# COMPASS FY2018 Funding Application Guide

COMPASS is accepting applications for the FY2018-FY2022 funding cycle, which begins October 1, 2017. The process can be complicated, so we want to make it as simple as possible – just tell us your needs and we will match your application with available funding sources.



A two-phase approach will be used in order to provide a streamlined process to gather the appropriate amount of information. **Phase I is a simple preliminary application (Appendix A)**, requesting very basic, brief information about your project, whether it's large or small. ==**The Phase I application is mandatory for all projects (both large and small) and due by 4:00 p.m. November 30, 2016**==.



COMPASS staff will determine how these project concepts fit with current available funding opportunities. Only those projects qualified for federal funding will require completion of a **Phase II, extended application (Appendix B), due by 4:00 p.m. January 20, 2017**. The questions on the Phase II application vary, depending on the project type and possible funding source. Talk to COMPASS staff if you want more information about the Phase II application!

## Who Should Participate?

If your transportation project is in, runs through, or touches Ada County and/or Canyon County, and you want to be considered for federal or COMPASS funding assistance, you must participate in this process! See the COMPASS Planning Area map in **Appendix C**.

## What Makes a Good Application?

The key to a successful application is a very well-thought-out project with an identified need, an anticipated schedule, and a budget estimate. If you don't know all the information yet, some of our funding sources might be able to help you develop your project to get it grant ready.

Describe your project, tell us why it is needed, and what stage of development your project is in -- we will help with the rest!

## Schedule

The schedule for the FY2018 COMPASS application cycle follows:

| COMPASS APPLICATON CYCLE - 2018 | |
|---|---|
| October 18, 2016 | Call for Projects |
| November 30, 2016 | Phase I Applications Due! |
| January 20, 2017 | Phase II Applications Due! |
| February/March 2017 | Application Ranking Meetings |
| March/April 2017 | RTAC recommend Draft FHWA Programs |

Additional approvals and public involvement may be required after the prioritization of the projects is approved, depending on the funding source selected.

## Ranking

The Phase II application includes questions related to performance measures in *Communities in Motion 2040*, the regional long-range transportation plan (http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf). COMPASS staff will provide quantitative data obtained from the Phase II application, as well as other analytical data for base information. A subcommittee will review the preliminary analysis and prioritize the applications based on a paired comparison ranking of all applications.



*Figure 1: Sample Ranking Sheet of Paired Comparisons*

Paired comparison equates each project to each other project. When deciding which of the two projects is "better," a ranking committee will compare them based on analytical data related to performance measures. Each application's rank is calculated using the sum of the number of times it was selected as "better" than the project it was compared against. A sample ranking sheet is shown *above* in Figure 1 (count all letters circled in the entire table). The final recommendation is determined after discussion of the paired comparison results.

The RTAC subcommittee that reviews all FHWA applications is made up of COMPASS' technical committee (member agency staff).

## Programming

Once priorities are approved, COMPASS staff matches the application with appropriate funding sources based on the order of priority, eligibility for funding, project readiness, and funds available over the next five years.

If a project is "programmed" in a federal program, you must be aware of federal-aid program requirements. You will be required to acknowledge that you understand these requirements before submitting the Phase II application.  If you need assistance identifying those, please contact COMPASS staff.

Applications that cannot be matched to a funding category in either phase of programming will be included in the COMPASS Resource Development Plan. COMPASS staff will research other funding opportunities throughout the year, and provide information to you if a funding source that matches your project is located.

## What Funding Sources are Available?

COMPASS manages many different funding sources, both federal and non-federal. The following are the main funding sources staff considers when programming funds:

**Federal Highway Administration**
- Surface Transportation Program (STP)
  - Transportation Management Area (TMA) (Boise Urbanized Area)
  - Urban (Nampa Urbanized Area)
- Transportation Alternatives Program (TAP) - TMA

**COMPASS**
- Communities in Motion (CIM) Implementation Grant
- Project Development Program

While COMPASS considers all funding for inclusion in the TIP, Valley Regional Transit, as the designated recipient, programs all FTA funds.

Valley Regional Transit will not accept new applications for FTA funding for the FY2018 funding application cycle, as they are determining how to incorporate new FTA federal regulations.

