

COMPASS Rural Prioritization Process
for Ada and Canyon Counties 2016

Rural Prioritization Process

A rural project prioritization process was agreed upon in the fall 2012 by all rural agencies in Ada and Canyon Counties and approved by the COMPASS Board on August 20, 2012. The rotational schedule outlined below will be updated each year, with the final determinations made at the Annual Rural Prioritization meeting.

Rural roadway jurisdictions in the two-county area include the following:

- Ada County Highway District (rural portions)
- Canyon Highway District Number 4
- City of Greenleaf
- City of Parma
- City of Melba
- City of Notus
- City of Wilder
- Golden Gate Highway District Number 3
- Nampa Highway District Number 1
- Notus-Parma Highway District Number 2

The process includes five funding slots for the prioritization rotation schedule. Each rural city shares a slot evenly with a highway district. A map of the highway districts and city jurisdictions in Canyon County is shown on page 4. Ada County no longer includes rural cities; therefore, ACHD will partner with a Canyon County rural city.

- Slot 1 - City of Greenleaf and Ada County Highway District
- Slot 2 - City of Melba and Nampa Highway District Number 1
- Slot 3 - City of Notus and Canyon Highway District Number 4
- Slot 4 - City of Parma and Notus-Parma Highway District Number 2
- Slot 5 - City of Wilder and Golden Gate Highway District Number 3

The outcome of this process could possibly fund each jurisdiction every ten years for each of LHTAC's rural funding categories:

- Surface Transportation Program-Rural
- Local Rural Highway Investment Program (LRHIP) construction
- LRHIP signs
- LRHIP planning

The order of priority will also rotate between the funding categories to allow an application for the "lead" jurisdiction in each slot every year. If the "lead" jurisdiction is not ready to apply for a project during their given year for a category, they may opt to allow the partner jurisdiction to apply in their place. If neither jurisdiction is ready to apply for a project, that slot will delay one year and allow the next slot to apply. The lead jurisdiction may develop a joint application with other jurisdictions at their discretion. Additional flexibility is available during the Annual Rural Prioritization meeting.

Example of the rotational schedule:

STP-Rural	LRHIP Construction	LRHIP Signs	LRHIP Planning
Slot 5	Slot 3	Slot 1	Slot 2
Slot 3	Slot 5	Slot 2	Slot 4
Slot 1	Slot 4	Slot 3	Slot 5
Slot 2	Slot 2	Slot 4	Slot 3
Slot 4	Slot 1	Slot 5	Slot 1

FY2016 Rotational Schedule:

STP-Rural	LRHIP Construction	LRHIP Signs	LRHIP Planning
Notus	CHD	Greenleaf	
ACHD	NPHD	Notus	
Melba	NHD	Wilder	
NPHD	ACHD	ACHD	
NHD	Notus	CHD	
Parma	Parma	NPHD	
GGHD	Melba	Parma	
Wilder	Greenleaf	Melba	
Greenleaf	GGHD	GGHD	
CHD	Wilder		

(NOTE: some agencies removed, as they are not eligible or opt out of the program)

Original FY2012 Rotational Schedule (with notes):

STP-Rural	LRHIP Construction	LRHIP Signs	LRHIP Planning
GGHD	CHD	Greenleaf	NPHD
Notus	GGHD	Melba	CHD
ACHD	NPHD	Notus	Melba
Melba	NHD	Parma	Notus
NPHD	ACHD	Wilder	NHD
Wilder	Notus	ACHD	Greenleaf
CHD	Wilder	CHD	Notus
Greenleaf	Parma	NPHD	
NHD	Melba	GGHD	
Parma	Greenleaf		

Gray = funded in 2012 process

Yellow = funded in 2013 process

Green = funded in 2014 process

Teal = funded in 2015 process

Additional Guidance for the Process:

- Any jurisdiction can apply for funds each year, but the top three slots in each category are encouraged to apply. Top priorities receive additional scoring points in LHTAC's process.

