



Working together to plan for the future

Funding Application Guide

FY2024-2030

Report No. 12-2022

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1 INTRODUCTION

The Community Planning Association of Southwest Idaho (COMPASS) serves as the regional forum for transportation-related planning and decision-making. Each October, COMPASS opens a call for projects to accept applications for both federal and local funding. An additional call for projects is extended each April.

In the October 2022 call for projects, project applications awarded federal funds will be included in the FY2024-2030 Transportation Improvement Program (TIP). Though the funding period covered by the FY2024-2030 TIP begins October 1, 2023, the majority of new projects will be budgeted in the last year(s) of the TIP. Project applications awarded local program funding will be funded in FY2024. Project applications that remain unfunded will be included in the Resource Development Plan, allowing COMPASS staff to pursue other funding opportunities.

This guidebook provides information for project applicants on the types of funding available, the application process, and the ranking criteria. The sections below provide an overview of the available funding programs (section 2), project eligibility, schedule, and the application process (section 3), and the project selection process (section 4). While this guidebook provides a general overview, the supplemental documents referenced cover each topic in greater detail.

2 FUNDING SOURCES

COMPASS manages both federal and local funding sources. Requirements for each federal and local funding source vary. Project applications are matched with the appropriate funding sources based on their eligibility and readiness for implementation. Once projects are matched with applicable funding sources, the Regional Transportation Advisory Committee (RTAC) recommends projects for funding to the COMPASS Board of Directors based on the process described in the **Scoring and Ranking Supplemental**.

Below, the funding requirements and amounts available for federal and non-federal sources are briefly described.

2.1 FEDERAL FUNDING

Federal funding is programmed (budgeted) up to five years in the future. Additional “preliminary development” (PD) funds are programmed in the sixth and seventh years to fund design phases of projects scheduled for construction in later years. Typically, most funds available through the call for projects are in the PD years. Projects begin in PD and then move into a funded year as the design is developed.

An estimated **\$12,297,000** is expected to be available for programming in PD in the Boise Urbanized Area in the FY2024-2030 TIP, with an additional **\$2,515,000** in the Nampa Urbanized Area (Table 1). These funds are subject to additional requirements described in the **Funding Policies and Procedures Supplemental**.

Table 1: Federal Funding Programs

Federal Funding Sources		
Program Abbreviation	Program Name	Available Funds (Estimate, PD only)
STBG-TMA	Surface Transportation Block Grant – Transportation Management Area (Boise Urbanized Area)	\$11,204,000
TAP-TMA	Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)	\$1,093,000
STBG-Urban	Surface Transportation Block Group – Urban (Nampa Urbanized Area)	\$2,515,000

Additionally, with the passage of the Infrastructure Investment and Jobs Act, Carbon Reduction Program (CRP) funds will also be available for allocation between FY2023-2028, with **\$9,128,000** available in the Boise Urbanized Area (Table 2). The Guidance for CRP was not available until May 2022. Therefore, applications will be accepted for all years of the program, including the carry-over of FY2022 funds to FY2023. Currently, ITD policy for the Nampa Urbanized Area combines all available federal formula funds into the STBG-Urban program, leaving no specific CRP funding for the Nampa Urbanized Area.

Table 2: Carbon Reduction Program Estimated Funds

Carbon Reduction Program (CRP) Estimated Funds					
FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
\$2,830,000	\$1,387,000	\$1,333,000	\$1,256,000	\$1,161,000	\$1,161,000

See the **Federal Funding Sources Supplemental** for additional information on local funding allocation requirements and links to federal guidance and eligibility.

While COMPASS coordinates all funding for inclusion in the TIP, Valley Regional Transit (VRT) – as the designated recipient for Federal Transit Administration funds – prioritizes all Federal Transit Administration funds allocated to the region. RTAC reviews VRT’s proposed program priorities for recommendation to the COMPASS Board of Directors for approval. Contact VRT’s Planning Programmer for assistance.

2.2 LOCAL FUNDING

COMPASS provides funding for the benefit of member agencies for transportation projects through two programs (Table 3). Local funding is programmed only for the next fiscal year and is awarded in smaller allotments. The intent of these two local programs is to support the implementation of *Communities in Motion 2050* (CIM 2050) goals and to develop identified needs and conceptual ideas into well-defined projects that can compete for additional funding.

