



# 2025 COG HOW TO APPLY MEETING

Wednesday, June 25, 2025

Monday, June 30, 2025

# NEW COG WEBSITE

- <https://www.cachecounty.gov/cccog/>

This is where you will be able to download the needed documents.

## **COG Road Project Funding Application and Purpose and Need Statements**

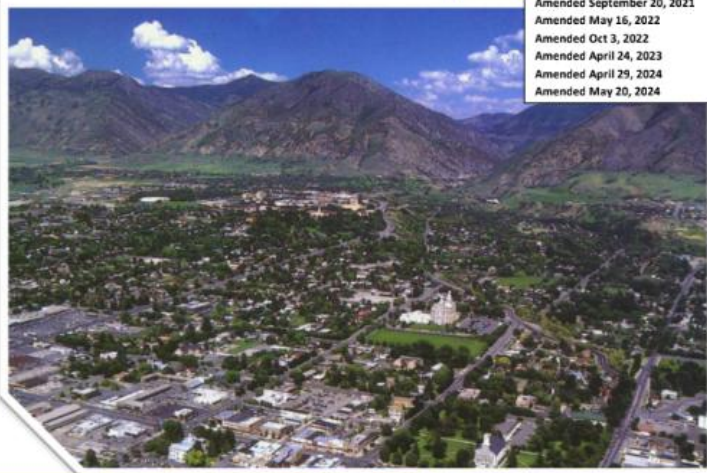
COG Road Project Funding Application and Purpose and Need Statements submission deadline is **FRIDAY AUGUST 8, 2025 AT 11:59 PM**. Prior to submitting an application, interested parties must have submitted a Letter of Intent by the specified deadline.

Applicants should read the currently approved [Local Transportation Fund Program Manual](#) to become familiar with all requirements and conditions of applying, receiving and spending Local Transportation Funds.

To submit an application, please follow these steps:

1. Download the [2025 COG Road Project Funding Application](#), [2025 Purpose and Need Template](#) and [Public Hearing Template](#).
2. Complete the forms with detailed information about your proposed project and gather all other required documents.
3. Email completed documents in pdf format to [jesse.mott@cachecounty.gov](mailto:jesse.mott@cachecounty.gov) before the specified deadline.

## Cache County Council of Governments



Approved September 15, 2016  
Amended January 23, 2017  
Amended June 24, 2019  
Amended June 8, 2020  
Amended April 26, 2021  
Amended September 20, 2021  
Amended May 16, 2022  
Amended Oct 3, 2022  
Amended April 24, 2023  
Amended April 29, 2024  
Amended May 20, 2024

## LOCAL TRANSPORTATION FUND -PROGRAM MANUAL-

# LOCAL TRANSPORTATION FUND PROGRAM MANUAL

- This Presentation is not an all inclusive review of the COG policies, please reference the latest amended COG Local Transportation Fund Program Manual.



# SCHEDULE

**IMPORTANT**

Date	Task	Description
Monday, June 2, 2025	Letters of Intent are due	Local Jurisdictions in Cache County are invited to submit Letter of Intent outlining their proposed transportation projects.
Monday, June 2, 2025	Applications become available	The COG Funding Application will be made available online.
Wednesday, June 25, 2025 at 5:30 PM and Monday, June 30, 2025 at 2:00 PM*	Optional How to Apply Meeting	Meeting to review the current year's application process and to answer questions. The presented information will be the same in each How to Apply Meeting. Both of these meetings will be held in the first floor Multipurpose Room at the Cache County Administrative Building.
Friday, August 8, 2025	Applications due by 11:59 PM	Detailed project applications, including Purpose and Need Statements, plans, maps, photos, and other relevant documentation, must be submitted by the specified time.
Monday, October 6, 2025	Project Presentations	Project applicants will have the opportunity to present their projects to the entire COG.
Monday, October 20, 2025	COG Recommendation Approval	The COG Reviews the final ranking of the projects and approves a recommendation to the County Council.
Tuesday, November 4, 2025	Cache County Approval	COG's recommendation is presented to the County Council for final approval.
*This meeting was changed from Monday, June 16, to Monday, June 30, in observance of Juneteenth.		





