

**FINANCE COMMITTEE MEETING  
AUGUST 14, 2025 — 12:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

**YouTube Live Streaming** - <https://www.youtube.com/@COMPASSIdaho>  
(Subject to availability and functionality of connection.)

**Committee members can participate in the meeting in-person or via Zoom conference call.** The 2nd floor large conference room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Teri Gregory at [tgregory@compassidaho.org](mailto:tgregory@compassidaho.org) or 208-475-2225.

**\*\*AGENDA\*\***

**I. CALL TO ORDER/ROLL CALL**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 2 **A.\* Approve July 10, 2025, Finance Committee Meeting Minutes**

**IV. INFORMATION/DISCUSSION ITEM**

Page 4 **A.\* Review Report of Disbursements Made in the Reporting Period**

**V. ACTION ITEMS**

Page 7 **A.\* Approve FY2025 Audit Process**

Page 17 **B.\* Approve Variance Report October 1, 2024 – June 30, 2025**

Page 23 **C.\* Recommend Approval of Revision 3 of the FY2025 Unified Planning Work Program and Budget**

Page 46 **D.\* Recommend Approval of the Updated FY2026 Unified Planning Work Program and Budget**

**VI. OTHER**

**A. Next Meeting: November 20, 2025**

**VII. ADJOURNMENT**

**\*Enclosures** Agenda is subject to change.

*Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 208-855-2558 with 48 hours advance notice.*

*Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 208-855-2558 con 48 horas de anticipación.*

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**FINANCE COMMITTEE MEETING  
JULY 10, 2025  
COMPASS  
2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM  
700 NE 2ND STREET  
MERIDIAN, IDAHO**

**\*\*DRAFT MINUTES\*\***

**ATTENDEES:**

Rod Beck, Commissioner, Ada County, in person  
Zach Brooks, Commissioner, Canyon County, in person  
Debbie Kling, Mayor, City of Nampa, via ZOOM  
Mary May, Councilmember, City of Eagle, **Chair**, in person  
John Overton, Councilmember, City of Meridian, in person

**MEMBERS ABSENT:**

Trevor Chadwick, Mayor, City of Star, **Vice Chair**  
Victor Rodriguez, Councilmember, City of Nampa

**OTHERS PRESENT:**

Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
Amy Luft, COMPASS, in person  
Craig Raborn, Executive Director, COMPASS, in person  
Meg Sonnen, COMPASS, in person

**CALL TO ORDER:**

Chair Mary May called the meeting to order at 12:00 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

**A. Approve June 12, 2025, Finance Committee Meeting Minutes**

**Zach Brooks moved and John Overton seconded approval of the Consent Agenda as presented.** Motion passed unanimously.

## **INFORMATION/DISCUSSION ITEM**

### **A. Review Report of Disbursements Made in the Reporting Period**

Meg Sonnen presented the disbursements made in the reporting period, June 6, 2025, through June 20, 2025, which was provided in the packet for information.

## **ACTION ITEM**

### **A. Recommend Approval of the FY2026 Unified Planning Work Program and Budget (UPWP)**

Meg Sonnen presented the draft FY2026 UPWP.

After discussion, **John Overton moved and Rod Beck seconded recommending COMPASS Board of Directors' approval of the FY2026 UPWP as presented.** Motion passed unanimously.

## **ADJOURNMENT**

Chair Mary May adjourned the meeting at 12:17 p.m.

**Approved this 14<sup>th</sup> day of August 2025.**

**By:** \_\_\_\_\_  
**Mary May, Chair**

**Attest:**

**By:** \_\_\_\_\_  
**Trevor Chadwick, Vice Chair**

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**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 6/21/2025 to 8/5/2025**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ZBOIMUN</b> Boise Municipal Health Care					
A	ICCU - Checking	E000001739	7/18/2025	31,234.03	Electronic Payment
<b>Vendor Boise Municipal Health Care Total:</b>				31,234.03	
<b>Vendor Number: CROWLEY</b> Brian Crowley					
A	ICCU - Checking	E000001731	7/18/2025	791.20	Electronic Payment
<b>Vendor Brian Crowley Total:</b>				791.20	
<b>Vendor Number: CANYONO</b> Canyon Outdoor Media, LLC					
A	ICCU - Checking	E000001740	8/5/2025	1,300.00	Electronic Payment
<b>Vendor Canyon Outdoor Media, LLC Total:</b>				1,300.00	
<b>Vendor Number: DKSACCO</b> DKS Associates					
A	ICCU - Checking	E000001741	8/5/2025	30,654.39	Electronic Payment
<b>Vendor DKS Associates Total:</b>				30,654.39	
<b>Vendor Number: ELITE</b> Elite Transportation Group, Inc.					
A	ICCU - Checking	E000001742	8/5/2025	24,295.36	Electronic Payment
<b>Vendor Elite Transportation Group, Inc. Total:</b>				24,295.36	
<b>Vendor Number: ZEMPOWE</b> Empower					
A	ICCU - Checking	W000000853	7/3/2025	6,877.53	Wire Transfer
A	ICCU - Checking	W000000858	7/18/2025	6,706.39	Wire Transfer
A	ICCU - Checking	W000000864	8/5/2025	6,814.15	Wire Transfer
<b>Vendor Empower Total:</b>				20,398.07	
<b>Vendor Number: GOODHEA</b> Good Heart Technology, Incorporated					
A	ICCU - Checking	E000001732	7/18/2025	120.00	Electronic Payment
A	ICCU - Checking	E000001743	8/5/2025	120.00	Electronic Payment
<b>Vendor Good Heart Technology, Incorporated Total:</b>				240.00	
<b>Vendor Number: ZHARTF</b> HARTFORD					
A	ICCU - Checking	W000000861	7/18/2025	1,019.12	Wire Transfer
<b>Vendor HARTFORD Total:</b>				1,019.12	
<b>Vendor Number: HAWLEY</b> HAWLEY TROXELL ENNIS & HAWLEY					
A	ICCU - Checking	E000001733	7/18/2025	180.00	Electronic Payment
<b>Vendor HAWLEY TROXELL ENNIS &amp; HAWLEY Total:</b>				180.00	
<b>Vendor Number: HDRENGI</b> HDR Engineering, Inc.					
A	ICCU - Checking	E000001727	7/3/2025	66,845.63	Electronic Payment
A	ICCU - Checking	E000001734	7/18/2025	9,559.10	Electronic Payment
A	ICCU - Checking	E000001744	8/5/2025	86,639.63	Electronic Payment
<b>Vendor HDR Engineering, Inc. Total:</b>				163,044.36	
<b>Vendor Number: IDCENT</b> IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000007621	7/3/2025	7,874.19	Auto
A	ICCU - Checking	0000007632	8/4/2025	2,522.27	Auto
<b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>				10,396.46	
<b>Vendor Number: IDPOWE</b> IDAHO POWER CO.					
A	ICCU - Checking	0000007624	7/18/2025	810.41	Auto
<b>Vendor IDAHO POWER CO. Total:</b>				810.41	
<b>Vendor Number: IDPRESR</b> Idaho Press Tribune Renewal					
A	ICCU - Checking	0000007623	7/3/2025	629.00	Auto
<b>Vendor Idaho Press Tribune Renewal Total:</b>				629.00	
<b>Vendor Number: IDPRES</b> IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	0000007622	7/3/2025	165.62	Auto
A	ICCU - Checking	0000007625	7/18/2025	1,414.69	Auto
<b>Vendor IDAHO PRESS-TRIBUNE Total:</b>				1,580.31	
<b>Vendor Number: ZIDSTX</b> IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W000000860	7/18/2025	4,677.00	Wire Transfer

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 6/21/2025 to 8/5/2025**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor IDAHO STATE TAX COMMISSION Total:</b>				4,677.00	
<b>Vendor Number: INTMOU INTERMOUNTAIN GAS CO.</b>					
A	ICCU - Checking	0000007626	7/18/2025	16.03	Auto
<b>Vendor INTERMOUNTAIN GAS CO. Total:</b>				16.03	
<b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>					
A	ICCU - Checking	W000000851	7/3/2025	17,468.55	Wire Transfer
A	ICCU - Checking	W000000856	7/18/2025	16,904.74	Wire Transfer
A	ICCU - Checking	W000000862	8/5/2025	17,370.82	Wire Transfer
<b>Vendor INTERNAL REVENUE SERVICE Total:</b>				51,744.11	
<b>Vendor Number: KITTELS Kittelson &amp; Associates, Inc.</b>					
A	ICCU - Checking	E000001728	7/3/2025	7,500.00	Electronic Payment
A	ICCU - Checking	E000001735	7/18/2025	9,037.99	Electronic Payment
<b>Vendor Kittelson &amp; Associates, Inc. Total:</b>				16,537.99	
<b>Vendor Number: KPFF KPFF, Inc.</b>					
A	ICCU - Checking	E000001736	7/18/2025	20,580.00	Electronic Payment
A	ICCU - Checking	E000001745	8/5/2025	6,300.00	Electronic Payment
<b>Vendor KPFF, Inc. Total:</b>				26,880.00	
<b>Vendor Number: MCCLATC McClatchy Company</b>					
A	ICCU - Checking	0000007627	7/18/2025	107.07	Auto
A	ICCU - Checking	0000007633	8/4/2025	654.00	Auto
<b>Vendor McClatchy Company Total:</b>				761.07	
<b>Vendor Number: NAMPAPW Nampa Public Works Admin</b>					
A	ICCU - Checking	0000007628	7/18/2025	25,918.04	Auto
<b>Vendor Nampa Public Works Admin Total:</b>				25,918.04	
<b>Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)</b>					
A	ICCU - Checking	W000000859	7/18/2025	96.96	Wire Transfer
<b>Vendor NCPERS Group Life Ins. (M605) Total:</b>				96.96	
<b>Vendor Number: OFFMAX Office Depot</b>					
A	ICCU - Checking	0000007629	7/18/2025	74.65	Auto
A	ICCU - Checking	0000007634	8/4/2025	123.54	Auto
<b>Vendor Office Depot Total:</b>				198.19	
<b>Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT</b>					
A	ICCU - Checking	W000000852	7/3/2025	13,335.93	Wire Transfer
A	ICCU - Checking	W000000857	7/18/2025	12,703.37	Wire Transfer
A	ICCU - Checking	W000000863	8/5/2025	13,010.55	Wire Transfer
<b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>				39,049.85	
<b>Vendor Number: RADIO R Radio Rancho</b>					
A	ICCU - Checking	E000001737	7/18/2025	1,200.00	Electronic Payment
<b>Vendor Radio Rancho Total:</b>				1,200.00	
<b>Vendor Number: SPROUT Sprout Social</b>					
A	ICCU - Checking	E000001729	7/3/2025	2,674.92	Electronic Payment
<b>Vendor Sprout Social Total:</b>				2,674.92	
<b>Vendor Number: ZIDGRA STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000854	7/3/2025	1,348.29	Wire Transfer
A	ICCU - Checking	W000000855	7/3/2025	35.10	Wire Transfer
<b>Vendor STATE TAX COMMISSION Total:</b>				1,383.39	
<b>Vendor Number: SYRINGA Syringa Networks, LLC</b>					
A	ICCU - Checking	E000001738	7/18/2025	700.00	Electronic Payment
<b>Vendor Syringa Networks, LLC Total:</b>				700.00	
<b>Vendor Number: TOTALCA TotalCare IT, Inc.</b>					
A	ICCU - Checking	E000001730	7/3/2025	5,962.80	Electronic Payment

Check History Report  
Sorted By Vendor Name  
Activity From: 6/21/2025 to 8/5/2025

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor TotalCare IT, Inc. Total:				5,962.80	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	0000007635	8/4/2025	1,000.00	Auto
Vendor Townsquare Digital Total:				1,000.00	
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	0000007630	7/18/2025	83.75	Auto
Vendor TREASURE VALLEY COFFEE Total:				83.75	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E000001746	8/5/2025	13,732.00	Electronic Payment
Vendor Valley Regional Transit Total:				13,732.00	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	0000007631	7/18/2025	52.22	Auto
Vendor Verizon Total:				52.22	
Report Total:				479,241.03	

July 14, 2025

Community Planning Association of Southwest Idaho  
700 NE 2nd Street, Suite 200  
Meridian ID, 83642

You have requested that we audit the financial statements of the governmental activities and the aggregate remaining fund information of Community Planning Association of Southwest Idaho (the Association), as of September 30, 2025, and for the year then ended, and the related notes to the financial statements, which collectively comprise Community Planning Association of Southwest Idaho's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule
3. Schedule of Employer's Share of Net Pension Liability and Employer Contributions

Supplementary information other than RSI will accompany Community Planning Association of Southwest Idaho's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information

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to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards

**Auditor Responsibilities**

We will conduct our audit in accordance with GAAS and, in accordance with Government Auditing Standards, and/or any state or regulatory audit requirements. As part of an audit in accordance with GAAS and, in accordance with Government Auditing Standards, and/or any state or regulatory audit requirements, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Community Planning Association of Southwest Idaho's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards of the



Comptroller General of the United States of America. Please note that the determination of abuse is subjective and Government Auditing Standards does not require auditors to detect abuse. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Association's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- 1) For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- 2) For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- 3) For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
- 4) For maintaining records that adequately identify the source and application of funds for federally funded activities;
- 5) For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
- 6) For the design, implementation, and maintenance of internal control over federal awards;
- 7) For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
- 8) For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- 9) For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;

- 10) For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- 11) For taking prompt action when instances of noncompliance are identified;
- 12) For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- 13) For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- 14) For submitting the reporting package and data collection form to the appropriate parties;
- 15) For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- 16) To provide us with:
  - a. Access to all information of which [management] is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- 17) For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- 18) For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- 19) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- 20) For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- 21) For the accuracy and completeness of all information provided;
- 22) For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- 23) For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

### **Nonattest Services**

At the end of the year, we agree to perform the following:

- Assist in preparing the financial statements and related notes of Community Planning Association of Southwest Idaho in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will not assume management responsibilities on behalf of Community Planning Association of Southwest Idaho. However, we will provide advice and recommendations to assist management of Community Planning Association of Southwest Idaho in performing its responsibilities.