## COMPASS Grants:

Since the CIM Implementation and Project Develop Program grants require no Phase II application, please contact COMPASS staff for more information prior to submitting your Phase I application.

## More Information

If you want to learn more about the COMPASS application cycle, and the additional requirements if your project receives federal funding, please contact COMPASS staff.

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# APPENDIX A
## 2018 COMPASS Funding Application
## Phase I

**All character limits include spaces! Please answer all questions on this form, not on a separate sheet; do not change font size and DO NOT EXCEED character limits for each section. You may delete NOTE section at end of application to allow room to complete all sections within the four-page limit.**

1. **Project Title:**

2. **Agency Name/Main Contact Information:**

3. **Type of Project: Place an X next to the project type that most closely matches your proposed project.**

| | |
|---|---|
| **Infrastructure** (construction project) | |
| **Non-Infrastructure** (non-construction project, such as a study, signage, ITS, vehicle purchase, project development, etc.) | |

4. **Location of Project: Be specific and indicate if in downtown, a major activity center, or other. Attach a map/sketch.** *(200 character limit)*

5. **Description of Project: Describe total project and specify which part(s) this funding will cover.** *(1,000 character limit)*

6. **Purpose and Need for Project: Why is this project important to your agency, as well as the region?** *(1,000 character limit)*

7. **Estimated Cost: (45 character limit for each "How cost was determined") No cost estimates required for Project Development Program.**

| Task | Cost Estimate | Amount Requested | How Cost was Determined |
|---|---|---|---|
| **Environmental/Planning** | $ | $ | |
| **Design** | $ | $ | |
| **Construction/Procurement** | $ | $ | |
| **TOTALS** | $ | $ | |

8. **Partners/Support: Describe jurisdictional agencies and their role in the project, owner/status of right-of-way, project partners, and demonstrated general public support.** *(500 character limit)*

9. **Project Readiness:**  Indicate which of the following elements of the project are not yet started, in process, or complete, and whether COMPASS assistance is needed.  Place an X next to all of the following that apply.  Select Y/N/NA and enter % complete in the In Process column unless N/A.

| PROJECT READINESS | Yes, No, or N/A | Not Yet Started | In Process | Date Completed | Need Assistance |
|---|---|---|---|---|---|
| Idea/concept only | | | % | | |
| Identified in local or regional plan - List plan & page #'s below* | | | % | | |
| Public/stakeholder involvement | | | % | | |
| Formal approval by agency leaders | | | % | | |
| Preliminary design (up to 30% of design) | | | % | | |
| Concept Report | | | % | | |
| Environmental Evaluation is approved | | | % | | |
| Right-of-way or easements | | | % | | |
| Final design | | | % | | |
| Plans Specifications and Engineering (PS&E) | | | % | | |

*List Plan and page numbers where project is identified.  Provide explanation of other selections, as necessary.  **(500 character limit)**

10. **Project Status/Timeline/Schedule:**  Include general status of the project and the timeline that would benefit the project most efficiently. **(300 character limit)**

11. **Funding/Match Available:**  Please list the amount of match that you anticipate will be available and its source.  What other sources have you applied to for funding for this project, and what was the outcome? **(300 character limit)**

12. **Measuring Project Success:**  Which performance measures apply to this project? *Place an X in the boxes that represent your project.* (More details about performance measures can be found in the TIP Achievement section of the FY2016-2020 Regional Transportation Improvement Program available online: http://www.compassidaho.org/documents/prodserv/trans/FY2016TIPrpt.pdf (page 9)