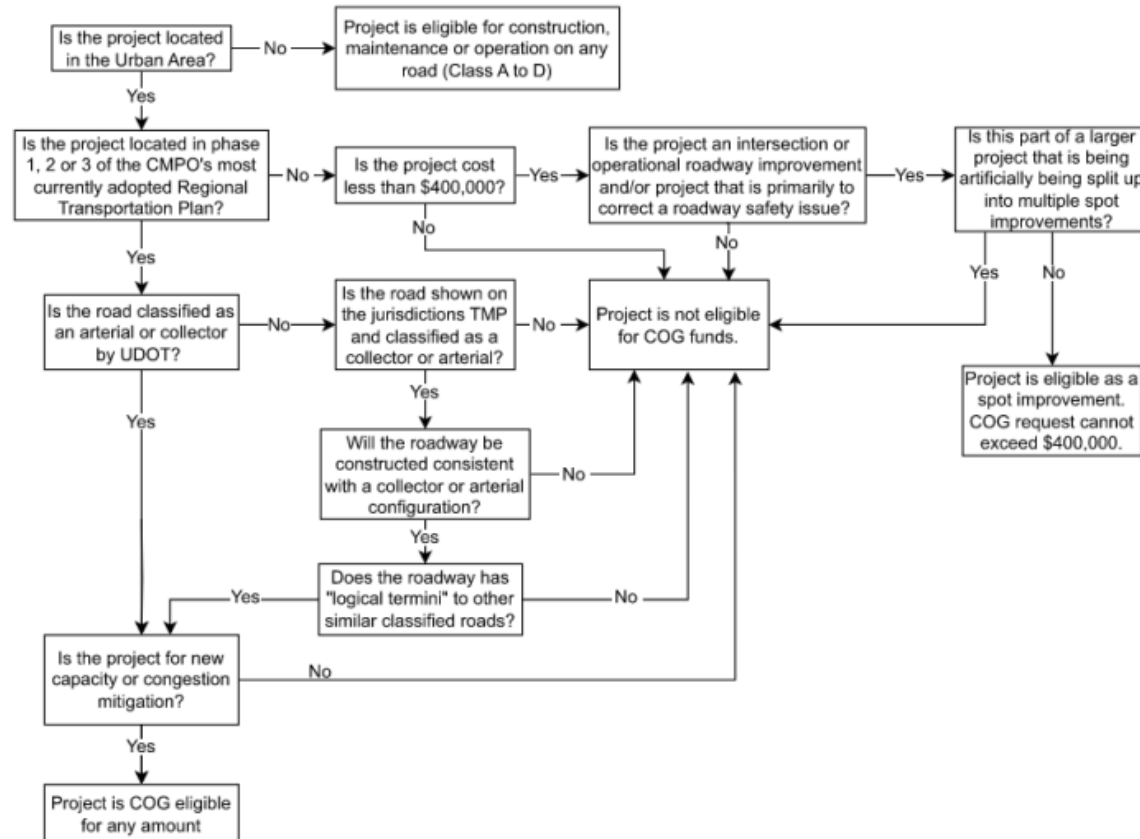
# FUNDING TIMELINE

- Applications for this year are for program year 2027.
- Due to the transition process, projects that are ready for construction in 2026, may be able to go to construction early based on the County's ability to cash flow the project.

# NEW COG PROJECT ELIGIBILITY FLOW CHART

## APPENDIX I – COG PROJECT ELIGIBILITY FLOW CHART

The following flow chart is to assist jurisdictions in knowing the eligibility of their project for COG Funds.