Community Planning Association of Southwest Idaho's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards issued by the American Institute of Certified Public Accountants.
- This engagement is limited to the financial statement preparation services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

## **Reporting**

We will issue a written report upon completion of our audit of Community Planning Association of Southwest Idaho's basic financial statements. Our report will be addressed to the governing body of Community Planning Association of Southwest Idaho. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Community Planning Association of Southwest Idaho has requested that Sorren CPAs P.C. conduct an audit of Community Planning Association of Southwest Idaho. As part of conducting the audit, Sorren CPAs P.C. may have access to and use tax return information.

We may share some or all of your tax return information with third-party service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized

release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

In order to comply with 26 U.S.C. § 7216, 26 C.F.R. § 301.7216-3, and all other applicable laws and regulations for disclosing confidential financial information to a third party, you are consenting to allow us to: (1) use tax return information in order to conduct the audit and related audit services; and (2) disclose all documents and information needed for the audit, including social security number and other confidential information, to our third-party providers, both inside and outside the United States for the purpose of providing assistance in the audit. If we disclose tax return information to a service provider located outside of the United States, we will use adequate data protection safeguards. The items may not be disclosed or used for any other purpose, except that may continue to disclose or use the items to the extent we have been retained to do so, or as otherwise required by law. Your consent is valid for one year from the date you sign this consent.

Your signature at the bottom of this engagement letter serves as your consent to Sorren CPAs P.C.'s use and disclosure of your tax return information as provided herein.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

### **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Document internal control and preliminary tests	10/ 20/ 2025	10/24/2025
Perform year-end audit procedures	10/27/2025	10/31/2025
Issue audit report		12/11/2025

Hale Fields is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Sorren CPAs P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit not exceed \$24,200. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use Community Planning Association of Southwest Idaho's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and

- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Sorren CPAs P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Sorren CPAs P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of Government Auditing Standards, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



Hale Fields  
Certified Public Accountant

**RESPONSE:**

This letter correctly sets forth the understanding of the Community Planning Association of Southwest Idaho.

Name: \_\_\_\_\_

Title \_\_\_\_\_



## Report on the Firm's System of Quality Control

February 22, 2022

To the Members of Harris CPAs and  
the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Harris CPAs (the firm) in effect for the year ended June 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under the *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Harris CPAs in effect for the year ended June 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. Harris CPAs has received a peer review rating of *pass*.

*Presnell Gage, PLLC*  
Presnell Gage, PLLC



## FINANCE COMMITTEE AGENDA ITEM V-B

Date: August 14, 2025

### **Topic: Variance Report for October 1, 2024 – June 30, 2025**

#### **Request/Recommendation:**

COMPASS staff seeks approval of the Variance Report dated October 1, 2024, to June 30, 2025.

#### **Background/Summary:**

The Variance Report is used to report actual financial results compared to Revision 2 of the FY2025 Unified Planning Work Program and Budget (UPWP), referred to hereinafter as budget.

#### **Budget to actual variances by line item – revenue and expenses**

The first page of the attachment shows budget to actual variances by line item.

Grant revenue reflects billings for activity that occurred through May 2025. June 2025 activity was billed in July 2025, and revenue was recorded when billed.

Billing activity for bike counter acquisition, the local waterway pathway plans and the resiliency plan are not expected to occur until the fourth quarter. The data purchase project has been withdrawn as of the memo date, and expenses and related billing will not occur. The Safe Streets and Roads for All supplemental grant is now moving forward after a previous pause, and activity is expected to begin in the fourth quarter.

All dues were billed as of the report date, and all dues have been paid in full as of the memo date. Participant contributions for the FY2025 orthophotography flight have been billed and paid in full. The balance of the flight cost will come from COMPASS' fund balance.

COMPASS currently has two vacancies, so salary and benefit expenses are slightly below budget. As described in the revenue section, several major projects such as the local waterway pathway plans and the resiliency plan are not expected to have significant activity until the fourth quarter, so professional services are well below budget for this point in the year, at 32%. Substantial expenses are expected in this line item as the year progresses.

Total indirect expenses are right on budget at 74%. It is expected that indirect expenses will end the year slightly under budget.

#### **Budget to actual variances by program – expenses**

The second and third pages of the attachment show budget to actual expenses by program. Items highlighted in green are 10% or more below budget. Items highlighted in yellow are 10% or more above budget. Explanations for these variances are provided in the attachment on the respective line items.

**Balance sheet and cash summary**

The fourth and final page of the attachment shows the balance sheet as of June 30, 2025. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

**Implication (policy and/or financial):**

To maintain strong internal controls, the Finance Committee is asked to periodically compare actual financial results to budgeted amounts in the current Unified Planning Work Program and Budget.

**More Information:**

- 1) Attachments: Budget to actual variances by line item – revenue and expenses  
Budget to actual variances by program – expenses  
Balance sheet and cash summary
- 2) For detailed information contact: Meg Sonnen at 208-475-2228 or [msonnen@compassidaho.org](mailto:msonnen@compassidaho.org).

# COMPASS

## REVISION 2 FY2025 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Revision 2 FY2025 UPWP	Actual	% of Budget Earned or Expended
FY2025 Consolidated Planning Grant	1,768,205	950,664	54%
STBG-TMA, -U Off the Top for Planning	306,705	306,705	100%
STBG-TMA, -U Bike Counters	7,413		0%
STBG-TMA CIM 2055	543,606	42,462	8%
STBG-TMA High Capacity Transit Corridor PEL	720,974	253,490	35%
CRP-TMA Carbon Reduction Strategy	166,788	44,088	26%
FHWA Safe Streets and Roads for All	122,703	109,971	90%
FHWA SPEARS	276,000		0%
STBG-TMA Big Data Purchase	138,990		0%
STBG-TMA Coordinate Local Waterway-Pathway Plans	111,192		0%
Member contributions	1,078,331	1,078,331	100%
Orthophotography Project - Participants	125,000	118,264	95%
Interest income	60,000	67,700	113%
Orthophotography Revenue - Sales		14,630	
Modeling revenue	-	6,256	
Maps and publications revenue	-		
Other income	-	(15)	
<b>Subtotal, revenues</b>	<b>5,425,907</b>	<b>2,992,546</b>	<b>55%</b>
Staff labor	1,802,254	1,315,591	73%
Payroll taxes and fringe benefits	830,066	572,736	69%
<b>Subtotal, salaries and fringe expenses</b>	<b>2,632,320</b>	<b>1,888,327</b>	<b>72%</b>
Professional services	2,429,776	725,623	30%
Equipment purchase	265,067	143,648	54%
Travel/education	69,600	58,809	84%
Printing	2,800	509	18%
Other	15,950	261	2%
Public involvement	126,675	62,047	49%
Meeting support	9,000	6,821	76%
Legislative services	18,250	23,377	128%
Bad Debt Expense	-	15,950	
Carry forward unprogrammed CPG and local funds	271,943		0%
<b>Subtotal, direct expenses</b>	<b>3,209,061</b>	<b>1,037,044</b>	<b>32%</b>
Indirect expenses	310,190	230,318	74%
<b>Total, all expenses</b>	<b>6,151,571</b>	<b>3,155,689</b>	<b>51%</b>
Change in fund balance	(725,664)	(163,143)	
Beginning fund balance	2,674,105	2,674,105	
<b>Current fund balance</b>	<b>1,948,441</b>	<b>2,510,962</b>	

COMPASS  
FY2025 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES  
For the Period: Oct 1, 2024-June 30, 2025

As of June 30, 2025, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses  
10% or more over budgeted expenses

		Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes
601	UPWP: Budget Development and Federal Assurances	Larsen	93,979	55,559	59%	-	-		93,979	55,559	59%	Under Budget. More expenses related to the UPWP expected to occur in the fourth quarter as FY26 budget is being finalized. This program is expected to end the year on budget.
620	Demographics and Growth Monitoring	Miller	115,778	76,297	66%			#DIV/0!	115,778	76,297	66%	On Budget.
653	Communication and Education	Luft	146,599	166,702	114%	61,250	28,689	47%	207,849	195,390	94%	Over Budget. More staff time than anticipated has been used for this project to date. This project is expected to end the year over budget.
661	Long-Range Planning	Miller	969,180	520,779	54%	1,859,361	671,143	36%	2,828,541	1,191,922	42%	Under Budget. Minimal or no direct expenses for major projects including the Resiliency Plan and the Waterway Pathways Plan have been incurred.
685	Resource Development/Funding	Tisdale	548,664	418,873	76%	216,500	22,385	10%	765,164	441,258	58%	Under Budget. Direct expenses expected to be incurred in the remaining quarter.
Subtotal, Projects			1,874,200	1,238,210	66%	2,137,111	722,216	34%	4,011,311	1,960,427	49%	
25	General Membership Services	Miller	100,829	72,940	72%	-	-		100,829	72,940	72%	On Budget.
703	General Public Services	Waldinger	7,733	17,578	227%	-	-		7,733	17,578	227%	Over Budget. Expenditures are directly related to the amount of services requested by the general public.
705	Transportation Liaison Services	Raborn	56,546	48,089	85%	-			56,546	48,089	85%	Over Budget. This program is still on track to be on budget by the end of the year.
760	Government affairs	Raborn	102,216	110,758	108%	44,250	45,128	102%	146,466	155,886	106%	Over Budget. More expenses related to government affairs occur during the Legislative session in the second quarter. This program should end the year close to budget.
Subtotal, Services			267,324	249,364	93%	44,250	45,128	102%	311,574	294,492	95%	
801	Staff Development	Larsen	102,937	87,506	85%	50,000	32,442	65%	152,937	119,948	78%	On Budget.
820	Committee Support	Larsen	218,574	132,091	60%	2,000	1,215	61%	220,574	133,306	60%	Under Budget. This program has demanded fewer work days than anticipated and is expected to end the year slightly under budget.
836	Regional Travel Demand Model	Waldinger	68,716	74,195	108%	300,000	23,067	8%	368,716	97,261	26%	Under Budget. Direct expenses are expected to be incurred in the remaining quarter, but overall need for consultant support will be less than anticipated. This program expected to end the year under budget.
842	Congestion Management Process	Mulhall	67,690	27,327	40%				67,690	27,327	40%	Under Budget. Most of the work for the Congestion Management annual report is planned for later in the year.
860	Geographic Information System Maintenance	Adolfson	343,067	309,955	90%	191,080	179,034	94%	534,147	488,989	92%	Over Budget. FY24 expense posted in FY25. Large amount of the year's direct expenses are incurred in the first quarter. This program is still on track to be within budget at year end.
Subtotal, System Maintenance			800,984	631,074	79%	543,080	235,758	43%	1,344,064	866,832	64%	

COMPASS  
FY2025 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES  
For the Period: Oct 1, 2024-June 30, 2025

As of June 30, 2025, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses  
10% or more over budgeted expenses

		Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes
990	Direct Operations and Maintenance	Larsen				212,677	104,546	49%	212,677	104,546	49%	Under Budget. Funds budgeted for TIP software have not yet been expended. Timing of the TIP software implementation will determined whether this project ends the year on or under budget.
Subtotal, Indirect and overhead			-	-		212,677	104,546	49%	212,677	104,546	49%	
GRAND TOTAL			2,942,508	2,118,648	72%	2,937,118	1,107,648	38%	5,879,626	3,226,296	55%	

## COMPASS

### Balance Sheet - June 30, 2025

	<u>9/30/2024</u>	<u>6/30/2025</u>
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	2,438,598	2,324,580
Accounts Receivable	735,119	195,515
Prepaid Expenses	93,179	37,213
<b><u>TOTAL ASSETS</u></b>	<b><u>3,266,896</u></b>	<b><u>2,557,308</u></b>
<b><u>LIABILITIES</u></b>		
Accounts Payable	466,468	(1,348)
Accrued Payroll Liabilities	101,046	32,519
Advanced Revenue	25,275	15,175
<b>Subtotal, liabilities</b>	<b>592,789</b>	<b>46,345</b>
<b><u>FUND BALANCE</u></b>		
Nonspendable: Prepaid Expenses	93,179	37,213
Assigned To: Set-Aside for CIM Implementation Grant Program	80,000	80,000
Assigned To: CIM 2055 Carry Forward	19,961	
Assigned To: Set-Aside for Orthophotography Cost	288,542	217,436
Assigned To: High Capacity Transit PEL Study	57,112	37,032
Assigned To: Transportation Funding Study	1,866	-
Assigned To: Safe Streets and Roads for All Action Plan	91,365	57,355
Assigned To: Carbon Reduction Strategy	13,212	8,416
Assigned To: Waterway Pathway Plan	8,808	8,808
Assigned To: Data Purchase	11,010	11,010
Assigned To: Software	33,317	-
Assigned To: Set-Aside for FY25 Revenue Shortfall	409,013	409,013
Unassigned	1,674,799	1,644,679
<b>Subtotal, fund balance</b>	<b>2,674,107</b>	<b>2,510,962</b>
<b><u>TOTAL LIABILITIES AND FUND BALANCE</u></b>	<b><u>3,266,896</u></b>	<b><u>2,557,308</u></b>

### Cash & Investment Summary - June 30, 2025

	<u>Current Rate</u>	<u>Balance</u>
-		
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.00%	25
ID Central Credit Union Money Market Checking	0.20%	18,151
ID Central Credit Union Premium Money Market Savings	1.49%	50,000
Banner Bank 60 Month CD #8101	4.00%	172,757
Banner Bank 36 Month CD #8093	4.00%	164,118
Banner Bank 60 Month CD #8069	4.00%	167,249
Local Government Investment Pool	4.36%	1,752,080
<b>Total Cash Balance</b>		<b><u>2,324,580</u></b>

## FINANCE COMMITTEE AGENDA ITEM V-C

Date: August 14, 2025

### **Topic: Revision 3 of the FY2025 Unified Planning Work Program and Budget**

#### **Request/Recommendation:**

Review and recommend Revision 3 of the FY2025 Unified Planning Work Program and Budget (UPWP) for approval by the COMPASS Board of Directors.

