

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

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered or Postmarked) December 2nd, 2026 4:30 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

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www.LHTAC.org



INCLUDED IN THIS PACKET

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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.

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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://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 2nd, 2026, 4:30 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 2nd, 2026, 4:30 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
<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	☐	☐		
If yes to 1a, please provide list of future projects with values			☐	
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?	☐	☐		
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.			☐	0-15
4. Are you involved with an active multi-jurisdictional transportation group?	☐	☐		0-10
(If yes, attach 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 LRHIP projects for your group?	☐	☐		
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.			☐	
5. Do you have a pavement and/or sign management plan?	☐	☐		0-5
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.			☐	
6. Is your project supported by your Transportation Plan?	☐	☐		0-5
If yes, attach cover page (dated) and only pages related to this project.			☐	
7. Is this project shown on your 5-year Capital Improvement Plan?	☐	☐		0-5
If yes, attach cover page (dated) and only pages related to this project.			☐	
8. Attach a list of the names of <u>all</u> full-time road maintenance staff*.			☐	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.			☐	
9. Have you unsuccessfully submitted an LRHIP application for this construction project?	☐	☐		0-3
If yes, which year(s)				
10. Has your jurisdiction previously received Federal-aid or LRHIP funding through LHTAC?	☐	☐		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? *Add points together for completed + enrolled (Potential for 6 points)	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?		☐	☐	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?		☐	☐	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>		☐	☐	If NO proceed to the next question. If YES, provide explanation.	
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.					
5. Line 66 CLOSING BALANCE					0-10
5a. Line 67 Funds obligated for specific future projects		☐	☐		
If yes to 5a, please provide list of future projects with values				☐	
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?		☐	☐		
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.				☐	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	☐	☐		
If yes to 1a, please provide list of future projects with values			☐	
Line 69 ENDING BALANCE				
% for Future Projects = Line 67/Line 66				
1b. Has your jurisdiction amended its Road and Street Report?	☐	☐		
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?	☐	☐		0-10
(If yes, attach 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 LRHIP projects for your group?	☐	☐		
Attach examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1 page max)			☐	
4. Do you have a pavement and/or sign management plan?	☐	☐		0-5
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.			☐	
5. Has your agency applied for an LRHIP Transportation Plan Grant in the past for this project?	☐	☐		0-20
If yes, year(s) applied _____				
6. Are you applying for your first Transportation Plan?	☐	☐		0-10
Do you have an existing Transportation Plan?	☐	☐		
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	☐	☐		
If yes to 1a, please provide list of future projects with values			☐	
Line 69 ENDING BALANCE				
% for Future Projects = Line 67/Line 66				
1b. Has your jurisdiction amended its Road and Street Report?	☐	☐		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?	☐	☐		
(If yes, attach 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 LRHIP projects for your group?	☐	☐		
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.			☐	0-5
4. 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.			☐	0-5
5. Is your project supported by your Transportation Plan?	☐	☐		
If yes, attach cover page (dated) and only pages related to this project.			☐	0-5
6. Is this project shown on your 5-year Capital Improvement Plan?	☐	☐		
If yes, attach cover page (dated) and only pages related to this project.			☐	0-20
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.			☐	
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)			☐	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/>