Table 3: Local Funding Programs

Local Funding Sources			
Program Name	Program Description	Maximum Award Value	Available Funds (Estimate)
CIMI Grants	Communities in Motion Implementation Grants: Funds are budgeted annually by the COMPASS Board using member agency dues and are awarded to projects that implement the vision and goals CIM 2050. This program has significantly fewer requirements than federal funding.	\$25,000	\$50,000
PDP	Project Development Program: Funds are budgeted annually by the COMPASS Board using federal-aid funds from the COMPASS Consolidated Planning Grant. The program helps develop conceptual ideas into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement information to be ready to compete for additional funding. All federal guidelines and regulations related to planning projects apply.	\$25,000	\$75,000

2.3 FUNDING POLICY

The COMPASS Board of Directors has provided policy guidance regarding how federal and local funds may be allocated. The guidance varies by geography and funding source. The **Funding Policies and Procedures Supplemental** provides more detailed information on how funding is administered.

3 PROJECT APPLICATION

Project sponsors may apply for federal and local funding programs by submitting a project application during the call for projects. All project applications must be submitted through the designated online platform, which tracks all steps of the application process including submittals and correspondence.

Project eligibility, the application process, application support, and the FY2022 schedule are discussed below.

3.1 ELIGIBILITY

Any member agency with a transportation project that is within, runs through, or touches Ada and/or Canyon County is eligible to submit a project application. Though agencies are encouraged to apply for all transportation projects that help fulfill the COMPASS vision, federal funding programs are often limited to specific project types. COMPASS staff will review project applications and identify applicable funding sources. Additional information about federal funding requirements can be found in the **Federal Funding Sources Supplemental**.

An agency may submit an application for a project with right-of-way that is owned by another agency. However, **the agency that owns the project right-of-way must be a co-sponsor of the application and must provide a letter of support** with the Phase I submittal (see below). Without a letter of support, a project application will not be considered for funding.

3.2 APPLICATION PROCESS

Project applications are solicited in two phases. The **Phase I** applications include basic project information to allow COMPASS staff to determine an application's eligibility for different federal and local funding sources. After Phase I, project applications that are eligible for federal funding are then invited to complete a **Phase II** application. The Phase II application includes all the information required for federally funded projects. See below for Phase I and Phase II deadlines.

Phase I

A Phase I application is a preliminary application and is **required** for all applications for any funding source administered by COMPASS, including:

- Projects of any size, large or small
- Projects seeking any funding source, federal, local, or other
- Projects at any stage of development, from conceptual or "shovel-ready"
- Projects in need of any COMPASS staff assistance

Phase I applications are due no later than midnight, Tuesday, December 6, 2022. An additional call for projects will open in April 2023. This call will only accept applications for *Communities in Motion* Implementation Grants, Project Development Program assistance, and projects that need COMPASS staff assistance to pursue other, "outside" funding sources, such as philanthropic competitive grants.

Phase I applications provide COMPASS staff with information on the transportation-related needs and priorities in each community. The applications received in Phase I

are included in the COMPASS Resource Development Plan, helping to guide the grant-seeking efforts of COMPASS staff throughout the year.

Phase I Content

The Phase I application requests high level information on project location, scope, and expected impacts and is used to evaluate the project's eligibility for different federal funding programs. Phase I applications must include, but are not limited to:

- Sponsor
- Project Title and Project Details
- Project Location (map/sketch required)
- Project Description
- Purpose and Need Statement
- Impact on CIM 2050 Performance Measures
- Funding Request / Project Type
- Estimated Cost (and method used)
- Opportunities for Phasing
- Project Readiness and Work Completed
- Right-Of-Way Ownership/Status (if owned by an agency other than the sponsor, letter of support required)
- Project Partners/Support
- Match Commitment Documentation (not required for PDP funds)
- Support Letters (optional, unless another agency owns right-of-way)

All required items must be received by the due date. Failure to submit all required items will result in the application not being considered for funding. Match commitment letters for federal-aid applications are required by December 6, 2022. Match commitment letters are required by May 3, 2023, for CIM Implementation Grants, even if the application is submitted in December.

Any unfunded applications submitted by COMPASS member agencies in Phase I are included in the Resource Development Plan, allowing COMPASS staff to pursue other funding sources.

Phase II

Once the window to submit Phase I applications closes, COMPASS staff will review all applications for federal funding eligibility. If a project is eligible for federal funds, COMPASS staff will notify the applicant and request that they submit a Phase II application. The Phase II application requests all federally required project information and is **due no later than noon on Tuesday, January 19, 2023**.

Phase II Content

The information requested in Phase II varies with project type.

