5	Yes
22922	VRT Canyon County	34	2/25/2026	2/26/2026	3/2/2026	5	Yes
22922	VRT Canyon County	35	2/25/2026	2/26/2026	3/2/2026	5	Yes
23943	VRT Ada County	9	2/26/2026	2/26/2026	3/2/2026	4	Yes
24593	Idaho Walk Bike	13	2/27/2026	3/2/2026	3/6/2026	7	Yes
22922	VRT Canyon County	36	3/2/2026	3/2/2026	3/6/2026	4	Yes
22922	VRT Canyon County	37	3/2/2026	3/2/2026	3/6/2026	4	Yes
22922	VRT Canyon County	38	3/2/2026	3/2/2026	3/6/2026	4	Yes
22922	VRT Canyon County	39	3/2/2026	3/3/2026	3/6/2026	4	Yes
22922	VRT Canyon County	40	3/2/2026	3/3/2026	3/6/2026	4	Yes
24593	Idaho Walk Bike	14	3/2/2026	3/3/2026	3/6/2026	4	Yes
23943	VRT Ada County	10	3/3/2026	3/4/2026	3/13/2026	10	Yes
23943	VRT Ada County	11	3/5/2026	3/10/2026	3/13/2026	8	Yes
23943	VRT Ada County	12	3/5/2026	3/10/2026	3/13/2026	8	Yes
23943	VRT Ada County	13	3/5/2026	3/10/2026	3/13/2026	8	Yes
22037	ISG	42	3/10/2026	3/10/2026	3/13/2026	3	Yes

Goal = 100%

Achieved = 100%

Transportation Alternatives Program

January through March 2026

2026 Tap Scheduled Funds	Obligated as of 3/31/2026	Percent Obligated	Target	Success
\$7,737,000.00	\$1,723,221.00	22.3%	50%	No

Goal = 50%

Achieved = 22.3%



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Federal-aid Design (Rural, Small Urban, Bridge)**

Presenter: **Kevin Kuther, P.E.**

Overview:

Staff continue to develop designs of Federal-aid projects for the Rural, Small Urban, Local Bridge, and Off-system Bridge programs. This effort includes supporting Local Highway Jurisdictions as their projects move forward through the conceptual, preliminary, and final design stages including the environmental, right-of-way, geotechnical, and public involvement tasks. In addition, agreement administrators are administering freight, large urban, and Federal Lands Access Program (FLAP) projects on the local system.

The Federal Fiscal Year (FFY) 2026 began October 1, 2025. On 02/19/2026 the Federal government and ITD provided approximately 87% of all the obligation authority (OA) for LHTAC programs until end of year redistribution.

We continued to push construction projects out for advertisement. Projects submitted this late in the construction year have been given the option of a larger starting window to keep them favorable to contractors in hopes we can still receive competitive bids.

Program leads worked to finalize the program update in April. The available balances in each program were analyzed to determine how many new projects could be added to the ITIP and programmed to receive funding. The proposed projects were submitted to the IT Board and are listed in the program updates below.

The update for each of these Federal-aid programs are listed below:

Rural

FHWA has authorized \$16.3 million for FY26 in the rural program. Idaho received \$9,911,000 (62%) of OA in this program.

Status of FY26 projects scheduled for construction:



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- 19637 Yale Road, Stage 4, Burley Highway District
 - This project Bid date was 3/24/26. The low bid came in \$2.3M under the engineer estimate. The contract was awarded to Schreder & Brandt MFG, Inc for construction on 4/1/26.

- 20599 US-20 West Side Frontage Road, Madison County
 - PS&E of this project has been delivered. It is waiting at ITD for bidding.

The following projects were added to Draft ITIP from 2025 Rural Applications. These will need to be approved at the September 2026 ITD board meeting.

- Heise Road Reconstruction; Jefferson County Road and Bridge, District 5
- SH 46 to 2200 E. on 3200 S Road rehabilitation; Wendell Highway District, District 4
- N Mission Street Improvements; City of McCall, District 3
- 1300 S Road; 2300 E to County Line; Gooding Highway District, District 4
- Yale Road Stage 5; Burley Highway District, District 4
- Pine-Featherville Road Rehabilitation, Phase 3; Mountain Home Highway District, District 3

Small Urban/Large Urban (MPO)

FHWA/ITD has authorized \$4.9 million for FY26 in the Small Urban program. Idaho has received \$3.5 million (71%) of OA in this program.

Status of FY26 projects scheduled for construction:

- 23330 S E Parkway; Barney Dairy Rd To 7th N, Rexburg
 - The environmental document is being prepared for final approval. Preliminary roadway and bridge design and the hydraulic design are completed. Intermediate design continued. The PS&E package is expected by end of July.

- 24257 Pendlebury Ln, Christensen to Alice St, Blackfoot
 - PS&E completed. The project is being prepared for advertisement.



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- 13905 N 10th Ave ITS & Overlay, Caldwell
 - Design was completed in 2022. Sponsor is working on Property Use Agreements to allow for construction.
- 20535 1st St; Ammon to 45th E Widening, Bonneville County
 - Supplemental design agreement issued to consultant to change design at Sponsor request. Consultant is pushing to deliver PS&E package by the end of July. Project may need to be evaluated for delay.
- 23023 Elm St; Yellowstone to South Blvd, Idaho Falls
 - The consultant is pushing to deliver PS&E package by end of July.
- 23028 Prairie Ave; Meyer Rd to SH41, Post Falls HD
 - The consultant is finalizing PS&E submittal. Delivery is expected in May.

The following projects were added to Draft ITIP from 2026 Small Urban Applications. These will need to be approved at the September 2026 ITD board meeting.

- 100 West Rd Rehab, City of Rupert, District 4
- First Ave & Church /Bridges St Int Imprv, City of Sandpoint, District 1
- D St; Us 95 To Hayes St - Grind & Inlay, City of Moscow, District 2
- 12th St & Substation Intersection, City of Emmett, District 3
- Pine Street Reconstruction, City of Bellevue, District 4

Bridge

FHWA/ITD has authorized \$16.35 million for FY26 in the bridge program. Idaho has received \$16.35 million in OA and LHTAC staff are working on obligating FY26 projects.

Status of FY26 projects scheduled for construction:

- 20243 45th East; Sand Creek Bridge, Bonneville County



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- Consultant is working on final design and right-of-way acquisition. Project advertisement is expected in early Fall 2026.
- 20438 45th East; Willow Creek Bridge, Bonneville County
 - Consultant is working on final design and right-of-way acquisition. Project advertisement is expected in early Fall 2026.
- 24341 South Teton River Bridge, Fremont County
 - Consultant is working on final design. Project advertisement is expected in early Fall 2026.
- 22893 North Fork East River Bridge, Bonner County
 - This project has been moved from FY26 to FY27 construction due to delays in cultural approval and ROW acquisition.
- 24349 Passasikwana Naokwaide Creek Bridge Rehab
 - This project has been advanced from FY27 to FY26.
- 24339 Ferry Butte Rehab, Bingham County
 - Bid opening was on May 19, 2026. 4 bids were received. The apparent low bid was \$414,370.99 under engineers' estimate. Construction is expected to start later this summer

Due to project delays and project savings, two bridge designs from the 2026 application cycle were accelerated into the FY26 Off-System Bridge Program. These additions were officially approved at the ITD Board Meeting on May 14th.

- Whiskey Jack over Boyer Slough Bridge, Bonner County, District 1
- Cow Creek Road over Salmon River Bridge, Idaho County, District 2

The following bridges were added to Draft ITIP from 2026 Bridge Applications. These will need to be approved at the September 2026 ITD board meeting.

Local Bridge Program:

- 1300 S Road over Thorn Creek, Gooding HD, District 4
- Blue Lakes Over Rock Creek, Twin Falls HD, District 4
- 990 South Road over Milner Gooding Canal, Hillsdale HD, District 4



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- 800 East Road over “L” canal, Jerome HD, District 4

Off-System Bridge Program:

- Rammel Mountain Road over Badger Creek, Teton County, District 6
- 250 West Road over Milner Gooding Canal, Shoshone HD, District 4
- 370 South Road over Milner Gooding Canal, Dietrich HD, District 4


Recommendation: For Council Review

Agenda Item: **Federal-aid Construction**

Presenter: **Megan Kautz, P.E.**

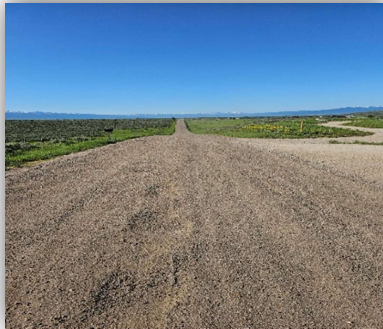
Overview:

This agenda item for the LHTAC construction section will provide an overview of recent activities.

 Bridge Program  Rural Program  Urban Program  Safety Program  Freight Funding

Project Completed in the Last Quarter

21983 N 500 W – Teton County
Before



After



21984 Moody Road Bridge – Madison County
Before



After





LHTAC COUNCIL STAFF REPORT







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Projects Currently Under Construction






Resident Engineer: Jayme Counce

-  **13443 Snake River Ave** - City of Lewiston (20%)
-  **19637 Yale Rd** - Burley Highway District (5%)
-  **20633 Burley Ave** - City of Buhl (15%)
-  **21981 Simco Road** - Mountain Home Highway District (65%)
-  **22432 Kilpatrick Bridge** - Blaine County (0%)
-  **22434 Old Hwy 81** - Raft River Highway District (0%)
-  **23295 Birch Creek Safety Improvements** - Oakley Highway District (5%)
-  **23886 3200 N Safety Improvements** - Murtaugh Highway District (60%)

Resident Engineer: Megan Kautz

-  **19129 Cove Road Bridge** – Washington County (95%)
-  **20039 W Fork Pine Creek** – Shoshone County (95%)
-  **23881 Gun Club Road** – Nez Perce County (0%)
-  **24229 Middleton Road** – City of Nampa (20%)
-  **24342 Old Spiral Highway Guardrail** – Nez Perce County (0%)
-  **24398 Prairie Avenue Underpass** – Post Falls HD (0%)

Resident Engineer: Matt Koster

-  **12098 Center Street Railroad Underpass** – City of Pocatello (35%)
-  **14058 A2 Highway** – Clark County (95%)
-  **19622 Bannock Street/Malad City Sidewalks** – City of Malad (15%)
-  **22008 Science Center** – City of Idaho Falls (0%)
-  **24339 Ferry Butte Bridge Rehab** – Bingham County (0%)

Resident Engineer: Kevin Kuther

-  **23282 Narrow Curve & Roadway Safety** – Benewah County (0%)
-  **24346 Int 7th S. & Center St. HAWK Signal** – City of Rexburg (0%)
-  **22883 Pedestrian Crossings** – City of Pocatello (25%)
-  **23291 Woodland Road Safety Improv.** – Idaho County (0%)



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■ 23888 Morgan Creek Road Safety Improv. – Custer County (0%)

Partnering

- ITD/FHWA Bi-Monthly Meeting
- ITD/AGC 18 Month Project Forecasting Meeting
- ACEC/LHTAC Committee Meeting
- ITD Program Delivery Conference
- AGC/ITD Spring Kick Off
- IAHD Regional Meetings
- Compass Environmental Workgroup Meeting Developing
- Programmatic Section 106 Agreement with the Coeur d’Alene Tribe’
- ITD Scour Committee Meeting
- ITD Materials Engineer Meeting
- ITD STQC Meeting
- ITD/AGC TAG Meeting
- Idaho Asphalt Conference Committee Meeting

Construction Survey Update

0 contractor surveys sent this quarter, 0 received back.

- 2026 Overall Rating Out of 5
 - CE&I – 4.4
 - LHTAC – 5.0
- Five Year Average
 - CE&I – 4.1
 - LHTAC – 4.6



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Conclusion

The construction team has started into a busy, early construction season with unseasonable weather starting early this year. Over the course of the next quarter, we will be visiting projects and administering a full schedule of Federal and State funded projects.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Local Highway Safety Improvement Program (LHSIP)**

Presenter: **Brian Wright, P.E.**

Overview:

FY26 LHSIP PS&E Projects

Staff are working to get Plans, Specifications, and Estimates (PS&E), which utilize Obligation Authority (OA) for FY26 LHSIP projects prepared for obligation and submitted to ITD for bidding.

This table provides the status of Project Development (Design) for LHSIP projects with construction funding in FY26:

KEY #	PROJECT NAME & SPONSOR	STATUS
23889	5 th E (Holmes) & 49 th South Signal, Bonneville County	Bid Opening June 2026
24342	Old Spiral Highway Guardrail, PH 1, Nez Perce County	Special Bid Opening June 2026
23881	Gun Club Rd; Lapwai Rd to Stewart Ave, Nez Perce County	PS&E Submitted, Pending SLA CN
23880	Spirit Lake Cutoff Curves, Bonner County	PS&E Pending
23299	Meridian Rd Safety Imprv, City of Blackfoot	Sponsor Request – Delay Construction
23883	2 nd St S Safety Imprv, City of Nampa	Draft PS&E Submitted to LHTAC
23301	E 500 N Road Safety Imprv, Fremont County	Preliminary Design
24345	Centerline Rumble Strip Safety Imprv, Oneida County R&B	Sponsor Request - Cancel Project

FY26 LHSIP Design Projects

The projects listed below are in Project Development (Design). State and Local Design Agreements have been initiated or design is underway. This table provides the status for each project:



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KEY #	PROJECT NAME & SPONSOR	STATUS
24607	8 th St Safety Imprv, City of Lewiston	Preliminary Design
24608	Anderson Dam Rd Safety Imprv, Mountain Home HD	Preliminary Design
24609	Warren Wagon Rd Guardrail Imprv, Valley County	Preliminary Design
24611	2 nd E Safety Imprv, PH 2, City of Rexburg	Preliminary Design
24612	Beesly Rd & 5000 E Safety Imprv, Madison County	Consultant Selected
24614	INT S Bridge/Yellowstone Hwy/6 th S, City of St Anthony	Preliminary Design
25045	Marketplace Blvd RSA, City of Nampa	Consultant Selection Started
25042	Bobbitt Bench Rd Guardrail, Clearwater County	Consultant Selection Pending
25044	Tammany Creek Rd Safety Imprv, Nez Perce County	Consultant Selection Started
25046	Pedestrian Paths Safety Imprv, City of McCall	Consultant Selection Pending
25048	Trail Creek Road Safety Imprv, Blaine County	Consultant Selection Pending
25054	Bryden Canyon Rd Safety Imprv, City of Lewiston	Consultant Selection Pending
24610	North Section Int Imprv (GS), Jerome HD	LHTAC Preliminary Design
25064	Seven Mile Curve Safety Imprv (GS), Jerome Highway District	LHTAC Preliminary Design

LHSIP projects are programmed over three (3) years. This accounts for funding (OA) and environmental clearance delays that can negatively impact the project delivery schedule.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Children Pedestrian Safety and Transportation Alternatives Program Updates**

Presenter: **Amanda LaMott**

Overview:

Children Pedestrian Safety

2023 Projects:

Thirty-one of the thirty-two projects (97%) that received funding in 2023 are complete. The City of Wilder project is actively in construction with completion scheduled at the end of the month (June 2026).

2024 Projects:

Thirty-seven of the forty-seven projects (78%) are complete with the remaining ten projects at various levels of construction. Many projects are substantially complete going through punch-list items, or working through redistribution to construct additional safety features for children pedestrians.

As of June 1, 2026, approximately \$8.1 million has been paid out of the \$10 million American Rescue Plan Act (ARPA) Funds. All projects have been advertised with all projects under contract in June 2026. All projects are expected to be completed by the statutory deadline of September 30, 2026.

Since the program creation in 2018, 147 projects have been completed across the state.

Children Pedestrian Program - All Project Status		
Funding Year	Completed	Construction
2018	15	
2019	11	
2021	8	
2022	45	
2023	31	1
2024	37	10
Totals	147	11



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Transportation Alternatives

The Idaho Transportation Board approved the application rankings at the April board meeting. All approved projects have been included in the draft 2027-2033 Idaho Transportation Investment Program scheduled to go out for public comment this summer with final approval expected in September 2026.

Updated program progress is as follows:

As of June 1, 2026

Transportation Alternatives Project Delivery Summary			
Project Kick-off and Obligations			
Funding Year	Projects in Design	Projects In Construction	Completed Projects
FFY 2023	2	1	16
FFY 2024	3	0	12
FFY 2025	6	1	4
FFY 2026	6	0	0

On the non-infrastructure side of the program continued work with sponsors has been a main focus to support educational activities such as in school curriculum and bike rodeos (safety events). While the sponsors that conduct these activities are passionate about the safety outreach to children, timely accurate invoicing has always been a challenge across the state. LHTAC and ITD staff produced the attached (next page) cheat sheet to help sponsors in meeting deadlines and providing correct and complete reimbursement requests with the first submission.

Recommendation: For Council Review

SAFE ROUTES TO SCHOOL

INVOICING & REIMBURSEMENT STANDARDS

Supporting safe, healthy, and active travel for students.



1. PROGRAM OVERVIEW & ROLES



ADMINISTRATION

- The Idaho Transportation Department (ITD) oversees program policy and compliance.
- The Local Highway Technical Assistance Council (LHTAC) administers applications and manages project implementation.



COORDINATION

- Projects on State Routes:** Coordinated with ITD.
- Off-System Projects:** Managed through the LHTAC Transportation Alternatives Program (TAP) coordinator.



PROGRAM GOALS

- To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools (K-12).

Note: "In the vicinity of schools" means, with respect to a school, the area within bicycling and walking distance of the school (approximately 2 miles).

2. FUNDING STRUCTURE



FUNDING PARTICIPATION SHARE:

- Projects are funded at a 92.66% Federal share.
- A 7.34% local match is required.



MATCH REQUIREMENTS:

- No "In-Kind" matches are accepted.
- The sponsor bears responsibility for costs exceeding the Federal-aid maximum.



FISCAL YEAR POLICY:

- Awards are granted per Federal Fiscal Year (FFY).
- Unexpended funds are reclaimed at the end of the fiscal year.

3. INVOICING REQUIREMENTS & DEADLINES

EXPECTATIONS



The Sponsor shall prepare and submit invoice reimbursement requests at a minimum quarterly, no later than 45 days after the close of the invoice period.



This includes documentation for allowable invoices, coordinator time sheets, receipts, and copies of proof of payments.



The State will reimburse the Sponsor for eligible expenses at the Federal-aid ratio, up to the Federal-aid award maximum.



The Sponsor shall assume responsibility for all costs of the project over and above the approved FY Federal-aid maximum.



Sponsors are responsible for tracking their program budgets with 0188 and other forms provided by ITD & LHTAC.

FREQUENCY



Invoices must be submitted at least quarterly, within 45 days after the billing period ends.

2026 DUE DATES

- Q1 (Oct–Dec): February 14, 2026
- Q2 (Jan–Mar): May 15, 2026
- Q3 (Apr–Jun): August 14, 2026
- Q4 (Jul–Sep): November 14, 2026

Note: If a deadline falls on a weekend or holiday, it is due on the first business day thereafter.

4. DOCUMENTATION STANDARDS (FORM 0188)

Every invoice must include a detailed Description of Activities and Expenditures and relate back to the Program Goals:



- Activities should support goals outlined in the Safe Routes to Schools program, such as promoting walking/biking to school and enhancing bicycle and pedestrian safety.
 - Who:** SRTS Coordinator, number of students, parents, and volunteers participating.
 - What:** Activities performed and their alignment with Work Plan tasks related to Safe Routes to School walking and biking safety education.
 - How** did the activities meet the goals of the program?
 - Where:** Specify the location(s) of activities, focusing on routes and locations within 2 miles of a school.
 - Expenditures:** Justification for any unusual, one-time, or purchases over \$500.

REQUIRED SUPPORTING DOCUMENTATION



Invoice: Outline costs included in the reimbursement request.

- Payment Address:** Current mailing address for payment



Time Sheets: Hours and activities sorted by coordinator.



Receipts: Proof of all expenditures requesting reimbursement. Itemized with an explanation for purchases over \$500.



Proof of Payment: Include proof of payment with consultant invoices detailing work completed.

5. THE REIMBURSEMENT PROCESS

1



SUBMISSION: The Sponsor submits the reimbursement request to LHTAC.

2



LHTAC REVIEW: LHTAC evaluates the request and aids in corrections.

3



ITD REVIEW: The ITD TAP Coordinator and Financial Services process the claim.

4



FINAL PAYMENT: The State Controller's Office issues payment to the local entity.

5



FHWA & STATE REVIEW: The Federal Highway Administration and the Idaho State Controller's Office maintain the authority to audit any program's accounting at any time. Programs are required to keep documentation for a minimum of three years.

6. KEY CONTACTS



- ITD TAP Coordinator:** Abby Peterson (Abby.Peterson@ITD.Idaho.gov)
- LHTAC Project Coordinator:** Ryan Rush (RRush@lhtac.org)

7. PRO-TIPS FOR SUCCESS



- Track Your Budget:** Use the 0188 Invoicing Template Form to keep track of your Federal-aid award.
- Ask for Help:** If questions arise regarding expenditure or activity eligibility, contact LHTAC or ITD for clarification.





LHTAC COUNCIL STAFF REPORT June 9, 2026

Agenda Item: **Leading Idaho Local Bridge Program Update**

Presenter: **Scott Wood**

Overview:

As of June 1, 2026, 115 Bridges are complete (up 23 since last reporting), 47 are in construction and 74 in design. There are 236 funded projects. The program has paid out \$230 million since 2022 (\$105.5 million in State Fiscal Year 2026). Payouts include design, construction, construction engineering, right-of-way acquisition utilities and final inspections.

April of this year saw the milestone of the 100th completed bridge in the program. Hexon Bridge of the Notus-Parma Highway District was the 100th completed bridge in the program. This is one of the larger projects in the program with a final cost of \$9.9 million. This project exemplifies the infrastructure investments that would not happen without the Leading Idaho Local Bridge Program.

The 115 completed bridges represent 49% of the funded projects and the \$230 million spent is approximately 40% of the available funds. While this appears to present as spending being behind completions and funds available for obligation on new projects, the second half of bridges has several large bridges currently projected to cost over \$20 million each. Staff remains confident that towards the end of Summer 2026 enough bridges will be completed and under contract in construction to make funding recommendations on new projects.

New Bridge – Hexon Rd over Boise River – Notus-Parma Highway District



Old Bridge – Hexon Rd over Boise River – Notus-Parma Highway District



In the last quarter (March-May 2026) 15 projects have been advertised for construction. Low bids varied from 54% to 105% of Engineer's Estimate (EE) with the total bid window of all bids at 54% to 132% of EE. The number of bidders and competition remains robust with the number of bidders per project ranging from five to nine over this period.

Several other significant bridges in program were completed this past quarter and pictured below:

Boise Street Over Payette River – Boise County



Rock Creek Road over Rock Creek – Winona Highway District



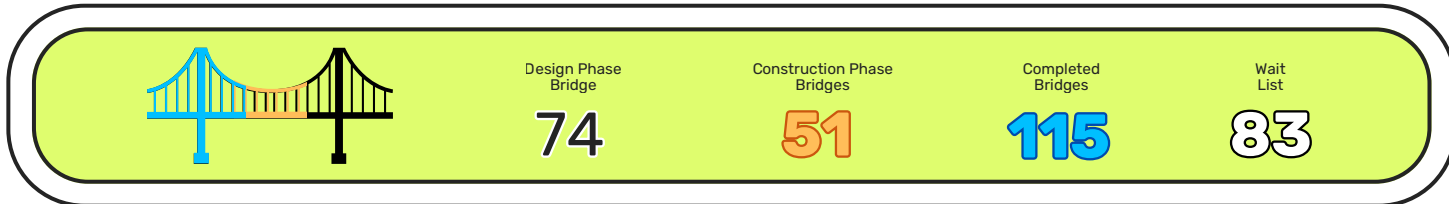
The quarterly report will be passed out at the Council meeting.

Recommendation: For Council Review

Quarterly Update



Leading Idaho Local Bridge



LAST QUARTER SUMMARY

Program Updates and Project Advancement

This quarter brought strong progress across the program. April of this year saw the milestone of the 100th completed bridge in the program - Hexon Bridge of the Notus-Parma Highway District. 115 completed bridges represent 49% of the funded projects.



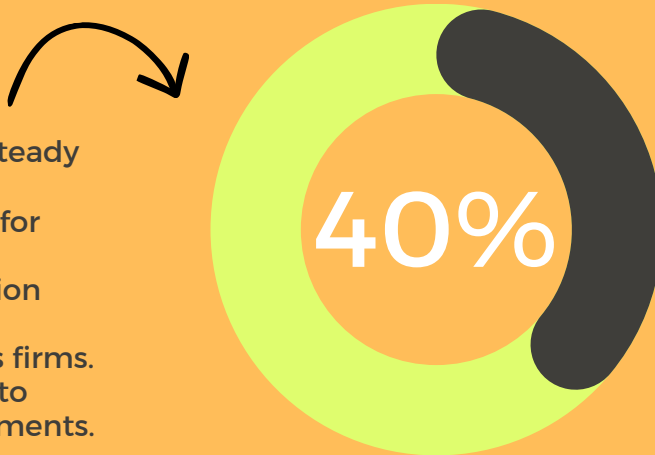
Hexon Rd over Boise River; Notus-Parma Highway District

FINANCES

Turning Funding into Projects

- **\$230 Million** spent of **\$565 Million** obligated toward projects, showing steady progress on program investments.
- **\$105.5 Million** in payouts completed for State Fiscal Year 2026.
- **51** projects currently under construction
- Over **365** contracts executed with engineering and professional services firms.
- **102** construction contracts executed to advance local infrastructure improvements.