#### **Background/Summary:**

Federal metropolitan planning rules require that COMPASS produce a UPWP, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications to these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 3 of the FY2025 UPWP:

- Increase federal funding by \$380,000, including local match. Congress instructed FHWA to make a one-time redistribution of unused Transportation Infrastructure Finance and Innovation (TIFIA) program funds to States and Transportation Management Areas following the eligibility and suballocation requirements for the Surface Transportation Block Grant program. COMPASS is treating these funds as if they are Surface Transportation Block Grant Transportation Management Area (STBG-TMA) funds and under state rules, these funds must be spent in FY2025. This is a one-time increase, and the funding category is not expected to continue in future fiscal years.
- Remove \$150,000 in STBG-TMA funding. The data purchase project was canceled, and funding was turned back.
- Reduce draw from fund balance by a net amount of \$277,000. Less fund balance is needed to balance the budget with the increase in federal funding.

The following revisions to expenses are proposed in Revision 3 of the FY2025 UPWP:

- Increase project development program funding by \$100,000. This will allow additional projects to be funded with the one-time addition of STBG-TMA funds.
- Remove \$150,000 in direct expenses for data purchase. The project was canceled.
- Add \$3000 for government affairs consultant support. To allow COMPASS to proceed with bringing in government affairs support before the end of the fiscal year.

#### **Implication (policy and/or financial):**

Without COMPASS Board of Directors' adoption of Revision 3 of the FY2025 UPWP, the agency cannot make full use of available revenues.

#### **More Information:**

- 1) Attachments
- 2) For detailed information contact: Meg Sonnen, at 208-475-2228 or [msonnen@compassidaho.org](mailto:msonnen@compassidaho.org).

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**

**Recommended Changes for FY2025 - Revision 3**

**Summary**

<b>Revision 2 FY2025 UPWP Revenues</b>		<b>6,151,571</b>	<b>Revision 2 FY2025 UPWP Expenses</b>		<b>6,151,571</b>
1	Increase federal funding	352,108		Increase project development program funding	100,000
2	Local match on additional federal funding	27,892			
3	Remove funding for data purchase; project canceled	(138,990)		Remove data purchase project	(150,000)
4	Remove local match on data purchase; project canceled	(11,010)			
5				Add funds for government affairs consultant support at the state and local level	3,000
6					
7	Reduce draw from fund balance	(277,000)			
<b>Recommended Adjustments to Revenues</b>		<b>(47,000)</b>	<b>Recommended Adjustments to Expenses</b>		<b>(47,000)</b>
<b>Adjusted Revenues - Revision 3</b>		<b>6,104,571</b>	<b>Adjusted Expenses - Revision 3</b>		<b>6,104,571</b>



**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 3 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2025 Rev 2 UPWP	FY2025 Rev 3 UPWP
<b>GENERAL MEMBERSHIP</b>		
Ada County	259,594	259,594
Ada County Highway District	259,594	259,594
Boise County	7,665	7,665
Canyon County	128,633	128,633
Canyon Highway District No. 4	50,240	50,240
City of Boise	110,254	110,254
City of Caldwell	32,371	32,371
City of Eagle	16,556	16,556
City of Garden City	5,899	5,899
City of Greenleaf	362	362
City of Kuna	13,884	13,884
City of Meridian	62,975	62,975
City of Melba	309	309
City of Middleton	5,816	5,816
City of Nampa	52,565	52,565
City of Notus	278	278
City of Parma	979	979
City of Star	8,981	8,981
City of Wilder	776	776
Subtotal	1,017,731	1,017,731
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	10,100	10,100
Capital City Development Corporation	10,100	10,100
Idaho Department of Environmental Quality	10,100	10,100
Idaho Transportation Department	10,100	10,100
Valley Regional Transit	10,100	10,100
West Ada School District	10,100	10,100
Subtotal	60,600	60,600
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2023 K# 22108; Ada County		-
CPG - FY2023 K# 22108; Canyon County		-
CPG - FY2024 K# 22494 Ada County		-
CPG - FY2024 K# 22494 Canyon County		-
CPG - FY2025 K# 22998 Ada County	1,255,426	1,255,426
CPG - FY2025 K# 22998 Canyon County	512,779	512,779
Sub Total CPG Grants	1,768,205	1,768,205
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	658,813
STBG-U - K# 23026/23313 Permanent Automated Counters	7,413	7,413
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	-	-
STP TMA - K# 19571, CIM 2050 (carryover)	-	-
STBG TMA - K# 20271, CIM 2055	543,606	543,606
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	720,974	720,974
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	122,703	122,703
FHWA Spears	276,000	276,000
STBG-TMA K#22394 Big Data Purchase	138,990	
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	111,192	111,192
Subtotal	2,394,371	2,607,489
<b>OTHER REVENUE SOURCES</b>		
Orthophotography - Participant Contributions FY25 Flight	125,000	125,000
Interest Income	60,000	60,000
Subtotal	185,000	185,000
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>5,425,907</b>	<b>5,639,025</b>
Draw From Fund Balance (CIM Implementation Grants)	80,000	80,000
Draw From Fund Balance - CIM 2055 carry forward match	19,961	19,961
Draw From Fund Balance (match on PEL high capacity transit)	57,112	57,112
Draw From Fund Balance match on transportation funding study	1,866	1,866
Draw From Fund Balance (20% match safe streets and roads for all)	91,365	91,365
Draw From Fund Balance - match on carbon reduction strategy	13,212	13,212
Draw From Fund Balance - match waterway pathway plan	8,808	8,808
Draw From Fund Balance - match data purchase	11,010	
Draw from Fund Balance - expense 2nd of 3 years on software	33,317	33,317
Draw From Fund Balance to cover shortfall	409,013	159,905
Subtotal	725,664	465,546
<b>25</b>	<b>6,151,571</b>	<b>6,104,571</b>

EXPENSE	FY2025 Rev 2 UPWP	FY2025 Rev 3 UPWP
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,780,254	1,780,254
Payroll taxes and employee benefits	830,066	830,066
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,632,320	2,632,320
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	310,190	310,190
Subtotal	310,190	310,190
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	-	-
653001, Communication and Education	61,250	61,250
661001, Long-Range Planning	867,093	867,093
661005, Safe Streets and Roads for All	456,825	456,825
661006, High Capacity Transit PEL	778,086	778,086
661008, Bike Counter Management	29,300	29,300
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	100,000	200,000
685003, Grant Research and Development	30,000	30,000
685004, CIM Implementation Grants	80,000	80,000
760001, Government Affairs	44,250	47,250
801001, Staff Development	50,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	300,000	150,000
860001, Geographic Information System Maintenance	191,080	191,080
990001, Direct Operations and Maintenance	212,677	212,677
Subtotal	3,209,061	3,162,061
<b>TOTAL EXPENSE</b>	<b>6,151,571</b>	<b>6,104,571</b>

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	6,151,571	6,104,571
LESS: TOTAL EXPENSES	6,151,571	6,104,571
REVENUE EXCESS/(DEFICIT)	-	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES															MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY25 CPG Ada County K# 22998 (71%) 0% match safety; 7.34% match other	FY25 CPG Canyon County K# 22998 (29%) 0% match safety; 7.34% match other	STP-TMA Off The Top K# 22387 7.34% match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	STBG-TMA Local Waterways Pathway Plans K# 23312; 7.34% Match	STBG-TMA Permanent Automated Counters K#23313 7.34% Match	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	FHWA Spears 20% match	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurances	73	93,979	-	93,979	46,371	18,940	21,770								87,081	6,898			6,898	93,979
620001 Demographics and Growth Monitoring	145	115,778	-	115,778	57,127	23,333	26,820								107,280	8,498			8,498	115,778
653001 Communication and Education	195	146,599	61,250	207,849											-		207,849		207,849	207,849
Long-Range Planning															-					
661001 General Project Management	615	519,239	595,150	1,114,389	258,753	105,688	140,244	291,624		111,192		166,788			1,074,289	85,100	(45,000)		40,100	1,114,389
661,002 Active Transportation - Complete Streets	100	18,339	-	18,339	12,065	4,928									16,993	1,346			1,346	18,339
661,002 Active Transportation - Complete Streets; 0% Match; max. of \$37,000		37,000		37,000	26,270	10,730									37,000	-			-	37,000
661005 Safe and Accessible Transportation (SS4A Action Plan)	89	90,334	456,825	547,159	59,429	24,274							122,703	276,000	482,406	106,306	(41,553)		64,753	547,159
661,006 High-Capacity Transit PEL	201	209,640	778,086	987,726	103,439	42,250	48,563		720,974						915,226	72,500			72,500	987,726
661008 Bike Counter Management	171	94,630	29,300	123,930	46,692	19,071	21,921				7,413				95,097	7,533	21,300		28,833	123,930
Resource Development/Funding															-				-	
685001 Transportation Improvement Program	395	321,950	6,500	328,450	163,131	66,631	74,580								304,342	24,108			24,108	328,450
685002 Project Development Program	29	28,798	200,000	228,798	79,998	32,675	99,331								212,004	16,794			16,794	228,798
685003 Grant Research and Development	186	182,451	30,000	212,451											-		212,451		212,451	212,451
685004 CIM Implementation Grants	16	15,465	80,000	95,465	7,631	3,117	3,582								14,330	1,135	80,000		81,135	95,465
<b>TOTAL PROJECTS</b>	<b>2,215</b>	<b>1,874,202</b>	<b>2,237,111</b>	<b>4,111,313</b>	<b>860,906</b>	<b>351,637</b>	<b>436,811</b>	<b>291,624</b>	<b>720,974</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>122,703</b>	<b>276,000</b>	<b>3,346,048</b>	<b>330,218</b>	<b>435,047</b>	<b>-</b>	<b>765,265</b>	<b>4,111,313</b>
701001 Membership Services	98	100,829	-	100,829	49,750	20,321	23,357								93,428	7,401			7,401	100,829
703001 Public Services	8	7,733	-	7,733											-		7,733		7,733	7,733
705001 Transportation Liaison Services	48	56,546	-	56,546	27,901	11,396	13,099								52,396	4,150			4,150	56,546
760001 Government Affairs	60	102,216	47,250	149,466											-		149,466		149,466	149,466
<b>TOTAL SERVICES</b>	<b>214</b>	<b>267,324</b>	<b>47,250</b>	<b>314,574</b>	<b>77,651</b>	<b>31,717</b>	<b>36,456</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>145,824</b>	<b>11,551</b>	<b>157,199</b>	<b>-</b>	<b>168,750</b>	<b>314,574</b>
801001 Staff Development	119	102,937	50,000	152,937	83,685	34,181	23,845								141,711	11,226			11,226	152,937
820001 Committee Support	258	218,574	2,000	220,574	107,848	44,050	50,633								202,531	16,043	2,000		18,043	220,574
836001 Regional Travel Demand Model	67	68,716	150,000	218,716	33,905	13,849	15,918								63,672	5,044	150,000		155,044	218,716
842001 Congestion Management Process	66	67,690	-	67,690	33,399	13,642	15,680								62,721	4,969			4,969	67,690
860001 Geographic Information System Maintenance	396	343,067	191,080	534,147	58,033	23,703	79,471								161,207	12,770	235,170	125,000	372,940	534,147
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>906</b>	<b>800,984</b>	<b>393,080</b>	<b>1,194,064</b>	<b>316,870</b>	<b>129,425</b>	<b>185,547</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>631,842</b>	<b>50,052</b>	<b>387,170</b>	<b>125,000</b>	<b>562,222</b>	<b>1,194,064</b>
990001 Direct Operations / Maintenance	-	-	212,677	212,677											-		152,677	60,000	212,677	212,677
661001 CIM 2055 Carry forward (unprogrammed dollars)		-	271,943	271,943			251,982								251,982	19,961			19,961	271,943
991001 Support Services Labor	989	-	-	-											-				-	-
999001 Indirect Operations/Maintenance		-	-	-											-				-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>989</b>	<b>-</b>	<b>484,620</b>	<b>484,620</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,982</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,982</b>	<b>19,961</b>	<b>152,677</b>	<b>60,000</b>	<b>232,638</b>	<b>484,620</b>
<b>GRAND TOTAL</b>	<b>4,324</b>	<b>2,942,510</b>	<b>3,162,061</b>	<b>6,104,571</b>	<b>1,255,427</b>	<b>512,779</b>	<b>658,814</b>	<b>543,606</b>	<b>720,974</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>122,703</b>	<b>276,000</b>	<b>4,375,696</b>	<b>411,782</b>	<b>1,132,093</b>	<b>185,000</b>	<b>1,728,875</b>	<b>6,104,571</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 3 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY- FORWARD
653001 Communication and Education	61,250	26,500			700		34,050			
661001 Long Range Planning: CIM 2055	529,243	182,200			2,100		73,000			271,943
661001 LRP CIM 2055: Fiscal Impact Tool Update	12,425	12,425								
661001 LRP: Transportation Funding Study	25,425	25,425								
661001 LRP: Waterways Pathways Study	120,000	120,000								
661001 LRP: Carbon Reduction Strategy	180,000	180,000								
661005 LRP: Regional Safety Action Plan	111,825	111,825								
661005 LRP: Safety - SPEARS	345,000	345,000								
661006 LRP: PEL High Capacity Transit	778,086	764,961					13,125			
661008 Bike Counter Management	29,300		29,300							
685001 Transportation Improvement Program	6,500						6,500			
685002 Project Development Program	200,000	200,000								
685003 Grant Research and Development	30,000	30,000								
685004 CIM Implementation Grants	80,000	80,000								
760001 Government Affairs	47,250	28,000		18,000					1,250	
801001 Staff Development	50,000			50,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	150,000	150,000								
860001 Geographic Information System Maintenance	191,080	125,000	66,080							
990001 Direct Operations / Maintenance										
Website Maintenance	1,440	1,440								
New/replacement hardware and software	10,000		10,000							
Transit network planning software	21,245		21,245							
TIP Software	89,000		89,000							
Benefit cost analysis software, 2nd of 3 years	33,317		33,317							
CUBE	16,125		16,125							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Canyon County Orthophotography Flight Write	15,950					15,950				
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>3,162,061</b>	<b>2,382,776</b>	<b>265,067</b>	<b>69,600</b>	<b>2,800</b>	<b>15,950</b>	<b>126,675</b>	<b>9,000</b>	<b>18,250</b>	<b>271,943</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 3 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

