

FY 2025

PROGRAM UPDATE MANUAL

FOR THE

**IDAHO TRANSPORTATION
INVESTMENT PROGRAM (ITIP)**

Program Management Office

February 26, 2024

FY 2025 Program Update Manual

ITD Program Management Office

ITD-500 4-93

IDAHO TRANSPORTATION DEPARTMENT

Department Memorandum

DATE: FEBRUARY 26, 2024

TO: DISTRICT ENGINEERS 1-6, LOCAL TECHNICAL ASSISTANCE COUNCIL (LHTAC), METROPOLITAN PLANNING ORGANIZATIONS, PUBLIC TRANSPORTATION MANAGER, AND AERONAUTICS ADMINISTRATOR

FROM: JARED HOLYOAK, PMO PROGRAM MANAGER

RE: FY 2025 PROGRAM UPDATE MANUAL FOR THE IDAHO TRANSPORTATION INVESTMENT PROGRAM (ITIP)

This FY 2025 Program Update Manual for the Idaho Transportation Investment Program (ITIP) provides the funding information and instructions necessary for the annual update.

Recommended revisions for the Idaho Transportation Investment Program will be submitted for Idaho Transportation Board consideration at the June and September 2024 Board meetings.

You will find updated program descriptions for revised programs in this manual but many of the Update procedures established in prior years continue in this Update. Pay close attention to the strategic goals of the Department and try to maximize these goals as you program current and new projects. Project requests are to consider comments obtained through ongoing public involvement.

The following dates are critical to accomplishing this update of the Idaho Transportation Investment Program:

1. April 1st - ITIP submittals and Change Memos from the Districts are due.
2. April 30th - ITIP submittals for COMPASS, Aeronautics, Public Transportation, ADA Curb Ramp, TAP, Rail, and LHTAC programs with maps and ITD-2435 Local Project Requests are due.
3. May - Management Review of Draft Program.
4. June - Board review of Draft ITIP prior to Public Involvement.
5. September - Board Approval of Recommended ITIP.

Please contact Colleen Wonacott at 334-8265 (Colleen.Wonacott@itd.idaho.gov) if you have any questions about the information contained in the Update Manual.

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General Direction

Important things to remember

While there are many important things to remember as we work as a team to update our investment plan, there are some critical elements to keep in mind:

1. Split fund CE/CC/CN dollars over multiple years according to expected payout. This step should allow us to deliver more construction projects annually, reduce unexpended obligations, and reduce our cash balance. FHWA will not allow PE/PC dollars to be split over multiple years.
2. 2% will be added to CE, CC, and CN costs for inflation on existing District administered projects prior to them being available within OTIS scenarios. Budgets for all projects in the ITIP need to be reviewed and updated. The new charter document contains a “top sheet” estimate summary, basis of estimate, and project status. If a charter is already complete and approved for existing projects, complete these three tabs to verify or update your budget needs so that our Programmed vs. Awarded cost dashboard measure is as near 100% as possible resulting in program stability.
3. All projects should be using the new charter.
4. Project Online (PSS) is the tool to document project delivery of infrastructure projects. The new charter spreadsheet found in ProjectWise must be completed for all new projects. Projects are expected to be delivered by the following dates:
 - FY 2025, April 1, 2024
 - FY 2026, April 1, 2025
 - FY 2027, April 1, 2026
 - FY 2028, April 1, 2027
 - FY 2029, April 1, 2028
 - FY 2030, April 1, 2029
 - FY 2031, April 1, 2030
5. Projects in all programs should consider whether improvements can be provided to aid the efficient movement of freight.
6. OTIS is the tool for Districts, MPOs, LHTAC, Rail, ADA Curb Ramps, TAP, PT, and Aero to enter proposed projects into the program. Training for the users is conducted in February. The deadline for submittal into OTIS is April 1, 2024 for the Districts and April 30, 2024 for the remainder of the Program Update participants.
7. The PMO office has calculated average PE/PC and CE/CC costs by work class of project. These averages are shown on the following page.

PE with PC Greater Than 100K

| Work Class | PE & PC |
|--------------------|---------|
| ADD LANES SEP RDWY | 7% |
| BR/APPRS | 12% |
| MAJRWIDN | 10% |
| NEW RTE | 14% |
| RECONST/REALIGN | 9% |
| RESRF/RESTO&REHAB | 9% |

PE with PC Less Than 100K

| Work Class | PE & PC |
|-------------------|---------|
| BR/APPRS | 7% |
| MAJRWIDN | 5% |
| PM | 3% |
| RECONST/REALIGN | 4% |
| RESRF/RESTO&REHAB | 4% |

CE Less Than CC

| Work Class | CE & CC |
|-------------------|---------|
| BR/APPRS | 16% |
| MAJRWIDN | 12% |
| PM | 9% |
| RECONST/REALIGN | 8% |
| RESRF/RESTO&REHAB | 9% |

CE Greater Than CC

| Work Class | CE & CC |
|-------------------|---------|
| BR/APPRS | 9% |
| MAJRWIDN | 5% |
| NEW RTE | 7% |
| PM | 4% |
| RECONST/REALIGN | 5% |
| RESRF/RESTO&REHAB | 5% |

Project Naming and Scope Statements

Project Name

This is the “official name” of the project. Make sure it is unique and clearly defines where and/or what the project is so at first glance it is easily recognized.

Below is a sample template you can use to create a project name:

“[SH 00], MAIN ST TO LAKE SHORE DR, LUNARVILLE, OBADIAH CO”

Project Naming Conventions

- Name should be descriptive
- Includes location, district, city or county
- The primary route is appended to the front by OTIS, therefore it is not necessary to add it to the project name
- Annual projects should include fiscal year and district
- Name should be in ALL CAPS
- Don’t use periods for abbreviations or acronyms
- Use a space rather than a dash between routes (i.e. US 95, not US-95)
- Avoid including the nature of the work in the name (i.e. US 20 Microseal)

Scope Statement

The project description is also known as the “Public Description” which is found in OTIS under the “Scope” tab. It is a short narrative of the project.

A successful Project/Public Description should be concise and clear. Avoid using acronyms in the public description. ITD staff, other agencies and the general public should all have a good idea of what activities the project will accomplish and what the resulting final product will be.

Below is a sample template you can use to create a Public Description:

This project will **fund/construct/replace/remove/install** [insert subject of **action**] on Example Road between Example Street and Example Lane. Work includes [insert description of work] and will accomplish/provide/improve [insert end result].

Program Update Process

Summary of the Program Update Process

Program Organization

Executive management and the Idaho Transportation Board (Board) create and fund a series of programs within the Idaho Transportation Investment Program to accomplish specific objectives.

A team of engineers and/or planners with expertise in each program area manage each of these programs. These program teams:

1. Determine the specific objectives for their program,
2. Determine the engineering requirements for specific project types to cost effectively and efficiently meet these objectives,
3. Collect data, analyze, and report on the condition of the system within their area,
4. Make recommendations to management on funding required to meet objectives,
5. Recommend which projects to fund to meet the objectives of their program, and
6. Manage program budgets and delivery milestones as projects are developed and delivered for construction.

System Condition

Program teams collect data, analyze, and report on the system condition within their program area throughout the year. This assessment is used at the beginning of each annual Program Update cycle by management and the Board to review and focus program priorities and set funding levels.

Program Revenue

The Idaho Transportation Investment Program is funded from several sources:

1. Federal transportation acts provide apportionments (currently, IIJA).
 - Annual federal appropriation acts provide authority to obligate these apportionments (avg. ~95% of annual apportionments).
2. State and local funds to match federal aid (avg. 92% F.A. and 8% state or local match).
3. Federal project-specific discretionary awards or prior congressional earmark awards.
4. Private funding; e.g., through Idaho State Tax Anticipated Revenue (STAR) legislation.
5. State funds for Capital Construction on the State Highway System.

Seven-year forecasts of these funds are updated each December. These forecasts are used at the beginning of each annual Program Update cycle by management and the Board to review and focus program priorities and funding levels.

Project Solicitations and Submittals

The annual Program Update Manual captures and communicates the Program Teams', management's, and the Board's objectives, priorities, and funding levels to constituencies throughout the state including:

- Department Districts One through Six and headquarters,
- Metropolitan planning organizations and the Local Highway Technical Assistance Council.

Through this process, the request for project solicitations reaches individual project managers who create project scopes, budgets, and delivery schedules that meet the objectives, priorities, and funding levels as requested by the Board, and corridor goals as established in continual corridor planning activities with the general public and other transportation stakeholders. The Program Teams for statewide competitive programs such as the Transportation Alternatives and Freight Programs may solicit projects directly from cities, counties, and local highway districts.

Program Review

The overall program of projects is analyzed by each Program Team to determine if the recommended projects meet the objectives, fiscal constraint, and other guidance as determined by the Board for each program. There are usually budget overages and underages caused by project size and delivery schedule of the individual projects.

Any inconsistencies in the Draft Program which prevent it from fully meeting program objectives, fiscal constraint, or applicable regional equity could be resolved through Statewide or District-level Program Balancing meetings where individual constituencies can collaboratively modify project delivery schedules between years and programs. In recent years, however, the draft program as initially submitted has been in sufficient balance to not require additional statewide or district-specific balancing meetings.

This Draft Program is reviewed and modified by management at the end of May and by the Board in June. The Draft Program is then made available to the general public in the Draft Idaho Transportation Investment Program (ITIP) for review and comment in July. Modifications to the Draft Program due to public comment and end-of-year delivery of the Approved Program are made in August.

At this point, the Draft Program becomes the Recommended Program. The Recommended Program is reviewed and modified by management at the end of August and reviewed and approved by the Board in September.

The Approved Program is submitted to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) in the Recommended STIP document. Final STIP approval by these administrations generally occurs in December. The next annual Program Update cycle then begins.

Program Update Procedures

The Update of the FY 2025 – 2031 Program will be accomplished using the OTIS Program Update matrix. See the OTIS User Manual for assistance on its use. Training will be conducted for users in February.

The memo field in OTIS is designed to show a brief description of the scope of each project in layman's terms. This field will show on the map of projects created for the public involvement period and within the STIP itself. Please take time to fill out this field.

District Users

1. In February the Program Management Office (PMO) will provide each District a scenario within OTIS of the program as the initial start of their Draft Program submittal. Each District Planning and Scoping Engineer or Planner, or person assigned responsibility for the submittal of the Update, should use their scenario to make changes to their program; either modifying existing projects scope, schedule, and budget or for entering new projects. You will be notified when these scenarios are available for use.
2. Each District will have completed all other changes to their scenarios no later than April 1, 2024. Please contact the PMO to make changes to your submittal after this date.
3. A memo explaining significant project changes or critical information to the programming of projects should also be submitted on April 1. This submittal memo is to list justification for program and project changes. This information will be used to support the requested changes or scheduling of the projects when the Program is presented to management and the Board. Include any other pertinent information that would support or explain Program requests. Include public comments or requests, deficiency information, inter-agency agreements, or any other information supporting the District's requested Program changes.
 - Removed projects should be listed and an explanation provided as to why they were removed from the Program.

- Projects that are advanced or delayed should be highlighted in the memo.
- Justification for cost changes in excess of 2% for inflation should be included in the memo.

After District Submittal

The Program Management Office (PMO) will perform quality control of the District submittals and compare to PSS scope, schedule, and budgets in April. They should complete these tasks in time for the May Management Review meeting.

Statewide Submittal

The Program Management Office (PMO) will merge the individual scenarios from above into a single statewide submittal. This scenario will be used by Aeronautics, Public Transit, LHTAC, TAP/ADA Curb Ramps, Rail, COMPASS, and the Urban Balancing Committee.

Aeronautics, Public Transit, LHTAC, TAP/ADA Curb Ramps, Rail, and COMPASS will make changes to the statewide scenario by April 30. The Urban Balancing Committee will fill out their submittal live during their April balancing meeting. These constituents should contact the PMO for changes to their program after the April 30 due date.

Draft Program Submittal

The Program Management Office (PMO) will merge the statewide working copies into the Draft Program submittal. This submittal will be used for reports and analysis provided for the June Board review.

Recommended Program Submittal

The Program Management Office (PMO) will create a new scenario to enter changes due to public involvement and FY24 end-of-year. This will be used to report to the Board for approval in September.

Approved Program Download

The Program Management Office (PMO) will add the final changes made to the program post-Board review to the Recommended Program submittal. This copy will then be downloaded as the new Approved Program around October 1st.

STIP Mid-Year Modification Process

The approved STIP modification process can be found on the ITD website at:

https://apps.itd.idaho.gov/Apps/Fund/stip2024/amendments/STIP_Modification_Process.pdf

End of Year Process

Formula Apportionments

The program is created at the level of federal apportionments plus match estimated for receipt over the next seven years. Apportionments are provided via long term transportation acts (e.g., IIJA) or extensions to those acts. There are dozens of apportionments with quite specific eligibility requirements (e.g., population, work, or road system).

Obligation Authority (OA)

The authority to obligate these apportionments with the federal government is provided in annual Appropriation Acts or continuing resolutions to these acts. Formula OA expires at the end of the fiscal year (September 30). The authority provided to obligate apportionments with the federal government is most often less than the annual apportionments received. This means that on average only 95% of programmed projects may be obligated in a given year prior to receiving Redistribution of OA not used by other states in August.

Redistribution of OA Not Used by Other States

Some states may be penalized for not following federal guidelines or may not be able to utilize all of the OA provided to them. Additional OA may also be available through set-asides or earmarks that have not been awarded to states. The FHWA distributes this OA to the other states about the last day of August.

End-of-Year Plan

An end-of-year plan is created annually and presented to the Board in August to demonstrate and ensure full utilization of OA provided to Idaho by the end of September. All scheduled preliminary engineering and right-of-way dollars that have not yet been obligated are swept on July 1st to be reprogrammed within the end-of-year plan. All unobligated funds (including construction) are swept for reprogramming via the end-of-year plan on August 1st. Only projects on the end-of-year plan will be obligated after August 1st.

The Program Management Office (PMO) will request project needs in July from constituents for inclusion in the end-of-year plan. Projects will be prioritized by constituents within each program.

After receipt of "Redistribution" the PMO will calculate the ratio of OA to Apportionments. As possible, each program will receive the ratio of funds that were programmed for that year.

Transportation Improvement Programs (TIPs)

Metropolitan Planning Organization (MPO) Transportation Improvement Programs (TIPs) fulfill the federal requirements of 23 CFR 450. TIPs include all projects within Metropolitan Planning Area boundaries for both state highway and local road system projects. TIPs go out for a 30-day public involvement period in July as does the Statewide Transportation Improvement Program (STIP). They are modified mid-year via TIP amendments and administrative modifications based upon requirements agreed to between the MPO and the FHWA. A district should check with its MPO before modifying, adding, removing, advancing, or delaying a state highway system project within the metropolitan planning area boundary.

Statewide Transportation Improvement Program (STIP)

Idaho's STIP meets the federal requirements of 23 CFR 450. The STIP includes projects within Metropolitan Planning Areas by reference only. This means that the internet address of each TIP document is published in the STIP so that one can browse the internet to view all projects. Costs within the documents are shown in year-of-expenditure dollars at (currently) 2% annual inflation. Projects expected to receive an environmental categorical exclusion are grouped by project type rather than being individually listed within the STIP. This allows for project obligation without awaiting full STIP approval the following year. A project must be in the STIP prior to submitting obligation documents to the FHWA. Mid-year changes to the STIP are through amendment or administrative modification. Please see the section on Mid-Year changes for more information.

Each project in the STIP shows project route; name; mileposts; work type and work subclass; sponsor; program; fund source; program year; construction, development, and right-of-way costs by year; project lifetime cost, breakout of shares (federal, state, other); advance construction; work zone safety priority; alternative contracting projects; projects addressing the federal pavement performance measure; projects addressing the federal bridge performance measures; and a public description. Projects are sorted by Key Number (KeyNo) for ease of use by the FHWA Idaho Division Office in finding specific projects when approving obligations.

Idaho Transportation Investment Program (ITIP)

The same data as the STIP is used for a report called the Idaho Transportation Investment Program (ITIP). This report shows costs in present value, includes projects in Metropolitan Planning Areas, and individually lists all projects. This report is the format presented to the Board for review in June, the Public Comment period in July, and for Board approval in September.

Accelerated Delivery Process

Overall Objective

The overall objective of project acceleration is to construct the projects in the year they have CN budget scheduled in the ITIP for construction in order to maximize the construction season and contract payouts within the calendar year. Additional objectives include timing projects with contractor resources to optimize schedule and cost effectiveness. The goal is that all ITD infrastructure projects will be under contract by April 1 of each Federal Fiscal Year.

Process

- 1) Complete (i.e. bid ready) PS&E packages for each scheduled construction project by identified date. This means that there are PS&E packages to utilize the scheduled construction program budget for the upcoming Federal Fiscal Year. (Projects administered by LHTAC or another local entity are not included in this requirement.)
- 2) The Highways PMO shall prioritize the projects submitted to determine the optimal time for advertising based upon information provided by the Districts.
- 3) The Highways PMO will publish and maintain a bid schedule that is updated as additional projects are submitted.
- 4) Prioritized federal-aid projects will begin the obligation, advertising and award process through the Highways PMO and Contracting Services sections on or after August 1st of each year. This process normally takes 75-100 days to complete. The Idaho Transportation Board has directed that there be no projects awarded a construction contract in advance of the beginning of a Federal Fiscal Year that does not have a highway act or continuing resolution.
 - a. It is required that at least an amount sufficient to fund the first 90 days of cash flow be converted to an obligation prior to the contract being signed. Admin Policy 5011 states; "The Engineering Services Division Administrator or delegate shall commit all unused funding to priority projects throughout the year."
- 5) Future federal fiscal year funding based on the PS&E estimate for the project will be obligated using the federal convention of Advance Construction (AC) at the time a project is advertised. It is to be noted that this does not commit the Department to a project; rather it is used to gain FHWA approval of a project. Cost Accounting will set up the budget based on this approved obligation.
- 6) Once bids for a given project have been received, the cash flow schedule will be reviewed against actual federal obligational authority. Once this is complete, the Obligation for a particular project will be adjusted to match the Detailed Estimate Obligation. That obligation adjustment transaction will also determine if part or the entire AC obligation is converted to a current obligation. It is required that at least an amount sufficient to fund the first 90 days of cash flow be converted to an obligation prior to the contract being signed. If there is not sufficient federal funding available for 90 days of cash requirements, then the Engineering Services Division Administrator, in consultation with the Controller, will determine if the contract proceeds. Cost Accounting will adjust the project budget based on the OTIS obligation report amount from the successful bid including contingency.
- 7) The PMO will ensure that the total of current obligation and AC obligation to be converted does not exceed the full anticipated amount for any given federal fiscal year.

- 8) Contract awards are made to the contractor with the successful bid.
 - a. Federal-aid contracts will not be awarded on any project in advance of the start of the construction federal fiscal year without Idaho Transportation Board authorization and available current year funding or ability to AC.
- 9) The Highways PMO will monitor the projects with any AC obligation and convert them to fully funded obligation as they are awarded or when notified that obligation authority has been received from FHWA. The PMO will report balances monthly and distinguish between AC with a contract awarded vs. AC for contract advertisement by federal fiscal year.
- 10) Within a federal fiscal year, the use of AC obligation is authorized to meet bid schedules.
- 11) FS, Contracting Services, and the Program Management Office (PMO) will meet periodically to review project obligation status, cash flow, and contracting schedule. This will ensure that commitments/contracts will not be made without federal funding authority.

Metrics

The Program Management Office (PMO) will report monthly to the COO and maintain a report viewable by the Districts on the percentage of projects with contract obligations in the subsequent Federal Fiscal Year. This will match the number displayed on ITD's Dashboard Dial for Percent of Highway Project Designs completed on time.

Funding

Transportation Funding Categories

For more information about Federal-aid funds, please see the FHWA's Guide to Federal-Aid Programs and Projects: <https://www.fhwa.dot.gov/federalaid/projects.cfm>

Draft Highway Program Funding FY 2025 - 2031

Funding targets for the FY25-FY31 Program Update cycle will be published and distributed separately.

Program Update Calendar

| Date | Activity |
|--------------|---|
| February | OTIS training Update Manual published OTIS scenarios ready for District input |
| March | Planning/Programming workshop Selection of TREDIS nominations for Safety & Capacity |
| April 1 | OTIS submittals and change memos due from Districts |
| April 30 | COMPASS, Aero, PT, ADA Curb Ramp, Rail, and LHTAC submittals due |
| May | Management review of the Draft Program prior to June Board Workshop |
| June 12 | Board review of Draft Program prior to public involvement |
| July 1 – 31 | Public involvement period |
| August 30 | Final input due from Districts for changes based on public involvement and FY24 end-of-year reprogramming |
| September 1 | Deadline for FY24 obligations and final vouchers |
| September 19 | Board review and approval of Recommended Program |
| October 1 | New federal fiscal year begins Grouped projects in the FY25 ITIP may be obligated as authority becomes available ITIP published |
| Mid-October | Amendment to FY24 STIP for new projects so development may proceed |
| Mid-November | FY25 STIP is submitted to FHWA and FTA for approval |
| December | FY25 STIP is approved by FHWA and FTA |

TAB: SECTION II - PROGRAMS

SECTION II - PROGRAMS

Programs are outlined in the following pages in program order. Please contact the Program Management Office (PMO) or the SME with any questions or suggestions for making the Program Update Manual more useful to you.

PROGRAM SUBJECT MATTER EXPERTS

| Program | PG # | SME | Phone | SME | Phone |
|--|------|-------------------------|----------|-----------------------|----------|
| Bridge (Local) Program | 83 | Scott Wood (LHTAC) | 334-0565 | | |
| Bridge (Off-System) Program | 85 | Scott Wood (LHTAC) | 334-0565 | | |
| Bridge Preservation | 21 | Mike Johnson | 334-8487 | | |
| Bridge Restoration | 23 | Mike Johnson | 334-8487 | | |
| Carbon Reduction funding | 62 | Abby Peterson | 334-4455 | Scott Luekenga | 334-8057 |
| Carbon Reduction Program - TMA | 70 | Toni Tisdale (COMPASS) | 475-2238 | Abby Peterson | 334-4455 |
| Congestion Mitigation & Air Quality | 63 | Scott Luekenga | 334-8057 | | |
| Early Development | 42 | Jared Holyoak | 334-8168 | Amy Schroeder | 334-8206 |
| Emergency Relief | 90 | Travis Hire | 334-8701 | | |
| Federal Lands Access Program | 92 | Dave Kuisti | 334-8802 | | |
| Freight | 52 | Caleb Forrey | 334-8549 | Scott Luekenga | 334-8057 |
| Idaho Airport Aid Program | 98 | Jennifer Schildgen | 334-8640 | Thomas Mahoney | 334-8788 |
| Local Large Urban Program | 73 | Shannon Grow (LCVMPO) | 298-1345 | | |
| Local Rural Program | 77 | Muhammad Zubery (LHTAC) | 334-0565 | | |
| Local Small Urban Program | 75 | Kevin Kuther (LHTAC) | 334-0565 | | |
| Local Transportation Management Area | 64 | Toni Tisdale (COMPASS) | 475-2238 | | |
| Metropolitan Planning | 46 | Shirley Wentland | 334-8473 | | |
| National Electric Vehicle Program | 56 | Scott Luekenga | 334-8057 | | |
| Pavement Preservation | 14 | Mir Tamim | 334-8136 | | |
| Pavement Restoration | 18 | Mir Tamim | 334-8136 | | |
| Planning, Scoping & Studies | 40 | Jared Holyoak | 334-8168 | | |
| Port of Entry WIM/AVI Program | 94 | Craig Roberts | 334-4426 | | |
| PROTECT funding (Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation) | 60 | Shirley Wentland | 334-8473 | Scott Luekenga | 334-8057 |
| Public Transportation | 96 | Shauna Miller | 334-8533 | Ron Duran | 334-4475 |
| Rail-Highway Crossings | 50 | Blaine Schwendiman | 334-8522 | Scott Luekenga | 334-8057 |
| Rest Area Program | 33 | Tony Pirc | 334-8600 | | |
| Safety & Capacity Program | 26 | Mark Snyder | 334-8253 | Amy Schroeder | 334-8206 |
| Safety - HSIP funding (part of Safety & Capacity) | 30 | Margaret Pridmore | 334-8221 | | |
| Safety - Local | 87 | Brian Wright (LHTAC) | 334-0565 | | |
| State Board Unallocated | 39 | Amy Schroeder | 334-8206 | | |
| State Funding | 58 | Brad Wolfinger | 334-8163 | | |
| State Planning & Research (SPR) | 48 | Ned Parrish | 334-8296 | Scott Luekenga | 334-8057 |
| Supporting Infrastructure Assets | 34 | Steve Spoor | 334-8413 | Dave Kuisti | 334-8802 |
| System Support | 37 | Jared Holyoak | 334-8168 | | |
| Transportation Alternatives Program | 79 | Abby Peterson | 334-4455 | Amanda LaMott (LHTAC) | 344-0565 |
| Transportation Alternatives -TMA | 67 | Toni Tisdale (COMPASS) | 475-2238 | Abby Peterson | 334-4455 |
| Transportation Expansion & Congestion Mitigation | 44 | Amy Schroeder | 334-8206 | Shawna King | 334-8288 |

ITD Program Profile Sheets | FY 2024 – 2030 Update

Pavement Preservation Program

Contact: Mir Tamim

Title: Pavement Asset Management Engineer

Phone: 208-334-8136

Program Length:

7 years

Funding Sources:

- Surface Transportation Block Grant
- National Highway Performance Program
- PROTECT Apportionments
- State Funds (ST)

Available Funding:

\$60M (\$53.3M PV) in FY31

Program Purpose

The purpose of the Pavement Preservation Program is to employ a planned strategy of cost-effective treatments to the surface of a structurally sound roadway that preserves the system, retards future deterioration, and maintains or improves the functional condition of the system without substantially increasing structural capacity.

Program Benefit

The Pavement Preservation Program benefits Idaho by protecting the current pavement structure, lessening the rate of pavement deterioration, correcting surface deficiencies, reducing permeability and improving the ride quality of the pavement on roads.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Pavement Preservations projects are selected by each ITD District. Data from ITD's Pavement Management System, found in the Transportation Asset Management System (TAMS), assists Districts in prioritizing, selecting, and cost estimating projects.

Eligible Projects

- Micro surfacing
- Seal coats
- Thin Plantmix seal or overlays 0.15' (1.8") in thickness or less
- Grooving and grinding of minor surface irregularities
- Scrub coating or milling
- Fog Coat

- Crack sealing
- Joint repair
- Patching
- Shoulder repair

Ineligible Projects

- Reconstruction (i.e., 4R)
- Restoration (i.e., 3R, CRABS/RABS)
- Rehabilitation (i.e., mill/inlay, thick overlay 0.15' (1/8") or greater in thickness, cold in place recycle)

Funding Allocation

District allocation targets fluctuate annually depending on pavement conditions. Meeting established network performance targets for the Interstate, National Highway System (NHS) and the SHS are also reviewed and drive funding allocation. Funding guidelines are based upon each District's share of statewide pavement performance as modeled in TAMS. Estimated project costs used in modeling are derived from OTIS and based on a rolling 5-year average of actual total project development costs.

References

- Administrative Policy 5011: Idaho Transportation Investment Program
- Administrative Policy 5045: State Institution Road Improvement
- Board Policy 4011: Idaho Transportation Investment Program
- Board Policy 4045: State Institution Road Improvement
- Idaho Code 40-310(14) and 40-702
- Roadway Design Manual
- Design-Build Manual
- Pavement Rating Manual
- Best Management Practices Manual
- ITD PMS Final TAMS Configuration Document
- 2019 Transportation Asset Management Plan (TAMP)

Project Guidelines

- The Pavement Management System may recommend a project in this funding category based on the following Structural Distress Index (SDI) performance criteria:

Flexible Structural Distress Index

| | Interstate | NHS | SHS Non-NHS | SHS Non-NHS CAADT<300 |
|-------------|------------|-------|-------------|--------------------------|
| Resurfacing | 65-80 | 60-75 | 55-70 | 50-65 |

- The Pavement Management System may recommend a project in this funding category based on the following Non-Structural Distress Index (SDI) performance criteria:

Flexible Non-Structural Distress Index

| | Interstate | NHS | SHS Non-NHS | SHS Non-NHS CAADT<300 |
|--------------|------------|-------|-------------|--------------------------|
| Preservation | 70-85 | 65-80 | 60-75 | 55-70 |
| Resurfacing | 55-70 | 50-65 | 45-60 | 40-55 |

- Refer to the ITD PMS Final TAMS Configuration Document for guidance on Rigid pavements Slab Index (SI) and Joint Index (JI) performance criteria
- The Pavement Management System may recommend a project in this funding category based on the following International Roughness Index (IRI) performance criteria:
 - Flexible Pavement Resurfacing when IRI ≥ 170 inch/mile
- The Pavement Management System may recommend a project in this funding category based on the following rutting performance criteria:

| | % Length High Severity Rutting | % Length Medium Severity Rutting |
|--------------|-----------------------------------|-------------------------------------|
| Preservation | <1 | 1-9.99 |
| Resurfacing | <1 | ≥ 10 |
| Preservation | 1-9.99 | <10 |
| Resurfacing | 1-9.99 | ≥ 10 |

- Refer to the ITD PMS Final TAMS Configuration Document for guidance on Rigid pavements studded tire pavement wear and joint faulting criteria.
- Refer to the ITD PMS Final TAMS Configuration Document for guidance on Flexible and Rigid pavements friction and age criteria.

Use the following guidelines in developing Surface Coat projects:

- Rutting greater than 3/8" requires longitudinal smoothing in conjunction with the project.
- Smoothing can be scrub coating or milling.
- Minor safety upgrades are permitted. Roadway and safety features do not have to be upgraded on Preventative Maintenance projects since these are not improvement projects and are only maintaining the roadway as constructed. However, if this road will not be revisited for several more years, it may be prudent to address minor safety issues during the preservation project. These non-paving improvement costs shall be included in the cost of this program.
- The pavement management system may recommend a surface coat (seal coats, fog seals, slurry seals, micro-resurfacing, etc.) based on ITD PMS Final TAMS Configuration Document.
- A seal coat waterproofs the surfaces, improves surface friction, seals small to medium sized cracks, and retards mix binder stripping and oxidation for up to 8 years.
- The pavement management system may recommend joint sealing on rigid pavements (Flexible (silicone or comparable) joint filler) when one or more of the following parameters are met:
 - Rigid pavement.
 - Pavement age greater than or equal to 7 years.
- Joint sealing is removing the existing seal and backer rods and reapplying a flexible sealant to the sawed joints of a rigid pavement that waterproofs the surface and keeps out incompressible material for up to 8 years. Joint sealing should be done usually 7 years after new construction and on a 7-year

cycle thereafter. The existing pavement should be in good condition with very little secondary cracking.

- The pavement management system may recommend a grooving and grinding project on rigid pavements based on ITD PMS Final TAMS Configuration Document.
- Grooving and grinding is the correction of minor surface irregularities and improving skid resistance in a rigid pavement. Grooving and grinding should be done usually 7 to 10 years after new construction and on a 7-year cycle thereafter.
- The existing pavement should be in good condition with very little secondary cracking.
- Partial-depth repair and full-depth slab repair or slab replacement is the correction of irregularities in rigid pavements that are too advanced to be repaired by other treatments mentioned here.
 - Partial-depth repairs are defined as the removal and replacement of small areas of deteriorated (or spalled) concrete, typically in joints or cracks.
 - Once they begin, spalls tend to grow or propagate under repeated thermal stresses and traffic loading. Partial-depth repairs are used where joint or crack deterioration is in the top one-third of the slab. If deterioration extends below the top one-third, then a full-depth repair is warranted.
 - Full depth repair or slab replacement is defined as the removal of all or portion of a deteriorated slab. Shattered slabs or corner breaks require full depth repairs. Full depth repairs may consist of a portion of the slab, (a minimum of 6 feet in the longitudinal direction is required), or consist of the entire slab.

Use the following guidelines in developing Thin Plantmix Seals and Overlay projects:

- Maximum depth <0.15' (1.8") for Plantmix Seals and pavement. The pavement must be in good structural condition. The Plantmix Seal, also known as a thin plant mix overlay, is the highest type alternative available in the pavement preservation program, particularly when accompanied by surface milling.
- Rutting greater than 3/8" requires longitudinal smoothing in conjunction with the project.
- Smoothing can be scrub coating or milling.
- The pavement management system may recommend a thin overlay <0.15' (1.8") Plantmix maximum design depth based on ITD PMS Final TAMS Configuration Document.
- Projects must have an 8-year minimum design life.
- Roadside Improvements (guardrail upgrades, signing, ITS, RWIS, sidewalks, etc.) may be companioned with restoration projects.
- Per Federal Code, curb ramps and associated sidewalks must be updated to current ADA requirements per section 325.01.01 of the Roadway Design Manual. A database of deficient curb ramps is maintained by Scott Luekenga (208 334-8057) in HQ Planning Services.

Pavement Restoration Program

Contact: Mir Tamim

Title: Pavement Asset Management Engineer

Phone: 208-334-8136

Program Length:

7 years

Funding Sources:

- Surface Transportation Block Grant
- National Highway Performance Program
- State Funds (ST)
- PROTECT Apportionments

Available Funding:

\$140M (\$124.3M PV) in FY31

Program Purpose

The purpose of the Pavement Restoration Program is to fund pavement projects that are more extensive than pavement preventative maintenance. These structural enhancements are used to extend the service life of an existing pavement and/or improve its load carrying capacity or completely rebuild a pavement structure. The cost of supporting infrastructure assets within the project limits will also be included.

Program Benefit

The Pavement Restoration Program has benefitted Idaho by allowing ITD to maintain and restore our existing state highway system that provides the traveling public with smoother, longer lasting treatments.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

The Asset Management Section develops a Project Candidate File (PCF) using the Pavement Analyst Module within the Transportation Asset Management System (TAMS). The PCF is developed based on annual performance data, functional classification, and pavement construction history. The PCF is reviewed by each ITD District in collaboration with the SAME. Districts make their final project selections and changes from the PCF are incorporated back into the TAMS generated long-range performance forecast.

Eligible Projects

- Reconstruction (i.e., 4R)
- Restoration (i.e., 3R, CRABS/RABS)
- Rehabilitation (i.e., mill/inlay, thick overlay 0.15' (1.8") or greater in thickness, Cold in place recycle)

Ineligible Projects

- Capacity projects should be funded through Safety & Capacity
- Stand-alone projects for other assets (as found below) should be included in the Supporting Infrastructure Assets Program:
 - Guardrail
 - Fence
 - Signals
 - Signs (all including DMS)
 - Retaining walls
 - Culverts
 - Sign structures
 - ITS/ETS
 - RWIS
 - ADA Ramps
 - Landslide repairs
 - Wetland mitigation
 - Rockfall mitigation
 - WIM/ATR/POE scales

Funding Allocation

District allocation targets fluctuate annually depending on pavement conditions. Meeting established network performance targets for the Interstate, National Highway System (NHS) and the SHS are also reviewed and drive funding allocation. Funding guidelines are based upon each District's share of statewide pavement performance as modeled in TAMS. Estimated project costs used in modeling are derived from OTIS and based on a rolling 5-year average of actual total project development costs.

References

- 23 USC 104(b)(3), 133, 152
- Idaho Code 40-310(14) and 40-702
- Administrative Policy 5011: Idaho Transportation Investment Program
- Administrative Policy 5045: State Institution Road Improvement
- Board Policy 4011: Idaho Transportation Investment Program
- Board Policy 4045: State Institution Road Improvement
- Roadway Design Manual
- Design-Build Manual
- Pavement Rating Manual
- Best Management Practices Manual
- ITD PMS Final TAMS Configuration Document
- 2022 Transportation Asset Management Plan (TAMP)

Project Guidelines

Use the following guidelines in developing restoration projects:

- Restoration overlays shall be 0.15' (1.8") or greater in thickness with a minimum design life of 8-years.
- Life-Cycle Cost Analysis the basis of reoccurring treatments shall be the performance curves described within the ITD Materials Manual Section 541. Pavement design shall meet the requirements of ITD Materials Manual Section 500.

- It is recommended that all projects in this funding category have a seal coat planned post construction or within 2-years.
- The Pavement Management System may recommend a project in this funding category based on the following Structural Distress Index (SDI) performance criteria:

Flexible Structural Distress Index

| | Interstate | NHS | SHS Non-NHS | SHS Non-NHS CAADT<300 |
|----------------|------------|-------|-------------|--------------------------|
| Restoration | 45-65 | 40-60 | 35-55 | 30-50 |
| Rehabilitation | 30-45 | 25-40 | 20-35 | 15-30 |
| Reconstruct | < 30 | < 25 | < 20 | < 15 |

- The Pavement Management System may recommend a project in this funding category based on the following Non-Structural Distress Index (NSDI):

Flexible Non-Structural Distress Index

| | Interstate | NHS | SHS Non-NHS | SHS Non-NHS CAADT<300 |
|----------------|------------|-------|-------------|--------------------------|
| Restoration | 40-55 | 35-50 | 30-45 | 25-40 |
| Rehabilitation | < 40 | < 35 | < 30 | < 25 |

- Refer to the ITD PMS Final TAMS Configuration Document for guidance on Rigid pavements Slab Index (SI) and Joint Index (JI) performance criteria.
- The Pavement Management System may recommend a project in this funding category based on the following International Roughness Index (IRI) performance criteria:

- Rigid Pavement restoration when IRI \geq 170

- The Pavement Management System may recommend a project in this funding category based on the following rutting performance criteria:

| | % Length High Severity Rutting | % Length Medium Severity Rutting |
|----------------|-----------------------------------|-------------------------------------|
| Restoration | 1-9.99 | \geq 10 |
| Rehabilitation | \geq 10 | - |

- Refer to the ITD PMS Final TAMS Configuration Document for guidance on Rigid pavements studded tire pavement wear and joint faulting criteria.
- Roadside Improvements (guardrail upgrades, signing, ITS, RWIS, sidewalks, etc.) may be companioned with restoration projects.
- Per Federal Code, curb ramps and associated sidewalks must be updated to current ADA requirements per section 325.01.01 of the Roadway Design Manual. A database of deficient curb ramps is maintained by Scott Luekenga (208 334-8057) in HQ Planning Services.

Bridge Preservation Program

Contact: Mike Johnson

Title: Bridge Engineer

Phone: 208-334-8487

Program Length:

7 years

Funding Sources:

- Surface Transportation Block Grant
- National Highway Performance Program
- Bridge Formula Funds
- PROTECT Apportionments
- State Funds (ST)

Available Funding:

\$20M (\$17.8M PV) in FY31

Program Purpose

The purpose of the Bridge Preservation Program is to ensure that Idaho's state highway system bridge asset is in good repair and unrestricted.

Program Benefit

The Bridge Preservation Program has benefitted Idaho by protecting current bridge structures, lessening the rate of bridge deterioration, correcting bridge deficiencies, reducing permeability and improving the ride quality of the bridge.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

The Bridge Section uses a multi-objective decision making process when selecting bridge for the restoration and preservation programs. Factors used in selecting bridges to be replaced, rehabilitated, or preserved as part of the bridge program include bridge condition, operations, age, route, traffic volumes, and other considerations. Two major considerations in selecting restoration and preservation projects are bridges in poor condition (or forecasted to be in poor condition) and bridges that restrict commercial traffic. The more areas to be improved by a project, the more likely the bridge will be selected for the bridge program. The 2022 Transportation Asset Management Plan (TAMP) has both state and federal performance measures which FHWA uses to evaluate the performance of the ITD Bridge program. The state performance target is to maintain at least 80% of the bridge on state highways in good state of repair (National Bridge Inventory (NBI) rating of 6 or better). The federal performance target is to maintain at least 19% of bridge on the National Highway System (NHS) in "Good" Condition (NBI rating of 7 or better) and no more than 3.5% of NHS bridges in "Poor" condition (NBI rating of 4 or worse). Along with the multi-objective decision making process, the bridge program focuses on meeting these performance measures.