## SPOT IMPROVEMENTS

- Projects are capped at \$400,000 COG sales tax funds.
- Projects are limited to Intersection or operational roadway improvement and/or a project that is primarily intended to correct a roadway safety issue.
- A larger project cannot be artificially separated in multiple spot improvement projects.
- Only applicable to the urban area



# COG ROAD CONSTRUCTION STANDARDS

- Sponsoring jurisdictions should use their own roadway standards when completing engineering design. The following are the only additional requirements:
- Pavement sections
  - shall be determined by a geotechnical engineer.
  - shall include field exploration and/or material testing in determining the appropriate pavement section.
  - shall be designed to accommodate current and predicted traffic needs in a safe, durable and cost effective manner.
  - Each applicant shall submit a **signed and stamped geotechnical report** by a geotechnical engineer stating the recommended pavement section.
  - This requirement does not apply to chip and seal projects or maintenance projects in the rural area where only spot asphalt replacement is occurring.





# COG ROAD CONSTRUCTION STANDARDS CONT.

- Any project that includes a bridge (any structure spanning over 20 feet in length) or any other roadway structure that costs more than one million dollars are required to obtain a plan review by the UDOT structures division (UDOT generally provides this service free of charge to local jurisdictions). This must be submitted with your final plans for review by COG staff.
- Any structure spanning over 20 feet in length (either newly constructed or rehabilitated) requires an in service bridge inspection from UDOT prior to opening the structure to traffic.

# COST ESTIMATES

- Cost estimates need to break out COG eligible expenses
- Reference the program manual for COG eligible expenses
- Non COG Eligible improvements should be shown as a separate section on cost estimate and bid docs





# COG APPLICATION PLAN SET CRITERIA

- Please reference Appendix H of the COG Policy Manual for plan set criteria.
- Please note that if you submitted an application last year those plans need to be reviewed and possible updates to ensure they meet the approved criteria.
- Last year, the COG Executive Committee was lenient in enforcing every requirement but stated that they would take a more stringent approach this year.



# COG APPLICATION PLAN SET CRITERIA

## Cover sheet/General Information

- Project details (project name, location, etc.)
- Vicinity/location map (include north arrow, approximate project limits)
- Design speed and posted speed
- Design volume, Average Daily Traffic (ADT)
- Sheet index

## Typical Sections

- Typical cross sections
  - Includes all features such as right-of-way, travel lanes, turn lanes, shoulders, bike lanes, curb and gutter, sidewalk, shared use paths, park strip, side slope treatments, swales, ditches, etc.
  - Include widths and slopes for each element
  - For the roadway, include the recommended pavement section based on a geotechnical report.

## Plan and Profile Sheets

- Plan View
  - North arrow and scale
  - Existing topography
  - Existing drainage features
  - Existing utilities and known conflicts
  - Existing and proposed right-of-way
  - Street names
  - Assessor parcel numbers and property owner names for all adjacent parcels
  - Preliminary horizontal alignments
  - Preliminary stationing of all roads
  - Horizontal curve data (shown in table or plan view)
  - Existing and proposed bridges or culverts
  - Preliminary layout of proposed storm water improvements: Storm drain system, culverts, etc.
  - Preliminary cut and fill lines
  - Conflicts with cut and fill lines are addressed.
  - Potential utility conflicts are identified

- Profile View
  - Scale
  - Existing ground
  - Proposed finish surface
  - Vertical curve data
  - Existing and proposed culverts and bridges
  - Existing and proposed drainage/utility crossings
- Identification and concept resolution of unique design challenges

## Bridges/Culverts

These include bridges or culverts that span 20 feet or more measured down the centerline of the road. If your project has these criteria, please coordinate with COG staff to discuss these elements in more detail.

- Situation and Layout sheets that include the following:
  - Plan view
    - North arrow
    - Labels and dimensions for structure elements
    - Existing and proposed roadway on each side of the structure
  - Elevation view
    - Existing topography
    - Labels and dimensions for structure elements
  - Section through structure
    - Typical roadway section (with dimensions) across the structure
    - Labels and dimensions for structure elements
  - Preliminary road profile (extending both ways of structure to show how the structure works with the profile)
    - Include curve or slope data
  - Design data
- Hydrology and hydraulic study to verify bridge width and height.