| CATEGORY | EXAMPLES (not limited to these) | |
|---|---|---|
| **Maintenance** | • Overlays or chip seals<br>• Preventive maintenance on vehicles | |
| **Transportation Infrastructure** | • Bridge repair or rebuild<br>• Bus or van replacement<br>• Increase bus service | |
| **Congestion Reduction/ System Reliability** | • Add park and ride spaces<br>• Increase vanpool service<br>• Increase opportunities to walk and ride bicycles | |
| **Freight Movement and Economic Vitality** | • Safety or capacity improvements to decrease congestion for freight | |
| **Transportation Safety** | • Safety projects for autos, sidewalks, bicycle paths, or public transportation services or facilities (such as bus stops or transfer stations) | |
| **Environmental Sustainability** | • Additional public transportation service<br>• New sidewalks or pathways<br>• Signalization improvements to improve traffic flow | |
| **Land Use** | • Improve quality of living in downtown, Major Activity Center, or infill areas | |
| **Housing** | • Widen a congested road to increase access to employment opportunities | |
| **Community Infrastructure** | • New sidewalks in urban areas | |
| **Health** | • Specifically add connectivity and accessibility option to parks, schools, or grocery stores | |
| **Open Space** | • New or improved connections or access to parks and pathway amenities, or the greenbelt | |
| **Farmland** | • Does not negatively impact farmland | |
| **Support** | • Planning projects<br>• Staff salary<br>• Technology improvements<br>• Public transportation operations | |

**Provide explanation, if necessary. (200 character limit)**

**NOTE:**
- **Maximum Phase I Funding Application form size is <u>four pages</u>**
- **Attach no more than two map/sketch pages (required)**
- **Attach at least one letter committing match (required, except for Project Development Program)**
- **Attach no more than three one-page commitment/support letters (optional)**
- **Cover letters may not exceed one page (optional)**

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# Appendix B
## 2018 COMPASS Funding Application
### Phase II

1. **Project Title:**

2. **Agency Name:**

3. **This application is ranked #_____ of #_____ within our agency.**

4. **Is this application for a new project or adding funds to an existing project?** (Place an X in the box that represents your project.)

| | |
|---|---|
| This is a new application; project currently has no funding | |
| Project is partially funded, but needs additional funding (provide reference or key number below) | |
|    Current funding is federal | |
|    Current funding is local | |
|    Current funding is from some other source | |

Provide explanation, if necessary **(200 character limit)**

5. **What other attempts have been used to secure funding for this project?** (Only if additional to Phase I) **(500 character limit)**

6. **How will this project improve safety?** Provide information on crashes or incidents at this location. **(500 character limit)**

7. **Is the project located in an Environmental Justice (EJ) Consideration or Economically Distressed (ED) Area?** Place an X in the box that represents information shown in the map. **EJ Info Map**. **ED Guidance** (FHWA) and **Distress Tool** (StatsAmerica).

| | Yes | No | Partial |
|---|---|---|---|
| **EJ Minority Populations** | | | |
| **EJ Low Income** | | | |
| **Economically Distressed** | | | |

Provide explanation, if necessary **(200 character limit)**

8. **Did the COMPASS environmental suitability analysis identify potential environmental considerations in the project area? If so, please explain.** Information is shown in the Communities in Motion Environmental and Sensitive Receptors maps - **(Environmental Considerations Map)**. **(500 character limit)**

9. **Provide any other relevant information regarding this project. (1000 character limit)**

## Attachment Check List
**Please include the following:**
- **Resolution, letter, or minutes of applicant's governing body approving the submittal of this application, including a commitment to provide necessary local match, the ability to cover cost overruns, and maintenance and/or operation of the project once complete.**
- **Project Estimating Worksheet (Link – see "forms" at bottom of page)**
- **ITD forms - available online (Link):**
  - **0414 – Sub-Awardee Reporting for the Federal Funding Accountability and Transparency Act (FFATA)**
  - **1150 – Project Cost Summary Sheet**
  - **2435 – Local Federal-Aid Project Request**
- **COMPASS Form FA100 – Summary of Federal Requirements (Link)**
- **Maps, photos, or letters of support (only if additional to Phase I)**

**The next sets of questions pertain to specific project types.**

**Please fill out only the section(s) that pertain to your project!**

# Roadway and Bridge Maintenance

1.  **What is the functional classification of the roadway segment on the 2025 Federal Functional Classification Map?** **(Link to Functional Classification Maps)** *Place an X in the box that represents your project.*

    | | |
    |---|---|
    | Interstate | |
    | Proposed Interstate | |
    | Principal Arterial | |
    | Proposed Principal Arterial | |
    | Minor Arterial | |
    | Proposed Minor Arterial | |
    | Collector | |

2.  **What is the life cycle cost?** **Explain method.** **(200 character limit)**

3.  **What is the pavement condition index or bridge sufficiency rating?** **Provide source.** **(200 character limit)**