Currently, the Bridge Program funds the cost of preservation and restoration projects including project design, right-of-way, land purchase, utilities, construction engineering, and construction of the bridge and roadway related items. A typical bridge program project is intended to replace or repair a bridge and complete minimal roadway reconstruction required to tie the roadway into the structure. For these “typical” bridge projects, the bridge costs are historically around 2/3 of the total project construction costs. Over the past program update cycles, several projects in the bridge program have increased in scope to include adding capacity, reconfiguring interchanges, etc. Although this has benefit to the ITD program as a whole, it distracts from the objective of the bridge program. Cost on several projects on the bridge program have escalated from the original \$10-\$15 million budget, to between \$50 million to nearly \$100 million. These projects limit the number of poor and restricted bridges ITD can replace or repair, and have a significant impact on ITD’s ability to meet the performance measures established in the TAMP.

In order to meet objectives of the bridge program, ITD is revising how bridge projects are funded. The bridge program will fund project costs that include a bridge replacement, rehabilitation, or preservation and related work in order to tie the existing roadway into the structure. For projects within the bridge program that the District desires to include increasing capacity, reconfiguring an interchange or intersection, or reconstructing a roadway segment, etc., the bridge program will fund the construction of the bridge only, and the non-bridge items will be paid for using other funding.

Eligible Projects

- Bridge deck rehabilitation and super and substructure repair
- Bridge Inspection

Ineligible Projects

Bridge replacements

Funding Allocation

District allocation targets fluctuate annually depending on bridge conditions. Funding guidelines are based upon each District's share of statewide bridge preservation needs as identified by the Bridge Section.

References

- Title VIII of division J of the Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- Policy 4011/5011 Idaho Transportation Investment Program

Project Guidelines

Project limits should encompass an HQ-identified bridge deck rehabilitation or bridge repair opportunity. Eligible activities include bridge deck rehabilitation or bridge repair.

Bridge Restoration Program

Contact: Mike Johnson

Title: Bridge Engineer

Phone: 208-334-8487

Program Length:

7 years

Sources:

- Surface Transportation Block Grant
- National Highway Performance Program
- Bridge Formula Funds
- PROTECT Apportionments
- State Funds (ST)

Available Funding:

\$80M (\$71M PV) in FY31

Program Purpose

The purpose of the Bridge Restoration Program is to ensure that Idaho's state highway system bridge asset is in good repair and unrestricted.

Program Benefit

The Bridge Restoration Program has benefitted Idaho by protecting current bridge structures, lessening the rate of bridge deterioration, correcting deficiencies, reducing permeability and improving ride quality of bridges.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

The Bridge Section uses a multi-objective decision making process when selecting bridge for the restoration and preservation programs. Factors used in selecting bridges to be replaced, rehabilitated, or preserved as part of the bridge program include bridge condition, operations, age, route, traffic volumes, and other considerations. Two major considerations in selecting restoration and preservation projects are bridges in poor condition (or forecasted to be in poor condition) and bridges that restrict commercial traffic. The more areas to be improved by a project, the more likely the bridge will be selected for the bridge program. The 2022 Transportation Asset Management Plan (TAMP) has both state and federal performance measures which FHWA uses to evaluate the performance of the ITD Bridge program. The state performance target is to maintain at least 80% of the bridge on state highways in good state of repair (National Bridge Inventory (NBI) rating of 6 or better). The federal performance target is to maintain at least 19% of bridge on the National Highway System (NHS) in "Good" Condition (NBI rating of 7 or better) and no more than 3.5% of NHS bridges in "Poor" condition (NBI rating of 4 or worse). Along with the multi-objective decision making process, the bridge program focuses on meeting these performance measures.

Currently, the Bridge Program funds the cost of preservation and restoration projects including project design, right-of-way, land purchase, utilities, construction engineering, and construction of the bridge and roadway

related items. A typical bridge program project is intended to replace or repair a bridge and complete minimal roadway reconstruction required to tie the roadway into the structure. For these “typical” bridge projects, the bridge costs are historically around 2/3 of the total project construction costs. Over the past program update cycles, several projects in the bridge program have increased in scope to include adding capacity, reconfiguring interchanges, etc. Although this has benefit to the ITD program as a whole, it distracts from the objective of the bridge program. These projects limit the number of poor and restricted bridges ITD can replace or repair, and have a significant impact on ITD’s ability to meet the performance measures established in the TAMP.

In order to meet objectives of the bridge program, ITD is revising how bridge projects are funded. The bridge program will fund project costs that include a bridge replacement, rehabilitation, or preservation and related work in order to tie the existing roadway into the structure. For projects within the bridge program that the District desires to include increasing capacity, reconfiguring an interchange or intersection, or reconstructing a roadway segment, etc., the bridge program will fund the construction of the bridge and minor associated features such as retaining walls or tie-in to existing pavement, and the non-bridge items will be scheduled in other programs. For split funded projects, PE, PC, CE and CC will be paid for proportional to the amount of CN dollars in the project for each funding source.

Eligible Projects

- Bridge rehabilitation or repair
- Bridge replacement and approaches
- Structural rehabilitation or repair
- Deck replacement or repair
- Bridge maintenance
- Limited approach work, no more than 1000’ each direction from the limits of the bridge
- Bridge preservation activities in excess of funding available to the Bridge Preservation Program.

Funding Allocation

Projects are selected which touch the most bridge goals identified below.

References

- Title VIII of division J of the Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- Policy 4011/5011 Idaho Transportation Investment Program

Project Guidelines

“Bridge restoration” is the actions or strategies that prevent, delay or reduce deterioration of bridges or bridge elements, restore the function of existing bridges, keep bridges in good condition and extend their life.

The department has identified further emphasis areas to facilitate bridge goals and to ensure safe travel for all. They are:

1. Target structurally deficient, restricted, and over 50 year old bridges for replacement.
2. Rehabilitate deteriorating bridge decks.
3. Perform timely repair and maintenance of bridges to extend their life.

Use the following guidelines in developing Bridge Restoration projects:

- Project limits should encompass an HQ-identified structurally deficient, width restricted, height restricted, or local restricted bridges on the State Highway System.
- Bridge decks identified by HQ as rehabilitation candidates are also eligible.
- For a project where the roadway work is more than required to tie the new bridge into the existing roadway, the project will be split funded as described in the [Project Selection and Implementation](#) section above.

Emphasis Area 1: Structurally Deficient Bridges

Bridges having a deck, superstructure and/or substructure deteriorated to a condition code of 4 or less according to the National Bridge Inspection Standards (NBIS) are classified as structurally deficient. A condition code of four generally indicates a poor condition with advanced section loss and deterioration.

These bridges can be either rehabilitation/repair or replacement candidates depending on the extent and location of their deficiencies. Using structural deficiency as a criterion for programming projects has more value than using strictly sufficiency rating.

Emphasis Area 2: Deteriorated Bridge Decks

Bridge decks with an NBI condition code of five or less have been targeted for rehabilitation. A condition code of five indicates that cracking, spalling, potholes, and exposed reinforcement are present. These decks may be repairable or require complete replacement depending on their conditions.

ITD has been successful in extending the life of some of its bridges by rehabilitating decks of bridges whose superstructures and substructures are still in good condition. In the case where complete replacement is not necessary, decks can be restored by removal of unsound concrete and the application of modified concrete overlays. The 1 to 2 inch overlays typically are latex modified concrete or silica fume concrete. They can significantly improve the structural integrity of the deck as well as increase traction, improve smoothness, and decrease permeability to damaging chlorides.

Emphasis Area 3: Bridge Rehabilitation Projects

Bridges with items in need of repair were identified from discussion with Bridge Inspection, HQ Bridge Maintenance, and District Maintenance personnel as having high importance and being of large enough size to warrant development through contract.

Safety and Capacity Program

Contact: Mark Snyder

Title: Systems & Asset Engineer

Phone: 208-334-8253

Program Length:

7 years

Funding Sources:

- Highway Safety Improvement Program
- State Funds (ST)
- National Highway Performance Program (NHPP)
- Surface Transportation Block Grant (STBG)

Available Funding:

\$138.7M (\$123.2M PV) in FY31

includes:

TECM \$20M (\$17.8M PV) in FY31

Program Purpose

The purpose of the Safety and Capacity (S&C) Program is to ensure that ITD's state highway system is reliable and unrestricted, provides a means to invest in economic opportunities, and applies Idaho's Highway Safety Improvement Program (HSIP) to advance the objectives and goals of ITD's Strategic Plan. The Safety and Capacity program determines project prioritization to using funds from designated funding sources.

Program Benefit

The Safety and Capacity Program benefits Idaho by funding projects that will provide safety, mobility and economic benefits throughout Idaho.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Projects are identified, valued, scheduled, prioritized, selected, managed, and developed by the Districts. Nominated projects will compete on a statewide basis for available funding.

The projects will be considered and selected in the following steps:

1. For each of the S&C funding categories (HSIP and NHPP/STBG/ST), mobility and safety project data will be analyzed and run through a series of decision models to determine Benefit/Cost (B/C) ratio, Gross State Product increase as a result of the project, and the number of jobs created over a 20 year period. A short list of projects with the highest return on investment will be generated.
2. No single project will be allowed to consume more than 30% of the total available funds.
3. The project list for HSIP and NHPP/STBG/ST funds will be reviewed by the S&C review team. The team includes a member from Systems & Asset Management, Office of Highway Safety and Division Administrators.

The TREDIS team is available to analyze projects year-round, not just during the program update.

The selection process is data assisted using a number of safety, mobility and economic data sets. The Districts bring the human element in the process by nominating projects based on knowledge of the communities that they work in and their engineering judgment.

Eligible Projects

- New routes
- New interchanges
- Relocations
- Realignment
- Reconstructions with increased capacity
- Major widening projects
- HSIP eligible projects
- Rail crossing improvements

Ineligible Projects

- Brooming
- Striping
- Sign upgrades
- Corridor Planning Studies
- RWIS installation and maintenance costs

Funding Allocation

S&C projects funded with Highway Safety Improvement Program (HSIP) will be selected first in a total amount not less than the SHS share of the HSIP apportionment.

Depending on annual funding streams, additional ST, state Transportation Expansion and Congestion Mitigation (TECM), STBG or NHPP funds may be available for the Safety and Capacity program.

Although not the intent of the program, a Safety and Capacity project that also removes a pavement or bridge deficiency will be given extra consideration for funding.

\$1M annually is programmed for Behavioral Safety.

References

- Updated per Board Policy 4079 and Administrative Policy 5079
- Infrastructure Improvement and Jobs Act, § 11111; 23 U.S.C. 148
- MAP-21 Sections 1112, 1203, and 1519
- 23 USC 104(b)(3), 120, 130, 133, 148, 150, 152, 635, 646, 924
- 49 USC 234
- 23 CFR Parts 655 and 924
- Idaho Code 63-2412, 62-304
- Policy 4011/5011 Idaho Transportation Investment Program
- Coordination with Idaho Traffic Safety Commission (ITD Policies 4043, 5043)
- ITD's Strategic Highway Safety Plan (SHSP)

Project Guidelines

Use the following guidelines in developing Safety and Capacity projects:

- The projects are selected by the Districts and nominated for consideration. The Safety & Capacity Review Team will review S&C eligible projects, run the projects through the selection process, and ask the Program Management Office (PMO) to populate the Safety and Capacity category with the final project nominations. The Districts may also select projects that are ready for direct inclusion into the ITIP, as determined by the District Engineer.
- In addition to the submission into OTIS, the Districts should enter a narrative description of the proposed project along with the Highway Safety Corridor Analysis (HSCA) score in the Project Scheduling System (PSS) charter. The narrative should describe the merit of the project in terms of safety, mobility, economics, and freight movement. Also include any relevant studies such as road safety audits, traffic impact studies, or economic analysis and if the project will remove a pavement or bridge deficiency. In the narrative the District shall state what the primary benefit of the project is: Safety, Mobility or Economics.

For HSIP funded projects, the narrative in the charter must demonstrate that the project will result in a reduction of fatalities and serious injuries. The HSIP eligible projects must be:

1. Driven by crash data; and
2. In alignment with the Strategic Highway Safety Plan (SHSP), maintained by the Office of Highway Safety; and
3. In a high to medium priority safety health corridor using the Highway Safety Corridor Analysis (HSCA). The HSCA divides the entire state system into 5 to 25 mile segments and from the safety crash data, calculates a corridor health score for each classification of highways (Interstate, Statewide, Regional and District). The charter also includes site specific accident data relating to highway fatalities and serious injuries and how the proposed projects will improve safety. Crash specifics can be determined by running an analysis in WebCars for each corridor. The High Accident Location (HAL) report can be used to identify spot locations within the HSCA and those crash specifics can be found within the HAL report.

The models and methods used for safety, mobility and economic returns are as follows:

1. **Safety:**

- The District selects a project location using the HSCA or HAL. The HSCA map is located in IPLAN. The HAL report is in WebCars. Once a location is selected the District reviews the crash data in WebCars to determine crash causation and patterns. If the data shows that the safety can be improved with infrastructure road improvements, then the District uses the logic in the Highway Safety Manual and applies countermeasures to the project to reduce the crash counts and calculate a B/C ratio. The District is encouraged to complete a tradeoff analysis between several project nominations and submit projects with the highest B/C. In the PSS narrative under the safety section the District shall provide the following: Computation to determine combined counter measure and calculated B/C.

2. Mobility

- The Districts select a project location using the Level of Service Map from the Travel Demand Model (TDM) found within IPLAN. Mobility benefits will be evaluated using the Travel Demand Model (TDM). The TDM will provide the Volume/Capacity before and after construction for the average daily traffic flow and the peak flow. In addition the TDM can predict network traffic flow improvements for freight and passenger cars as the result of construction project and provide improvements in Vehicle Miles Traveled (VMT) and Vehicle Hours Traveled (VHT). Contact David Coladner at 334-8233 to run analysis of your project nomination using the TDM. The TDM model is not built to provide VMT and VHT improvements at intersections. The TDM provides analysis for corridors. Unless the MPO has a model to provide intersection data, then the District will need to provide an engineering analysis to provide changes in VMT and VHT with the project submittal. The Districts are encouraged to use Highway Capacity Software. The engineering analysis shall be placed in Project Wise and referred to in the PSS narrative.

3. Model Benefits in Safety, Mobility and Economics

- Safety, Mobility and Economic benefits will be evaluated using Transportation Economic Development Impact System (TREDIS). TREDIS reports a benefit cost ratio (BCR) for the project's benefits to highway users and business for reduction in travel time, vehicle operating costs and improved access. TREDIS will monetize reductions in crash rates and improvements in VMT and VHT over the useful life of the project, typically 20 years. The safety and mobility benefits are added together and divided by the cost to develop and construct the project to derive the BCR.

Projects funded with Safety (HSIP)

Contact: Margaret Pridmore

Title: Program Manager

Phone: 208-334-8221

Funding Sources:

Highway Safety Improvement Program

Available Funding:

Allocated within Safety & Capacity program

Purpose / Benefit

HSIP is one of the funding sources within the Safety and Capacity Program. HSIP projects benefit Idaho by assisting in the reduction of fatalities and serious injury crashes as well as outlining system-wide activities that could make the overall transportation system safer.

Strategic Goals Met

Safety

Project Selection and Implementation

An eligible project is defined as an effort that “produces a program of projects or strategies to reduce identified safety problems” (23USC148). It is important to note that a highway safety improvement project must be a strategy, activity or project on a public road that is consistent with a State Strategic Highway Safety Plan. Additionally, an established amount will be set aside for the Office of Highway Safety (OHS) for behavioral and grant efforts. The remaining HSIP funds are typically used for stand-alone projects but may be used in conjunction with other funds for safety improvements incorporated in larger projects as a result of identifying safety concerns within the projects limits.

OHS projects will be managed by OHS independently. Districts shall place HSIP eligible projects in the final year of the Safety & Capacity Program. Local HSIP projects will be placed in the LHSIP program by LHTAC. The LHSIP program is managed by LHTAC with its own application and ranking criteria.

Eligible Projects

Intersection safety improvements

- Pavement and shoulder widening including the addition of a passing lane to remedy an unsafe condition
- Installation of a priority control system for emergency vehicles at signalized intersections
- Installation of a traffic control or other warning device at a location with high crashes
- Construction of a traffic calming feature
- Illumination to improve safety
- Fixed object removal
- Improvements for safety of the disabled
- Installation of rumble strips or other warning devices that do not adversely affect the safety or mobility of bicyclists, pedestrians, and persons with disabilities

- Signal installation or improvement

Corridor safety improvements

- Channelization, grade separation and curve realignment
- Guardrail or barrier
- Slope flattening and rock fall correction
- Illumination
- Fixed object removal
- Construction and operational improvements
- Installation of rumble strips or other warning devices, that do not adversely affect the safety or mobility of bicyclists, pedestrians, and persons with disabilities
- Elimination of a roadside obstacle or roadside hazard

New pavement markings and new sign installation

- New highway signage and pavement markings
- Installation of signs (including fluorescent yellow-green signs) at pedestrian-bicycle crossings and in school zones.

Crash attenuators - The addition or retrofitting of structures or other measures to eliminate or reduce crashes

School zone safety improvements

At-grade rail improvements - Construction of a railway-highway crossing safety feature, including installation of highway-rail grade crossing protective devices

Behavioral programs

- Grants
- Communication
- Educational efforts

Ineligible Projects

- Maintenance of existing striping or signs
- No fatal or serious (Type A) injury crashes
- Projects requiring E.A. or E.I.S
- Brooming
- Corridor Planning Studies
- Enforcement
- ITS projects without measurable safety
- RWIS installation and maintenance costs

Funding Allocation

After safety funds (\$1,000,000) are provided to OHS for behavioral programs, the remaining HSIP funds are distributed between ITD and LHTAC based on crash data. Projects with benefit cost ratios over 1.0 using a competitive process are eligible for funding.

References

- IIJA, § 11111; 23 U.S.C. 148
- 23 USC 120, 130, 148, and 150
- 23 CFR Parts 655 and 924
- Policy 4011/5011 Idaho Transportation Investment Program
- Coordination with Idaho Traffic Safety Commission Policies 4043/5043
- Strategic Highway Safety Plan (SHSP)

Safety – Rest Area Program

Contact: Tony Pirc

Title: Facilities Manager

Phone: 208-334-8600

Program Length:

3 years

Funding Sources:

Contract Construction

- National Highway Performance Program (NHPP)
- Surface Transportation Block Grant (STBG)
- State (ST)

Available Funding:

TBD – Contract Construction

Program Purpose

The purpose of the Safety Rest Area Program is to construct and maintain Rest Areas on the SHS. Program is used as projects are nominated and approved.

Program Benefit

The Safety Rest Area Program provides safety stops for the public to combat fatigue when driving, and provides parking space for commercial vehicles for required stoppage as required from logged service time hours.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Projects are selected and recommended by the DE in concert with ITD Facility Manager. Projects are intended to construct, replace, and rehab safety rest areas on the SHS. Project charter is to include scope & budget estimate prior to inclusion into the ITIP.

Eligible Projects

- New Construction
- Rehabilitation
- Replace
- Building, Parking Lots, Ramps, Utilities, and Safety features, etc.

Ineligible Projects

Operations

Funding Allocation

Projects are funded by District offsets from other programs.

Supporting Infrastructure Assets Program

Contact: Steve Spoor
Title: Program Manager
Phone: 208-334-8413

Program Length:
7 years

Funding Sources:
State Funds (ST)

Available Funding:
\$25M (\$22.2MPV) in FY31

Program Purpose

The purpose of the Supporting Infrastructure Assets Program is to ensure that assets on the State Highway System are installed, replaced, be in good repair, and unrestricted.

Program Benefit

The Supporting Infrastructure Assets Program benefits Idaho by adding, maintaining, protecting, and restoring State Highway System assets that provide for a safe and efficient transportation system and support Idaho's economy and way of life.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Each District Engineer selects the Supporting Infrastructure Asset projects for their districts. Projects in this program are intended to install new standalone facilities or maintain existing assets. The existing assets that have reached the end of their service life will be replaced, restored, or upgraded to meet current standards. The Districts develop project charters that articulate project goals, scope, schedule and budgets prior to inclusion into ITIP.

Funding allocation and statewide prioritization of projects within this program are reviewed and identified by a team consisting of the Maintenance Operations Manager, Asset Management Engineer and District Operations Engineers. This program is a three year cycle in duration with projects between \$100k and \$500k in size. Years 4 through 7 are considered placeholders.

Eligible Projects

- Guardrail and terminal ends (new or replacement)
- Fence (new or replacement, including snow fence)
- Signs (new or replacement)
- Retaining walls
- Culverts and damaged ends (new or replacement)
- Culvert inspection and cleaning
- Sign structures

- ITS Infrastructure (DMS, CCTVS, RWIS, etc. new or replacement)
- Conduit
- Landslide repairs (Non-ER)
- Rockfall mitigation
- Blasting
- Spot/small pavement repair (contracted mill & inlay)
- Crack sealing
- Minor bridge repair and cleaning
- Cattle guards
- Vegetation or Tree management
- Delineation
- Shoulder rebuild or repair
- Striping
- Damage to State property
- Stenciling (special pavement markings)

Ineligible Projects

- Safety & Capacity projects
- Pavement preservation and restoration projects
- Bridge preservation and restoration projects
- Turn bay / intersection projects
- Freight projects
- Wetland mitigation
- ADA facilities
- New signals
- Mowing
- Brooming
- Traffic control augmentation

Funding Allocation

District allocation targets fluctuate annually depending on available funding. Funding guidelines are based upon each District's share of statewide maintenance and operation allocation, subject to adjustment by the Chief Operations Officer. Currently, \$2M per year is programmed as Statewide Damage Support, \$4.4M per year is programmed as striping for 4" wide waterborne paint stripes, \$5M is programmed as Bridge Safety repair, \$5M is programmed as Roadside Safety repair, and the remaining ~\$8.6M is available to be programmed by the districts through the program manager.

References

None

Project Guidelines

Maintenance and Operations projects included in this program are intended to be contracted through Contracting Services and will not be performed by state forces. The development and contract administration of projects will follow the Supporting Infrastructure Assets Program Memo. Eligible projects for this program should clearly identify the location, limits of the project and type of work, and a charter should be submitted with the project request. District operating budgets will continue to include allocations for State Highway System assets; however, these District operating funds are intended for Infrastructure Related Projects (IRP), self-performed Operations projects, damage to state property (minor), emergency response, etc.

System Support Program

Contact: Jared Holyoak

Title: PMO Manager

Phone: 208-334-8168

Program Length:

7 years

Funding Sources:

- Surface Transportation Block Grant
- National Highway Performance Program (NHPP)
- State Funds (ST)

Available Funding:

\$7M annually

Program Purpose

The purpose of the System Support Program is to support functions that assist with maintaining infrastructure that provides safety, mobility and economic opportunity.

Program Benefit

The System Support Program benefits Idaho by providing services that lead to safer highways.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

The funding allocations for this program are reviewed annually by the Systems Support team comprised of a member from Systems and Assets, Planning, the Program Management Office (PMO) and the Transportation Engineering Division Administrators.

For ADA Transition projects, HQ and District staff will identify immediate needs that also provide the most effective, economic and partnership opportunities. Projects will be selected utilizing the prioritization identified in the ADA Transition Plan, IT Board (4051) and Administrative (5051) policies, other data sources, and outreach. Each district will conduct a stakeholder meeting prior to selecting project locations. The selected projects will be reviewed by the HQ ADA Transition Project Manager and FHWA staff. Two districts will receive funding each year, rotating on a three year basis.

Eligible Projects

- Internal and external workforce development
- ISP construction support agreements (ST)
- Environmental regulatory agency support agreements
- Long term storage curation for archaeological artifacts
- Operation Lifesaver
- PMO support – consultation agreements
- ITS operations and maintenance
- Retaining wall inspections
- State highway system projects that eliminate accessibility barriers as identified in ITD's ADA inventory

Ineligible Projects

Infrastructure Projects that fit into other programs.

Funding Allocation

Funds for these programs are taken off the top from ST, National Highway Performance Program (NHPP), and STBG-State funds available for state highway bridge and pavement maintenance. The funds are not final until approved by the Systems Support team. The tentative funds are distributed annually as follows:

- Environmental Liaison Support and Environmental Services - \$850,000
- State Environmental Support Services - \$300,000
- Workforce Development - \$700,000
- ISP Work Zone Patrols – \$340,000
- Operation Lifesaver - \$50,000
- Strategic Management Agreements - \$100,000
- ADA Transition Program - \$1,000,000 will fund two districts per year, rotating on a 3-year basis
- ITD Membership Dues to MPOs - \$20,000
- ITS Operations and Maintenance - \$3,200,000
- Traveler Information Services - \$400,000
- Sign Structure Inspections - \$400,000

References

ITD ADA Transition Plan

Project Guidelines

Environmental Regulatory Agency Compliance:

These funds are to be used to hire employees at other state and federal agencies to focus on review of ITD environmental documentation. In addition, the funds will be used to expedite project delivery.

Federal agency liaison support includes US Army Corp of Engineers, US Fish and Wildlife Service, State Historic Preservation Office, Idaho Dept. of Fish and Game, National Oceanic and Atmospheric Administration. Other fees that utilize federal funds could include SHPO, DEQ, cultural repositories, and project-specific mitigation.

State agency liaison positions could include US Army Corp of Engineers for state-funded projects. Other fees that utilize state funds could include CCAA monitoring.

ISP Work Zone Patrols:

\$30k per District per year to pay for annual agreements between local Idaho State Police regions and ITD to patrol work zones.

ITS Operations & Maintenance:

These funds pay for contracts to provide maintenance to existing ITS facilities and software.

Sign structure and retaining wall inspections:

These funds are to be used to accomplish inspection and load ratings of state structures.

ADA Transitions:

Eligible projects are construction of pedestrian curb ramps, sidewalks, and the elimination of physical obstructions to pedestrian access routes on the state highway system.

State Board Unallocated Program

Contact: Amy Schroeder

Title: Division Administrator, Planning and TECM

Phone: 208-334-8206

Program Length:

7 years

Funding Sources:

State Funds (ST)

Available Funding:

\$10M annually

Program Purpose

This program provides funds for the IT Board to meet unanticipated needs arising throughout the year.

Program Benefit

The State Board Unallocated Program benefits Idaho by funding unanticipated needs arising throughout the year.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Projects to be identified, prioritized, and selected by the Idaho Transportation Board. Projects to be costed, scheduled, managed, and developed by the District.

Eligible Projects

State Highway System projects as approved by the Idaho Transportation Board

Funding Allocation

Board unallocated funds not committed by May 1st each year will be used to fund current ITIP projects.

References

- ITD Design Manual (315.07)
- Materials Manual Section 542
- Board Resolution ITB 05-47
- Board Policy 4076

Project Guidelines

The Director, Chief Operating Officer, or District Engineer shall use a Board Item to bring a project for consideration of the Idaho Transportation Board at one of their monthly meetings.

Planning, Scoping & Studies Program

Contact: Jared Holyoak

Title: PMO Manager

Phone: 208-334-8168

Program Length:

7 years

Funding Sources:

- Highway Safety Improvement Program
- Surface Transportation Block Grant
- National Highway Performance Program
- State Funds (ST)

Available Funding:

\$8M annually

Program Purpose

The purpose of the Planning, Scoping and Studies Program is to provide planners, research analysts, project managers and program managers the opportunity to track pre-design and pre-NEPA planning activities and to have studies completed in preparation for future project programming.

Program Benefit

The Planning, Scoping and Studies Program benefits Idaho by allowing project managers to optimize project charters before the projects are designed and developed and to have studies completed prior to entering projects in the Idaho Transportation Investment Program.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

Planning and scoping tasks and studies are chartered, costed, scheduled, developed and managed by the Districts. Districts are responsible for submitting eligible Planning and Scoping projects into OTIS and completing charters for them. Study projects are to be added by the districts individually and presented to the Board for approval.

Eligible Projects

- Financial planning
- Real-time planning and monitoring
- Corridor plans or studies
- State Highway System planning
- Statewide transportation studies
- Regional transportation studies
- Safety plans or studies
- Mobility plans or studies

- Economic plans or studies
- Project Scoping
- Project Chartering

Ineligible Projects

- Construction projects
- Final Design
- NEPA

Funding Allocation

- Estimated Planning & Scoping activities will likely be about \$200,000 per District per year based upon Planning & Scoping staff availability.
- A maximum of \$50,000 per District per year in PC for minor agreements for Planning and Scoping.
- PC agreements for efforts beyond project scoping are to be programmed as individual projects as studies; not as part of the \$200,000 or \$50,000.
- \$6M total for studies will be set-aside annually for statewide program studies. These studies will be individual projects that will be presented to the Board during the year to be added to the program.
- Funds that are scheduled and not obligated by July each year will be swept and obligated statewide at the end of the year. Funds that are obligated for planning and scoping and not used will be de-obligated and used statewide at the end of the federal fiscal year.
- A total of \$8 Million will be available annually.

References

- Corridor Planning for Idaho Transportation Systems: Board Policy 4069 & Administrative Policy 5069
- Idaho Transportation Department 2040 Long-Range Transportation Plan
- Idaho Corridor Planning Guidebook and Lower-Volume Corridor Guide

Project Guidelines

Federal regulation outlines eligible activities as set forth in 23 USC 505(a) and summarized under Eligible Projects (see above).

Early Development Program

Contact: Jared Holyoak

Title: PMO Manager

Phone: 208-334-8168

Program Length:

As approved

Funding Sources:

- Surface Transportation Program (STBG)-State
- National Highway Performance Program (NHPP)
- State Funds (ST)
- Other funds as approved

Available Funding:

As Approved by the IT Board

Program Purpose

The Idaho Transportation Investment Program (ITIP) limits programming of project costs to projects that are funded for contract construction within the seven years of the ITIP program. Some exceptions may be necessary in order to take advantage of unanticipated funding and to provide better initial scoping for complex projects. The Early Development Program will provide this by allowing project development as approved by the IT Board.

Program Benefit

This program benefits Idaho by enabling department staff to develop and refine project; scope, schedule, budget, and phasing prior to having construction funds in the ITIP. It allows ITD to bring projects to a pre-approved state of readiness that increases our chance to obtain and/or utilize funding sources that may become available. It allows projects to be ready to be added to the Idaho Transportation Investment Program (ITIP) when funding becomes available.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

The projects proposed for this program will be recommended by the Division Administrator prior to Board approval of each project. Each nomination to the program will be considered in the context of the entire program.

The Early Development Program is not a funded program except as approved by the Board. Construction funding will be determined on a project-by-project basis as funds become available and will be decided by the IT Board. As construction funds are established for the projects in this program, the projects will be removed from this program and placed into the appropriate ITIP program.

1. Project nominations come in the form of a project plan including:
 - Summary of why the project requires development prior to being programmed for construction funding
 - The level of project development readiness required
 - Project budget for all phases including construction

- Project development schedule
 - Possible construction phasing plan
- 2. The project development standards, Federal Aid or State, will be included in the recommendation to the Board for approval.
- 3. The Division Administrator will consider and prioritize nominations using data informed decision making and recommend projects to the Board for consideration.
- 4. The Division Administrator may directly propose projects for consideration and recommend a project plan to fill a statewide need.
- 5. Changing priorities or funding considerations can cause projects to be removed from the program.

Eligible Projects

Projects or Corridors approved by the IT Board.

Ineligible Projects

Projects that can be placed in the ITIP via any other program.

Funding Allocation

Each proposed project will require a funding plan as part of the submittal for Board consideration. Approval of the project sets the funding allocation. Changes in project budgets up to 10% will be handled via the annual programming update cycle. Changes of more than 10% require Board approval. Construction will not be funded going into the program.

References

- Board Policy 4031
- Administrative Policy 5031
- SAFETEA-LU 1401
- MAP-21 Sections 1112, 1203, and 1519
- 23 USC 104(b)(3), 120, 130, 133, 148, 150, 152, 635, 646, 924
- 49 USC 234
- 23 CFR Parts 655 and 924
- Idaho Code 63-2412, 62-304
- Coordination with Idaho Traffic Safety Commission B & A-38-01
- Idaho's Strategic Highway Safety Plan (SHSP)

Transportation Expansion and Congestion Mitigation (TECM)

Contact: Amy Schroeder

Title: Division Administrator, Planning and TECM

Phone: 208-334-8206

Program Length:

5-7 years

Funding Sources:

- State STCM funds
- State Leading Idaho funds
- State Bond Proceeds

Available Funding:

Varies depending on bonding

Program Purpose

The purpose of the Transportation Expansion and Congestion Mitigation (TECM) Program is to identify projects that will use direct-pay funds and bond proceeds to address and mitigate transportation congestion, which may include mitigation of traffic times, improvement to traffic flow and mitigation of traffic congestion.

Program Benefit

The Transportation Expansion and Congestion Mitigation Program benefits Idaho by funding projects that will provide safety, mobility and economic benefits throughout Idaho by expanding corridors to mitigate congestion.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

Projects to be selected by the Idaho Transportation Board in approved TECM Corridors.
Projects to be estimated, scheduled, managed and developed by the HQ Bonding Office.

Eligible Projects

Projects that expand the State Highway System per Idaho Code § 40-720, that are within the approved TECM corridors, and as approved by the Idaho Transportation Board.

Ineligible Projects

Projects outside of the approved TECM corridors.

Funding Allocation

The combination of direct-pay funds and debt service for bond proceeds cannot exceed \$80M annually. All funds to remain in the TECM program and not swept at the end of the fiscal year.

References

- Idaho Code § 40-720 – enabling legislation
- Idaho Code § 40-721 – established debt service fund
- FY 2021 Idaho House Bill 362 – increased sales transfer to \$80M annually
- Board Policy 4011 and Administrative Policy 5011

Project Guidelines

Districts are not responsible for and should not change the existing TECM Program during the FY2025 Program Update. The HQ Bonding Office will review existing projects, costs, and delivery and provide the Project Management Office directly with any changes needed during the FY2025 Program Update.

Metropolitan Planning Program

Contact: Shirley Wentland

Title: Sr. Transportation Planner

Phone: 208-334-8473

Program Length:

5 years

Funding Sources:

- Metropolitan Planning Apportionments
- FTA Sec. 5303 Apportionments

Programmed Funding:

\$2.5M annually

Program Purpose

The purpose of the Metropolitan Planning Program is to fund planning for Idaho's six metropolitan planning organizations in order to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and to carryout transportation planning activities throughout the State.

Program Benefit

The Metropolitan Planning Program benefits Idaho by ensuring federal transportation funds are spent in a manner that has a basis in metropolitan region-wide plans developed through inter-governmental collaboration, rational analysis and consensus-based decision making.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Tasks are identified, priced, and scheduled by each Metropolitan planning organization for inclusion in their annual Unified Planning Work Program (UPWP). Planning Services is responsible for the oversight of each UPWP. Tasks within each UPWP are managed and developed by the lead metropolitan planning organization. Planning Services is responsible for monitoring each MPO's annual planning project in OTIS.

Eligible Projects

- Engineering and economic surveys and investigations
- Planning of future highway programs and local public transportation systems
- Planning of the financing of such programs and systems
- Development and implementation of management systems
- Studies of the economy, safety, and convenience of surface transportation systems
- Research, development, and technology transfer activities
- Study, research, and training on the engineering standards and construction materials
- Strategic Highway Research Program

Ineligible Projects

Construction projects

Funding Allocation

ITD is the designated state agency responsible for the administration of FHWA 23 USC 104(f) metropolitan planning funds and FTA 49 USC Section 5303 metropolitan planning funding, ITD will adhere to 23 CFR 420.109 and FTA C8100.1C in the development of a distribution formula, communication of metropolitan allocations, and distribution of metropolitan planning funds.

All Idaho MPOs and ITD, with the approval of the FHWA Division Administrator, have developed a distribution formula. The currently approved distribution formula based on each MPO's percentage of population. The population figures are taken from the most recent population established in the decennial census.

The distribution formula will be updated with the release of the decennial census update and will be effective in the following budget year.

References

- IIJA, § 11201; 23 U.S.C. 134
- 23 USC 104(b)(5)(D), 104(b)(6), 120, 126(b)(1) and 134

Project Guidelines

Federal regulation outlines eligible activities as set forth in 23 USC 505(a). Following are the eligible activities for Metropolitan Planning funding:

- Engineering and economic surveys and investigations.
- The planning of future highway programs and local public transportation systems and the planning of the financing of such programs and systems, including statewide planning under section 23 USC 135.
- Development and implementation of management systems under section 23 USC 303.
- Studies of the economy, safety, and convenience of surface transportation systems and the desirable regulation and equitable taxation of such systems.
- Research, development, and technology transfer activities necessary in connection with the planning, design, construction, management, and maintenance of highway, public transportation, and intermodal transportation systems.
- Study, research, and training on the engineering standards and construction materials for transportation systems described in paragraph including the evaluation and accreditation of inspection and testing and the regulation and taxation of their use.
- The conduct of activities relating to the planning of real-time monitoring elements.

State Planning and Research (SPR) Program

Contact: Ned Parrish

Title: Research Program Manager

Phone: 208-334-8296

Program Length:

5 years

Funding Sources:

State Planning & Research (SPR) Apportionments

Programmed Funding:

\$9.6M annually.

Program Purpose

The purpose of the State Planning and Research Program (SPR) is to conduct planning and research on behalf of the Department in order to 1) establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and 2) develop new tools, technologies and practices to improve agency operations.

Program Benefit

The State Planning and Research Program benefits Idaho in several ways. The Planning Programs develop plans to guide department activities and maintain data systems which provide information to inform decision-making. The Research Program enhances ITD's ability to deliver efficient and effective transportation services by offering practical and innovative solutions to problems facing the Department.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Tasks are identified, costed, and scheduled by various Headquarters Sections for inclusion in the annual SPR Work Program. Planning Services is responsible for the administration of the annual SPR Work Program. Tasks within the SPR Work Program are managed and developed by the lead Headquarters Section.

Eligible Projects

- Engineering and economic surveys and investigations
- Planning of future highway programs and local public transportation systems
- Planning of the financing of such programs and systems
- Development and implementation of management systems
- Studies of the economy, safety, and convenience of surface transportation systems
- Research, development, and technology transfer activities
- Study, research, and training on the engineering standards and construction materials
- Conducting activities relating to the planning of real-time monitoring elements

Ineligible Projects

- Construction projects
- Project level planning

Funding Allocation

Identified SPR Planning Units at Headquarters are allocated personnel funds and routine operating funds needed to enable staff to carry out their responsibilities. 2.5 percent of SPR Planning funds must be used for planning activities to increase safe and accessible options for multiple travel modes as required by IIJA. The remaining available SPR Planning funds are allocated to eligible projects/activities using the following prioritization process:

- SPR Planning Unit Managers prepare a request for SPR funds to carry out needed projects. Each unit manager is asked to identify funding needs in their functional areas and submit a prioritized list of needs to the SPR Program Manager.
- The SPR Program Manager meets with the unit managers to discuss identified needs and priorities, and then prepares a combined list of needs with suggested overall funding priorities.
- The SPR Program Manager then meets with ITD's Highways Development and Highways Construction and Operations Division Administrators to discuss funding requests and set funding priorities for the coming year.
- The SPR Program Manager then conducts follow-up as needed to address questions from leadership and discuss priorities identified by leadership with planning unit managers.

In the Research Program, ideas for research projects are requested annually from ITD headquarters and district staff. Research requests are reviewed and prioritized by ITD's Research Advisory Council, which includes representatives from various ITD Divisions, as well as District and FHWA representatives.

The SPR Program Manager and SPR unit managers then develop the annual SPR Work Program, which is reviewed and approved by the Planning and TECM Bonding Division Administrator and submitted to the FHWA Idaho Division Office for approval.