Funding Progress to Date



COMPLETED PROJECT PICTURES

BOISE STREET OVER
PAYETTE RIVER;
BOISE COUNTY



ROCK CREEK
ROAD OVER
ROCK CREEK;
WINONA
HIGHWAY
DISTRICT



OLD HWY RD OVER
BEAVER CREEK;
WASHINGTON
COUNTY



SFY 2026 QUARTER 2 BID RESULTS: MARCH-MAY 2026

Key Number	Project Name	Sponsor	\$ Amount
22916	Baseline Road over Sand Creek	Bingham County	\$ 968,983
22940	Pioneer Road over Danskin	Bingham County	\$ 751,817
27335	Weitz Road over West Drain	Highway District #4	\$ 1,058,016
28225	Sage Road over Succor Creek	Homedale HD	\$ 4,070,999
23800	South Road over Camas Creek	Camas County	\$ 2,398,327
23460	Michaud Road over Taghee Canal	Power County R&B	\$ 1,579,842
30425	S McAvoy over Cougar Creek Bridge	Worley HD	\$ 640,831
30785	Old River Road over NF Coeur d'Alene River	Shoshone County	\$3,722,496
25445	1500 East Road over Low Line Canal	Buhl HD	\$1,051,649
29255	Clear Creek Road over Clear Creek	Idaho County	\$ 2,318,780
29355	Mother Lode over American River	Idaho County	\$ 2,051,778
32425	N 4950 E Bridge Bundle	Jefferson County	\$ 1,753,912
27790	Montgomery Rd over King Hill Creek	Glenns Ferry HD	\$ 1,502,828
24680	Ogle Lane over Little Weiser River	Adams County	\$ 1,400,000

PROJECT STATUS "BINGO" CHART

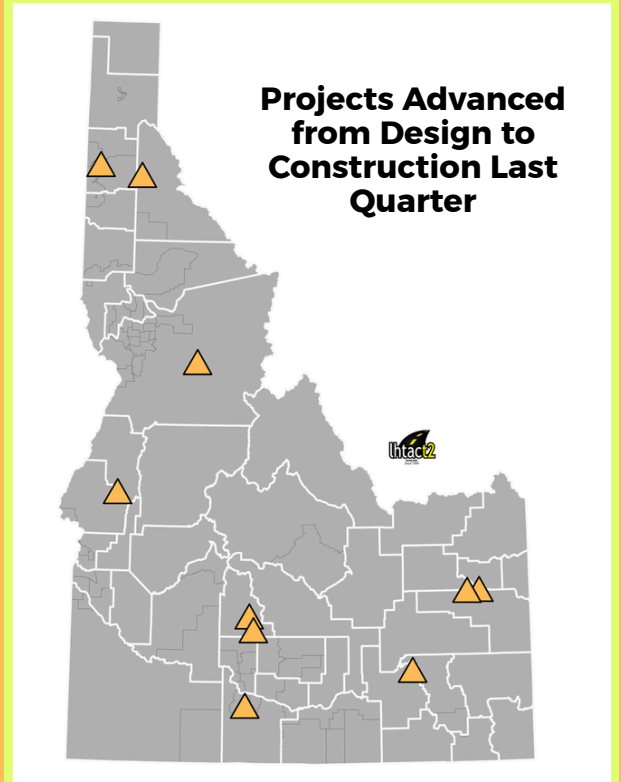
**Leading Idaho Local Bridge Program
Project Status 6/1/2026**

2022 Applications														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221				

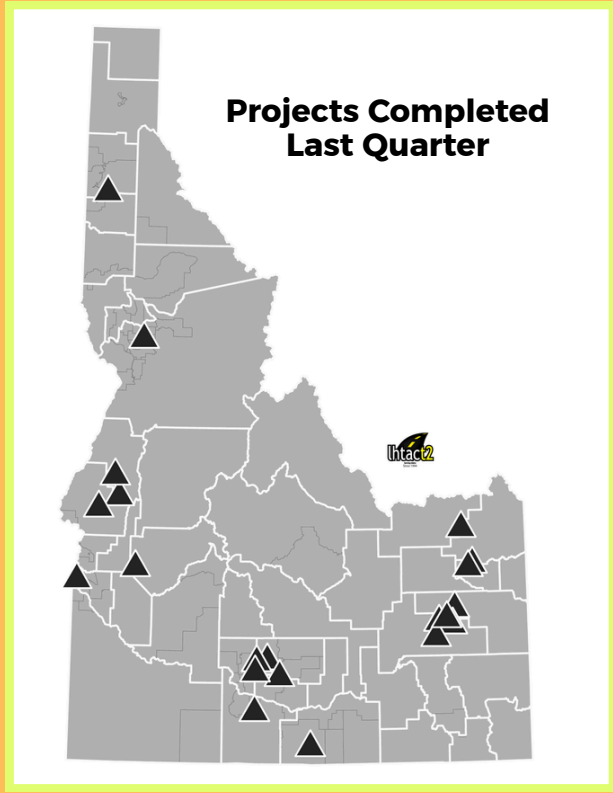
2025 Applications														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98							

Wait List
COMPLETE/Posting Removed
Funded through Federal-aid
Design/Analysis Phase
Construction Phase

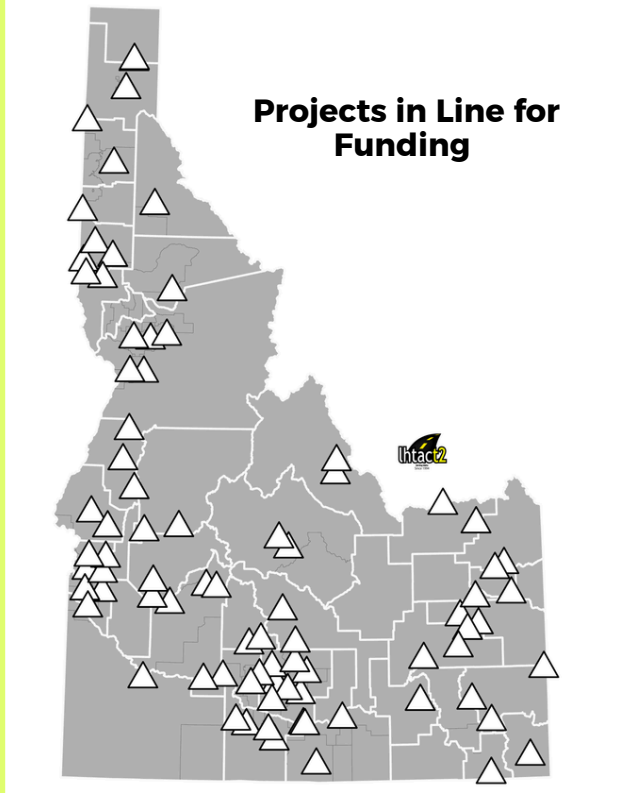
CONSTRUCTION



COMPLETED



WAIT LIST



Agenda Item: **T2 Center and Technical Assistance**

Presenter: **Chainey Rhoades**

Overview:

Road Scholar and Road Master Awards:

Between March 9, 2026 and May 26, 2026 there have been 11 Road Scholars awards and 18 Road Master awards presented to Shoshone County, Twin Falls Highway District, Jerome Highway District, City of Chubbuck and Oakley Highway District. The remaining awards to be presented include seven agencies in District 1; eight agencies in District 2; twelve agencies in District 3; ten agencies in District 4; five agencies in District 5; and ten agencies in District 6.

Below are pictures of agencies receiving awards:

Shoshone County:



Twin Falls Highway District:



Jerome Highway District:



City of Chubbuck:



Oakley Highway District:



Informational Items:

Leading Across Generations kicked off on 3/24/26 and again on 5/24/26. Participants seemed to enjoy the class. The first WAQTC training took place on 6/1/26. The team is still working on the Team Building and Communication training. Variable Message Boards have been delivered to each district and already have requests for use. The team continues holding drawings for the safety kit drawings this spring. March winners were City of Teton, Cottonwood Highway District, and Jefferson County. April winners were City of Coeur d' Alene, Highway District 1, and Bannock County.





National and Regional Conferences:

The regional meeting on April 21 and 22, 2026 was successfully held in Boise. We were able to get lunch sponsors to help save registration fees for our agencies. Nancy will be attending the National LTAP – TTAP Conference July 19 -23, 2026 in Louisville Kentucky.

Technical Assistance:

Between 03/02/26 and 5/21/26 there were seventeen requests for T2 technical assistance. Eight for design/traffic and nine for roadway safety.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Federal Grants**

Presenter: **Laila Kral, P.E.**

Overview:

On May 26, 2026 applications for the Safe Streets and Roads for All (SS4A) were due. Staff provided assistance to Clearwater County for funding to conduct a Safety Action Plan. The request was for \$160,000 with a total project cost of \$200,000. The intent of this plan, if successful in securing funding, is to make all Local Highway Jurisdictions in Clearwater County eligible for implementation projects (design and construction) in the SS4A program in the future. The County pledged the match for the entire project, but if successful will request match contributions from cities and highway districts within the County to help with the burden of the match.

On June 8, 2026 applications for the Rail Crossing Elimination (RCE) program were due. This is a Federal Railroad Administration program and staff applied on behalf of the City of Glenns Ferry and Glenns Ferry Highway District for a feasibility study for conversion of at-grade rail crossings to grade separated crossings. The main issue for the local sponsors is an undersized underpass of the UPRR crossing just outside of city limits forcing commercial traffic through neighborhoods and downtown to access processing plants on the outskirts of the city. The RCE program has specific eligibility and existing grade separated crossings improvements are not eligible, but an area wide feasibility study off all the rail crossings is eligible. If awarded, this would help evaluate the preferred alternative for rail crossing improvements and staff would assist the City and Highway District on next steps for funding an updated transportation plan and capital projects that align with the preferred alternative for rail crossings.

The FHWA did announce results of the Rural and Tribal Assistance program. The applications submitted by LHTAC were not successful. This is a first come, first served program. There was a successful application in Idaho.



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After announcements, staff reached out to the successful applicant about the timing of their application. The successful applicant submitted their application within 3 minutes of the portal opening, the quickest application staff submitted was 4 minutes after the portal opening. The competition for this funding is very high, there were 799 applications in this program, 49 were funded.

At the time of submitting this report the Bridge Investment Program is open. Staff has conducted outreach and is helping several jurisdictions with application. At the time of submitting this report, the list of applications is not finalized.

Attached is the grant application tracking, with all FFY2025 applications having been announced, that tracking is complete and the next council report will have only the FFY2026 sheet for tracking.

Recommendation: For Council Review

**Federal Discretionary Applications for Local Agencies
Federal Fiscal Year 2025**

Submittal Date	Award Date	LHTAC Submitted	LHTAC Technical Assistance	Program	Intent (Sponsor)	Amount Requested	Status
1/30/2025	7/17/2025	x	NOFO Review Application Development	Better Utilizing Investments to Leverage Development (BUILD)	Road rehabilitation and improvements (City of Bellevue)	\$1,923,600	Not Awarded
1/30/2025	7/17/2025	x	x	BUILD	Multijurisdictional transportation plan (City of Glens Ferry & Glens Ferry HD)	\$500,000	Not Awarded
6/26/2025	12/23/2025		x	Safe Streets and Roads for All (SS4A)	Idaho Comprehensive Safety Action Plan Development Project Planning Grant to Develop a Comprehensive Safety Action Plan (City of Jerome)	\$160,000	Awarded
6/26/2025	12/23/2025		x	SS4A	Planning Grant for the development of a Safety Action Plan (Idaho Falls)	\$500,000	Awarded
9/8/2025			x	Rural and Tribal Technical Assistance (RTA)	Planning and Engineering for Bean Lane K-12 School facility connection (City of Salmon)	\$282,600	Not Awarded
9/8/2025		x	x	RTA	Citywide Street Rehabilitation and multimodal improvements (Bellevue)	\$1,923,600	Not Awarded
9/8/2025		x	x	RTA	Planning Grant of a local crossing of the Salmon River (Salmon)	\$750,000	Not Awarded
						Total Requested	\$6,039,800
						Total Awarded	\$660,000

**Federal Discretionary Applications for Local Agencies
Federal Fiscal Year 2026**

Submittal Date	Award Date	LHTAC Submitted	LHTAC Technical Assistance	LHTAC Administered	Program	Sponsor	Intent (Sponsor)	Amount Requested	Status
10/1/2025		X	Application Development Application Submission	Intent	Innovative Finance and Asset Concessions	LHTAC	Bridge replacement and financial study of local bridges at risk of becoming poor or posted.	\$1,050,026	Pending
2/24/2026			Application Development Application Review	TBD	Better Using Investments to Leverage Development (BUILD)	Blaine County, City of Hailey, City of Bellevue	Transportation modernization planning and design effort in the Wood River Valley to improve safety, reduce traffic and connectivity throughout the Wood River Valley.	\$6,567,000	Pending
2/24/2026			NOFO Review Application Review	TBD	BUILD	City of Nampa	7th Ave reconstruction and bridge replacement.	\$23,000,000	Pending
2/24/2026		X	Application Development Application Submission	Intent	BUILD	Glenns Ferry Highway District, City of Glenns Ferry	A multi-modal transportation plan with replacement crossing alternatives analysis for the UPRR underpass.	\$800,000	Pending
2/24/2026			NOFO Review Application Development Application Review	Intent	BUILD	Valley County	Funding for the design of the West Mountain Corridor and parallel and regional alternative route to SH-55 connecting Donnelly and McCall.	\$4,771,500	Pending
2/24/2026		X	Application Development Benefit Cost Analysis Application Submission	Intent	BUILD	City of Blackfoot	Construction funding for the replacement of the Bridge Street Bridge over the Snake River in Blackfoot, ID.	\$25,000,000	Pending
2/24/2026		X	Application Development Benefit Cost Analysis Application Submission	Intent	BUILD	Lakes Highway District	Construction funding for the new bridge and alignment of Old US-95 over the UPRR connection to Parks Road and US-95.	\$9,700,000	Pending
2/24/2026			Application Development Application Review Application Submission Assistance	Intent	BUILD	City of Salmon	Planning, feasibility and preliminary engineering funding for a local Salmon River crossing in Salmon, Idaho.	\$1,628,000	Pending
2/24/2026			Application Review Benefit Cost Analysis Application Submission Assistance	TBD	BUILD	City of Payette	Construction funding for downtown revitalization, rebuilding sidewalks, parking and lane configuration to stimulate development and growth.	\$23,400,000	Pending
2/24/2026				Intent	BUILD	City of Ponderay	The City of Ponderay Lakeshore Connection project creates access to and construction of a railroad underpass.	\$23,505,000	Pending
2/24/2026				Intent	BUILD	HD4	Old Highway 30/West Plymouth Street Bridge Reconstruction	\$25,000,000	Pending
5/26/2026		X	Application Development Application Submission	Intent	Safe Streets and Roads for All	Clearwater County	Safety Action Plan for Clearwater County	\$160,000	Pending
6/8/2026		X	Application Development Application Submission	Intent	Rail Crossing Elimination	City of Glenns Ferry & Glenns Ferry Highway District	Grade Separated Crossing Feasibility Study	\$200,000	Pending
6/29/2026		X	Application Development Benefit Cost Analysis Application Submission	Intent	Bridge Investment Program	City of Blackfoot	Construction funding for the replacement of the Bridge Street Bridge over the Snake River in Blackfoot, ID.	\$25,000,000	Application due by 6/29/26
2026 Requested Funding								\$144,781,526	

LHTAC Grant Technical Assistance Summarized Services

NOFO Review	Review the Notice of Funding Opportunity with the applicant to review eligible projects and activities and scope out a viable application for an unfunded need.
Application	Participate in completing the application with the local sponsor. This include hosting a kick-off meeting where all tasks to complete an application are delegated between Sponsor, Contracted
Budget Review	Review the project budget and ensure it meets that quality and expectations to not get assigned a medium or high risk by reviewers.
Benefit Cost Analysis	Complete a USDOT accepted benefit cost analysis and narrative. This includes ensuring data for the analysis will be accepted by the economist reviewing the benefit cost analysis.
Application Review	Review draft application and provide general comments. Conduct a schedule based risk analysis as documented in the NOFO. Conduct a pre-scoring review that matches the content in the
Application Submission	Submit application on behalf of the local sponsor to ensure it is complete and submitted ontime.
Application Submission Assistance	Meet with local sponsor to coach them through the grant.gov, Valid Eval or other submission portal to ensure they can submit an application.



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Build a Better Mousetrap**

Presenter: **Nancy Ziebarth**

Overview:

The Build a Better Mousetrap (BABM) 2026 competition ended on Friday, April 24, 2026.

This program is a national recognition program through the Federal Highway Administration (FHWA). This is an initiative designed to spotlight locally driven innovation in transportation and to provide a national platform for sharing practical solutions to everyday challenges faced by local and Tribal transportation professionals.

There are five categories to choose from:

1. **Innovative Project** which is for original and creative solutions addressing any phase of the project life cycle, including planning, design, engineering, construction, operations, and maintenance.
2. **Bold Steps**, high-risk initiatives or processes that demonstrate breakthrough solutions with significant, high-reward outcomes.
3. **Smart Transformation** which is to recognize significant improvements to transportation activities or processes that are specific, measurable, achievable, realistic, and time-bound, resulting in measurable efficiency gains.
4. **Pioneer** which applies to locally developed products or tools that provide first-of-their-kind, homegrown solutions to maintenance challenges.
5. **Putting Families First Innovation** which is a new program, initiative, tool, or process that greatly enhances transportation and mobility for families in communities and within tribal areas.

Local Idaho winners receive a trophy that is presented at a commissioner or council meeting and recognition at their Association's annual conference.



LHTAC COUNCIL STAFF REPORT June 9, 2026

Two individual winners are awarded a cash value gift card, and the team winner is awarded a free T2 class of their choosing.

This year, we only had one submission:

- The City of Rupert - In-Service Remembrance Decal (DJ Price)
 - The City of Rupert has developed a meaningful initiative to honor employees who have passed away while in service to the city. This creative idea provides a respectful and visible way to recognize their contributions and lasting impact on the community. The program involves placing memorial decals on city-owned vehicles as a tribute to fallen staff members. The decals are produced through a local printing company and installed by maintenance personnel. While implementation costs may vary depending on size and design, the process is intended to remain flexible and accessible for ongoing use. This effort was developed by a team within the City of Rupert and reflects a strong commitment to honoring public service. Beyond recognition, the initiative provides comfort to families, reinforces community appreciation, and ensures that employees who served the city are remembered with dignity and respect.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT June 9, 2026

Agenda Item: **City of Caldwell Leading Idaho Local Bridge Request**

Presenter: **Scott Wood, P.E.**

Overview:

The City of Caldwell requests financial reimbursement for the removal of Bridge Key 12190 and restoration of Blaine Street in downtown Caldwell.

In January 2026 the City was informed that the bridge would need to be load restricted due to deteriorated girders. The bridge needed to be posted for an axle weight limit of 5 tons which would restrict commercial vehicles. The bridge crosses a former channel of Indian Creek and was no longer needed as the area around had completely urbanized and water no longer runs through the channel. The City has outlined further details in the attached letter.

The City paid \$126,511.75 for the work which was completed on March 6, 2026. This diverted funding from other public works projects which have been delayed. The City is also completing their self-administered Leading Idaho Local Bridge Program repair project of 10th Ave over the Union Pacific Rail Road bridge \$280,000 under the obligated budget for the project. The city only applied for one bridge in the 2025 round of applications. This bridge was not poor or posted at the time of 2025 Leading Idaho Local Bridge Program applications.

Blaine Street before removal



Blaine Street after removal



Recommendation: For Council to review the request and apply the Leading Idaho Local Bridge Program Guidelines for a response to the City of Caldwell.



CITY OF
Caldwell, Idaho

ERIC PHILLIPS
Mayor

208.455.3011
(f) 208.455.3003

City Hall
205 South 6th Ave.
Caldwell, Idaho 83605

Post Office Box
P.O. Box 1179
Caldwell, Idaho 83606

For a list of the City
Council members, visit:
Website
www.cityofcaldwell.org

April 22, 2026

Kevin Renfrow, Chair
LHTAC Executive Council
330 W. Grace Street
Boise, ID 83703

Sent via email to LKral@lhtac.org

**Subject: Removal of Blaine Street Bridge No. 12190 –
Request for Possible Financial Participation**

Dear Chairman Renfrow and Council,

In January we were notified that the old Indian Creek bridge across Blaine Street required removal due to poor structural inspection findings. This bridge had previously been left in place and filled in underneath when Indian Creek was rerouted.

Blaine Street was an ITD owned facility until 2019, when it was transferred to the City of Caldwell along with Cleveland Boulevard. As part of that agreement, terms addressed the pavement and signal equipment but did not address existing older bridges along this route. Just seven years after the transfer, Bridge 12190 was found to have failing girders and was posted with very severe weight restrictions that severely impacted trucks, haulers and emergency response vehicles that frequently use this important principal arterial route through Caldwell.

We were able to act quickly and hire a contractor to perform the bridge removal and road restoration for \$126,511.75. This was an unexpected expenditure performed at the cost of delaying other important work in Caldwell, in particular some needed sidewalk construction/repair work. In communicating with ITD, we were informed that they have no options to assist us with this cost, which is extremely disappointing considering they gave us an old bridge that failed so soon after the transfer.

We were extremely fortunate and grateful that LHTAC awarded us financial support a year ago for the repairs to the 10th Avenue Overpass bridge with LILB funds. We will be completing the remaining repairs this summer, and the total cost for the work will be approximately \$280,000 under the approved \$760,000 allocated funds.

"The Treasure of the Valley"



CITY OF
Caldwell, Idaho

ERIC PHILLIPS
Mayor

208.455.3011
(f) 208.455.3003

City Hall

205 South 6th Ave.
Caldwell, Idaho 83605

Post Office Box

P.O. Box 1179
Caldwell, Idaho 83606

For a list of the City
Council members, visit:

Website

www.cityofcaldwell.org

We realize there are many other agencies in Idaho benefiting from LHTAC's LILB program, who also have great needs for financial support. We humbly ask LHTAC to consider any appropriate amount of financial assistance from the LILB program that might be spared for our unexpected Blaine Street project. Obviously, we would love to receive the full \$126,511.75 in reimbursement but if that amount is not available, then whatever LHTAC deems acceptable.

Thank you for all your organization does for us local agencies in Idaho.

Respectfully,

Eric Phillips, Mayor
City of Caldwell
ephillips@cityofcaldwell.org

C: Laila Kral, PE, Administrator
Ken Kanownik, LILB Program & Grant Administrator
Bruce Mills, Deputy Public Works Director (Transportation)

"The Treasure of the Valley"



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **Leading Idaho Local Bridge - White Bird Highway District**

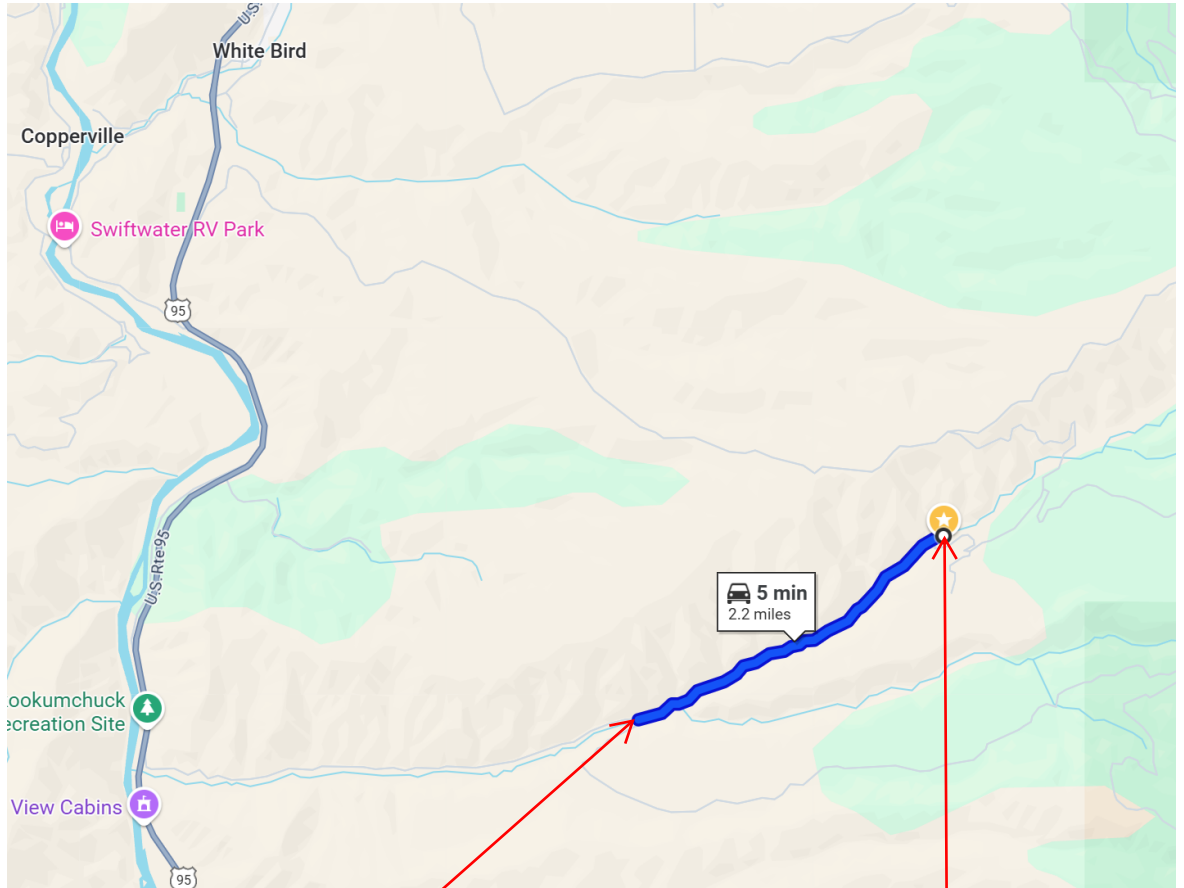
Presenter: **Scott Wood**

Overview:

On August 14, 2025 the Council approved a request from White Bird Highway District for funding to repair Bridge Key 29230 Skookumchuck Road over N.F. Skookumchuck Creek for an estimated amount of \$200,000. During the development of the design, the bridge has been re-inspected by the Idaho Transportation Department (ITD). The bridge has been downgraded further on load capacity due to rot found in the abutments in addition to the rot previously revealed in 2025 in the girders. With this advancement in decay, this bridge is no longer feasible for repair. Staff requests that this project be approved for replacement under the Leading Idaho Local Bridge Program at an estimated cost of \$2.1 million. A project location map and load posting letter from ITD is attached for reference.

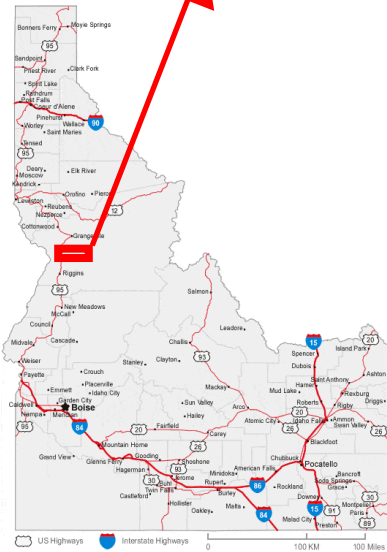
Recommendation: For Council to approve funding for the replacement of Bridge Key 29230 in White Bird Highway District

LOCATION MAP



Current LILB Project Location, BK 29295

BK 29230 Critical Bridge Finding Location





**Your Safety • Your Mobility
Your Economic Opportunity**

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8000 • itd.idaho.gov

April 22, 2026

White Bird Highway District
ATTN: Lydia Chrane, Clerk
521 Mills Rd
White Bird, ID 83554

RE: Bridge Load Posting (Reduced)

The Idaho Transportation Department (ITD) has evaluated the below referenced bridge key **29295** for live load carrying capacity. The evaluation shows the bridge is not adequate to carry legal loads and the posting signs need to be reduced to reflect the weight limits shown in the schematic below.

ITD will provide the load posting sign assemblies for posting at the bridge. These signs will be hand delivered to you for expedited installation. Please see attached "Bridge ITD Load Rating Flyer" for proper placement.

In order to ensure the bridge stays open, with the new restriction on loads, please use traffic control devices to keep vehicle loading from Girder 12. Refer to the attachment below for required devices and placement.

Sign assemblies and traffic control devices must be in compliance with the most current version of the Manual of Uniform Traffic Control Devices (MUTCD).

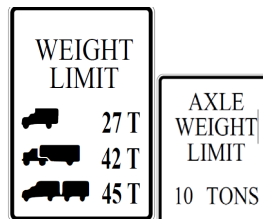
To ensure the safety of the traveling public, we ask that proper signage be installed immediately upon receipt of the signs. Please contact Seth Crawford at (208) 334-8220 or seth.crawford@itd.idaho.gov when the new posting signs have been installed. Your attention to this matter is much appreciated.