4.  **What is the current volume?** **Include average daily traffic or a sample traffic count for weekday (Tuesday, Wednesday, or Thursday).** **(Roadway Traffic Count Link)**

    | Mode | Volume/Time Period |
    |---|---|
    | Roadway | |
    | Bicycle | |
    | Pedestrian | |

    **Provide explanation, including method used to collect counts and anticipated change in volume as a result of this project, if applicable.** **(200 character limit)**

5.  **Is the project located on a freight corridor identified in CIM 2040?** *Place an X in the box that represents your project.* **(Link to Freight Corridors, page 49)**

    | | |
    |---|---|
    | Yes | |
    | No | |
    | Partial | |

    **Provide explanation, if necessary** **(200 character limit)**

6.  **What project elements/improvements for alternative modes will be included as part of this project?** *Place an X in the boxes that represent your project.*

    | | Add | Upgrade |
    |---|---|---|
    | Bicycle | | |
    | Pedestrian | | |
    | Public Transportation | | |

**Explain type of facility; add other project elements, if necessary. (500 character limit)**

7. **What elements are included to mitigate congestion, as specified in the most recent Congestion Management System (CMS) Annual Report? (Link to CMS) (500 character limit)**

# Public Transportation - Service Related

1. **Is the intent of the project to maintain or expand existing service?** Place an X in the boxes that represent your project.

| | |
|---|---|
| **Maintain** | |
| **Expand** | |

Provide explanation, if necessary **(200 character limit)**

2. **Will this project be included in the regional Transit Asset Management Plan (group plan) or are you developing your own Transit Asset Management Plan? (200 character limit)**

3. **Is this project a priority in the Regional Transportation Development Plan (for new projects), and where is it ranked? (200 character limit)**

4. **How does this project support and maintain successful/critical service operations? (500 character limit)**

5. **What are the primary trip purposes for this project?** Place an X in the boxes that represent your project.

| | |
|---|---|
| **Nutrition/Groceries** | |
| **Shopping** | |
| **Health** | |
| **Employment** | |
| **Civic Engagement** | |
| **Education** | |
| **Recreation** | |

Provide explanation, if necessary. **(200 character limit)**

6. **How does this project maximize the use of available resources?** Explain how this project is the most effective transportation mode(s) for the situation. **(500 character limit)**

7. **Cost Efficiency:** Explain why the project is the most cost efficient way to meet the need. **(500 character limit)**

8. **Ridership:** Explain how the service is structured to accommodate multiple passengers and how many rides are currently provided and/or anticipated to be provided. **(500 character limit)**

9. **Sustainability:** Place an X in the box that represents your project.

| | |
|---|---|
| **New project - one-time request for funds** | |
| **Existing project – need funds to continue** | |
| **Existing project – need one-time improvement** | |

Explain the plan for ongoing funding and operations. **(500 character limit)**

10. **Does this project support affordable transportation options?  Explain the options provided to targeted customers.  How do these options compare to other options? (500 character limit)**

11. **Which of these best describe your project?  Place an X in the boxes that represent your project:**

| | |
|---|---|
| The project improves accessible transportation options for persons with disabilities | |
| The project meets Americans with Disabilities Act (ADA) standards | |
| The project enhances a mode choice that currently exists | |
| The project provides a mode choice that currently does not exist | |
| The project replaces a vehicle with the same equipment (explain below) | |

Provide explanation or add other improvements, if necessary. **(500 character limit)**

12. **Does this project expand service operations? Place an X in the boxes that represent your project.**

| | |
|---|---|
| The project only maintains existing service and does not provide expansion. | |
| The project is supported through an existing planning document such as valleyconnect or CIM2040? | |
| The project enhances an existing service | |
| The project provides connections to existing services | |
| The project is supported by one or more strategies in the Transportation Service Coordination Plan for Ada and Canyon Counties | |

Provide explanation, including document title and page numbers, where appropriate. **(500 character limit)**

13. **How does this project maintain or improve safety and security of the transportation system?  (500 character limit)**

14. **How does this project improve customer service and mobility support? (500 character limit)**

15. **Ownership of the bus, equipment, or facility:  Place an X in the box that represents your project.**

| | |
|---|---|
| Owned | |
| Leased | |

# Alternative Transportation - (Capital)

1. **What are the primary trip purposes for this project?** Place an X in the boxes that represent your project.