References

- Corridor Planning for Idaho Transportation Systems 4069 & 5069
- 2040 Long-Range Transportation Plan (December 2019)
- 23 USC 505
- CFR Title 23, Chapter I, Subchapter E, Part 420

Project Guidelines

Federal regulation outlines eligible activities as set forth in 23 USC 505(a) and CFR Title 23, Chapter I, Subchapter E, Part 420. The regulations assign FHWA responsibility and authority for determining the eligibility of activities the State DOTs and their sub recipients propose to support with FHWA planning and research funds. Section 420.111 requires states to develop work programs that include:

- A description of the work to be accomplished
- The estimated cost of each activity
- A breakdown by fund type (federal share by fund type, state matching rate, other state or local funds)

State DOTs must obtain approval and authorization to proceed from FHWA prior to beginning work on activities supported with SPR funds.

Rail-Highway Crossing Program

Contact: Blaine Schwendiman

Title: Rail-Highway Crossing Manager,
Planning & Development Services

Phone: 208-334-8522

Program Length:
5 years

Funding Sources:

- Rail-Highway Crossing Apportionments
- State Railroad Grade Crossing Protection Account

Available Funding:
\$2.2M annually

Program Purpose

The purpose of the Rail-Highway Crossing Program is to enhance safety at Idaho's public railroad-highway crossings, provide/encourage/support rail safety education, and fulfill federal reporting requirements.

Program Benefit

The Rail-Highway Crossing Program benefits Idaho by providing rail-highway crossing safety enhancement projects, as well as educational and law enforcement activities that are focused on railroad, trespass and rail-highway crossing safety.

Strategic Goals Met

Safety

Project Selection and Implementation

Projects are selected on a statewide basis according to ranking and funding availability. The Districts propose potential projects, including public crossings on off-system roads, through the Rail Operations and Safety Team (ROAST). Proposals include identification by DOT/AAR Crossing number, scope of work description supported by a field review, estimated cost of work, and desired fiscal year for construction.

The Rail-Highway Crossing Manager submits the ROAST's selected projects to the Program Management Office (PMO) during the annual program update process. A draft program is provided by the PMO to the Rail-Highway Crossing Manager in the Planning and Development section to update for final acceptance before placing selected projects in the program update. District projects are managed and developed by the District while statewide projects are managed and developed by HQ.

Eligible Projects

- Installation of protective devices at any public rail-highway crossing.
- Hazard elimination at any public rail-highway crossing.
- Rail-highway Data Compilation and Analysis.
- Federal required reports.

Ineligible Projects

- Enhancements to private rail-highway crossings.

Funding Allocation

ROAST is tasked with distribution of program funds for the purpose of accomplishing the goals of this Program. Should an issue caused by project overruns or delivery not be solvable through consultation with the ROAST, the issue will be elevated to the Division Administrator, Planning and TECM Program.

Funds must be obligated by the end of the federal fiscal year. Unobligated Preliminary Engineering by Consultant (PC) funds and Right-of-Way (RW or LP) are available statewide to deliverable projects outside of this program on a first-come-first-serve basis per the end-of-year plan on July 1st (FFY Q4). Unobligated Construction Engineering by Consultant (CC) and Construction (CN) are available statewide to deliverable projects outside of this program on a first-come-first serve basis per the end-of-year plan on August 1st.

State Railroad Grade Crossing Protection Account funds may be used as the State's (or Local's) match for Federal funds, when or if it is required. A maximum of \$25,000 annually from the State Railroad Grade Crossing Protection Account is available as a grant to support public education and safety programs that promote awareness of public safety in, on and/or near railroad facilities and at railroad-highway crossings.

References

- Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- Policy 4085/5085 Rail-Highway Crossing Program
- 23 USC 104(b)(3), 120, 130, 133, 148, 152, 635, 646, and 924
- 49 USC 234
- Idaho Code 63-2412 and 62-304 (A, B, C, D), 62-306

Project Guidelines

Voting members of ROAST consists of a representative from each District as appointed by the District Engineer and the Operation Lifesaver State Coordinator. Ex officio members include: FHWA Idaho Division office, Idaho Public Utilities Commission, Local Highway Technical Assistance Council (LHTAC) along with ITD's: Highway Design Engineer, Freight Manager, Highway Safety Manager, and the Rail-Highway Crossing Manager. All proposed projects are vetted through the applicable district ROAST member.

The ROAST selects and prioritizes projects including educational and law enforcement activities for the program based on ranking from:

- Safety data (incident history, near miss data, etc.)
- Benefit Cost Ratio (if applicable data is available)
- Consideration given to low cost, near term projects

Freight Program

Contact: Caleb Forrey

Title: Freight Program Manager

Phone: 208-334-8549

Program Length:

7 years

Funding Sources:

Freight Apportionments

Available Funding:

\$11.4M (\$10.1MPV) in FY31

Program Purpose

The purpose of the Freight Program is to provide funding for multimodal freight integration and enhancing freight safety and efficiency in Idaho.

Program Benefit

The Freight Program integrates freight system needs into the State's infrastructure development ensuring the effective, competitive, efficient and safe movement of freight in Idaho. This process keeps Idaho producers, manufactures and multimodal transportation competitive in national and international markets while simultaneously enhancing safety on the state and federal highway systems.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

ITD is not accepting Freight Project applications in FY2025

Freight projects will be selected at ITD using the following process:

Process:

- April: Freight Program Manager initiates a public call for projects to, at a minimum, ITD Districts and Staff, the FAC, Department of Agriculture and Commerce, LHTAC and MPOs.
- November: Freight Program Manager will present potential projects to the Freight Advisory Committee for prioritization.
- January: Freight Program Manager presents prioritized freight project recommendations to Freight Project Prioritization Team who ranks projects for ITIP submission.
- May: Statewide ITIP submissions due.
- June: Transportation Board reviews Draft ITIP.
- July: ITD conducts Draft ITIP public involvement.
- September: Transportation Board approves ITIP.

- December: FHWA and FTA approve STIP.

Selection Criteria:

The Freight Advisory Committee will take a multimodal perspective and consider the following criteria when developing prioritization recommendations:

- Safety Improvement
 - Potential decrease in fatalities and/or serious injuries (can include but not limited to commercial motor vehicles, autos, rail crossings)
- Economic benefit
 - Economic benefit to local community and/or freight
 - Reduction in road degradation
- Mobility enhancement
 - Reduction in congestion, bottlenecks
 - Reduction in transit times for freight carriers
 - Stabilize Truck Travel Time Reliability (TTTR)

Eligible Projects

- Development phase activities including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities.
- Construction, reconstruction, rehabilitation, acquisition of real property (including land relating to the project and improvements to land), construction contingencies, acquisition of equipment, and operational improvements directly relating to improving system performance.
- Intelligent transportation systems and other technology to improve the flow of freight, including intelligent freight transportation systems.
- Efforts to reduce the environmental impacts of freight movement.
- Environmental and community mitigation for freight movement.
- Railway-highway grade separation.
- Geometric improvements to interchanges and ramps.
- Truck-only lanes.
- Climbing and runaway truck lanes.
- Adding or widening of shoulders.
- Truck parking facilities eligible for funding under section 1401 of MAP-21.1
- Real-time traffic, truck parking, roadway condition, and multimodal transportation information systems.
- Electronic screening and credentialing systems for vehicles, including weigh-in-motion truck inspection technologies.
- Traffic signal optimization, including synchronized and adaptive signals.
- Work zone management and information systems.
- Highway ramp metering.

- Electronic cargo and border security technologies that improve truck freight movement.
- Intelligent transportation systems that would increase truck freight efficiencies inside the boundaries of intermodal facilities.
- Additional road capacity to address highway freight bottlenecks.
- Physical separation of passenger vehicles from commercial motor freight.
- Enhancement of the resiliency of critical highway infrastructure, including highway infrastructure that supports national energy security, to improve the flow of freight.
- A highway or bridge project to improve the flow of freight on the NHFN.
- Any other surface transportation project to improve the flow of freight into and out of a facility described in 23 U.S.C. 167(h)(5)(B).
- Projects for the modernization or rehabilitation of a lock and dam.
- Projects on a marine highway corridor, connector, or crossing (including an inland waterway corridor, connector, or crossing).

Ineligible Projects

None

Funding Allocation

Funding will be determined by the Program Management Office (PMO) during the ITIP development process.

References

- Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- 23 U.S.C, Section 167, National Highway Freight Program (NHFP)

Project Guidelines

Federal freight formula funds can be used for projects on the following:

- National Highway Freight Network (NHFN): According to 23 U.S.C. 167(c)(2), the NHFN includes the following subsystems of roadways:
- Primary Highway Freight System (PHFS) - This is a network of highways identified as the most critical highway portions of the U.S. freight transportation system determined by measurable and objective national data. For Idaho these are I-15 (Pocatello to ID/MT boarder), I-84, I-86 and I-90.
- Interstate Routes not on the PHFS - These highways consist of the remaining portion of the Interstate System not designated as part of the PHFS. For Idaho these are I-15 (ID/UT boarder to Pocatello) and I-186.
- Critical Rural Freight Corridors (CRFC) - These are public roads not in an urbanized area which provide access and connection to the PHFS and the Interstate System with other important ports, public transportation facilities, or other intermodal freight facilities. For information on Idaho's CRFC contact the Freight Program Manager.

- Critical Urban Freight Corridors (CUFC) - These are public roads in urbanized areas which provide access and connection to the PHFS and the Interstate with other ports, public transportation facilities, or other intermodal transportation facilities. In an urbanized area with a population of 500,000 or more, the metropolitan planning organization (MPO), in consultation with the State, is responsible for designating the CUFCs. In an urbanized area with a population of less than 500,000, the State, in consultation with the MPO, is responsible for designating the CUFCs. For information on Idaho's CRFC contact the Freight Program Manager.

In addition, IIJA requirements stipulate that projects using freight formula funds must be in the Statewide Freight Strategic Plan budget constrained project list. If a project is selected that is not on an FHFN, CRFC, CUFC or not in the freight plan, the Freight Program Manager will develop the appropriate update for FHWA approval.

Each fiscal year Idaho may also obligate not more than 30% of the total apportionment for freight intermodal or freight rail projects, including projects within the boundaries of public or private freight rail or water facilities (including ports); and that provide surface transportation infrastructure necessary to direct intermodal interchange, transfer, and access into or out of the facility.

Other eligible costs include the necessary costs of:

- Conducting analyses and data collection related to the national highway freight program;
- Developing and updating performance targets to carry out this section; and
- Reporting to the Administrator to comply with the freight performance target under section 150 of the FAST Act.

National Electric Vehicle Infrastructure Program (NEVI)

Contact: Scott Luekenga
Title: Planning Services Manager
Phone: 208-334-8057

Program Length:
7 years

Funding Sources:
NEVI Apportionments

Available Funding:
\$8M (\$7.2M PV) in FY31

Program Purpose

The purpose of the National Electric Vehicle Formula Program is to strategically deploy electric vehicle (EV) charging infrastructure and establish an inter-connected network to facilitate data collection, access and reliability.

Program Benefit

The National EV program will help Idaho modernize alternative fuel corridors to allow for greater mobility of EVs.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

Projects will be determined upon conclusion of NEVI planning activities in Summer 2024.

Eligible Projects

- Acquisition/Installation of EV Charging Infrastructure
- O&M costs for EV Charging stations
- Development phase activities (planning, community outreach, environmental review, preliminary engineering costs, design, program administration)
- Traffic Control Devices (informational and for right-of-way)
- Data Sharing Costs
- Mapping & Analysis Activities

Ineligible Projects

Activities not listed under eligible projects

Funding Allocation

ITD will receive a total of \$29.899 million of formula dollars over a five-year period. FY 2022 funds in the amount of \$4.426 are available, upon approval of Year 1 NEVI Baseline Plan by the Joint Office. Upon approval of the 2nd year plan, ITD will receive \$6.638 million per year in FY2023-FY2026.

References

Authorized under the Infrastructure Investment and Jobs Act (Pub. L. 117-58)

Project Guidelines

- EV Charging stations must be no more than 50 miles apart and less than 1 mile from an alternative fuel corridor
- Infrastructure must provide power 24/7/365
- Proximity to service facilities, restrooms, lighting, and sheltered seating should be prioritized
- Placement of EV Charging Infrastructure is encouraged within disadvantaged/underserved communities
- Foster public-private or private investment investments in EV charging infrastructure
- EV infrastructure must be in continuous good working condition
- Program decisions (siting, construction, installation, maintenance) should involve all relevant stakeholders
- All chargers installed should be Direct Current (DC) Fast Chargers
- Other factors as determined by the Secretary

State Funded Projects

Contact: Brad Wolfinger

Title: Highways PMO Project Manager

Phone: 208-334-8163

Funding Sources:

State Funds (ST, STLI)

Programmed Funding:

Approximately \$99.3M annually

Purpose/Benefit

State (STO) and Leading Idaho (STLI) funded projects appear in the Pavement, Bridge, Supporting Infrastructure Assets, System Support, and Safety & Capacity programs.

The differences in procedure for these projects may involve differing design standards and approval processes than in the federal development and approval process.

State funded projects may benefit Idaho by streamlining the project development and construction processes; especially on projects with no federal nexus like a 404 permit. Another benefit is in construction timing. We have access to two years of state funding at a time so a project can be constructed a season earlier without having to advance it in the program.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Projects are being fully funded with state funds in order to gain the efficiencies that put ITD in the position to make project decisions. The Districts should choose projects for state funds to maximize these efficiencies. The Districts can identify a project as state funded as early in the program as desired and it will be designated as such in OTIS and the ITIP from that point forward.

Projects that the Districts would like to be state funded shall be marked as "State Funded" in the Major Program field on the initial project page in OTIS. This field is described in the Change Request section of the OTIS manual.

Projects that the Districts would like built early, without advancing them in the program, are prime opportunities for state funding. For example, an FY25 project could be built during the 2024 construction season because FY25 state funds become available on July 1, 2024.

While a project may be developed to federal standards and then switched to state funding for construction, it may not be the case to develop with state funds and then switch to construction with federal funds. Please consider this when designating a project as state funded early in the development process.

State funded construction jobs require a 95% Idaho workforce per Idaho Code. This may limit the potential pool of bidders if the project requires specialized construction or inspection techniques that Idaho contractors may not be able to perform.

Eligible Projects

- Pavement Preservation and Restoration
- Bridge Preservation and Restoration
- Safety & Capacity
- ADA Ramps
- Supporting Infrastructure Assets
- System Support

Funding Allocation

Projects funded with state funds must be obligated by the end of the state fiscal year; around the second week of June. Unobligated funds will be utilized per ITD management based upon a first-come-first-serve basis per the state end-of-year reconciliation plan which typically starts on April 1 (SFY Q4). All available funds will be identified for use early to mid- May to ensure all funds are obligated prior to the end of the state fiscal year (June 30th).

Projects funded with PROTECT apportionments – (Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation)

Contact: Shirley Wentland

Title: Transportation Planner

Phone: 208-334-8473

Funding Sources:

PROTECT Apportionments

Available Funding:

Allocated within other SHS programs

Program Purpose

The BIL provides Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) funding to help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure.

Program Benefit

This funding addresses environmental impacts on the transportation system such as flooding, rock falls, landslides, fires, and other natural disasters through planned infrastructure improvements.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

Protect funding is used on eligible projects programmed in existing performance programs.

Eligible Projects

Planning Activities limited to developing a Resilience Improvement Plan; Resilience planning, predesign, design, or the development of data tools to simulate transportation disruption scenarios, including vulnerability assessments; technical capacity building to facilitate the ability of the State to assess the vulnerabilities of its surface transportation assets and community response strategies under current conditions and a range of potential future conditions; or evacuation planning and preparation [§ 11405; 23 U.S.C. 176(c)(2) and 176(d)(3)];

Resilience Improvements to improve the ability of an existing surface transportation asset to withstand one or more elements of a weather event or natural disaster, or to increase the resilience of surface transportation infrastructure from the impacts of changing conditions, such as sea level rise, flooding, wildfires, extreme weather events, and other natural disasters [§ 11405; 23 U.S.C. 176(d)(4)(A)];

Community Resilience and Evacuation Route activities that strengthen and protect evacuation routes that are essential for providing and supporting evacuations caused by emergency events, including: resilience improvements if they will improve evacuation routes, and projects to ensure the ability of the evacuation route to provide safe passage during an evacuation and reduce the risk of damage to evacuation routes as a result of future emergency events [§ 11405; 23 U.S.C. 176(d)(4)(B)]; or

At-Risk Coastal Infrastructure activities to strengthen, stabilize, harden, elevate, relocate or otherwise enhance the resilience of highway and non-rail infrastructure, including: bridges, roads, pedestrian walkways, and bicycle lanes, and associated infrastructure, such as culverts and tide gates to protect highways that are subject to, or face increased long-term future risks of, a weather event, a natural disaster, or changing conditions, including coastal flooding, coastal erosion, wave action, storm surge, or sea level rise, in order to improve transportation and public safety and to reduce costs by avoiding larger future maintenance or rebuilding costs. [§ 11405; 23 U.S.C. 176(d)(4)(C)]

Ineligible Projects

PROTECT funds can only be used for activities that are for the purpose of resilience or inherently resilience related.

Funding Allocation

Funding will be determined by the Program Management Office (PMO) during the ITIP development process.

References

- Authorized under the Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- <https://www.fhwa.dot.gov/environment/sustainability/resilience/>
- <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>
- <https://www.fhwa.dot.gov/pgc/>

Carbon Reduction funding

Contact: Abby Peterson
Title: Transportation Planner
Phone: 208-334-4455

Program Length:
7 years

Funding Sources:
Carbon Reduction Apportionments

Available Funding:
Allocated within other programs

Program Purpose

Carbon Reduction funding is federally apportioned funding for projects that reduce carbon dioxide (CO₂) emissions from on-road highway sources, or the development of carbon reduction strategies.

Program Benefit

This funding can be used to reduce CO₂ emission and modernize SHS infrastructure.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

ITD's Carbon Reduction strategy will be developed by Spring 2024. Project selection criteria will be determined as a part of that process.

Eligible Projects

Priority 1: Freight
Priority 2: ITS Operations
Priority 3: Active Mobility

Ineligible Projects

Anything not identified in the eligible priority focus areas.

Funding Allocation

Funding will be determined by the Program Management Office (PMO) during the ITIP development process.

References

Authorized under the Infrastructure Investment and Jobs Act (Pub. L. 117-58)

Congestion Mitigation & Air Quality (CMAQ) Program

Contact: Scott Luekenga

Title: Transportation Program Manager

Phone: 208-334-8057

Program Length:

N/A

Funding Sources:

CMAQ Apportionments

Available Funding:

None

Program Purpose

The purpose of the Congestion Mitigation and Air Quality (CMAQ) Program is to fund transportation projects or programs that will contribute to attainment or maintenance of the National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide (CO), and particulate matter (both PM₁₀ and PM_{2.5}).

Program Benefit

The CMAQ Program supports two important benefits: improving air quality and relieving traffic congestion.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

This Program is currently inactive per an April 2008 Idaho Transportation Board Resolution. Therefore, no projects are currently being selected and or implemented.

Eligible Projects

N/A

Funding Allocation

A 25% sub-allocation of the total CMAQ apportionment is only usable for projects targeting PM_{2.5} in areas designated as being non-attainment or maintenance for PM_{2.5}. The remainder of the funding is available statewide for deliverable projects outside of this Program subject to the availability of Obligation Authority.

References

- 23 U.S.C. Section 149
- Infrastructure Investment and Jobs Act, Pub. L. 117-58
- Policy 4011/5011 Idaho Transportation Investment Program

Project Guidelines

Local Transportation Management Area (TMA) Program

Contact: Toni Tisdale

Title: COMPASS Principal Planner

Phone: 208-475-2238

Program Length:

5 Years + PD

Funding Sources:

STBG TMA Apportionments

Available Funding:

\$12.9M (\$11.9 PV) in FY29

Program Purpose

The purpose of the Local TMA Program is to ensure that federal-aid routes within the TMA (urban area with population over 200,000) are in good condition and unrestricted.

Projects within this program should preserve and improve the conditions of local federal-aid routes, as well as encourage and promote the safe and efficient management, operation, and development of the transportation systems to serve the mobility needs of people and goods and foster economic growth and development. These funds are also used for alternative transportation, public transportation, and planning. The Community Planning Association of Southwest Idaho (COMPASS) Board of Directors set goals of approximately 72% of available funding toward local network improvements, 12% to pathways (state highway or off-network), 13% toward public transportation capital, and 3% for studies and special projects after set-asides for Ada County Highway District (ACHD) Commuteride, COMPASS planning, and Safe Routes to School Education programs in Ada County. COMPASS is the metropolitan planning organization for Ada and Canyon Counties.

Program Benefit

The Local TMA Program benefits Idaho by providing funds directly to local agencies in the TMA. This is the most flexible federal funding source, creating the opportunity to implement the goals and vision of *Communities in Motion 2050*, the regional long-range transportation plan for Ada and Canyon Counties.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Projects are identified, scoped, and costed by the local agency sponsor in consultation with District 3 and the Local Highway Technical Assistance Council (LHTAC), and scheduled by the COMPASS Board of Directors. The COMPASS Regional Transportation Advisory Committee (RTAC) recommends priorities and programming to the COMPASS Board of Directors.

Construction projects are generally managed and developed by LHTAC, except for projects sponsored by the Ada County Highway District (ACHD), as they have a stewardship agreement to self-manage their projects. Other projects are managed by ITD or Valley Regional Transit, depending on the nature of the project.

The COMPASS Board of Directors and RTAC are composed of representatives from:

- Ada County
- Ada County Highway District
- Boise State University
- Canyon County
- Capital City Development Corporation
- Cities of Boise, Caldwell, Eagle, Garden City, Greenleaf, Kuna, Melba, Meridian, Middleton, Nampa, Notus, Parma, Star, and Wilder
- Highway District 4
- Idaho Department of Environmental Quality
- ITD District 3
- Valley Regional Transit
- Central/Southwest District Health (ex-officio)
- COMPASS (ex-officio)
- Greater Boise Auditorium District (ex-officio)
- Office of the Governor (ex-officio)

Eligible Projects

Projects located within the TMA including (not an exhaustive list*):

- Bicycle and Pedestrian Improvements
- Planning
- Public Transportation Capital Improvements
- Roadway Construction, Preservation, Reconstruction, Rehabilitation, Restoration, and Resurfacing
- Safety Improvements
-

*See Federal Highway Administration Program Guidance for more details:

https://www.fhwa.dot.gov/specialfunding/stp/bil_stbg_implementation_guidance-05_25_22.pdf

Ineligible Projects

- Projects not located within the TMA**
- Projects located outside Ada and Canyon Counties
- Public Transportation Operations
- Road projects not on a federal-aid route

**At the COMPASS Board of Directors' discretion, Local TMA program funds can be used anywhere within the COMPASS Planning Area boundary, which encompasses the entirety of Ada and Canyon counties.

Funding Allocation

Local TMA funds are allocated to urban areas with populations greater than 200,000 persons. The Boise Urban Area, made up of the Cities of Boise, Eagle, Garden City and Meridian, is the only TMA in Idaho.

The COMPASS Board of Directors, in coordination with the Idaho Transportation Board, approves projects for funding.

Once funded, most construction projects are managed by LHTAC staff (except projects sponsored by ACHD) with support from COMPASS staff. Once projects are programmed, LHTAC staff manages each phase of the project development process including engineering, right-of-way acquisition, and construction. Maintaining the project after construction is the responsibility of the sponsoring agency. The capacity of the sponsor to maintain the proposed project is a prerequisite for receiving federal funds.

Non-construction projects are managed by ITD District 3 staff or Valley Regional Transit, depending on the project.

Scope changes and/or cost overruns are processed following the COMPASS TIP Amendment Policy.

COMPASS is responsible for entering its Local-TMA Program into the Idaho Transportation Investment Program (ITIP) using OTIS. Each individual project is entered/updated in OTIS as part of the submittal. COMPASS staff will submit applications, maps and forms upon request during the development of state/local agreements.

Funds must be obligated by the end of the federal fiscal year.

References

- Allocation of Surface Transportation Program Apportionments to Local Public Agencies 4028, 4028S and 5028; 23 USC 104(b)(3), 133; 217
- 23 USC 134
- 23 CFR 450

Project Guidelines

Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, operational improvements, safety improvements, and other activities as set forth in 23 USC 133 and 217. Projects, such as bicycle/pedestrian and public transportation capital projects are not required to be located on a federal-aid route. Projects can be located anywhere in the COMPASS Planning Area boundary, at the discretion of the COMPASS Board of Directors.

See Federal Highway Administration Program Guidelines:

https://www.fhwa.dot.gov/specialfunding/stp/bil_stbg_implementation_guidance-05_25_22.pdf

Transportation Alternatives Program (TAP) - TMA

Contact: Toni Tisdale

Title: COMPASS Principal Planner

Phone: 208-475-2238

Program Length:

5 Years + PD

Funding Sources:

Transportation Alternatives (TMA area) apportionments

Available Funding:

\$1.2M (\$1.1 PV) in FY29

Program Purpose

The purpose of the TAP-TMA Program is to provide funding for programs and projects within the TMA (urban area with population over 200,000). TAP projects are intended for non-motorized alternatives for transportation, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity, as defined below under eligible projects. The Community Planning Association of Southwest Idaho (COMPASS) Board of Directors selects projects through a competitive application process. COMPASS is the metropolitan planning organization for Ada and Canyon Counties.

Program Benefit

The TAP-TMA benefits Idaho by providing non-motorized transportation options and beautification improvements. Projects in this program promote quality of life and must be consistent with and implement *Communities in Motion 2050*; the regional long-range transportation plan for Ada and Canyon Counties.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Projects are identified, scoped, and costed by the local agency sponsor in consultation with District 3 and the Local Highway Technical Assistance Council (LHTAC), and programmed by the COMPASS Board of Directors. The COMPASS Regional Transportation Advisory Committee (RTAC) recommends priorities and programming to the COMPASS Board of Directors. Projects are managed and developed by District 3 or LHTAC, except for projects sponsored by the Ada County Highway District (ACHD), as they have a stewardship agreement to self-manage their projects.

The COMPASS Board of Directors and RTAC are composed of representatives from:

- Ada County
- Ada County Highway District
- Boise State University
- Canyon County
- Capital City Development Corporation
- Cities of Boise, Caldwell, Eagle, Garden City, Greenleaf, Kuna, Melba, Meridian, Middleton, Nampa, Notus, Parma, Star, and Wilder

- Highway District 4
- Idaho Department of Environmental Quality
- ITD District 3
- Valley Regional Transit
- Central/Southwest District Health (ex-officio)
- COMPASS (ex-officio)
- Greater Boise Auditorium District (ex-officio)
- Office of the Governor (ex-officio)

Eligible Projects

Projects* within the TMA, including (not an exhaustive list):

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized 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
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users
- Construction of turnouts, overlooks, and viewing areas
- Inventory, control, or removal of outdoor advertising
- Preservation and rehabilitation of historic transportation facilities
- Vegetation management practices in transportation rights-of-way
- Some archaeological activities
- Environmental mitigation activities
- Recreational trails program
- Safe routes to school (SRTS) program (Kindergarten through 12th grade) (infrastructure and non-infrastructure)
- Planning, designing, and constructing boulevards and other roadways largely in the right-of-way of former Interstate system routes or other divided highways

Ineligible Projects

- Projects* outside of the TMA**
- State or MPO administrative purposes, except for SRTS administration
- Promotional activities, except as permitted under the SRTS
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas, pavilions, etc.
- Routine maintenance and operations

*Careful consideration should be given to whether an activity falls within the criteria created under TAP. Some transportation enhancement categories are no longer expressly described as eligible activities under the definition of transportation alternatives defined under Project Guidelines.

**At the COMPASS Board of Directors' discretion, TAP-TMA projects can be anywhere within the COMPASS planning area boundary, which encompasses the entirety of Ada and Canyon Counties.

Funding Allocation

TAP-TMA funds are allocated to urban areas with populations greater than 200,000 persons. The Boise Urban area, made up of the Cities of Boise, Eagle, Garden City, and Meridian, is the only TMA in Idaho. Projects are selected through a competitive process.

Projects are prioritized and recommended by RTAC. The COMPASS Board of Directors, in coordination with the Idaho Transportation Board, approves projects for funding.

Once funded, most construction projects are managed by LHTAC staff (except projects sponsored by ACHD) with support from COMPASS staff. Once projects are programmed, LHTAC staff manages each phase of the project development process including engineering, right-of-way acquisition, and construction. Project maintenance is the responsibility of the sponsoring agency. The capacity of the sponsor to maintain the proposed project is a prerequisite for receiving federal funds.

Scope changes and/or cost overruns are processed following the COMPASS TIP Amendment Policy.

COMPASS is responsible for entering its TAP-TMA Program into the Idaho Transportation Investment Program (ITIP) using OTIS. Each individual project is entered/updated in OTIS as part of the submittal. COMPASS staff will submit applications, maps and forms upon request during the development of state/local agreements.

Funds must be obligated by the end of the federal fiscal year.

References

- Allocation of Surface Transportation Program Apportionments to Local Public Agencies; 23 USC 104(b)(2), 133; 217
- 23 USC 133(h)
- 23 CFR 450

Project Guidelines

Permitted Applicants: Federal regulation outlines eligible activities and applicants, as set forth in 23 USC 213(c)(4)(B). Following are the eligible entities for sponsoring a TAP project:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies;
- School districts, local education agencies, or schools;
- Tribal governments;
- TMAs;
- Nonprofit entities responsible for the administration of local transportation safety programs;
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a state agency) that the state determines to be eligible, consistent with the goals of this subsection;
- A state, at the request of an eligible applicant listed above

Projects can be located anywhere in the COMPASS Planning Area boundary, at the discretion of the COMPASS Board of Directors.

See Federal Highway Administration Program Guidelines:

https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf

Carbon Reduction Program – Transportation Management Area

Contact: Toni Tisdale

Title: COMPASS Principal Planner

Phone: 208-475-2238

Program Length:

5 years + PD

Funding Sources:

Carbon Reduction (TMA area) Apportionments

Available Funding:

\$1.5M (\$1.4M PV) in FY29

Program Purpose

The purpose of the Carbon Reduction Program (CRP) is to reduce transportation emissions through the development of carbon reduction strategies and funding projects designed to reduce transportation emissions.

Program Benefit

The program benefits Idaho by providing funding to reduce transportation emissions and modernize transportation infrastructure.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

Projects are identified, scoped, and costed by the local agency sponsor in consultation with District 3 and the Local Highway Technical Assistance Council (LHTAC), and scheduled by the Community Planning Association of Southwest Idaho (COMPASS) Board of Directors. The COMPASS Regional Transportation Advisory Committee (RTAC) recommends priorities and programming to the COMPASS Board of Directors.

Construction projects are generally managed and developed by LHTAC, except for projects sponsored by the Ada County Highway District (ACHD), as they have a stewardship agreement to self-manage their projects. Other projects are managed by ITD or Valley Regional Transit, depending on the nature of the project.

The COMPASS Board of Directors and RTAC are composed of representatives from:

- Ada County
- Ada County Highway District
- Boise State University
- Canyon County
- Capital City Development Corporation
- Cities of Boise, Caldwell, Eagle, Garden City, Greenleaf, Kuna, Melba, Meridian, Middleton, Nampa, Notus, Parma, Star, and Wilder
- Highway District 4
- Idaho Department of Environmental Quality
- ITD District 3

- Valley Regional Transit
- Central/Southwest District Health (ex-officio)
- COMPASS (ex-officio)
- Greater Boise Auditorium District (ex-officio)
- Office of the Governor (ex-officio)

Future projects will be consistent with ITD's CRP Strategies, and further refined in a Regional CRP Strategy, which will be developed in FY2024.

Eligible Projects

Projects located within the TMA including (not an exhaustive list):

- Traffic Monitoring, Management Control facility or program
- Public Transportation Projects
- Planning and Construction of bicycle and pedestrian facilities, ADA transition projects that reduce emissions
- Intelligent Transportation System (ITS), vehicle to infrastructure short range communications
- Replace street lighting and traffic control devices with energy-efficient alternatives
- Develop Carbon Reduction strategy
- Implement congestion pricing, shifting demand to other modes and occupancy rate increases
- Reduce the environmental and community impacts of freight movement
- Support deployment of alternative fuel vehicles
- Diesel engine retro-fits
- Congestion Mitigation/Air Quality (CMAQ) projects that do not construct new capacity
- Reduction of emissions at ports
-

See Federal Highway Administration Program Guidance for more details:

https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf.

Ineligible Projects

Projects not located within the TMA*

- Projects located outside Ada and Canyon Counties
- Public Transportation Operations
- Road projects not on a federal-aid route

Funding Allocation

*At the COMPASS Board of Directors' discretion, CRP TMA funds can be used anywhere within the COMPASS Planning Area boundary, which encompasses the entirety of Ada and Canyon counties.

CRP-TMA funds are directly allocated to urban areas with populations greater than 200,000 persons. The Boise Urban Area, made up of the Cities of Boise, Eagle, Garden City and Meridian, is the only TMA in Idaho.

The COMPASS Board of Directors, in coordination with the Idaho Transportation Board, approves projects for funding.

Once funded, most construction projects are managed by LHTAC staff (except projects sponsored by ACHD) with support from COMPASS staff. Once projects are programmed, LHTAC staff manages each phase of the project development process including engineering, right-of-way acquisition, and construction. Maintaining the project after construction is the responsibility of the sponsoring agency. The capacity of the sponsor to maintain the proposed project is a prerequisite for receiving federal funds.

Non-construction projects are managed by ITD District 3 staff or Valley Regional Transit, depending on the project.

Scope changes and/or cost overruns are processed following the COMPASS TIP Amendment Policy.

COMPASS is responsible for entering its CRP-TMA Program into the Idaho Transportation Investment Program (ITIP) using OTIS. Each individual project is entered/updated in OTIS as part of the submittal. For each new local project, COMPASS staff will submit applications, maps, and forms upon request during the development of state/local agreements.

Funds must be obligated by the end of the federal fiscal year.

References

- Authorized under the Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- 23 USC 175
- 23 USC 134
- 23 CFR 450

Project Guidelines

Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, operational improvements, safety improvements, and other activities as outlined in 23 USC 175. Projects, such as bicycle/pedestrian and public transportation capital projects, are not required to be located on a federal-aid route.

Projects can be located anywhere in the COMPASS Planning Area boundary, at the discretion of the COMPASS Board of Directors.

See Federal Highway Administration Program Guidelines:

https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf

Local Large Urban Program

Contact: Shannon Grow

Title: LCVMPPO Director (Chair Urban Balancing Committee)

Phone: 208 298-1345

Program Length:

5 Years + PD

Funding Sources:

STBG Large Urban apportionments

Available Funding:

\$11M (\$9.9M PV) in FY29.

Program Purpose

The purpose of the Local Large Urban Program is to provide funding for local federal-aid routes within large urban areas (population 50,000 to 199,999). Projects within this program should preserve and improve the conditions of the local federal-aid route as well as encourage and promote the safe and efficient management, operation, and development of the transportation systems to serve the mobility needs of people and foster economic growth and development.

Program Benefit

The Local Urban Program benefits Idaho by ensuring that local federal-aid routes within urban areas (population 50,000 to 199,999) are in good condition and unrestricted. This is the most flexible federal funding source, creating the opportunity to implement the goals and vision of the regional long-range transportation plans for each metropolitan planning organization (MPO).

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Local Large Urban projects in areas with population from 50,000 to 199,999 are identified, prioritized, and scheduled by the relevant MPOs in consultation with their District.

Projects submitted from the MPOs are prioritized and selected by the Urban Balancing Committee. Projects are managed and developed by the MPOs, LHTAC, or District as appropriate, except for projects sponsored by the Ada County Highway District, as they have a stewardship agreement to self-manage their projects.

The Urban Committee is composed of representatives from:

- Kootenai Metropolitan Planning Organization (KMPO) representing the Kootenai County area
- Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO) representing the Lewiston, ID and Clarkston, WA area
- Community Planning Association (COMPASS) representing the Nampa/Caldwell area
- Magic Valley Metropolitan Planning Organization (MVMPO) representing the Kimberly/Twin Falls area

- Bannock Planning Organization (BPO) representing the Pocatello/Chubbuck area
- Bonneville Metropolitan Planning Organization (BMPO) representing the Idaho Falls/ Ammon/Iona area
- Twin Falls (Entity and Boundary to be determined).

Eligible Projects

- Bicycle and pedestrian improvements
- Planning
- Public Transportation Capital Improvements
- Roadway Construction, Preservation, Reconstruction, Rehabilitation, Restoration, and Resurfacing
- Safety Improvements

Ineligible Projects

- Projects not on a designated federal-aid route

Funding Allocation

The Urban Balancing Committee is responsible for submitting the Local Large Urban Program. Each individual project will be entered/updated in OTIS by ITD staff as part of the submittal. For each new local project, the Urban Balancing Committee will be required to submit maps to ITD staff to clearly identify a project's location and the ITD-2435 Federal-Aid Project Request form.

FY increases due to project overruns or advances are offset by the Urban Balancing Committee. FY decreases due to project under-runs or delays are reprogrammed by the Urban Balancing Committee. Cost decreases to prior year projects are reprogrammed by the Urban Balancing Committee. Funds must be obligated by the end of the federal fiscal year. Any obligations not in OTIS by August 1 (FFY Q4) will be included in the End of Year Plan.

Obligations do not automatically get processed after August 1 (FFY Q4) unless identified in the End of Year Plan. Unobligated funds not identified in the End of Year Plan are available statewide to deliverable projects outside of this program.

References

- Allocation of Surface Transportation Program Apportionments To Local Public Agencies 4028, 4028S and 5028; 23 USC 104(b)(3), 133, 217
- Urban Balancing Committee MOU and Guide Book
- 23 CFR 450

Project Guidelines

Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, operational improvements, safety improvements, and other activities as outlined in 23 USC 133, and 217. Project must be located on a federal-aid route within an urban or area less than 200,000 population (population between 50,000 and 199,999).

Local Small Urban Program

Contact: Kevin Kuther

Title: LHTAC Federal-aid Manager

Phone: 208-334-0565

Program Length:

5 Years + PD

Funding Sources:

STBG Small Urban Apportionments

Available Funding:

\$5.1M (\$4.7M PV) in FY29

Program Purpose

The purpose of the Local Small Urban Program is to ensure that local federal-aid routes within small urban areas (population 5,000 to 49,999) are in good condition and unrestricted. Projects within this program should preserve and improve the conditions of the local federal-aid route as well as encourage and promote the safe and efficient management, operation, and development of the transportation systems to serve the mobility needs of people and foster economic growth and development.

Program Benefit

The Local Small Urban Program benefits Idaho by ensuring that local functionally classified routes within small urban areas (population 5,000 to 49,999) are in good condition and unrestricted.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Local Small Urban projects in areas with population between 5,000 and 49,999 are administered by the Local Highway Technical Assistance Council (LHTAC). Eligible projects in these areas are identified, prioritized, and requested by the local municipality who then submits applications to LHTAC through a formal project application process held from November through February. Project proposals are reviewed and ranked by LHTAC.

Eligible Projects

Projects located on a local federal-aid route within an urban or urbanized area are eligible for:

- Construction
- Reconstruction
- Rehabilitation
- Resurfacing
- Restoration
- Preservation
- Safety Improvements
- Urban Transportation Plans

Ineligible Projects

- Projects not on a local functionally classified-aid route

Funding Allocation

LHTAC is responsible for submitting the Local Small Urban Program into the STIP using OTIS. Each individual project will be entered/updated in OTIS as part of the submittal. For each new local project, LHTAC will be required to submit maps through OTIS to clearly identify a project's location and the ITD-2435 Federal-Aid Project Request form.

Funds must be obligated by the end of the federal fiscal year. Any obligations not in OTIS by August 1 (FFY Q4) will need to be included in the End of Year Plan.

Obligations do not automatically get processed after August 1 (FFY Q4) unless identified in the End of Year Plan. Unobligated funds not identified in the End of Year Plan are available statewide to deliverable projects outside of this program.