Sincerely,

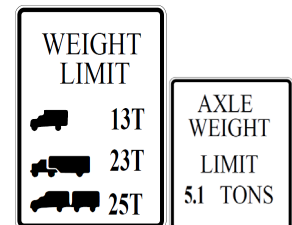
Alan Buehrig, P.E.
Bridge Asset Management Engineer

Cc: Scott Wood (LHTAC); Amanda LaMott (LHTAC);
Laila Kral (LHTAC); Scott Hibbs (Inspection)

SCHMATIC OF EXISTING POSTING SIGN:



SCHMATIC OF REQUIRED NEW POSTING SIGN:



BRIDGE INFORMATION:

Bridge Key No. 29295	Structure Name X994250 28.12	(27) Year Built 1965	(106) Year Reconstruct N/A	Inspection Date 7/3/2024	Inventory Data Date 5/13/2025
(9) Bridge Location 4.1 S. 2.1 E. WHITEBIRD		(7) Facility Carried DAIRY MT RD;NF-463		(6a) Feature Intersected SKOOKUMCHUCK CREEK	
(49) Length 32 ft.	(11) Milepost 127.827	(2) District 2	(3) County Idaho	(22) Owner County Highway Agency	
(45, 43a, 43b) Bridge Description 1 Span Wood or Timber Stringer/Girder			(31) Design Load (per SI&A) HS-20	Granular WS 4 in.	Asphalt WS N/A in.
Rating Program & Version MathCAD		Rating Method ASR	AASHTO Reference The Manual for Bridge Evaluation, Third Edition, 2018		
(58) Deck 7 Good	(59) Superstructure 7 Good	(60) Substructure 7 Good	(62) Culvert N N/A (NBI)	(113) Scour Critical 8 Stable Above Footing	
(30) ADT Year 2023	(29) ADT 50	(109) Truck % ADT 5 %	ADTT (ADT x Truck % ADT) 3	(19) Detour Length 14 miles	Year Programmed N/A

**NOT
APPROVED
FOR
CONSTRUCTION
PRELIMINARY**

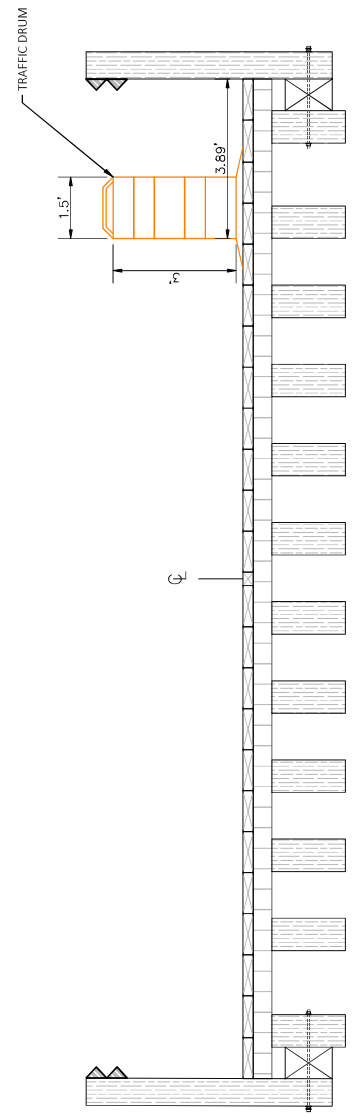
CONSTRUCTION
DOCUMENTS

SCALE: (SEE TABLE)
PROJECT NO: 29255 & 29230
DRAWN BY: J. FRANZ
CHECKED BY: J. WHITEHEAD
DATE: 2016.03.02
© 2016 HMH ENGINEERING

REVISIONS	
NO.	DATE DESCRIPTION

DRAWING:

SHEET: OF



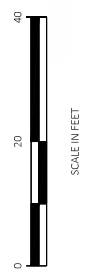
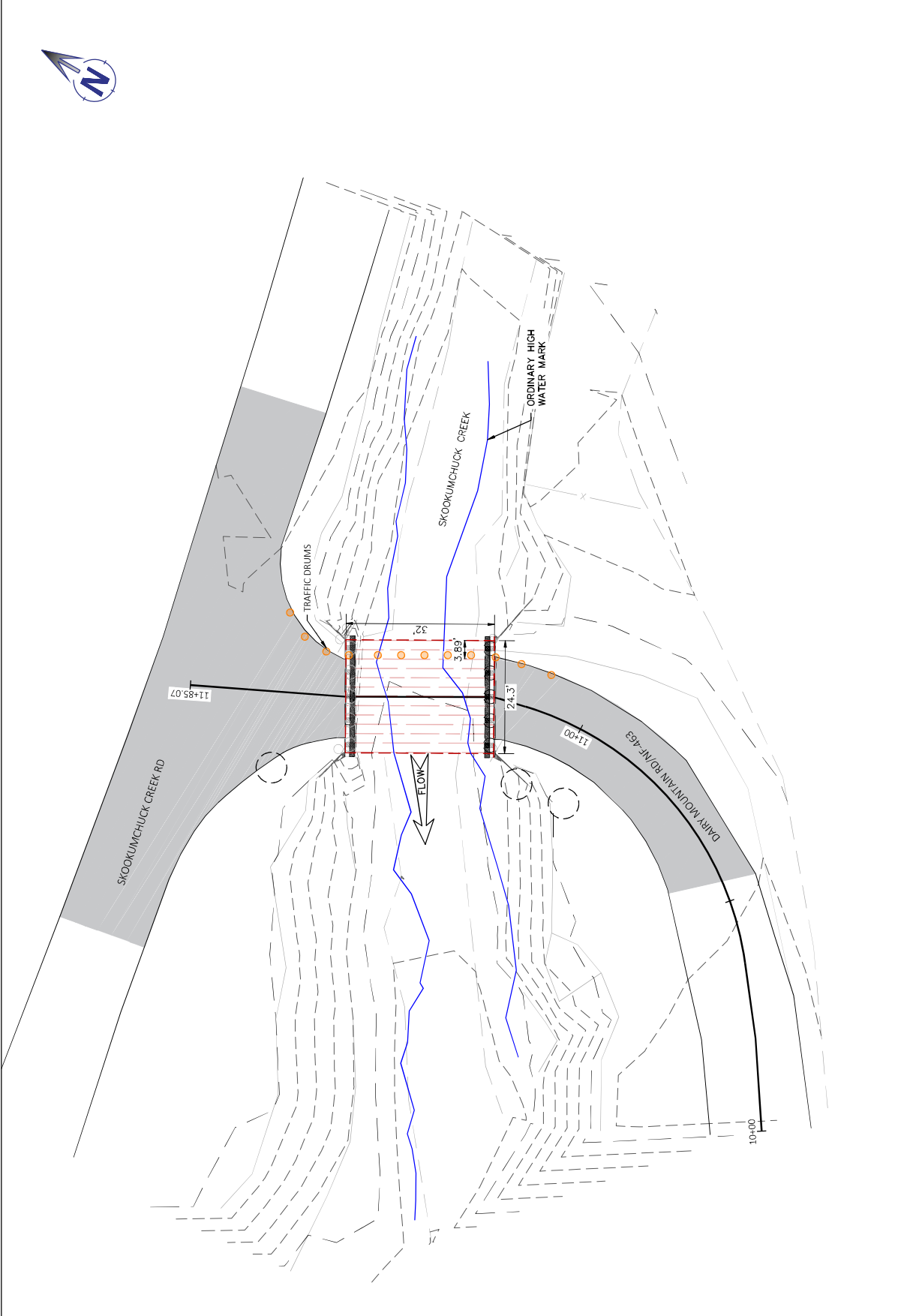
BRIDGE TYPICAL SECTION

N.T.S.



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REVISIONS	
NO.	DATE / DESCRIPTION





LHTAC COUNCIL STAFF REPORT June 9, 2026

Agenda Item: **Application Comments & Suggested Changes**

Presenter: **Laila Kral, P.E.**

Overview:

In an effort improve the application process for Local Highway Jurisdictions and give Council adequate time to provide feedback on funding applications staff will present on each program application, provide the background of intent and how the merits of the project types are evaluated. Council is encouraged to provide initial feedback and questions during the staff presentations of applications but can also provide feedback after the council meeting with the comment form attached to this staff report.

All comments shall be returned to staff by July 10, 2026. This will allow time for staff to review and incorporate feedback into final applications to be presented at the September 2026 Council meeting.

Recommendation: For Council Review

LHTAC – Funding Application Comment Form

Return to Nancy Ziebarth (nziebarth@lhtac.org) by July 10, 2026

Program	Comments
Local Rural Highway Improvement Program (LRHIP)	
Local Highway Safety Improvement Program (LHSIP)	
Leading Idaho Local Bridge Program	
Transportations Alternatives Program	
Children Pedestrian Safety Program	
Federal-aid Rural Program	
Federal-aid Bridge Program	
Federal-aid Small Urban Program	





LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **2027 LRHIP Application**

Presenter: **Megan Kautz, P.E.**

Overview:

This agenda item discusses changes proposed to the FY 2027 LRHIP Application.

No major content changes are proposed to the FY 2027 LRHIP application, but several clarification edits are suggested:

- Transportation Plan timelines clarified that funding is available 10 years after the previous plan was completed.
- Language added to specify a formal signature designation is required if application is not signed by Mayor or Chairman.
- The requirement of 3 hardcopies is added in various parts of the application as a reminder.
- For applications not received by mail (that were sent), a tracking number meeting the application deadline must be provided in order to consider allowing application resubmittal.
- Application sheet clarifies that the contact information provided must be that of the Local Sponsor.
- Ranking guidelines are clarified to allow 3 rankings per application type, per regional group (9 total).
- Scoring for T2 staff records, clarified that jurisdictions with no road and bridge staff receive the maximum score.
- Sign cost breakdown total must match the total grant value requested.

Recommendation: For Council Review

Local Rural Highway Investment Program: 2027 Application (Fiscal Year 2028)

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered or Postmarked) December 1st, 2026 4:00 p.m. MST

Award notifications will be made following the March LHTAC Council meeting.



Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703
Phone: 208-344-0565
Fax: 208-344-0789
www.LHTAC.org



INCLUDED IN THIS PACKET





1. APPLICATION INFORMATION

- 1.1 Program Background
- 1.2 Use of Funds
- 1.3 Program Guidance
- 1.4 Project Criteria
- 1.5 Selection Process

2. APPLICATION CHECKLIST

- 2.1 Checklist and Submittal Deadline
- 2.2 LHTAC 2027 (FY28) LRHIP Application Cover Sheet Instructions

3. APPLICATION

- 3.1 LHTAC 2027 (FY28) LRHIP Application Cover Sheet
- 3.2 LHTAC 2027 (FY28) LRHIP Construction Project Application 
- 3.3 LHTAC 2027 (FY28) LRHIP Federal-aid Match Application 
- 3.4 LHTAC 2027 (FY28) LRHIP Transportation Plans Application 
- 3.5 LHTAC 2027 (FY28) LRHIP Sign Project Application 

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

- 4.1 Project Document Summary (PDS)

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) developed this program to assist small cities, counties, and highway districts by improving 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 on October 1, 2003.

1.2 USE OF FUNDS

Funds are expected to be used within **three fiscal years** of their award year (FY28 funds expended by September 30, 2030). If there is a delay of more than three years, a formal written extension request and 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 Council approves the extension, the jurisdiction has until the new deadline to complete the project. Failure to meet the extended deadline will result in ineligibility within LRHIP until the project is closed out.

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 \$150,000. 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 2027 application Construction Hiatus List can be found online at [LHTAC.org/Programs/LRHIP/](https://www.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 \$150,000. 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 from the time the plan was completed. Consultants must be selected from 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 must be approved by Megan Kautz, 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 \$150,000. Please contact Megan Kautz (MKautz@LHTAC.org) prior to submitting an Emergency Application.

1.3 PROGRAM GUIDANCE

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/.
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, 2027 and September 30, 2030. 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 are 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, 2030. 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.
7. Upon completion of the project, it is required the LHJ submit the Project Documentation Summary (PDS) form, include project before-and-after **digital photos**, and proof of full grant expenditure (i.e., invoices). If your project is a Transportation Plan, send one (1) copy of the final plan with the PDS and proof of expenditure.

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 comply with the Idaho Statutes for Public Works Contractors and Idaho Code for procurement.

3. There is a maximum limit on the amount of funds available to any one (1) jurisdiction in any given year of \$150,000 (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

2027 Applications (FY28) are due to LHTAC's office (3330 Grace Street, Boise, ID 83703) by December 1st, 2026, 4:00 p.m. (MST) or postmarked on the same date. Include 3 copies and the signed original.

Projects may begin after October 1, 2027 (the beginning of FY28). Availability of funds is 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, MKautz@lhtac.org.

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. Successful applications are considered public information and may be shared as requested.

2. APPLICATION CHECKLIST

2.1 CHECKLIST AND SUBMITTAL DEADLINE

Have you included? (Please do not include application instructions)

- LHTAC 2027 (FY28) 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 and Highway Districts. **If the application is signed by a designated signatory, a designation letter signed by the Mayor or Chairman must be included in the application submittal.**
- Include additional information or project description.
- Include project map (not required for Sign Grant or Transportation Plan applications).
- 3 copies and the signed original** of the complete application package. **Receiving less than 3 copies and the signed original will result in the application being deemed irregular.**

Only one application may be submitted per rural jurisdiction annually.

No spiral bound (or similar) applications will be accepted - please staple or binder clip applications.

If your application is not received, a shipment tracking number *must be* provided in order to be considered eligible for resubmittal.

SUBMITTAL DEADLINE

- Deadline Date:** Completed application must be received by LHTAC's office, located at 3330 Grace Street, Boise, ID 83703 **by December 1st, 2026, 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 if you have any questions.

2.2 LHTAC 2027 (FY28) 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 and Highway Districts.

**If signed by designated signatory – a signed designation letter from the Mayor or Chairman must be attached.*

3. APPLICATION

3.1 LHTAC 2027 (FY28) LRHIP APPLICATION COVER SHEET

Project Title: _____

Local Highway Jurisdiction Name: _____

Local Highway Jurisdiction Physical Address: _____

(Optional) P.O. Box: _____

***Local Sponsor** 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: \$ _____

_____ (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 completing 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)

****If signed by designated signatory – a signed designation letter from the Mayor or Chairman **must** be attached.***



3.2 LHTAC 2027 (FY28) 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 to contribute at least 30% of the road budget from taxes/fees. To score the maximum number of points on this question, the LHJs budget contribution for the year should be 30% or more (70% or less HDA funds) as reflected in the prior years 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 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. **A maximum of 3 rankings per application (Construction, Transportation Plans, and Signs) for a total of 9 ranked jurisdictions are allowed per multi-jurisdictional group.**
5. A pavement management plan 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 plan 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 plans 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 plans 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 plan 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 in 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 regard 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 to LHJ's who have applied for the same project repeatedly. To receive the maximum number of points, an LHJ must have submitted the same project 5 or more times and been unsuccessful in receiving funds.
10. The LHTAC Council understands LHJs may not receive any additional funding through LHTAC for years, if ever. 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	PTS Available
<p><i>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF, EXCEPT 1a & 1b. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD & STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i></p>				
1. Line 66 CLOSING BALANCE				0-10
1a. Line 67 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 68 Funds retained for general funds and operations				
Line 69 ENDING BALANCE				
% for Future Projects = Line 67/Line 66				
1b. Has your jurisdiction amended its Road and Street Report?	<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				
LOCAL (non-user %) = Line 11+Line 20 / Line 26				
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 – max 4 meetings worth).			<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 (1 page max).			<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 plan?	<input type="checkbox"/>	<input type="checkbox"/>		0-5
Have the plans been updated in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>		
If yes, attach cover page (dated) and no more than 2 pages 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 only 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 only pages related to this project.			<input type="checkbox"/>	
8. Attach a list of the names of all full-time road maintenance staff*.			<input type="checkbox"/>	0-6
*If you are a city and a neighboring agency maintains your roads and 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

Total Possible: 74



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 top 3, share resources, minutes, examples, plus 3 unique, current, signed letters of support Involved with multi-group, ranked top 3, 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 plan?	5 4 3 2 1	Pavement & sign management plans updated within 3 years (if no paved roads, award maximum) Pavement or sign management plan updated within 3 years Pavement & sign management plans updated over 3 years ago Pavement or sign management plan 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 within 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 within 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 6	≥ 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. Full points given to jurisdictions with no full-time road and bridge staff.
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



3.3 LHTAC 2027 (FY28) 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 \$150,000. Match totals can be found on a Federal-aid projects State and Local Agreement.
2. Line 66 of the prior year's 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 prior year's 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 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 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. 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 to contribute at least 30% of the road budget from taxes/fees. To score the maximum number of points on this question, the LHJs 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.
7. 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, 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)					
PREQUALIFICATIONS					
2. On your Agency's Annual Road and Street Financial Report, is line 66 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 67 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 & 6 TO BE COMPLETED BY LHTAC STAFF, EXCEPT 5a & 5b. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD & STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>					
5. Line 66 CLOSING BALANCE					0-10
5a. Line 67 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 68 Funds retained for general funds and operations					
Line 69 ENDING BALANCE					
% for Future Projects = Line 67/Line 66					
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 19 TOTAL STATE (user) FUNDING					
Line 20 SECURE RURAL SCHOOLS					
Line 26 TOTAL RECEIPTS					
LOCAL (non-user %) = Line 11+Line 20 / Line 26					
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 2 pages max.				<input type="checkbox"/>	0-20

Total Possible: 40



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 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
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 situation Poor description of need, benefit, financial situation



3.4 LHTAC 2027 (FY28) LRHIP TRANSPORTATION PLAN 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 will be completed by LHTAC Staff, with the exception of Questions 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. 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 to contribute at least 30% of the road budget from taxes/fees. To score the maximum number of points on this question, the LHJs 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 3-4 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 number 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. **A maximum of 3 rankings per application (Construction, Transportation Plans, and Signs) for a total of 9 ranked jurisdictions are allowed per multi-jurisdictional group.**
4. A pavement management plan 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 plan 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 plans 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 plans 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 plan 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 the requirements to qualify for funding. To help these LHJs receive funding, points are awarded for LHJs who have applied for the same project repeatedly. To receive the maximum number of points, an LHJ must have submitted the same project 5 or more times and been 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 received funding are eligible for additional points.



TRANSPORTATION PLAN APPLICATION CHECKLIST

	Y	N	Attachment Included	Points Available
<i>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF, EXCEPT 1a & 1b. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD & STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>				
1. Line 66 CLOSING BALANCE				0-10
1a. Line 67 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 69 ENDING BALANCE				
% for Future Projects = Line 67/Line 66				
1b. Has your jurisdiction amended its Road and Street Report?	<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				
LOCAL (non-user %) = Line 11+Line 18 / Line 24				
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 – max 4 meetings worth)			<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"/>	
4. Do you have a pavement and/or sign management plan?	<input type="checkbox"/>	<input type="checkbox"/>		0-5
Have the plans been updated in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>		
If yes, attach cover page (dated) and no more than 2 pages of each report documenting the most recent updates.			<input type="checkbox"/>	
5. Has your agency applied for an LRHIP Transportation Plan Grant in the past for this project?	<input type="checkbox"/>	<input type="checkbox"/>		0-20
If yes, year(s) applied _____				
6. Are you applying for your first Transportation Plan?	<input type="checkbox"/>	<input type="checkbox"/>		0-10
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? _____				

Total Possible: 65

Additional Questions

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 PLAN 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 & 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 top 3, shared resources, minutes, examples Involved with multi-group, ranked top 3, shared resources, minutes Involved with multi-group, shared resources Involved with multi-group or shared resources
4. Do you have a pavement management and/or sign management plan?	5 4 3 2 1	Pavement & sign management plans updated within 3 years Pavement or sign management plan updated within 3 years Pavement & sign management plans updated over 3 years ago Pavement or sign management plan 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 2027 (FY28) 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 will be completed by LHTAC Staff, with the exception of Questions 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. 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 to contribute at least 30% of the road budget from taxes/fees. To score the maximum number of points on this question the LHJs 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. **A maximum of 3 rankings per application (Construction, Transportation Plans, and Signs) for a total of 9 ranked jurisdictions are allowed per multi-jurisdictional group.**
4. A pavement management plan 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 plan 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 plans 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 plans 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 plan 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 have been 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 have been 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 as well as other elements that may be of 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	Points Available
<i>THE FIRST TWO QUESTIONS TO BE COMPLETED BY LHTAC STAFF, EXCEPT 1a & 1b. IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE. THE MOST RECENT COPY OF YOUR AGENCY'S ANNUAL ROAD & STREET FINANCIAL REPORT AS PUBLISHED BY ITD WILL BE USED BY LHTAC STAFF.</i>				
1. Line 66 CLOSING BALANCE				0-10
1a. Line 67 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 69 ENDING BALANCE				
% for Future Projects = Line 67/Line 66				
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 19 TOTAL STATE (user) FUNDING				
Line 20 SECURE RURAL SCHOOLS				
Line 26 TOTAL RECEIPTS				
LOCAL (non-user %) = Line 11+Line 20 / Line 26				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 – max 4 meetings worth)			<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 (1 page max).			<input type="checkbox"/>	0-10
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 plan?	<input type="checkbox"/>	<input type="checkbox"/>		0-5
Have the plans been updated in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>		
If yes, attach cover page (dated) and no more than 2 pages 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 only 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 only pages related to this project.			<input type="checkbox"/>	
7. Attach a cost breakdown detailing what percentage of this project is to replace Warning and/or Regulatory signs. Percentage should be based on cost, include cost calculations, the number of each type of sign, and must total the grant value requested.			<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 (limit 1 page)			<input type="checkbox"/>	0-5

Total Possible: 70



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 top 3, share resources, minutes, examples, plus 3 quality, unique, current signed letters of support Involved with multi-group, ranked top 3, 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 plan?	5 4 3 2 1	Pavement & sign management plans updated within 3 years Pavement or sign management plan updated within 3 years Pavement & sign management plans updated over 3 years ago Pavement or sign management plan updated over 3 years ago 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 within 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 within 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 Chairman of the Board for County or Highway District)

By signing I verify that all answers to the questions above are correct and that no LRHIP grant funds have been used for agency staff or equipment costs.

Please attach '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 plan, 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 Plan	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/>



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **2027 LHSIP Applications**

Presenter: **Brian Wright, P.E.**

Overview:

Revisions to the 2027 LHSIP application include updates to the 2027 due dates and clarifications. Any local jurisdiction that has had a Fatal or Serious Injury crash within the last five completed years (2021-2025) is eligible to apply for LHSIP funds.

There are no additional proposed changes to this year's application. Funding is estimated to be in line with the previous year.

Recommendation: For Council Review

Local Highway Safety Improvement Program: 2027 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline – Electronic Only: January 28, 2027 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



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 Program Background

1.2 Use of Funds

1.3 Eligibility

2. APPLICATION

2.1 Analyzing the Data

2.2 Completing the Application

2.3 Limit and Exclusions

3. APPLICATION CHECKLIST

3.1 2027 Local Highway Safety Improvement Program Application

3.2 ITD 2435 Local Federal-aid Project Request

3.3 ITD 1150 Project Cost Summary Sheet

3.4 ITD 1983 Local Public Agency's Certificate of Completion of Right-of-Way Activities (if applicable)

4. ADJUSTMENTS AND DISTRIBUTION

4.1 Project Adjustments

4.2 Distribution

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), administered through LHTAC. 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 Fatal and/or Serious Injury (Type A) crashes in the future. The proposed project can be systemic (multiple sites with similar characteristics) or single site.

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	Geometry improvement

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 original LHSIP project may not be eligible for additional funding and the applicant may be responsible for the cost.

1.3 ELIGIBILITY

LHJs with at least one (1) Fatal and/or Serious Injury (Type A) crash from 2021-2025 are eligible for the program. Qualifying LHJs are identified on a list and posted on LHTAC's website every fall to begin the application process.

2. APPLICATION

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 can select an individual crash or using the mouse, select a group of crashes. Crash information will be displayed below the map.
4. You can sort your crash information by selecting any of the column headings.
5. You can 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 the 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

Access the application online at LHTAC.org/Programs/LHSIP.

1. Complete the application worksheet excel form with data collected. The top portion is the Local Highway Jurisdiction (LHJ) contact information for any questions about the application. Award notifications will also be sent to the listed contact person.

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 costs. Cost adjustments may 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 the Americans with Disabilities Act and complies with 23 CFR 200, Civil Rights Title VI Program?

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 2029 or 2030. 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 applying.
3. If applying for a traffic signal, at least one (1) of the nine (9) warrants from the MUTCD (https://mutcd.fhwa.dot.gov/pdfs/11th_Edition/part4.pdf) 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 Right-of-Way.
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** permitted on Group Sign projects where the sponsor self-performs the installation due to Environmental Clearance requirements.

3. APPLICATION CHECKLIST

3.1 LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM APPLICATION

The 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, subject to annual total funding limit from “2.3 LIMITS AND EXCLUSIONS.”

Please submit applications electronically by email to applications@lhtac.org. The application submittal should include the following:

- Application (Microsoft Excel)
- A one-page project description
- A vicinity map
- ITD 2435 Form
- ITD 1150 Form (provide estimating basis for quantities and 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

- Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
- Attach a Vicinity Map showing the extent of the project limits.
- Attach an ITD 1150, Project Cost Summary Sheet.
- 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 cost 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	Curb & Gutter	Lighting	Base
Drainage	Traffic Control	Landscaping	Seal Coat	Guardrail	Bit. Surface	Bridge(s)
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:		None	Minor (1-3 Parcels)	Extensive (4 or More Parcels)		
Will any Person or Business be Displaced:		Yes	No	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.	
Signature				Date		

Additional Information to be furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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3.4 ITD 1983 (Rev. 10-15-10)

itd.idaho.gov



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 will review each application for accuracy, qualifying crashes, proposed countermeasures 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 Right-of-Way, environmental studies and railroads should be at the higher end of this range. If LHTAC makes a material adjustment 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.



LHTAC COUNCIL STAFF REPORT June 9, 2026

Agenda Item: **2027 Leading Idaho Local Bridge Program Application**

Presenter: **Scott Wood**

Overview:

The Leading Idaho Local Bridge Program was created in 2022 and has had two application cycles since inception. The application is a four question application with a short answer for Safety, Mobility, Economic Activity and the fourth for the sponsor to provide any other information on the bridge. The narrative portion of the application accounts for 25% of the score. The remaining 75% of the score comes from data provided by the inspection report and other existing conditions that impact constructability of the bridge.

Staff is not recommending an application period for 2027. There are currently 83 unfunded applications from the 2025 cycle.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **2027 Transportation Alternatives Program Application**

Presenter: **Amanda Lamott, P.E.**

Overview:

The Transportation Alternatives Program (TAP) provides funding for Bicycle and Pedestrian infrastructure projects and non-infrastructure projects for planning or pedestrian safety education. This program is administered in partnership with the Idaho Transportation Department. The application has a cap on infrastructure projects of \$500,000 for scalable projects, \$1,000,000 for non-scalable projects (pedestrian bridges or tunnels) and max of \$100,000 (based on population) for non-infrastructure. These dollar amounts allows for an expectation of having enough funding to complete a sidewalk or trail project but also allows for more awards throughout the state.

The infrastructure application gathers information on the applicant and asks scored questions as follows:

- Project Description (35 points)
- Planning and Readiness (15 points)
- Mobility (20 points)
- Safety (20 points)
- Community Support (10 points)

There are also pass/fail questions for right-of-way and railroad coordination if applicable. The application also requires a map to help identify the project location. If a project is located within large urban (metropolitan) boundaries, there is a supplemental set of questions to be answered. This satisfies a federal regulation of additional coordination and planning requirements within large urban boundaries.

The non-infrastructure application focused more on the intent of the sponsor by requesting a draft work plan. It is important to make sure the local sponsor



LHTAC COUNCIL STAFF REPORT June 9, 2026

applying for funding has completely planned out how the funds would be used if awarded. The scoring for non-infrastructure is as follows:

- Program Description (25 points)
- Identifying Data (10 points)
- Draft Work Plan (50 points)
- Community Support (15 points)

Idaho Transportation Department Policy or Federal regulations currently influences the application and award process by the following:

- 5-10% of available funds to non-infrastructure projects (ITD)
- Scoring committee members (ITD)
- Population sub-allocation to rural, small urban and large urban areas (FHWA)

Addressing these items would require change in federal statute or requesting ITD to reconsider the policies in place. The balance of scoring, questions and merits of all projects council can provide feedback on. Changes to the TAP application will require additional coordination with ITD and Metropolitan Planning Organizations.

Additionally, the Transportation Bill (IIJA) is set to expire at the end of the Federal Fiscal Year. Historically, a new bill usually comes with changes in requirements, match and programming. At this time, staff is not making recommendations for changes at this time.