<b>CATEGORY</b>	<b>ACCOUNT CODE</b>	<b>FY2025 Rev 2</b>	<b>FY2025 Rev 3</b>
Professional Services	930	71,700	71,700
Equipment Repair / Maintenance	936	510	510
Publications	943	2,570	2,570
Employee Professional Membership	945	3,600	3,600
Postage	950	920	920
Telephone	951	16,000	16,000
Building Maintenance and Reserve for Major Repairs	955	69,800	69,800
Printing	960	1,540	1,540
Advertising	962	3,090	3,090
Audit	970	22,000	22,000
Insurance	971	26,590	26,590
Legal Services	972	5,000	5,000
General Supplies	980	7,720	7,720
Computer Supplies	982	14,420	14,420
Computer Software / Maintenance	983	36,050	36,050
Vehicle Maintenance	991	8,750	8,750
Utilities	992	13,900	13,900
Local Travel	993	1,030	1,030
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>310,190</b>	<b>310,190</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 3 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	8	2	26	73
620001	Demographics and Growth Monitoring	AM	-	140	5	-	145
653001	Communication and Education	AL	14	15	166	-	195
	Long-Range Planning						
661001	General Project Management	AM	11	530	74	-	615
661002	Active Transportation - Complete Streets	AM	-	100	-	-	100
661005	Safe and Accessible Transportation (SS4A Action Plan)	HM	-	85	4	-	89
661006	High-Capacity Transit PEL	LK	6	168	27	-	201
661008	Bike Counter Management	AM	-	170	1	-	171
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	362	22	-	395
685002	Project Development Program	MC	-	27	2	-	29
685003	Grant Research and Development	MC	6	173	7	-	186
685004	CIM Implementation Grants	MC	-	14	2	-	16
<b>TOTAL PROJECTS</b>			<b>85</b>	<b>1,792</b>	<b>312</b>	<b>26</b>	<b>2,215</b>
701001	Membership Services	MW	3	82	13	-	98
703001	Public Services	MW	-	5	3	-	8
705001	Transportation Liaison Services	MS	15	22	11	-	48
760001	Government Affairs	MS	55	-	5	-	60
<b>TOTAL SERVICES</b>			<b>73</b>	<b>109</b>	<b>32</b>	<b>-</b>	<b>214</b>
801001	Staff Development	ML	10	75	22	12	119
820001	Committee Support	AL	10	80	168	-	258
836001	Regional Travel Demand Model	MW	-	67	-	-	67
842001	Congestion Management Process	MW	-	65	1	-	66
860001	Geographic Information System Maintenance	EA	-	396	-	-	396
860002	GIS - Orthophotography processing for sales	EA	-	-	-	-	-
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>20</b>	<b>683</b>	<b>191</b>	<b>12</b>	<b>906</b>
<b>TOTAL DIRECT</b>			<b>178</b>	<b>2,584</b>	<b>535</b>	<b>38</b>	<b>3,335</b>
991001	Support Services Labor	ML	282	130	155	422	989
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>282</b>	<b>130</b>	<b>155</b>	<b>422</b>	<b>989</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,714</b>	<b>690</b>	<b>460</b>	<b>4,324</b>

<b>PROGRAM NO.</b>	<b>601</b>				<b>CLASSIFICATION:</b>	<b>Project</b>																																									
<b>TITLE:</b>	<b>UPWP Budget Development and Monitoring</b>																																														
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2025 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2026 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.																																														
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.																																														
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.																																														
<b>FY2025 BENCHMARKS</b>																																															
<b>MILESTONES / PRODUCTS</b>																																															
<table border="1"> <tr> <td> <b>FY2025 UPWP</b>  Process and track revenues and expenditures for the FY2025 UPWP and related transportation grants  Process required state and local agreements and other required paperwork for transportation grants   <b>Process and obtain Board approval of FY2025 UPWP revisions</b>  Distribute revisions of the FY2025 UPWP to the Idaho Transportation Department for tracking purposes  Distribute revisions of the FY2025 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval   <b>FY2026 UPWP Development</b>  Develop process and schedule for the FY2026 UPWP  Solicit membership input on possible transportation planning projects and associated needs for FY2026  Submit initial revenue assessment for FY2026 to the Finance Committee for input  Obtain Board approval on FY2026 General and Special membership dues   <b>Present FY2026 UPWP</b>  Present draft FY2026 UPWP to Finance Committee for input and feedback  Present draft FY2026 UPWP to Finance Committee for recommendation  Submit FY2026 UPWP to Board for adoption  Submit and obtain approval from Federal Highway Administration of FY2026 UPWP  Distribute FY2026 UPWP to the Idaho Transportation Department and Federal Transit Administration   <b>Track Federal requirements as related to Self-Certification</b>  Compliance with federal requirements   <b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b>  Monitor federal changes through the Federal Register </td> <td> Ongoing As Needed  As Needed  Nov Jan-Feb Mar Apr  Jun Jul Aug Aug Aug  Ongoing  Ongoing </td> </tr> </table>								<b>FY2025 UPWP</b> Process and track revenues and expenditures for the FY2025 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants  <b>Process and obtain Board approval of FY2025 UPWP revisions</b> Distribute revisions of the FY2025 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2025 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval  <b>FY2026 UPWP Development</b> Develop process and schedule for the FY2026 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2026 Submit initial revenue assessment for FY2026 to the Finance Committee for input Obtain Board approval on FY2026 General and Special membership dues  <b>Present FY2026 UPWP</b> Present draft FY2026 UPWP to Finance Committee for input and feedback Present draft FY2026 UPWP to Finance Committee for recommendation Submit FY2026 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2026 UPWP Distribute FY2026 UPWP to the Idaho Transportation Department and Federal Transit Administration  <b>Track Federal requirements as related to Self-Certification</b> Compliance with federal requirements  <b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b> Monitor federal changes through the Federal Register	Ongoing As Needed  As Needed  Nov Jan-Feb Mar Apr  Jun Jul Aug Aug Aug  Ongoing  Ongoing																																						
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LEAD STAFF: Meg Larsen						<b>Expense Summary</b> Total Workdays: 73 Salary \$ 57,561 Fringe 26,511 Overhead 9,907 Total Labor Cost: 93,979																																									
END PRODUCTS: FY2025 UPWP revisions; FY2026 UPWP; and maximize funding opportunities.																																															
ESTIMATED DATE OF COMPLETION: September-2025																																															
<table border="1"> <tr> <th colspan="4">Funding Sources</th> <th colspan="2">Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> <th>Member Agencies</th> </tr> <tr> <td>CPG, K22494</td> <td>\$ -</td> <td>\$ -</td> <td></td> <td>\$ -</td> <td>Federal Highway Administration</td> </tr> <tr> <td>CPG, K22998</td> <td>46,371</td> <td>18,940</td> <td></td> <td>65,311</td> <td>Federal Transit Administration</td> </tr> <tr> <td>STP-TMA, 22387</td> <td></td> <td></td> <td>21,770</td> <td>21,770</td> <td></td> </tr> <tr> <td>Local / Fund Bal</td> <td>3,672</td> <td>1,499</td> <td>1,724</td> <td>6,895</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 50,043</b></td> <td><b>\$ 20,439</b></td> <td><b>\$ 23,494</b></td> <td><b>93,979</b></td> <td></td> </tr> </table>								Funding Sources				Participating Agencies			Ada	Canyon	Special	Total	Member Agencies	CPG, K22494	\$ -	\$ -		\$ -	Federal Highway Administration	CPG, K22998	46,371	18,940		65,311	Federal Transit Administration	STP-TMA, 22387			21,770	21,770		Local / Fund Bal	3,672	1,499	1,724	6,895		<b>Total:</b>	<b>\$ 50,043</b>	<b>\$ 20,439</b>	<b>\$ 23,494</b>
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<b>DIRECT EXPENDITURES:</b> Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - <b>601 Total Cost: \$ 93,979</b>																																															

T:\FY25\900 Operations\Finance\Packets\August 2025\[V C 4 Rev 3 FY2025 - Program Worksheets.xlsx]760

PROGRAM NO.	620	CLASSIFICATION: Project			
TITLE:		Demographics and Growth Monitoring			
TASK / PROJECT DESCRIPTION:		To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.			
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .			
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."			
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>Population and Employment Estimates</u> Data collection and geocoding of building permits Complete 2024 employment data Complete 2024 Development Monitoring Report Complete 2025 population estimates and receive Board acceptance					Ongoing Mar Mar Apr
<u>Development Forecasting, Tracking, and Reconciliation</u> Update preliminary plat files and other entitled development					Ongoing
<u>Demographics Support</u> Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report					Ongoing Ongoing Ongoing Mar
LEAD STAFF: Austin Miller				Expense Summary	
END PRODUCT: Demographic products: 1) 2025 population estimates; 2) 2025 employment estimates; 3) 2024 Development Monitoring Report updated; 4) annual demographic reconciliation; and 5) development checklist report				Total Workdays: 145	
				Salary \$ 70,913	
				Fringe 32,660	
				Overhead 12,205	
				Total Labor Cost: 115,778	
ESTIMATED DATE OF COMPLETION: September-2025				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22494	\$ -	\$ -		\$ -	Housing authorities and other housing stakeholders
CPG, K22998	57,127	23,333		80,460	
STP-TMA, 22387			26,820	26,820	
Local / Fund Bal	4,525	1,848	2,125	8,498	
Total:	\$ 61,652	\$ 25,181	\$ 28,945	115,778	
					Professional Services
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
620		Total Cost: \$ 115,778			

PROGRAM NO.		653		CLASSIFICATION:		Project	
TITLE:		Communication and Education					
TASK / PROJECT DESCRIPTION:		The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [ <i>Communities in Motion</i> ]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
<u>General</u> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff							Ongoing Ongoing Ongoing Ongoing
<u>Develop tools, such as electronic and print materials, designed for most effective means of communication</u> Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2025 annual report, annual budget summary, and annual communication summary Write and distribute the monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate Continue to produce the "In Motion" COMPASS podcast, with a minimum of one episode every other month							Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
<u>Education and community outreach</u> Develop and implement the FY2025 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support the Leadership in Motion awards program Plan and host the annual "COMPASS 101" workshop Present information about COMPASS and our programs to stakeholders and community groups as requested Continue to lead an interagency regional safety education campaign							Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Ongoing Ongoing
LEAD STAFF: Amy Luft						Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.							
Total Workdays: 195							
Salary \$ 89,790 Fringe 41,355 Overhead 15,454 Total Labor Cost: 146,599							
ESTIMATED DATE OF COMPLETION: September-2025						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 26,500	
CPG, K22494 CPG, K22998	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
				\$ -		Equipment Purchases	
Local / Fund Bal			207,849	207,849		Travel / Education	
				-		Printing 700	
	\$ -	\$ -	\$ 207,849	\$ 207,849		Public Involvement 34,050	
						Meeting Support	
						Other	
Total Direct Cost: \$ 61,250							
653						Total Cost: 207,849	