References

Allocation of Surface Transportation Program Apportionments To Local Public Agencies 4028, 4028S and 5028; 23 USC 104(b)(3), 133, 217; 49 USC 52

Project Guidelines

Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, operational improvements, safety improvements, and other activities as set forth in 23 USC 133, 217, and 49 USC 53. Project must be located on a local federal-aid route within a small urban area (population between 5,000 and 49,999).

Local Rural Program

Contact: Muhammad Zubery
Title: LHTAC Federal-aid Engineer
Phone: 208-344-0565

Program Length:
5 Years + PD

Funding Sources:
STBG allocation for Rural areas

Available Funding:
\$18.9M (\$17.5M PV) in FY29

Program Purpose

The Local Rural Program ensures that locally controlled federal-aid routes within rural areas and in cities with population under 5,000 are in good condition and unrestricted.

Program Benefit

The Local Rural Program benefits Idaho by funding improvements to locally owned roadways that are located on a public road which has a functional classification as a collector or above being on the Federal-aid System.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Eligible projects are identified, prioritized, and requested by local jurisdictions who then submit applications to LHTAC through a formal project application process held from November through January. Project proposals are reviewed and ranked by LHTAC and a prioritized list of projects (based on available funding) is then presented to the Idaho Transportation Board, for inclusion in the draft Idaho Transportation Investment Program (ITIP) in June.

Rural applications will be accepted every other year. This program is targeting construction projects up to \$2,000,000.

Projects are administered by LHTAC working with the Sponsor and consultant designer.

Eligible Projects

- Roadway Construction
- Reconstruction
- Rehabilitation
- Resurfacing
- Restoration
- Chip sealing
- Transportation Planning

Ineligible Projects

- Road projects not located on an FA route

Funding Allocation

Funds are allocated through a competitive process through application.

LHTAC is responsible for submitting their Local Rural Program via OTIS to The Program Management Office (PMO). LHTAC will submit maps to clearly identify a project's location and ITD-2435 Federal-Aid Project Request forms for all new local projects.

FY increases due to project overruns or advances are offset by the Sponsor. FY decreases due to project under-runs or delays remain in the program. Cost decreases to prior year projects remain in the program. Funds must be obligated by the end of the federal fiscal year. Unobligated Preliminary Engineering by Consultant (PC) funds and Right of Way (R/W) are available statewide to deliverable projects outside of this program on a first-come-first-serve basis per the end-of-year plan on July 1st.

Unobligated Construction Engineering by Consultant (CC) and Construction (CN) are available statewide to deliverable projects outside of this program on a first-come-first serve basis per the end-of-year plan on August 1st (FFY Q4).

References

- Allocation of Surface Transportation Program Apportionments To Local Public Agencies 4028, 4028S and 5028
- LHTAC Stewardship Agreement

Project Guidelines

Construction, reconstruction, rehabilitation, resurfacing, restoration, operational improvements, safety improvements, and other activities as set forth in 23 USC 133, 217, and 49 USC 53. Project must be located on a locally controlled federal-aid rural route and/or in cities with populations less than 5,000. There are a few exceptions to this eligibility outlined in the FHWA Program Guidance:

https://www.fhwa.dot.gov/specialfunding/stp/bil_stbg_implementation_guidance-05_25_22.pdf

Functional classification of roadways must be determined at application time since the 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 the Idaho Transportation Department (ITD). Please 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:

<http://iplan.maps.arcgis.com/home/index.html> (This is not needed for a Transportation Plan Application.)

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 pavement;
- 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 route; and
- The work must be contracted out to a private contractor.

Transportation Alternatives Program (TAP)

Contact: Abby Peterson

Title: Transportation Planner

Phone: 208-334-4455

Email: TAP@itd.idaho.gov

Program Length:

5 years

Funding Sources:

Transportation Alternatives Program Urban, Small Urban, Rural, and Flex apportionments

Available Funding:

\$7.8M in FY29

Program Purpose

The purpose of the Transportation Alternatives Program (TAP) is to provide 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, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design, or construction of boulevards and other roadways which are largely in the right-of-way of former Interstate System routes or other divided highways.

Program Benefit

The Transportation Alternatives Program benefits Idaho by providing the funding that promotes safe alternative, non-motorized forms of transportation.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

The statewide call for applications is open on a biennial basis. Projects are identified, prioritized, and recommended by a Recommendation Committee recruited by the Planning Services Section. This review committee is comprised of representatives from ITD Headquarters, the Local Highway Technical Assistance Council (LHTAC), the Bicycle/Pedestrian Advisory Committee, and FHWA staff who evaluate projects based on need, benefit and feasibility. Recommendations for award are submitted to the IT Board for final approval during the annual update of the Idaho Transportation Investment Program. Project development and management are primarily the responsibility of the awarded sponsor with assistance from department staff - LHTAC staff, District TAP Coordinators and the TAP Program Manager. Program administration is delegated to LHTAC.

The fundamental criteria for project eligibility is that it must:

- Relate to Surface Transportation. Project must be associated with a transportation component, not recreation.
- Meet the intent of the Transportation Alternatives Program and qualify under one of the eligible project activities.

- Be sponsored by one or more eligible entities.
- Be selected through a competitive process.
- Scope changes and/or cost overruns are reviewed by the TAP Program Manager in conjunction with the respective district TAP coordinator. Funds must be obligated by the end of the federal fiscal year.

Eligible Projects

- Construction, planning, and design of on-road and off-road trail facilities
- Conversion and use of abandoned railroad corridors
- Construction of turnouts, overlooks, and viewing areas
- Community improvement activities
- Environmental mitigation activity
- The recreational trails program
- The safe routes to school program

Ineligible Projects

- Safety and educational activities for adult pedestrians and bicycles. Acquisition of scenic easements and scenic or historic sites.
- Scenic or historic highway programs (including visitor and welcome centers).
- Historic preservation as an independent activity unrelated to historic transportation facilities.
- Archaeological planning and research.
- Transportation museums.

Funding Allocation

Funding for TAP is allocated through a competitive application process. Applications for FY 2026, FY 2027, and FY 2028 funding were submitted January 2024.

References

- Authorized under the Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- Board Policy 4081
- Administrative Policy 5081

Project Guidelines

Permitted Applicants

Federal regulation outlines eligible activities and applicants, as set forth in 23 USC 213(c)(4)(B). Following are the eligible entities for sponsoring a TAP project:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies;
- School districts, local education agencies, or schools;
- Tribal governments;
- Nonprofit organizations; and

- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than an MPO or a State agency) that the State determines to be eligible, consistent with the goals of this subsection.

Eligible Activities

Federal regulation outlines eligible activities and applicants, as set forth in 23 USC 133(h)(3) and 23 USC 101(a)(29). Following are the eligible activities for TAP funding:

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29):
 - a. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized 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.
 - b. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - c. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
 - d. Construction of turnouts, overlooks, and viewing areas.
 - e. Community improvement activities, including:
 - i. Inventory, control, or removal of outdoor advertising;
 - ii. Historic preservation and rehabilitation of historic transportation facilities;
 - iii. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. Archaeological activities relating to impacts from implementation of transportation project eligible under Title 23.
 - f. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - i. Address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 USC 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of Title 23; or
 - ii. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
2. The recreational trails program under Section 206 of Title 23.
3. The safe routes to school program under Section 1404(f) of the SAFETEA-LU.

- a. Infrastructure-related projects-planning, design, and construction of infrastructure- related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
 - b. Non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.
 - c. Safe Routes to School coordinator.
4. Planning, designing, or constructing boulevards and other roadways largely in the right- of-way of former Interstate System routes or other divided highways.

Ineligible Activities

Transportation Alternatives Set-Aside funds cannot be used for the following activities because there is no authorization under the Federal-Aid Highway Program:

- State or MPO administrative purposes. Exceptions:
 - See FHWA’s Memo Allocating Indirect Costs to Projects, dated September 4, 2015.
 - RTP administrative costs of the State for RTP set-aside funds.
- Promotional activities, except as permitted under the SRTS (200 CFR 200.421(e)(3)).
- Routine maintenance and operations, except trail maintenance as permitted under the RTP.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

Local Bridge Program

Contact: Scott Wood

Title: LHTAC Federal-aid Engineer

Phone: 208-344-0565

Program Length:

5 Years + PD

Funding Sources:

Bridge formula apportionments

Available Funding:

\$9.7M (\$9.0 PV) in FY29

Program Purpose

The Local Bridge Program ensures that local bridges on the federal-aid system are in good condition and unrestricted.

Program Benefit

The Local Bridge Program benefits Idaho by funding improvements to locally owned bridges that are located on a public road which has a functional classification as a collector or above being on the Federal-aid System. This program provides funds for the replacement or rehabilitation of local bridges.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Eligible projects are identified, prioritized, and requested by local jurisdictions who then submit applications to LHTAC through a formal project application process held from November through January. Project proposals are reviewed and ranked by LHTAC and a prioritized list of projects (based on available funding) is then presented to the Idaho Transportation Board, for inclusion in the draft Idaho Transportation Investment Program (ITIP) in June. Projects are administered by LHTAC working with the Sponsor and consultant designer.

Local Bridge applications will be accepted every other year. Due to limited funds, only \$3M or less toward construction costs will be programmed.

Eligible Projects

- Bridge replacement
- Structural rehabilitation
- Deck replacement
- Bridge maintenance

Ineligible Projects

- Bridge projects not located on a Local FA System route
- Road projects

Funding Allocation

Funds are allocated through a competitive process.

LHTAC submits its Local Bridge Program via OTIS to the Program Management Office (PMO). LHTAC submits maps to clearly identify a project's location and ITD-2435 Federal-Aid Project Request forms for all new local projects.

FY increases due to project overruns or advances are offset by the Sponsor. FY decreases due to project under-runs or delays remain in the program. Cost decreases to prior year projects remain in the project.

Funds must be obligated by the end of the federal fiscal year. Unobligated Preliminary Engineering by Consultant (PC) funds and Right of Way (R/W) are available statewide to deliverable projects outside of this program on a first-come-first-serve basis per the end-of-year plan on July 1st.

Unobligated Construction Engineering by Consultant (CC) and Construction (CN) are available statewide to deliverable projects outside of this program on a first-come-first serve basis per the end-of-year plan on August 1st (FFY Q4).

References

- Policy 4011/5011 Idaho Transportation Investment Program
- 23 USC 144
- LHTAC Stewardship Agreement
- Infrastructure Investment and Jobs Act, Pub. L. 117-58, Division J, title VIII, Highway Infrastructure Program heading, paragraph (1)
- Feb. 2022 ITD Board Resolution ITB22-14

Project Guidelines

In order to qualify for Bridge Funds, a project must meet the following criteria:

1. Must be in the National Bridge Inventory (NBI) Database, which requires that the bridge be longer than 20 feet and that it must carry a public road.
2. Replacement: Bridge should be in poor condition (deck, superstructure, and/or substructure, or culvert).
3. Rehabilitation: Bridge should be in fair or poor condition.
4. Preservation: Bridge should be in good or fair condition.

Eligible activities include bridge replacement, structural rehabilitation, deck replacement, and bridge maintenance. Approximately 10% of a bridge project's cost can be used for approach work. Bridge must reside on a Local FA System route having a functional classification of a collector or above.

Functional classification of roadways must be determined at application time since the federal regulations allow for the Local Bridge funding to be spent on minor 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 the Idaho Transportation Department (ITD). Please 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: <http://iplan.maps.arcgis.com/home/index.html>

Local Bridge (Off-System) Program

Contact: Scott Wood

Title: LHTAC Federal-aid Engineer

Phone: 208-344-0565

Program Length:

5 Years + PD

Funding Sources:

Bridge formula apportionments

Available Funding:

\$6.8M (\$6.2M in PV) in FY29

Program Purpose

The Bridge Off-System Program ensures that local bridges off of the federal-aid system are in good condition and unrestricted.

Program Benefit

The Bridge Off-System Program benefits Idaho by funding improvements to locally owned bridges that are located on a public road which has a functional classification below a collector. This program provides funds for the replacement or rehabilitation of off-system bridges.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

Eligible projects are identified, prioritized, and requested by local jurisdictions who then submit applications to LHTAC through a formal project application process held from November through January. Project proposals are reviewed and ranked by LHTAC and a prioritized list of projects (based on available funding) is then presented to the Idaho Transportation Board, for inclusion in the draft Idaho Transportation Investment Program (ITIP) in June. Projects are administered by LHTAC working with the Sponsor and consultant designer.

Off-System Bridge applications will be accepted every other year. Due to limited funds, only \$3M or less toward construction costs will be programmed.

Eligible Projects

Locations must be off-system to qualify:

- Bridge replacement
- Structural rehabilitation
- Deck replacement
- Bridge maintenance

Ineligible Projects

Road projects

Funding Allocation

Funds are allocated through a competitive process.

LHTAC submits its Bridge Off-System Program via OTIS to the Program Management Office (PMO). LHTAC submits maps to clearly identify a project's location and ITD-2435 Federal-aid Project Request forms for all new local projects.

FY increases due to project overruns or advances are offset by the Sponsor. FY decreases due to project under-runs or delays remain in the program. Cost decreases to prior year projects remain in the program.

Funds must be obligated by the end of the federal fiscal year. Unobligated Preliminary Engineering by Consultant (PC) funds and Right of Way (R/W) are available statewide to deliverable projects outside of this program on a first-come-first-serve basis per the end-of-year plan on July 1st. Unobligated Construction Engineering by Consultant (CC) and

Construction (CN) are available statewide to deliverable projects outside of this program on a first-come-first-serve basis per the end-of-year plan on August 1 (FFY Q4).

References

- Policy 4011/5011 Idaho Transportation Investment Program
- 23 USC 144
- LHTAC Stewardship Agreement
- Infrastructure Investment and Jobs Act, Pub. L. 117-58, Division J, title VIII, Highway Infrastructure Program heading, paragraph (1)
- Feb. 2022 ITD Board Resolution ITB22-14

Project Guidelines

In order to qualify for Off-System Bridge Funds, it must meet all of the following criteria:

1. Must be in the National Bridge Inventory (NBI) Database, which requires that the bridge be longer than 20 feet and that it must carry a public road.
2. Replacement: Bridge should be in poor condition (deck, superstructure, and/or substructure, or culvert).
3. Rehabilitation: Bridge should be in fair or poor condition.
4. Preservation: Bridge should be in good or fair condition.

Eligible activities include bridge replacement, structural rehabilitation, deck replacement, and bridge maintenance. Approximately 10% of a bridge project's cost can be used for approach work. Bridge must reside on a Local non-FA System route.

Functional classification of roadways must be determined at application time since the federal regulations allow for the Off-System Bridge funding to be spent on roadways that are located on a public road which has a functional classification below a collector. Each county has a functional classification map approved by the Idaho Transportation Department (ITD). Please 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:

<http://iplan.maps.arcgis.com/home/index.html>

Local Safety Program

Contact: Brian Wright, P.E.

Title: LHTAC Safety Engineer

Phone: 208-344-0565

Program Length:

5 Years

Funding Sources:

Highway Safety Improvement Program

Available Funding:

\$12M (\$11.1M PV) in FY29

Program Purpose

The purpose of the Local Highway Safety Improvement Program (LHSIP) is to work towards the elimination of fatal and serious injury crashes on the local roadway system in Idaho.

The Local Highway Technical Assistance Council (LHTAC), through an application process, selects safety improvement projects for submission into the LHSIP in each ITD District. The selected projects are reviewed for compliance with funding regulations prior to inclusion into the Highway Safety Improvement Program (HSIP) portion of the Idaho Transportation Investment Program (ITIP).

Program Benefit

Local Highway Safety Improvement Program projects benefit Idaho and the 288 Local Highway Jurisdictions (LHJ) by utilizing the local share of Highway Safety Improvement Program funds for necessary safety improvement projects along roadways and intersections that are not part of the State Highway System.

Strategic Goals Met

Safety

Project Selection and Implementation

The Local Highway Safety Improvement Program (LHSIP) is data driven and potential projects are selected by application.

- Crash data from the last five years is used to determine the local jurisdictions in each ITD District that have qualifying crashes.
- The LHJ's who qualify are invited to submit a program application.
- These LHJ's review their crashes and propose projects that reduce or eliminate Fatal and/or Serious (Type A) injury crashes.
- The LHJ selects the area/location to implement safety improvements and is encouraged to look at systemic solutions rather than single site locations.
- The applications are based on a Benefit to Cost ratio, and are ranked for each ITD District. Projects are funded strictly on Benefit to Cost Ratio.
- LHTAC administers design and construction.

Eligible Projects

- Durable Pavement Markings
- Traffic Control Signals
- Traffic Signal Timing Plan Updates
- Pedestrian Crossing
- New Signing
- Minor Shoulder Widening
- Flashing Beacons
- New Guardrail
- Reflective signal back plates
- Street Lighting Improvements
- Road Safety Audit
- Road Diets

Ineligible Projects

- Maintenance Projects
- Capacity Improvements
- Pavement Markings (waterborne)
- No Fatal or Serious (Type A) Injury Crashes
- Wetland impacts greater than 1/10 acre

Funding Allocation

A list of eligible jurisdictions and the funding distribution is posted on the LHTAC website. Funding is aimed at improving safety at locations which experienced a Fatal or Serious (Type A) Injury crash in the past five years.

References

- Infrastructure Investment and Jobs Act, Pub. L. 117-58, § 11111; 23 U.S.C. 148
- 23 CFR Parts 655 and 924
- Coordination with Idaho Traffic Safety Commission; Policies 4043 and 5043
- Strategic Highway Safety Plan (SHSP)

Project Guidelines

The “Highway Safety Improvement Program” include strategies, activities, and projects on a public road that are consistent with Idaho’s Strategic Highway Safety Plan (SHSP) and correct or improve a hazardous road location or feature; or address a highway safety problem. HSIP emphasizes a safety data-driven, strategic approach to improving highway safety that focuses on eliminating deaths and serious (Type A) injuries resulting from traffic crashes. Projects must:

- Be safety data driven;
- Address an identified highway safety issue in an established highway safety corridor or spot location such as an intersection.

The “Local Highway Safety Improvement Program” includes strategies and projects to work towards the elimination of fatal and serious (Type A) injury crashes on the local roadway system.

- Applications for projects must include a Fatal and Serious (Type A) Injury crash.
- Projects without a Fatal and Serious (Type A) Injury crash will be removed from consideration.
- Applications will not be accepted to improve an intersection or location if that location has previously been awarded LHSIP funds.
- If applying for a traffic control signal, a current warrant analysis must have been completed and warrants must be met. A copy of the warrant analysis is required with the application submittal.
- If applying for a project at the intersection of a state road, the LHJ must have contacted ITD and ITD must agree to pay their appropriate share.
- No project with wetland impacts greater than 1/10 of one acre will be funded.
- Projects with less than 1/10 of one acre will be approved upon wetland site review.

Emergency Relief (ER) Program

Contact: Travis Hire

Title: Emergency Management Program Manager

Phone: 208-334-8701

Program Length:

Funds available until spent or until rescinded by Congress

Funding Sources:

- Federal emergency relief (ER) and emergency relief federally owned (ERFO) appropriations;
- Idaho Office of Emergency Management disaster funds
- Federal Emergency Management Agency (debris removal only)

Available Funding:

Per DDIR per project

Program Purpose

The purpose of the Emergency Relief Program is to provide funds for the repair or reconstruction of Federal-aid highways and of roads on Federal lands that suffered serious damage from natural disasters or catastrophic failures from external causes.

Program Benefit

The Emergency Relief Program benefits Idaho by providing funds to repair and restore highway facilities to pre-disaster conditions. This can be done by emergency repairs (repairs undertaken during or immediately after a disaster to restore essential traffic, to minimize the extent of damage, or to protect the remaining facilities.) or permanent repairs (repairs undertaken after the occurrence of a disaster to restore the highway to its pre-disaster condition.)

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

No projects under this fund are currently being selected and implemented; however, previously funded projects may continue to exist in the overall program. Projects are identified and application made by management and the Board. Upon receipt, projects are costed, scheduled, managed, and developed by the District.

Eligible Projects

- Approved DDIR from the FHWA. Projects requiring non-federal capital investment
- Program Emergency Repairs in the Restoration Program
- State/Federal Declaration

Funding Allocation

Funding is allocated on a per disaster event declaration by the Governor or President as approved by FHWA. FY increases due to project overruns or advances are offset by the District using other funds. FY decreases due to project under-runs are available to other ER projects in this Program as approved by the FHWA. Otherwise, funds are available to a specific disaster until spent or rescinded by the FHWA.

References

- USC 120(e), 125
- FHWA Emergency Relief A-01-26

Project Guidelines

Disaster declarations are requested by the District Engineer or their delegate. Districts then program projects for emergency repairs. Permanent repairs are identified, costed, and programmed by the District. The application is then made by Districts to FHWA for Detailed Damage Inspection Report (DDIR) approval. Projects are scheduled, managed, and developed by the District.

Federal Lands Access Program

Contact: Dave Kuisti

Title: Division Administrator, Engineering Products and Plans

Phone: 208-334-8802

Program Length:

5 years

Funding Sources:

Federal Lands Access Program Apportionments

Available Funding:

\$17 million annually over 5 years

Program Purpose

The purpose of the Federal Lands Access Program (FLAP) is to provide safe and adequate transportation access to and through federal lands for visitors, recreationists, and resource users.

Program Benefit

The Federal Lands Access Program benefits Idaho citizens, recreationists, and business by providing access to and through public federal lands.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

The Programming Decisions Committee (PDC) includes representatives from ITD, Western Federal Lands Highways Division (WFLHD), and LHTAC.

The 2021 request for proposals is currently closed. The Western Federal Lands Highway District of the FHWA solicits every five years for capital improvements, enhancement, transit, planning, and research proposals to receive funds through the Idaho Federal Lands Access Program.

Review, selection, prioritization and scheduling of projects is completed by the Technical Advisory Group with representation from Western Federal Lands (WFL), ITD, LHTAC, US Forest Service (USFS), Bureau of Land Management (BLM), Bureau of Reclamation, National Park Service (NPS), US Fish and Wildlife Service (USFWS), and US Army Corp of Engineers (USACE). The lead agency for all facets of project delivery is typically the Western Federal Lands Highway Division (WFLHD). Project delivery consists of federal environmental compliance, design, construction contract advertisement, and construction contract administration.

Eligible Projects

Projects that are located on or adjacent to or provide access to Federal Lands such as: National Parks, National Forest Systems land, National Wildlife Refuges, BLM lands, US Corps of Engineer lands, or Tribal lands.

Funding Allocation

Funding is allocated on a per project prioritization by the PDC through a public application process.

References

- Infrastructure Investment and Jobs Act (Pub. L. 117-58)
- 23 USC 201 & 204

Project Guidelines

The focus of the program is to deliver projects that are located on or adjacent to or provide access to Federal Lands such as: National Parks, National Forests System lands, National Wildlife Refuges, BLM lands, US Corp of Engineers lands, and Tribal lands.

Projects must be:

- Located on a public highway, road, bridge, trail or transit system;
- Located on, adjacent to, or provides access to Federal Lands; and
- Title or maintenance responsibility of the roadway or facility is vested with the State, County, Local Government, or Tribe.

Eligible activities include:

- Environmental mitigation in or adjacent to Federal Land to improve public safety and reduce vehicle-caused wildlife mortality while maintaining habitat connectivity;
 - Wildlife Crossings (see <http://itd.idaho.gov/highways/research/archived/reports/RP229FINAL.pdf> for additional information regarding how to prioritize a location and determine a type of crossing)
- Preventive maintenance, asset improvements, rehabilitation, restoration, construction, and reconstruction;
- Adjacent vehicular parking area (which can be under Federal maintenance responsibility);
- Acquisition of necessary scenic easements and scenic or historic sites;
- Provisions for pedestrians and bicycles;
- Roadside rest areas, including sanitary and water facilities;
- Operation and maintenance of transit facilities

In order of priority, the PDC uses the following criteria to score projects:

- Safety
- Asset Improvement
- Recreation & Economic
- Mobility
- Sustainability and Environmental Quality
- Readiness and Support

Under IIJA/BIL the FLAP program is 100% federally funded, requiring no state or local match. Therefore, projects selected for funding in the 2021 application process are 100% federally funded. Projects prioritized and funded under the FAST Act will continue to require a local match as outlined in the project agreements.

The Idaho Federal Lands Access Program is currently estimated to receive about \$17 million annually. Because of limited FLAP funding, proposals will receive additional consideration when funding leveraged from other sources is also available. Additional information, guidance, and FAQs regarding the Federal Lands Access Program may also be found at the following website:

- <https://highways.dot.gov/federal-lands/programs-access>

Port of Entry WIM/AVI Program

Contact: Craig Roberts

Title: Compliance Manager

Phone: 208-334-4426

Program Length:

5 years

Funding Sources:

- Division of Motor Vehicle Funds
- Federal Motor Carrier Safety Administration (FMCSA) Grants
- State Funds (ST)

Available Funding:

FMCSA Discretionary Program

Program Purpose

This program authorizes the construction of Weigh-in-Motion/Automatic Vehicle Identification systems at Port of Entry (POE) locations. The projects in this program will affect each of the department's strategic goals.

Program Benefit

The POE WIM/AVI program benefits Idaho by increasing staff efficiencies and cost savings for commercial industry by maximizing the utilization of technology to decrease processing time of commercial vehicles at weigh sites. The program also provides a significant safety benefit that will result from commercial vehicles, with known history of good safety, weights, dimensions and credentials compliance, authorized to bypass (pre-clearance events) at equipped weigh sites. This allows enforcement personnel to concentrate on those carriers required to report for inspection and weighing that are more likely to need their time and attention. This would result in a more efficient Size & Weight Program, which is a federally required program for states to receive federal highway construction funds.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

This program is managed by ITD's Division of Motor Vehicles Business & Port of Entry Management Team, Federal Motor Carrier Safety Administration (FMCSA) and ITD Contracts Administration.

Eligible Projects

- WIM projects
- AVI projects
- Connectivity between POE locations for real time enhanced bypass eligibility
- Increased data collection for bridge and highway information

Funding Allocation

Funding is based on grant allocations from the Federal Motor Carrier Safety Administration (FMCSA). Costs fluctuate according to project progress and based on the number of WIMs and AVIs being installed concurrently. Projects are selected based on the POE's Five Year site installation plan and may be dependent on FMCSA grant funding and approval.

References

- Federal Motor Carrier Safety Administration (FMCSA)
- Port of Entry Five Year Site Installation Plan

Project Guidelines

WIM projects are restricted to POE enforcement sites prioritized by traffic volume and industry need.

Public Transportation Program

Contact: Ron Duran

Title: Public Transportation Manager

Phone: 208-334-4475

Program Length:

5 years

Funding Sources:

- FTA funds
- \$312,000 annually for Vehicle Investment Program

Available Funding:

Program Purpose

The purpose of the Public Transportation Program is to provide transportation options and accessibility for all Idahoans and to augment and enrich the State Highway System.

Program Benefit

Public transportation provides alternative transportation services to citizens for trips to employment, shopping, medical care, social/recreational opportunities, and other destinations. Consequently, well-crafted public transportation options strategically placed across the state is a major enabler and contributor to the economic development and well-being of the state.

Further, the Public Transportation Program benefits Idaho by helping to extend the lifespan and quality of the state highway system's infrastructure as well as helps extend the lifespan and quality of this infrastructure by improving the efficiency of its use along with providing alternative mobility choices for Idaho's citizens.

Strategic Goals Met

Safety, Mobility & Economic Opportunity

Project Selection and Implementation

The Public Transportation Office at ITD helps sustain the existence of public transportation in line with the values, needs, and priorities across the state. Through administration of federal funds allocated to the state alongside an aggressive identification and coordination of other funding opportunities, the Section helps identify the financial means to provide these transportation choices.

Eligible Projects

- Public Transportation Operating, Planning, or Capital Projects

Funding Allocation

The Section assists in the annual administration of Federal Transit Administration (FTA) formula funding for Public Transportation programs targeting Rural Transportation, Transportation for the Elderly and Persons with Disabilities, Intercity Transportation, Transportation for Commuters and vehicle replacement.

The Section administers the Department's Vehicle Investment Program (VIP). VIP is a statewide program intended to add value to the overall effectiveness of public transportation in Idaho. The program forms a state, and local partnership whereby VIP will help support the purchase of transit vehicles for rural providers. The purpose of the program is to combine state and local dollars to fund vehicles in one grant cycle.

Federal Transit Administration funding allocated to Idaho and administered by Public Transportation Section includes over \$14 million of formula funding.

Outside of the Public Transportation Section's direct responsibility, there is well over an additional \$12 million of FTA funding directed to transportation services in small and large urban areas across the state.

Matching Funds:

Local match rates are defined for each type of FTA formula and vary based on the expense category (Capital, Operating, Administrative, and Preventive Maintenance) but can range from 8% to 50%. Local match is provided by applicants for FTA funds and is provided by contributions from local government jurisdictions, public/private partnerships, and through donations.

Annual Allocation:

FTA Public Transportation formula funds administered by the Public Transportation Office are allocated based on Idaho's population and the respective populations by District of the targeted ridership. Funded programs in Idaho include the 5310 Elderly and Persons with Disabilities program (both Rural and Small Urban), the 5311 Rural Transportation program, the 5311(f) sub-allocation for Intercity transportation, 5339 Bus and Bus Facilities (both Rural and Small Urban), and several other 'specialty' programs.

References

- 4038: Public Transportation Program
- 4039: Public Transportation Advisory Council "PTAC"

Project Guidelines

The Public Transportation Section pursues efforts to identify and prioritize needs, solicit provider proposals to meet these needs, select projects for award, grant funds and monitor performance.

The Public Transportation Section is responsible for traditional functions including managing the solicitation of applicants for sub-granting of FTA transportation funds, along with facilitating the review and evaluation process for these applications. Following award of funding, the Public Transportation Office provides technical assistance with the use of grant funding and facilitates the reporting, reimbursement process with the providers, and compliance.

Idaho Airport Aid Program (IAAP)

Contact: Jennifer Schildgen

Title: Airport Planning and Development Project Manager

Phone: 208-334-8640

Program Length:

5 years

Funding Sources:

- Federal Aviation Administration (FAA)– Airport Aid Program (AIP)
- Idaho Airport Aid Program (IAAP) [Trustee and Benefits]
- Local Owner

Available Funding:

\$1M annually

Program Purpose

The purpose of the Aeronautics Division's Idaho Airport Aid Program (AERO-IAAP) is to develop and maintain a viable, balanced state aviation system while providing adequate access, economic opportunity, and mobility throughout the state.

Program Benefit

Idaho's system of public-use airports serves a wide variety of aviation activities. General aviation airports serve not only corporate and business users, but these airports also play an important role in supporting recreation and tourism in the state. Idaho's commercial airports accommodate operations by regional and commuter airlines, as well as major airline operations. Air cargo activities are also supported by the state's aviation system, as is military activity and aerial fire suppression. In addition to these airports, the Division of Aeronautics oversees maintenance and operation activities at 31 state operated airports.

Strategic Goals Met

Safety, Mobility and Economic Opportunity

Project Selection and Implementation

The Division of Aeronautics, in partnership with the FAA and municipalities, coordinates a multi-level planning process comprised of the State Airport System Plan, Airport Master Plans, and the Statewide Capital Improvement Program (SCIP). System planning establishes statewide needs while master planning is a more detailed plan for a single airport. Master planning produces a detailed plan for a single airport. The SCIP serves as the planning tool used to identify, prioritize, and provide cost estimation for future airport projects. Project selection is a collaborative process involving the FAA, municipalities, and ITD Division of Aeronautics.

There are two classifications of airports used for planning purposes. Airports identified in the National Plan of Integrated Airport Systems (NPIAS) receive funding from the FAA and the State of Idaho. Airports not included in the NPIAS receive only State of Idaho and sponsor funding.

AERO annually requests grant applications from eligible public airports throughout the state. The state has a specific application form and set of application procedures. AERO requests an updated SCIP prior to the application.

The FAA regularly requests review and comment from AERO prior to final application processing. A copy of the FAA application is accepted in lieu of an IAAP application when the request is simply for assistance with the local match requirement for the AIP funds.

NPIAS airport projects are identified, estimated, and scheduled by the FAA with input from AERO. Projects are prioritized and selected based upon the FAA's National Priority System and the availability of local matching funds. Projects are developed by the airport owner and their consultant with management from the FAA.

Construction management is provided from the airport owner and their consultant. Non-NPIAS airport projects are identified, estimated, and scheduled by the airport sponsor and AERO. Projects are prioritized and selected based upon the Division of Aeronautics Priority System and the availability of local matching funds. Projects are developed by the airport owner with management from the Division of Aeronautics. Construction management is provided from the airport sponsor.

The AERO-IAAP program is managed by the Project Manager of the Airport Planning and Development section within the Division of Aeronautics.

Eligible Projects

- Development of required airport planning, land ownership, airspace, land use compatibility, and land use zoning documents.
- Land acquisition for development and improvement of aircraft landing facilities.
- Grading and drainage necessary for construction or reconstruction of runways or taxiways.
- Construction or reconstruction of runways or taxiways.
- Acquisition of "Runway Protection Zones" as defined in current regulations of the Federal Aviation Administration.
- Acquisition of easements through or other interests in airspace as may be reasonably required for safeguarding aircraft operations in the vicinity of an aircraft landing facility.
- Removal of natural obstructions from Runway Protection Zones.
- Installation or rehabilitation of "Segmented Circle Airport Marker Systems" as defined in current regulations of the Federal Aviation Administration.
- Installation or rehabilitation of runway, taxiway, boundary, or obstruction lights, together with directly related electrical equipment.
- Erection or rehabilitation of appropriate security fencing around the perimeter of an aircraft landing facility.
- Grading and drainage necessary to provide for parking of transient general aviation aircraft.
- Air navigation facilities.
- Such other capital improvements as may be designated by the Board.
- New building construction of public use facilities such as storage hangars, pilot lounge, restrooms, etc., that are owned by the airport sponsor.

Ineligible Projects

- Facilities under exclusive lease or private/ corporate control
- ARFF equipment
- Purchase or construction of income producing property
- Decorative landscaping, art, and sculpture
- Previous land acquisition
- Previous building construction or improvements
- Previous state grants
- Previous federal grants
- Grant Amendments that increase the original grant amount
- Fuel Storage and Supply Equipment
- Utilities: Water, sewer, etc.
- GPS approach development

Funding Allocation

The entire funding package for the Aeronautics program is separate and distinct from the surface transportation programs and therefore functions under its own set of procedures. Airport projects receive funding from a combination of FAA-AIP, State AERO-IAAP, and local (airport owner) sources. Taxes and/or user fees fund both federal and state programs.

Income sources at the federal level are comprised of airline ticket, airfreight waybill, international passenger, and departure taxes. The state airport program is funded by aircraft fuel tax and aircraft registration fees. Local funds are generated from a number of sources, including local rates and charges for use of the airport, local government mill levy financing, and local general fund appropriations.

The FAA provides grant funds to 36 of Idaho's 124 public-use airports, the Pullman-Moscow Regional Airport, and to the Idaho Division of Aeronautics for statewide planning.

Funds are administered and distributed by the FAA with coordination and scheduling input from the State of Idaho. The FAA funds are passed directly to the recipient and do not pass through the Idaho Transportation Department. All funds are available through the FAA-AIP and are distributed to airports based upon their type and level of activity.

FAA funds are available to Idaho airports in a number of categories, based upon characteristics of the airport or of the project:

1. Primary Service airports (7) have regularly scheduled air service and enplane at least 10,000 passengers annually. These airports receive an annual passenger enplanement entitlement and are eligible for FAA discretionary funds.
2. General aviation airports (30) provide service for smaller aircraft. These airports receive funds from an annual state apportionment and occasionally are eligible for FAA discretionary funds. A portion of these funds are identified annually as a non-primary entitlement to select airports based upon the airport's development needs.
3. The Division of Aeronautics receives FAA-AIP grant funding primarily for planning studies. The division currently receives a grant amounting to 90% of the project costs for preparation of the ongoing Idaho Airport System Planning effort, which includes the annual Network Pavement Management Program, the SCIP, system plan report updates, and special statewide studies as needed.

The FAA currently provides grant amounts covering 93.75% of eligible project costs to NPIAS commercial service airports and grant amounts covering 90% of eligible project costs to NPIAS general aviation airports for airfield and support facilities and a smaller percentage for passenger- terminal facilities. The local airport and the State of Idaho are jointly responsible to provide the remaining project match of 6.25% or 10% respectively.

The AERO-IAAP is a state-funded grant program that is administered by ITD's Division of Aeronautics. This program is used to assist local governments with matching federal funds or for airport improvements not eligible for federal assistance. The IAAP funds are available to Idaho airports in three categories, generally by airport function:

1. Primary service airports may receive a lump sum annual amount. These funds are a 50%-50% match for eligible airport improvements, without regard to the level of FAA project funding.
2. NPIAS general aviation airports are automatically eligible to receive IAAP funds to assist with the 10% match required of the airport sponsor. These grants provide up to half of the local match (5%). These matching funds help insure that the available AIP funds will be used when available. The IAAP matches FAA-AIP 'pure discretionary' funds even though they are unscheduled large amounts.
3. Non-NPIAS airports are eligible to receive IAAP funds to assist with airport planning, development, and maintenance projects. The percent of match varies from 50% to 75% of the project costs based upon a regulatory formula indexed to the population within the airports service area. Airports with a small service area population receive a greater match of the project costs than the airports with a larger service area.

The IAAP is funded 100% initially with three-year carry-over authority. Funds may be transferred into or from a project at closeout to balance budget with authorization levels. The availability of FAA-AIP funds depends upon annual appropriation levels and the share available to Idaho airports. The availability of AERO-IAAP funds depends upon the level of annual fuel tax revenues and the share allocated to the program within the Division of Aeronautics. The availability of local funds depends upon revenues from airport fees and local tax revenues.

References

- 4011 & 5011 Idaho Transportation Investment Program
- 4035 & 5035 Coordination with the Aeronautics Advisory Board
- 4037 & 5037 Aeronautical Activity
- 4075 Assistance to Idaho Airports

Project Guidelines

General aviation airports, that are not eligible to receive federal funds, are eligible to receive IAAP funds to assist with airport planning, development, and maintenance projects. These projects are carefully reviewed, prioritized, and evaluated. Since the division has limited funding, each approved project must demonstrate that it addresses an immediate safety need or that it will preserve facilities that the state has funded in the past. The primary principals that form the basis for the IAAP program are detailed in Idaho Administrative Code, IDAPA 39.04.01, - Rules Governing Idaho Airport Aid Program.

Only public entities are eligible to participate in the Idaho Airport Aid Program. Any county, city, village, or agency designated in Idaho Code, is an eligible public entity for the purpose of participation in the Idaho Airport Aid Program. The specific requirements for airport owner and project eligibility are detailed in Idaho Administrative Code, IDAPA 39.04.01, - Rules Governing Idaho Airport Aid Program.

Airport pavements wear and degrade over time requiring regular maintenance and repair to lessen the impact on the operating costs for passenger, commercial, and private aircraft.

Regularly scheduled preventive maintenance, rehabilitation, and reconstruction treatments extend the useful life of pavements in the aviation system.

Pavement consultants perform regular FAA and AERO approved visual inspections. Results are then analyzed and reported using the FAA approved software program, PAVER. The software allows consultants, the FAA, AERO officials, and airport sponsors the ability to recommend sound localized and global pavement maintenance practices enabling all parties the ability to predict, plan, and schedule necessary pavement maintenance.