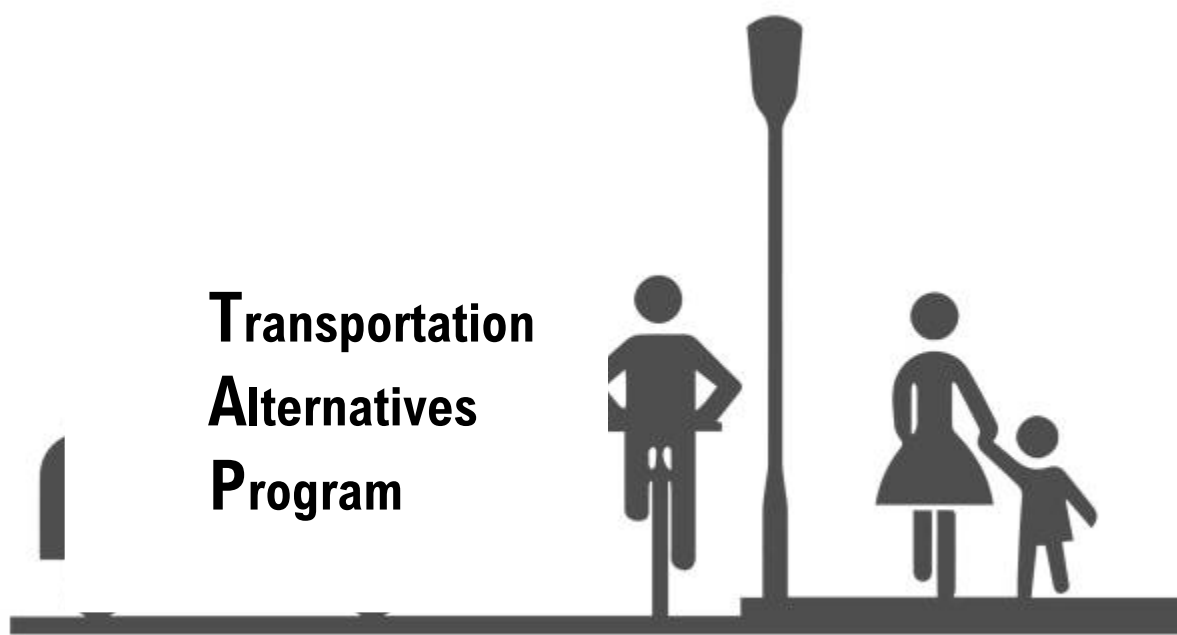
Recommendation: For Council Review

Transportation Alternatives Program (TAP): 2027 Application - Infrastructure Projects

Handed out at Council Meeting

Idaho Cities, Counties and Highway Districts

Submittal Deadline: Thursday, January 14th, 2027, 4:00 pm MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

Phone: 208-344-0565

Fax: 208-344-0789

www.LHTAC.org



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

2. PROGRAM GUIDANCE

3. APPLICATION

4. SCORING

1. APPLICATION INFORMATION

1.1 INSTRUCTIONS

There are several changes to the TAP Infrastructure application from prior years. Major changes include:

- The ITD TAP coordinators have been updated. Please make sure you contact the appropriate ITD staff as required for your application.
- Guidance for how projects must adhere to Senate Bills 1140 and 1144 has been developed.

The following items are due to LHTAC or ITD TAP Coordinator by January 14, 2027:

- Pre-application checklist
- Environmental screening form
- TAP estimating worksheet

The forms will be returned to the applicant with signatures or with comments to be addressed prior to submission of the application. Forms with comments must still be signed prior to submission of application.

A completed application will include the following:

- Cover Sheet that includes the local sponsor and project name.
- Applicant information and funding preferences (page 9).
- Project Map that clearly defines project location with easily identifiable beginning and end points.
- Responses to questions 1-5.
- Letter or resolution from your agency stating a match commitment.
- ITD 1983 form – ROW Certificate.
- Supplemental Application Questions for projects within an MPO (if applicable).
- Railroad agreement (if applicable).
- The pre-application checklist, environmental screening form and TAP estimating worksheet.
- Application certification, signed page 7.

Completed applications should be submitted as a single electronic file to APPLICATIONS@LHTAC.ORG by 4:00 p.m. (MST) on Thursday, January 14, 2027.

Application resources can be found on LHTAC's website www.lhtac.org/programs/TAP

1.2 PROGRAM BACKGROUND

The Local Highway Technical Assistance Council (LHTAC) in partnership with the Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2028, 2029, 2030. The purpose of TAP funding is to provide for a variety of alternative transportation projects and to advance ITD's strategic goals of Mobility, Safety and Economic Opportunity. The TAP program provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. Approximately \$7.5M is available each year with up to 95% going toward infrastructure projects and the rest funding non-infrastructure Safe Routes to School (SR2S) projects. The \$7.5M annual funding allocation is based on the IJA Act.

ELIGIBLE PROJECTS: According to ITD Administrative Policy 5081, funds can be used for on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities act of 1990.

Examples of eligible projects:

- Paths/sidewalks along or adjacent to an existing roadway.
- Connecting sidewalks/paths between two terminal points.
- Curb ramps and other horizontal and vertical barriers to accessibility.
- Pedestrian crossing facilities across an existing roadway including signing and/or signalization.
- Reconstructing an existing non-compliant pathway or sidewalk.
- Pedestrian bridges or underpasses.

Senate Bill 1140 and 1144: By submitting an application, applicants are certifying these projects meet the intent of SB 1140 and SB1144, passed in April 2025. Approved TAP projects will satisfy the requirement that standalone bicycle and pedestrian projects be proposed in specific locations near schools, parks, or other designated bicycle or pedestrian areas.

APPLICATION:

The application for the Transportation Alternatives Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs tab, then TAP Program.

The application is due Thursday January 14th at 4:00 p.m. (MST) and should be submitted electronically in a single PDF file to APPLICATIONS@LHTAC.ORG. The applications will be scored by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March 2026.

Limit two applications per eligible applicant.

FUNDING:

Standard TAP infrastructure awards are capped at \$500,000 in Federal-aid (plus 7.34% local match, for a total project size of \$536,700). You may submit up to two applications, however only one application will be funded per jurisdiction, unless all jurisdictions who submit applications receive an award and there is funding remaining. Jurisdictions may submit one application for a non-scalable TAP project (up to \$1M in federal funds). Competitive non-scalable TAP projects are projects that cannot be phased. Examples of non-scalable TAP projects should include large elements like pedestrian bridges, underpasses, or pedestrian tunnels. Non-scalable TAP applications count toward the two-application limit per jurisdiction. See Section 2 for additional information about standard and non-scalable infrastructure application guidance.

2. PROGRAM GUIDANCE FOR 2027

Statement of Purpose: To share guidelines for the Transportation Alternatives Program.

Program Administration Team: Local Highway Technical Assistance Council and Idaho Transportation Department.

Guidelines and/or Rules:

Basic Structure:

- Application is available by October 2, 2026.
- Application is due January 14, 2027.
- Applicant is required to submit a signed document stating everything in the application is accurate and they are able to pay the 7.34% local match.
- Projects on a state route require coordination with the ITD District TAP Coordinator prior to application submittal. Start this coordination early in the application window to allow time for a site visit or communication about project limitations within ITD Right-Of-Way.
- Projects off-system require coordination with LHTAC TAP Coordinator prior to application submittal.
- ITD design standards and federal regulations (include link) apply to all projects funded with TAP funds.

Project Types:

- Standard Project:
 - ◆ Up to \$500k federal funds (plus 7.34% local match, total project \$536,700).
 - ◆ Projects may be phased.
 - ◆ May submit two (2) applications each cycle.
- Non-Scalable Project:
 - ◆ Up to \$1M federal funds (plus 7.34% local match, total project \$1,073,400).
 - ◆ Must include a non-scalable element: pedestrian bridge, pedestrian tunnel, etc.
 - ◆ May only submit one (1) non-scalable application each cycle. Agencies may submit one (1) standard project application in addition to a non-scalable application.

Application:

- Projects must be located within the public right of way, primarily serving a transportation use.
- Limit of two applications per City, County, or Highway District (includes up to 1 Non-Scalable TAP application).

TAP Coordinators:

If a project falls within the Idaho Transportation Department (ITD) Right-of-Way (ROW), then the local sponsor must coordinate with the appropriate ITD district representative listed below. ITD must review and approve the scope of the project and provide a letter of support to be included in the project application. During design, the ITD District will have opportunities to provide comments at milestone project submittals including (but not limited to) preliminary design, final design, and plans, specifications, and estimate (PS&E) submittal.

Coordination with your district representative early in the application process is recommended.

- District 1 (North Idaho): Rob Beachler (208) 772-1216
- District 2 (North-Central Idaho): Jole Wells (208) 799-4226
- District 3 (Southwest Idaho): Aaron Bauges (208) 334-8964
- District 4 (South-Central Idaho): Andrew Young
- District 5 (Southeast Idaho): Melodie Halstead (208) 239-3370

- District 6 (East Idaho): Jeff Sneddon (208) 745-5863
- LHTAC (Local roads statewide): Amanda LaMott (208) 344-0565

Scoring:

- Scoring will be by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee as appointed by the Idaho Transportation Department comprising of professionals and stakeholders from various locations across Idaho.
- The MPOs will collaboratively score and rank the supplemental questions for projects that fall within MPO boundaries.
- LHTAC staff will provide project recommendations to the LHTAC Council in March 2027 and the ITD Board at the April 2027 meeting.

Funding:

- Fund approximately \$7.5M in projects annually.
- Funding available in 2029 (partial), 2030, and 2031.
- Maximum federal award of \$500k for standard projects. Maximum federal award of \$1M for non-scalable projects.
- No in-kind match.
- Local jurisdictions may design the project in-house if they have a licensed engineer who can complete Federal-aid compliant design, but this work cannot be reimbursed by the TAP grant.
- Local jurisdictions must hire a Construction Administration consultant as part of the federal project to complete the construction engineering and inspection. The local agency may augment the construction engineering and inspection agreement by providing additional inspection. This work cannot be reimbursed by the TAP grant.
- All projects will require a 7.34% local match of federal funds.
- Project costs may exceed the federal funds allocated to a project, but the local sponsor is required to pay 100% of cost overruns, unless additional federal funding is available at the time of the request.

Eligible use of Funds:

- Hire an engineer off the ITD term agreement list to complete the design to Federal-aid standards.
- Fund construction of the project through federally compliant acquisition process (state and federal procurement rules must be followed).
- Fund construction engineering and inspection (CE&I) services by a consultant off the ITD term agreement list. Local sponsor cannot perform construction administration but can help augment inspection on TAP projects.

Eligible applicants:

- City, County, or Highway District.
- Transit agency.
- Natural resource or public land agency.
- School district, local education agency, or school.
- Tribal government.
- Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails.
- A State, at the request of an eligible entity listed above.

Sponsor certifies the following conditions of application:

- Sponsor is familiar with Transportation Alternatives Program eligibility criteria.

- All Right-of-Way (ROW) was acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act and no environmental issues are known to exist.
- If the project falls within ITD Right-Of-Way (ROW), sponsor has coordinated with the appropriate ITD District and has accurately represented the project scope.
- This project doesn't impact any rail lines. If a track is being crossed, sponsor has a documented agreement with the railroad attached to this application.
- Sponsor budget accurately reflects the anticipated cost of the proposed project.
- The information in the application accurately reflects available knowledge of staff.
- Sponsor understands this is a reimbursement grant, must furnish the local cash match upfront, will be reimbursed as work progresses and invoices must be submitted with accompanying documentation.
- The project must be designed and constructed following federal guidelines in order for the sponsor to be eligible for the 92.66% federal reimbursement.
- If the applicant decides to remove this project after the project has begun, the sponsor may be required to pay 100% of all federal funds expended.
- Sponsor accepts responsibility for future maintenance and operating costs of the completed project.

Sponsor Signature (Authorized Official)

Date

Sponsor Printed Name

Title

3. APPLICATION

Project Title: _____

Applicant Agency: _____

Mailing Address (this may be a P.O. Box): _____

Include a physical address if different from your mailing address: _____

Please list the person from your agency we should call if we have questions regarding this project application.

Contact Name: _____

Phone: _____

Email: _____

***A second contact is required in case the first contact is no longer with your agency.**

*Second Contacts Name: _____

Phone: _____

Email: _____

State Highway Route(s) if applicable _____

Beginning Mile Posts(s) if applicable _____

Ending Mile Posts(s) if applicable _____

Project Area:

- Urbanized - Areas with population over 200,000
- Urban - Areas with population of 5,001 to 200,000
- Rural - Areas with population of 5,000 or less

Project costs:

Total Federal Funds (92.66%): _____

Total Local Match (7.34%): _____

Total Project Cost Estimate: _____

Federal reimbursement requested for: (select all that apply)

- Design activities
- Construction activities

Preference	
Design	
2027	<input type="checkbox"/>
2028	<input type="checkbox"/>
2029	<input type="checkbox"/>
Construction	
2028	<input type="checkbox"/>
2029	<input type="checkbox"/>
2030	<input type="checkbox"/>

Unscored Application Criteria:

- Provide a map clearly showing project limits.

- (pass/fail) Do you own the necessary Right-of-Way for your project? Applicant must document this with an ITD-1983 form. Do you have all necessary easements or access agreements for the project? Provide if applicable.
- (pass/fail) If your project falls within railroad Right-of-Way, do you have a written agreement from the railroad supporting your project?

Please provide a response for questions 1-5

1. (35 points) Project Description: Describe your project and why it is important to your community. Include information on distinct elements applicable to the program including sidewalks, bike lanes, shared use path etc. (Limit 1 page).
2. (15 points) Planning and Readiness: Is this project in your jurisdiction's transportation plan or comprehensive plan and has it been updated in the last 5 years? Do you have an ADA Transition Plan? (agencies with less than 50 employees are not required to have an ADA Transition Plan) If this project is within an MPO boundary, have you coordinated with them on the scope of this project? Do you have a resolution from your jurisdiction's governing body committing to the project match? (Limit ½ page).
3. (20 points) Mobility: Describe how this project will increase mobility in your community? Does it tie into an existing pedestrian system and/or provide connectivity? Will the project increase biking or walking trips? Does this project remove a known barrier to accessibility? (limit ½ page).
4. (20 points) Safety: Describe how this project will improve safety for cyclists, pedestrians, children, and those with disabilities in your community. (Limit ½ page).
5. (10 points) Do you have support from your community and/or neighboring agencies? (limit 5 pages).
 - If your project is within a Metropolitan Planning Organization (MPO) boundary, one of your five letters must be from your MPO indicating this project is in alignment with the Metropolitan Transportation Plan.
 - If your agency is part of a regional transportation group or coalition, it is recommended to include a letter from them supporting your project.

Total: 100 points

Application Checklist:

- Signed page 7 from this application packet.
- Responses to the unscored application criteria.
- Responses to questions 1-5.
- Pre-application checklist – signed by ITD or LHTAC TAP Coordinator by January 15, 2026.
- Environmental Screening Form – signed by LHTAC or ITD District Environmental Planner by January 15, 2026.
- TAP estimating worksheet - signed by LHTAC or ITD District Environmental Planner by January 15, 2026.
- Letter or resolution from your agency stating a match commitment.
- ITD 1983 form – ROW Certificate.
- Supplemental Application Questions for projects within an MPO (if applicable).
- Agreement with the railroad (if applicable).

4. SCORING

1. Project Description: 35 pts

- a. Description clearly describes the scope and limits of the project. Describes the project elements, benefits they provide, and clearly shows how they address the needs of the project. Elements may include shoulders, bike lanes, sidewalks, shared use paths, traffic calming, street lighting and/or street furniture. 25-35 pts
- b. Description moderately describes the scope and limits of the project. Describes the project elements, moderately shows how they address the needs of the project, and the benefits they provide. 15-25 pts
- c. Description includes minimal information to understand the scope and limits of the project. Describes the project elements, how they address the needs of the project, and the benefits they provide. 0-15 pts

2. Planning and Readiness: 15 pts

- a. Project is supported by a transportation plan or comprehensive plan updated w/in 5 years containing a written bicycle/pedestrian plan. Application includes a resolution from the governing body committing to pay the local match. MPO has been coordinated with and is supportive (if applicable). 10-15pts
- b. Project is supported by a transportation plan or comprehensive plan older than 5 years without a written bicycle/pedestrian plan. Application includes resolution from governing body committing to pay the local match. MPO may or may not have been contacted (if applicable). 5-10 pts
- c. No transportation plan. Application may or may not have a resolution from governing body committing to pay the local match. MPO may or may not have been contacted (if applicable). 0-5 pts

3. Mobility: 20 pts

- a. Description states how this project will increase mobility and accessibility in the community, how the project ties into an existing pedestrian facility or installs new facilities where none previously existed. Clearly provides examples of new connections to services and goods (i.e. residential to school, residential to commercial, commercial to health care, etc.). Removes a known barrier to accessibility. 10-15 pts
- b. Description states how this project will increase mobility and accessibility in the community. Limited description for how the project ties into an existing pedestrian facility or installs new facilities where none previously existed with limited examples of new connections this provides. 5-10 pts
- c. Description includes minimal information about how the project will increase mobility and accessibility in the community. Does not provide information on new connections. 0-5 pts

4. Safety: 20 pts

- a. Description clearly states how this project will improve safety for cyclists, pedestrians, children, and those with disabilities. Description includes pedestrian and/or bicycle counts, crash data, remarks from the local police, and other data driven documentation of safety enhancements. 15-20pts
- b. Description moderately describes how this project will improve safety for some users. Limited data driven sources safety enhancements. 10-15pts
- c. Project description provides little or no safety improvements. 0-10pts

5. Letters of support: 10 pts

- a. Five signed, unique and current letters or statements of support. If this project is within ITD Right-of-Way, one of the letters must be from the ITD District. 7-10pts
- b. Form letters or not unique letters of support. 4-7 pts
- c. Less than five letters of support. 0-4pts

Transportation Alternatives Program (TAP): 2027 Application - Non-Infrastructure Projects

Handed out at Council Meeting

Idaho Cities, Counties and Highway Districts

Submittal Deadline: Thursday January 14th, 2027, 4:00 pm MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

Phone : 208-344-0565

Fax : 208-344-0789

www.LHTAC.org



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

- 1.1 Application Updates
- 1.2 Program Background

2. PROGRAM GUIDANCE

- 2.1 Program Guidance for 2027
- 2.2 Program Agreement Form

3. APPLICATION

- 3.1 Application Questions

4. SCORING

- 4.1 Suggested Scoring

1. APPLICATION INFORMATION

1.1 APPLICATION UPDATES

There are several changes to the TAP Non-Infrastructure application from prior years. These changes include:

- The TAP Non-Infrastructure coordinators have been updated. Please make sure to contact the appropriate staff as required for your application.
- Additional context on draft work plans has been added.

1.2 PROGRAM BACKGROUND

The Local Highway Technical Assistance Council (LHTAC) in partnership with the Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2029, 2030, and 2031. The purpose of TAP funding is to provide for a variety of alternative transportation projects and advance ITD's strategic goals of Mobility, Safety and Economic Opportunity. TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, vulnerable road user assessments and safe routes to school educational projects. \$7M is available each year with up to 95% going toward infrastructure projects with the rest funding non-infrastructure Safe Routes to School projects. The \$7M annual funding allocation is based on the Infrastructure Investment and Jobs Act.

ELIGIBLE PROJECTS:

- Safe Routes to Schools Activities & Staffing
- Vulnerable Road User Assessments

APPLICATION:

The application for the Transportation Alternatives Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs tab, then TAP Program.

The application is due Thursday January 14th, 2027 at 4:00 p.m. (MST) and should be submitted electronically in a single PDF file to applications@lhtac.org. The applications will be scored by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March 2027.

FUNDING:

The non-infrastructure award program is a cost reimbursement program. All costs submitted for reimbursement are subject to eligibility requirements and must comply with reimbursement guidelines. Non-infrastructure awards are capped as follows:

Vulnerable Road User Assessments:	\$25,000
Safe Routes to Schools Activities Rural Areas (Population areas less than 5,000):	\$60,000
Safe Routes to Schools Activities Urban Areas (Population > 5,000 and < 49,999):	\$75,000
Safe Routes to Schools Activities Metropolitan Areas (Population > 49,999):	\$100,000

2. PROGRAM GUIDANCE FOR 2026

2.1 PROGRAM GUIDANCE

Statement of Purpose: Non-infrastructure projects consist of programs and activities that, when implemented, aim to shift community behavior, attitudes and social norms through education, encouragement and

enforcement strategies to increase the safety and convenience for children to walk and/or bicycle to school.

Program Administration Team: Local Highway Technical Assistance Council and Idaho Transportation Department.

Proposed Guidelines and/or Rules:

Basic Structure:

- Application available in September 2026.
- Application due January 14, 2027.
- Applicant is required to submit a signed document stating everything in this application is accurate and they are able to pay the 7.34% federal match.

Application:

- Applications can be on the local system, state system, or both systems.
- Limit of one non-infrastructure application per eligible entity (this limit does not include infrastructure applications).

TAP Coordinators (non-infrastructure):

- ITD: Abby Peterson (208) 334-4455
- LHTAC: Ryan Rush (208) 530-7461

Scoring:

- Scoring will be done by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee as appointed by the Idaho Transportation Department comprised of professionals and stakeholders from various locations across Idaho.
- LHTAC staff will provide project recommendations to the LHTAC Council in March 2027 and the ITD Board at the April 2027 meeting.

Funding:

- Funding will be available in 2029 (partial), 2030, and 2031.
- Fund approximately \$550,000 annually (5-10% of available Transportation Alternatives funding).
- No in-kind match is allowed.
- All projects will require a 7.34% local match calculated based on federal award.
- Project costs may exceed federal award + required local match with sole responsibility of the funding on the local sponsor.

Eligible use of Funds:

- Activities that encourage walking and bicycling to school, target at grades K-12.
- Public awareness campaigns and outreach to press and community leaders.
- Traffic education and enforcement in the vicinity of schools (2 miles).
- Student sessions on bicycle and pedestrian safety, health, and environment.
- Funding for training, volunteers, and managers of safe routes to school programs.
- Vulnerable Road User Assessments Activities as follows:
 - a. Quantitative analysis of [vulnerable road user](#) fatalities and serious injuries that includes data such as location, roadway functional classification, design speed, speed limit, and time of day; considers the demographics of the locations of fatalities and serious injuries, including race, ethnicity, income, and age; and
 - b. based on the data, identifies areas as “high-risk” to [vulnerable road users](#); and
 - c. produces a list of [projects](#) or strategies to reduce safety risks to [vulnerable road users](#) in areas identified as high-risk.

Eligible applicants:

- A local government. Local government entities include any unit of local government below a state government agency, except for an MPO representing an urbanized area with a population over 200,000. Examples include city, town, township, village, borough, parish, or county agencies.
- A regional transportation authority. Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).
- A transit agency. Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
- A natural resource or public land agency. Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies.
 - State or local fish and game or wildlife agencies.
 - Department of the Interior land management agencies.
 - U.S. Forest Service.
- A school district, local education agency, or school. School districts, local education agencies, or schools may include any public or nonprofit private school. Projects should benefit the general public and not only a private entity.
- A Tribal government.
- A metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer. MPOs representing urbanized areas over 200,000 population are not eligible entities.
- A nonprofit entity. The BIL removed the requirement that the nonprofit entity be responsible for the administration of local transportation safety programs.
- Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the state determines to be eligible, consistent with the goals of 23 U.S.C. 133(h).
- A state, at the request of an eligible entity listed above.

2.2 PROGRAM AGREEMENT FORM

Sponsor certifies the following conditions of application:

- Sponsor is familiar with Transportation Alternatives Program eligibility criteria.
- Sponsor budget accurately reflects the anticipated cost of the proposed project.
- The information in the application accurately reflects available knowledge of our staff.
- Sponsor understands this is a reimbursement grant, must furnish local cash match upfront, will be reimbursed as work progresses and invoices submitted with accompanying documentation.

Sponsor Signature (Authorized Official)

Date

Sponsor Printed Name

Date

3. APPLICATION

3.1 APPLICATION QUESTIONS

Project information:

Project Title: **Safe Routes to School Program**

Applicant Agency: _____

Mailing Address (this may be a P.O. Box): _____

Include a physical address if different from your mailing address: _____

Please list the person from your agency we should call if we have questions regarding this project application.

Contact Name: _____

Phone: _____

Email: _____

***A second contact is required in case the first contact is no longer with your agency.**

*Second Contacts Name: _____

Phone: _____

Email: _____

Project Area:

Metropolitan - Areas with population over 49,999

Urban - Areas with population of 5,000 to 49,999

Rural - Areas with population of less than 5,000

Project costs:

Total Federal Funds (92.66%): _____

Total Local Match (7.34%): _____

Total Project Cost Estimate: _____

Federal reimbursement requested for: TAP Non-Infrastructure

This project includes the following activities:

Travel Plan

Safety Booklets

Bike Rodeo

Walk/Bike to School Day

Walking or Biking Technical Skills Training

Pre-Drivers Education

Rules of the Road

Vulnerable Road User Assessment

Other _____

Please provide a response for questions 1-4

1. (25 points) Program Description: Describe how this program will encourage safe walking and biking to school. Describe current or past educational, encouragement, or enforcement activities and/or programs within the coverage area, if any. Or describe the planning efforts that will go into the Vulnerable Road User Assessment, the need for this assessment, the desired outcome of the assessment and the anticipated impact from the desired outcome. (Limit 1 page).
2. (10 points) Identifying Data: Provide the complete names of the schools or school districts targeted along with total number of students enrolled (by school). Or provide the people, groups and services that will benefit from a Vulnerable Road User Assessment.
3. (50 points) Please fill out the attached blank Draft Work Plan. For each non-infrastructure project that is awarded a grant through the Transportation Alternatives Program, a comprehensive work plan is required of the sponsor to outline the activities, performance targets and goals, benefits to targeted children, and expenditures to accomplish the scope of the project. Please list tasks involved with developing and implementing your proposed project. If awarded this plan can be revised before finalization. Applicants are encouraged to provide a description of tangible and demonstratable results in their work plan. Applicants focusing on outreach and education must set a schedule of milestones or tangible deliverables that they will be able to show through the life of the grant.
4. (15 points) Support: Do you have support from your community and/or neighboring agencies? (Limit 5 letters).
 - If your project is within a Metropolitan Planning Organization (MPO) boundary, one of your five letters must be from your MPO.
 - If your agency is part of a regional transportation group or coalition, it is recommended to include a letter from them supporting your project.
 - If you are a non-profit agency, please provide letter delegating responsibility for administration of local transportation safety programs.

Total: 100 points**Application Checklist:**

- Responses to questions 1-4
- Match Commitment
- Letter of support from your MPO (if applicable), Letter of delegated authority (if applicable)

4. SCORING

4.1 SUGGESTED SCORING

1. Project Description & History: 25 pts

- a. Excellent description of need, benefit, and impact to community. 25 pts
- b. Average description of need, benefit, and impact to community. 10-20 pts
- c. Poor description of need, benefit, and impact to community. 0-10 pts

2. Identifying Data: 10 pts

- a. Detailed list of school districts and/or schools with student population. 7-10 pts
- b. List of school districts and/or school districts with incomplete information. 4-7 pts
- c. No information provided. 0 pts

3. Draft Work Plan: 50 pts

- a. Complete and thorough work plan that details tangible activities, performance measures, and expected expenses. 35-50 pts
- b. Completed work plan with some activities and a general budget, but is somewhat lacking in tangible activities, performance measures, or expected expenses. 25-35 pts
- c. Completed work plan with some activities and a general budget, but is very lacking in tangible activities, performance measures, or expected expenses. 15 -25 pts
- d. Rough draft or incomplete work plan. 0-15 pts

4. Support: 15 pts

- a. Five signed, unique and current letters or statements of support. 8-15 pts
- b. Form letters or not unique letters of support. 4-7 pts



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **2027 Children Pedestrian Safety Application**

Presenter: **Amanda LaMott, P.E.**

Overview:

The Children Pedestrian Safety Program provides state funding for bicycle and pedestrian projects that improve safety for children. The program historically was funded by surplus funds allocated by the legislature and is not guaranteed funding in any year. The funding cap for this program has been set at \$250,000 per project. The program maintains a quick delivery timeline with local jurisdictions committing to building the projects within 18 months of award. The application is intended to be relatively simple with the breakdown of scoring as follows:

- Project Map (5 points)
- Project Description (10 points)
- Direct Impact to Children (20 points)
- Safety (20 points)
- Mobility (20 points)
- Right-of-Way (10 points)
- Letter of Support (10 points)
- Partnership (5 points)

Because of the enabling legislation, this application does have the question of how the project will directly impact children. Local sponsors are instructed to provide the location of schools, parks or other destinations that children would be walking or biking to. This application is scored by Council members.