- If a lead jurisdiction is listed within the top three slots in more than one funding category, that jurisdiction selects which category has priority and offers the other to the partner jurisdiction. Additional adjustments can also be made at the Annual Rural Prioritization Meeting.
- An Annual Rural Prioritization Meeting will be held each October. All rural jurisdictions are encouraged to participate.
- Priorities start with the outlined "slot" system, but may be adjusted based on agency needs at the Annual Rural Prioritization meeting. All jurisdictions who participate will sign the priority recommendation to the COMPASS Board.
- The COMPASS Board will be requested to adopt a Resolution listing the priorities recommended at the Annual Rural Prioritization Meeting. The Resolution will be used as official regional support for priorities in each application.
- If a jurisdiction is awarded funds, that jurisdiction goes to the bottom of the list in the category funded.

Definitions:

For the purpose of this document, the following definitions apply:

Annual Rural Prioritization Meeting – A meeting held to adjust the priority slots based on agency needs for the next rural application cycle. The meeting will take place in September each year.

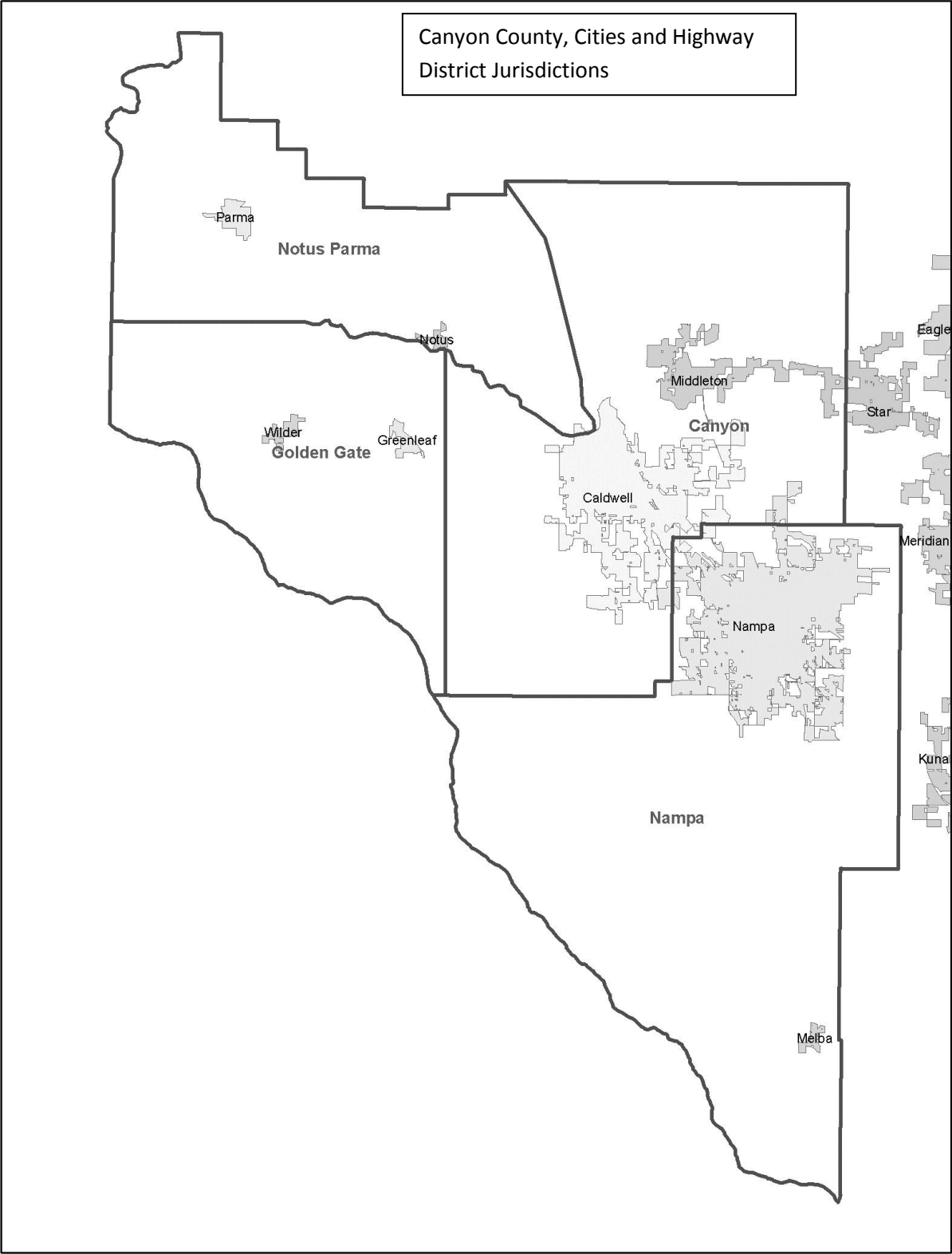
Joint Application – An application including two or more jurisdictions, at the discretion of the lead jurisdiction.