APPENDIX A

TYPE OF WORK CLASSIFICATIONS

| CLASS | | SUB-CLASS | |
|-------|--|-----------|---|
| 1. | <u>NEW ROUTE (NEW RTE)</u> – Construction that will provide either: (a) new route in an area where none existed before; or (b) a supplemental route in a new corridor with the basic function of the existing facility remaining the same. In the latter case, both the new route and existing facility will be designated to serve State Highway through traffic. | 1. | Preliminary Engineering Only (PE Only) |
| 2. | <u>RELOCATION (RELOC)</u> – Construction Coat (SICT) that will place an existing facility Undetermined Surface in a different corridor than its (UndSrfType) present alignment. The improved Surface relocated facility will be designated to serve State Highway through traffic while the old road will be left to serve local needs, or obliterated. | 2. | Right-of-Way Only (RW Only) |
| 3. | <u>BRIDGE CONSTRUCTION & APPROACHES (BR/APPRS)</u> – Construction of a bridge and approaches to remove, reconstruct, replace or rehabilitate. | 3. | Advanced Right-of-Way (ADV RW) |
| 4. | <u>ADDED LANES SEPARATE ROADWAY (ADD LANES SEP RDWY)</u> – Construction within the corridor of an existing route that will provide added lanes on a separate roadway from the existing facility. The existing facility will continue to function with the added lanes providing increased capacity and/or safety. | 4. | Right-of-Way Additional (RW ADD) |
| 5. | <u>*RECONSTRUCTION/REALIGNMENT (RECONST/REALIGN)</u> – Construction of an improved highway on approximate alignment of an existing route where existing right-of-way and roadway components are incorporated in the new improvements to the extent practical. Construction would normally include alignment and grade adjustments, drainage improvements and construction of a roadway sub-grade and surface to an additional width of more than six feet wider than the old facility. | 5. | Seal Coat (SLCT) |
| 6. | <u>MAJOR WIDENING (MAJRWIDN)</u> – Construction on the roadway of an existing facility primarily for adding one or more auxiliary lanes to increase capacity. (Major widening is any additional width greater than 6 feet or additional lane.) | 6. | Undetermined Surface Type (UNDSRFTYPE) |
| | | 7. | Bituminous Surface Treatment (BST) |
| | | 8. | Plant Mix Pavement (PLMXPAV) |
| | | 9. | Road Mix Pavement (RDMXPAV) |
| | | 10. | Concrete Pavement (CONCPAV) |
| | | 11. | Grading & Drainage (GR&DR) |
| | | 12. | Bridge Replacement (BRREPL) |
| | | 13. | Bridge Rehabilitation (BRREHAB) |
| | | 14. | Interchanges (IC) |
| | | 15. | Grade Separations (GS) |
| | | 16. | Frontage Roads (FRRD) |
| | | 17. | Detours (DETR) |
| | | 18. | Railroad Adjustment (RRADJ) |
| | | 19. | Utility Adjustment Only (UTILADJONLY) |
| | | 20. | Roadway Emergency Relief (RDEMERREL) |
| | | 21. | Bridge Emergency Relief (BREMERREL) |
| | | 83. | Short Span Replacement (SHORTSPANREPL) |
| | | 84. | Environmentally Sensitive Areas (ENV) |
| | | 98. | Passing Lane (PASSLN) |
| | | 99. | Intelligent Transportation System (ITS) |

* Explanation for use of six feet as width break point for class 5 and class 7 – AASHTO standard widths for the majority of rural roadway types are 28', 34' and 40'. This would allow an improvement to be made to the next higher standard and still be classified as "Minor Widening". Width improvements beyond that which would provide the next higher standard would be classified as "Reconstruction." This would also allow existing roadway as narrow as 22' to be upgraded 28' under the "Minor Widening" classification.

| CLASS | | SUB-CLASS | |
|---|---|---|--|
| 7. | <p><u>* RESURFACING/RESTORATION & REHABILITATION/ PAVEMENT WIDENING (RESRF/RESTO&REHAV/ PAVTWIDN)</u> – Pavement rehabilitation improvements on existing roadways, pavements and bridge decks to restore them to their proper condition. Minor safety and traffic operation improvements could be a part of the overall project. This classification also includes adding width to the roadway, bridge or shoulders to a maximum of six feet total additional width. Most 3R projects fall in this class of construction.</p> | <p>1. Preliminary Engineering only (PE Only)</p> <p>4. Right of Way Additional (RW ADD)</p> <p>5. Seal Coat (SLCT)</p> <p>6. Undetermined Surface Type (UNDSRFTYPE)</p> <p>22. Resurfacing (Resrf)</p> <p>23. Pavement Rehabilitation (PavRehab)</p> <p>24. Base/Sub-Base Work & Resurfacing (Bs&Resrf)</p> <p>25. Concrete Pavement Resurfacing (ConcPavResrf)</p> <p>26. Minor Widening & Resurfacing (MinrWidn&Resrf)</p> <p>27. Minor Widening (MinrWidn)</p> <p>28. Rigid Pavement Grinding/Grooving (PavGG)</p> <p>29. Drainage Improvements (DrImpr)</p> <p>30. Spalled/Malfunctioning Joint Replacement (JtRepl)</p> <p>31. Reseal Joints (ResIJT)</p> <p>32. Bridge Structural Rehabilitation (BrRehab)</p> <p>33. Bridge Deck Rehabilitation (DeckRepl)</p> <p>34. Bridge Deck Repair (DeckRepr)</p> <p>35. Bridge Deck Protective System (DeckProSys)</p> <p>84. Environmentally Sensitive Areas (ENV)</p> <p>97. CRABS (CRABS)</p> <p>99. Intelligent Transportation System (ITS)</p> | |
| <p>* Explanation for use of six feet as width break point for class 5 and class 7 – AASHTO standard widths for the majority of rural roadway types are 28', 34' and 40'. This would allow an improvement to be made to the next higher standard and still be classified as "Minor Widening". Width improvements beyond that which would provide the next higher standard would be classified as "Reconstruction." This would also allow existing roadway as narrow as 22' to be upgraded 28' under the "Minor Widening" classification.</p> | | | |

| CLASS | | SUB-CLASS | |
|-------|---|-----------|--|
| 8. | <u>SAFETY/TRAFFIC OPERATIONS (SAFTY/TRAFOPER)</u> – A project which provides features or devices to enhance safety; or a traffic operation improvement which is designed to reduce traffic congestion and to facilitate the flow of traffic for both people and vehicles on existing systems. | 1. | Preliminary Engineering Only (PE ONLY) |
| | | 4. | Right-of-Way Additional (RW ADD) |
| | | 27. | Minor Widening (MinrWidn) |
| | | 36. | Interchange Modification (ICMod) |
| | | 37. | Intersection Improvement (Intrseclmpr) |
| | | 38. | Traffic Signals (TrafSgnl) |
| | | 39. | Turn Bay (TurnBay) |
| | | 40. | Pavement Marking (PavMark) |
| | | 41. | Railroad Gates (RRGate) |
| | | 42. | Railroad Signals (RRSgnl) |
| | | 43. | Signing Improvement (SignImpr) |
| | | 44. | Illumination (Illum) |
| | | 45. | Metal Guard Rail (MetlGR) |
| | | 46. | Concrete Barrier Rail (ConcRail) |
| | | 47. | Covering Median Openings (CovrMednOpen) |
| | | 48. | Slope Flattening (SlopeFlat) |
| | | 49. | Alignment/Grade Spot Improvement (Al/Grlmpr) |
| | | 50. | Slow-Moving Vehicle Turnouts (VehTout) |
| | | 51. | Bicycle/Pedestrian/Equestrian Trails (BikePedTrail) |
| | | 52. | Wildlife/Game Crossings (GameXing) |
| | | 53. | Junkyard Screening (JunkScrn) |
| | | 54. | Bridge Railing/Parapet Modification (BrRailMod) |
| | | 55. | Bridge Inspection (Brnspec) |
| | | 56. | Bridge Vertical Clearance (BrClear) |
| | | 57. | Bridge Painting (BrPaint) |
| | | 58. | Ice Detectors (IceDet) |
| | | 59. | Incidental Repairs (IncidRepr) |
| | | 94. | Ice, Snow Treatment (IceSnow) |
| | | 95. | Safety Improvement (Safelmpr) |
| | | 96. | Training (Training) |
| | | 99. | Intelligent Transportation System (ITS) |
| | | 100. | Sidewalk (Sidewalk) |
| | | 101. | Curb & Gutter (CurbGutter) |
| | | 118. | Rumble Strips |
| | | 119. | Traffic Roundabout |
| 9. | <u>SUPPORTING FACILITIES (SUP FACIL)</u> – Roadside facilities to enhance motorist services, roadside preservation or enhancement, or facilities required for Department operations. | 1. | Preliminary Engineering Only (PEOnly) |
| | | 4. | Right-of-Way Additional (RW Add) |
| | | 60. | Rest Area (RA) |
| | | 61. | Rest Area Improvement (RAImpr) |
| | | 62. | Port of Entry (POE) |
| | | 63. | Port of Entry Improvement (POEImpr) |
| | | 64. | Weigh Station (WeighSta) |
| | | 65. | Scenic Overlooks (SceneOLook) |
| | | 66. | Park/Ride/Ridesharing Lots (ParkLot) |
| | | 67. | Landscaping (Ldscap) |
| | | 68. | Well Development (Well) |
| | | 79. | Miscellaneous Improvement (MiscImpr) |
| | | 90. | Interpretive Center (IntrpCntr) |

| CLASS | | SUB-CLASS | |
|-------|--|-----------|---|
| 10. | <u>STATE MAINTENANCE/STOCKPILES (STM/STKP)</u> – State maintenance or stockpiles. | 1. | Preliminary Engineering Only (PEOnly) |
| | | 4. | Right-of-Way Additional (RW Add) |
| | | 45. | Metal Guard Rail (MetlGR) |
| | | 46. | Concrete Barrier Rail (ConcRail) |
| | | 57. | Bridge Painting (BrPaint) |
| | | 68. | Well Development (Well) |
| | | 70. | Anti-Skid Material (AntiSkid) |
| | | 71. | Aggregate (Aggr) |
| | | 72. | Maintenance Building (MtceBldg) |
| | | 73. | Sand Storage Building (SSBldg) |
| | | 74. | Equipment Building (EquipBldg) |
| | | 75. | Computer Building (CompBldg) |
| | | 76. | Shop Expansion (ShopExpan) |
| | | 77. | Storage Cover (StorCover) |
| | | 78. | Land Purchase (Land) |
| | | 79. | Miscellaneous Improvement ((MiscImpr) |
| | | 80. | Spalled/Malfunctioning Joint Repair (JtRepr) |
| | | 81. | Office Building (OffBldg) |
| | | 82. | Underground Storage Tank (UndStorTank) |
| | | 83. | State Supplied House (House) |
| 11. | <u>ENVIRONMENTAL PRESERVATION (ENVPRESRV)</u> – A project to enhance or improve the environment. | 1. | Preliminary Engineering Only (PEOnly) |
| | | 4. | Right-of-Way Additional (RW ADD) |
| | | 51. | Bicycle/Pedestrain/Equestrian Trails (BikePedTrail) |
| | | 52. | Wildlife/Game Crossings (GamesXing) |
| | | 53. | Junkyard Screening (JunkScrn) |
| | | 65. | Scenic Overlooks (SceneOLook) |
| | | 66. | Park/Ride/Ridesharing Lots (Parklot) |
| | | 67. | Landscaping (Ldscap) |
| | | 79. | Miscellaneous Improvement (MiscImpr) |
| | | 86. | Air Quality Study (AirQualStdy) |
| | | 87. | Water Quality Study (WtrQualStdy) |
| | | 88. | Bicycle Lanes (BikeLn) |
| | | 89. | Planning/Transportation Study (PL) |
| | | 90. | Interpretive Center (IntrpCntr) |
| | | 91. | Transit (Transit) |
| | | 92. | Van Pool (VanPool) |
| | | 93. | Sweeper Truck Procurement (Sweeper) |

| CLASS | | SUB-CLASS | |
|-------|--|-----------|---|
| 12. | PREVENTIVE MAINTENANCE (PM) To preserve, repair, and restore the interstate system to prolong pavement life and improve ride ability. <u>Minor</u> safety, bridge repair, drainage, and roadside improvements are included in this classification. | 1. | Preliminary Engineering Only (PEOnly) |
| | | 5. | Seal Coat (SLCT) |
| | | 6. | Undetermined Surface Type (UNDSRFTYPE) |
| | | 13. | Bridge Rehabilitation (BRREHAB) |
| | | 22. | Resurfacing (Resrf) |
| | | 23. | Pavement Rehabilitation (PavRehab) |
| | | 28. | Rigid Pavement Grinding/Grooving (PavGG) |
| | | 29. | Drainage Improvements (DrImpr) |
| | | 30. | Spalled/Malfunctioning Joint Replacement (JtRepl) |
| | | 31. | Reseal Joints (ResIJT) |
| | | 32. | Bridge Structural Rehabilitation (BrRehab) |
| | | 33. | Bridge Deck Replacement (DeckRepl) |
| | | 34. | Bridge Deck Repair (DeckRepr) |
| | | 35. | Bridge Deck Protective System (DeckProSys) |
| | | 40. | Pavement Marking (PavMark) |
| | | 43. | Signing Improvement (SignImpr) |
| | | 44. | Illumination (Illum) |
| | | 45. | Metal Guard Rail (MetIGR) |
| | | 46. | Concrete Barrier Rail (ConcRail) |
| | | 54. | Bridge Railing/Parapet Modification (BrRailMod) |
| | | 56. | Bridge Vertical Clearance (BrClear) |
| | | 57. | Bridge Painting (BrPaint) |
| | | 58. | Ice Detectors (IceDet) |
| | | 59. | Incidental Repairs (IncidRepr) |
| | | 61. | Rest Area Improvement (RAImpr) |
| | | 79. | Miscellaneous Improvement (MiscImpr) |
| 13. | PLANNING AND STUDIES (PLAN/STUDY) Projects for which the primary or only purpose is to provide planning services or perform regional or statewide transportation studies. | 1. | Preliminary Engineering Only (PEOnly) |
| | | 84. | Environmentally Sensitive Areas (ENV) |
| | | 86. | Air Quality Study (AirQualStdy) |
| | | 87. | Water Quality Study (WtrQualStdy) |
| | | 89. | Planning/Transportation Study (PL) |

| CLASS | | SUB-CLASS | |
|-------|--|-----------|---|
| 16. | <u>PUBLIC TRANSPORTATION</u> (PUB TRANS) – Public Transportation Projects. | 200. | Bus / Bus Shelters |
| | | 201. | Bus / Maintenance & Parking Facility |
| | | 202. | Bus Purchase |
| | | 203. | Bus Purchase / Construction |
| | | 204. | Bus Purchase / Shelter Construction |
| | | 205. | Bus Purchase / Upgrade Facility Equipment |
| | | 206. | Bus Shelters |
| | | 207. | Bus Shelters / Turnouts |
| | | 208. | Capital |
| | | 209. | Capital Bus |
| | | 210. | Capital Bus Purchase |
| | | 211. | Capital Facility |
| | | 212. | Capital Facility / Equipment |
| | | 213. | Capital Lease |
| | | 214. | Capital Maintenance |
| | | 215. | Capital Other |
| | | 216. | Capital Vehicle |
| | | 217. | Demand Response Operations |
| | | 218. | Enhancement |
| | | 219. | Expenses For Transit Facility |
| | | 220. | Facility |
| | | 221. | Facility / Capital / Maintenance |
| | | 222. | Facility Construction / Misc Capital |
| | | 223. | Facility Planning |
| | | 224. | Facility Planning / Construction |
| | | 225. | Metropolitan Planning |
| | | 226. | Multi Modal Center |
| | | 227. | Operations |
| | | 228. | Paratransit |
| | | 229. | Paratransit Operations |
| | | 230. | Park & Ride Multimodal Center |
| | | 231. | Planning |
| | | 232. | Preventive Maintenance |
| | | 233. | Rural Technical Assistance |
| | | 234. | Rural Transit Administration |
| | | 235. | Security |
| | | 236. | Security / Enhancement |
| | | 237. | Specialized Transit Administration |
| | | 238. | Statewide Job Access Reverse Commute |
| | | 239. | Statewide New Freedoms |
| | | 240. | Statewide Planning |
| | | 241. | Statewide Rural ITS |
| | | 242. | Training |
| | | 243. | Transit Admin/Capital/Operations/PM |
| | | 244. | Transit Capital |
| | | 245. | Transit Enhancement |
| | | 246. | Transit Facility |
| | | 247. | Transit Facility Planning |
| | | 248. | Transit ITS |
| | | 249. | Transit Operations |
| | | 250. | Transit Operations / Capital / Administration |
| | | 251. | Transit Planning |
| | | 252. | Transit State Administration |
| | | 253. | Van Purchase / Park & Ride / Misc Capital |

| | | | |
|-----|--|--|--------------------------------|
| | | 254. Van Purchase / Pd Park & Ride 255. Vans / Park & Ride / Facility / Sidewalks 256. Vans / Studies / Construction 257. Planning / Operations 258. Transit Maintenance & Admin Facility 259. Transit Maintenance Facility 260. Vans / Facilities / Park & Ride 261. Vehicles / Upgrade Facility / Equipment 262. ADA Buses 263. Buses 264. Facilities / Bus Storage / Office Space 266. Transit Operations / Capital 267. Vans 268. Environmental 269. Environmental/Construction 270. Environmental/Preliminary Design 271. Environmental/Preliminary Design/Construction 272. Construction 273. Mobility Management 274. Planning/Operations/Mobility Management/Capital 275. Local Rideshare 276. County Rideshare 277. Regional Rideshare 278. Statewide Rideshare 279. Capital Asset 280. Expand Demand Response Service 281. Marketing and outreach for mobility options 282. Provide Capital 283. Provide Mobility Services 284. Provide Service 285. Provide Service/TRANS IV 286. Provide Service inc req'd complimentary paratrans 287. Provide Service and mobility options 288. Provide Service inc complementary paratransit svc 289. Provide Service to enable mobility 290. Technology Service | |
| 17. | <u>AIRPORT DEVELOPMENT</u> (APT DEV) New construction, improvement, rehabilitation, and preservation projects at airports. | 102. New Facility (NewFacility) 103. Facility Maintenance (FacilityMaintain) | |
| 18. | <u>AIRPORT PLANNING</u> (APT PLN) Planning projects at airports. | 104. | Airport Planning (AirportPlan) |
| 19. | <u>SYSTEM PLANNING</u> (SYS PLN) Planning projects for aviation systems. | 105. | System Planning (SystemPlan) |

Projects Addressing Federal Transportation Performance Measures (TPM)

| SUB-CLASS | |
|------------------|---|
| 120. | Addresses Interstate Good Pavement Condition PM |
| 121. | Addresses Interstate Poor Pavement Condition PM |
| 122. | Addresses Non-Interstate Good Pavement Condition PM |
| 123. | Addresses Non-Interstate Poor Pavement Condition PM |
| 124. | Addresses NHS Good Bridge Condition PM |
| 125. | Addresses NHS Poor Bridge Condition PM |
| 126. | Addresses Interstate Travel Time Reliability PM |
| 127. | Addresses Non-Interstate Travel Time Reliability PM |
| 128. | Addresses Truck Travel Time Reliability PM |

APPENDIX B

Route ID Values

STATEWIDE

State of Idaho 05619APO000

DISTRICTWIDE

| | | | |
|------------|-------------|------------|-------------|
| District 1 | 05618APO000 | District 5 | 05611APO000 |
| District 2 | 05617APO000 | District 6 | 05616APO000 |
| District 3 | 05608APO000 | ITD HQ | 06412APO000 |
| District 4 | 05609APO000 | | |

COUNTYWIDE

| | | | | | |
|------------|-------------|------------|-------------|------------|-------------|
| Ada | 05573APO000 | Cassia | 05557APO000 | Lewis | 05599APO000 |
| Adams | 05595APO000 | Clark | 05584APO000 | Lincoln | 05568APO000 |
| Bannock | 05564APO000 | Clearwater | 05601APO000 | Madison | 05581APO000 |
| Bear Lake | 05562APO000 | Custer | 05586APO000 | Minidoka | 05566APO000 |
| Benewah | 05603APO000 | Elmore | 05571APO000 | Nez Perce | 05598APO000 |
| Bingham | 05577APO000 | Franklin | 05561APO000 | Oneida | 05559APO000 |
| Blaine | 05576APO000 | Fremont | 05583APO000 | Owyhee | 05552APO000 |
| Boise | 05588APO000 | Gem | 05589APO000 | Payette | 05593APO000 |
| Bonner | 05606APO000 | Gooding | 05569APO000 | Power | 05565APO000 |
| Bonneville | 05578APO000 | Idaho | 05597APO000 | Shoshone | 05604APO000 |
| Boundary | 05607APO000 | Jefferson | 05582APO000 | Teton | 05579APO000 |
| Butte | 05585APO000 | Jerome | 05567APO000 | Twin Falls | 05553APO000 |
| Camas | 05575APO000 | Kootenai | 05605APO000 | Valley | 05596APO000 |
| Canyon | 05574APO000 | Latah | 05602APO000 | Washington | 05594APO000 |
| Caribou | 05563APO000 | Lemhi | 05587APO000 | | |

CITYWIDE

| | | | | | |
|----------------|-------------|----------------|-------------|-------------|-------------|
| Aberdeen | 18530APO000 | Grandview | 18727APO000 | Onaway | 19111APO000 |
| Acequia | 18531APO000 | Grangeville | 18728APO000 | Orofino | 19112APO000 |
| Albion | 18532APO000 | Greenleaf | 18729APO000 | Osburn | 19113APO000 |
| American Falls | 18533APO000 | Hagerman | 18805APO000 | Oxford | 19114APO000 |
| Ammon | 18534APO000 | Hailey | 18818APO000 | Paris | 19115APO000 |
| Arco | 18657APO000 | Hamer | 18837APO000 | Parker | 19116APO000 |
| Arimo | 18658APO000 | Hansen | 18880APO000 | Parma | 19117APO000 |
| Ashton | 18659APO000 | Harrison | 18881APO000 | Paul | 19118APO000 |
| Athol | 18660APO000 | Hauser | 18882APO000 | Payette | 19119APO000 |
| Atomic City | 18661APO000 | Hayden | 18883APO000 | Peck | 19120APO000 |
| Bancroft | 18662APO000 | Hazelton | 18884APO000 | Pierce | 19121APO000 |
| Basalt | 18663APO000 | Heyburn | 18885APO000 | Pinehurst | 19122APO000 |
| Bellevue | 18664APO000 | Hollister | 18886APO000 | Placerville | 19123APO000 |
| Blackfoot | 18666APO000 | Homedale | 18887APO000 | Plummer | 19124APO000 |
| Bliss | 18667APO000 | Hope | 18888APO000 | Pocatello | 19125APO000 |
| Bloomington | 18668APO000 | Horseshoe Bend | 18893APO000 | Ponderay | 19126APO000 |

| | | | | | |
|---------------|-------------|---------------|-------------|--------------|-------------|
| Boise | 18669APO000 | Idaho City | 18901APO000 | Post Falls | 19127APO000 |
| Bonnars Ferry | 18670APO000 | Idaho Falls | 18902APO000 | Priest River | 19130APO000 |
| Bovill | 18671APO000 | Inkom | 18903APO000 | Rathdrum | 19131APO000 |
| Buhl | 18672APO000 | Iona | 18909APO000 | Reubens | 19132APO000 |
| Burley | 18673APO000 | Irwin | 18931APO000 | Rexburg | 19133APO000 |
| Butte City | 18674APO000 | Island Park | 18945APO000 | Richfield | 19134APO000 |
| Caldwell | 18675APO000 | Jerome | 18951APO000 | Rigby | 19135APO000 |
| Cambridge | 18676APO000 | Juliaetta | 18955APO000 | Riggins | 19136APO000 |
| Carey | 18677APO000 | Kamiah | 18959APO000 | Ririe | 19137APO000 |
| Cascade | 18678APO000 | Kellogg | 18960APO000 | Roberts | 19138APO000 |
| Castleford | 18680APO000 | Kendrick | 18961APO000 | Rockland | 19139APO000 |
| Challis | 18681APO000 | Ketchum | 18962APO000 | Rupert | 19140APO000 |
| Chubbuck | 18682APO000 | Kimberly | 18963APO000 | Salmon | 19141APO000 |
| Clark Fork | 18683APO000 | Kooskia | 18964APO000 | Sandpoint | 19142APO000 |
| Clayton | 18684APO000 | Kootenai | 18965APO000 | Shelley | 19143APO000 |
| Clifton | 18685APO000 | Kuna | 18966APO000 | Shoshone | 19144APO000 |
| Coeur d'Alene | 18686APO000 | Leadore | 18969APO000 | Smelterville | 19145APO000 |
| Colson Creek | 05751APO000 | Lewiston | 18979APO000 | Soda Springs | 19146APO000 |
| Cottonwood | 18687APO000 | Lewisville | 18981APO000 | Spencer | 19147APO000 |
| Council | 18688APO000 | Lost River | 18982APO000 | Spirit Lake | 19148APO000 |
| Craigmont | 18689APO000 | Mackay | 18983APO000 | St. Anthony | 19149APO000 |
| Crouch | 18690APO000 | Malad City | 18984APO000 | St. Charles | 19150APO000 |
| Culdesac | 18691APO000 | Malta | 18985APO000 | St. Maries | 19151APO000 |
| Dayton | 18692APO000 | Marsing | 18986APO000 | Stanley | 19152APO000 |
| Deary | 18693APO000 | McCall | 18987APO000 | Star | 19153APO000 |
| Declo | 18697APO000 | McCammon | 18988APO000 | State Line | 19154APO000 |
| Dietrich | 18699APO000 | Melba | 18990APO000 | Stites | 19155APO000 |
| Donnelly | 18700APO000 | Menan | 18991APO000 | Sugar City | 19156APO000 |
| Dover | 18701APO000 | Meridian | 18992APO000 | Sun Valley | 19157APO000 |
| Downey | 18703APO000 | Middleton | 18993APO000 | Swan Valley | 19158APO000 |
| Driggs | 18704APO000 | Midvale | 18994APO000 | Tensed | 19159APO000 |
| Drummond | 18705APO000 | Minidoka | 18995APO000 | Teton | 19160APO000 |
| Dubois | 18707APO000 | Montpelier | 18996APO000 | Tetonia | 19161APO000 |
| East Hope | 18709APO000 | Moore | 18997APO000 | Troy | 19162APO000 |
| Eden | 18710APO000 | Moscow | 18999APO000 | Twin Falls | 19163APO000 |
| Elk River | 18711APO000 | Mountain Home | 05621APO000 | Ucon | 19164APO000 |
| Emmett | 18712APO000 | Mountain Home | 19018APO000 | Victor | 19165APO000 |
| Fairfield | 18713APO000 | Moyie Springs | 19025APO000 | Wallace | 19166APO000 |
| Ferdinand | 18714APO000 | Mud Lake | 19030APO000 | Wardner | 19167APO000 |
| Filer | 18715APO000 | Mullan | 19047APO000 | Warm River | 19168APO000 |
| Firth | 18716APO000 | Murtaugh | 19048APO000 | Weippe | 19169APO000 |
| Franklin | 18717APO000 | Nampa | 19088APO000 | Weiser | 19170APO000 |
| Fruitland | 18719APO000 | New Meadows | 19091APO000 | Wendell | 19171APO000 |
| Garden City | 18720APO000 | New Plymouth | 19105APO000 | Weston | 19172APO000 |
| Genesee | 18721APO000 | Newdale | 19106APO000 | Whitebird | 19173APO000 |
| Georgetown | 18722APO000 | Nez Perce | 19107APO000 | Wilder | 19174APO000 |
| Glenns Ferry | 18724APO000 | Notus | 19108APO000 | Winchester | 19175APO000 |
| Gooding | 18725APO000 | Oakley | 19109APO000 | Worley | 19176APO000 |
| Grace | 18726APO000 | Oldtown | 19110APO000 | | |

APPENDIX C

INTELLIGENT TRANSPORTATION SYSTEMS PROJECTS

| | |
|--|-----|
| System Engineering Requirements for (ITS) Projects | C-2 |
| System Engineering Review Form (SERF) | C-6 |

System Engineering Requirements for Intelligent Transportation Systems (ITS) Projects

System Engineering (SE) Analysis (ITS Project Development Process)

The SE Analysis, according to the FHWA ITS Final Rule, is a structured process for arriving at a final design of a system. The final design is selected from a number of alternatives that would accomplish the same objectives and considers the total life-cycle of the project including not only the technical merits of potential solutions but also the costs and relative value of alternatives.

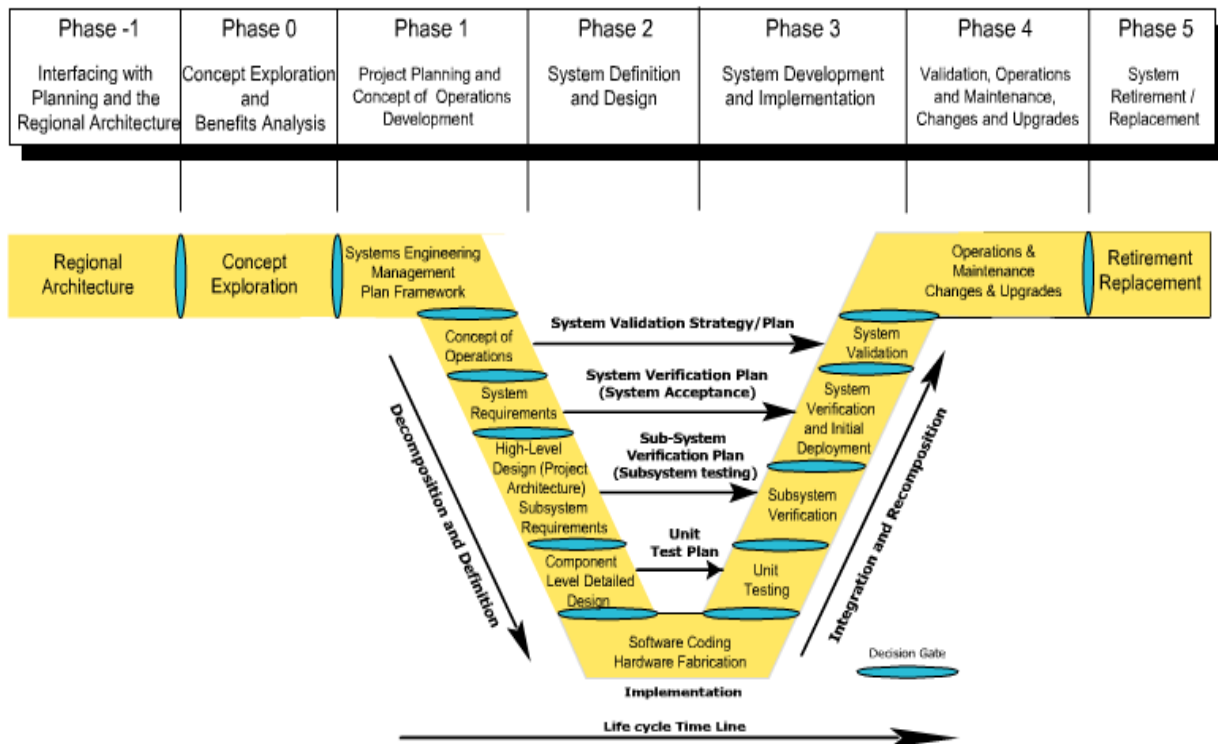
The SE analysis for ITS project development and deployment of integrated transportation systems requires the project developer to consider all phases of the ITS system's lifecycle: planning, requirements, design, procurement, implementation, deployment, operations, and maintenance.

Using the SE approach will help ensure the technology based projects are completed on time, on budget, and satisfy the user's requirements. The SE process is required for all federal-aid ITS projects, regardless of size or complexity. However, the amount of SE analysis shall be commensurate with the project scope and technical complexity.

Based on the 23 CFR 940.11 (Project Implementation), the SE process shall address at a minimum for all ITS projects the following:

1. Identification of portions of the Regional Architecture (RA) being implemented or if a RA does not exist, the applicable portions of the National ITS Architecture
2. Identification of participating agencies and their roles and responsibilities
3. Requirements definitions
4. Analysis of alternative system configurations and technology options to meet requirements
5. Procurement options
6. Identification of applicable ITS standards and testing procedures
7. Procedures and resources necessary for operation and management of the system

Figure 1 - Overview of the Vee Model



As shown in Figure 1, FHWA recommends the Vee Model as the preferred systems engineering approach for ITS projects. The Vee Model above, shows the SE Process that covers the entire life cycle of an ITS project, from planning to design, operations, and maintenance. The process translates user needs into ITS system requirements and then into an ITS system design.

The SE Process has been used by the Department of Defense and NASA industries to manage billion dollar projects. The SE process will help facilitate ITS project developments that use a systems engineering approach to improve the documentation of the system, design, verification, and implementation. Good documentation of the ITS system requirements will also help improve the long-term operations and maintenance of the system and the flexibility to upgrade the capabilities of the system.

As shown in Figure 1, the wings were added to the “Vee” to better reflect the ITS project development process as a part of the ITS project lifecycle.

The left wing shows the regional ITS architecture requirement and concept exploration that helps to support the initial identification and scoping of an ITS project.

The central core of the “Vee” shows the project definition, implementation, and verification process.

The right wing shows the operations and maintenance, changes and upgrades, and replacement/retirement of the system at the end of the project lifecycle.

The objectives of the SE Process are to ensure ITS projects are completed:

1. On-time (i.e. avoid schedule overruns)
2. Within budget (i.e. reduce the risk of cost)
3. With satisfied user’s needs (i.e. system functionality that meets user’s expectation)
4. With high level of stakeholder participation
5. With good system documentation
6. Using a system that can evolve with a minimal redesign

The SE Process also helps to overcome the traditional problems of ITS project development such as:

1. Estimation errors (i.e. difficulties in estimating time and cost of systems development)
2. Scope creep (i.e. user’s functional requirements changes)
3. Unexpected changes (i.e. technology obsolescence, equipment incompatibilities, needed facilities being unavailable, personnel turnover, etc.)
4. Unrealistic expectations (i.e. expectations of the capabilities of the software developer, expectations regarding delivery dates/development costs, etc.)

References

FHWA Memorandum dated January 3, 2000 – Guidance on Federal-aid Eligibility of Operating Costs for Transportation Management Systems

Title 23 USC Part 101(a)(17) – Operating Costs for Traffic Monitoring, Management, and Control Systems

Title 23 CFR Part 940 – Intelligent Transportation System Architecture and Standards

Title 23 CFR Part 655 – Traffic Operations

2008 FHWA/NJDOT Stewardship Agreement

2009 Systems Engineering Guidebook for ITS, Version 3.0

Websites

USDOT ITS Websites:

ITS Applications: www.itsoverview.its.dot.gov/

ITS Benefits: www.itsbenefits.its.dot.gov/

ITS Costs: www.itscosts.its.dot.gov/

ITS Deployments: www.itsdeployment.its.dot.gov/

ITS Lessons Learned: www.itslessons.its.dot.gov/

ITS Library: www.its.dot.gov/library.htm

ITS Architecture Resources:

National ITS Architecture: https://www.its.dot.gov/research_archives/arch/index.htm

Idaho Statewide and Regional ITS Architectures:

<http://itdportal/sites/DEPP/MS/Mobility/Documents/ITS%20Strategic%20Plan%20Update%20Final%20newest%20revision%20061711.pdf>

Systems Engineering Resources:

Introduction to SE Handbook: <http://ops.fhwa.dot.gov/publications/seitsguide/index.htm>

Comprehensive Web-based SE Guidebook: <http://www.fhwa.dot.gov/cadiv/segb/>

ITS Training Resources:

ITS Professional Capacity Building: <http://www.pcb.its.dot.gov>

National Highway Institute: www.nhi.fhwa.dot.gov/training/brows_catalog.aspx

Note: Click on #137 – ITS via “Browse Courses by Program Area”

CITE: www.citeconsortium.org/curriculum.html

ITS Procurement:

FHWA Resource Center ITS Procurement (Resources and Materials) Website:

<https://www.fhwa.dot.gov/resourcecenter/teams/operations/>

SYSTEMS ENGINEERING REVIEW FORM (SERF)

Name of Project:

Name of Regional ITS Architecture:

1. Identification of portions of the regional ITS architecture being implemented

[Identify which user services, physical subsystems, information flows, and market packages are being completed as part of the project and how these pieces are part of the regional architecture.]

2. Identification of participating agencies roles and responsibilities (concepts of operation)

[For the user services to be implemented, define the high-level operations of the system, including where the system will be used, functions of the system capabilities, performance parameters, the life cycle of the system, and who will operate and maintain the system. Establish requirements or agreements on information sharing and traffic device control responsibilities.]

Requirements definitions

[Based on the concept of operations, define the “what” and not “how” of the system. The applicable high-level functional requirements from the Regional Architecture (RA) are a good starting point for discussion.]

3. Analysis of alternative system configurations and technology options to meet requirements

[The analysis of system alternatives should outline the strengths and weaknesses, technical feasibility, institutional compatibility, and life cycle costs of each alternative.]

4. Procurement options

[Some procurement (contracting) options to consider include: consultant design/low bid contractor, systems manager, systems integrator, task order, and design/build. Deciding on the best procurement option should consider the level of agency participation, compatibility with existing procurement methods, role of system integrator, and life cycle costs.]

5. Identification of applicable ITS standards and testing procedures

[Include documentation on which standards will be incorporated into the system design and justification for any applicable standards not incorporated. The standards report from the RA is a good starting point for discussion.]

6. Procedures and resources necessary for operations and management of the system

[In addition to the above concept of operations, document any internal policies or procedures necessary to recognize and incorporate the new system into the current operations and decision-making processes. Resources necessary to support continued operations, including staffing and training must also be recognized early and be provided for. Such resources must also be provided to support necessary maintenance and upkeep to ensure continued system viability.]

Examples of the Systems Engineering Review Form (SERF) are available at:

California SERF - New Traffic Signal with Interconnect

<http://www.fhwa.dot.gov/cadiv/segb/files/other/sampserfhc.htm>

California SERF – Traffic Signal Coordination

<http://www.fhwa.dot.gov/cadiv/segb/files/other/sampserfcc.htm>

California SERF – Transportation Management System

<http://www.fhwa.dot.gov/cadiv/segb/files/other/sampserfsm.htm>

New Jersey SERF- Programmatic ITS

<http://www.fhwa.dot.gov/cadiv/segb/files/other/sampserfnj.htm>

New Mexico DOT ITS Project Checklist

<http://www.fhwa.dot.gov/cadiv/segb/files/other/nmitschecklist.htm>

Tennessee Procedures for Implementing ITS Regulation 23 CFR 940

<http://www.fhwa.dot.gov/cadiv/segb/files/other/tnitsproc.htm>

APPENDIX D

POLICIES & OTHER GUIDANCE

(ITD Policy Finder)

All policies will be renumbered as they are updated. All Board policies will follow the format 4####.

All Administrative policies with matching Board policies will follow the format 5####.