| | |
|---|---|
| **Nutrition/Groceries** | |
| **Shopping** | |
| **Health** | |
| **Employment** | |
| **Civic Engagement** | |
| **Recreation** | |

Provide explanation, if necessary. **(200 character limit)**

2. **Is the scope of the project local or regional in nature?** Place an X in the box that represents your project.

| | |
|---|---|
| **Local** | |
| **Regional** | |

3. **Does the project include land purchase?** Place an X in the box that represents your project.

| | |
|---|---|
| **Project does not include land purchase** | |
| **Sponsor owns dedicated right-of-way for the project** | |
| **Land purchase is a part of the project** | |
| **Easements from individual land owners are needed** | |
| **Agreements for right-of-way are needed from a separate agency** | |

Provide explanation or more information, if necessary. **(200 character limit)**

4. **How does the project support or connect with existing transportation services? Provide proximity to public transportation.** **(500 character limit)**

5. **What is the current volume?** Include average annual/daily traffic or a sample traffic count for weekday (Tuesday, Wednesday, or Thursday). (Link to Traffic Counts)

| **Mode** | **Volume/Time Period** |
|---|---|
| **Roadway** | |
| **Bicycle** | |
| **Pedestrian** | |

Provide explanation, including method used to collect counts and anticipated change in volume as a result of this project. **(200 character limit)**

6. **What project elements will be included/improved as part of this project?** *Place an X in the boxes that represent your project.*

|  | Add | Upgrade |
|---|---|---|
| **Roadway** |  |  |
| **Bicycle** |  |  |
| **Pedestrian** |  |  |
| **Public Transportation** |  |  |

Explain type of facility; add other project elements, if necessary. **(500 character limit)**

7. **If eligible for Transportation Alternative Program (TAP) funding, have you discussed this project with the ITD District 3 TAP Coordinator (blaine.schwendiman@itd.idaho.gov) for suggestions about budget and timeline? Explain. (500 character limit)**

8. **How does this project maintain or improve safety and security of the transportation system? (500 character limit)**

9. **How does this project improve customer service and mobility support? (500 character limit)**

10. **Ownership of the bus, equipment, or facility:  Place an X in the box that represents your project.**

| | |
|---|---|
| **Owned** | |
| **Leased** | |

# Planning and Special Studies

1. **Is the scope of the project local or regional in nature?** Place an X in the box that represents your project.

| | |
|---|---|
| **Local** | |
| **Regional** | |

2. **How will the project lead to improvements that could mitigate congestion?** **(200 character limit)**

3. **Will the project lead to improvements to help achieve other goals in CIM 2040?** Place an X in the boxes that represent your project.

| | |
|---|---|
| **Economic development** | |
| **Protecting agricultural land** | |
| **Protecting open space** | |
| **Housing/Jobs Balance** | |

Provide explanation, or list others, as needed. **(200 character limit)**

4. **Which mode(s) will the project include?** Place an X in the boxes that represent your project.

| | |
|---|---|
| **Automobile focus** | |
| **Freight focus** | |
| **Bicycle focus** | |
| **Pedestrian focus** | |
| **Public transportation focus** | |

Provide explanation, if necessary. **(200 character limit)**

5. **Is the project needed to meet or exceed federal requirements?** Place an X in the box that represents your project.

| | |
|---|---|
| **Yes** | |
| **No** | |
| **Not Applicable** | |

Provide explanation, if necessary. **(200 character limit)**

6. **Is the project needed to provide information for federally required planning elements?** Place an X in the box that represents your project.

| | |
|---|---|
| **Yes** | |
| **No** | |
| **Not Applicable** | |

Provide explanation, if necessary. **(200 character limit)**

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# COMPASS Planning Area

Parma

Notus

Wilder

Greenleaf

Middleton

Star

Eagle

Garden City

Caldwell

Nampa

Meridian

Boise

Kuna

Melba

Canyon County

Ada County

Ada County

Canyon County

N

0  2.5  5  10
Miles

COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

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**Legend:**
- Small Urban Cluster
- City Limits
- COMPASS Planning Area
- Large Urban (TMA)
- Small Urban (MPO)