Lead Jurisdiction – The partner jurisdiction with top priority for the slot.

Partners – The two jurisdictions that share a slot.

Slot – The placeholder for a specific set of partners.

Canyon County, Cities and Highway
District Jurisdictions



Local Highway Technical Assistance Council (LHTAC)

Please note dates listed below are tentative and subject to change.

Rural Programs

Federal aid is available for the following programs to rural areas and cities with populations below 5,000 through LHTAC. LHTAC requests local regions prioritize projects prior to submitting applications. More details are available at www.lhtac.org (click on programs):

Surface Transportation Program – Rural (STP-R)

Surface Transportation Program Rural is a federal-aid program with a local match requirement of 7.34%. The Idaho Transportation Board has designated approximately \$12 million annually statewide for the program. This program is currently on a bi-annual application process. **Applications will be accepted this funding cycle.**

Applications due: January 9, 2017

Eligible use of funds:

1. Construction
2. Reconstruction or rehabilitation of roadways
3. Transportation planning and Corridor studies

Roads must be functionally classified with Federal Highway Administration (FHWA) as rural major collectors or higher, with a small percentage allowed for minor collectors.

In summer 2012, the LHTAC Board approved additional qualifications for the STP-R program:

- LHTAC will accept applications every other year and award two years' worth of projects with each cycle.
- There is a maximum award of \$2 million for construction (including construction engineering work) for each project without scoring penalties.
- Requests over \$2 million in construction award will receive a penalty in the scoring system.
 - For each \$200,000 requested over \$2 million, one point is deducted from the applicant's total score.
- No awards will be made over \$5 million for construction of a project.

Local Rural Highway Investment Program (LRHIP)

The Idaho Transportation Board, in conjunction with the Idaho Transportation Department (ITD) and LHTAC, has developed this program to assist rural cities, counties, and highway districts to improve the investment in their highway and street infrastructure. The program is financed through an exchange of STP-Rural funds by the LHTAC with ITD at \$0.61 per \$1.00, for a total of \$2.8 million in state

funds. There are no federal requirements or local match attached to this program. This application cycle is for FY2018 funds.

Applications due: November 28, 2016

Eligible use of funds:

1. Single construction project (one (1) project and one (1) application per year).
2. A portion of project expenses.
3. Match for a Federal-Aid project based on need, STP-Rural, Bridge, and/or other funding. (\$200,000.00 reserved annually).
4. Transportation planning. Plans must include an Asset Management program if one is not in place. Transportation plan updates, if the current plan is over 10 years old.
5. Warning and Regulatory Sign upgrades.
6. Emergency Funds. Applications for emergency funds can be submitted throughout the year. (\$400,000.00 is reserved annually).

Project Criteria:

The following criteria must be met in order for a project to be eligible for this source of funds:

1. Project must be on a public highway and sponsored by a local highway jurisdiction.
2. The Annual Road and Street Financial Report must be submitted.
3. The jurisdiction must assess property taxes for roads and bridges, or use a substitute property tax (forest funds, sales tax, payment in lieu of taxes, etc.) for roads and bridges.
4. Any expenditure of these funds in an amount greater than \$50,000, must be used for contracting out to private enterprise for the work to be accomplished or used for purchase of material, and must comply with Idaho Code.
5. There is a maximum limit on the amount of funds available to any one (1) jurisdiction in any given year of \$100,000 (not including Emergency Funds). It is not the intent of this program to cover the complete cost of a project, but merely enhance the funding available to improve the investment in the highway project. Only one (1) application may be submitted annually.
6. Funds cannot be used for wages, engineering services or equipment purchases. Engineering services can be paid from LRHIP funds only when used as a match for a Federal-aid project (with an assigned key number).

