

Local Highway Safety Improvement Program: 2027 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline – Electronic Only: January 28, 2027 4:30 p.m. MST



Local Highway Technical Assistance Council

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www.LHTAC.org



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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

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
Drainage	Traffic Control	Landscaping	Seal Coat	Guardrail	Base
					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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3.3 ITD 1150 (Revised for LHTAC use) Project Cost Summary Sheet

Round Estimate to the Nearest \$1,000

Key Number	Project Number			Date
Location				District
Segment Code	Begin Mile Post	End Mile Post	Length in Miles	

	Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE) [5% of line 15 + 16a +16b]		
1b. Preliminary Engineering by Consultant (PEC) [20% of line 15 + 16a +16b]		
2. Right-of-Way: Number of Parcels Number of Relocations		
3. Utility Adjustments: Work Materials By State By Others		
4. Earthwork:		
5. Drainage and Minor Structures:		
6. Pavement and Base:		
7. Railroad Crossing: Grade/Separation Structure At-Grade Signals: Yes No		
8. Bridges/Grade Separation Structures: New Structure Length/Width _____ (see instruction on next page) Location _____ Repair/Widening/Rehabilitation Length/Width _____ (contact LHTAC to estimate cost) Location _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		
11. Detours		
12. Landscaping		
13. Mitigation Measures		
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S.)		
15. Cost of Construction [Lines 3 through 14]		
16a. Mobilization [10 % of line 15]		
16b. Contingency [15% of lines 15 + 16a]		
17. Construction Engineer and Inspections (CE&I) [25% of lines 15+ 16a + 16b]		
18. Total Construction Cost [Lines 15 + 16a + 16b + 17]		
19. Total Project Cost [Lines 1 + 1b + 2 + 18]		
20. Project Cost Per Mile	N/A	N/A

Prepared By:

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.