**Idaho Strategic Initiatives**

**Grant Program**

**Local Transportation Grant Program**

**Application**

**ITD Contact:**

**Scott Luekenga, Planning & Development Manager**

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**(208) 334-8057**

Submit applications via electronic means to [LTPGrant@itd.idaho.gov](mailto:LTPGrant@itd.idaho.gov). When transmitting the application include all supporting maps, letters, and other documents, as a pdf. If the file size exceeds e-mail transmittal capabilities (15MB), submit using a thumb drive and send via FedEx/UPS delivery to the following address:

Idaho Transportation Department

Attn: Scott Luekenga

HQ – Highway Planning and Development Services

P.O. Box 7129

Boise, Id. 83707-1129

**Applicant Information**

Applicant:

Mailing Address:

City:

State:

Zip Code:

Contact person:

Title:

Phone:

Email:

Co-Applicant *(if different from Applicant):*

Mailing Address:

City:

State:

Zip Code:

Contact Person:

Title:

Phone:

Email:

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Highway Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Highway Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount and Source of Other Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Provide a description of the proposed project. Include the importance and need of the project, the regional benefit, and the overall impact to the local transportation system. (limit 1 page).
   1. Include map of project location
   2. Include project area photos
2. Provide project scope, construction limits and permits, schedule and estimated project cost.

1. Do you have all right-of-way (R/W) for your project? Explain (limit ½ page). Provide documentation of R/W, easements, or commitments.
2. Are your engineering plans ready to bid or will they be ready within 6 months of grant award? Provide explanation of progress to date, and evidence of current project development (plan set).
3. How does the project mitigate the impacts of state highway projects on local roads, OR why is the project economically significant and require the assistance of the Idaho Transportation Department? (limit 1 page)
4. Do you have community support for your project? Include unique letters of support from the supporting partners including Local/Rural planning groups, Metropolitan Planning Organizations, law enforcement, fire department, police department, school district, local businesses, etc. (limit 5 single page letters)

**FY2024 LOCAL TRANSPORTATION PROJECT GRANT PROGRAM AGREEMENT FORM**

Please complete the form with the appropriate signing authority at the bottom of the form. Return the form with your completed application.

Local Highway Jurisdiction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signing Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* Prepare plans and bid documents
* Provide a construction schedule before construction begins
* Follow State Procurement Rules for advertising, bidding and award of contracts
* Provide construction oversight and project administration
* Provide a project close-out report including a summary of project accounting, and before and after pictures upon project completion
* Complete project construction

ACKNOWLEDGED BY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

**FY2024 LOCAL TRANSPORTATION PROJECT GRANT PROGRAM SCORING CRITERIA**

1. Description of project; 15 pts
   1. Excellent description including need, agency & financial benefit + Safety; 15 pts
   2. Excellent description including need, agency & financial benefit, 10-14 pts
   3. Adequate description of need/benefit, 5-9 pts
   4. Poor description of need/benefit, 0-4 pts
2. Scope, limits, estimate; 15 pts
   1. Feasible scope/schedule, project size, necessary permits/environmental agreements, reasonable project cost; 11-15 pts
   2. Some concerns with scope, schedule, project cost etc.; 6-10 pts
   3. Major concerns with scope, project cost; 1-5 pts
3. R/W or easements; 10 pts
   1. If no additional R/W is needed (own property, have executed property use agreements/easements, etc.); 10 pts
   2. May need property use agreement for small amount of work on property, or if LHJ has letters of commitments; 5-9 pts
   3. R/W needs to be acquired including # of parcels; 1-4 pts
4. Bid ready; 20 pts
   1. Plans in hand, ready to bid; 17-20 pts
   2. 75% plans or feasible to develop within 3 months of grant award (verified by scope); 12-16 pts
   3. 50% plans, needs considerable work; 8-11 pts
   4. 25% plans; 4-7 pts
   5. Concept/less; 1-3 pts
5. Describe how the project mitigates the impacts of a state highway projects OR why the project is economically significant and requires assistance from the Idaho Transportation Department; 30 pts
   1. If the project is directly impacted by a state highway system project or funding a project would be an economically infeasible for the local agency; 20-30 pts
   2. If project is indirectly affected by a state highway system project or the project would be an economic hardship for the local agency; 10-19 pts
   3. Other explanation; 1-9 pts
6. Support/Partnerships; 10 pts
   1. Unique, diverse, and excellent letters or statements of support; 8-10 pts
   2. Form letters or non-diverse letters of support; 4-7 pts
   3. Poor community support; 1-3 pts