PROGRAM NO.	661	CLASSIFICATION:	Project			
TITLE:		Long Range Planning				
TASK / PROJECT DESCRIPTION:		This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.				
FY2025 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>General Project Management</u> Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study		Ongoing Oct-Mar May-June				
<u>Land Use</u> Review comprehensive plans		Ongoing Ongoing				
<u>Active Transportation (bicycle and pedestrian)</u> Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process		FY24-FY25				
<u>Freight</u> Update freight study Develop freight rail analysis		FY24-FY25				
<u>Public Transportation</u> Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan		FY24-FY25				
<u>Roadways</u> Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy		FY24-FY25				
<u>Safety</u> Develop regional safety action plan		FY24-FY25				
<u>Equity</u> Analysis of transportation underfunding Update disadvantaged groups needs analysis		FY24-FY25				
<u>Environment, Natural Resources, and Resiliency</u> Update environmental mitigation strategies Develop resiliency improvement plan		FY24-FY25				
<u>Economic Activity</u> Update travel and tourism		FY24-FY25				
<u>Emerging technology and security</u> Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study		FY24-FY25				
<u>Performance Management</u> Update asset management information as needed Update federally required performance targets as needed		Mar Ongoing				
<u>Public Involvement</u> Conduct public involvement according to the work plan		Ongoing				
<u>Bike Counter Management</u> Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data		Ongoing Ongoing Ongoing				
LEAD STAFF: Austin Miller		Expense Summary				
END PRODUCT: Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.		Total Workdays: 1,176				
		Salary \$ 593,612				
		Fringe 273,400				
		Overhead 102,168				
		Total Labor Cost: 969,180				
ESTIMATED DATE OF COMPLETION: September-2025		DIRECT EXPENDITURES:				
Funding Sources		Participating Agencies				
CPG, K22494 CPG, K22998 CPG, K22998 NO MATCH STP-TMA, 22387 STBG-TMA, K22395 STBG-TMA, K19571 STBG-TMA, K20271 STBG-TMA, K23312 STBG-TMA, K13046 STBG-TMA, K23313 CRP-TMA, K24233 FHWA Local / Fund Bal Total:	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ 1,741,836
	-	-	-	-	ITD	Legal / Lobbying
	480,377	196,211	-	676,588	FHWA	Equipment Purchases 29,300
	26,270	10,730	-	37,000	FTA	Travel / Education
	-	-	210,727	210,727	Printing 2,100	
	-	-	-	-	Public Involvement 86,125	
	-	-	-	-	Carry-Forward	
	-	-	291,624	291,624		
	-	-	111,192	111,192		
	-	-	720,974	720,974		
	-	-	7,413	7,413		
	-	-	166,788	166,788		
	-	-	398,703	398,703		
	38,053	15,543	153,935	207,531		
	544,700	222,484	2,061,356	2,828,541		
	Total Direct Cost: \$ 1,859,361					
	661	Total Cost: 2,828,541				

PROGRAM NO.		685		CLASSIFICATION:		Project	
TITLE:		Resource Development/Funding					
TASK / PROJECT DESCRIPTION:		Develop a FY2026-2032 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies to fund transportation projects. Process amendments and provide project tracking and monitoring for the FY2025-2031 TIP. With consultant assistance, COMPASS staff will assist member agencies in transforming project ideas into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development, and grant administration are expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		The task is designed to help identify additional revenue sources for member agencies, assist in funding improvements and maintenance of the transportation system, and assist member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is also scrutinized in the federal Certification Review.					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program						Oct-Sept	
Update funding application process							
Conduct member outreach							
Solicit project applications							
Assist members with developing complete applications							
Facilitate ranking of project applications							
Assign projects to funding programs through a prioritization process							
Develop the final FY2026-2032 Regional Transportation Improvement Program							
Incorporate reporting methods for federal performance targets, prior to deadlines							
Monitor, track, and process changes to the FY2025-2031 Regional Transportation Improvement Program							
Balance federal-aid programs managed by COMPASS, as changes occur							
Provide assistance to member agencies with federal-aid funding concerns							
Provide funding and programming assistance to Valley Regional Transit (VRT)							
Update the Resource Development Plan							
685002 Project Development Program						Oct-Sept	
Award projects through a prioritization process							
Select, contract with, and manage consultants							
Manage project development teams							
Review/revise, approve, and disseminate reports							
685003 Grant Research and Development						Oct-Sept	
Seek funding for project needs listed in the Resource Development Plan							
Monitor grant sources; share grant information							
Match grant sources with unfunded members needs							
Write/assist member agencies with grant applications, such as INFRA, RAISE, CDBG, etc.							
685004 CIM Implementation Grants						Oct-Sept	
Award projects through a prioritization process							
Administer contracting/reporting/billing processes							
Manage projects to ensure completion on time and on budget							
LEAD STAFF: Toni Tisdale						Expense Summary	
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.						Total Workdays: 626	
						Salary \$ 336,050	
						Fringe 154,775	
						Overhead 57,838	
						Total Labor Cost: 548,664	
ESTIMATED DATE OF COMPLETION: September-2025						DIRECT EXPENDITURES:	
Funding Sources					Participating Agencies		Professional Services \$ 310,000
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
CPG, K22494	\$ -	-		\$ -		Equipment Purchases	
CPG, K22998	250,760	102,423		353,183		Travel / Education	
STP-TMA, 22387			177,493	177,493		Printing	
				-		Public Involvement 6,500	
				-		Meeting Support	
Local / Fund Bal	19,864	8,113	306,511	334,488		Other	
				-			
Total:	\$ 270,624	\$ 110,536	\$ 484,004	\$ 865,165		Total Direct Cost: \$ 316,500	
					685	Total Cost: \$ 865,165	

PROGRAM NO.		701		CLASSIFICATION:		Service	
TITLE:		General Membership Services					
TASK / PROJECT DESCRIPTION:		Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
<p><b>Provide general assistance to member agencies as requested in the areas of:</b></p> <p>Specific assistance determined per member agency requests, may include:</p> <p>Geographic Information Systems (GIS) (maps, data, and analyses)</p> <p>Data and travel demand modeling</p> <p>Demographic, development, and related information</p> <p>Traffic counts and related information</p> <p>Travel time data and analysis</p> <p>Other requests as budget allows</p> <p><b>Specifically requested assistance:</b></p> <p><i>FY2025 Member Requests; as ranked by RTAC</i></p> <p><i>State Highway 69 Extension, UP Crossings, and Connectivity Study (20 days) *</i></p> <p><i>North Canyon / Ada Connectivity Study (20 days) *</i></p> <p><i>Construction Coordination and GIS Database Phase 1 for Concurrency (15 days) **</i></p> <p><i>*These studies need direct dollar commitments from member agency(ies) once scope is developed</i></p> <p><i>**Phase 1 will clearly identify the need, stakeholders (transportation, utilities, and others), commitment from them all of to participate, identify roles/responsibilities, outline deliverables, and estimate ongoing support/effort</i></p>							Ongoing
							As Needed
							As Needed
LEAD STAFF: Mary Ann Waldinger							Expense Summary
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.							
ESTIMATED DATE OF COMPLETION: September-2025							DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K22494					ITD		
CPG, K22998	49,750	20,321		70,071	ACHD		
STP-TMA, 22387			23,357	23,357	Canyon County		
					Ada County		
Local / Fund Bal	3,940	1,610	1,850	7,400	Highway District 4		
				-	Cities of Middleton, Caldwell, Star, Eagle and Kuna		
Total:	\$ 53,690	\$ 21,931	\$ 25,207	\$ 100,829			
							Total Direct Cost: \$ -
701		Total Cost: \$ 100,829					

PROGRAM NO.	703	CLASSIFICATION:	Service		
TITLE:	Public Services				
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).				
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information			Ongoing		
LEAD STAFF:		Mary Ann Waldinger			
END PRODUCT:		Information assistance to the general public.			
ESTIMATED DATE OF COMPLETION:		September-2025			
Funding Sources		Participating Agencies			
CPG, K22998	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Local / Fund Bal	-	-	7,733	\$ 7,733	
Total:	\$ -	\$ -	\$ 7,733	\$ 7,733	
Expense Summary					
Total Workdays:					8
Salary					\$ 4,736
Fringe					2,181
Overhead					815
Total Labor Cost:					7,733
DIRECT EXPENDITURES:					\$ -
Professional Services					
Legal / Lobbying					
Equipment Purchases					
Travel / Education					
Printing					
Public Involvement					
Meeting Support					
Other					
Total Direct Cost:					\$ -
703	Total Cost:				\$ 7,733

PROGRAM NO.		705		CLASSIFICATION:		Service	
TITLE:		Transportation Liaison Services					
TASK / PROJECT DESCRIPTION:		To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing
LEAD STAFF: Matt Stoll							
END PRODUCT: Ongoing staff liaison role to member agencies.							Expense Summary
							Total Workdays: 48
							Salary \$ 34,634
							Fringe 15,951
							Overhead 5,961
							Total Labor Cost: 56,546
ESTIMATED DATE OF COMPLETION: September-2025							DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -	
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
CPG, K22494				\$ -		Equipment Purchases	
CPG, K22998	27,901	11,396	13,099	\$ 39,297		Travel / Education	
STP-TMA, 22387				13,099		Printing	
Local / Fund Bal	2,210	903	1,038	4,151		Public Involvement	
	-			-		Meeting Support	
Total:	\$ 30,111	\$ 12,299	\$ 14,137	\$ 56,546		Other	
							Total Direct Cost: \$ -
							705 Total Cost: \$ 56,546

PROGRAM NO.		760		CLASSIFICATION:		Service	
TITLE:		Government Affairs					
TASK / PROJECT DESCRIPTION:		Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
<u>Federal Legislative Priorities</u> Obtain COMPASS Board approval of 2025 federal legislative priorities Educate and advocate on 2025 federal legislative priorities Work with COMPASS Executive Committee to identify 2026 federal priorities and positions Obtain COMPASS Board approval of 2026 federal legislative priorities						Oct Oct-Aug Apl-Jul Aug	
<u>State Legislative Priorities</u> Educate and advocate on FY2025 legislative priorities Plan and initiate a road useage charge education program Work with Executive Committee to identify possible priorities and position statements for FY2026 legislative session Obtain Board endorsement of FY2026 legislative priorities						Oct-Aug Oct-Sep Apl-Aug Aug	
LEAD STAFF: Matt Stoll						Expense Summary	
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.						Total Workdays: 60	
						Salary \$ 62,606	
						Fringe 28,835	
						Overhead 10,775	
						Total Labor Cost: 102,216	
ESTIMATED DATE OF COMPLETION: September-2025						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services 28,000	
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying \$ 1,250	
				\$ -		Equipment Purchases	
						Travel / Education 18,000	
						Printing	
						Public Involvement	
						Meeting Support	
Local / Fund Bal			149,466	\$ 149,466		Other	
Total:	\$ -	\$ -	\$ 149,466	\$ 149,466		Total Direct Cost: \$ 47,250	
						760	Total Cost: 149,466

PROGRAM NO.		801		CLASSIFICATION:		System Maintenance	
TITLE:		Staff Development					
TASK / PROJECT DESCRIPTION:		To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations,the Transportation Research Board, etc., to keep staff well informed.					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
Staff training and development						Ongoing	
LEAD STAFF: Meg Larsen							
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.						Expense Summary	
						Total Workdays: 119	
						Salary	\$ 63,048
						Fringe	29,038
						Overhead	10,851
						Total Labor Cost: 102,937	
ESTIMATED DATE OF COMPLETION: September-2025						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -	
CPG, K22494	Ada	Canyon	Special	Total	Federal Highway Administration	Legal / Lobbying	
CPG, K22998	83,685	34,181		\$ -	Federal Transit Administration	Equipment Purchases	
STP-TMA, 22387			23,845	117,866		Travel / Education 50,000	
				23,845		Printing	
Local / Fund Bal	6,628	2,709	1,889	11,226		Public Involvement	
				-		Meeting Support	
						Other	
Total:	\$ 90,313	\$ 36,890	\$ 25,734	\$ 152,937		Total Direct Cost: \$ 50,000	
					801	Total Cost: \$ 152,937	

PROGRAM NO.		820		CLASSIFICATION:		System Maintenance	
TITLE:		Committee Support					
TASK / PROJECT DESCRIPTION:		To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof."					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.							Ongoing
LEAD STAFF: Amy Luft						Expense Summary	
END PRODUCT: Ongoing support of committees to promote involvement and communication.						Total Workdays: 258	
						Salary \$ 133,874	
						Fringe 61,659	
						Overhead 23,041	
						Total Labor Cost: 218,574	
ESTIMATED DATE OF COMPLETION:				September-2025		DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -	
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
CPG, K22494				\$ -		Equipment Purchases	
CPG, K22998	107,848	44,050		\$ 151,898		Travel / Education	
STP-TMA, 22387			50,633	\$ 50,633		Printing	
						Public Involvement	
Local / Fund Bal	8,543	3,489	6,011	18,043		Meeting Support 2,000	
				-		Other	
Total:	\$ 116,391	\$ 47,539	\$ 56,644	\$ 220,574		Total Direct Cost: \$ 2,000	
					820	Total Cost: 220,574	