At this time there is not funding for the program. There will not be a recommendation from staff to approve the application for funding this fall.

Recommendation: For Council Review

Children Pedestrian Safety Program: 2027 Application

Handed out at Council Meeting

Idaho Cities, Counties and Highway Districts

Submittal Deadline: June 8, 2022, 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



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 Program Background

2. PROGRAM GUIDANCE

2.1 Program Guidance for 2027

3. APPLICATION

3.1 Application Questions

3.2 Program Agreement Form

4. SCORING

4.1 Suggested Scoring

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

On March 21, 2022, Governor Little signed Senate Bill 1359, a landmark funding bill for local transportation in Idaho. The bill is part of the Governor's "Leading Idaho" plan. It creates an additional \$210 million for local transportation projects. The bill provides \$200 million for local bridges and \$10 million for the Children Pedestrian Safety program. The Local Highway Technical Assistance Council (LHTAC) will administer the Children Pedestrian Safety Program. Eligible projects must be related to maintenance, and address safety and mobility.

Similar to the Local Strategic Initiatives program the project should be "shovel ready" and construction must be completed by late fall/early winter 2028.

ELIGIBLE PROJECTS

The bicycle and pedestrian projects must still be considered maintenance. This includes but is not limited to;

- Paths/sidewalks along or adjacent to an existing roadway.
- Connecting sidewalks/paths between two terminal points.
- Americans with Disabilities Act (ADA) compliant ramps.
- Pedestrian crossing facilities across an existing roadway including signing and/or signalization.
- Paving an existing pathway.

Up to \$2M of the program funding will be set aside for "non-scalable" pedestrian safety projects up to \$500,000 per award. This includes but is not limited to:

- Pedestrian underpasses,
- Pedestrian bridges,
- Extension of existing culverts or structures to accommodate pedestrian facilities

APPLICATION

The application for the Children Pedestrian Safety Program is included in this package and can be found on the LHTAC website (www.LHTAC.org) under the Programs Heading. The submittal package consists of the application sheet, the signed program agreement and a schedule to complete the project.

The application is due Wednesday, June 8, 2022 at 4:00 p.m. MST and should be submitted electronically to applications@lhtac.org. The applications will be scored by members of the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in July, with funds available shortly thereafter.

Limit one application per City, County, or Highway District. (2021 CPS recipients are not eligible to apply for 2022 funds)

FUNDING

Funding for this program will be awarded as a grant, with a maximum of award of \$250k for a standard project and up to \$500k for a non-scalable project (up to \$2M in non-scalable projects). The awarded agency is responsible for the administration of the project, and for completing the project within the timeframe given. The grant funds CANNOT be used for development services fees, project match, education/outreach, or to reimburse the local agency for any equipment or employee cost.

All expenditures of these funds must follow the Idaho Local Governments "Procurement and Public Works Contracting" guidelines available on the LHTAC website in the Children Pedestrian Safety section. Idaho Statutes for Public Works Contractors and Idaho Code for procurement must be followed. For additional information, please contact LHTAC at (208) 344-0565.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2021

Statement of Purpose: To share guidelines for the new program addressing Children Pedestrian Safety per Senate bill 1358.

Team: Idaho Local Highway Technical Assistance Council

Proposed guidelines and/or rules:

Basic Structure

- Application available by **April 11, 2022**
- Application due **Wednesday, June 8, 2022**
- Project must be completed by **December 9, 2023**
- City, County, or Highway District required to submit a signed agreement with terms of program
- Projects along state route will require concurrence from the ITD District, and include a maintenance agreement

Application

- One joint (state and local) application process for the program
- Applications can be on the local system, state system, or both systems
- Limit of one application per City, County, or Highway District. 2021 CPS grant recipients are ineligible to apply.

Scoring

- Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
- LHTAC staff to provide project recommendations to the LHTAC Council

Funding

- Fund up to \$10M in projects
- Funding anticipated in summer 2022
- Maximum award of \$250K for standard projects
- Maximum award of \$500k for non-scalable projects (up to \$2M in awards)
- Provided as a “grant” for project awarded
- Unused funds to be returned
- No match required however locals are responsible for project administration
- Local can contribute in-kind services to stretch limits of the project

Eligible use of funds

- Purchase material (state procurement rules must be followed)
- Hire contractor to perform work (state procurement rules must be followed)
- CANNOT be used for salaries, equipment fees, or to reimburse sponsor agency for any work
- CANNOT be used for other project match, education, or outreach
- CANNOT be used for project development services or fees

Eligibility

- Must be local agency to receive funds
- Must be “maintenance” of existing pedestrian facility or adjacent to an existing roadway
- Failure to complete project or comply with terms could jeopardize the opportunity for future funds

3. APPLICATION

3.1 APPLICATION QUESTIONS

Project Title: _____

Local Highway Jurisdiction Name: _____

Mailing Address (this can be a P.O. Box): _____

Local Highway Jurisdiction Physical Address: _____

***Include a physical address as we cannot send checks via FedEx to a 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.**

Amount Requesting: _____

Total Amount of Project: _____

Amount and source of other funds: _____

Include a copy of the project **Schedule**.

Include a copy of the **Program Agreement and Maintenance Agreement if applicable**.

Please provide the following supportive information in the order listed below.

1. Did you apply for 2021 Children Pedestrian Safety funding (yes/no)
2. Provide a map clearly showing project limits (½ a page)
3. Project description (limit to ½ a page)
4. How does your project provide direct impact to children pedestrians? (limit to ½ a page)
5. How does your project address safety? Do you have evidence or data to support your answer? (limit 1 page)
6. How does your project address mobility? Does it tie into an existing pedestrian system and/or provide connectivity? Is it supported by a transportation and/or pedestrian plan? (limit ½ page)
7. Do you own the right-of-way or easements for your project? If not, do you have commitment letters and/or agreements to ensure the right-of-way or easements can be acquired timely for assurance that the project can be completed within the specified time frame?
8. Do you have support from your community and/or neighboring agencies? Limit 5 pages (can be letters, emails, etc.).
9. Do you have letters of commitment from other partners to perform work or donate services/material to complete the project (beyond project funds)?

3.2 PROGRAM AGREEMENT FORM

Please complete the form and have a signing authority sign the bottom.
Return this form with your completed application.

Local Highway Jurisdiction Name: _____

Signing Authority: _____

Position: _____

Project Name: _____

Receiving this grant requires the Local Highway Jurisdiction to agree to the following program requirements:

- Receive concurrence from ITD if the project is in the state Right-of-Way or along a state route (provide verification with your application).
- Pay for and/or complete project design and plans.
- Provide LHTAC with a construction schedule before construction begins.
- Prepare mid-project update to LHTAC by **July 21, 2023**.
- Follow State Procurement Rules for advertising, bidding and award of contracts.
- Provide accounting, before and after pictures and close-out summary form upon project completion.
- Complete project construction by **December 9, 2023**.

ACKNOWLEDGED BY

Signature

4. SCORING

4.1 SUGGESTED SCORING

1. Did you unsuccessfully apply for 2021 Children Pedestrian Safety funding; 3 pts
 - a. Yes – 3 points
 - b. No – 0 points
2. Map; 5 pts
 - a. Agency provided a map clearly showing project limits; 5 points
 - b. No map or unclear; 0 points
3. Project Description; 5 pts
 - a. Agency clearly describes the limits of the project and all features included in the proposed design 1-5 points
4. Children; 20 pts
 - a. If project primarily impacts children; 16-20 pts
 - b. Equal number of children and other users; 8-15 pts
 - c. Primarily other recreational users; 1-7 pts
5. Safety; 20 pts
 - a. If answer includes hard data (crashes, reported near misses, skid marks etc) and does an excellent job of explaining safety impacts; 16-20 pts
 - b. If answer includes soft data, and excellent job of explaining safety impacts; 10-15 pts
 - c. If answer includes no data, and does an excellent job of explaining safety impacts; 3-9 pts
 - d. If answer does an adequate job of explaining safety impacts; 1-2 pts
6. Mobility; 20 pts
 - a. If project is connecting existing pedestrian system; 16-19 pts
 - b. If project is providing connectivity between destinations/locations or improving existing facilities; 12-15 pts
 - c. If project enhances mobility at a crossing; 8-11 pts
 - d. ADA Ramps and/or other projects; 1-7 pts

** If project is supported by a transportation/pedestrian plan, add 1 pt to score below **
7. R/W or easements; 10 pts
 - a. If no R/W is needed (own property, have executed agreements, etc); 10 pts
 - b. If agency has letters of commitments; 4-8 pts
 - c. R/W needs to be acquired; 1-3 pts
8. Support; 10 pts
 - a. Unique, diverse, and excellent letters or statement of support; 8-10 pts
 - b. Form letters or non-diverse letters of support; 4-7 pts
 - c. Poor community support; 1-3 pts
9. Partners; 5 pts
 - a. Various commitments, letters, services; 5 pts
 - b. Vague partner commitments; 2 points
 - c. No partners; 0 points



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **2027 Federal-aid Rural Application**

Presenter: **Muhammad Zubery**

Overview:

This agenda item discusses changes proposed to the FY 2027 Rural Application.

No major content changes are proposed to the FY 2027 Rural application, but several clarification edits are suggested:

- The application submission deadline has been changed from early January to middle of January to account for holidays.
- Check boxes and various links embedded in the application were fixed.
- STC (collectors) or SMA (arterials) numbers do not need to be in the project title. These are assigned to a project receiving federal funds and have other places to be recorded.
- “Planning” under “Project Type” on the application has been deleted as it is funded through another program.
- “Transportation Planning” under “Category” on the application has been deleted for the reason above.
- A note regarding chip seal was deleted under “category” as it is explained in section 1.4 Project Criteria.
- Project cost summary sheet added another reminder of submitting background information such as bid data, assumptions and calculations for the estimate.
- Score sheet was edited for clear understanding. It also clarified that list of Road Scholar/Master names is sufficient; transcripts do not need to be submitted.

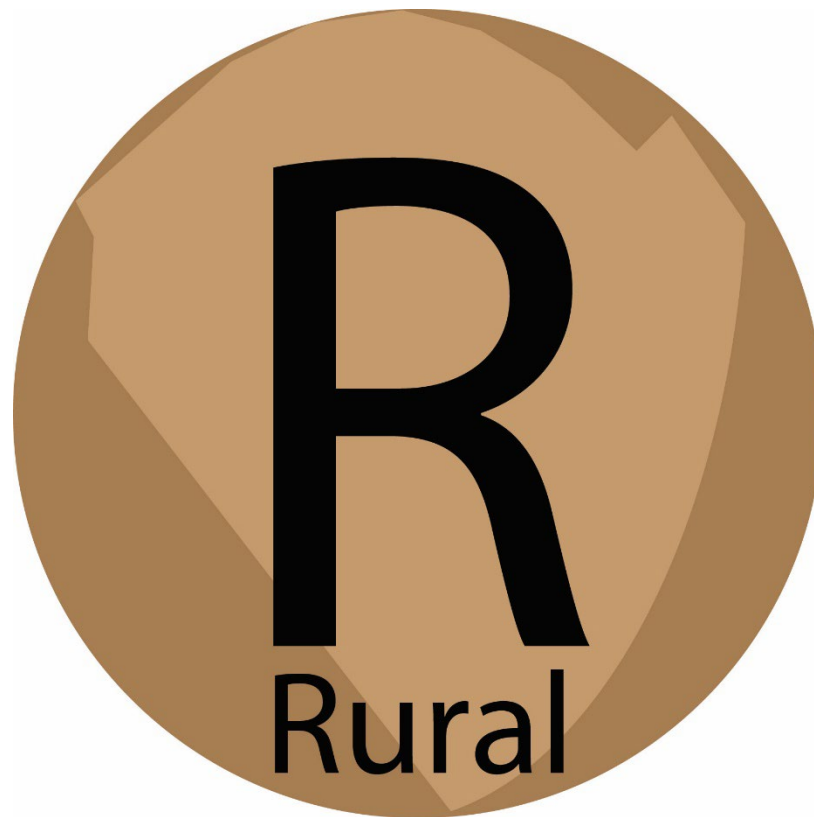
Recommendation: For Council Review

Local Federal-aid STBG-Rural Program: 2027 Application

Handed out at Council Meeting

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered/Postmarked by date via FedEx, UPS or USPS): Thursday, January 14, 2027 4:30 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



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

- 1.1 Program Background
- 1.2 Use of Funds
- 1.3 Eligibility
- 1.4 Project Criteria
- 1.5 Selection Process

2. APPLICATION CHECKLIST

- 2.1 Checklist and Submittal Deadline
- 2.2 LHTAC 2027 STBG-Rural Application Cover Sheet Instructions

3. APPLICATION

- 3.1 LHTAC 2027 STBG- Rural Application Cover Sheet
 - 3.1.1 ITD 2435 Federal-aid Project Request
 - 3.1.2 ITD 1150 Cost Summary Sheet
- 3.2 LHTAC 2027 STBG-Rural Application Question Rationale
- 3.3 LHTAC 2027 STBG-Rural Application Score Sheet
- 3.4 LHTAC 2027 STBG-Rural Application Rating Criteria

4. SAMPLE DOCUMENTS

- 4.1 Vicinity Map
- 4.2 Sample Resolution

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

RURAL PROGRAM

Surface Transportation Block Grant (STBG) Rural funds are allocated for projects in rural areas, and in cities with populations less than 5,000. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as arterial or rural major collectors with a small percentage allowed for minor collectors. The local match requirement is 7.34%. The funds are awarded through the Local Federal-aid Program administered by LHTAC. In-kind work (non-cash work performed by the sponsor) is not permitted toward the match contribution.

LHTAC intends to solicit STBG-Rural applications **every other year (2025, 2027, 2029, etc.)**. Projects that are awarded funding will be included in the ITIP and programmed over the subsequent 7-year period. The prioritized list of applications will be used for two years. **Projects selected from the 2027 STBG-Rural Application will likely be placed for construction in FY2031 and FY2032.** This program is targeting total project cost up to \$3,000,000 (design and construction). However, a jurisdiction may request more federal funds with a penalty. For each \$200,000 requested over the \$3,000,000, one point will be deducted from the applicant's total score. Maximum programmed federal funding will be limited to \$5,000,000 in total cost (design and construction). The local jurisdiction may provide additional funds above the maximum limit for large projects. The source of additional funds must be identified with this application.

1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost overruns, however, the applicant is ultimately responsible for costs exceeding the estimate.

Projects may include rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), and overlay or chip sealing projects.

1.3 ELIGIBILITY

Surface Transportation Block Grant (STBG) Rural funds are allocated for projects in rural areas (counties, highway districts) and in cities with populations below 5,000. These funds are to be used on roads with a functional classification of arterial or collector.

1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at the application time since the federal regulations allow STBG-Rural funding to be spent on arterials (SMA) and collectors (STC). Each county and urban area has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to this map to determine the roadway's classification. If you do not have the map or cannot locate it, please contact your ITD District Office for clarification or go to:

<https://experience.arcgis.com/experience/13bc8f0665da4531a69fdeb49ac42a9c>.

Chip sealing is eligible on existing pavements within Federal-aid projects. The pavement must be in reasonably good condition and meet the following criteria:

- Existing pavement must not be more than 12 years old.
- Existing pavement must be at least 24' wide and have a minimum of 2" hot mix asphalt.
- Must have at least 2' of shoulder on each side (paved or unpaved).
- Existing pavement must not show more than 20% fatigue cracking.
- Road must be classified as a **major collector or arterial**.

- The work must be contracted out to a private contractor.

1.5 SELECTION PROCESS

Applications are available online at www.LHTAC.org beginning in October. Local jurisdictions identify projects and request prioritization by their local transportation coalition group. Applications are submitted to LHTAC through a formal project application process, due in January. Project applications are reviewed and ranked by LHTAC Staff and Council. A prioritized list of projects is presented to the LHTAC Council for approval in March. They are then presented to the Idaho Transportation Board for inclusion in the draft Idaho Transportation Investment Program (ITIP) in June. The draft ITIP is open for public comment during the month of July. The Idaho Transportation Board approves the ITIP in the fall of the year, usually in September.

These applications are read, evaluated, and scored by staff and council members. Every year we receive many applications, so please review the application requirements and submit the information requested. The applicant should be mindful of the scorer's time and efforts to provide the best review and scores as possible.

2. APPLICATION CHECKLIST

2.1 CHECKLIST AND SUBMITTAL DEADLINE

Have you included? (Please do not include the application instructions)

- LHTAC 2027 STBG-Rural 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.
- ITD 2435 - Local Federal-aid Project Request.
- ITD 1150 - Project Cost Summary Sheet with supporting data (**i.e. assumptions, bid data, calculations**).
- LHTAC 2027 STBG-Rural Application Score Sheet and supporting documents.
- Include a **written statement** explaining the need for this project as part of your transportation network (**one page maximum**).
- Vicinity Map (see sample).
- Additional information, project description and/or other instructions.
- The **Resolution**, signed by the proper authority (see sample).

Only one application may be submitted per jurisdiction annually.

Applications **will not be accepted** via fax or email.

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, **no later than 4:30 p.m. (MST) on Thursday, January 14, 2027 or postmarked that same date.**

Note: All the above items must be included, or the application will be considered incomplete and rejected. Please contact Muhammad Zubery at 208-344-0565 or by email at MZubery@LHTAC.org if you have any questions.

2.2 LHTAC 2027 STBG-RURAL APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as a sponsor, give the project. It can be the name of a street or roadway, or it can be a commonly used name of the project location.
2. Entity's Priority: The priority of this project in relation to other similar projects in your Capital Improvement Plan (CIP) as part of your regional transportation plan.
3. Local Highway Jurisdiction: Enter the city or jurisdiction name, address and **contact person** we should call if we have questions regarding the project application.
4. Project Type: You should check the appropriate type of project. If it falls under "other", please list what type of project you believe it to be.
5. Category: Please mark the appropriate category of project you are proposing.
6. Functional Classification of Roadway: The classification of this project should be determined at the time of application because federal regulations allow for the funding to be spent on arterials (SMA) and collectors (STC) with only a portion of the funds being allowed on minor collectors. Each county has a functional classification map approved by ITD, and you should refer to that map for determining the roadway's classification. If you do not have the map or cannot locate it, please contact your ITD District Office for clarification or go to: <https://experience.arcgis.com/experience/13bc8f0665da4531a69fdeb49ac42a9c> (not needed for a Transportation Plan Application).
7. Location of Project: Federal funds may only be used on a roadway that is classified as a collector or arterial. The segment code and SMA or STC number should be used. The Project Termini should be the common ends of the project whether it is at the intersection of crossroads or, for instance a bridge, the common termini beginning and ending should be listed. Provide "logical" termini. If the milepost is determined it should be shown as well. And finally, the length of the project should be listed on the third line in miles. (Not needed for a Transportation Plan Application.)
8. Technical Information: The horizontal and vertical alignment changes should be substantial in order to be checked as "yes." If you are merely improving the drainage of a city street, then "no" would be the proper answer.
9. Existing Pavement Condition: The pavement condition is important to compare to other projects submitted for consideration. Your jurisdiction should have a pavement management plan and it should support your determination for this project. The pavement age, to the best of your knowledge, should be shown. If it is old, with significant patching, enter the oldest age known for the pavement in place.
10. Traffic and Crash Information: Show the current and projected information requested. AADT is the Average Annual Daily Traffic for the year in which you are making this request, and you should project it for 20 years. If you need help in this regard, please contact your Idaho Transportation Department – District Office or LHTAC. The Design Hour Volume (DHV) should be shown, and if known, the Level of Service (LOS) for the roadway. Finally, the percentage of trucks, both current and projected should be shown. The final item in this section asks for the crash information over a three (3) year period. This should be included for the entire length of the project. Crash information can be found on the LHTAC website under the *Resources* tab, *Maps – Interactive Crash Map*. If you need assistance, please call LHTAC.
11. Bridge Info: If the project identified includes a bridge, defined as 20' or longer, the following information requested should be shown:
 - A. The name of the crossing should be the common name used.

- B. The existing bridge number is found on the bridge inspection form that you are supplied by the Idaho Transportation Department on an annual or biannual basis. Remember that a “bridge” for this particular program must have a span of greater than 20 feet.
- C. The sufficiency rating is also shown on the bridge inspection form supplied by the Idaho Transportation Department.

(If this is a project only intended to improve a bridge, there is a separate program you can apply for, the Federal-aid STBG Bridge Application).

12. Relationship to other Projects: This section requests information as it relates to other projects in the area; particularly if yours is tying in with another state project or another Local Highway Jurisdiction. Mark the appropriate square. If you know the name of the other project and the year it is to be constructed, providing this important information is necessary and helpful.

3. APPLICATION

3.1 LHTAC 2027 STBG-RURAL APPLICATION COVER SHEET

1. Project Title: _____

2. Entity's Priority: _____ of _____

3. Local Highway Jurisdiction (name and address): _____

*Contact name: _____

Phone: _____

Email: _____

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

4. Project Type: (Check all that apply)

- Roadway reconstruction or rehabilitation Railroad crossing
 Safety improvements Bridge - span over 20'
 Other _____

5. Category:

- New construction - Paving, Bridge, Railroad Crossing
 Upgrade existing facility (add lanes, add shoulders, improve geometric factors, etc.)
 Pavement surface improvements

6. Location of Project: (Also attach a Vicinity Map)

Segment Code: _____, SMA or STC # _____,

Street Name: _____

Project Termini:

Beginning/Ending Mileposts: _____/_____

Project Length: _____

7. Technical Information: (Don't forget to complete forms ITD-2435 and 1150)

- Horizontal alignment changes anticipated? Yes No Unknown
Vertical alignment changes anticipated? Yes No Unknown

8. Existing Pavement Condition Information: (visual inspection)

- rutting potholes drop-offs broken edges
 poor striping cracking shoving other

Pavement age? _____

10. Traffic and Crash Information:

Most Recent Year:	Projected (20 Years):
AADT:	AADT:
DHV:	DHV:
LOS:	LOS:
%TK:	%TK:

Total number of crashes (property damage/injuries/fatalities) over most recent 3-year period:

of Crashes: _____ / _____ / _____

Years: _____ / _____ / _____

11. Bridge Information: *(Complete if a bridge is included in the project.)*

A. Name of crossing, i.e., over what roadway or waterway does the structure cross?

B. Existing bridge #: _____

C. Sufficiency rating: _____

12. Does this project have a possible relationship to other projects? No Yes (if yes, describe below)

Phased: No Yes (if yes, indicate the name and year/s of the related)

Project: _____ Year: _____

3.1.1 ITD 2435 Local Federal-Aid Project Request

- Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
- Attach a Vicinity Map showing the extent of the project limits.
- Attach an ITD 1150, Project Cost Summary Sheet.
- 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 cost 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	Curb & Gutter	Lighting	Base
Drainage	Traffic Control	Landscaping	Seal Coat	Guardrail	Bit. Surface	Bridge(s)
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: None Minor (1-3 Parcels) Extensive (4 or More Parcels)						
Will any Person or Business be Displaced: Yes No 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.

Signature				Date		
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Additional Information to be furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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3.2 LHTAC 2027 STBG-RURAL PROGRAM APPLICATION QUESTION RATIONALE

1. 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 Local Highway Jurisdiction (LHJ), describe the financial need, and highlight any safety benefits associated with the project.
2. 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, and submit 3 unique letters of support.
3. A pavement management plan 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 plan 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 plans 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 plans lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management plan data updated within the last three years.
4. 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 Rural funding should be supported by the Transportation Plan. To score the maximum number of points on this question, the project in the application should be identified within the plan, and the plan should have been updated or re-adopted within the last 5 years.
5. 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 regard to completed projects and updated priorities. To score the maximum number of points on this question, the identified project will be shown in the CIP, and the CIP will have been updated within the last 5 years.
6. LHTAC funding is intended to improve the impact on the most traveling public. As a measure of the impacts, the Average Daily Traffic (ADT) volume is used to score the application. The larger the volume, the higher the score. LHTAC represents small jurisdictions, so the maximum points are given to roadways with 1,000 ADT or above.
7. A trained workforce is essential 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 will have at least 40% of their roadway workforce trained (completed the Road Scholar level through the T2 Center), have 40% that have completed at least two courses, and have at least one Road Master on staff.

8. Title VI is included in the Americans with Disabilities Act. Federal-Aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
9. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received 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.

3.3 LHTAC 2027 STBG-RURAL APPLICATION SCORE SHEET

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

Sponsor: _____

Project Name: _____

Total Project Cost: _____

	Y	N	Attachment Included	Points Available
1. Provide a description of the proposed project. Include the importance and need of the project, the regional benefit, the economic benefit, safety, and the overall impact to the system.			<input type="checkbox"/>	0-15
2. Are you involved with an active multi-jurisdictional transportation group? (include first page of minutes or attendance for the last 1-2 years of meetings – max 4 meetings worth). Was your project ranked in the top 3 projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads. (List - 1-page max) Include up to 3 letters of support for your project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you have a pavement and /or sign management plan? Have the plans been updated in the past 3 years? If yes, attach cover page (dated) and no more than 2 pages of each report documenting the most recent updates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
	<input type="checkbox"/>	<input type="checkbox"/>		
4. Is your project supported by your Transportation Plan? If yes, attach cover page (dated) and only pages related to this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
5. Is this project shown on your 5-year Capital Improvement Plan? If yes, attach cover page (dated) and only pages related to this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
6. Is the Average Daily Traffic volume on the road over 400 vehicles a day? (list ADT and date taken) _____ ADT _____ Date	<input type="checkbox"/>	<input type="checkbox"/>		1-5
7. Attach a list of the names of ALL full-time road maintenance staff.* *If you are a city and a neighboring agency maintains your roads and will be completing your work, please report their names. Please provide information/agreement demonstrating how neighboring agency provides services.			<input type="checkbox"/>	0-6
8. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, Civil Rights Title VI Program? Please include your plan's point of contact. _____	<input type="checkbox"/>	<input type="checkbox"/>		0-2
9. Has your Local Highway Jurisdiction received LHTAC funding previously? If so, what program and what year did your jurisdiction last receive funding through LHTAC? _____ Year _____ Program	<input type="checkbox"/>	<input type="checkbox"/>		1-5

Total Possible 73

3.4 LHTAC 2027 STBG-RURAL APPLICATION RATING CRITERIA

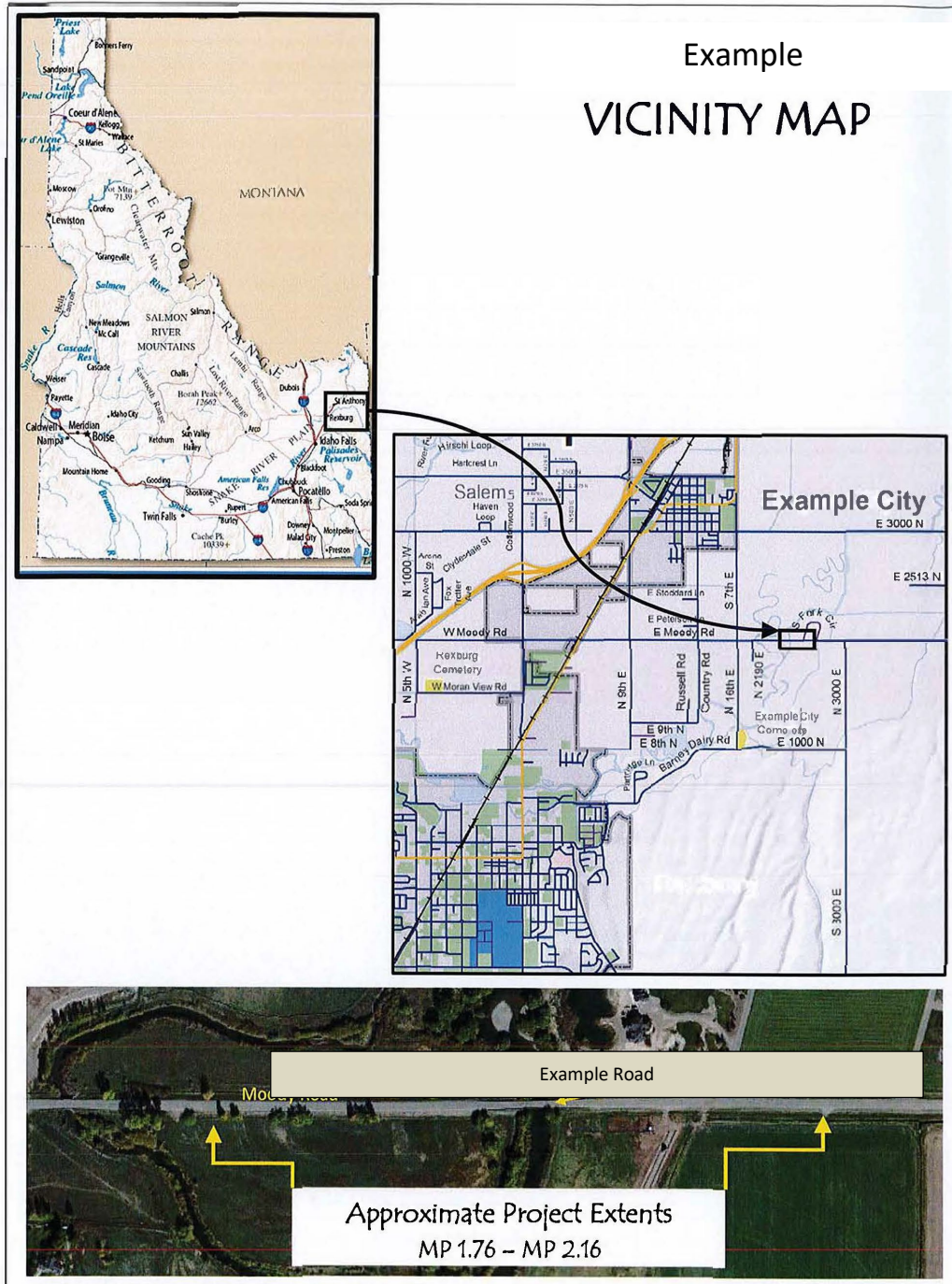
Please use this guide as a reference. Application packages will be scored based on the following scales.

QUESTION	PTS	SUGGESTED SCORING
1. Provide a description of the proposed project. Include the importance and need of the project, the regional benefit, the economic benefit, safety, and the overall impact to the system.	15 10-14 5-9 0-4	Excellent desc. including agency & financial benefit + safety Excellent desc. including agency & financial benefit Adequate description of need/benefit Poor description of need/benefit
2. Are you involved with an active multi-jurisdictional transportation group?	6-10 3-5 0-2	Involved, ranked top 3, share resources, minutes, examples Involved and share resources Involved or share resources
3. Do you have a pavement and/or sign management plan?	9-10 7-8 5-6 4-3 0-2	Pavement & sign management plans updated within 3 years Pavement or sign management plan updated within 3 years Pavement & sign management plans updated over 3 years ago Pavement or sign management plan updated over 3 yrs Any pavement or sign rating information or system
4. Is your project supported by your Transportation Plan?	8-10 4-7 0-3	Supported by plan & updated within 5 years Supported by plan & older than 5 years Not supported by plan or no plan
5. Is this project shown on your 5-year Capital Improvement Plan?	8-10 4-7 1-3 0	Supported by plan & current Supported by plan & updated within 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6. Is the Average Daily Traffic volume on the roadway over 400 vehicles per day?	5 4 3 2 1	1000+ 500-999 200-499 100-199 <100
7. 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 -2 1 6	≥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 Two points will be deducted if a complete list of current, full-time road and bridge staff names is not submitted. Bonus point if anyone has completed Road Master Full points given to jurisdictions with no full-time road and bridge staff.
8. 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?	2 0	Yes No
9. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Rural funds 1-2 years ago, Rural funds

Total Possible 73

4. SAMPLE DOCUMENTS

4.1 VICINITY MAP



4.2 SAMPLE RESOLUTION

CITY, COUNTY OR HIGHWAY DISTRICT RESOLUTION

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL
MEETING OF THE (COUNCIL OR COMMISSION) OF THE
(CITY, COUNTY, OR HIGHWAY DISTRICT) OF (LOCATION), IDAHO
HELD ON (MONTH DATE, YEAR)

THE FOLLOWING RESOLUTION WAS INTRODUCED BY (COUNCILPERSON OR COMMISSIONER), READ IN FULL,
CONSIDERED AND ADOPTED:

RESOLUTION NO. ___ OF THE (CITY, COUNTY, OR HIGHWAY DISTRICT), IDAHO, SUPPORTING THE PROJECT
IDENTIFICATION SUBMITTAL FOR THE CONSTRUCTION OF (PROJECT NAME)

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). TOTAL PROJECT COST ESTIMATE IS
(\$___), WHICH WILL REQUIRE (\$___) OF MATCHING FUNDS AVAILABLE FROM (CITY, COUNTY, OR HIGHWAY
DISTRICT).

BE IT RESOLVED THAT THE (MAYOR OR CHAIRMAN OF THE COMMISSION) IS HERBY AUTHORIZED AND
DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)
THIS (DATE) DAY OF (MONTH, YEAR).

(MAYOR OR CHAIRMAN OF THE COMMISSION)

ATTEST:

_____, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,
TRUE AND CORRECT COPY OF THE RESOLUTION NO. ___ ADOPTED AT A REGULAR OR SPECIAL MEETING OF
THE _____ HELD ON (DATE) DAY OF (MONTH, YEAR), AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF
THE (CITY, COUNTY, OR HIGHWAY DISTRICT), THIS (DATE) DAY OF (MONTH, YEAR).

SIGNATURE

_____, CLERK

NAME



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **2027 Federal-aid Bridge Application**

Presenter: **Scott Wood, P.E.**

Overview:

The Federal-aid Local Bridge Program application is for projects to repair, rehabilitate or replace bridges on the National Bridge Inventory (bridge greater than 20' in length). There is a separate allocation of funding for bridges on or off the Federal-aid network. Bridges on the Federal-aid network have a local cash match of 7.34% and bridges off the Federal-aid network can have their bridges 100% covered by Federal-aid. The current application has a combination of bridge condition criteria derived from bridge inspection reports, a narrative from the local sponsor, and letters of support. Applications are taken every two years with the last being in 2026.

Proposed changes to the bridge application will not be presented until the next application cycle in 2028. ITD is in the process of changing the way bridge inspections are reported. By the time of the next bridge applications, most of the bridges in Idaho should be on the new inspection standards. In addition, a new federal transportation bill should be in place, and we will have a better understanding of bridge funding. Any changes to the requirements of bridge inspection and reporting would influence a future application and cannot be made at this time.

Feedback from sponsors on previous application cycles mostly revolves around automatically completing the bridge inspection data and removing the requirement for letters of support. Staff can easily look into ways to extract data directly into scoring sheets for sponsors. This occurred with the Leading Idaho Local Bridge program without issues. Staff is exploring Federal Highway Administration (FHWA) resources, such as the National Bridge Inventory (NBI) Cost Benefit Analysis tool. By entering the state, county, and bridge key number, this tool automatically extracts NBI data to calculate a



LHTAC COUNCIL STAFF REPORT June 9, 2026

consistent cost-benefit analysis based on expected service life, detour costs, and other metrics.

Removing the letters of support for bridges wouldn't have a major impact in assessing the value of a bridge project, however project located within Metropolitan Planning Areas should still have a letter from the Metropolitan Planning Organization outlining the project would support the regional transportation plan.

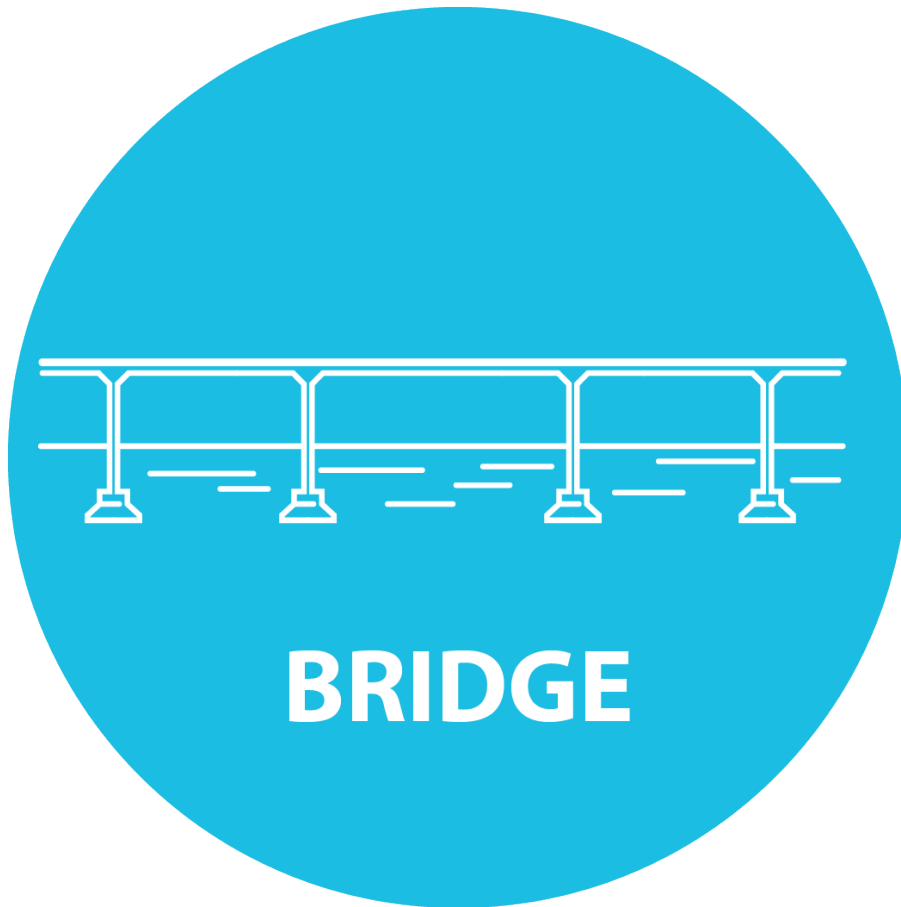
Any updated application scoring will be fully coordinated with ITD's State Bridge Engineer and the FHWA to ensure compliance with any new enabling legislation. Staff will return to Council with a finalized, updated application package once the new federal transportation bill is signed into law.

Recommendation: For Council review and provide direction on updating the Federal-aid Bridge application after the passing of a new federal transportation bill.

Federal-aid STBG-Bridge Program: Local and Off-system Bridge 2027 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered or Postmarked): Thursday, January 21, 2026, 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



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

1.2 USE OF FUNDS

1.3 ELIGIBILITY

1.4 SELECTION PROCESS

2. APPLICATION CHECKLIST

2.1 CHECKLIST AND SUBMITTAL DEADLINE

2.2 LHTAC FY27 BRIDGE APPLICATION COVER SHEET INSTRUCTIONS

3. APPLICATION

3.1 LHTAC FY27 BRIDGE APPLICATION COVER SHEET

3.2 LHTAC FY27 BRIDGE APPLICATION QUESTION RATIONALE

3.3 LHTAC FY27 BRIDGE APPLICATION SCORE SHEET

3.4 LHTAC FY27 BRIDGE APPLICATION RATING CRITERIA

4. SAMPLE DOCUMENTS

4.1 SAMPLE VICINITY MAP FOR BRIDGE PROJECT APPLICATION

4.2 SAMPLE RESOLUTION

4.3 SAMPLES OF PROPOSED PROJECT DESCRIPTION

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

There are 3,894 bridges over 20 feet in Idaho. Of these, 2513 are local bridges owned and operated by Local Highway Jurisdictions. Most twentieth century bridges were designed for a 50-year life span. Forty-six percent of the existing local bridges are 50 years or older. While rehabilitation of older bridges can extend the lifespan of that structure beyond the 50-year design life, the aging of Idaho bridges is of concern. Over 16% of local bridges in Idaho are posted for load weight restriction or in poor condition. While posted or poor bridges are not unsafe for the traveling public, it indicates that a bridge needs maintenance, rehabilitation, or sometimes replacement. The rating means there is some component of the bridge that may restrict the normal traffic and may limit some of the commercial truck traffic, thereby potentially impacting the movement of goods and emergency vehicles. Traffic will continue to increase with Idaho's projected growth. Increased pressure will be placed on existing bridges in Idaho to support this growing traffic load.

BRIDGE PROGRAM

The LHTAC Federal-aid Surface Transportation Block Grant (STBG) Bridge Program provides funds for the replacement and rehabilitation of local bridges on the Federal-aid classified system or off-system. The local match requirement for bridges on the Federal-aid system is 7.34%; there is no match for off-system bridges. In-kind work (non-cash work performed by the Sponsor) is not permitted toward the match contribution.

Applications for bridges not on the Federal-aid system do not require a local match. The funds are awarded through the local Federal-aid program administered by LHTAC.

The prioritized list of applications from the 2027 application cycle is anticipated to enter construction in FY29 & FY30. Only one project application per jurisdiction will be accepted each application cycle. This bridge program was created in past federal highway bills with the addition of a dedicated off-system program in Infrastructure Investment in Jobs Act (IIJA). The current level of funding is based on 2022 funding levels. Due to limited funds, LHTAC will only program \$3M or less toward construction cost. Any construction cost that exceeds the \$3M programmed amount will be covered by the LHJ. Consideration for additional program funds may be approved at the discretion of the LHTAC Council. The local jurisdiction can provide additional funds above and beyond the match requirement for larger projects. **If the LHJ does not submit a plan to cover construction costs over \$3M the application will be deemed ineligible for Federal-aid bridge funding.** Leading Idaho Local Bridge Program funds cannot be used for additional funds or as project match.

1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate.

Bridge funds are to be used on bridges. The bridge must be in the National Bridge Inventory (NBI) Database, which requires the bridge be longer than 20 feet and it must carry a public road.

Please note: Guidelines from FHWA mention that no more than 10% of Bridge Funds should be spent on approaches.

1.3 ELIGIBILITY

In order to qualify for Bridge Funds, the project should fall into one of the 3 categories:

- Replacement: Bridge should be in poor condition (deck, superstructure, and/or substructure, or culvert), or bridges with width less than approaching roadway.
- Rehabilitation: Bridge should be in fair or poor condition.
- Preservation: Bridge should be in good or fair condition.

Rules of thumb to consider:

- If the bridge was constructed before 1980 it was probably not designed for loads in today's vehicle fleet. Sometimes a bridge can be strengthened to handle modern loads but often it becomes uneconomical to do so, making replacement the optimal choice.
- If a bridge is only 1-lane wide and 2-lanes are needed for traffic demands, some bridges can be widened while others are more difficult to widen. Bridges made of beams and girders can sometimes be widened by adding more girders. Trusses often cannot be widened without significant cost.
- In general, the older a bridge is, and/or the worse its condition is in terms of severity or extent, replacement is often the most economical choice.
- If a rehabilitation project cost starts to exceed half the cost of replacing the bridge, then it is usually more economical in terms of overall life cycle cost to replace the bridge.
- Sometimes rehabilitation can be the optimal choice if a problem is isolated or limited to a few key areas or members on a bridge.
- Local Highway Jurisdictions (LHJs) are encouraged to engage with LHTAC's Scott Wood and request a desktop review of bridges they are considering for this program during which he will review the Bridge Inspection Report and consider treatment options prior to application submission. Call LHTAC at (208) 344-0565 or email Scott at SWood@LHTAC.org.
- It is far cheaper to maintain bridges that are in good or fair condition. Currently, LHTAC funds are limited in terms of how many preservation projects can be done. Local jurisdictions are encouraged to undertake preservation projects using their own staff and resources.
- Local jurisdictions are encouraged to have an asset management list/program/system to prioritize the conditions of bridges to identify those needing maintenance, preservation, or replacement. LHTAC may be able to provide some limited technical advice in terms of selecting appropriate products and work methods when a local agency wants to undertake its own preservation project.

1.4 SELECTION PROCESS

Applications are available online at LHTAC.org/Programs/federal-aid/Bridge/ beginning in October. Local jurisdictions identify the project and gather all required supporting documents to apply. Applications are submitted to LHTAC through a formal project application process due in January. Project applications are reviewed and ranked by LHTAC Staff and Council. A prioritized list of projects is presented to the LHTAC Council for approval in March.

The top-ranking projects are then screened by LHTAC staff or a designee with a site visit. These visits will confirm the details of the application and validate a project to move forward for adoption to the Idaho Transportation Investment Program (ITIP).

The Idaho Transportation Board approves a draft ITIP in June. The draft ITIP is open for public comment during the month of July. The Idaho Transportation Board approves the ITIP that fall, usually in the month of September. Approved projects are then "programmed" and begin with project development (environmental evaluation & design) commencing in the fiscal year shown in the ITIP. Once design is complete, right-of-way acquisition may occur and finally construction takes place in the fiscal year shown in the ITIP.

These applications are read, evaluated, and scored by staff and council members. We receive many applications each year, so please review the application requirements checking for completion before submitting the information requested. The applicant should be mindful of the scorer's time and effort to provide the best review and scores possible.

2. APPLICATION CHECKLIST

2.1 CHECKLIST AND SUBMITTAL DEADLINE

Have you included? (Please do not include the application instructions)

- LHTAC 2027 Bridge 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.
- ITD 2435 - Local Federal-aid Project Request Signed by an ELECTED OFFICIAL.
- ITD 1150 - Project Cost Summary Sheet.
- Vicinity Map (see sample).
- LHTAC 2027 Bridge Application Score Sheet and supporting documents.
- Include a **written statement** explaining the need for this project as part of your transportation network (**one page maximum-see sample**).
- Include a minimum of **four (4) photos** of the bridge to support your application.
- Resolution (see sample).
- Most current Bridge Inspection Report.
- Proof of notification of application to MPO (for applicants within an MPO).

Only one application may be submitted per jurisdiction.

Applications **will not be accepted via fax or email**.

No spiral bound (or similar) applications will be accepted - please staple or binder clip applications. Remember to submit **3 copies** in addition to 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, **no later than 4:00 p.m. (MST) on Thursday, January 21, 2027 or postmarked dated by 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 LHTAC's Scott Wood at (208) 344-0565 or by email at SWood@LHTAC.org if you have any questions.

2.2 LHTAC FY26 BRIDGE APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as the sponsor, give the project. It can be the name of a street or roadway, or it can be a commonly used name of the project location. The Federal Highway Administration also wants the SMA or STC number in the project title (See IPLAN), if functionally classified.
2. Local Highway Jurisdiction: Enter the city or jurisdiction name, mailing address and the CONTACT person who we should call if we have questions regarding the project application.
3. Location of Project: Federal funds may only be used on a bridge carrying a local public roadway. The segment code and SMA or STC number should be used. There will be no classification number for off-system bridges. The Project Termini should be the common ends of the project whether it is at the intersection of crossroads or, for instance a bridge, the common termini beginning and ending should be listed. Provide “logical” termini. If the milepost is determined it should be shown as well. And finally, the length of the project should be listed in miles.
4. Bridge Info: You can find this information on the Bridge Inspection Report or visit LHTAC’s online interactive map at <https://gis.lhtac.org/bridges>.
 - The name of the crossing should be the common name used.
 - The existing Bridge Key number is found on the Bridge Inspection Report that you are supplied by the Idaho Transportation Department on an annual or biannual basis. Remember that a “bridge” for this particular program must have a span of greater than 20 feet.
5. The STBG-Bridge Program treats bridges on the Federal Highway System differently than those off it. Projects for bridges on the Federal Highway System require a 7.34% local match. Off-system projects do not require a match.
6. Relationship to Other Projects: This section requests information as it relates to other projects in the area; particularly if yours is tying in with another state project or another Local Highway Jurisdiction. Mark the appropriate square. If you know the name of the other project and the year it is to be constructed, providing this important information is necessary and helpful.
7. Speed Limit: Please list the speed limit over this bridge. This is listed on the Bridge Inspection Report.
8. Public safety is an essential service the public expects from your jurisdiction. A bridge that is no longer available as a primary route for first responders will receive additional consideration.
9. Title VI is included in the Americans with Disabilities Act. Federal-aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.

3. APPLICATION

3.1 LHTAC FY27 BRIDGE 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. Location of Project: (also attach a vicinity map)

2. Bridge Information:

a. Name of crossing, i.e., over what roadway or waterway does the structure cross?

b. Existing bridge #: _____

3. Is this bridge on the Federal Highway System? No Yes

4. Does this project have a possible relationship to other projects? No Yes (if yes, describe below)

Phased: No Yes (if yes, indicate the name and year/s of the related)

Project: _____ Year/s: _____

5. What is the speed limit of the roadway over the bridge? _____ MPH

6. Is this an Essential Service Route? No Yes (check all items below that apply)

Route of Essential Services to:

Fire Station

School

Garbage Route

Hospital

Postal Route

Other _____

7. 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? No Yes

Who is the point of contact for your plan? _____

3.1.1 ITD 2435 Local Federal-Aid Project Request

- Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
- Attach a Vicinity Map showing the extent of the project limits.
- Attach an ITD 1150, Project Cost Summary Sheet.
- 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 cost 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	Curb & Gutter	Lighting	Base
Drainage	Traffic Control	Landscaping	Seal Coat	Guardrail	Bit. Surface	Bridge(s)
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: None Minor (1-3 Parcels) Extensive (4 or More Parcels)						
Will any Person or Business be Displaced: Yes No 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.

Signature				Date	
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Additional Information to be furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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Form 1150 Line 8 – Estimating Bridge and Culvert Costs

Use this as a guide if additional resources are not available.

Bridge:

1. Please report your existing bridge length (ft) _____ and width (ft) _____. These are found on your Bridge Inspection Report as Item (49) Structure Length and Item (52) Width Out to Out.
2. The new bridge length should be estimated at 20% longer than existing, rounded up to the nearest 10'. New bridge length (ft) _____.
3. The new bridge should be assumed to be 36' wide (2 lanes + shoulders + shy distances) on all rural roads, unless the applicant can justify a single lane bridge is sufficient (22' wide). If more than 2 lanes are needed, typically this would be in an urban area, then assume 15' width for each vehicle lane as this width accounts for sidewalk and barrier width. New bridge width (ft) = _____.
4. Multiply line 2 by line 3 to compute the deck area. New bridge deck area = _____ square feet.
5. If the bridge length is less than 140' then use the concrete bridge unit cost. If greater than 140' in length then use the steel bridge unit cost.
 - Concrete girder bridge = \$450/square foot of deck area.
 - Steel girder bridge = \$550/square foot of deck area.
6. Compute new bridge cost by multiplying line 4 by the appropriate unit cost in 5a or 5b. Then add an additional \$600,000 for engineering and design and \$300,000 for roadway approaches. Estimated bridge construction cost \$ _____. Note this figure is for planning purposes only. See disclaimer below.

Culvert:

1. Please report your existing culvert span (ft) _____ and culvert height (ft) _____. These are found on your Bridge Inspection Report.
2. Multiply the numbers in line 1 together to compute your existing culvert opening area in _____ square feet.
 - Add 10% to this figure and round up to nearest 10 square feet to compute your proposed culvert opening area in _____ square feet.
3. Report your existing culvert length (ft) _____. This is found on your bridge inspection report.
 - The new culvert should be 10% longer than existing, rounded up to nearest 5'. New culvert length (ft) is _____.
4. The unit cost to build culverts is \$45/square foot of opening/linear foot of culvert.
5. Multiply line 2a, 3a and 4 to compute the estimated culvert construction cost \$ _____. Note this figure is for planning purposes only. See disclaimer below.

Note: these are estimated new construction costs for only the structure (substructure, superstructure, and deck). It does not include the other roadway items that are listed on the ITD-1150 form.

Disclaimer: This is a planning level estimate only and not the actual cost. The planning level cost estimate is intended to ensure all applicants are calculating costs in a uniform manner for the comparison of evaluating applications. It is by no means an indication of the optimal structure type, material choice, or actual cost. As the project is designed consideration of project specific constraints, environmental factors, and site-specific considerations will influence bridge and culvert choices.

Unit cost data source: ITD Bridge Design LRFD Manual, Chapter 16 - Estimating. Article 16.1 Preliminary Structure Cost Estimate and Article A16.1 Exempt Items for Cost Estimate (June 2018).

3.2 LHTAC FY27 BRIDGE APPLICATION QUESTION RATIONALE

1. Please provide a written response for a and b.
 - a. Description of proposed project (1/2-page max). 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, the condition of the existing bridge, any safety concerns, and if the existing bridge meets the community's needs. Why is this bridge improvement necessary for your jurisdiction?
 - b. Description of the economic impact the bridge crossing has in the area (1/2-page limit). Discuss freight and commerce use and route criticality to the community, such as local industry use, essential public services such as school bus, fire, hospital, etc. Does this crossing provide access to businesses, logging, farming, or other economic generators in your jurisdiction?
2. Items (58, 59, 60, 62) are found on the Bridge Inspection Report and have a code range from zero (0) to nine (9), write the corresponding codes on the application. A code of zero (0) is a failed condition meaning the bridge or culvert is no longer usable. Nine (9) is a pristine brand-new condition with no problems. Numbers between these extremes represent varying degrees of condition. The specified condition are numbers with ratings like 7 Good, 5 Fair, 4 Poor. **For bridges over 30 years old that include timber components—whether in the deck, superstructure, or substructure—the condition points assigned to each timber element will be doubled. This adjustment reflects a significant increase in timber deterioration observed during recent bridge inspections. Doubling the condition points will help prioritize the replacement or repair of aging timber bridges more effectively.**

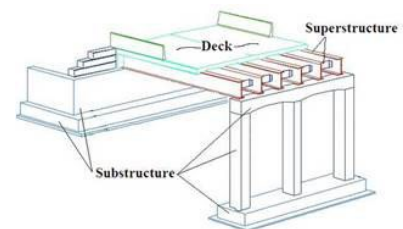
CONDITION	
(58)Deck:	6 Satisfactory
(59)Superstructure:	6 Satisfactory
(60)Substructure:	5 Fair
(61)Channel/Protection:	6 Bank Slumping
(62)Culvert:	N N/A (NBI)

NBI condition codes >>	9	8	7	6	5	4	3	2	1	0
Lowest code controls	Good			Fair		Poor				
Deck (Item 58)	≥ 7			5 or 6		≤ 4				
Superstructure (Item 59)	≥ 7			5 or 6		≤ 4				
Substructure (Item 60)	≥ 7			5 or 6		≤ 4				
Culverts (Item 62)	≥ 7			5 or 6		≤ 4				

Bridge

Each bridge has three main components that make up its condition.

- Item 58 Deck (the riding surface carrying the vehicles)
- Item 59 Superstructure (the beams, girders, truss, etc.)
- Item 60 Substructure (the foundation supporting the superstructure above)



Culvert

A culvert is composed of 1 single rating to code its condition. Item 62 contains the condition rating for the culvert.

- Condition Deck (58)
- Condition Superstructure (59)
- Condition Substructure (60)
- Condition Culvert (62) *If applicable*

Condition 58-60; 62:
A *bridge* would reference items 58, 59, 60 worth a total of 15 points or a *culvert* would reference item 62 and with up to 15 points possible. You would not find data in both 58-60 **and** 62. You would reference 58-60 **or** 62.

3. These items are found on the lines shown (70, 29, 109, 19, 113) on the Bridge Inspection Report. Write the corresponding code on the application.
 - a. Please report the code for Bridge Posting (70). If this code is 4 or less then vehicle weight on your bridge is restricted.

This is how Item 70 is coded on bridge inspection reports.

Code	Relationship of Operating Rating to Maximum Legal Load
5	Equal to or above legal loads
4	0.1 - 9.9% below
3	10.0 - 19.9% below
2	20.0 - 29.9% below
1	30.0 - 39.9% below
0	> 39.9% below



LOAD RATING	
(31)Design Load:	3 MS 13.5 (HS 15)
(64)Operating Rating:	38 tons / HS20.9
(66)Inventory Rating:	28 tons / HS15.4
(70)Posting:	5 All/Above Legal Loads
(41)Posting Status:	P Posted for load

Please report the tonnages for the bridge – see the photos of your inspection report and indicate those numbers on the applicable signs *if applicable*.

