



## LOCAL REQUEST TO IDAHO CONGRESSIONAL DELEGATIONS FOR FEDERAL-AID TRANSPORTATION FUNDING

The Appropriations Committees of the U.S. Senate and House of Representatives annually request that Congressional delegation members submit a list of projects for potential funding as “earmarked” projects under the annual U.S. Department of Transportation Appropriations Act, and also during the development of the multi-year Highway, Transit, and Aviation Acts.

These “earmarks” may involve discretionary funding which comes from programs outside the state’s formula federal-aid funds. In the case of “high priority” projects, “earmarks” reduce Idaho’s formula federal-aid apportionment designated through the multi-year Highway Act. The Idaho Transportation Board and the Idaho Transportation Department Director do not support local requests for congressional “ear marks” that will result in a reduction in federal-aid formula funds. If funds are awarded to a local agency, and those funds reduce Idaho federal-aid formula funds, the department will reduce the available funds in the appropriate local program; for example, in the STP-Local Urban or Rural Program.

Congress has, for a number of years, chosen to “earmark” specific transportation projects for federal-aid funding within the annual U.S. Department of Transportation Appropriations Acts for Highway, Transit and Aviation. The Congressional members’ offices require the use of an application form. Idaho’s Congressional delegation members request that interested state and local transportation agencies or other groups submit project applications (on an application form developed by Congress) to the Member’s staff for evaluation and possible inclusion in the Member’s request to the respective Appropriations committee.

The application asks for information such as the project description, type of work to be done, the specific federal-aid highway, transit, or highway safety program or discretionary program for which the project is eligible and the amount of funding requested. It is important to note that a requested project (either state or local) *must be eligible for federal-aid project funding* and that, if required; the applicant must state the *sources and amounts of state or local matching funds*. The application also requires information about the project’s previous funding history, potential for job creation/preservation, a listing of those groups that support or oppose the project, and for roadway or airport projects, the anticipated construction schedule. In the case of public transportation, the application also requires a schedule for service provision, capital acquisition, or facility construction.

ITD routinely submits discretionary project applications to the Congressional delegation as part of this process. Local government jurisdictions, local mobility networks, or other local transportation groups also submit discretionary project applications to Congress and may ask ITD to officially support their application.

### **ITD Process for Supporting Local Applications**

The initial contact for local agencies or groups seeking ITD support for their Congressional project application should be with the appropriate ITD District office, unless the project is located within the planning boundaries of a metropolitan planning organization (MPO), in which case the MPO will request support for the project from ITD. When the District Engineer receives a request for support, the application will be reviewed for completeness and the district engineer will confer with the applicant concerning the status of the following criteria:

1. That the proposed project is part of a recognized and approved local transportation plan or capital investment plan/program, a metropolitan planning organization long range plan, a Local Mobility Network Plan, or master Airport System Plan;
2. That the applicant understands the relevant federal requirements for funding the federal-aid project, including plans, environmental approval, and requirement for local matching funds;
3. That the local sponsors have identified the source and amount of their matching funds;
4. That the local sponsor will be able to use the funds on the specified project should the award be less than requested; and
5. That the project application clearly requests that the federal-aid funds granted by Congress be *in addition to* the state's annual apportioned funds, not included within the annual apportionment, and that the project funds come with their own obligation authority.

The District Engineer shall review the project application according to the above criteria and confer with the appropriate ITD division administrator. The District Engineer shall then forward the project application and request for support, along with the District Engineer's recommendation, to the Transportation Planning Administrator with a copy to Department of Administration's Transportation Investments Section. A final recommendation will be made to the Director to support or not support the local project application.

Signed

Date: March 10, 2009

\_\_\_\_\_  
Pamela K. Lowe, P.E.

Director

This policy based on:

- Directors Memo DIR-31

Department-wide supervision and coordination assigned to:

- Transportation Planning Administrator

Direction for activity and results assigned to:

- District Engineers, Transportation Planning staff, and Transportation Investment staff

Department procedures contained in:

- This policy

Former dates of A-01-23:

-0-

Cross-reference to related Administrative Policies:

- A-09-11, IDAHO SCENIC BYWAYS PROGRAM
- A-11-01, STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
- A-11-02, HIGHWAY DEVELOPMENT PROGRAM
- A-11-04, ALLOCATION OF SURFACE TRANSPORTATION PROGRAM APPORTIONMENTS TO LOCAL PUBLIC AGENCIES
- A-11-06, SURFACE TRANSPORTATION PROGRAM RURAL (STPR) EXCHANGE PROGRAM

Cross-reference to related Board Policies:

- B-09-11, IDAHO SCENIC BYWAYS PROGRAM
- B-11-01, STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
- B-11-02, HIGHWAY DEVELOPMENT PROGRAM
- B-11-04, ALLOCATION OF SURFACE TRANSPORTATION PROGRAM APPORTIONMENTS TO LOCAL PUBLIC AGENCIES
- B-11-06, SURFACE TRANSPORTATION PROGRAM RURAL (STPR) EXCHANGE PROGRAM