All projects are required to submit:

- Safety Improvements
- Facility Condition
- Connections to Destinations
- Equity Impacts
- Environmental Impacts
- ADA Impediments Addressed

Each project type may have additional requirements, described below:

Roadways/Bridges

- Functional Classification
- Congestion Mitigation
- Pavement Condition Index
- Bridge Sufficiency Rating
- Freight Improvements
- Active Transportation Improvements

Active Transportation

- Gaps Addressed
- Congestion Mitigation
- Land Ownership
- Traffic Volumes (auto, bicycle, and pedestrian)
- Project Coordination

Planning/Special Projects

- Safety
- Economic Vitality
- Convenience
- Quality of Life
- Federal Requirements

Public Transportation

- Maintenance and Vehicle Replacement
- Fleet Electrification
- Rider Information

All project applications must also submit **Idaho Transportation Department forms 0414, 1150, and 2435**, as well as a **COMPASS form A100**. Projects may also include additional attachments including a project estimating worksheet, maps, photos, letters of support, or other documentation not included in Phase I. Please ensure any graphics are comprehensible to someone not familiar with your project. All required attachments must be received by the due date, or the application will not be considered.

3.3 APPLICATION ASSISTANCE

A sample application and additional instructions for submitting Phase I and Phase II applications can be found in the **Application Supplemental**. COMPASS staff can also provide technical assistance in completing project applications prior to the December 6, 2022; January 19, 2023; and May 3, 2023, deadlines. If you would like staff review of your application prior to submittal, please submit the request one week prior to the deadline to allow sufficient time for review.

Additionally, COMPASS staff can provide a wide range of technical assistance to a member agency seeking any source of funding. Details of requirements and services offered can be found in the **Application Assistance Supplemental**.

3.4 FUNDING SCHEDULE

Table 4: General Application Schedule

General Application Schedule	
October 19, 2022	Call for Projects
December 6, 2022	Phase I Applications Due by Midnight
December 13, 2022	COMPASS Staff Requests Phase II Applications
January 19, 2023	Phase II Applications Due by Noon
April 5, 2023	Second Call for Projects for COMPASS Funding (CIM Implementation Grants and Project Development Program)
May 3, 2023	Second Call for Projects Applications (Phase I) Due by Midnight

Table 5: Federal Funding Schedule

Federal Funding Schedule	
February 8, 2023	Optional RTAC workshop for detailed application information and preliminary ranking review
February 22, 2023	RTAC requested to recommend federal-aid rankings
March 8, 2023	Optional RTAC workshop to review staff recommendations for federal-aid funding based on initial RTAC ranking
March 15, 2023	RTAC requested to recommend draft federal-aid programming (budget)
September 27, 2023	RTAC requested to recommend draft FY2024-2030 TIP, including federal-aid programs
October 16, 2023	COMPASS Board of Directors requested to approve FY2024-2030 TIP, including federal-aid programs

Table 6: CIMI and PDP Schedule

CIM Implementation Grant and Project Development Programs Schedule	
June 7, 2023	Optional RTAC workshop for detailed application information and discussion of CIM Implementation Grant and PDP applications
June 8 - 22, 2023	RTAC completes paired comparison process for CIM Implementation Grants and Project Development Program (open day after workshop for two weeks)
July 26, 2023	RTAC reviews rankings and requested to recommend CIM Implementation Grants and Project Development Program projects
August 21, 2023	COMPASS Board of Directors requested to approve CIM Implementation Grants and Project Development Program projects

Please note that dates could change due to scheduling conflicts or as new information becomes available.

4 SCORING AND RANKING

Once the call for projects application window is closed, the applications will be evaluated and prioritized for funding. Ultimately, RTAC is responsible for reviewing project applications and recommending a prioritized list for funding to the COMPASS Board of Directors. To support RTAC in prioritizing project applications, COMPASS staff will provide a score for each capital, maintenance, and intelligent transportation system (ITS) project that is seeking federal funding. The scoring process will evaluate each project's anticipated contribution to the regional goals, objectives, and performance measures of CIM 2050.

Applications for studies and those seeking local funding will be ranked using a paired comparison method, which evaluates each project individually against every other competing project.

The scoring criteria and ranking process are described in more detail in the **Scoring and Ranking Supplemental**.¹

5 MORE INFORMATION

To learn more about the COMPASS application process, please contact:

- Toni Tisdale at ttisdale@compassidaho.org or (208) 475-2238
- Joey Schueler at jschueler@compassidaho.org or (208) 475-2232

Supplemental Attachments

- I. Scoring and Ranking Supplemental
- II. Funding Policy and Procedures Supplemental
- III. Federal Funding Sources Supplemental
- IV. Application Supplemental (Phase I and Phase II applications)
- V. Application Assistance Supplemental

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¹ Scoring and Ranking Supplemental link: