



## STATE INSTITUTION ROAD IMPROVEMENT

### Purpose

The purpose of this policy is to implement Board Policy 4045 concerning the process of obtaining approval for the construction and repair of state institution roadways.

### Legal Authority

Idaho Code 40-310(14) – Authority to transfer funds from the state highway account established in Idaho Code 40-702 for the construction, repair or maintenance of roadways in and through any state institution.

The Idaho Transportation Department provides \$30,000 annually for the construction, alteration, or repair of state institution roadways.

These road improvement projects shall be considered and funded in the following manner:

1. The Department of Administration, Division of Public Works shall accept requests from any appropriate board, commission, governing body or official head of any state institution that is seeking access to funds for roadways at a state institution.
2. The Division of Public Works shall process project requests annually, obtain the Governor's approval of recommended projects, and then pass on the recommendation to the Idaho Transportation Board through the ITD Highway Operations Engineer by March 1. The Highway Operations Engineer shall submit the recommended projects to the Idaho Transportation Board at its monthly meeting in March each year for approval. This recommendation will include project location information, the type of work proposed, and a cost estimate.
3. At the beginning of the next fiscal year, the ITD shall transfer the total fund amount of the approved projects from the Headquarters Maintenance budget to the Division of Public Works, not to exceed \$30,000 annually.
4. The Division of Public Works shall administer or cause to be administered the projects that have been approved by the Transportation Board, including all phases of project development, construction, and final cost accounting. Project expenditure overages and shortages are the responsibility of the Division of Public Works.

The Districts shall not perform routine maintenance (snow removal, patching, etc.) for state institutions unless approved by the Idaho Transportation Board.

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Signed  
Brian W. Ness  
Director

Date January 09, 2014