

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.**



3.3 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