All Administrative policies without a matching Board policy will follow the format 55##.

| | | | |
|----------|---------|--|------------|
| 4011 | 5011 | Idaho Transportation Investment Program (formerly B/A-11-02) | D-3, D-5 |
| 4028 | 5028 | Allocation of Federal Formula Highway Apportionments to Local Public Agencies (formerly B/A-11-04) | D-9, D-12 |
| 4028S | | Attachment: Local Public Agency Share of Federal Highway Funding | D-14 |
| 4030 | 5030 | Surface Transportation Program Rural (STPR) Exchange Program (formerly B-11-06) | D-15, D-17 |
| ITB19-32 | Exhibit | Changes to the LRHIP Exchange Rate and Federal Cap | D-20, D-21 |
| 4031 | 5031 | Early Development Program (formerly B-11-08) | D-23, D-25 |
| 4043 | 5043 | Coordination with the Idaho Traffic Safety Commission (formerly B/A-38-01) | D-27, D-28 |
| 4044 | 5044 | Safety Rest Areas and Oasis Partnerships (formerly B/A-05-14) | D-29, D-31 |
| 4069 | 5069 | Corridor Planning for Idaho Transportation Systems (formerly B-09-04, A-05-04) | D-34, D-36 |
| 4076 | | Use of Unallocated Idaho Transportation Investment Program (ITIP) Funds | D-39 |
| 4079 | 5079 | Safety and Capacity (formerly Strategic Initiatives Program) | D-41, D-43 |
| 4081 | 5081 | Transportation Alternatives Program | D-45, D-47 |
| 4082 | 5082 | Idaho Byways Program | D-49, D-51 |
| 4085 | 5085 | Rail-Highway Crossing Program | D-53, D-55 |
| | 5515 | Disaster/Emergency Support and FHWA Emergency Relief | D-58 |
| ITB22-14 | Exhibit | Distribution of Federal Bridge Funds | D-60, D-61 |
| ITB05-47 | | Authorization for Director to modify projects in the approved Pavement and Bridge Preservation Programs (2005 Board Minutes, pgs. 154-157) | D-62 |
| ITB07-09 | | Authorization to Index Preservation to Inflation (2007 Board Minutes, pgs. 28-30) | D-64 |
| ITB08-17 | | Funding Levels (2008 Board Minutes, pgs. 48-51) | D-66 |
| COO-2 | | Chief Operation Officer Memo - Highway Safety Improvement Program | D-68 |
| FFATA | | Transparency Act Implementation | D-70 |
| ITD-0414 | | Sub-Awardee Reporting for the Federal Funding Accountability and Transparency Act (FFATA) | D-73 |

Recently Removed

| | | |
|---------|--|---------------------------|
| 4023 | Community Choices for Idaho | Combined into 4081 |
| B-11-03 | Transportation Enhancement Program | Combined into 4081 |
| B-11-07 | Safe Routes to School Program | Combined into 4081 |
| B-11-01 | Statewide Transportation Improvement Program | Combined into 4011 |
| A-11-01 | Transportation Improvement Program | Combined into 5011 |
| A-19-06 | State Railroad Grade Crossing Protection Funds | Deleted |
| DIR-32 | Practical Solutions Initiative (formerly Practical Design) | Deleted |
| HWY-30 | Highway Safety Improvement Program | Deleted |
| B-11-05 | Congestion Mitigation and Air Quality | Combined into 4011 |
| A-11-05 | Congestion Mitigation and Air Quality | Combined into 5011 |
| B-19-07 | Highway Safety Funds | Combined into 4011 & 4085 |
| A-19-07 | Highway Safety Funds | Combined into 5011 & 5085 |
| A-01-26 | FHWA Emergency Relief | Combined into 5515 |
| A-05-38 | Disaster/Emergency Support | Combined into 5515 |



IDAHO TRANSPORTATION INVESTMENT PROGRAM

Purpose

This policy directs the Department to establish, maintain, and publish a seven-year Idaho Transportation Investment Program following all applicable Departmental policies and federal regulations.

Legal Authority

- Idaho Code 21-142 – Authority of Board to design, construct and maintain state aeronautical facilities.
- Idaho Code 40-310(4) – Authority of Board to locate, design, construct and maintain state highways.
- Idaho Code 40-310(6) – The Board shall cause to be made and kept surveys, studies, maps, plans, specifications, and estimates for construction and maintenance of state highways.
- Idaho Code 40-312(1) – The Board shall prescribe rules and regulations affecting state highways.
- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-312(3) – The Board shall make reasonable regulations for the installation, construction, maintenance, repair, renewal and relocation of utilities in or along the right-of-way of state highways.
- Idaho Code 40-707 - Appropriation of money in the state highway account.
- Idaho Code 40-708 – Legislative policy regarding expenditure from the state highway account – only for state highway purposes.
- Idaho Code 40-719 – The Department shall establish and maintain a strategic initiatives program.
- 23 United States Code Sections 134 and 135 – Metropolitan transportation planning.
- 23 Code of Federal Register Part 450 – Federal planning assistance and standards for statewide planning and programming.
- 49 Code of Federal Register Part 613 – Planning assistance and standards.

The Idaho Transportation Board is committed to effective and full use of all available transportation improvement funds. To meet this public commitment, a seven-year Idaho Transportation Investment Program (hereafter called ITIP) shall be established and maintained. The ITIP shall be a planned schedule for developing and contracting transportation improvement projects in designated fiscal years. The ITIP shall include both public and private funding available for use on transportation improvement projects.

Department resources and funding for the selected projects in the approved ITIP shall remain continuously committed to the maximum extent possible.

The ITIP shall be established and maintained following applicable Department policies and federal regulations regarding updating and amending a Statewide Transportation Improvement Program.

This includes, but is not limited to, cooperation in establishing the metropolitan Transportation Improvement Programs, public involvement, fiscal constraint, inclusion of required transportation modes, and federal approval.

Program and project recommendations and scheduling shall be based on prioritized needs, funding projections, and resource availability. The Idaho Transportation Board shall select the projects to be included in the ITIP based on realistic plans and estimates of funding and other resources. The ITIP shall be updated and submitted for Board approval at least once annually following a period of public comment.

The Director shall coordinate, publish, and distribute the ITIP document to stakeholders in cooperation with the Chief Administrative Officer, the Chief Operations Officer, the Aeronautics Administrator, and each Metropolitan Planning Organization. The Statewide Transportation Improvement Program (STIP – federal document including first 4 years of the ITIP in federal format) shall be distributed to the FHWA and FTA for approval. No work may begin nor costs incurred prior to applicable approvals.

The Director or his designee is authorized to add/remove or advance/delay projects to the approved Pavement, Bridge, Safety and Capacity, and Supporting Infrastructure Assets Programs as warranted by the Department's management systems, provided such changes further the goals of those programs and remain within the annual funding levels targeted for each program. Otherwise, mid-year changes to the ITIP which involve a major scope or delivery change to an existing project require Board approval. These changes may also require an amendment as applicable in federal regulations.

Funds received as a result of redistribution of obligation authority that increase Idaho's obligation apportionment allotments shall be distributed between the ITD and Local Agencies proportionately between all state and local programs based on the allotments derived by Board policies including Board Policy 4028 – Allocations of Federal Formula Highway Apportionments to Local Public Agencies, federal regulations and ITD best practices.

Projects to be considered for advancement on the local system must be ready for advertisement by August 1st and presented at the August Board Meeting for prioritization and Board approval. Agreements must be complete prior to obligation of funds. ITD must also receive the local match prior to advertising local sponsored projects.

The use of Department resources and funding on transportation improvement projects that are not included in the ITIP shall not be allowed except as approved by the Board.



Bill Moad
Board Chairman

Approved by the Board on:

Date 1/21/2021



IDAHO TRANSPORTATION INVESTMENT PROGRAM

Purpose

This policy implements Board Policy 4011 authorizing the Chief Operations Officer and Chief Administrative Officer to establish, maintain, and publish a seven-year Idaho Transportation Investment Program following all applicable Departmental policies and federal regulations.

Legal Authority

- Idaho Code 21-142 – Authority of Board to design, construct and maintain state aeronautical facilities.
- Idaho Code 40-310(4) – Authority of Board to locate, design, construct and maintain state highways.
- Idaho Code 40-310(6) – The Board shall cause to be made and kept surveys, studies, maps, plans, specifications, and estimates for construction and maintenance of state highways.
- Idaho Code 40-312(1) – The Board shall prescribe rules and regulations affecting state highways.
- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-312(3) – The Board shall make reasonable regulations for the installation, construction, maintenance, repair, renewal and relocation of utilities in or along the right-of-way of state highways.
- Idaho Code 40-707 - Appropriation of money in the state highway account.
- Idaho Code 40-708 – Legislative policy regarding expenditure from the state highway account – only for state highway purposes.
- Idaho Code 40-719 - The Board shall establish and maintain a Strategic Initiatives Program.
- 23 United States Code Sections 134 and 135 – Metropolitan transportation planning.
- 23 Code of Federal Register Part 450 – Federal planning assistance and standards for statewide planning and programming.
- 49 Code of Federal Register Part 613 - Planning assistance and standards.

General

The Idaho Transportation Investment Program (hereafter called the ITIP) is a seven-year commitment of resources for developing, obligating, and contracting transportation improvement projects by year. The Financial Planning & Analysis (FP&A) Financial Officer and the Chief Engineer shall publish policy guidance, instructions, program descriptions, and procedures for scheduling a project and updating the ITIP annually in February. This annual guidance shall be used in lieu of publishing individual policies describing each program.

Idaho Transportation Department Share of Apportionments

The Idaho Transportation Department's (ITD) share of Net Federal Formula Fund Apportionments, referenced in Board Policy 4028, is set at 87.4%. Of this share, the following 7 programs will receive their apportionment percentage in an amount equal to, but not exceeding 100% of the state's Federal Fiscal Year Obligation Authority. The remainder is to be placed in all other State Highway System Programs.

1. Indirect Costs

Federal Indirect Cost Recovery is an internally set amount at 25,000,000.

2. GARVEE Debt Service

Annual amount to service the federal portion of the GARVEE Debt.

3. Railroad Crossing

Railroad Crossings funds are a part of the Highway Safety Improvement Program. Both local and state safety driven rail-highway crossing projects may be funded. Projects are nominated based upon Federal Rail Administration crossing criteria including rail and highway traffic, fatalities, near misses, crossing geometry, and the protective devices currently in place. Proposed rail projects undergo a return on investment analysis. The Director funds this program at the federal formula apportionment level and distributes as directed in Board Policy 4085 and Administrative Policy 5085 - Rail Highway Crossing Program.

4. Local Bridge

This program is available to replace, rehabilitate, and repair local bridges that are on the federal-aid system. In transportation acts prior to Moving Ahead for Progress in the 21st Century Act (MAP-21), 35% of Idaho's bridge apportionment could be used for bridges either on or off of the federal-aid system and this program was funded at that apportionment level. Subsequent to MAP-21, the Director funds this program at \$5,047,119 federal-aid as found in 2009 of SAFETEA-LU with LHTAC acting as the administrator.

5. Off System Bridge

These federal formula apportionments are available to replace, rehabilitate, and repair local bridges that are off of the federal-aid system. In transportation acts prior to the MAP-21, 15% of Idaho's bridge apportionment was specific to this program. Subsequent acts fund this program at \$3,785,005 federal-aid as found in 2009 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The Director funds this program with LHTAC acting as the administrator.

6. Local Highway Safety Program (HSIP)

Highway Safety Improvement Program apportionments are available to any public road even if off of the federal-aid system. The Department is moving toward competitive awards of HSIP apportionments via project applications based on return on investment; whether the application be from a local jurisdiction or the state. Until such a system is implemented, beginning in 2020 the Director will provide LHTAC with one half of the federal formula HSIP apportionment to administer through their local competitive process.

7. Metro Planning

These apportionments fund Idaho's Metropolitan Planning Organizations which manage the urbanized areas. These organizations provide planning, research, and project nomination services to their respective constituencies.

Project Scheduling Documentation

For all proposed project additions or deletions to the ITIP, an ITD 1414, *Program Entry or Revision*, shall be submitted to FP&A. An approved Charter is also required with requests for new highway projects.

New local highway project proposals also require submittal of an ITD 2435, *Local Federal-Aid Project Request*, with original signature to document local sponsorship and financial commitment. Submittal of a local area map is required to confirm location and funding eligibility.

Project Delivery

District Engineers are to submit state highway system project Plans, Specification and Estimate (PS&E) packages for advertisement as scheduled, but no later than six months prior to the start of a project's scheduled Federal Fiscal Year for construction. This delivery schedule allows for flexibility if there is an increase in funding or if prior year money is available as well as to maximize construction payouts in the year funding is available. Local projects, including matching funds, must be submitted by August 1st of the program's scheduled construction year.

The Chief Engineer shall create and maintain a bid schedule and shall establish state highway system projects priorities based on project readiness and available funding. All state highway system projects submitted for PS&E per the above delivery schedule and are biddable shall be advertised for construction and awarded prior to the construction season of the Federal Fiscal Year.

Obligating Funds to Projects

The FP&A Financial Officer in cooperation with the Chief Engineer and the Controller shall establish, publish, and oversee obligation processing and monitoring procedures.

All project budgets shall reflect the most recent available cost estimates and obligations and be balanced against available funding. The Chief Engineer or delegate shall commit all unused funding to priority projects throughout the year. The Chief Engineer or delegate shall give final approval to all documents and agreements obligating or otherwise committing public or private funds toward the approved budget for a project.

Prior to a project being advertised, the total current estimated cost of the project, including construction incentives, contingencies, and construction engineering shall be obligated for federal, state and/or local funded projects. If the total estimated cost exceeds the budget listed in the approved ITIP, the budget will be adjusted prior to obligating the funds. Estimated costs for projects that are adjusted during advertisement shall have an approved plan for increased funding if approved budget is exceeded. The construction obligation amount shall be adjusted at contract award to match the final detailed estimate of costs.

Project Cost Increases

The Chief Engineer or delegate shall approve cost changes and shall re-direct all unused project budget amounts for state highway system projects after contract award. Any unused budget amounts will be directed to construction or development cost increases, to obligate the next available current year project and to advance other projects.

Annual formula federal obligation authority (OA) is lost to Idaho if not used by the end of the federal fiscal year. To ensure full use of OA, all project budgets shall reflect the most recently available cost estimates and be balanced against remaining federal obligation authority during the 4th quarter of the federal fiscal year. The Chief Engineer or delegate shall commit all unused annual OA plus redistribution of obligation limitation to priority projects by the end of the fiscal year. Recipients (ITD and local agencies) shall independently manage finances for earmarked projects. Recipients shall be solely responsible for cost adjustment for these projects.

The Director or his designee is authorized to add/remove or advance/delay projects to the approved Pavement, Bridge, Safety & Capacity and Supporting Infrastructure Assets Programs in the ITIP as warranted by the Department's management systems, provided such changes further the goals of those programs and remain within the annual funding levels targeted for each program. Otherwise, mid-year changes to the ITIP which involve a major scope or delivery change to an existing project require Board consent. These changes may also require an amendment as applicable in federal regulations.

The Chief Engineer shall present the Board an end-of-year statement for projects on the state highway systems to demonstrate full use of ITD's annual OA. End-of-year project cost adjustments and reallocations shall be financially managed independently by ITD and Local agencies. Cost adjustments are the sole responsibility of the project sponsor.


Redistribution

Funds received as a result of redistribution of obligation authority that increase Idaho's obligation apportionment allotments and shall be distributed between the ITD and Local Agencies proportionately between all state and local programs based on the allotments derived by Board policies including Board Policy 4028 – Allocations of Federal Formula Highway Apportionments to Local Public Agencies, federal regulations and ITD best practices.

Projects to be considered for advancement on the local system must be ready for advertisement by August 1st and presented by the FP&A Financial Officer at the August Board Meeting for prioritization and Board approval. Agreements must be complete prior to obligation of funds.

The use of Department resources and funding on transportation improvement projects that are not included in the ITIP shall not be allowed except as approved by the Board.

Brian W. Ness

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Date _____

Brian W. Ness
Director



BOARD POLICY4028

Page 1 of 3

**ALLOCATION OF FEDERAL FORMULA HIGHWAY
APPORTIONMENTS TO LOCAL PUBLIC AGENCIES**

Purpose

The purpose of this policy is to authorize the Director to administer the formula apportionments received by Idaho and also to annually allocate a portion for surface transportation to Local Public Agencies. The allocation is designed to retain the same proportion of funds to Local Public Agencies as received prior to the Intermodal Surface Transportation Act of 1992 and to split funds between local rural and urban jurisdictions proportionally to population and lane-miles.

Legal Authority

- Idaho Code 40-310(8) – Board authority to expend funds appropriated for construction, maintenance and improvements of state highways.
- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.

The Director shall administer the federal formula apportionments received by Idaho and shall annually allocate a portion of these apportionments for use by Local Public Agencies (LPAs) having jurisdiction over federal-aid highways. The amount is determined by applying the deductions and calculation methodology, identified in supplement 4028S.

LPAs will receive an amount of Surface Transportation Program (STP) apportionments equal to 12.6% plus an Annual Urban Adjustment (AUA), if necessary, of the total annual federal formula apportionments after deductions for:

- State Planning and Research,
- Congestion Mitigation and Air Quality,
- Transportation Alternatives, and
- Recreational Trails.
- Carbon Reduction
- PROTECT

Local High Priority Projects are then deducted from the 12.6% LPAs share and any adjustment for obligation limitation is applied before it is divided equally between urban and rural LPAs.

Distribution between Local Urban and Rural LPAs

Available apportionments, as adjusted for obligation limitation, that are allocated to LPAs shall be divided equally between urban LPAs having jurisdiction over federal-aid highways within urban areas

with a population of 5,000 or greater, and rural LPAs having jurisdiction over federal-aid highways in areas less than 5,000 population.

The funds available to urban LPAs shall deduct:

- federal funding for statewide ride-sharing coordination,
- the matching costs for the Local Technical Assistance Program Transportation Technology Transfer Center.

Remaining available apportionments, as adjusted for obligation limitation, are allocated to urban LPA's according to latest certified population census data in the Transportation Management Area (TMA), Large Urban area, and Small Urban area.

- if a distribution of funding to a TMA is federally required, Any Area funds will be used to supplement Large Urban and Small Urban to their fully calculated share through an Annual Urban Adjustment (AUA)

The funds available to rural LPAs shall be those remaining after the deduction of:

- the matching costs for the Local Technical Assistance Program Transportation Technology Transfer Center, and
- apportionments for the Surface Transportation Program Rural (STPR) Exchange Program (Board policy 4030).

The remaining funds available to rural LPAs shall be used for rural project selection under the Local Federal-Aid Incentive Program.

Project Selection

The director, or a delegate, shall work cooperatively with locally elected public officials, Metropolitan Planning Organizations, and the Local Highway Technical Assistance Council to formulate local jurisdiction project identification and funding recommendation procedures under the Local Federal-Aid Incentive Program which must be consistent with federal project funding regulations and guidelines.

All projects recommended for funding as a result of such procedures are subject to final approval by the Idaho Transportation Board for inclusion in the Idaho Transportation Investment Program (ITIP). Costs for any LPA project, or any phase of the project, incurred prior to inclusion of the project in the federally approved ITIP are not eligible for federal reimbursement.

Full Use Provision

By August 1 of each year, Urban and Rural apportionments that have not been obligated to construction on an LPA project shall be made available to other LPAs or the Department for use on other federally funded projects. Such apportionments obligated to other federal programs will no longer be available to the Urban and Rural Program for use in future years. This provision prevents the loss of federal funds in Idaho.

The total annual federal costs for LPA projects shall remain within the applicable total annual available urban or rural apportionments provided under this policy. LPA projects, which have not qualified for federal funds because the projects were not obligated by August another year in the ITIP, but must be funded within the urban or rural apportionments made available under this policy in the year to which the project is deferred.

The continuation of this policy is contingent upon the continued availability of federal funding. This policy is subject to review by the Idaho Transportation Board in the event of changes in state or federal funding or related funding requirements.

Approved by the Board on:

Bill Moad
Bill Moad
Board Chairman

Date 12/15/22



ALLOCATION OF FEDERAL FORMULA HIGHWAY APPORTIONMENTS TO LOCAL PUBLIC AGENCIES

Purpose

This policy implements Board policy 4028. It describes local jurisdiction project identification and recommendation procedures for the federally funded Local Urban and Rural Programs established via Board policy 4028.

Use of Federal Local Urban and Rural Funds

Federal Local Urban and Rural funds may be used for any project or costs eligible under the federal Surface Transportation Program. A State/Local agreement shall be prepared by the District Engineer for all Local Public Agency projects after the projects have been added to the Idaho Transportation Investment Program (ITIP). Project costs of any kind are not reimbursable until the State/Local agreement is signed and the ITIP is approved by federal agencies.

Local Public Agency Project Programming and Development

All projects and project revisions proposed for inclusion in the ITIP shall conform to the procedures in this policy, Board policies 4028, 4011, and federal regulations regarding public involvement, planning, project selection and federal approval. The Idaho Transportation Board shall approve all project additions, deletions, or changes in the scheduled fiscal year within the ITIP. Annual costs for requested projects, or project revisions, shall not exceed the total annual available apportionments to the Local Urban or Rural Programs.

Projects recommended to the Idaho Transportation Board for use of Local Urban apportionments shall be recommended with the concurrence of the Local Highway Technical Assistance Council (LHTAC) and the Metropolitan Planning Organizations (MPO). Identification of, and requests for, new urban projects or urban project revisions shall be submitted through the MPO or LHTAC as appropriate, in coordination with the applicable ITD District to the manager of the Office of Transportation Investments (OTI).

Projects recommended to the Idaho Transportation Board for the use of Local Rural apportionments shall be recommended by LHTAC. Identification of, and requests for, new rural projects or rural project revisions shall be submitted through LHTAC in coordination with the applicable ITD District to the manager of the Office of Transportation Investments.

Local Public Agencies in rural areas that choose to participate in the “Surface Transportation Program Rural (STPR) Exchange Program” (Board policy 4030), may not participate in the Local Rural Program.

New projects should be placed in the Preliminary Development schedule of the ITIP if project costs and scope cannot be adequately identified to determine the fiscal year of construction. The manager of the Office of Transportation Investments shall review the requests for projects to determine eligibility and incorporate the requested projects into the annual update of the ITIP in conformance with Administrative policy 5011.

In the event that the engineer's estimate for an approved Local Public Agency project exceeds the annual Local Urban or Rural Program allocations, the sponsoring Local Public Agency must work with LHTAC or the MPO to:

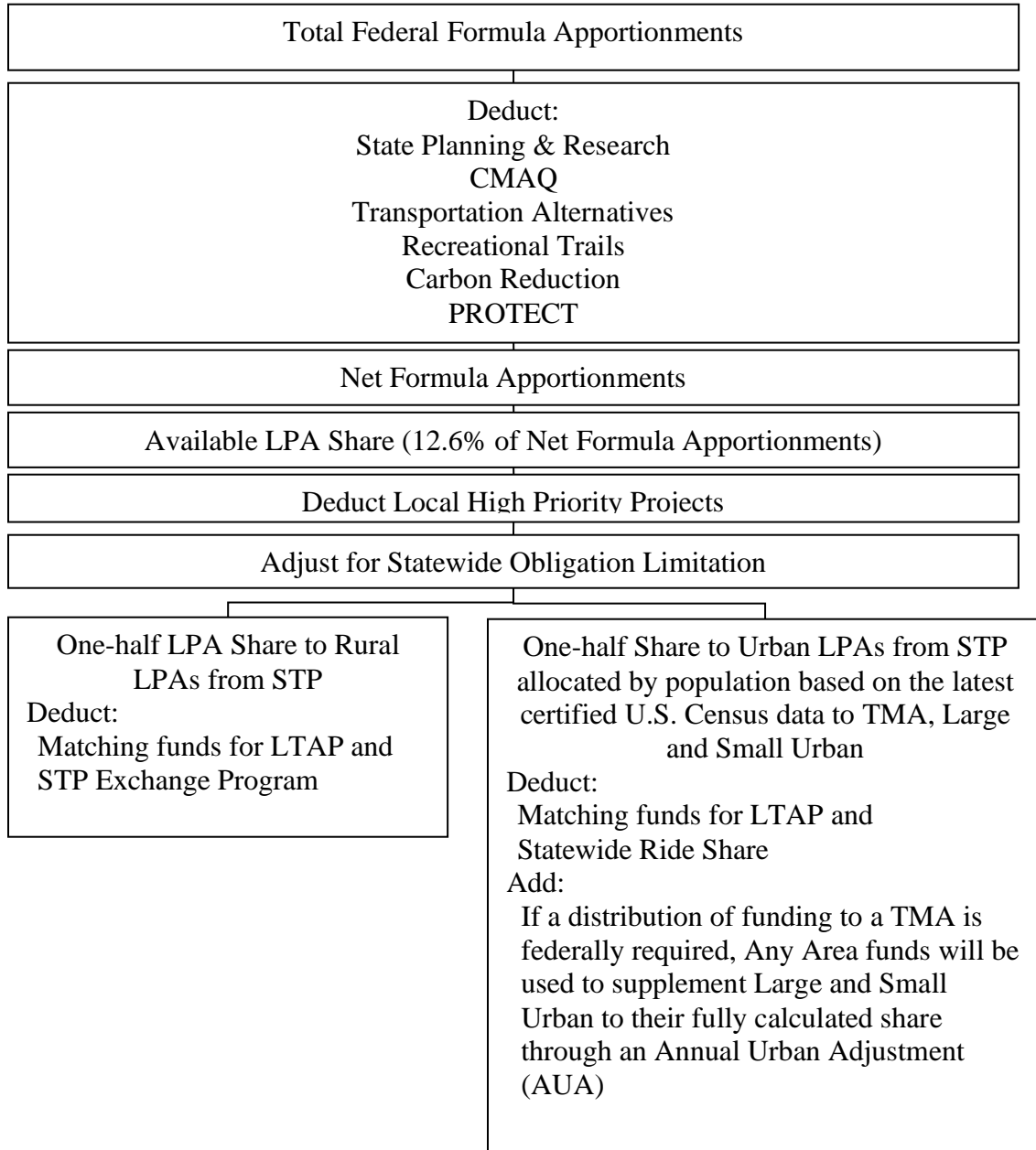
- Make up the difference with local funds;
- Defer the project to a later year when there are sufficient available apportionments in the appropriate Local Urban or Rural Program to cover the federal share of the project costs;
- Reduce the scope of the project by eliminating bid items, or phasing the project; or
- Identify other unused Local Urban or Rural apportionments.

Signed _____

Brian W. Ness
Director

Date October 29, 2013

LOCAL PUBLIC AGENCY SHARE OF FEDERAL HIGHWAY FUNDING
Board-Established Method for Allocation of Apportionments to Local Public Agencies (LPAs)



* 4028 stipulates 12.6% of the total annual federal formula funding to LPAs after deductions.
Local High Priority Projects are deducted from the 12.6% share before it is divided equally between urban and rural LPAs.

LPA Programs share in reduced apportionments when there is a reduction in Obligation Authority.



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IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129 • Boise, ID 83707-1129

(208) 334-8000 • itd.idaho.gov

BOARD POLICY 4030

Page 1 of 2

SURFACE TRANSPORTATION BLOCK GRANT RURAL (STBGR) EXCHANGE PROGRAM

Purpose

The purpose of this policy is to authorize the Director to exchange Local Federal-Aid Surface Transportation Program Rural apportionments for State Highway Account monies and to establish a Local Rural Highway Investment Program for programming these funds.

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.

The Director is authorized to exchange Local apportionments of Federal-Aid Surface Transportation Block Grant Rural (STBGR) apportionments for State Highway Account dollars. This exchange will provide the opportunity for small cities, counties and highways districts to improve their level of investment in their public highway and street infrastructure under the Local Rural Highway Investment Program (LRHIP) as established below.

All Federal-Aid STBGR apportionments exchanged by the Idaho Transportation Department for State Highway Account dollars shall be used on State Highway construction projects. All State Highway Account dollars exchanged for STBGR apportionments shall be provided to the Local Highway Technical Assistance Council (LHTAC) for use under the LRHIP.

Effective Federal Fiscal Year 2021, October 1, 2020, the maximum STBGR apportionments exchanged will be limited to \$ 5,000,000 after reductions for any Federal obligation authority limits applied to STBGR apportionments. The rate of exchange shall be .80 State Highway Account dollars for each STBGR apportionment dollar. Not more than \$ 4,000,000 is annually available for exchange from the State Highway Account. Annually, an exchange agreement shall be executed with the LHTAC wherein LHTAC may request the amount of STBGR apportionments to be exchanged subject to the above maximum limit.

There is hereby established a Local Rural Highway Investment Program governing the use of State Highway Account dollars exchanged under this policy. The Director is authorized to establish such administrative policies as necessary to enable the administration of the Program by LHTAC. The following minimum criteria are to be applied in the use of the pool of State Highway Account dollars provided under the Local Rural Highway Investment Program:

- Projects funded must be on a rural public highway outside urban areas with populations of 5000 or greater.
- The local highway jurisdiction must be assessing property taxes, or using a substitute property tax (forest funds, sales tax, payment in lieu of taxes, etc.), for funding roads and bridges.

All funds expended shall be done so in accordance with the State of Idaho Procurement Laws

The continuation of this policy is contingent upon the continued availability of federal funding. This policy is subject to review by the Idaho Transportation Board in the event of changes in state or federal funding or related funding requirements.

Approved by the Board on:



Date 4-16-2020

Bill Moad
Board Chairman



SURFACE TRANSPORTATION BLOCK GRANT RURAL (STBGR) EXCHANGE PROGRAM

Purpose

This policy implements Board Policy 4030. It authorizes the Chief Engineer to enter into agreement with the Local Highway Technical Assistance Council to exchange funds and provides criteria for eligible participants in the Local Rural Highway Investment Program, for eligible projects, and for administering these funds.

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.

Local Rural Highway Investment Program

The Idaho Transportation Board in conjunction with the Idaho Transportation Department (ITD) and the Local Highway Technical Assistance Council (LHTAC) has developed the Local Rural Highway Investment Program to assist the small cities, counties, and highway districts to improve their investment in their public highway and street infrastructure.

Effective Federal Fiscal Year 2021, October 1, 2020, the maximum annual STBGR apportionments will be limited to \$5,000,000 after reductions for any Federal obligation authority limits applied to STBGR apportionments. The rate of exchange shall be .80 State Highway Account dollars for each STBGR apportionment dollar. Not more than \$4,000,000 is annually available for exchange from the State Highway Account. At the request of the Idaho Transportation Board, the 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 the LHTAC. The LHTAC's administration expenses for this program will come from the Highway Investment Program pool of funds on an annual basis.

The Chief Engineer shall enter into an agreement with the LHTAC authorizing the LHTAC to administer the Local Rural Highway Investment Program (LRHIP). The agreement shall insure that the administration of Local Rural Highway Investment Program adheres to the requirements of Board policy 4030 and this policy. The agreement shall commit the LHTAC to adherence to accepted general governmental accounting principles in the receipt, budgeting, and expenditure of State Highway Account funds provided by the Department for the Local Rural Highway Investment Program.

Local Rural Highway Investment Program funds may be used for partial to full funding on the following:

1. Single highway projects,
2. Match for a Federal-aid highway project,
3. Transportation Planning,
4. Signing projects, and
5. Emergency projects

Organizations eligible to receive funds under the Local Rural Highway Investment Program:

1. Must be a local highway jurisdiction (LHJ) with jurisdiction over roadways outside urban areas with 5000 population or greater,
2. 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, and

Project Criteria

The following criteria must be met in order for a project to be eligible for Local Rural Highway Investment Program funds:

1. The project must be on a rural public highway (outside urban area with 5000 population or greater).
2. There is a maximum limit of \$ 250,000 on the amount of funds available to any one (1) jurisdiction in any given year, \$150, 000 construction grant plus \$100,000 emergency grant.
3. Recipients of these funds will be required to notify LHTAC if the funds are utilized for project expenditures different than that shown on the approved application.

All funds expended shall be done so in accordance with State of Idaho Procurement Rules.

Administration

Annually, LHTAC will take applications from the local highway jurisdictions eligible for this program. The applications with instructions will be sent out annually in the Fall.

Applications are to be turned in before December 31. State funds can be made available the following calendar year depending on the availability of Federal and State appropriations.

This Program encourages the use of these funds to make capital expenditures, such as materials and contracts on various projects. The funds could also be used for the non-Federal matching funds on a Federal-aid highway or planning project in a rural area. STBG- Rural, Transportation Alternatives Program (TAP), Offsystem and Local Bridge, Local Safety and Federal Lands Access Program are among the Federal programs that could be matched.

The LHTAC shall maintain a program of the projects on which the Local Rural Highway Investment Program funds are used. The LHTAC shall report the status of projects, the balance of Program funds, and the annual costs of administration using Program funds to the Idaho Transportation Board on an annual basis.

Brian W. Ness

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Date _____

Brian W. Ness
Director

IDAHO TRANSPORTATION BOARD RESOLUTION ITB19-32

Changes to the LRHIP Exchange Rate and Federal Cap

August 2019 Board Meeting

Local Rural Highway Investment Program (LRHIP) - Proposed Changes. Financial Planning & Analysis Manager (FP&AM) Joel Drake said LHTAC approached the Department about revising the LRHIP. ITD exchanges Local Federal-Aid Surface Transportation Program Rural apportionments for State Highway Account dollars. The exchange rate has not been updated in many years, so LHTAC would like to change the rate from .6167 to .80. It would also like to increase the federal cap from \$4,540,295 to \$5,000,000. FP&AM Drake said staff evaluated these changes and identified several options. Staff recommends modifying the exchange rate to .8 and increasing the federal funds cap to \$5,000,000. This would result in a net \$1,000,000 to ITD, but a net loss of \$1,000,000 to the locals.

Member DeLorenzo made a motion, seconded by Vice Chairman Kempton, and passed unopposed, to approve the following resolution:

RES. NO. ITB19-32 WHEREAS, the Board authorizes the Director to exchange Local Federal-Aid apportionments for State Highway Account monies thus establishing the Local Rural Highway Investment Program,

WHEREAS, Local Highway Technical Assistance Council (LHTAC) manages this program,

WHEREAS, the exchange rate for this program has not been reviewed in many years and the current Policy was last approved September 2013,

WHEREAS, LHTAC has requested a review and consideration of the policy, exchange rates and associated exchange monies,

WHEREAS, staff evaluated the request, developed policy options and identified a recommended option,

WHEREAS, staff recommends these changes with an effective date of October 1, 2020 to be reflected in the program update for the FY21-FY27 program update cycle beginning in Calendar year 2020,

NOW THEREFORE BE IT RESOLVED that the Idaho Transportation Board has reviewed the policy options and recommended options and approves policy option D shown in the table of this agenda item, and

BE IT FURTHER RESOLVED, that the Idaho Transportation Board directs staff to draft revisions to Board and Administrative Policies, 4030/5030, respectively, for their review, and

BE IT FURTHER RESOLVED that the Idaho Transportation Board has reviewed and approves these changes with an effective date of October 1, 2020.

Meeting Date August 22, 2019

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 minutes

| | | | |
|--|--|----------------|--------------------|
| Presenter's Name Joel Drake | Presenter's Title Financial Planning & Analysis Mgr | Initials JD | Reviewed By LSS |
| Preparer's Name Joel Drake/ Monica Crider, PE | Preparer's Title FP&A Manager/CS Engineer | Initials MC | MC JD |

Subject

| | | |
|--|----------|--------------|
| Local Rural Highway Investment Program- Proposed Changes | | |
| Key Number | District | Route Number |

Background Information

Annually, the Idaho Transportation Department exchanges Local Federal-Aid Surface Transportation Program Rural apportionments for State Highway Account dollars. The local apportionments are provided to the Local Highway Technical Assistance Council (LHTAC) for utilization under the Local Rural Highway Investment Program (LRHIP). The Local Rural Highway Investment Program accomplishments are presented to the Idaho Transportation Board, early in the calendar year, annually. The program is outlined in policies 4030/5030 Surface Transportation Program Rural (STPR) Exchange Program (attached).

The rate of exchange hasn't been updated in many years. Recently, LHTAC requested that the Department consider two changes: 1) a rate change from .6167 to .80 and 2) a federal cap increase from \$4,540,295 to \$5,000,000. The Department has evaluated this request along with other scenarios and assessed impacts to LHTAC as well as the Department for each option as shown in the table below:

| | | change from Current Policy noted in blue | | | |
|---------------|-----------------------|--|-----------------|---------------|-----------------------------|
| POLICY OPTION | | A | B | C | D |
| | | Current Policy | Modify Only the | | Modify Both |
| | | | Exchange Rate | Federal Cap | Exchange Rate & Federal Cap |
| 1 | Exchange Rate | 0.6167 | 0.8000 | 0.6167 | 0.8000 |
| 2 | State Funds Exchanged | \$2,800,000 | \$2,800,000 | \$3,083,500 | \$4,000,000 |
| 3 | Fed Funds Cap | \$4,540,295 | \$3,500,000 | \$5,000,000 | \$5,000,000 |
| 4 | Net \$ to ITD | \$1,740,295 | \$700,000 | \$1,916,500 | \$1,000,000 |
| 5 | Net \$ to LHTAC | (\$1,740,295) | (\$700,000) | (\$1,916,500) | (\$1,000,000) |

Following evaluation, the Department recommends Option D would be in the best interest of the Department and our partners, the local highway jurisdictions. These changes reflect the current environment while providing added flexibility, in the areas of project planning, match use and standards.

Recommendations

Board consideration and approval of the attached resolution, page 248.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



EARLY DEVELOPMENT PROGRAM

Purpose

Idaho Transportation Board policy 4011 Idaho Transportation Investment Program (ITIP) limits programming of project costs to projects that are funded for contract construction within the seven years of the ITIP program. The Idaho Transportation Board (Board) recognizes that for some projects exceptions to this policy may periodically be necessary in order to take advantage of unanticipated funding and to provide better initial scoping for complex projects. The Early Development (ED) Program will provide this by allowing for project development as approved by the Board.

Legal Authority

- Idaho Code 40-310(8) – Authority of Board to expend funds appropriated for state highway purposes.
- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) – Authority to carry out provisions of title and control financial affairs.
- Idaho Code 40-707 - Appropriation of money in the state highway account.
- Idaho Code 40-719 – Strategic Initiatives Program funding and guidelines.

Early Development (ED) Program

A limited Early Development (ED) Program for State Highway System projects shall be established in the ITIP. The ED program shall be administered by the Director with the following guidelines included:

- 1) Projects included in the ED program shall be as approved by the Board.
- 2) Projects funded under the ED program shall be clearly depicted as approved by the Board.
- 3) Total estimated construction costs of all projects included in the ED program shall be fully disclosed and updated annually for consideration during the ITIP update.

The ED program shall be updated as approved by the Board.

Projects selected for the Early Development Program shall be developed to the level as directed by the Board. Their scope and delivery schedule shall reflect the need to have the project ready to capitalize on funding opportunities or to match a Board approved funding strategy.

Approved by the Board on

A handwritten signature in blue ink, appearing to read "Bill Moad", written over a horizontal line.

Bill Moad
Board Chairman

Date 12/17/2020



EARLY DEVELOPMENT PROGRAM

Purpose

This policy implements Board policy 4031. It describes allowable activities, cost measures, project eligibility and other parameters in order to limit the potential risk/loss of investments in projects being developed under the above referenced policy.

Legal Authority

- Idaho Code 40-310(8) - Authority of Board to expend funds appropriated for state highway purposes.
- Idaho Code 40-312(2) - Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) - Authority to carry out provisions of title and control financial affairs.
- Idaho Code 40-707 - Appropriation of money in the state highway account.
- Idaho Code 40-719 – Strategic Initiatives Program Funding and Guidelines.

Purpose of the Early Development Program

The Idaho Transportation Investment Program (ITIP) limits programming of project costs to projects that are funded for contract construction within the seven years of the ITIP program. Some projects exceptions may be necessary in order to take advantage of unanticipated funding and to provide better initial scoping for complex projects. The Early Development Program will provide this by allowing project development as approved by the Board.

Early Development Program

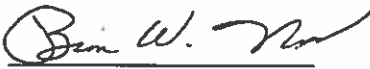
The initial program will include current projects directly approved by the Board. The projects proposed for this program will be recommended by the Chief Engineer prior to Board Approval of each project. Each nomination to the program will be considered in the context of the entire program.

The Early Development Program is not a funded program except as approved by the Board. Construction funding will be determined on a project by project basis as funds become available and will be decided by the Board. As construction funds are established for the projects in this program, the projects will be removed from this program and placed into the appropriate ITIP program.

Early Development Program Nomination Process

1. Project nominations come in the form of a project plan including:
 - Summary of why the project requires development prior to being programmed for construction funding
 - The level of project development readiness required
 - Project budget for all phases including construction
 - Project development schedule
 - Possible construction phasing plan
2. The project development standards, Federal Aid or State, will be included in the recommendation to the Board for approval.