## ITEMS ELIGIBLE FOR MATCH

- Cash contribution
  - Only from Local Municipal or County Sources
- Donated right-of-way
  - The value of donated right-of-way may be applied as match to a project at the value of the appraised property at the time of donation. Consideration of using donated right-of-way for match purposes will be allowed up to when a project is bid for construction.



## TIMELINE FOR USE OF COG FUNDS

- All COG funds must be disbursed within 2 years of the projects programmed year (funded year +1).
- For phased projects that are funded in back-to-back years, the jurisdiction will have two years from the last phase's programmed year to have their funds spent and disbursed.
- Exceptions to this timeline will require either upfront approval by the COG and County Council detailed as part the funding recommendation or at a later date by the COG Executive Committee.

# DATA DRIVEN SCORING

Safety			
	Value Ranges	Points	Score
Provides safety improvement (based on analysis completed by safety consultant)	Safety consultant assigns points between 0 and 6 based on safety analysis.	0-6	
Regional Transportation Plan			
	Value Ranges	Points	
Project aligns with the CMPO Regional Transportation Plan	Project is a Phase 2 Project	4	
	Project is a Phase 1 Project	8	
Connectivity			
	Value Ranges	Points	
Fills a gap in an existing roadway	Completes the grid	3	
	Fills a gap on a regionally significant Road	6	
Volume			
	Value Ranges	Points	
Current ADT values (for new road this is the anticipated traffic after being opened to traffic)	ADT 1000 - 3000	2	
	ADT 3001 - 5000	4	
	Greater than 5000	6	
Project Type			
	Value Ranges	Points	
Project Type	Right-of-way purchase	1	
	Intersection	2	
	Widening existing roadway greater than 4 feet	3	
	New road construction/adds additional travel lane	6	
Active Transportation			
	Value Ranges	Points	
Project includes an active transportation element	Project Includes an active transportation element	3	
Phased Projects			
	Value Ranges	Points	
This project is a phase of a project that has already received funding	This project is a phase of a project that has already received funding	5	
Total Data Driven Score			



# DATA DRIVEN SCORING

- Volume
  - Volume points do require traffic count information.
  - The CMPO is willing to provide the counts for you project if you would like.
    - Please reach out to Isaac if you would like the CMPO to help conduct these counts. Due to limit time please reach out sooner than later.
  - For new roads volume it is based on when the road will open to the public.
- Active Transportation
  - Shared use path greater than 8 feet wide
  - Dedicated 4 foot minimum bike lanes the meets AASHTO Standards.



# PUBLIC HEARING REQUIREMENTS

- Each jurisdiction will need to include a signed statement that the project has gone through the legally required public hearing process.
- Inclusion of the applicant's project in the applicant's annual budget and budget hearing will NOT be accepted as having met this requirement.
- For multi-jurisdictional projects each involved jurisdiction will need to meet this requirement.

## CACHE COUNTY COUNCIL OF GOVERNMENTS

### 2025 COG PUBLIC HEARING STATEMENT

I

Our Jurisdiction, [Jurisdictions Name], held a public hearing on [Date of Public Hearing] for the [Project Name] Project.

During this Public Hearing the following items were discussed:

- The general concept of the project
- The estimated cost of the project, and
- The financial responsibility of the jurisdiction, if the project is funded.

I, \_\_\_\_\_ holding the position of \_\_\_\_\_ do here certify that the Public Hearing did occur, meeting the requirements of the currently adopted Local Transportation Fund Program Manual.

\_\_\_\_\_  
Signature

# PARTNERING LETTERS

- REQUIRED FROM ALL NONSPONSORING JURISIDCTION INDICATING A WILLING PARTNERSHIP AND ACKNOWLEDGEMENT OF PROJECT DELIVERY COOPERATION.





# Application Review

ANY  
QUESTIONS?

