



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 _____

Date October 29, 2013

Brian W. Ness
Director