3. The Chief Engineer will consider and prioritize nominations using data informed decision making and recommend projects to the Board for consideration.
4. The Chief Engineer may directly propose projects for consideration and recommend a project plan to fill a statewide need.
5. Changing priorities or funding considerations can cause projects to be removed from the program.

Brian W. Ness 
Director

Date 12/10/2020

COORDINATION WITH THE IDAHO TRAFFIC SAFETY COMMISSION

Purpose

This policy establishes the Idaho Traffic Safety Commission to review traffic safety issues.

Legal Authority

Idaho Code 40-508 - Creation and membership in the Traffic Safety Commission

Idaho Code 40-509 - Duties of Traffic Safety Commission

23 USC Chapter 4 Highway Safety Act of 1996, as amended

Idaho Code, 40-508, establishes an Idaho Traffic Safety Commission within the Idaho Transportation Department. The statute also assigns to the Director general supervision and control of all activities/functions, and administration/enforcement of any laws of the state relating to highway safety programs required by the federal Highway Safety Act of 1966 and its amendments. The Director or a delegate shall report annually to the Board about the Idaho Traffic Safety Commission's local-state cooperative activities; current and future efforts to reduce traffic deaths and serious injuries; and other pertinent information or activities.

Travel expenses shall be budgeted in the Office of Highway Safety. Out-of-state travel shall be pre-approved by the Board and individual requests for out-of-state travel shall be submitted to and approved by the Director.

Approved by the Board on:

Signed

Jerry Whitehead
Board Chairman

October 24, 2013



COORDINATION WITH THE IDAHO TRAFFIC SAFETY COMMISSION

Purpose

This policy implements Board Policy 4043 concerning the activities of the Idaho Traffic Safety Commission.

Legal Authority

Idaho Code 40-508 - Creation and membership in the Traffic Safety Commission

Idaho Code 40-509 - Duties of Traffic Safety Commission

23 USC Chapter 4 Highway Safety Act of 1996, as amended

The Highway Safety Manager shall coordinate with the Idaho Traffic Safety Commission to implement the provisions of Idaho Code 40-508 and 40-509 and Board Policy 4043, Coordination with the Idaho Traffic Safety Commission. In addition to planning and administering resources to meet the Office of Highway Safety's objectives, the Highway Safety Manager shall provide timely scheduling and support to enable the Idaho Traffic Safety Commission to:

- Review traffic safety problems in Idaho;
- Develop effective plans for additional local-state cooperative activities;
- Recommend to the Director agency programs and political subdivision programs to receive federal aid for highway safety in accordance with uniform federal standards;
- Advise and recommend to the Director future traffic crash prevention activities; and
- Carry out any other activities as may be required by the federal Highway Safety Act of 1966 and its amendments.

Meetings shall be scheduled at least twice each year; however, the Idaho Traffic Safety Commission by majority vote, the Transportation Board, the Director, or the Highway Safety Manager may request additional meetings as necessary.

Travel expenses shall be included in the Office of Highway Safety's budget. Individual requests for out-of-state travel shall be submitted to and approved by the Director.

The Director shall appoint not more than fifteen members to include:

- the Chairman of the Transportation and Defense Committee of the Idaho House of Representatives;
- the Chairman of the Transportation Committee of the Idaho Senate;
- the Director of the Idaho Transportation Department, or his representative, who shall act as chairman; and
- representative members of state and local traffic-oriented agencies, the legislature, the judiciary, private organizations, and citizen groups.

Members shall be appointed for a four-year term of service. A member is not limited in the number of terms of service to which he or she may be appointed.

Signed
Brian W. Ness
Director

Date August 11, 2014

SAFETY REST AREAS AND OASIS PARTNERSHIPS

Purpose

The Board directs the Department to provide safety rest areas for the traveling public.

Legal Authority

Idaho Code 40-120(1) - Definition of “safety rest area”.

Idaho Code 40-313(3) - Board authorized to acquire and maintain areas adjacent to highways for rest and recreation of the traveling public.

Idaho Code 40-507 - Department authorized to construct and maintain information centers at safety rest areas.

23 Code of Federal Regulations Section 752.5 Landscape and Roadside Development, Safety rest areas

The Idaho Transportation Board adopts the Statewide Transportation Improvement Program that includes rest area improvements. Funding for the Safety Rest Areas and Oasis Partnerships Program is designated as a separate program entity funded at the discretion of the Board.

The Idaho Transportation Department shall provide safe, secure, sanitary, and reliable safety rest area facilities spaced at appropriate intervals at strategic locations on the state highway system. To accommodate the traveling public, safety rest area facilities shall be located directly on the state highway system's roadway right-of-way and ensure public access to appropriately sized, restroom-equipped facilities. Each safety rest area facility shall provide a viable service and convenience to the traveling public and make a favorable impression about the state of Idaho and the Department. Safety rest area facilities shall be refurbished or reconstructed to extend service life and improve safety as determined by the Safety Rest Areas and Oasis Partnerships Program, and normal facility life cycles as approved by the Board. Safety rest area projects shall be determined in accordance with ongoing statewide needs.

Joint funding and participation partnerships may be negotiated with other public entities on safety rest areas. Visitor Information Centers are the result of safety rest area partnerships and should be incorporated into Gateway Safety Rest Areas.

Interstate Oasis Program and other public and private partnerships may provide opportunities to improve and expand the services provided by safety rest areas. Interstate Oasis and other public and private partnerships should comply with the locations identified by the Safety Rest Areas and Oasis Partnerships Program or Corridor Management Plans. Locations for partnerships on both Interstate and non-Interstate routes should be encouraged.

Private agreements may be negotiated and entered into for operation and maintenance of safety rest areas and Interstate Oasis Program and private partnerships.

Each facility in the Safety Rest Areas and partnership program shall be reviewed annually to ensure that the desired purposes are being met and the negotiated services are being provided.

A map showing the location of existing and proposed safety rest areas and partnerships shall be reviewed annually. Each year, an updated map, along with a brief Safety Rest Areas and Oasis Partnerships Program status report, shall be presented to the Board for review and approval. Authority to close existing safety rest areas or construct new ones is retained by the Board.

Approved by the Board on:

Signed

Jerry Whitehead
Board Chairman

Date: November 20, 2013



SAFETY REST AREAS AND OASIS PARTNERSHIPS

Purpose

The purpose of this policy is to implement Board Policy 4044 concerning the Department providing safety rest areas for the traveling public.

Legal Authority

Idaho Code 40-120(1) - Definition of “safety rest area”.

Idaho Code 40-313(3) - Board authorized to acquire and maintain areas adjacent to highways for rest and recreation of the traveling public.

Idaho Code 40-507 - Department authorized to construct and maintain information centers at safety rest areas.

23 Code of Federal Regulations Section 752.5 Landscape and Roadside Development, Safety rest areas

The Division of Highways shall implement a viable Safety Rest Area program. To ensure that safety rest area goals and objectives are met, the following shall be considered.

- Safety Rest Areas shall be located directly on the roadway right-of-way of the State Highway System and provide convenient and safe rest and relief from the fatigue of travel. Each facility shall be constructed and maintained to provide viable service and reliable information to the traveling public, as well as to make a favorable impression about the state of Idaho and the Department. The Safety Rest Area shall provide safe ingress and egress for all classes of vehicles. Safety Rest Area signing shall reflect the intended use or services available.
- Ports-of-Entries shall be located separately from Safety Rest Areas.
- Separate parking areas shall be provided for passenger vehicles and for trucks.
- All vending operations within Safety Rest Areas, except pay or charge public telephones, are the exclusive right of the Idaho Commission for the Blind and Visually Impaired (ICBVI) through properly executed cooperative agreements. All Safety Rest Areas shall provide a safe location and designated area for vending machines. The Division of Engineering Services Administrator is responsible for developing and updating the agreement with the ICBVI, including vending machine quantities, types and locations. All maintenance and operations of the vending machines shall be the responsibility the ICBVI.
- Visitor Information Centers located with Gateway Safety Rest Areas should provide traveler information and services. Posting of printed and electronic traveler information shall only be allowed within the Visitor Information Center. The Idaho Department of Commerce (IDC) will manage advertising publications, as well as staffing the Visitor Information Center within the Gateway Safety Rest Areas through properly executed cooperative agreements.

The Division of Engineering Services Administrator is responsible for developing and updating the Visitor Information Center agreements with the IDC and the Idaho Department of Parks and Recreation (IDPR).

- ITD shall manage advertising in all other rest areas as approved by the District Engineer in coordination with the Division of Engineering Services Administrator. Acceptable commercial advertising shall be limited to the promotion of services and products of special interest to the traveling public (i.e., lodging, travel attractions, restaurants, vehicle services, and emergency road services), or of services and products that promote Idaho's "unique and of interest" attractions. Promotion of services or products not falling within the above-mentioned categories requires prior approval by the Division of Engineering Services Administrator.
- Nonprofit organizations must be authorized to provide free refreshment services to motorists in Safety Rest Areas with a formal agreement. Other volunteer organizations that assist the Department in Safety Rest Area beautification or cleanup shall also require authorization by a formal Department agreement.
- The location and level of service provided at the safety rest area shall be determined by analysis of trip length, travel time, traveler and traffic volume (ADT) and availability of other 24-hour public or private roadside facilities, in accordance with the Safety Rest Area Planning map. Proposed Safety Rest Areas shall consider the need, availability of land, type of facility, adjacent development, and construction costs; and should be designed to meet or exceed projected usage for a 40-year cycle with rehabilitation at 20 years.

Three levels of safety rest area facilities can be considered.

BASIC PLUS - Appropriate for low to medium volume state highways. Basic Plus Safety Rest Areas provide basic amenities such as potable water, flush toilets, picnic tables, etc.

DELUXE - Appropriate for medium to high volume state or interstate highways. Deluxe Safety Rest Areas provide full service facilities and are operated by the Department. The preferred design includes vestibules where climactic conditions warrant; and at least one family assist restroom to accommodate people with small children and those assisting others with disabilities.

GATEWAY - Located near important regions of the state or tourist entrances into the state. Gateway Safety Rest Areas include all the amenities of a Deluxe Safety Rest Area and provide adequate space for a staffed Visitor Information Center.

A resident caretaker who is responsible for daily maintenance activities and protection of the Department's investment at Deluxe and Gateway Safety Rest Areas is strongly encouraged. Operation of Gateway Visitor Information Centers shall be made available to an appropriate tourist-related governmental agency. Visitor Information Centers should provide traveler information and services. Pertinent advertising of visitor information related to services,

facilities and local attractions is allowed ONLY within the Visitor Information Center. The IDC will manage advertising publications, as well as staffing the Gateway Safety Rest Areas; ITD will manage advertising in all other rest areas as approved by the District Engineer in coordination with the Division of Engineering Services.

Joint funding and participation with other governmental agencies, private entities, and public entities for Safety Rest Areas is encouraged. Public and private partnerships may provide opportunities to improve and expand the Safety Rest Area Program. Public and private partnerships should be limited to comply with locations identified by the Oasis Program, Corridor Management Plans, or Safety Rest Area Improvement Program. Partnership agreements may be negotiated and entered into for operation and maintenance of safety rest areas including those that are scheduled for closure.

Each facility shall be reviewed annually by the Highway Operations Section along with District staff to ensure that the desired Department safety rest area goals are being provided. Safety Rest Areas not meeting the desired Department safety rest area goals shall be evaluated for reconstruction, rehabilitation, closure, or transfer to another agency or organization.

Project Development, construction, reconstruction and rehabilitation work shall be scheduled, designed, and constructed through normal roadway design project development procedures and shall be managed by the District. Whenever possible, work should be scheduled during tourist off-season periods. Safety Rest Areas shall be closed while major work is accomplished and shall be properly signed in advance and at the entrance.

The Department shall maintain only Safety Rest Areas that are operated by the Department on Department right-of-way. Immediate corrective maintenance actions shall be planned and scheduled by the respective Districts.

The Division of Highways shall maintain a map showing the location of existing and proposed Safety Rest Areas. Each year, an updated map along with a brief Safety Rest Area status report shall be presented to the Board for review and approval.

Signed
Brian W. Ness
Director

Date: January 14, 2014

CORRIDOR PLANNING FOR IDAHO TRANSPORTATION SYSTEMS

Purpose

This policy authorizes the Director to conduct a corridor planning process.

Legal Authority

- Idaho Code 40-310 - The Board powers and duties over the state highway system.
- Idaho Code 40-311 - The Board powers and duties with respect to property acquisition and conveyance.
- Idaho Code 40-317 - The Board has authority to enter into cooperative agreements with the federal government and with local government.
- Idaho Code 40-320 - State highway construction and right-of-way costs to be borne by the state.
- Idaho Code 67-6508 - Duties of local planning and zoning commissions (land use).
- Idaho Code 67-6517 - Planning and zoning future acquisitions map.

The Idaho Transportation Board establishes transportation policy and guides the planning, development, and management of Idaho transportation systems with the goal of enhancing statewide economic interests; allowing efficient movement of people, goods, and services; and enabling statewide mobility. The Board recognizes that development of multimodal long-range plans (20+ years) for managing and improving various transportation facilities and services should be based on:

- Protecting transportation investments;
- Promoting a shared state and local vision;
- Identifying transportation issues and problems;
- Resolving major planning issues prior to project development; and
- Applying the most economic and efficient solutions.

The Board also recognizes that one of the most useful tools for long-range planning is the corridor planning process. A corridor is defined as: “A broad geographic area, defined by logical, existing and forecasted travel patterns served by various modal transportation systems that provide important connections within and between regions of the state for people, goods, and services.”

Through the corridor planning process, the Department is encouraged to:

- Develop collaborative partnerships;

- Invite local land use, highway jurisdictions, Metropolitan Planning Organizations (MPOs), and other stakeholders in identifying transportation and environmental issues;
- Allow stakeholders to suggest specific corridor solutions and identify major planning issues before project development begins;
- Notify property owners of possible future land use for transportation purposes;
- Reduce project costs in the long term; and
- Increase overall transportation efficiency.

Corridor plans, in addition to multimodal plans, provide a basis for updating the Idaho Transportation Investment Program, and longer-term planning documents such as the state long-range transportation plan and district transportation plans, as well as regional long-range transportation plans and transportation improvement programs. Corridor plans can also be used for Idaho Code Section 67-6517, which establishes how local governments can adopt, amend, or repeal a Future Acquisitions Map. Each corridor plan may be considered for joint state/local, state/federal, state/private, and other financing options on a case-by-case basis.

Each completed corridor plan may be presented to the Board for informational purposes, however, corridor plans that recommend major expansion projects shall be approved by the Board.

The Director or a delegate shall maintain and update as necessary Department policies and guidance for conducting the corridor planning process in Idaho.

Approved by the Board on:

Signed _____
Jerry Whitehead
Board Chairman

Date June 19, 2014



CORRIDOR PLANNING FOR IDAHO TRANSPORTATION SYSTEMS

Purpose

The purpose of this policy is to implement Board Policy 4069 authorizing the Director to conduct a corridor planning process.

Legal Authority

- Idaho Code 40-310 - The Board powers and duties over the state highway system.
- Idaho Code 40-311 - The Board powers and duties with respect to property acquisition and conveyance.
- Idaho Code 40-317 - The Board has authority to enter into cooperative agreements with the federal government and with local government.
- Idaho Code 40-320 - State highway construction and right-of-way costs to be borne by the state.
- Idaho Code 67-6508 - Duties of local planning and zoning commissions (land use).
- Idaho Code 67-6517 - Planning and zoning future acquisitions map.

Through corridor planning, Department staff and/or their contractors are encouraged to:

- Enlist cooperation with all governmental agencies having road jurisdiction and/or land use authority to promote a community-based planning effort, including Metropolitan Planning Organizations (MPOs), where appropriate.
- Promote partnerships among governmental jurisdictions and other stakeholders for the purpose of implementing acceptable and effective solutions to transportation problems, such as Context Sensitive Solutions, Access Management Plans, Development Agreements, and Practical Design.
- Identify and address applicable environmental issues at the planning level, and utilize the information for further detailed study in the NEPA process as appropriate.
- Identify future right-of-way needs over a 20-year planning horizon and target right-of-way acquisition for corridor preservation.
- Promote alternate means, such as access management, utilization of parallel roads, transit options, etc., to preserve and increase the capacity of existing transportation corridors, protect future corridors, and minimize the need for future capital investment.
- Develop consensus among stakeholders regarding transportation goals and recommendations for the corridor.
- Facilitate cooperation on federal, state, and local land-use decisions.
- Promote involvement of all local governmental and regional agencies, the private sector, stakeholders, and the general public during the corridor planning process in accordance with the Corridor Planning Guidebook and the ITD Guide to Public Involvement.

- Provide a forum to resolve planning issues.
- Ensure that corridor plan recommendations provide clear guidance for project prioritization and selection for placement in the Idaho Transportation Investment Program. Where a corridor plan exists, all expansion projects shall be included in the corridor plan to be eligible for placement in the Idaho Transportation Investment Program.
- Encourage local governmental and regional agencies to incorporate corridor plans into their comprehensive or long-range plans and future acquisitions maps.

The Division of Engineering Services shall:

- Provide overall coordination of the corridor planning process for state system transportation corridors;
- Maintain and update the Corridor Planning Guidebook;
- Provide data for corridor plans; and
- Annually review the transportation systems of Idaho and work collaboratively with the Division of Highways to achieve statewide consensus in the prioritization and selection of corridor plans to be undertaken.

The Division of Highways through each District shall work closely with local elected officials, local governmental agencies, the public, and others to identify the geographic study area and expected outputs.

The Districts are also encouraged to:

- Develop corridor plans utilizing the Corridor Planning Guidebook;
- Determine the portion of work to be done by consultants and/or department staff;
- Administer consultant contracts;
- Direct public involvement activities in concert with the Department's Public Involvement Coordinator;
- Assist local governmental and regional agencies in local corridor planning, with priority given to routes contained in, or parallel to, state system corridor plans currently under development;
- Participate with the Division of Engineering Services in collaborative prioritization and selection of corridor plans to be undertaken; and
- Utilize the results and recommendations of completed corridor plans to help develop regional or district-wide transportation plans.

The possibility of joint state/local/federal/private and other financing options shall be considered on a case-by-case basis. Joint financing could be based on the following criteria:

- 1) The number of local highway jurisdictions, state/federal agencies, private organizations, etc., contained in the corridor.

- 2) The number and miles of connecting and/or parallel roads and streets that other jurisdictions request to be analyzed.
- 3) The volume of traffic on the State Highway System compared to the local roads.
- 4) The population of local jurisdictions and the number of other participants included in the plan.
- 5) The entity initiating the plan (consideration as to whether a local governmental or regional agency, private sector party, Idaho Transportation Department, etc., initiates a study).

Proposed new corridor plans shall be considered and approved or disapproved during the annual update of the Idaho Transportation Investment Program.

Signed

Date August 11, 2014

Brian W. Ness
Director



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BOARD POLICY 4076
Page 1 of 2

USE OF UNALLOCATED IDAHO TRANSPORTATION INVESTMENT PROGRAM (ITIP) FUNDS

Purpose

This policy explains that an amount of state funds, not to exceed ten million dollars, shall be included annually within the Idaho Transportation Investment Program (ITIP) to be used at the discretion of the Board for addressing specific needs on the state highway system that cannot be anticipated and planned for in a 7-year funding cycle.

Legal Authority

Idaho Code 40-310(4) – The Board shall locate, design, construction, reconstruct, alter, extend, repair and maintain state highway, and plan, design and develop state transportation systems, determined by the Board to be in the public interest.

Idaho Code 40-310(8) – The Board shall expend funds appropriated for construction, maintenance and improvement of state highways.

Idaho Code 40-314(3) – The Board is authorized to exercise all powers and duties deemed necessary to fully implement and carry out the provisions of Title 40 of the Idaho Code, and to control the financial affairs of the Board and the Department.

Idaho Code 40-705 – All funds from whatever sources appropriated by law for the administration of the functions, powers and duties of the department and the board, including those in the state highway account, are made available to and placed under the control of the board and appropriated for expenditure by the board.

Idaho Code 40-708(1) – revenues in the state highway account must be spent exclusively for the maintenance, construction and development of highways and bridges in the state highway system.

Project Criteria

The requests to use unallocated ITIP funds throughout the year shall be made by the Director, Chief Operations Officer or District Engineer, after consultation with the local Board Member, at a Board meeting via a Board Agenda Item.

Examples of acceptable projects include:

- partnerships for highway improvements that will enhance Idaho's economic goals, mobility or operational efficiency

- urgent safety concerns,
- match for federal grants for state highway infrastructure
- project development for priority projects,
- advance right of way purchase
- emergency repairs to damaged highways and structures
- State Highway System adjustments

District Engineers and Board Members are encouraged to reach out to partners and stakeholders, including Board Advisory Committee members, to identify unmet needs and to generate project funding requests for unallocated ITIP funds. Projects must have a direct tie to the State Highway System. Funding for projects can be obligated upon Board approval.

Funding Cycle

Unallocated ITIP funds must be obligated prior to the end of each state fiscal year. Requests for unallocated ITIP funds may be submitted any time during the state fiscal year. The balance of the unallocated ITIP funds that have not been committed by May 1st of each year shall be used to advance projects previously approved in the ITIP in accordance with policy 4011.

Approved by the Board on:



Bill Moad
Board Chairman

Date 6-24-2021



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Board Policy 4079

Page 1 of 2

SAFETY AND CAPACITY

Purpose

The Idaho Transportation Board has established a Safety and Capacity Policy to further the following strategic goals:

- Safety
- Mobility
- Economic Opportunity

Legal Authority

The Department shall be responsible for executing the Safety and Capacity Policy in accordance with:

- Idaho Code Section 40-310 – The Board has the authority to locate, design, construct, reconstruct, alter, extend, repair and maintain state highways and plan, design and develop statewide transportation systems.
- Idaho Code Section 40-312 -The Board is authorized to prescribe rules and regulations affecting state highways and the expenditure of all moneys appropriated to the Department or Board by law.
- Idaho Code Section, 40-314 -The Board shall exercise all powers necessary to carry out the provisions of Title 40 of the Idaho Code and the control of the financial affairs of the Department and Board.
- Idaho Code Section 40-719 -The Department is required to establish and maintain a strategic initiatives program which will receive moneys appropriated from the General Fund and other sources.
- Idaho Code 40-720 -The Idaho transportation department shall establish and maintain a transportation expansion and congestion mitigation program.
- Idaho Code Section 62-304C -The Department shall follow the guidelines for rail funding as set by law.
- 2015 Idaho Session Laws, Chapter 341, Section 11 -All additional funds collected under this Act and remitted to the Idaho Transportation Department or local highway entities shall be used exclusively for road and bridge maintenance and replacement projects.

Funding

The Safety and Capacity Policy shall be implemented utilizing the following funds:

- Railroad Crossing Program



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Board Policy 4079

Page 2 of 2

- Transportation Expansion and Congestion Mitigation Program Fund
- Federal Highway Safety Improvement Program
- Strategic Initiatives Program Fund (moneys appropriated by the legislature specifically for the Strategic Initiatives Program)
- State funds (a portion set annually by the Board)
- Federal formula funds designated for ITD (a portion set annually by the Board)

All funds under the Safety and Capacity Policy must meet the general criteria and the individual funding category criteria as applicable. The Director will present projects for Board approval.

General Criteria for Safety and Capacity Policy

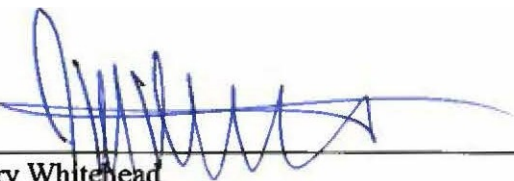
The Idaho Transportation Director and Chief Operations Officer shall use a data-assisted method to competitively evaluate projects for consideration. This process will provide a return on investment analysis for projects based on the purpose of this policy.

Projects utilizing Transportation Expansion and Congestion Mitigation Program funds shall demonstrate an improvement to traffic flow, mitigation of congestion or reduce traffic times.

Special Criteria for Strategic Initiatives Program Funds Contained in the Program pursuant to Idaho Code 40-719 and other new funds provided pursuant to 2015 Idaho Session Laws, Chapter 341 and as amended in 2017.

In addition to the general criteria listed above, moneys in the Strategic Initiatives Program Fund must be used exclusively for road and bridge maintenance and replacement projects, advanced right-of-way acquisition needed for such maintenance or replacement and child pedestrian safety.

Funding for the Strategic Initiatives Program Fund is variable by year and will sunset as outlined in Idaho Code 40-719.



Jerry Whitehead
Board Chairman

Approved by the Board on:

Date 11/16/17



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ADMINISTRATIVE POLICY 5079

Page 1 of 2

SAFETY AND CAPACITY

Purpose

This policy implements Board Policy 4079 authorizing the Director and Chief Operations Officer to establish and maintain a Safety and Capacity Policy following all applicable Departmental policies and federal regulations. The purpose of the Safety and Capacity Policy is to establish the process for identifying projects to be included under the Safety and Capacity Program.

Legal Authority

The Department shall be responsible for executing the Safety and Capacity Policy in accordance with:

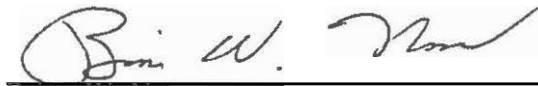
- Idaho Code Section 40-310 - The Board has the authority to locate, design, construct, reconstruct, alter, extend, repair and maintain state highways and plan, design and develop statewide transportation systems.
- Idaho Code Section 40-312 - The Board is authorized to prescribe rules and regulations affecting state highways and the expenditure of all moneys appropriated to the Department or Board by law.
- Idaho Code Section, 40-314 - The Board shall exercise all powers necessary to carry out the provisions of Title 40 of the Idaho Code and the control of the financial affairs of the Department and Board.
- Idaho Code Section 40-719 - The Department is required to establish and maintain a strategic initiatives program which will receive moneys appropriated from the Budget Stabilization Fund and other sources.
- Idaho Code 40-720 - The Idaho Transportation Department shall establish and maintain a transportation expansion and congestion mitigation program.
- Idaho Code Section 62-304C - The Department shall follow the guidelines for rail funding as set by law.
- 2015 Idaho Session Laws, Chapter 341, Section 11 - All additional funds collected under this Act and remitted to the Idaho Transportation Department or local highway entities shall be used exclusively for road and bridge maintenance and replacement projects.

Selection and Evaluation Criteria

The Division Administrator of Engineering Services shall develop criteria for evaluating all projects under the Safety and Capacity Policy. Initial project recommendations will come from each District Engineer. The evaluation process will:

- Use Highway Safety Corridor Analysis methodology to select projects, if applicable
- Use Congestion Mitigation Corridors to identify projects, if applicable
- Incorporate a repeatable system to further incorporate high accident locations in final project review
- Use dynamic economic impact forecasting methodology to estimate a return on investment for all projects to address mobility, safety and economic opportunity
- Develop recommendations for annual funding under the Safety and Capacity Policy

Process criteria and funding level recommendations shall be presented by the Transportation Systems Engineer annually at the spring Board Program Update workshop for Board approval during the Idaho Transportation Investment Program review (B4011).



Brian W. Ness
Director

Date

11/20/2017



TRANSPORTATION ALTERNATIVES PROGRAM

Purpose

The purpose of the Transportation Alternatives Program (TAP) is to preserve and create in Idaho more livable communities where roads blend with and preserve the natural, social, and cultural environment, by providing for a variety of alternative transportation projects through current or successive federal highway acts.

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.
- Idaho Code 40-702(5) - Establishment of the state highway account to include all federal surface transportation funds received from the United States government.

Programming of Projects

The Director or delegate shall determine the eligible project types for the annual program and outline the percentage of funding spent on each. The project types will be determined based on historical project types representing the highest demand of alternative transportation needs.

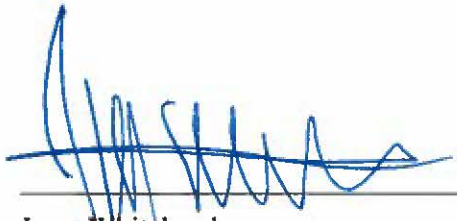
Projects will be selected on a competitive statewide application process and evaluated for feasibility and federal eligibility by a recommendation committee made up of relevant expertise and local agency representation.

Program Management

The Director or delegate shall coordinate with the districts, recommendation committee and the sponsoring agencies, when advancing and delaying projects based on project readiness. Delays and advances must conform to the available funding for a given year and will be approved by the Idaho Transportation Board.

Every effort will be made to expend TAP funds in the program, but in the event that there are unused funds in a single fiscal year, unused funds may be transferred to other eligible programs. Transfers shall not exceed allotted limits set by federal regulation. A prioritized process will be developed to use the obligation authority associated with unused TAP funds, placing an

emphasis on TAP projects where possible. All obligations of unused TAP funds are to be completed prior to August 1st of the given fiscal year.



Jerry Whitehead
Board Chairman

Approved by the Board on:

Date 4/28/16



Administrative Policy 5081
Page 1 of 2

TRANSPORTATION ALTERNATIVES PROGRAM

Purpose

This policy implements Board Policy 4081 concerning the Transportation Alternatives Program.

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.
- Idaho Code 40-702(5) - Establishment of the state highway account to include all federal surface transportation funds received from the United States government.

Eligible Project Types and Funding Distribution:

Funding guidance for Transportation Alternatives projects will be as shown below. This distribution is based on historical project types representing alternative transportation needs.

- | | |
|--|---------------------------------|
| • Design and/or construction of infrastructure-related projects and systems that will provide safe routes for non-drivers | 60% to 70% of available funding |
| • Design and/or construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school | 20% to 30% of available funding |
| • Safe routes to school coordination and education | 5% to 10% of available funding |

Recommendation Committee

A recommendation committee will be established to review the TAP program applications and recommend projects to the Idaho Transportation Board. The recommendation committee members shall consist of appropriate interested parties and experts having no known or perceived conflict of interest. The recommendation committee will consist of between 5 – 8 members from the following organizations.

- Local Highway Technical Assistance Council
- Representative from Bicycle/Pedestrian Advisory Committee
- ITD Office of Highway Safety
- ITD Planner
- Other technical experts as needed

Ex officio members include:

- Federal Highway Administration
- Transportation Alternatives Program Manager

The Transportation Alternatives Program Manager shall staff the recommendation committee.

Selection and Programming of Projects

The Transportation Alternatives Program Manager will solicit applications based on current funding parameters. Project selection shall be based on a statewide, competitive application process. Applications will be reviewed and ranked by the recommendation committee based on feasibility and federal eligibility. A list of recommended projects will be submitted to the Idaho Transportation Board as part of the annual update of the Idaho Transportation Investment Program (ITIP).

Program Management

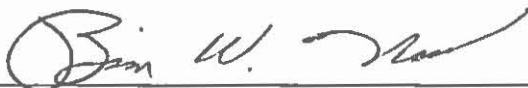
In the event that there is unused available funding (obligation authority + apportionment) through project delay, removal, project savings, or annual obligation authority limitations it will be re-distributed by the Transportation Alternatives Program Manager, in collaboration with the recommendation committee and local sponsors, in the following priority:

1. Project Advancements: Advances shall be dependent upon project readiness and available funding and shall be approved by the Idaho Transportation Board.
2. Reimbursement of Overruns: Infrastructure projects may be eligible for additional reimbursement if the following terms are met:
 - a. Funding is available after all project advancements have been completed,
 - b. Project advertised and bids exceed engineer's estimate, and
 - c. Sponsor awards the project to lowest responsive bidder.

This funding will be prioritized on a first come, first serve basis based on the date the project was advertised for bids. This funding will be limited to construction funds only to cover the difference between the engineer's estimate and the actual awarded bid.

Reimbursement shall be limited to no more than five percent (5%) of the engineer's estimate and will only apply to projects in the same funding year.

3. Program Transfers: Using steps 1 and 2 above, every effort will be made to expend TAP funds in the program, but in the event that there are unused funds in a single fiscal year, the unused funds may be transferred to other programs. Transfers shall not exceed allotted limits set by federal regulation.



Brian W. Ness
Director

Date 6/17/2016



IDAHO BYWAYS PROGRAM

Purpose

This policy delegates Idaho Transportation Board authority to designate specific portions of the State Highway System as a Scenic Byway, Historic Byway, and/or Back Country Byway upon public request to the Idaho Transportation Department, who shall act as the lead agency responsible for administering the Idaho Byways Program.

Legal Authority

Idaho Code 40-310(2)– The Board has a duty to promulgate maps of the state highway system.

Idaho Code 40-310(4)– The Board has the authority to design, locate and construct transportation systems in the best interest of the public.

Idaho Code 40-310(5)– The Board is responsible for establishing the standards of the state highway system.

Idaho Code 40-313(1)– The Board is authorized to erect and maintain suitable signs for public information and safety.

Idaho Code 40-313(3) – The Board is authorized to acquire, maintain and improve areas adjacent to highway for the restoration, preservation and enhancement of scenic beauty

Idaho Code 40-317– The Board may enter into cooperative agreements with federal government and local governments for state highway purposes

The goal of the Idaho Byways Program shall be to

- Nurture an appreciation of Idaho's heritage through the preservation, protection and enhancement of the state's scenic, natural, or recreational characteristics and historic, cultural, or archeological elements; and
- promote and enhance tourism on designated Idaho highways, roads and trails.

Local organizations, communities, etc. must initiate support, propose a possible route, enlist other agencies' support (when appropriate) and request that the Board consider designating a route as a State Scenic Byway, Historic Byway, or Back Country Byway. The designation shall be limited to routes with characteristics and elements identified below:

Scenic, natural, or recreational characteristics include:

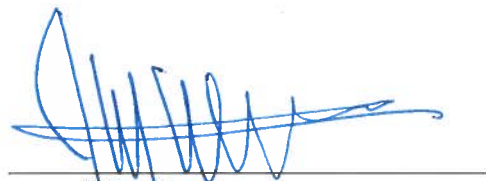
- Rivers (streams, riverside drives, waterfalls, etc.)
- Lakes (tree-lined, mountain, vistas, islands, etc.)
- Mountains (spectacular, forested, panoramas, etc.)
- Valleys (canyons, gorges, vistas, etc.)
- Forests (national, old growth, slopes, groves, etc.)
- Farm/Ranch (agricultural, pastoral, etc.)
- Prairies (meadows, wild flowers, panoramas, etc.)
- Unique geology (craters, ice-caves, formations, etc.)
- Seasonal colors (fall colors, sparkling water, etc.)
- Varied (ski areas, fish hatcheries, wildlife areas, etc.)

Historic, cultural, or archeological elements include:

- Early pioneer trails and settlements
- American Indian occupation or use areas
- Archaeological excavations
- Early missionary activities
- Early Idaho history - mining, homesteading, ranching, forestry, government, industry, agriculture

The Idaho Transportation Department shall establish the Idaho Byways Advisory Committee membership and administrative procedures by which the committee shall operate.

Incorporated communities and their extraterritorial jurisdiction that are located on the byway route shall not be considered as part of the Scenic Byway. Exceptions, such as kiosks, visitor centers, points of interest, etc., within the communities may be included as part of the Idaho Byway designation.



Jerry Whitehead
Board Chairman

Approved by the Board on:

Date: 12/17/15



ADMINISTRATIVE POLICY 5082

Page 1 of 2

IDAHO BYWAYS PROGRAM

Purpose

This policy implements Board Policy 4082 instructing the Department to establish guidelines for the Idaho Byways Advisory Committee membership and administrative procedures by which the committee shall operate.

Legal Authority

Idaho Code 40-310(2) – The Board has a duty to promulgate maps of the state highway system.

Idaho Code 40-310(4) – The Board has the authority to design, locate and construct transportation systems in the best interest of the public.

Idaho Code 40-310(5) – The Board is responsible for establishing the standards of the state highway system.

Idaho Code 40-313(1) – The Board is authorized to erect and maintain suitable signs for public information and safety.

Idaho Code 40-313(3) – The Board is authorized to acquire, maintain and improve areas adjacent to highway for the restoration, preservation and enhancement of scenic beauty.

Idaho Code 40-317 – The Board may enter into cooperative agreements with federal government and local governments for state highway purposes.

Idaho Code 40-505 – Subject to the direction of the Board, the Director of the Department shall have general supervision of all activities of the Department and shall enforce all state laws relating to the Department and the rules and regulations of the Department.

Program Administration and Goals

The Idaho Transportation Department shall act as the lead agency and provide administrative support. A non-partisan Idaho Byways Advisory Committee, consisting of federal and state agencies and other parties, shall provide advice and recommendations to the Idaho Transportation Department. This committee shall operate under the Idaho Byway Advisory Charter and Operational Guidelines. The goal of the Idaho Byways Program shall be to:

- Nurture an appreciation of Idaho's heritage through the preservation, protection and enhancement of the state's scenic, natural, or recreational characteristics and historic, cultural, or archeological elements; and

- promote and enhance tourism on designated Idaho highways, roads and trails.

Byway Designation Process

Local organizations, communities, etc. must initiate support, propose a possible route, enlist other agencies' support (when appropriate), and request that the Idaho Byways Advisory Committee consider the proposed route as a Byway. When a candidate route is being considered, the Board shall direct an evaluation be completed by department personnel. The Board shall review the evaluation, the Idaho Byways Advisory Committee's recommendations, and other presented information to determine if the proposed route should be designated a State Scenic Byway, Historic Byway, or Back Country Byway.

Each route shall be evaluated on the following information:

- A listing of unique scenic, natural, recreational, historic, cultural, or archeological elements.
- The degree to which the corridor characteristics offer a variety of experiences or themes of scenic, natural, recreational, historic, cultural, or archeological interest
- A single route that follows existing roadway alignments. The route can consist of segments between control points when continuous access is not readily available.
- Present or future availability of conveniently spaced roadside rest areas, scenic overlooks, turnouts with interpretative signs or other facilities including bikeways and pedestrian walkways which take advantage of unique features or recreational activities.
- The existence of measures to protect or enhance the scenic, cultural, historic, archeological, recreational, or natural resources adjacent to the roadway. The Idaho Byway designation should reflect or enhance local, state and federal land use or corridor management plans.
- The degree the route provides convenient access to larger population centers, or as an alternate route, or makes scenic, natural, recreational, historic, cultural, or archeological sites accessible

The Director of the Department may coordinate with the Idaho Department of Commerce to ensure inclusion of Idaho's Byways on the State Highway map.



Brian W. Ness
Director

Date: _____

1/22/2016



RAIL-HIGHWAY CROSSING PROGRAM

Purpose

The purpose of the Rail-Highway Crossing Program (RHCP) is to enhance safety at public rail-highway crossings throughout the State of Idaho and to promote rail safety education.

Legal Authority

Idaho Code 40-310 – The Board has the authority to locate, design, construct, reconstruct, alter, extend, repair and maintain state highways and plan, design and develop statewide transportation systems

Idaho Code 40-314 – The Board shall exercise all powers necessary to carry out the provisions of Title 40 of the Idaho Code and the control of the financial affairs of the Department and Board

Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.

Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.

Idaho Code 40-702(5) – Establishment of the State Highway Account to include all federal surface transportation funds received from the United States government.

Idaho Code 62-301 and 62-303 – Cost sharing when eliminating or altering crossings of state highways and railroads

Idaho Code 62-304A, B, C, D – Railroad Grade Crossing Protection Fund

Idaho Code 62-306 – Construction and maintenance of railroad grade crossings

Idaho Code 62-2412 (c) – State Fuel Tax distribution to the Railroad Grade Crossing Protection Account

Title 23, US Code Section 130 – Railway-Highway Crossings - the cost of construction of projects for the elimination of hazards of railway-highway crossings, including the separation or protection of grades at crossings, the reconstruction of existing railroad grade crossing structures, the relocation of highways to eliminate grade crossings, and projects at grade crossings to eliminate hazards posed by blocked grade crossings due to idling trains, may be paid from sums apportioned in accordance with federal law from the federal funds set aside by this section.