- b. Please report the Average Daily Traffic (29) on your bridge. LHTAC funding is intended to improve the impact to the most traveled public roads. As a measure of the impact, the Average Daily Traffic (ADT) volume is used to score the application. The larger the volume, the higher the score. LHTAC represents small jurisdictions so the maximum points given are to bridges with 400 ADT or above.
 - c. Please report the percentage of Truck ADT (109) on your bridge. This helps identify the measure of economic benefit to your jurisdiction. This is reported as a percentage of ADT noted above. Typical routes carry an average of 10% trucks.
 - d. Please report the Detour Length (19) around your bridge if it were to close. Longer detour lengths have increased impact on the public. Maximum points are given to those projects with a detour of 10 miles or more.
 - e. Please report the Scour Criticality (113) of your bridge. Scour is the number one cause of bridge failure. Scour critical codes range from 0 to 9. Codes “0, 1, 2, or 3” indicate the bridge is scour critical. Code “9” indicates bridge foundations (including piles) on dry land well above flood water elevations. Code “U” indicates a bridge with unknown foundations. Code “N” indicates a bridge not over waterway.
4. Has your jurisdiction received LHTAC funding previously? There are many needs around the state and the intention is to help spread the projects between jurisdictions. If you have never been funded from these LHTAC programs you will receive maximum points: *Federal-aid Rural, Urban, Urban Transportation Plan, Bridge, or Local Rural Highway Investment Program (LRHIP), **Leading Idaho Local Bridge Program***.
 5. 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, and submit 3 unique letters of support.
 6. Desktop Review prior to submitting application with an LHTAC Engineer. This is to explain the process, help in the application preparation, and help determine the anticipated costs. This is not intended for LHTAC Staff to

complete the application, but to help the Sponsor understand and suggest pointers for their application. A desktop review needs to be scheduled by the Sponsor. A desktop review, along with a complete application as shown on the application checklist, including Jurisdiction Project Resolution will score the highest points. Please submit the application and those items listed on the checklist. Following the approved rankings of applications by the LHTAC Council, LHTAC staff will coordinate a site visit to inspect the bridge and confirm the details of the top scoring applications.

7. The jurisdiction's plans to fund the estimated construction cost of the project. LHTAC funding is limited and there are large bridge projects on the local highway system. In order to provide as much funding as possible to the many jurisdictions, if the total construction cost of your bridge is over the \$3 million to design and construct, your jurisdiction is encouraged to identify a plan to cover the project costs. This can be from other programs like STP-Rural, STP-Urban, Freight, public-private partnerships or other source of funds. The more the jurisdiction has identified and secured for the project, the more points are awarded. **If the LHJ does not submit a plan to cover construction cost over \$3M the application will be deemed ineligible for Federal-aid bridge funding.**

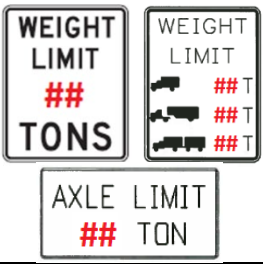
Please do not submit the application instructions with your application.

3.3 LHTAC FY26 BRIDGE APPLICATION SCORE SHEET

Sponsor: _____

Project Name: _____

Total Project Cost: _____

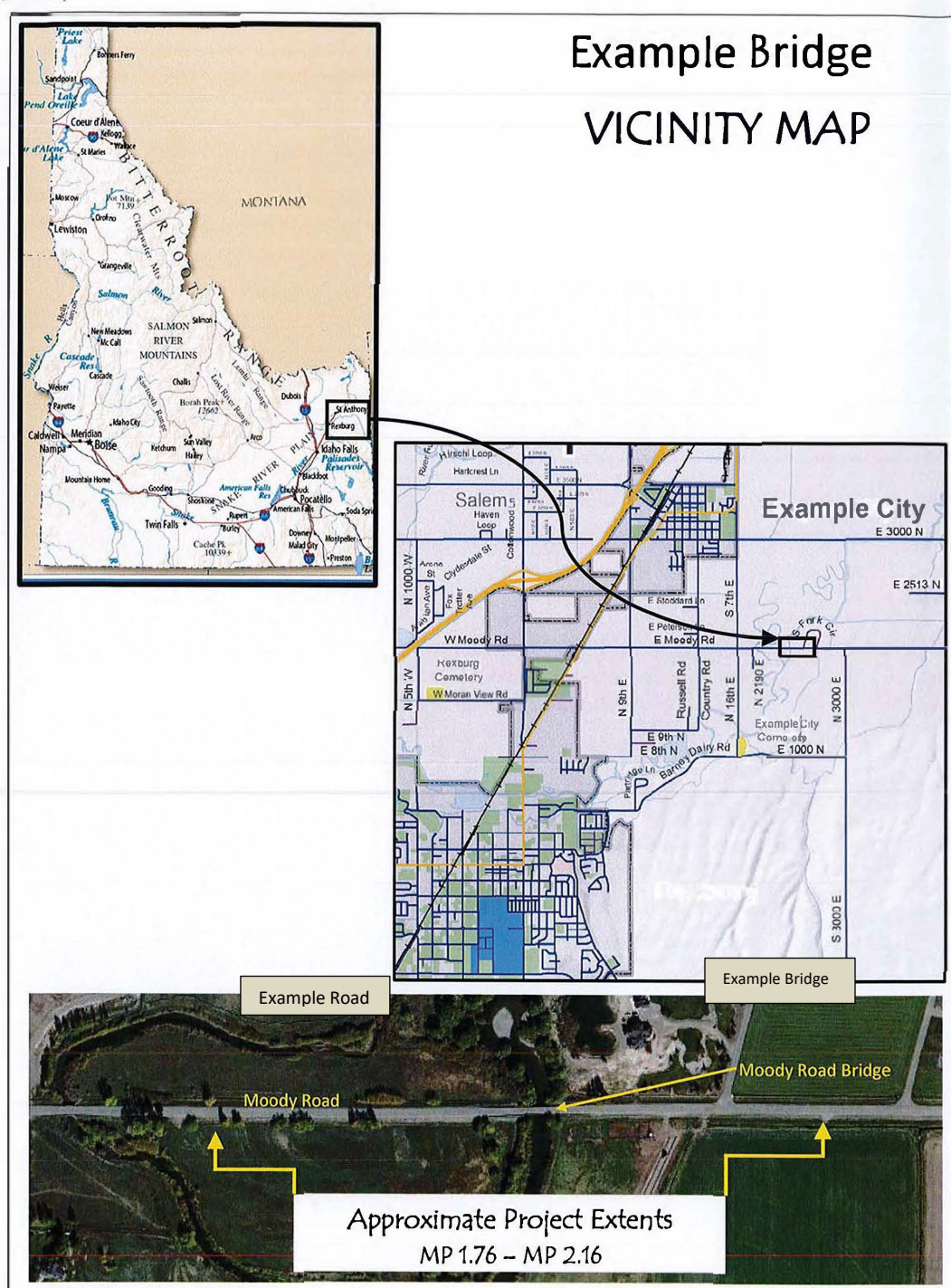
	Y	N	Attachment Included	PTS Available
1a. Provide a ½ page description of the proposed bridge project. Include the benefit of the project to the community and the LHJ, the current condition of the bridge, any safety concerns, and if the existing bridge meets the community’s needs.			<input type="checkbox"/> <input type="checkbox"/>	0-20
1b. Provide a ½ page description of the economic impact the bridge crossing has in the area. Discuss freight and commerce use and route criticality to the community.			<input type="checkbox"/> <input type="checkbox"/>	0-15
2. Condition items found on the inspection Bridge Inspection Report. Look for the Item (##) on the report that corresponds to these and report the codes.				1-15
<div style="display: flex; align-items: center; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; padding: 2px; margin-right: 10px;"> Condition Deck (58) _____ Condition Super (59) _____ Condition Sub (60) _____ </div> <div style="margin: 0 10px;">Or</div> <div style="border: 1px solid black; padding: 2px; flex-grow: 1;"> Condition Culvert (62 if applicable) _____ </div> </div> <p style="color: red; font-size: small;">Does this bridge have any timber elements (Timber deck, girders, substructure) over 30 years old?</p>				1-30
3. Load rating and service items found on the Bridge Inspection Report. Look for the Item (##) that corresponds to these and report the values.				1-5
a. Bridge Posting (70) _____ <i>If (70) is less than 5, fill in the # on the applicable signs.</i>				1-5
b. ADT (29) _____				1-5
c. Truck ADT (109) _____				1-5
d. Detour Length (19) _____				1-5
e. Scour Critical (113) _____	1-5			
				
4. Has your Local Highway Jurisdiction received LHTAC funding previously? If yes, please list the last (most recent) calendar year you submitted an application that was awarded? _____				1-5
5. Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 years of meetings – max 4 meetings worth . Was your project ranked in the top 3 projects for your group?				0-10
List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1-page max).				
Attach up to 3 signed, unique, current letters of support for your project.				
6. Has there been a desktop review with an LHTAC Engineer? Up to 5 points are given based on application format, completeness, and site visit/coordination with LHTAC staff including Jurisdiction Project Resolution.				1-5
7. Is there a plan to cover the estimated construction cost? ITD Form-1150 Line 18 _____ If over \$3M, provide a ½-page explanation of any partnerships with other agencies or funding sources.				1-10

Total Possible: 105 (120 for timber bridges)

4. SAMPLE DOCUMENTS

4.1 VICINITY MAP FOR BRIDGE PROJECT APPLICATION

Sample Map for Bridge Project Application



4.2 SAMPLE RESOLUTION

CITY, COUNTY OR HIGHWAY DISTRICT RESOLUTION

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL
MEETING OF THE (COUNCIL OR COMMISSION) OF THE
(CITY, COUNTY, OR HIGHWAY DISTRICT) OF (LOCATION), IDAHO
HELD ON (MONTH DATE, YEAR)

THE FOLLOWING RESOLUTION WAS INTRODUCED BY (COUNCILPERSON OR COMMISSIONER), READ IN FULL,
CONSIDERED AND ADOPTED:

RESOLUTION NO. ___ OF THE (CITY, COUNTY, OR HIGHWAY DISTRICT), IDAHO, SUPPORTING THE PROJECT
IDENTIFICATION SUBMITTAL FOR THE CONSTRUCTION OF (PROJECT NAME)

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). TOTAL PROJECT COST ESTIMATE IS
(\$___), WHICH WILL REQUIRE (\$___) OF MATCHING FUNDS AVAILABLE FROM (CITY, COUNTY, OR HIGHWAY
DISTRICT).

BE IT RESOLVED THAT THE (MAYOR OR CHAIRMAN OF THE COMMISSION) IS HERBY AUTHORIZED AND
DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)
THIS (DATE) DAY OF (MONTH, YEAR).

(MAYOR OR CHAIRMAN OF THE COMMISSION)

ATTEST:

_____, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,
TRUE AND CORRECT COPY OF THE RESOLUTION NO. ___ ADOPTED AT A REGULAR OR SPECIAL MEETING OF
THE _____ HELD ON (DATE) DAY OF (MONTH, YEAR), AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF
THE (CITY, COUNTY, OR HIGHWAY DISTRICT), THIS (DATE) DAY OF (MONTH, YEAR).

SIGNATURE

_____, CLERK
NAME

4.3 SAMPLES OF PROPOSED PROJECT DESCRIPTION

SAMPLE #1

1a – Description of proposed project:

This project will replace the poor condition Oliver Street Bridge over the South Fork of the Harvey River in the City of Christensen. The bridge provides the only year-round access to the Five Mile Creek drainage which is home to approximately 100 residences and several businesses including a small mine operation. The bridge carries about 700 vehicles per day.

The existing bridge is in poor condition due to extensive cracking and spalling of the girders and severe abrasion and voids in the concrete abutments. The abutment defects are the result of the high and fast flow from the river during spring runoff. These defects are getting worse as the bridge continues to age. The bridge was built in 1916 and is 102 years old. It was designed and built in an era when loads were much lighter, and construction methods were less durable. For example, portions of the abutments are constructed of stacked stone with mortar joints. These joints and stones are failing and there is serious undermining and voids present. These abutments are susceptible to washout during a high flow event and the bridge must be closely monitored during these events.

The bridge railings do not meet safety standards. The railings do not have sufficient strength to redirect an errant vehicle. The bridge does not have approach guardrail and has abrupt blunt ends that may result in a moderate to severe crash. The existing railings are less than 42" tall and do not provide adequate protection for bikes and pedestrians that use the sidewalks.

1b – Description of economic impact and route criticality:

Replacing this bridge will enable essential public services to reach the homes and businesses year-round without a detour. Also, it allows the businesses in the area to ship their goods in an efficient manner rather than having to use partially loaded trucks to meet the current weight restrictions. Also, a new modern bridge will have safety devices such as strong railing and approach warning devices. Finally, a new bridge will not be susceptible to closure and possible washout during a high flow event.

Due to the low design load and the poor condition of the concrete girders, the bridge is weight restricted. It is posted at 20, 28, and 35 tons for single unit trucks, trucks with single trailers, and double trailer trucks respectively. These weight restrictions are problematic for essential services that must access homes and businesses during an emergency. For example, a pumper fire truck or garbage truck when fully loaded cannot cross this bridge. Further complicating efforts, during the winter months all other routes into this area are closed due to high snow in the mountainous terrain. The only other year-round way around this bridge is to use the gated service road and bike path under the I-90 Christensen viaduct. In an emergency minimizing additional travel time in a detour is critical to reach those in need.

SAMPLE #2

1a – Description of proposed project:

This project will replace the Rogers Road bridge over the North Fork of the Mystery River. This bridge provides access to the recreational areas along the north shore of Mystery Lake. Recreational users include beachgoers, kayakers, bicyclists and fishermen in the summer; hunters in the fall; and snowmobilers, cross country skiers, and snowshoers in the winter months.

The existing bridge is in fair condition with some deterioration on the structural elements of the bridge. There are no plans available for the bridge, so the foundation type is unknown. This makes it difficult to estimate the ability of this bridge to withstand damage from a high flow event. Also, the existing bridge has 2 spans with a

pier in the center of the river that has a history of snagging debris floating downriver. These debris blockages require frequent removal by maintenance personnel. Sometimes this work puts our staff in precarious situations as they work to remove these blockages. The new bridge will be a longer and higher single span bridge over the river. This will pass debris easier and open the channel up for greater flood passage along with space along the banks for wildlife to pass during lower flows. The new foundation will be designed to withstand damage from high flow events.

The existing crossing is a narrow single lane bridge on an otherwise 2 lane gravel road along the north and east sides of Mystery Lake. The single lane crossing is compounded by poor sightlines on either end of the bridge – making yield decisions difficult for motorists. This project will provide a new 2 lane bridge with sufficient space for multiple users. For example, fishermen will be able to fish the river below while bikes and cars use the roadway/bike lane areas.

This project is compatible with the Mountain County and City of Mountain Top plan to establish a bike route around Mystery Lake. The project will compliment well with the upcoming Federal Lands Access Program project along the western side of Mystery Lake on Cooktop Road. That project is improving the west portion of the bike route planned around Mystery Lake.

1b – Description of economic impact and route criticality:

As mentioned, this crossing is a very popular route for recreation and tourism in the local economy. Tourism is one of the largest segments in Mountain County and City of Mountain Top. The existing single lane bridge does not allow for multiple uses and often results in conflict/congestion between differing users. For example, bikes cannot use the bridge at the same time as vehicles. Also, there are curves at both ends obstructing necessary sight distance when determining whether to yield to other users.

The focus of this project is to make this crossing compatible with the frequent recreation and tourism users by addressing the functional deficiencies of the existing bridge - mainly the single lane choke point on this route. The project will also improve the natural environment (that the tourists are seeking) by constructing a larger single-span bridge over the river for flood and debris passage as well as wildlife crossing. Finally, this project will open this crossing up to greater tourism on this popular route by providing a sidewalk on the new bridge for fishermen to use and provide space for bikes and cars to simultaneously use the bridge.



LHTAC COUNCIL STAFF REPORT June 9, 2026

Agenda Item: **2027 Federal-aid Small Urban Application**

Presenter: **Kevin Kuther, P.E.**

Overview:

Small Urban funds may be used for a new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors. It can also be used to create or update a Transportation Plan encompassing the entire urban area. The local match requirement is 7.34%.

Currently there are 19 Small Urban Areas (Population 5,000 to 49,999, some multijurisdictional) that are eligible to apply for Small Urban Program funding. Currently, jurisdictions must partner together in applying for a single project within the defined small urban area. With this limit of one application per area and the infrastructure needs of all the jurisdictions across the state, jurisdictions have been opting to apply for infrastructure projects and not pursue funds for updating transportation plans. The transportation plans in the 19 areas range from newly passed to over 17 years old. Ideally, transportation plans should be updated in 5-10 year cycles depending on the level of growth in an area.

Staff is proposing to remove the requirement to apply for funding for transportation plans and instead award funding by invitation within small urban areas. These areas would be put on a scheduled rotation for updating plans. By funding 2-3 plans per year, jurisdictions can plan ahead for the match, coordinate with agencies within a small urban area and not sacrifice an application on infrastructure needs with this change. The jurisdictions with the most out-of-date plans would be scheduled first in the rotation. Staff will provide a draft schedule with the final Small Urban application at the September Council meeting.

Recommendation: For Council Review

SMALL URBAN

Local Federal-aid STBG-Small Urban Program: 2028 Application

Handed out at Council Meeting

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered or Postmarked) January 6, 2028, 4:00 p.m. MST



Small Urban

Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

Phone: 208-344-0565

Fax: 208-344-0789

www.LHTAC.org



Advocate | Support
Train

INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

- 1.1 Program Background
- 1.2 Use of Funds
- 1.3 Eligibility
- 1.4 Project Criteria
- 1.5 Selection Process

2. APPLICATION CHECKLIST

- 2.1 Checklist and Submittal Deadline
- 2.2 LHTAC 2028 STBG-Small Urban Construction Application Cover Sheet Instructions
- 2.3 LHTAC 2028 STBG-Small Urban Transportation Plan Application Cover Sheet Instructions

3. APPLICATION

- 3.1 LHTAC 2028 STBG-Small Urban Construction Application Cover Sheet
- 3.2 LHTAC 2028 STBG-Small Urban Construction Application Question Rationale
- 3.3 LHTAC 2028 STBG-Small Urban Construction Application Checklist
- 3.4 LHTAC 2028 STBG-Small Urban Construction Application Rating Criteria
 - 3.4.1 LHTAC 2028 STBG-Small Urban ITD-2435 Federal-Aid Request
 - 3.4.2 LHTAC 2028 STBG-Small Urban ITD-1150 Project Cost Summary
- 3.5 LHTAC 2028 STBG-Small Urban Transportation Plan Application Cover Sheet

4. SAMPLE DOCUMENTS

- 4.1 Sample Resolution
- 4.2 Sample Vicinity Map
- 4.3 Example of Project Description

Appendix A – Why a Transportation Planning Project?

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

SMALL URBAN PROGRAM

Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations greater than 5,000 and less than 50,000 as determined by the U.S. Census Bureau. Current urban areas are based on the 2020 census. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors. It can also be used to create or update a Transportation Plan encompassing the entire urban area. The local match requirement is 7.34%.

In Idaho, there are 19 small urban areas with a population between 5,000 and 50,000. These Local Highway Jurisdictions (LHJs) are eligible for LHTAC's Small Urban program through a statewide competitive application process.

Due to limited funds, LHTAC will only program \$3M or less toward construction cost. Any construction cost that exceeds the \$3M programmed amount will be covered by the LHJ. Consideration of additional program funds may be approved at the discretion of the LHTAC Council. The local jurisdiction can provide additional funds above and beyond the match requirement for larger projects. **If the LHJ does not submit a plan to cover construction costs over \$3M the application will be deemed ineligible for Federal-aid Small Urban funding.** Small Urban Program funds cannot be used for additional funds or as project match.

1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. Projects may include rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), overlay or chip seal projects, or to create or update transportation plans. LHTAC will make every effort to cover cost overruns; however, the applicant is ultimately responsible for costs exceeding the estimate.

Transportation Plans are described in **Appendix A**. Funds are used to hire a licensed consulting engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan. These new plans must include an Asset Management Plan (iWorQ or an 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.

1.3 ELIGIBILITY

The 26 LHJs in the 19 small urban areas with populations between 5,000 and 50,000 are eligible to apply.

LHTAC will review urban funding balances and small urban areas that are eligible will be invited to apply when funding allows.

1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at application time since the federal regulations allow STBG-Small Urban funding to be spent on arterials (SMA) and collectors (STC). Each county and urban area has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to this map to determine the roadway's classification. If you do not have the map or cannot locate it, contact your ITD District Office for clarification or go to:

<https://experience.arcgis.com/experience/13bc8f0665da4531a69fdeb49ac42a9c>

Chip sealing is eligible on existing pavements within Federal-aid projects. The pavement must be in reasonably good condition and meet the following criteria:

SMALL URBAN

- Existing pavement must not be more than 12 years old.
- Existing pavement must be at least 24' wide and have a minimum of 2" hot mix asphalt.
- Must have at least 2' of shoulder on each side (paved or unpaved).
- Existing pavement must not show more than 20% fatigue cracking.
- Road must be classified as a **major collector or arterial**.
- The work must be contracted out to a private contractor.

Small urban areas will be awarded funding for transportation plans, both new and updates, on a rotational basis for each application cycle. Eligible jurisdictions will be notified in advance prior to funding year.

Transportation Plans must include the entire small urban area as defined by the US Census Bureau and boundaries approved by FHWA. To become an asset to decision making, a Transportation Plan should include the following:

- A roadway network analysis (existing and/or future).
- Proposed solution to existing problems.
- A capital improvement plan.
- A roadway or an asset management plan.
- Access to road policy.

1.5 SELECTION PROCESS

Applications are available online at [LHTAC.org/Programs/Federal-aid/Small-Urban](https://www.lhtac.org/Programs/Federal-aid/Small-Urban) beginning in October. Local jurisdictions identify projects and request prioritization by their local transportation coalition group. Applications are submitted to LHTAC through a formal project application process and due in January.

These applications are read, evaluated, and scored by LHTAC staff and Council. Every year we receive many applications, so please review the application requirements checking for completion before submitting the information requested.

2. APPLICATION CHECKLIST

2.1 CHECKLIST AND SUBMITTAL DEADLINE

Have you included? (Please do not include the application instructions)

- LHTAC 2028 STBG-Small Urban 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.
- Completed ITD-2435 and ITD-1150.
- Vicinity Map (see sample).
- LHTAC 2028 STBG-Small Urban Application Score Sheet and supporting documents.
- A **written statement** explaining the need for the project as part of your transportation network (**one page maximum**).
- Additional backup information in order of Score Sheet.
- The **Resolution**, signed by the proper authority (see sample).

Only one application may be submitted per small urban area.

Applications **will not be accepted** via fax or email.

No spiral bound (or similar) applications will be accepted - please staple or binder clip applications.

Remember to submit **3 copies** in addition to 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, **no later than 4:00 p.m. (MST) on Thursday, January 6, 2028, 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 Kevin Kuther at 208-344-0565 or by email at KKuther@LHTAC.org if you have any questions.

2.2 LHTAC 2028 STBG-SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET INSTRUCTIONS

Project Title: The title which you, as a sponsor, give to the project. It can be the name of a street or roadway, or it can be a commonly used name of the project location. The Federal Highway Administration also wants the SMA or STC number in the project title.

Entity Priority: The priority of this project in relation to other similar projects in your capital improvement plan (CIP) as part of your regional transportation plan.

Local Highway Jurisdiction: Enter the jurisdiction name, address and contact person we should call if we have questions regarding the project application.

1. **Project Type:** You should check the appropriate type of project.
2. **Category:** Please mark the appropriate category of project you are proposing.
3. **Functional Classification of Roadway:** The classification of this project should be determined at the time of application as shown here:
<https://iplan.maps.arcgis.com/home/webmap/viewer.html?webmap=3321e504a78549e79ac76e3984c90295>
4. **Location of Project:** Federal funds may only be used on a roadway that is classified as a collector or arterial. The functional class number should be used in this blank. The Project Termini should be the common ends of the project whether it is at the intersection of crossroads or, for instance a bridge, the common termini beginning and ending should be listed. Provide “logical” termini. If the milepost is determined it should be shown as well. And finally, the length of the project should be in miles.
5. **Technical Information:** The horizontal and vertical alignment changes should be substantial in order to be checked as “yes.” If you are merely improving the drainage of a city street, then “no” would be the proper answer.
6. **Existing Pavement Condition:** The pavement condition is important to compare to other projects submitted for consideration. Your jurisdiction should have a pavement management plan and should support your determination for this project. The pavement age, to the best of your knowledge, should be shown. If it is old, with significant patching, just enter the oldest age known for the pavement in place.
7. **Traffic and Crash Information:** Show the current and projected information requested. AADT is the Average Annual Daily Traffic for the year in which you are making this request, and you should project it for 20 years. If you need help in this regard, please contact your Idaho Transportation Department – District Office or LHTAC. The Design Hour Volume (DHV) should be shown, and if known, the Level of Service (LOS) for the roadway. Finally, the percentage of trucks, both current and projected should be shown. The final item in this section asks for the crash information over a five (5) year period. This should be included for the entire length of the project. Crash information can be found on the LHTAC website under the *Resources* tab, *Maps – Interactive Crash Map*. If you need assistance, please call LHTAC.
8. **Bridge Info:** If the project identified includes a bridge, defined as 20’ or longer, the following information requested should be shown:
 - A. The name of the crossing should be the common name used.
 - B. The existing bridge number is found on the bridge inspection form that you are supplied by the Idaho Transportation Department on an annual or biannual basis. Remember that a “bridge” for this particular program must have a span of greater than 20 feet.
 - C. The sufficiency rating is also shown on the bridge inspection form supplied by the Idaho Transportation Department.

(If this is a project only intended to improve a bridge, there is a separate program you can apply for, the Federal-aid STBG Bridge Application).

9. Relationship to other Projects: This section requests information as it relates to other projects in the area; particularly if yours is tying in with another state project or another Local Highway Jurisdiction. Mark the appropriate square. If you know the name of the other project and the year it is to be constructed, providing this important information is necessary and helpful.

2.3 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET INSTRUCTIONS

Rotational Eligibility

Project Title: The title which you, as a sponsor, give to the project.

Local Highway Jurisdiction: Enter the jurisdiction name, address, and **contact person** if we have questions regarding the project application.

Have you ever had a Transportation Plan? This question is to help us understand if you have had a plan previously and if it covered just your jurisdiction or the entire urban area. A previous plan might have been funded by Federal-aid, LRHIP, or local funds.

Have you participated in a Transportation Plan with a County? Many Counties have a transportation plan that may include the cities and/or highway districts within their boundary. The county plan could have been funded by Federal-aid, LRHIP or local funds.