PROGRAM NO.		836		CLASSIFICATION:		System Maintenance						
TITLE:		Technical Support: Regional Travel Demand Model										
TASK / PROJECT DESCRIPTION:		Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.										
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.										
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f)"The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."										
FY2025 BENCHMARKS												
MILESTONES / PRODUCTS												
Key Elements												
Maintain and update traffic count database								Ongoing				
Maintain the structure and integrity of the regional travel demand model for use in the Transportation Economic Development Impact System (TREDIS)								Ongoing				
Provide travel demand modeling assistance to support member agency needs and special projects								Ongoing				
Provide technical and modeling support as needed for regional long range transportation plan								Ongoing				
Work with and use ITD's required protocols to update of the Federal Aid Functional Classification Systems after adjusted urban area boundaries are approved by IT Board and FHWA - Boise Division		Oct-Aug										
Special Tasks and Model Improvements												
Provide technical analysis on member agency requests vetted through RTAC								Ongoing				
Provide modeling and technical assistance to ITD's corridor and environmental studies								Ongoing				
Provide technical analysis on unanticipated member agency requests								Ongoing				
Maintain the data foundation system and continue to incorporate into other data sources								Ongoing				
LEAD STAFF:		Mary Ann Waldinger				Expense Summary						
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.						Total Workdays: 67						
						Salary	\$ 42,088					
						Fringe	19,384					
						Overhead	7,244					
						Total Labor Cost:	68,716					
ESTIMATED DATE OF COMPLETION:		September-2025				DIRECT EXPENDITURES:						
Funding Sources		Participating Agencies				Professional Services	\$ 150,000					
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying						
CPG, K22494				\$ -	Member Agencies	Equipment Purchases						
CPG, K22998	33,905	13,849		47,754	Federal Highways Administration	Travel / Education						
STP-TMA, 22387			15,918	15,918	Idaho Transportation Department	Printing						
					Valley Regional Transit	Public Involvement						
Local / Fund Bal	2,686	1,097	151,261	155,044	Department of Environmental Quality	Meeting Support						
						Other						
Total:	\$ 36,591	\$ 14,946	\$ 167,179	\$ 218,716		Total Direct Cost:	\$ 150,000					
						836	Total Cost: \$ 218,716					

PROGRAM NO.	842	CLASSIFICATION:	System Maintenance		
TITLE:	Congestion Management Process				
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."				
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
Congestion Management and Travel Time Data					
Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2024			June-Sept		
Maintain the Congestion Management Process Technical Document			Ongoing		
Publish congestion management annual report to digital format (web map/story map)			June-Sept		
Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies			Ongoing		
NPMRDS Travel Time Data and Process					
Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets			Ongoing		
Transportation System Management and Ops (TSMO) and ITS Plan Update					
Maintain the regional ITS inventory and TSMO/ITS projects list			Ongoing		
Refine the integration of management and operation strategies and TSMO projects into the long range plan			Ongoing		
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), current year travel time data collection and analysis, and an updated TSMO/ITS projects list and inventory.			Expense Summary		
			Total Workdays: 66		
			Salary \$ 41,459		
			Fringe 19,095		
			Overhead 7,136		
			Total Labor Cost: 67,690		
ESTIMATED DATE OF COMPLETION: September-2025			DIRECT EXPENDITURES:		
Funding Sources			Professional Services		
Participating Agencies			Legal / Lobbying		
CPG, K22998 STP-TMA, 22387	Ada	Canyon	Special	Total	Equipment Purchases
	\$ 33,399	\$ 13,642		\$ 47,041	Travel / Education
	-	-	15,680	15,680	Printing
				-	Public Involvement
				-	Meeting Support
Local / Fund Bal	2,646	1,081	1,242	4,968	Other
				-	
Total:	\$ 36,045	\$ 14,723	\$ 16,922	\$ 67,690	Total Direct Cost: \$ -
					842 Total Cost: \$ 67,690

PROGRAM NO.		860		CLASSIFICATION:		System Maintenance	
TITLE:		Geographical Information System Maintenance (GIS)					
TASK / PROJECT DESCRIPTION:		Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:		Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide GIS Data Maintenance and Support for COMPASS Projects Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS							Ongoing
GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings							Quarterly/as needed
Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data							Quarterly/as needed
Regional Data Center Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets							Ongoing
Transportation Improvement Program Provide ongoing support							Ongoing
2024 Orthophotography Project Finalize 2024 orthophotography acquisition Distribute final data products to participants							December
2025 Orthophotography Project Conduct 2025 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding							March - October
LEAD STAFF: Eric Adolfson						Expense Summary	
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.						Total Workdays: 396	
						Salary \$ 210,125	
						Fringe 96,777	
						Overhead 36,165	
						Total Labor Cost: 343,067	
ESTIMATED DATE OF COMPLETION: September-2025						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 125,000	
				All Member Agencies		Legal / Lobbying	
CPG, K22998 STP-TMA, 22387						Equipment Purchases 66,080	
						Travel / Education	
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
						Carry-Forward	
						Total Direct Cost: \$ 191,080	
Total:						860 Total Cost: 534,147	

PROGRAM NO.	990	CLASSIFICATION:		Indirect / Overhead	
TITLE:		Direct Operations & Maintenance			
TASK / PROJECT DESCRIPTION:		To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.			
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.			
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.			
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS				Ongoing	
Provide local dollars for expenditures not federally funded. Planned FY2025 equipment and software expenditures Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software					
LEAD STAFF: Meg Larsen				Expense Summary	
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2025				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
Ada Canyon Special Total				Member Agencies	
CPG, K22108					
CPG, K22494					
CIM2055 KN20271	Carry forward only		251,982	\$ 251,982	
Other				-	
Local / Fund Bal			232,638	232,638	
Total:	\$ -	\$ -	\$ 484,620	\$ 484,620	
				Professional Services 1,440	
				Legal / Lobbying \$ 17,000	
				Equipment Purchases 169,687	
				Travel / Education 1,600	
				Printing	
				Public Involvement	
				Meeting Support 7,000	
				Other 15,950	
				CIM 2055 carry forward \$ 484,620	
				Total Direct Cost: \$ 484,620	
				990 Total Cost: \$ 484,620	

PROGRAM NO.		991		CLASSIFICATION:		Indirect / Overhead	
TITLE:		Support Services Labor					
TASK / PROJECT DESCRIPTION:		To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>					
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
<p><b>General Administration</b></p> <p>Review standing agreements  Conduct appropriate procurement processes and prepare contracts, as needed  Update COMPASS operational policies as needed  Monitor general workplace and personnel needs  Provide administrative assistance for agency needs</p> <p><b>Personnel Management</b></p> <p>Prepare and complete recruitment processes  Conduct employee annual evaluations  Renew insurance policies  Pursue FY2025 benefit options</p> <p><b>Financial Management</b></p> <p>Close FY2024 financial records and begin FY2025  Provide annual audit support and complete financial reports  Complete COMPASS annual Audit Report  Prepare and distribute year-end payroll reports  Complete budget variance information and report to the Finance Committee quarterly  Maintain inventory of furniture, equipment, hardware and software</p> <p><b>Information Technology</b></p> <p>Manage Information Technology consultant and coordinate work efforts  Prioritize needs, analyze costs, make recommendations and implement system improvements  Coordinate with staff to configure equipment and software to meet the needs of each position  Maintain security and integrity of IT systems, and perform appropriate back ups  Coordinate systems with member agencies</p>							
<p>LEAD STAFF: Meg Larsen</p> <p>END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.</p>							
ESTIMATED DATE OF COMPLETION: September-2025							
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -	Idaho Transportation Department		
				-			
				-			
Total:	\$ -	\$ -		\$ -			
Expense Summary							
Total Workdays: 989							
Salary \$ -							
Fringe -							
Overhead -							
Total Labor Cost: \$ -							
DIRECT EXPENDITURES:							
Professional Services \$ -							
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
Total Direct Cost: \$ -							
991 Total Cost: \$ -							

## FINANCE COMMITTEE AGENDA ITEM V-D

Date: August 14, 2025

### **Topic: Draft FY2026 Unified Planning Work Program and Budget (UPWP)**

#### **Request/Recommendation:**

COMPASS staff seeks a recommendation of the updated FY2026 UPWP for COMPASS Board of Directors' approval.

#### **Background/Summary:**

The FY2026 Unified Planning Work Program and Budget (UPWP) was presented to the Finance Committee at its July 10, 2025, meeting for recommendation. Finance Committee recommended approval of the FY2026 UPWP as presented at the July 10, 2025, meeting.

Staff propose one change to the previously recommended FY2026 UPWP. Direct expense for Government Affairs has been increased from \$10,000 to \$100,000. These additional funds will allow for a more robust effort at the state level, as well as advocacy and outreach at the federal level.

To fund these additional expenditures, the draw from fund balance has been increased by \$90,000.

The complete updated draft of FY2026 UPWP is included in the packet and includes the following items:

**Revenue and Expense Summary** – A one-page summary of all revenue estimates and related expenses.

**Direct Expense Summary** – A one-page spreadsheet showing direct expenses budgeted for each work program.

**Indirect Operations and Maintenance Expense Summary** – A one-page spreadsheet showing indirect expenses budgeted for each category.

**Workday Allocation** – A one-page spreadsheet showing the distribution of staff workdays to each program.

**Program Worksheets** – A one-page worksheet for each program describing the purpose of the program, the planned tasks in that program for the year, and the expenses and funding sources for that program.

**Implication (policy and/or financial):**

Federal approval of the UPWP by October 1, 2025, is required to begin work in FY2026.

**More Information:**

- 1) Attachments
- 2) For detailed information contact: Meg Sonnen at 208-475-2228 or [msonnen@compassidaho.org](mailto:msonnen@compassidaho.org)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2026 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2025 Rev 2 UPWP	FY2026 UPWP
<b>GENERAL MEMBERSHIP</b>		
Ada County	259,594	266,101
Ada County Highway District	259,594	266,101
Boise County	7,665	10,738
Canyon County	128,633	133,580
Canyon Highway District No. 4	50,240	53,163
City of Boise	110,254	111,792
City of Caldwell	32,371	34,219
City of Eagle	16,556	17,160
City of Garden City	5,899	6,054
City of Greenleaf	362	362
City of Kuna	13,884	14,881
City of Meridian	62,975	64,963
City of Melba	309	309
City of Middleton	5,816	6,159
City of Nampa	52,565	54,329
City of Notus	278	278
City of Parma	979	988
City of Star	8,981	9,863
City of Wilder	776	780
Subtotal	1,017,731	1,051,820
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	10,100	10,500
Capital City Development Corporation	10,100	10,500
Idaho Department of Environmental Quality	10,100	10,500
Idaho Transportation Department	10,100	10,500
Valley Regional Transit	10,100	10,500
West Ada School District	10,100	10,500
Subtotal	60,600	63,000
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2025 K# 22998 Ada County	1,255,426	
CPG - FY2025 K# 22998 Canyon County	512,779	
CPG - FY2026 K# 23401 Ada County		1,274,450
CPG - FY2026 K# 23401 Canyon County		520,550
Sub Total CPG Grants	1,768,205	1,795,000
STBG-TMA & STBG-U - K# 22800; FY2025 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026/23313 Permanent Automated Counters	7,413	-
STBG TMA - K# 20271, CIM 2055	543,606	361,397
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	720,974	338,538
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	-
FHWA Regional Safety Action Plan	122,703	-
FHWA Spears	276,000	276,000
STBG-TMA K#22394 Big Data Purchase	138,990	-
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	111,192	77,834
Subtotal	2,394,371	1,360,474
<b>OTHER REVENUE SOURCES</b>		
Orthophotography - Participant Contributions FY25 Flight	125,000	125,000
Interest Income	60,000	60,000
Subtotal	185,000	185,000
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>5,425,907</b>	<b>4,455,294</b>
Draw From Fund Balance (CIM Implementation Grants)	80,000	100,000
Draw From Fund Balance - CIM 2055 carry forward match	19,961	21,104
Draw From Fund Balance (match on PEL high capacity transit)	57,112	26,817
Draw From Fund Balance match on transportation funding study	1,866	-
Draw From Fund Balance (20% match safe streets and roads for all)	91,365	-
Draw From Fund Balance - 20% match on SS4A SPEARS		69,000
Draw From Fund Balance - match on carbon reduction strategy	13,212	-
Draw From Fund Balance - match waterway pathway plan	8,808	6,166
Draw From Fund Balance - match data purchase	11,010	-
Draw from Fund Balance - amortize expense annually	33,317	33,317
Draw From Fund Balance to cover shortfall	409,013	385,037
Subtotal	725,664	641,441
<b>48</b>	<b>6,151,571</b>	<b>5,096,735</b>