Funding

The RHCP is comprised of two dedicated funding sources:

- Federal set-aside (Federal Section 130) from the Highway Safety Improvement Program (HSIP) apportionment
- \$250,000 annual allocation from the State Railroad Grade Crossing Protection Account. These funds are used as the State's 10% match (90% Federal: 10% State) for the RHCP.

Selection and Programming of Projects

The Director shall establish a committee to nominate and assess projects on a statewide basis utilizing a data-assisted evaluation process. The committee shall estimate costs, prioritize, compile and present a recommended list of projects to the Board for approval.

The Director or delegate annually shall provide a maximum of twenty-five thousand dollars (\$25,000) from the State's Railroad Grade Crossing Protection Account to support public education and safety programs which promote awareness of public safety at rail-highway grade crossings.

Program Management

The Director or delegate shall coordinate with the districts when advancing and delaying projects based on project readiness. Delays and advances must conform to the available funding for a given year and be presented to the Board for approval.

A status report of the RHCP shall be submitted annually to the Board in September.



Jerry Whitehead
Board Chairman

Approved by the Board on:

Date 7/19/2018



ADMINISTRATIVE POLICY 5085

Page 1 of 3

RAIL-HIGHWAY CROSSING PROGRAM

Purpose

This policy implements Board Policy 4085 and instructs the Department on the management of the Rail-Highway Crossing Program (RHCP). The RHCP is established to enhance safety at public rail-highway crossings throughout the State of Idaho and to promote rail safety education.

Legal Authority

Idaho Code 40-310 – The Board has the authority to locate, design, construct, reconstruct, alter, extend, repair and maintain state highways and plan, design and develop statewide transportation systems

Idaho Code 40-314 – The Board shall exercise all powers necessary to carry out the provisions of Title 40 of the Idaho Code and the control of the financial affairs of the Department and Board

Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.

Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.

Idaho Code 40-702(5) – *Establishment of the State Highway Account to include all federal surface transportation funds received from the United States government.*

Idaho Code 62-301 and 62-303 – Cost sharing when eliminating or altering crossings of state highways and railroads

Idaho Code 62-304A, B, C, D – Railroad Grade Crossing Protection Fund

Idaho Code 62-306 – Construction and maintenance of railroad grade crossings

Idaho Code 62-2412 (c) – State Fuel Tax distribution to the Railroad Grade Crossing Protection Account

Title 23, US Code Section 130 – Railway-Highway Crossings- the cost of construction of projects for the elimination of hazards of railway-highway crossings, including the separation or protection of grades at crossings, the reconstruction of existing railroad grade crossing structures, the relocation of highways to eliminate grade crossings, and projects at grade crossings to eliminate hazards posed by blocked grade crossings due to idling trains, may be paid from sums apportioned in accordance with federal law from the federal funds set aside by this section.

Funding

The RHCP is comprised of two dedicated funding sources

- Federal set-aside (Federal Section 130) from the Highway Safety Improvement Program (HSIP) apportionment
- \$250,000 annual allocation from the State Railroad Grade Crossing Protection Account. These funds are used as the State's 10% match (90% Federal: 10% State) for the RHCP.

Partnering with railroad companies, local agencies and the Idaho Public Utilities Commission for in-kind work, rail-highway crossing inventory, labor donations, etc. is encouraged to meet RHCP goals.

Eligible Projects, Types and Restrictions

Eligible projects include:

- Installation of protective devices at public rail-highway crossings, such as gates, lights, etc.
- Elimination of hazard(s) at public rail-highway crossings, such as removal of visual impairments, realignment of crossing, installation of safety features (protective devices), etc.
- Data compilation and analysis
- Reports mandated by FHWA and/or FRA
- Rail safety education

A maximum of twenty-five thousand dollars (\$25,000) from the State Railroad Grade Crossing Protection Account shall be spent annually to support public education and safety programs which promote awareness of public safety at rail-highway grade crossings.

No more than two percent (2%) of Federal Section 130 funds may be used for data compilation and analysis.

Recommendation Committee: Railroad Operation and Safety Team (ROAST)

ROAST proposes, reviews, evaluates and recommends projects. The voting members of ROAST are comprised of a representative from each of ITD's six districts and the Idaho Operation Lifesaver State Coordinator. Ex officio members include: Federal Highway Administration, Local Highway Technical Assistance Council along with ITD's Design/Traffic Services Engineer, Freight Manager, Highway Safety Manager and Railroad/Utility Manager. All proposed projects are vetted through the applicable district ROAST members.

Selection and Programming of Projects

Projects will be selected based on priority and in accordance with FHWA/FRA eligibility requirements and guidelines. ITD's Railroad/Utility Manager will solicit proposed projects based on current annual funding availability. Project selection criteria includes consideration of the Federal Railroad Administration's Web Based Accident Prediction System (WBAPS)¹, benefit cost ratio, project costs, project readiness, local/railroad knowledge, safety features

consistent with proximate crossings, designated emergency and school bus routes, etc. Proposed projects will be reviewed, evaluated and ranked by the ROAST based upon project selection criteria, feasibility and eligibility. A list of recommended projects will be submitted to the Idaho Transportation Board as a component of the annual update of the Idaho Transportation Investment Program (ITIP).

Project prioritization is determined utilizing a weighted criteria evaluation scoring process. This process will elevate projects that achieve higher weighted scores.

Program Management

Funds made available due to project delay, removal, or project savings will be re-distributed by the Railroad/Utility Manager in collaboration with the ROAST in the following priority:

1. Project Advancements: Advances shall be dependent upon project readiness and available funding, vetted and recommended through the ROAST, with consideration given to projects on the prioritized list. Said advances shall be presented to and approved by the Idaho Transportation Board.
2. Cover unforeseen project cost increases due to change in standards or conditions. This is not intended to cover changes in project scope.
3. Efforts will be made to transfer unused project funds to minor (*or emergency*) safety enhancements or experimental features at public rail-highway crossings. Partnering with railroad companies, local jurisdictions and safety organizations for these types of projects will be encouraged.

A status report of the RHCP shall be submitted annually to the Board in September.

¹ In conformance with the US Department of Transportation, Federal Highway Administration's Railroad-Highway Grade Crossing Handbook, Revised Second Edition August 2007.

Approved by the Director on:



Brian W. Ness
Director

Date:

7/20/2018



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

IDAHO TRANSPORTATION DEPARTMENT

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

ADMINISTRATIVE POLICY 5515

Page 1 of 2

DISASTER/EMERGENCY SUPPORT AND FHWA EMERGENCY RELIEF

Purpose

This policy delegates responsibilities and procedures in the event of a disaster or emergency where the Federal-aid System (State and/or Local Highway Systems) sustains damage requiring Idaho Transportation Department (ITD) support and that allows ITD to apply for Federal Highway Administration (FHWA) Emergency Relief (ER) funds.

Legal Authority

- Idaho Code 40-310(4) - The Board shall construct, repair and maintain state highways and statewide transportation systems.
- Idaho Code 40-310(6) - The Board shall cause to be made and kept studies and plans for the repair and maintenance of state highways, as so far as practical, of all highways in the state.
- Idaho Code 40-708(1) – In the event of an emergency, two or more units of government may share jointly the costs of highways and bridges.
- 23 United States Code Section 125 – Emergency Relief.
- Idaho Code Title 46, Chapter 10 – State Disaster Preparedness Act.
- Executive Order 2019-15 – Governor directing state agencies to establish emergency/disaster plans.

Support

ITD shall support the disaster/emergency services of state and/or local agencies. The Emergency Management Planner (EMP) shall be responsible for overall coordination of ITD emergency planning, training, exercises, response, damage estimation, mitigation and claims.

The EMP will assist in the coordination of funding requests for repairs to local routes as applicable under the FHWA ER process.

When emergencies or other unusual circumstances overwhelm the capabilities of state or local agencies, ITD can be requested to respond with disaster/emergency support. The Department shall notify the EMP to make notifications to the Idaho Office of Emergency Management (IOEM) and/or FHWA, as appropriate.

Notification to IOEM can also be made by the IOEM Area Field Officer. Response to emergency plans and procedures outside of ITD facilities can be activated by Executive Order of the Governor. Upon issuance of an Executive Order by the Governor that involves disaster/emergency support:

- The District Engineers shall provide the response staff and assistance as requested by an IOEM “Mission Assignment” prior to, during, and after a natural or human-caused disaster, or terrorist attack. Disaster/emergency support includes life-saving assistance, traffic control, or operational work that directly affects the State Highway System

- The Division of Motor Vehicles Administrator may authorize the issuance of disaster relief waivers, as needed, in accordance with Board Policy 4074, Suspension of Motor Vehicle Procedures during Disaster Relief Operations.
- The Division of Aeronautics Administrator shall coordinate airspace restrictions or control; aerial transportation of material or personnel in state-owned aircraft; aerial communications relay services; and activation and coordination of air search and rescue operations.

In the event the Federal Aid System (state and/or local highway systems) sustains damage that allows ITD to apply for FHWA ER funds, the following responsibilities and procedures shall be in effect:

Following a disaster, the EMP shall:

- Function as ITD's primary Headquarters contact for emergency coordination;
- Act as the liaison with the FHWA division office for securing emergency repair funds;
- Collect the Detailed Damage Inspection Reports from the affected district(s); and
- Collect and document Disaster Costs in equipment, materials and manpower for possible reimbursement.

Following a disaster, the ITD Chief Operations Officer (COO) and team shall:

- Coordinate with FHWA for completion of permanent repairs;
- Obtain permanent repair work authorizations;
- Assist district scoping and funding needs assessments to expedite repair completion;
- Prepare the obligated authority requests and project programming for submittal to the FHWA, and;
- Communicate with federal, state, and local agency partners to ensure effective district emergency response and recovery.

Following a disaster, the District Engineers shall:

- Confirm the initial emergency repair and debris clearance project limits;
- Assist FHWA in conducting and completing the Detailed Damage Inspection Reports;
- Administer permanent and initial emergency repair projects; and
- Provide detailed information to the EMP for documentation purposes.



Brian W. Ness
Director

Date: 10/21/2021

Member DeLorenzo made a motion, seconded by Member Thompson, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, Administrative Policy 5011 delineates the apportionment of federal
ITB22-14 funds to the Local Bridge and Off-System Bridge Programs to be administered by
LHTAC; and

WHEREAS, that apportionment was based on funding levels found pre 2009 in the SAFETEA-LU Act; and

WHEREAS, the Federal IIJA (Infrastructure Investment Jobs Act) has dedicated bridge formula funds and \$45,000,000 per year is designated for Idaho and the funds are available now in FY22; and

WHEREAS, the Board would like to distribute those funds to the Local Highways Programs consistent with requirements in the IIJA and past practice; and

WHEREAS, the State Bridge Engineer presented in his proposal to the Board at its meeting on February 17, 2022 to distribute 35% of these IIJA Bridge Formula Funds to the Local Highways Programs in the following proportions: Off-System Bridge Program (15%) and Local Bridge Program (20%). The bridge inspection budget is included; and

WHEREAS, the remaining 65% of IIJA Bridge Formula Funds would be distributed to the State Highway System – Bridge Preservation and Restoration Programs.

NOW THEREFORE BE IT RESOLVED that the Board accepts the proposal to direct \$15,750,000/year of IIJA Bridge Formula Funds to the Local Bridge Program and Off-System Bridge Program.

Approved: February 17, 2022



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date February 16, 2022Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 10 minutes

| | | | |
|---------------------------------|--|-----------------|--------------------|
| Presenter's Name Matt Farrar | Presenter's Title State Bridge Engineer | Initials MMF | Reviewed By LSS |
| Preparer's Name Matt Farrar | Preparer's Title State Bridge Engineer | Initials MMF | |

Subject

Proposed Distribution of Federal Bridge Funds

| | | |
|------------|-----------------------|--------------|
| Key Number | District Statewide | Route Number |
|------------|-----------------------|--------------|

Background Information

Administrative Policy 5011 provides funds for Local and Off-System Bridge Programs consistent with federal funding provided pre 2009 in the SAFETEA-LU Act. 35% of Bridge Formula Funds from SAFETEA-LU or \$8,832,124 were allocated to the Local and Off-System Bridge Programs administered by LHTAC, in the following proportions Local Bridge Program – \$5,047,119 and Bridge Off-System Program - \$3,785,005. Subsequent federal transportation acts after 2009 did not include provisions for federal formula funds for bridges.

Included within the IIJA (Infrastructure Investment Jobs Act) are Bridge Formula Funds with distribution of 15% of those funds to Off-System Bridges.

Idaho is designated to receive \$45,000,000 per year from IIJA. As the IIJA Bridge Formula funds are available now in FY22 it is proposed to distribute those funds yearly as described below. In the future staff will propose revisions to Administrative Policy 5011.

| | | |
|------------------------------------|-----|--------------|
| Off-System Bridge Program | 15% | \$6,750,000 |
| Local Bridge Program | 15% | \$6,750,000 |
| Local/Off-System Bridge Inspection | 5% | \$2,250,000 |
| Total | 35% | \$15,750,000 |

Recommendations

Approve the Resolution on page ____.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

IDAHO TRANSPORTATION BOARD RESOLUTION *ITB05-47*

Authorization for Director to modify projects in the approved Pavement and Bridge Preservation Programs

September 2005 Board Meeting

Recommended FY06-10 and Preliminary Development Capital Investment Program and FY06- 10 Statewide Transportation Improvement Program (STIP). Director Ekern outlined steps taken in developing the updated STIP, such as engaging metropolitan planning organizations (MPOs) and transportation committees to identify needed projects, and changes to the Program due to the Connecting Idaho Initiative and the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFTEA-LU). Projects from the Divisions of Public Transportation and Aeronautics have also been incorporated into the document.

Chairman Winder relayed concerns that projects have been dropped from the Program due to the GARVEE Program. Director Ekern emphasized that no projects were removed due to the GARVEE Program. Cost overruns resulted in less money being available for capital investment projects and District priorities change over time, resulting in new projects being added to the Program and the removal of other projects.

Intermodal Planning Manager (IPM) Pat Raino reported that the STIP was developed in compliance with the Code of Federal Regulations. The multi-year, multi-modal program shows planned highway, transit, aeronautics, and highway safety projects. The document provides maps and project descriptions for ITD and MPO projects by District, MPO area, and by GARVEE funded corridors. The draft STIP was available for public review and comment from July 22 through August 16, 2005. IPM Raino summarized the public comments received on the draft document, although the Board received copies of all of the comments submitted.

Chairman Winder thanked IPM Raino for the report and for her continued efforts to develop the STIP. MTI Amick presented the recommended FY06-10 and Preliminary Development (PD) Capital Investment Program, including the Federal and State Highway Development Program and the Public Transportation and Aeronautics Programs. He outlined changes to the Program since the June workshop based on advances and delays per the End-of-the Year Plan approved by the Board in August; developments regarding project deliverability; a statewide balancing meeting last month; an updated GARVEE Plan from the August Board meeting; and the Budget Council's decreased forecast of available State funding in state FY07-10.

Member Miller expressed concern with the shortage of funds and the overprogrammed STIP. Additionally, he believes that projects strongly supported by state and local officials should not be dropped from the Program. He cited some examples. He emphasized that partnership projects should not be removed from the Program.

Member Sweeney expressed concern with the extensive projects and dollar amounts in PD. MTI Amick responded that staff can work on projects included in PD and that PD is a strategy to advance projects. When projects in earlier years are delayed or additional funds become available, the Department needs projects to advance. Member Sweeney does not believe investing resources in projects in PD that may not be constructed is wise. He believes PD should be limited in funding and the number of projects. Director Ekern added that the contingency program is a prioritized list of projects in PD. He stated that this discussion will be continued at the November meeting.

Member McHugh questioned the removal of the SH-5, Chacolet to Rocky Point project, which was included in the Intermodal Surface Transportation Efficiency Act of 1992. MTI Amick responded that FHWA notified ITD that due to the lack of progress on that project, the obligation authority may be removed. Chairman Winder asked if staff has been working with the Tribe on that project, and if not, to contact the Tribe for assistance to complete that project. MTI Amick said the Pavement Preservation Program, for pavement maintenance and minor pavement rehabilitation, and the Bridge Preservation Program, for bridge maintenance activities, are intended to respond quickly to urgent and changing system conditions, requiring on-going reprioritization. Approximately

\$10.3 million in FY06 and \$8.8 million in FY08 of the Pavement Preservation Program funds were not yet allocated to specific projects. Staff requests permission from the Board to define and modify projects in these areas throughout the year at its discretion; similar to the latitude already granted for pavement maintenance projects.

Member McClure made a motion, seconded by Member Miller, to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department to publish and
ITB05-47 accomplish a current, realistic, and fiscally constrained Capital Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal and state capital investment funding; and

WHEREAS, the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) requires that a priority list of projects covering a three-year period be provided in a Statewide Transportation Improvement Program (STIP); and

WHEREAS, the Divisions of Highways, Public Transportation, and Aeronautics have recommended new projects and updated the costs and schedules for projects in the FY06-10 and Preliminary Development Capital Investment Program; and WHEREAS, the recommended FY06-10 and Preliminary Development Capital Investment Program was developed in accordance with all applicable federal requirements including adequate opportunity for public involvement and comment; and

WHEREAS, the recommended FY06-10 and Preliminary Development Capital Investment Program incorporated public involvement and comment whenever possible while maintaining a fiscally constrained Program; and WHEREAS, it is understood that continued development and construction of improvements are entirely dependent upon the availability of future federal and state capital investment funding in comparison to the scope and costs of needed improvements.

NOW THEREFORE BE IT RESOLVED, that the Board approves the Recommended FY06-10 and Preliminary Development Capital Investment Program, which is on file in the Office of Transportation Investments; and

BE IT FURTHER RESOLVED, that staff is authorized to include approved projects in the FY06-10 STIP in accordance with the provisions of SAFETEA-LU; and

***BE IT FURTHER RESOLVED*, that the Director, or his designee, is authorized to add or remove projects to the approved Pavement and Bridge Preservation Programs as warranted by the Department's management systems provided such changes further the goals of those Programs and remain within the annual funding levels targeted for each Program.**

Vice Chairman Combo expressed concern that the Program uses the 20% GARVEE debt service limit as a target, not a cap.

The motion passed 4-2 with Vice Chairman Combo and Member Sweeney opposing.

IDAHO TRANSPORTATION BOARD RESOLUTION *ITB07-09*

Authorization to Index Preservation to Inflation

February 2007 Board Meeting

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department
ITB07-09 to publish and accomplish a current, realistic, and fiscally constrained Capital Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal and state capital investment funding; and

WHEREAS, the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) requires that a fiscally constrained priority list of projects covering a four-year period be provided in a Statewide Transportation Improvement Program (STIP); and

WHEREAS, in September 2006 the Board approved a five-year STIP limiting highway capital investment funding in the STIP for use on only those projects that can realistically be funded for construction within the five-year STIP; and

WHEREAS, the Department intends to continue its ongoing commitment to limit deficient pavement to 18 percent on the state highway system; and

WHEREAS, in addition to the pavement and bridge preservation programs, staff has highlighted an ongoing annual need for \$35 million in non-deferrable roadway restoration work which will eventually cause other capital improvement programs to be prioritized and adjusted if the current funding environment continues; and

WHEREAS, according to the American Road & Transportation Builders Association Transportation Construction Materials Prices Annual Report 2005 annual inflationary increases have occurred in highway and street materials costs between FY04 and FY05 of 12.6 percent compared to the previous average annual increase rate since 1998 of 5 percent; and

WHEREAS, increasing construction costs for pavement and bridge preservation projects have been requiring investment levels in the STIP in excess of the funds targeted in these preservation programs in the STIP; and

WHEREAS, the most recent FY06 state highway system pavement condition results show 20 percent deficient pavement, an increased trend in deficiencies from the Department's 18 percent goal; and

WHEREAS, it is estimated that \$204.7 million in federal formula funding with match will be reserved for debt service payments between FY07 and FY12 toward the benefit of \$998 million in GARVEE bonded major capital improvements; and

WHEREAS, the SAFETEA-LU will expire in FY09 and a new federal highway act will be required to continue federal funding support for Idaho's highway capital improvements; and

WHEREAS, the average annual federal obligation authority in FY05 and FY06 was 86.3 percent of the guaranteed funding levels under SAFETEA-LU; and

WHEREAS, in October 2006, the Board passed a resolution reducing for one year the total funding for the Rest Area Program from \$10 million annually to \$5 million annually; and

WHEREAS, state funding for highway construction is expected to decrease from \$38.5 million in FY07 to \$14 million in FY12 due to the effects of inflation on the cost of operating the Department; and

WHEREAS, the Board has reviewed STIP funding scenarios that include the consequences of 1) reduced federal obligation authority in comparison to estimated level apportionments through FY13, 2) reserving federal formula funding for debt service on a \$998 million GARVEE bonding program, 3) increasing the Rest Area Program from \$5 million to \$10 million annually, and 4) the continued effects of inflation on the STIP.

NOW THEREFORE BE IT RESOLVED, that the Board authorizes staff to update the FY08-12 STIP under the assumption that federal highway formula apportionments to Idaho under the next highway act will remain level through FY12 at the FY09 estimated funding amount under SAFETEA-LU; and

BE IT FURTHER RESOLVED, that the total Highway Capital Improvement Program under the STIP may be funded at the full apportionment levels estimated under this resolution; and

BE IT FURTHER RESOLVED, that the funding level for the Rest Area Program shall be \$10 million annually; and

***BE IT FURTHER RESOLVED*, that staff is authorized to increase the Department's emphasis on pavement and bridge preservation programs by 1) increasing funding levels of these programs each year to offset the effects of increased costs of construction materials and 2) advancing pavement and bridge preservation projects when possible through unanticipated increases in obligation authority or savings in the costs of operating the Department.**

The motion passed 4-2 with Vice Chairman Sweeney and Member Miller dissenting.

IDAHO TRANSPORTATION BOARD RESOLUTION *ITB08-17*

Funding Levels

April 2008 Board Meeting

Capital Investment Program Levels for the Fiscal Years 2009 – 2013 Draft Statewide Transportation Improvement Program (STIP). Manager, Transportation Investments (MTI), Dave Amick requested guidance to develop the draft (STIP). Senior Budget Analyst Joel Drake provided an overview on the Department's anticipated funds and summarized the projected allocation of those funds. By FY13, staff believes there will be no state funds available for construction projects and insufficient state funds to match all of the available federal dollars.

MTI Amick reviewed the funding level requested by each Program Team to meet the objectives of each individual program. Due to a projected revenue shortfall, not all of the programs can be funded at levels that they have historically been funded. Additionally, funds to replenish stockpiles have not been identified yet.

Preserving the existing highway system is the Department's top priority. Planning Services Manager Gary Sanderson said the basic strategy is to repair 600 lane miles per year. The plan includes preserving 500 lane miles at an estimated cost of \$85 million and restoring 100 lane miles at a cost of \$50 million. Member Sweeney commented that some routes are not good candidates for an overlay due to the narrowness of the road or substandard condition of the route. He does not believe those roads should be included in the pavement preservation goal of 18% deficient pavement.

MTI Amick outlined several options to address the funding shortfall. Staff recommends Option A, which minimizes disruption to existing projects in the STIP. **It suspends solicitation for new CMAQ, Enhancement, and State Board Unallocated projects** in FY11-13; removes existing System Planning projects in FY10-12 and suspends solicitation for projects in FY13; and increases the Pavement and Bridge Preservation and Restoration Program to the funding that is available after the previous adjustments are made, or approximately \$136.7 million. The Pavement Team, however, requested \$166.6 million for this program. MTI Amick also mentioned that the Department has received numerous letters of support for continued funding of the Enhancement and to a lesser extent, CMAQ Programs.

Member Coleman suggested reducing the Rest Area Program. Member Blick expressed concern with impacting the Rest Area Program, although he concurred that a short-term reduction to that program may be acceptable. He also discouraged eliminating the Board Unallocated Account, because that program has been used to fund emergencies recently. Vice Chairman McClure also expressed concern with eliminating the Board Unallocated Account. Although he supports Option A, he asked staff to consider establishing a fund for emergencies. He also believes it is important to discuss long-term plans. Staff is seeking guidance for the current STIP update, but if additional revenue is not secured, the Board will need to discuss its highest priorities for funding and determine what additional programs may need to be reduced.

Vice Chairman McClure made a motion, seconded by Member Miller, to approve the following resolution:

RES. NO. ITB08-17 WHEREAS, it is in the public's interest for the Idaho Transportation Department to publish and accomplish a current, realistic, and fiscally constrained Capital Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, and private highway funding; and

WHEREAS, the Department's goal is to maintain 82% of State Highway System pavements in good or fair condition; and

WHEREAS, the Pavement Team estimates that \$85 million annually of pavement preservation and \$50 million annually of pavement restoration activities are required to meet and maintain this goal; and

WHEREAS, projected federal revenues for capital investments in FY09 to FY13 are flat; and

WHEREAS, projected state funding for capital investments are declining; and

WHEREAS, program levels already fully utilize all projected revenue; and

WHEREAS, the Expansion Program contains commitments for federal obligation of GARVEE debt service, for federal advanced construction payback for projects underway, and for Practical Design projects with efficiencies optimizing funding for roadways; and

WHEREAS, the Board has appreciated the numerous comments from the public in support of continued funding for long supported federal programs such as the Surface Transportation Program – Enhancements and Congestion Mitigation and Air Quality Programs; and

WHEREAS, the Board will continue to re-evaluate funding options as new funding information becomes available; and

WHEREAS, the program levels presented in the April 2008 Board meeting as Option A minimize delays to existing projects and programs in the STIP, while continuing the Department's funding for core programs preserving the State Highway System.

NOW THEREFORE BE IT RESOLVED, that the Board selects the program levels presented in the April 2008 Board meeting as Option A, as shown as Exhibit 357, which is made a part hereof with like effect, for programming projects in developing the Draft FY09-13 Statewide Transportation Improvement Program to be reviewed again by the Board in June 2008 and published for public review and comment in July 2008.

Member Miller expressed support to continue funding the Local Program. He believes maintaining a good relationship with local officials is important. Member Sweeney said future discussions should include reducing the GARVEE Program. With reauthorization of the federal transportation bill coming up, ITD's federal funding is unknown. Reauthorization may impact decisions on the GARVEE Program. He believes all Programs should be considered for funding cuts. Member Blick concurred, but added that he is committed to the GARVEE projects that have been authorized to date.

The motion passed 4-2 with Members Blick and Sweeney dissenting.

CHIEF OPERATIONS OFFICER MEMORANDUM

DATE: 12/19/13

SUBJECT: HIGHWAY SAFETY IMPROVEMENT PROGRAM

FOR SPECIAL ATTENTION OF: District Engineers

DATE OF REVIEW: 12/19/14

COO Memo – Highway Safety Improvement Program

This memo supersedes paragraph 2 (Safety) of Chief Operations Officer Memorandum No. 1 (COO No. 1) dated April 18, 2012. All other portions of COO No. 1 remain in full force and effect.

Highway Safety Improvement Program Administration:

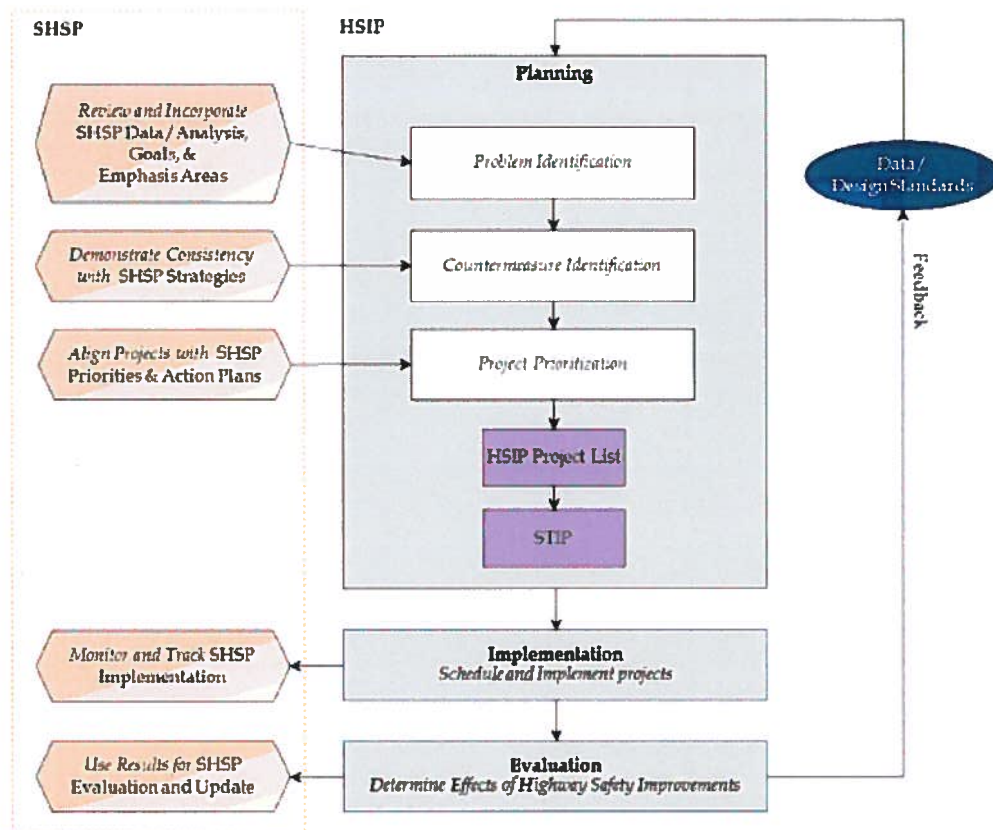
The Highway Safety Improvement Program (HSIP) emphasizes a safety data-driven, strategic approach to improving highway safety that focuses on eliminating deaths and serious injuries resulting from traffic crashes. To be eligible, projects must be consistent with the strategies in Idaho's Strategic Highway Safety Plan, align with the project criteria outlined in MAP-21, and must be safety data driven. Projects must correct or improve a corridor, location, or address a highway safety problem using a systemic approach.

Highway Safety Improvement Program Project Selection:

Highway safety improvement projects must be identified on the basis of crash experience, crash potential, crash rate, or other data-supported means. (23 USC 148(c)(2)(B)). The general framework for the identification and analysis of highway safety problems and counter-measure opportunities is defined by the Highway Safety Corridor Analysis program. This framework is consistent with general roadway safety management practices in that ITD:

- Identifies safety problems either through a safety corridor analysis, site specific locations or systemic approach;
- Identify countermeasures to address those problems;
- Create projects for construction programming; and
- Evaluate projects to determine effectiveness.

The following graphic shows how a strong underlying data driven foundation interacts with a Strategic Highway Safety Plan and the Highway Safety Improvement Program:



ITD's use of the Highway Safety Corridor planning and prioritization process should be utilized to identify locations for highway safety projects.

After the Districts and Local Highway Technical Assistance Council (LHTAC) have submitted the proposed projects into the program update, the projects will be combined by the Office of Transportation Investment (OTI) for review. Final review by the Division of Highways will verify the projects selected are safety data driven, align with the Strategic Highway Safety Plan (SHSP) and align with the criteria and intent of MAP-21.

The Districts are responsible for proposing eligible projects for input into the HSIP, and then submitting the selected HSIP Projects via ITIP to OTI. Projects are not final until the compiled proposed program is received from OTI, prioritized and specific projects selected, and approved by the Division of Highways.

Transparency Act Implementation

Office of Transportation Investments

December 29, 2010; March 27, 2013

Background and Definitions

The Federal Funding Accountability and Transparency Act (FFATA) requires that all federal awards be posted on-line for public transparency. The FHWA and FTA have been reporting these obligations for ITD at USASpending.gov since FFATA was passed. ITD is listed as the recipient (awardee) in this system for both FHWA and FTA obligations. A wrinkle was added via recent OMB and FHWA guidance requiring ITD to enter, via FSRS, sub-award information that is unavailable to the FHWA or FTA at the time of obligation. Sub-award information must be reported by the end of the month following the award month.

http://www.whitehouse.gov/sites/default/files/omb/open/Executive_Compensation_Reporting_08272010.pdf

Definition of Award in the Federal Sub-Award Reporting System (FSRS):

From a reporting perspective, federal awards made to ITD are obligations by project number and appropriation code. An example federal award identification number (FAIN) is 16L1CEA009883 where:

1. 16 indicates an Idaho award (16 is our state code),
2. L1CE indicates the federal program (BRIDGE 85% ON/OFF S-LU Extension), and
3. A009(883) is the federal project number for Key No. 09883 (I-15B, MCCAMMON IC BR, BANNOCK CO).

In an effort to aid ITD, FSRS is pre-populated from USASpending.gov at the end of each month with ITD obligations made in that month for new awards made since October 1, 2010. For quality control purposes, we have duplicated through reverse-engineering the query likely being used by FMIS for pre-population; new awards are defined as the "first function approval date" (both in PJT and FMIS) > October 1, 2010 with FA > \$25,000 for each combination of project number and appropriation code.

Definition of Sub-Award in FSRS:

The Financial Attack Team (FAT), FHWA Division, and RDE have discussed and agreed that an obligation (award) is deemed a sub-award when ITD loses programmatic control over use of funds at the time of obligation (award) or loses end oversight at the time of expenditure to ensure that funds are expended for the awarded purpose; i.e., ITD functions essentially as only a trustee. Some examples of sub-awards at the time of obligation are:

- a. Recreational Trails - programmatic control and end oversight transferred to Idaho Parks & Rec,
- b. Metropolitan Planning - programmatic control and end oversight transferred to MPOs,
- c. City Landscaping - programmatic control and end oversight transferred to Idaho Dept. of Lands,
- d. Research - end oversight transferred to other DOTs, universities, etc.,
- e. Safe Routes to School Non-infrastructure - end oversight transferred to local entities,
- f. T2 Center - programmatic control and end oversight transferred to LHTAC, and
- g. DBE Supportive services - end oversight transferred to local entities (final designation pending).

Not obligations for:

- h. Services rendered to ITD for professional service agreements or contract construction; including LHTAC preliminary and construction engineering,

- i. Specific local projects vetted in STIP and constructed with ITD resident engineer oversight (including SR2S infrastructure projects), and
- j. Environmental Services Agreements - programmatic control and end oversight maintained in ENV section.

Required Elements:

Required sub-award elements within FSRS include sub-awardee active DUNS, name, address, and potentially executive officer compensation if applicable to the entity.

Reporting Process**Designation of Sub-Awards and Sub-Awardees:**

An obligation is deemed a sub-award per the following two questions:

1. Does ITD have programmatic control over the use of funds at the time of obligation (award)?
2. Does ITD provide end oversight to ensure that funds are expended as above; following all federal regulations?

If the answer to both is "Yes" then the obligation is not a sub-award. If the answer to either is "No" then the obligation is designated a sub-award with the project sponsor being the sub-awardee. The answer to these two questions may change during project development as project administration and funding arrangements are negotiated and finalized. Consequently, designation can only be determined for certain at the time a state/local or cooperative agreement is written.

For the purposes of FSRS reporting however, a sub-award is not equivalent to an agreement. FSRS defines a sub-award as a unique combination of federal project number and appropriation code. Consequently, while designation of the sub-awardee can be determined at the time the agreement is written, the actual sub-award is defined and executed at the time of obligation.

DUNS Number:

Each sub-awardee must obtain and maintain an active DUNS number. DUNS numbers may be obtained for free at <http://www.dandb.com/free-duns-number/>. Registering at <http://www.sam.gov> will ensure that sub-awardee information will populate in FSRS.

ITD-0414 "Sub-Awardee Reporting for FFATA" Form:

This form provides all of the sub-awardee elements required for FSRS reporting. This information is kept per sponsor within OTI with the DUNS number placed in the PJT sponsor table. The form must be submitted annually to update executive compensation data or to document the annual exemption to this requirement. This form may be distributed to sub-awardees in several ways depending on when the programmed obligation or pending ITD-2101 obligation is deemed a sub-award. Early designation allows for early notification to project sponsors (sub-awardees) of reporting requirements.

Designation Upon Project Application

There are routinely a small number of projects within the statewide competitive programs of Safe Routes to School (SR2S), Enhancement, and Congestion Mitigation & Air Quality (CMAQ) that can be deemed sub-awards at the time of application. Specific examples include non-infrastructure SR2S projects, City Landscaping enhancement projects, and sweeper truck purchases within the CMAQ program. The Program Team leads include the ITD-0414 within these application packets including

verbiage identifying which project types are sub-awards. The ITD-0414 form is forwarded to OTI upon successful application to the respective program.

Designation Upon STIP Approval

Several reoccurring projects are known to be sub-awards to specific sub-awardees in advance of obligation so can be identified at the time of STIP approval. OTI.P&P reviews all projects with programmed obligations in the current year of the STIP that can be designated as sub-awards at that time. These projects are added to the Sub-Award KeyNo group in PJT for staff disclosure. The attached form letter and ITD-0414 are then sent to the sponsors of the projects so designated. Upon receipt, OTI.P&P will file the ITD-0414 by sponsor and record the DUNS number in the PJT sponsor table.

Designation Upon Agreement

Project funding and administration arrangements are often not finalized until the time a state/local or cooperative agreement is written. For projects not already-designated per above, Road Design includes an ITD-0414 within the agreement for sub-awards and forwards the completed for for OTI.

Obligation of Sub-Awards:

All projects with sub-awards are tagged in PJT as "FFATA Sub-Award". OTI.Funding codes sub-award obligations with a phase code of "TB" (Trustee and Benefit). The ITD-2101 is not signed by OTI if an ITD-0414 for the project sponsor for the current federal fiscal year is not on file. In this case, OTI.P&P is notified to resend the ITD-0414 form to the project sponsor (sub-awardee) for completion.

FSRS Reporting:

The FSRS system is pre-populated from FMIS with obligation (award) information from the prior month around the 20th of the following month. OTI.P&P enters sub-award information (from the ITD-2101) and sub-awardee information (from the ITD-0414 on file) into FSRS for corresponding obligations designated as "TB" within PJT. OTI.P&P e-mails ITD and FHWA management at the end of the month indicating sub-awards made during the preceding month.



Sub-Awardee Reporting For The Federal Funding Accountability and Transparency Act (FFATA)

ITD 0414 Rev. 11-15
itd.idaho.gov

As required by the Federal Funding Accountability and Transparency Act ("Transparency Act" or "FFATA" per P.L. 109-282, as amended by section 6202(a) of P.L. 110-252; note 31 U.S.C. 6101), information on the first-tier sub-awards related to Federal contracts and grants, and the executive compensation of awardees and sub-awardees must be made publicly available beginning October 1, 2010. Federal agencies and prime awardees will report to ensure disclosure of Federal contract and grant sub-award and executive compensation data¹.

The following information must be reported for prime awardees and sub-awardees²:

| | | | | |
|-------------------------------|------------------|------|-------|----------|
| Sub-Awardee DUNS ³ | Sub-Awardee Name | | | |
| Address | | City | State | Zip Code |

Names and total compensation of the five most highly compensated officers of the entity must be listed if:

- the entity in the preceding fiscal year received 80 percent or more of its annual gross and revenues in Federal awards; and
- the entity in the preceding fiscal year received \$25,000,000 or more in annual gross revenues from Federal awards; and
- the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

| Name | Total Compensation ⁴ |
|--|---------------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| Explanation for exemption from listing above | |

Definitions and Authority

- From Executive Office of the President, Office of Management and Budget, memorandum dated August 27, 2010.
- A sub-awardee is a recipient of a sub-award. I.E., where ITD loses programmatic control or resident oversight; functioning only as a trustee of an obligation.
- Unique identifier used is the sub-awardee's Dun & Bradstreet (D&B) DUNS Number. See OMB M-09-19 at 11.
- "Total compensation" means the cash and noncash dollar value earned by the executives during the sub-recipient's past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)): (i). Salary and bonus. (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R. (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. (v). Above-market earnings on deferred compensation which are not tax qualified. (vi). Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.

| | | |
|---|-------|------|
| Completed By (Sub-Awardee's Printed Name) | Title | FFY |
| Signature | | Date |