There are four types of projects that LHTAC has identified:

1. **Construction Projects** – includes any type of local road or bridge project to improve the condition, safety or service life of that local road or bridge from maintenance up to and including reconstruction. This type of project grant is limited to a maximum of \$100,000. Projects must include roadway work. Projects exclusively for pedestrian improvements are not eligible. Single construction project (one project and one application per year). A one year hiatus will be applied to those Local Highway Jurisdictions (LHJ) who receive LRHIP Construction or Federal-aid Match award the previous year. A list of these jurisdictions can be found on the LHTAC webpage, <http://lhtac.org/programs/lrhip/>

2. **Federal-aid Match Construction Projects** - include any type of local road or bridge project that has Federal-aid (or other Federal funds) to improve the condition, safety or service life of that road or bridge. To apply for this project, you must already be awarded the Federal-aid project, it should be included in the ITIP, and be scheduled for construction within the next two years (from the grant fiscal year). Match can be used towards STP-Rural, Bridge, and/or other Federal funding. This type of project has a maximum grant amount of \$100,000. An amount of \$200,000 is reserved annually and is based on financial need.
3. **Transportation Planning** - Funds are to be used to hire a consulting licensed engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan that is 10 years old or older. An original Transportation Plan is limited to a \$50,000 award, while a Plan update is limited to a maximum of a \$30,000 award. Plans must include an Asset Management plan (iWorQ or approved alternative) if one is not in place. Jurisdictions that chose to use iWorQ should obtain an iWorQ protocol document and collect enough centerline and sign data to ensure the information collected will work in the iWorQ software. If the Local Highway Jurisdiction will not be using iWorQ, then it will be the sponsor's responsibility to get acceptable data to LHTAC to be submitted to iWorQ as part of the statewide data collection. A draft scope of work needs to be approved by the program manager before the check will be issued.
4. **Sign Projects** - include sign replacement and upgrade projects to bring warning and regulatory signs, sign posts and pavement markings up to Manual on Uniform Control Devices (MUTCD) standards. This type of project is limited to a maximum of a \$30,000 award.

Submit only one (1) project for each local highway jurisdiction.

Applications are typically due at the beginning of December of each year.

Local Highway Safety Improvement Program (LHSIP)

This program is available through LHTAC, but is not part of the COMPASS prioritization process and also includes urbanized areas.

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at reducing fatal and serious (Type A) crashes on the roadway system. LHTAC receives approximately \$3.7 million through the Local Highway Safety Improvement Program (LHSIP), a program administered by LHTAC. Eligibility for LHSIP is based on the number of Type A crashes per jurisdiction using the previous five years of crash data. Local highway jurisdictions in each district with a minimum of three Type A crashes from 2011-2015 qualify to apply, and are notified each fall to begin the application process. This federally funded program requires a 7.34% local match.

Applications due: January 19, 2017

Bridge Program

This program is available through LHTAC, but is not part of the COMPASS prioritization process and also includes urbanized areas.

The Federal-Aid bridge program provides funds for the replacement or rehabilitation of bridges. This program has a limit of one project application per year per jurisdiction. The local match requirement is 7.34%. The funds are awarded through the Local Federal-aid Incentive Program administered by LHTAC. In order to qualify for Bridge Funds, it must meet all three of the following criteria:

- 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.
- The bridge must have a sufficiency rating of less than 50 for replacement. This is the number shown on your Annual Bridge Inspection Reports. For rehabilitation, the bridge must have a sufficiency rating less than 75.
- The bridge must be classified as structurally deficient and functionally obsolete.

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 February. 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.

Applications due: January 19, 2017

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