EXPENSE	FY2025 Rev 2 UPWP	FY2026 UPWP
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,780,254	1,831,054
Payroll taxes and employee benefits	830,066	847,315
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,632,320	2,700,369
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	310,190	316,500
Subtotal	310,190	316,500
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
653001, Communication and Education	61,250	48,100
661001, Long-Range Planning	867,093	474,025
661005, Safe Streets and Roads for All	456,825	345,000
661006, High Capacity Transit PEL	778,086	365,355
661008, Bike Counter Management	29,300	21,300
685001, Transportation Improvement Program	6,500	5,000
685002, Project Development Program	100,000	150,000
685003, Grant Research and Development	30,000	30,000
685004, CIM Implementation Grants	80,000	100,000
760001, Government Affairs	44,250	119,250
801001, Staff Development	50,000	45,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	300,000	60,000
860001, Geographic Information System Maintenance	191,080	175,500
990001, Direct Operations and Maintenance	212,677	139,336
Subtotal	3,209,061	2,079,866
<b>TOTAL EXPENSE</b>	<b>6,151,571</b>	<b>5,096,735</b>

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	6,151,571	5,096,735
LESS: TOTAL EXPENSES	6,151,571	5,096,735
REVENUE EXCESS/(DEFICIT)	-	-



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE																		
WORK PROGRAM NUMBER		EXPENSES											MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
		Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY26 CPG Ada County K#23401 (71%) 0% match AT ; 7.34% match other	FY26 CPG Canyon County K# 23401 (29%) 0% match AT 7.34% match other	STP-TMA  Off The Top K# 22800 7.34% match	STBG-TMA  CIM 2055 K# 20271; 7.34% match	STBG-TMA  PEL, High Capacity Transit KN13046	STBG-TMA Local Waterways Pathway Plans K# 23312; 7.34% Match	FHWA SS4A SPEARS 20% match	Total  Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001	UPWP/Budget Development and Federal Assurances	76	85,280	-	85,280	42,078	17,187	19,755					79,020	6,260			6,260	85,280
601002	Certification Review	28	31,804	-	31,804	20,923	8,546						29,469	2,335			2,335	31,804
620001	Demographics and Growth Monitoring	109	88,243	-	88,243	58,054	23,712						81,766	6,477			6,477	88,243
653001	Communication and Education (Local only) Long-Range Planning	291	228,809	48,100	276,909								-		276,909		276,909	276,909
661001	General Project Management	626	512,826	474,025	986,851	84,345	34,451	118,796	361,397		77,834		676,823	53,614	256,414		310,028	986,851
661002	Active Transportation	90	52,953	-	52,953	24,850	10,150	16,635					51,635	1,318			1,318	52,953
661005	Safe and Accessible Transportation	40	40,978	345,000	385,978	20,219	8,259	9,493				276,000	313,971	72,007			72,007	385,978
661006	High-Capacity Transit PEL	101	105,998	365,355	471,353	52,301	21,362	24,554		338,538			436,755	34,598			34,598	471,353
661008	Bike Counter Management Resource Development/Funding	225	133,536	21,300	154,836	65,889	26,912	30,934					123,735	9,801	21,300		31,101	154,836
685001	Transportation Improvement Program	398	323,738	5,000	328,738	163,026	66,588	74,994					304,608	24,130			24,130	328,738
685002	Project Development Program	21	21,052	150,000	171,052	109,070	44,550	4,877					158,497	12,555			12,555	171,052
685003	Grant Research and Development (Local Only)	187	183,699	30,000	213,699								-		213,699		213,699	213,699
685004	CIM Implementation Grants	18	17,979	100,000	117,979	8,871	3,623	4,165					16,659	1,320	100,000		101,320	117,979
		2,210	1,826,895	1,538,780	3,365,675	649,626	265,340	304,203	361,397	338,538	77,834	276,000	2,272,938	224,415	868,322	-	1,092,737	3,365,675
701001	Membership Services	73	75,759	-	75,759	48,064	19,632	2,502					70,198	5,561			5,561	75,759
702001	Boise County Services (Local Only)	33	29,945	-	29,945								-			29,945	29,945	29,945
703001	Public Services (Local Only)	12	12,294	-	12,294								-		12,294		12,294	12,294
705001	Transportation Liaison Services	55	60,277	-	60,277	39,655	16,197						55,852	4,425			4,425	60,277
760001	Government Affairs (Local Only)	92	126,177	119,250	245,427								-		245,427		245,427	245,427
		265	304,452	119,250	423,702	87,719	35,829	2,502	-	-	-	-	126,050	9,986	257,721	29,945	297,652	423,702
801001	Staff Development	126	114,309	45,000	159,309	75,202	30,716						105,918	8,391	45,000		53,391	159,309
820001	Committee Support	231	189,499	2,000	191,499	124,669	50,921						175,590	13,909	2,000		15,909	191,499
836001	Regional Travel Demand Model	100	102,446	60,000	162,446	80,153	32,739						112,892	8,942	40,612		49,554	162,446
842001	Congestion Management Process	96	98,348	-	98,348	48,526	19,821						68,347	5,414	24,587		30,001	98,348
860001	Geographic Information System Maintenance	415	363,588	175,500	539,088	208,555	85,184						293,739	23,266	97,083	125,000	245,349	539,088
860002	GIS - Orthophotography processing for sales	20	17,332	-	17,332										17,332		17,332	17,332
TOTAL DIRECT		988	885,522	282,500	1,168,022	537,105	219,381	-	-	-	-	-	756,486	59,922	226,614	125,000	411,536	1,168,022
990001	Direct Operations/Maintenance	-	-	139,336	139,336								-	-	109,281	30,055	139,336	139,336
991001	Support Services Labor	907	-	-	-								-				-	-
		907	-	139,336	139,336	-	-	-	-	-	-	-	-	-	109,281	30,055	139,336	139,336
GRAND TOTAL		4,370	3,016,869	2,079,866	5,096,735	1,274,450	520,550	306,705	361,397	338,538	77,834	276,000	3,155,474	294,323	1,461,938	185,000	1,941,261	5,096,735

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY- FORWARD
653001 Communication and Education	48,100	26,500			700		20,900			
661001 Long Range Planning: CIM 2055	474,025	186,500								287,525
661005 LRP: SS4A SPEARS	345,000	345,000								
661006 LRP: PEL High Capacity Transit	365,355	365,355								
661008 Bike Counter Maintenance	21,300		21,300							
685001 Transportation Improvement Program	5,000						5,000			
685002 Project Development Program	150,000	150,000								
685003 Grant Research and Development	30,000	30,000								
685004 CIM Implementation Grants	100,000	100,000								
760001 Government Affairs	119,250	100,000		18,000					1,250	
801001 Staff Development	45,000			45,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	60,000	60,000								
860001 Geographic Information System Maintenance	175,500	125,000	50,500							
990001 Direct Operations / Maintenance										
Website Maintenance	2,000	2,000								
New/replacement hardware and software	6,000		6,000							
Transit network planning software	22,844		22,844							
TIP Software	20,000		20,000							
TREDIS Renewal, CUBE Pattens software	59,442		59,442							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	10,450						3,450	7,000		
<b>GRAND TOTAL</b>	<b>2,079,866</b>	<b>1,490,355</b>	<b>180,086</b>	<b>64,600</b>	<b>700</b>	<b>-</b>	<b>29,350</b>	<b>9,000</b>	<b>18,250</b>	<b>287,525</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2026 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

<b>CATEGORY</b>	<b>ACCOUNT CODE</b>	<b>FY2025 Rev 2</b>	<b>FY2026</b>
Professional Services	930	71,700	79,000
Equipment Repair / Maintenance	936	510	500
Publications	943	2,570	2,500
Employee Professional Membership	945	3,600	2,500
Postage	950	920	600
Telephone	951	16,000	17,100
Building Maintenance and Reserve for Major Repairs	955	69,800	72,000
Printing	960	1,540	4,000
Advertising	962	3,090	3,000
Audit	970	22,000	24,000
Insurance	971	26,590	27,000
Legal Services	972	5,000	5,000
General Supplies	980	7,720	5,000
Computer Supplies	982	14,420	10,000
Software Subscriptions and Licensing	983	36,050	43,000
Vehicle Maintenance	991	8,750	3,000
Utilities	992	13,900	11,300
Local Travel	993	1,030	2,000
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>310,190</b>	<b>316,500</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2026 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	RESOURCE DEVELOPMENT	TECHNICAL SERVICES	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	MS	34	-	5	3	3	31	76
601002	Certification Review	AL	8	8	2	4	6	-	28
620001	Demographics and Growth Monitoring	AM	-	75	-	24	10	-	109
653001	Communication and Education (Local only)	AL	10	18	9	4	250	-	291
	Long-Range Planning	AM	-	-	-	-	-	-	-
661001	General Project Management	AM	10	505	8	70	33	-	626
661002	Active Transportation	AM	-	90	-	-	-	-	90
661005	Safe and Accessible Transportation	HM	-	-	-	40	-	-	40
661006	High-Capacity Transit PEL	LK	5	88	-	5	3	-	101
661008	Bike Counter Management	AM	-	225	-	-	-	-	225
	Resource Development/Funding	-	-	-	-	-	-	-	-
685001	Transportation Improvement Program	TT	12	-	353	5	28	-	398
685002	Project Development Program	MC	-	-	21	-	-	-	21
685003	Grant Research and Development (Local Only)	MC	10	-	152	10	15	-	187
685004	CIM Implementation Grants	MC	-	-	18	-	-	-	18
<b>TOTAL PROJECTS</b>			<b>89</b>	<b>1,009</b>	<b>568</b>	<b>165</b>	<b>348</b>	<b>31</b>	<b>2,210</b>
701001	Membership Services	MW	5	5	13	40	10	-	73
702001	Boise County Services (Local Only)	TT	-	-	21	4	8	-	33
703001	Public Services (Local Only)	MW	-	-	-	10	2	-	12
705001	Transportation Liaison Services	TT	16	13	7	5	14	-	55
760001	Government Affairs (Local Only)	AL	65	-	-	-	27	-	92
<b>TOTAL SERVICES</b>			<b>86</b>	<b>18</b>	<b>41</b>	<b>59</b>	<b>61</b>	<b>-</b>	<b>265</b>
801001	Staff Development	MS	18	35	22	15	22	14	126
820001	Committee Support	AL	10	28	24	10	159	-	231
836001	Regional Travel Demand Model	MW	-	-	-	100	-	-	100
842001	Congestion Management Process	MW	-	-	-	96	-	-	96
860001	Geographic Information System Maintenance	EA	-	-	-	415	-	-	415
860002	GIS - Orthophotography processing for sales	EA	-	-	-	20	-	-	20
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>28</b>	<b>63</b>	<b>46</b>	<b>656</b>	<b>181</b>	<b>14</b>	<b>988</b>
<b>TOTAL DIRECT</b>			<b>203</b>	<b>1,090</b>	<b>655</b>	<b>880</b>	<b>590</b>	<b>45</b>	<b>3,463</b>
991001	Support Services Labor	MS	257	60	35	40	100	415	907
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>257</b>	<b>60</b>	<b>35</b>	<b>40</b>	<b>100</b>	<b>415</b>	<b>907</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>1,150</b>	<b>690</b>	<b>920</b>	<b>690</b>	<b>460</b>	<b>4,370</b>

PROGRAM NO.		601		CLASSIFICATION:		Project	
TITLE:		UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:		Monitor and amend, as necessary, the FY2026 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2027 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW		Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
FY2026 UPWP							
Process and track revenues and expenditures for the FY2026 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants							Ongoing As Needed
Process and obtain Board approval of FY2026 UPWP revisions							
Distribute revisions of the FY2026 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2026 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval							As Needed
FY2027 UPWP Development							
Develop process and schedule for the FY2027 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2027 Submit initial revenue assessment for FY2027 to the Finance Committee for input Obtain Board approval on FY2027 General and Special membership dues							Nov Jan-Feb Mar Apr
Present FY2027 UPWP							
Present draft FY2027 UPWP to Finance Committee for input and feedback Present draft FY2027 UPWP to Finance Committee for recommendation Submit FY2027 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2027 UPWP Distribute FY2027 UPWP to the Idaho Transportation Department and Federal Transit Administration							Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification							
Compliance with federal requirements							Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan							
Monitor federal changes through the Federal Register							Ongoing
Certification Review							
Work with federal agencies to set up review Respond to questions and prepare materials for submission prior to in-person review Host the certification review team for the certification review Receive final report and prepare necessary responses Inform the COMPASS Board of Directors of the certification review Develop corrective action plan as necessary							Mar Mar Apr Jul Aug Aug Aug
LEAD STAFF:						Meg Sonnen	
END PRODUCTS:						FY2026 UPWP revisions; FY2027 UPWP; completed certification review. Maximize funding opportunities.	
						Expense Summary	
						Total Workdays: 104	
						Salary \$ 71,917	
						Fringe 32,884	
						Overhead 12,283	
						Total Labor Cost: 117,084	
ESTIMATED DATE OF COMPLETION:						September-2026	
Funding Sources				Participating Agencies			
				Member Agencies			
CPG, K23401				Federal Highway Administration			
STP-TMA, 22800				Federal Transit Administration			
Local Match							
Total:							