3. APPLICATION

3.1 LHTAC 2028 STBG-SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET

Project Title: _____

Requested Construction Year: _____ Entity's Priority: _____ of _____

Local Highway Jurisdiction (name and address): _____

*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 Type: (Check all that apply)

- Roadway reconstruction or rehabilitation Safety improvements Transportation Plans*
 Bridge - span over 20' Railroad crossing Other

***Transportation Plan applications do not complete the below questions. Instead, complete the Transportation Plan cover sheet on page 17.**

2. Category

- New construction - Paving, Bridge, Railroad Crossing
 Upgrade existing facility (add lanes, add shoulders, improve geometric factors)
 Pavement surface improvements (overlay, seal coat*)

***NOTE: Chip seals are eligible — see the instruction for restrictions under 1.4 Project Criteria**

3. Functional Classification of Roadway/Highway:

- Urban arterial Rural major collector
 Urban collector Minor collector

4. Location of Project (Also attach a Vicinity Map)

Route # _____, STC # (Surface Transportation Collector) _____,

Street Name: _____

Project Termini:

Beginning/Ending Mileposts: _____

Project Length: _____

5. Technical Information:

Horizontal alignment changes anticipated? Yes No Unknown

Vertical alignment changes anticipated? Yes No Unknown

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6. Existing Pavement Condition Information: (visual inspection)

- rutting potholes drop-offs broken edges
 poor striping cracking shoving other

Pavement age? _____

7. Traffic and Crash Information:

Most Recent Year:	Projected (20 Years):
AADT:	AADT:
DHV:	DHV:
LOS:	LOS:
% TK:	% TK:

Total number of crashes (property damage/injuries/fatalities) over most recent 5-year period:

of Crashes: _____ / _____ / _____ Years: _____ / _____ / _____

8. Bridge Information: (Complete if a bridge is included in the project.)

A. Name of crossing, i.e., over what roadway or waterway does the structure cross?

B. Existing bridge #: _____

C. Bridge Condition: _____

9. Does this project have a possible relationship to other projects? No Yes (Describe Below)

Phased: No Yes (If yes, indicate the name and year/s of the related)

Project: _____ Year: _____

3.2 LHTAC 2028 STBG-SMALL URBAN CONSTRUCTION APPLICATION QUESTION RATIONALE

1. 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 Local Highway Jurisdiction (LHJ), describe the financial need, and highlight any safety benefits associated with the project.
2. 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, and submit 3 unique letters of support.
3. A pavement management plan 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 plan 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 plans 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 plans lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management plan data and the data should have been updated within the last three years.
4. 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 Small Urban funding should be supported by the Transportation Plan. To score the maximum number of points on this question, the project in the application should be identified within the plan, and the plan should have been updated or re-adopted within the last 5 years.
5. 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 identified project will be shown in the CIP and the CIP will have been updated within the last 5 years.
6. LHTAC funding is intended to improve the impact on the most traveling public. As a measure of the impacts, the Average Daily Traffic (ADT) volume is used to score the application. The larger the volume, the higher the score. LHTAC represents small jurisdictions, so the maximum points are given to roadways with 1,000 ADT or above.
7. 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 will have at least 40% of their roadway workforce trained (completed the Road Scholar level through the T2 Center), have 40% that have completed at least two courses, and have at least one Road Master on staff.
8. Title VI is included in the Americans with Disabilities Act. Federal-aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
9. The LHTAC Council understands LHJs may not receive funding through LHTAC for years, if ever. Jurisdictions that have not recently received 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.

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3.3 LHTAC 2028 STBG-SMALL URBAN CONSTRUCTION APPLICATION CHECKLIST

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

Sponsor: _____

Project Name: _____

Total Project Cost: _____

	Y	N	Attachment Included	Points Available
1. 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
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include the first page of minutes or attendance for the last 1-2 years of meetings – max 4 meetings worth . Was your project ranked in the top 3 projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1-page max). Include up to 3 signed, unique, current letters of support for your project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
	<input type="checkbox"/>	<input type="checkbox"/>		
3. Do you have a pavement and/or sign management plan? Have the plans been updated in the past 3 years? If yes, attach dated cover page and no more than 2 pages of each report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
	<input type="checkbox"/>	<input type="checkbox"/>		
4. Is your project supported by your Transportation Plan? If yes, attach cover page (dated) and only pages related to this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
5. Is this project shown on your 5-year Capital Improvement Plan? If yes, attach cover page (dated) and only pages related to this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10
6. What is the Average Daily Traffic volume for this roadway? Include ADT and date taken: _____ ADT _____ Date				1-5
7. Attach a list of the names of ALL full-time road maintenance staff.* *If you are a city and a neighboring agency maintains your roads and will be completing your work, please report their names. Please provide information/agreement demonstrating how neighboring agency provides services.			<input type="checkbox"/>	0-6
8. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program? Please include your plan's point of contact. _____	<input type="checkbox"/>	<input type="checkbox"/>		0-2
9. Has your Local Highway Jurisdiction received LHTAC funding previously? If so, what program and what year did your jurisdiction last receive funding through LHTAC? _____ Year _____ Program	<input type="checkbox"/>	<input type="checkbox"/>		1-5

Total Possible: 73

SMALL URBAN

3.4 LHTAC 2028 STBG-SMALL URBAN CONSTRUCTION APPLICATION RATING CRITERIA

Please use this guide as a reference. Application packages will be scored based on the following scales.

QUESTION	PTS	SUGGESTED SCORING
1. 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 agency & fiscal benefit + safety Excellent desc. Including agency & fiscal benefit Adequate description of need/benefit Poor description of need/benefit
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 years of meetings.	6-10 3-5 0-2	Involved, ranked, share resources, minutes, & examples Involved and share resources Involved or share resources
3. Do you have a pavement and/or sign management plan?	9-10 7-8 5-6 3-4 0-2	Pavement & sign management plans updated within 3 years Pavement or sign management plan updated within 3 years Pavement & sign management plans updated over 3 yrs. ago Pavement or sign management plan updated over 3 yrs. ago Any pavement or sign rating information/system
4. Is your project supported by your Transportation Plan?	8-10 4-7 0-3	Supported by plan & updated within 5 years Supported by plan & older than 5 years Not supported by plan or no plan
5. Is this project shown on your 5-year Capital Improvement Plan?	8-10 4-7 1-3 0	Supported by plan & current Supported by plan & updated within 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6. What is the Average Daily Traffic volume for this roadway?	5 4 3 2 1	1000+ 500-999 200-499 100-199 <100
7. 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 -2 1 6	≥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 Two points will be deducted if a complete list of current, full-time road and bridge staff names is not submitted. Bonus point if anyone has completed Road Master Full points given to jurisdictions with no full-time road and bridge staff.
8. 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?	2 0	Yes No
9. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Urban funds 1-2 years ago, Urban funds

Total Possible: 73

SMALL URBAN

3.4.1 ITD 2435 Local Federal-Aid Project Request

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 cost 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	Curb & Gutter	Lighting	Base
Drainage	Traffic Control	Landscaping	Seal Coat	Guardrail	Bit. Surface	Bridge(s)
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: None Minor (1-3 Parcels) Extensive (4 or More Parcels)						
Will any Person or Business be Displaced: Yes No 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.	
Signature				Date		

Additional Information to be furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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3.5 LHTAC 2028 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET:

Project Title: _____

Local Highway Jurisdiction (name and address): _____

*Contact name: _____

Phone: _____

Email: _____

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

Have you ever had a Transportation Plan?

Yes No

Was it solely for your jurisdiction or jointly with another agency? _____

What year was it completed? _____

What was the source of funding? _____

Have you participated in a Transportation Plan with a County?

Yes No Unknown

How was it funded? _____

4. SAMPLE DOCUMENTS

4.1 SAMPLE RESOLUTION

CITY RESOLUTION

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL
MEETING OF THE (COUNCIL) OF THE
(CITY) OF (LOCATION), IDAHO
HELD ON (MONTH DATE, YEAR)

THE FOLLOWING RESOLUTION WAS INTRODUCED BY (COUNCILPERSON OR COMMISSIONER), READ IN FULL,
CONSIDERED AND ADOPTED:

RESOLUTION NO. ___ OF THE (CITY), IDAHO, SUPPORTING THE PROJECT IDENTIFICATION SUBMITTAL FOR THE
CONSTRUCTION OF (PROJECT NAME)

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). TOTAL PROJECT COST ESTIMATE IS
(\$___), WHICH WILL REQUIRE (\$___) OF MATCHING FUNDS AVAILABLE FROM (CITY, COUNTY, OR HIGHWAY
DISTRICT).

BE IT RESOLVED THAT THE (MAYOR OR CHAIRMAN OF THE COMMISSION) IS HERBY AUTHORIZED AND
DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)
THIS (DATE) DAY OF (MONTH, YEAR).

(MAYOR OR CHAIRMAN OF THE COMMISSION)

ATTEST:

_____, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,
TRUE AND CORRECT COPY OF THE RESOLUTION NO. ___ ADOPTED AT A REGULAR OR SPECIAL MEETING OF
THE _____ HELD ON (DATE) DAY OF (MONTH, YEAR), AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF
THE (CITY, COUNTY, OR HIGHWAY DISTRICT), THIS (DATE) DAY OF (MONTH, YEAR).

SIGNATURE

_____, CLERK

NAME

4.3 EXAMPLE OF PROJECT DESCRIPTION

Description of proposed project:

This project will replace the poor condition pavement on Oliver Street from E. 5th Street to E. 1st Street in the City of Christensen. The road sees an average daily traffic volume of 2,500 trips and services 10 small businesses, an elementary school, and several residential neighborhoods.

The existing pavement is in poor condition due to extensive cracking and potholing. There are no pedestrian facilities along this roadway, however there is not enough right of way to include standard-width lanes, curb & gutter, and a five-foot sidewalk. Traffic volumes and speed limits are low enough that pedestrians and cyclists can reasonably use the asphalt pavement alongside vehicles. The proposed project will remove the old, exhausted asphalt, repair and regrade the road base, place a fresh lift of asphalt and stripe the roadway, including cycling “sharrows.”

The finished product will improve the safety and mobility of both vehicular and alternative modes of transportation. This will in turn enhance the local economy through the improvements to the numerous businesses in this area. Trips to the nearby school will also benefit our student population.

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 plan, 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 considering 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. The 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

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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)** 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 Plans* on our website:

<http://lhtac.org/resources/manuals/>



LHTAC COUNCIL STAFF REPORT

June 9, 2026

Agenda Item: **LRHIP Emergency Application**

Presenter: **Megan Kautz, P.E.**

Overview:

There are no applications for review.

A financial snapshot of the LRHIP Emergency balance is below:

*LRHIP Emergency Balance	
2026 Available Funds	\$ 100,000.00
Previous Years' Remaining Funds	\$ 71,541.90
Total available	\$ 171,541.90

*LRHIP Emergency fund capped at \$800,000 at the beginning of the Fiscal Year.

- Activity since last meeting:
 - Clearwater County - \$100,000

Recommendation: For Council Review

Local Highway Technical Assistance Council (LHTAC)

COUNCIL MEMBER AND STAFF DIRECTORY

Idaho Association of Highway Districts (IAHD)

Chair: Kevin Renfrow, Commissioner
South Latah Highway District
154 W Chestnut Street
Genesee, ID 83832

Rick Robinson, Commissioner
Oakley Highway District
2020 S 275 W
Oakley, ID 83346

Neal Gier, Commissioner
Buhl Highway District
1500 W Main Street
Buhl, ID 83316

Idaho Association of Counties (IAC)

Vice Chair: Todd Smith, Commissioner
Madison County
134 E. Main
Rexburg, ID 83440

Ted Lindsley, Commissioner
Idaho County
320 West Main Street
Grangeville, ID 83530

Mark Rekow, Commissioner
Gem County
415 E. Main Street
Emmett, ID 83617

Idaho Association of Cities (AIC)

Secretary/Treasurer: Rod Plank, Mayor
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1007 McKinley Avenue
Kellogg, ID 83837

Robert (BJ) Berlin, Mayor
City of Roberts
647 N 2872 E Roberts
Roberts, Idaho 83444

Kari Peterson, Mayor
City of Fruitland
200 S. Whitley
Fruitland, ID 83619

Ex-Officio Members - Associations

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3100 South Vista Avenue, Suite 201
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Council Policy 1

Effective Date: 3/25/2015

Revised: 9/2015, 12/2019, 12/2022, 12/2025

Expiration: 12/2028



ACQUISITION AND DISPOSAL OF PROPERTY

Purpose:

Idaho Code provides requirements for procuring services or personal property. Where the expenditure is less than one hundred thousand dollars (\$100,000), acquisition requirements of any item are left to the discretion of the governing board. Criteria for acquisition and disposal of equipment will provide flexibility for LHTAC staff to run day-to-day operations with oversight maintained by the Council.

Additional Authority:

Idaho Code Title 67 §§ 2803(2) and 2806(1&2)

POLICY

Policy Statement:

Approval from the Council must be obtained prior to purchases of materials or property estimated to cost over ten thousand dollars (\$10,000) if not included in the approved budget for the year. All LHTAC assets with an initial purchase price of five hundred dollars, or greater, will be inventoried on an asset list. The Administrator will have final authority in the “surplus declaration” of property with a depreciated value over five hundred dollars (\$500).

Procedure & Guidelines:

LHTAC assets and equipment from acquisition to disposal will be managed in the best interest of the organization.

Acquisitions not included in budget:

1. Prior to purchasing property over ten thousand dollars (\$10,000), written cost quotes must be secured from at least three different vendors, if available.
2. The three quotes will be reviewed and ranked based on cost, timeframe involved in providing the property and the necessary service, and the best overall purchase for LHTAC.
3. If more than 30 days prior to a regular LHTAC council meeting, the Executive Committee will decide on the purchase considering the Administrator’s recommendation. If less than 30 days before a council meeting, the decision will be made by the full council.

Council Policy 1

Effective Date: 3/25/2015

Revised: 9/2015, 12/2019, 12/2022, 12/2025

Expiration: 12/2028



Tracking & Management:

A system for tracking assets will be maintained and managed.

1. Asset tags will be affixed to all tangible assets with a purchase value of greater than five hundred dollars (\$500) or recorded by serial/VIN number to ensure trackability of the items to be inventoried annually.
2. Asset location, or staff member responsible for the asset, value at purchase, date of purchase, and asset tag number will be recorded.
3. Yearly inventory will be reviewed to ensure assets are accounted for.

Disposal:

Property that is no longer needed will be declared surplus property and disposed of in a manner most efficient and cost effective for the organization.

1. All surplus property with a value of five hundred dollars (\$500) or more will be listed and presented to the Council, including items disposed of by the Administrator. Surplus materials and property may be offered to a federal, state or local agency, donated to a not-for-profit organization with 501(c)(3) tax exempt status, or auctioned.
2. The Administrator has authority to immediately dispose of surplus property with a depreciated value of less than five hundred dollars (\$500).
3. Office furniture, electronic equipment and intangible assets will be either donated or destroyed.
4. If an item has a depreciated value of less than five hundred dollars (\$500), and may have a market value, the Administrator can designate how to dispose of that item.


Kevin Renfrow, Chairman

Local Highway Technical Assistance Council



MEETING ATTENDANCE BY COUNCIL MEMBERS

Purpose:

Continuous representation by the cities, counties, and highway districts of the Local Highway Technical Assistance Council (LHTAC) is of critical importance to the success of Idaho's local transportation system. It is imperative that members from each organization appointed to the council be present at council meetings.

POLICY

Policy Statement:

It is the responsibility of the council members to see that their appointing organization is properly represented at all meetings of the council.

Procedure & Guidelines:

When a council member is unable to attend a meeting, they shall appoint an alternate member and provide a proxy notice to the Administrator as provided in the LHTAC bylaws.

1. When an alternate is used, the council member is responsible for receiving all information that was presented at the meeting necessary to keep them aware of current issues within the organization.
2. The Chairman will notify the appointing authority if a council member misses two consecutive meetings without providing an alternate member with a proxy authorization to vote for them. The notification will request that the member be replaced unless there is a legitimate reason for the absence.
3. The council member may not give their proxy to another current council member.
4. The appointing authority will have the final determination of the status of its representative.

A handwritten signature in black ink that reads 'Kevin Renfrow'.

Kevin Renfrow, Chair

Local Highway Technical Assistance Council

Council Policy 3

Effective Date: 6/18/2004

Revised: 6/2013, 9/2018, 12/2022, 12/2025

Expiration: 12/2028



INCLUSION OF UTILITY WORK UNDER A FEDERAL-AID PROJECT

Purpose:

Local Jurisdictions need to be able to determine the cost eligible for Federal funding in order to properly plan projects. Federal regulation provides general guidance but lacks the detail needed for consistent and fair application of utility relocation costs. It is the intent of this policy to provide interpretation of the Federal regulation so the responsibility of costs for utility relocation can be appropriately identified.

Additional Authority:

23CFR 635b, 645, 710b

Idaho Code 40-2403(2) “LHTAC has the authority to develop uniform standards and procedures that may be recommended to its member jurisdictions for the construction, maintenance, use, operation and administration of local highways”.

The Idaho Transportation Department and Local Highway Technical Assistance Council Stewardship Agreement outlines responsibilities regarding approval authority. In the stewardship agreement LHTAC has the responsibility of preparing and approving all utility agreements, waivers, and hardships.

POLICY

Policy Statement:

The Local Highway Jurisdiction (LHJ) has the authority to allow utilities within their right-of-way. LHTAC may extend federal-aid assistance for utility work on Federal-aid projects.

Procedure:

1. Utility relocation costs will not be eligible for Federal funding on projects if the utility is within the public right-of-way at the permission of the owner.
2. Utilities within property owned by the utility (public or private) are eligible for reimbursement of costs if the Federal-aid project requires relocation of the utility.
3. In extreme cases of utility hardship, LHTAC Council gives the LHTAC Administrator the authority to fund utility relocation as allowable project costs when justification of such hardship can be substantiated with Utility Hearing Authorization and the necessary information as outlined here.

Council Policy 3

Effective Date: 6/18/2004

Revised: 6/2013, 9/2018, 12/2022, 12/2025

Expiration: 12/2028



4. All match funding requirements shall be the responsibility of the LHJ to recover from the utility.
5. Any appeal shall be to the LHTAC Council, and their decision shall be final

A handwritten signature in black ink that reads "Kevin Renfrow". The signature is written in a cursive style with a horizontal line underneath it.

Kevin Renfrow, Chair

Local Highway Technical Assistance Council



BUDGET ADJUSTMENTS

Purpose:

As with any organization, unanticipated issues may occur which require adjustment of the adopted budget. Procedures are needed to accommodate unexpected changes.

POLICY

Policy Statement:

The LHTAC Administrator has the discretion to operate within the approved annual budget as deemed necessary to ensure the smooth running of the organization.

Guidelines:

1. This policy does not supersede the approval limits established in Council Policy 1 "Acquisition and Disposal of Equipment".
2. If a budget line item is over the budgeted amount by \$25,000 or more, an amended budget will be prepared and approved by council.
3. If additional capital expenses, a new line item, or additions in personnel are required, an amended budget will be presented to council for approval.


Kevin Renfrow, Chair
Local Highway Technical Assistance Council

COUNCIL RECORD RETENTION

Purpose:

All Council meetings are recorded, to assist in the preparation of the minutes. This policy defines how long the recordings should be kept in case a question or difference of opinion should arise.

Additional Authority:

Title 50 Chapter 907(1)(a)

POLICY

Policy Statement:

The Council has the authority to define how long recordings of meetings should be kept.

Guidelines:

1. Meeting minutes and agendas are a permanent record and shall be kept indefinitely.
2. Any recording of a meeting should be kept until the meeting minutes are officially approved. Upon approval, the meeting recording will be permanently deleted.



Kevin Renfrow, Chair

Local Highway Technical Assistance Council



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.

Council Policy 9

Effective Date: 3/26/2015

Revised: 3/26/25

Expiration: 12/2028



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.

Council Policy 9

Effective Date: 3/26/2015

Revised: 3/26/25

Expiration: 12/2028



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.

A handwritten signature in blue ink, appearing to read 'Kevin Renfrow', is written over a horizontal line.

Kevin Renfrow, Chair

Local Highway Technical Assistance Council

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

BY-LAWS

August 17, 1994

Pursuant to Chapter 24, Title 40, Idaho Code, the following By-Laws are hereby adopted by a majority vote of the membership of the Local Highway Technical Assistance Council, hereafter referred to as LHTAC, or the Council.

ARTICLE I - NAME AND AUTHORITY

SECTION 1.

- A. The name of the Council shall be the Local Highway Technical Assistance Council and may be referred to as LHTAC or the Council.
- B. In general the Council will refer to the 12 person governing body. In general LHTAC will refer to the organization as a whole.

SECTION 2.

The Authority of the Council shall be:

- A. Represent its member jurisdictions in conferences, meetings and hearings related to highways, roads and streets and other transportation factors affecting local highway jurisdictions;
- B. Develop uniform standards and procedures that will be recommended to its member jurisdictions for the construction, maintenance, use, operation and administration of local highways;
- C. Cooperate with, receive and expend aid and donations from the federal or state governments, and from other sources for the administration and operation of local highways;
- D. Make recommendations to the Board of the Idaho Transportation Department (ITD) for the distribution and prioritization of federal funds for local projects;

- E. Assist the legislature by providing research and data relating to transportation matters affecting local highway jurisdictions within the state;
- F. Maintain and disseminate information to local highway jurisdictions concerning federal and state legislation, administrative rules and regulations affecting local highway jurisdictions;
- G. Maintain and disseminate information to local highway jurisdictions concerning activities relating to ground transportation in other states;
- H. When authorized by the local highway jurisdiction, to act for that local jurisdiction through a joint exercise of powers agreement with any other local jurisdiction, any agency of the state or any agency of the federal government;
- I. Buy, sell, receive and exchange property, both real and personal, as necessary to perform its functions;
- J. Be the sole and exclusive authority for the expenditure of moneys made available by appropriation or otherwise to the Council.

ARTICLE II - MEMBERSHIP, POWERS AND DUTIES OF THE COUNCIL
SECTION 1. The membership of the Council shall be represented as follows:

- A. The Council shall consist of nine (9) members, three (3) members each from the Association of Idaho Cities, Idaho Association of Counties and Idaho Association of Highway Districts (Appointing Authority). Council members shall serve at the pleasure of the Appointing Authority.
- B. Appointments to the Council shall represent the different areas of the state, such that no more than one Council member shall reside in any one county, and each Council member shall represent a local highway entity with jurisdiction over public highways or streets or be a staff member of the appointing association. In the case of the presidents of each association, if they wish to serve as a representative to the council, they may serve; however, if from a county already represented by another member they may only serve for a period not to exceed one year.

- C. Each Appointing Authority may designate an ex-officio non-voting member to serve on the Council. Ex-officio members shall be elected officials or employees of (1) one of the (3) three Association's. Ex-officio members may participate in all Council discussions and may make and second motions. Ex-officio members shall serve at the pleasure of the Appointing Authority.
- D. Members or alternate member/s of the Council shall be entitled to reimbursement of expenses. An honorarium shall be determined by the members' respective associations but in no case shall exceed \$100 per day. Compensation and reimbursement shall be made from the Local Highway Technical Assistance Council Accounts established in Section 40-717, Idaho Code.
- E. Voting members are authorized to appoint an alternate member. Alternate members are allowed to attend regular scheduled Council meetings in the case of a regular Council member's absence. Alternate members shall have voting authority authorized with proxy from the absent member.

SECTION 2. The Council shall have the following powers and duties:

- A. Provide general supervision over the operation and affairs of LHTAC with regard to determining its programs, mission, policies and goals;
- B. Establish an annual budget for the maintenance and operation of LHTAC Organization.
- C. Appoint an Administrator. Outline work duties, specify the terms of employment, and provide for regular performance review for the Administrator.
- D. Fix the salary of the Administrator and establish work function salary ranges for all employees.
- E. Enter into contracts and agreements;
- F. Exercise any authority defined in ARTICLE I, Section 2 of these By-laws; and

- G. Represent LHTAC before any federal, state or local governmental entity or private organization;
- H. Prepare an annual report, including a financial statement, outlining its activities for the previous year. Copies of each report shall be provided to the transportation committees of the legislature and each Appointing Authority.
- I. Perform a fiscal audit in accordance with the provisions of Section 67-450B, Idaho Code. The fiscal year for the Local Highway Technical Assistance Council shall be July 1 through June 30.
- J. Do any and all things necessary to accomplish the duties and goals of LHTAC within the approved budget.
- K. Issue statements for the organization.

ARTICLE III - TERMS OF OFFICE AND DUTIES

SECTION 1. The officers shall be elected from the voting members of the Council and will consist of a Chairman, Vice- Chairman and Secretary/Treasurer. No more than one officer shall be from each Appointing Authority. It is the intent of these By-laws to rotate the Chairmanship through the (3) three Association’s on an annual basis.

SECTION 2. The officers shall be elected at the annual meeting or at any regular meeting in the case of vacancy.

SECTION 3. The terms of office for the Chairman, Vice-Chairman and Secretary/Treasurer shall be for one year starting at the beginning of the fiscal year, July 1st. There is, no limit to the number of terms an officer may serve as long as the terms are not consecutive.

SECTION 4. The duties of the officers of this Council shall be as follows:

- A. The Chairman shall: (1) Preside at all meetings of LHTAC; (2) act as spokesman for LHTAC; (3) be permitted to vote on all issues (4) call special meetings as he/she deems necessary or upon request by a majority vote of the Council members; (5) appoint special committees with the approval of the Council.

- B. The Vice-Chairman shall: (1) Perform the duties of the Chairman in the absence of the Chairman; (2) Perform duties and assignments given by the Chairman
- C. The Secretary/Treasurer shall: (1) Perform the duties of Chairman when both the Chairman and Vice-Chairman are absent; (2) keep or cause to be kept the minutes of all meetings and finances of LHTAC.

SECTION 5. The officers shall constitute the Executive Committee. The Executive Committee shall have the authority to act on behalf of LHTAC on executive matters or as otherwise authorized by the Council.

ARTICLE IV - MEETINGS

SECTION 1. Time and Place of Meetings

- A. Regular meetings of the Council will be held quarterly or as needed. The specific date, time and place of these meetings shall be addressed by the Council as an agenda item at each regular meeting. Council members or their representatives shall be prepared to make reports on the Council's activities at each appointing association's annual meeting.
- B. Members may participate via other means of communication (telephone, video conference etc.) as deemed necessary by the Chairman of the Council.
- C. The annual meeting of the Council shall be the last regular meeting in each fiscal year.

SECTION 2. Special meetings of the Council may be called by the Chairman or upon the request of any three members. Each Council member, Appointing Authorities and the public shall be notified of the time and place of each meeting in accordance with Chapter 2, Title 74, Idaho Code.

SECTION 3. Conduct of Meetings.

- A. Quorum. A quorum for purposes of conducting business shall consist of a simple majority of the members of the Council or two (2) members of the executive committee for executive meetings.
- B. Voting. Voting rights at all meetings shall be controlled by Article II, Section 1 A, of these By-Laws.
- C. All meetings of LHTAC and any of its subcommittees shall be governed by Parliamentary Procedures and accepted traditions of the Council.
- D. Notices and minutes of all meetings shall be prepared and sent to each Council member, Appointing Authority and made available to the public.
- E. Executive Committee meetings. Executive Committee meetings may be held with five (5) days prior notice, or at any time without prior notice, if approved by the full executive committee.

ARTICLE V - COMMITTEES

SECTION 1. Regional Advisory Committees (RADs). LHTAC may contract with Regional Advisory Committees, including the Local Highway Jurisdictions in the region, for services requested by LHTAC.

SECTION 2. Technical Advisory Committee (TAC). The Council may appoint a Technical Advisory Committee consisting of highway supervisors, public works directors, etc. as recommended by the Appointing Authorities with equal representation from each of the Appointing Authorities, to provide technical advice on issues requested by LHTAC staff.

SECTION 3. Special Committees. The Council may appoint special or ad hoc committees as deemed needed.

ARTICLE VI - LOCAL HIGHWAY ADMINISTRATOR

SECTION 1. The Administrator appointed by the Council shall:

- A. Act as executive officer and Secretary to the Council;
- B. Prepare, or caused to be prepared, data and reports as required by the Council;

- C. Assume responsibility for direction and supervision over the office and employees of LHTAC subject to the policies as approved by the Council;
- D. Prepare a budget proposal for each fiscal year for approval by the Council. Operate the organization programs, projects and facilities within the approved budget. The Administrator shall use approved salary ranges to establish compensation for all employees.
- E. Represent LHTAC before any federal or state legislative body, agency, or private organization as directed by the Council.
- F. Hold office at the pleasure of the Council. The contractual agreement between the Council and the Administrator may be terminated by either party giving thirty (30) days written notice.

ARTICLE VII - AMENDMENTS

SECTION 1. Any and all amendments to the By-Laws must be approved by a two-thirds majority vote of the membership of the Council at any regular or properly called special meeting. Written notice of such proposed change(s) and the nature thereof shall have been given to the membership of the Council at least thirty (30) days prior to the date of the meeting at which the By-Laws are to be considered.