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PROGRAM NO.	620	CLASSIFICATION:			Project
TITLE:		Demographics and Growth Monitoring			
TASK / PROJECT DESCRIPTION:		To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.			
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .			
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f)"The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."			
FY2026 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>Population and Employment Estimates</u> Data collection and geocoding of building permits Complete 2025 employment data Complete 2025 Development Monitoring Report Complete 2026 population estimates and receive Board acceptance					Ongoing Mar Mar Apr
<u>Development Forecasting, Tracking, and Reconciliation</u> Update preliminary plat files and other entitled development					Ongoing
<u>Demographics Support</u> Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report					Ongoing Ongoing Ongoing Mar
LEAD STAFF: Austin Miller					Expense Summary Total Workdays: 109 Salary \$ 54,202 Fringe 24,784 Overhead 9,258 Total Labor Cost: 88,243
END PRODUCT: Demographic products: 1) 2026 population estimates; 2) 2025 employment estimates; 3) 2025 Development Monitoring Report updated; 4) annual demographic reconciliation; and 5) development checklist report					
ESTIMATED DATE OF COMPLETION: September-2026					
Funding Sources					
Participating Agencies					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -
CPG, K23401	Ada \$ 58,054	Canyon \$ 23,712	Special	Total \$ 81,766	
				-	
				-	
Local Match	4,599	1,878	-	6,477	
Total:	\$ 62,653	\$ 25,590	\$ -	88,243	620 Total Cost: \$ 88,243

PROGRAM NO.		653		CLASSIFICATION:		Project	
TITLE:		Communication and Education					
TASK / PROJECT DESCRIPTION:		The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [ <i>Communities in Motion</i> ]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
<u>General</u> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff							Ongoing Ongoing Ongoing Ongoing
<u>Develop tools, such as electronic and print materials, designed for most effective means of communication</u> Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2026 annual report, annual budget summary, and annual communication summary Write and distribute the monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate Continue to produce the "In Motion" COMPASS podcast							Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
<u>Education and community outreach</u> Develop and implement the FY2026 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support the Leadership in Motion awards program Plan and host the annual "COMPASS 101" workshop Present information about COMPASS and our programs to stakeholders and community groups as requested Continue to lead an interagency "Good Move" regional safety education campaign							Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Ongoing Ongoing
LEAD STAFF: Amy Luft						Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.							
ESTIMATED DATE OF COMPLETION: September-2026							
Funding Sources						Participating Agencies	
Local Funds/FB	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
			276,909	276,909			
				-			
	\$ -	\$ -	\$ 276,909	\$ 276,909			
						DIRECT EXPENDITURES:	
						Professional Services	\$ 26,500
						Legal / Lobbying	
						Equipment Purchases	
						Travel / Education	
						Printing	700
						Public Involvement	20,900
						Meeting Support	
						Other	
						Total Direct Cost: \$ 48,100	
						653	Total Cost: 276,909

PROGRAM NO.		661	CLASSIFICATION:		Project
TITLE:		Long Range Planning			
TASK / PROJECT DESCRIPTION:		This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.			
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.			
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.			
FY2026 BENCHMARKS					
MILESTONES / PRODUCTS					
General Project Management Monitor legislative, funding, etc. changes and provide updates Update financial analysis Update <i>Communities in Motion 2050</i> if needed					Ongoing Oct-Mar Ongoing
Land Use Review comprehensive plans					Ongoing
Active Transportation (bicycle and pedestrian) Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY25-FY26
Freight Incorporate freight into project prioritization Develop freight rail analysis					FY25-FY26
Public Transportation Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Monitor park and ride usage, per coordination plan					FY25-FY26
Roadways Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities					FY25-FY26
Safety Coordinate Safe Pedestrian Intersection Prioritization for Enhanced Road Safety supplemental planning					FY25-FY26
Equity Analysis of transportation underfunding Update equity index					FY25-FY26
Environment, Natural Resources, and Resiliency Update environmental mitigation strategies Develop resiliency improvement plan					FY25-FY26
Economic Activity Update travel and tourism					FY25-FY26
Emerging technology and security Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study					FY25-FY26
Performance Management Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
Public Involvement Conduct public involvement according to the work plan					Ongoing
Housing Update Housing Resources web page Organize relevant presentations to Affordable Housing Advisory Workgroup Update Housing Underproduction and Needs Analysis App					Ongoing
Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Nov  Ongoing Ongoing Ongoing
LEAD STAFF: Austin Miller					Expense Summary  Total Workdays: 1,082 Salary \$ 519,818 Fringe 237,688 Overhead 88,784 Total Labor Cost: 846,291
END PRODUCT: Continue development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.					
ESTIMATED DATE OF COMPLETION: September-2026					
Funding Sources					
Participating Agencies					
Member Agencies					
ITD					
FHWA					
FTA					
Housing authorities and other housing stakeholders					
CPG, K23401					
CPG, K23401 NO MATCH					
STP-TMA, 22800					
STBG-TMA, K20271					
STBG-TMA, K13046					
STBG-TMA, K23312					
SS4A					
Local Match					
Fund Balance/Other					
Total:					
661					
Total Cost: 2,051,971					



PROGRAM NO.	685	CLASSIFICATION:	Project		
TITLE:	Resource Development/Funding				
TASK / PROJECT DESCRIPTION:	Develop a FY2027-2033 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies to fund transportation projects. Process amendments and provide project tracking and monitoring for the FY2026-2032 TIP. With consultant assistance, COMPASS staff will assist member agencies in transforming project ideas into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development, and grant administration are expected to secure additional funding for the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies, assist in funding improvements and maintenance of the transportation system, and assist member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450.326, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is also scrutinized in the federal Certification Review.				
FY2026 BENCHMARKS					
MILESTONES / PRODUCTS					
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through a prioritization process Develop the final FY2027-2033 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor, track, and process changes to the FY2026-2032 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan			Oct-Sept		
685002 Project Development Program Award projects through a prioritization process Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports			Oct-Sept		
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications, such as INFRA, RAISE, etc.			Oct-Sept		
685004 CIM Implementation Grants Award projects through a prioritization process Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget			Oct-Sept		
LEAD STAFF: Toni Tisdale		Expense Summary			
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.					
ESTIMATED DATE OF COMPLETION: September-2026		DIRECT EXPENDITURES:			
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies
CPG, K23401	\$ 280,967	114,761		\$ 395,728	
STP-TMA, 22800			84,036	84,036	
				-	
				-	
Local Match	22,257	9,091	6,657	38,004	
Fund Balance/Other			313,700	313,700	
				-	
Total:	\$ 303,224	\$ 123,852	\$ 404,393	\$ 831,468	
		685		Total Direct Cost: \$ 285,000	
				Total Cost: \$ 831,468	

PROGRAM NO.	701	CLASSIFICATION:	Service			
TITLE:	General Membership Services					
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.					
FY2026 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>Provide general assistance to member agencies as requested in the areas of:</u> Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows			Ongoing			
<u>Specifically requested assistance:</u> State Highway 69 Southern Extension to I-84 Black's Creek Interchange (planning-level connevity study)*  *ITD funded this study, kickoff anticipated August 2025			As Needed			
			Aug-Apr			
LEAD STAFF: Mary Ann Waldinger			Expense Summary			
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.						
ESTIMATED DATE OF COMPLETION: September-2026			DIRECT EXPENDITURES:			
Funding Sources			Professional Services			
Participating Agencies			Legal / Lobbying			
CPG, K23401	Ada	Canyon	Special	Total	Member Agencies	Equipment Purchases
STP-TMA, 22800	\$ 48,064	\$ 19,632		67,696	ITD	Travel / Education
			2,502	2,502	ACHD	Printing
				-	Canyon County	Public Involvement
					Ada County	Meeting Support
					Highway District 4	Other
Local Match	3,807	1,555	198	5,561	Cities of Middleton, Caldwell, Star, Eagle and Kuna	
				-		
Total:	\$ 51,871	\$ 21,187	\$ 2,700	\$ 75,759		
					Total Direct Cost:	\$ -
					701	Total Cost: \$ 75,759

PROGRAM NO.		703		CLASSIFICATION:		Service	
TITLE:		Public Services					
TASK / PROJECT DESCRIPTION:		To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide assistance to public, member agencies outside the metropolitan planning area, and non-member entities, as requested:							Ongoing
Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information							
LEAD STAFF: Mary Ann Waldinger						Expense Summary	
END PRODUCT: Information assistance to the general public and member agencies outside the metropolitan planning area.						Total Workdays: 45	
						Salary \$ 25,944	
						Fringe 11,863	
						Overhead 4,431	
						Total Labor Cost: 42,239	
ESTIMATED DATE OF COMPLETION: September-2026						DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Fund Balance/Other	-	-	42,239	\$ 42,239			
				-			
Total:	\$ -	\$ -	\$ 42,239	\$ 42,239	Total Direct Cost: \$ -		
					703	Total Cost:	\$ 42,239

PROGRAM NO.		705		CLASSIFICATION:		Service	
TITLE:		Transportation Liaison Services					
TASK / PROJECT DESCRIPTION:		To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing
LEAD STAFF:						Craig Raborn	
END PRODUCT:						Ongoing staff liaison role to member agencies.	
						Expense Summary	
						Total Workdays:	
						Salary \$ 37,024	
						Fringe 16,929	
						Overhead 6,324	
						Total Labor Cost:	
						60,277	
ESTIMATED DATE OF COMPLETION:				September-2026			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K23401	\$ 39,655	\$ 16,197		\$ 55,852			
				-			
				-			
Local Match	3,141	1,283		4,424			
	-			-			
Total:	\$ 42,796	\$ 17,480		\$ 60,277			
					DIRECT EXPENDITURES:		
					Professional Services \$ -		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
					Total Direct Cost: \$ -		
					705	Total Cost:	\$ 60,277

PROGRAM NO.		760		CLASSIFICATION:		Service	
TITLE:		Government Affairs					
TASK / PROJECT DESCRIPTION:		Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
<b>Federal Legislative Priorities</b> Obtain COMPASS Board approval of 2026 federal legislative priorities Educate and advocate on 2026 federal legislative priorities Work with COMPASS Executive Committee to identify 2027 federal priorities and positions Obtain COMPASS Board approval of 2027 federal legislative priorities							Oct Oct-Aug Apr-Jul Aug
<b>State Legislative Priorities</b> Educate and advocate on 2026 legislative priorities Work with Executive Committee to identify possible priorities and position statements for 2027 legislative session Obtain Board endorsement of 2027 legislative priorities							Ongoing Apr-Aug Aug
LEAD STAFF: Craig Raborn							Expense Summary
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.							
Total Workdays: 92							
Salary \$ 77,502							
Fringe 35,438							
Overhead 13,237							
Total Labor Cost: 126,177							
ESTIMATED DATE OF COMPLETION:				September-2026		DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services 100,000	
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying \$ 1,250	
				\$ -		Equipment Purchases	
						Travel / Education 18,000	
						Printing	
						Public Involvement	
Local Funds/FB			245,427	\$ 245,427		Meeting Support	
				-		Other	
Total:	\$ -	\$ -	\$ 245,427	\$ 245,427		Total Direct Cost: \$ 119,250	
						760	Total Cost: 245,427

PROGRAM NO.		801		CLASSIFICATION:		System Maintenance	
TITLE:		Staff Development					
TASK / PROJECT DESCRIPTION:		To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations,the Transportation Research Board, etc., to keep staff well informed.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Staff training and development						Ongoing	
LEAD STAFF: Meg Sonnen						Expense Summary	
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.						Total Workdays: 126	
						Salary \$ 70,212	
						Fringe 32,105	
						Overhead 11,992	
						Total Labor Cost: 114,309	
ESTIMATED DATE OF COMPLETION: September-2026						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -	
CPG, K23401	Ada	Canyon	Special	Total	Federal Highway Administration Federal Transit Administration	Legal / Lobbying	
	75,202	30,716		\$ 105,918		Equipment Purchases	
Local Match	5,957	2,433		8,390		Travel / Education 45,000	
Local Funds/FB			45,000	45,000		Printing	
				-		Public Involvement	
						Meeting Support	
						Other	
Total:	\$ 81,159	\$ 33,149	\$ 45,000	\$ 159,309		Total Direct Cost: \$ 45,000	
					801	Total Cost: \$ 159,309	

PROGRAM NO.		820		CLASSIFICATION:		System Maintenance	
TITLE:		Committee Support					
TASK / PROJECT DESCRIPTION:		To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof."					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.							Ongoing
LEAD STAFF: Amy Luft							
END PRODUCT: Ongoing support of committees to promote involvement and communication.							Expense Summary
							Total Workdays: 231
							Salary \$ 116,396
							Fringe 53,223
							Overhead 19,880
							Total Labor Cost: 189,499
ESTIMATED DATE OF COMPLETION: September-2026							DIRECT EXPENDITURES:
Funding Sources				Participating Agencies			Professional Services \$ -
CPG, K23401	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
	124,669	50,921		\$ 175,590		Equipment Purchases	
Local Match	9,876	4,034		13,909		Travel / Education	
Local Funds/FB			2,000	2,000		Printing	
				-		Public Involvement	
						Meeting Support	2,000
						Other	
Total:				\$ 134,545	\$ 54,955	\$ 2,000	\$ 191,499
							Total Direct Cost: \$ 2,000
820							Total Cost: 191,499

PROGRAM NO.	836	CLASSIFICATION:	System Maintenance		
TITLE:	Technical Support: Regional Travel Demand Model				
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f)"The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."				
FY2026 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Maintain and update traffic count database			Ongoing		
Maintain the structure and integrity of the regional travel demand model for use in the Transportation Economic Development Impact System (TREDIS)			Ongoing		
Provide travel demand modeling assistance to support member agency needs and special projects			Ongoing		
Provide technical and modeling support as needed for regional long range transportation plan			Ongoing		
Complete the process with ITD to update of the Statewide Functional Classification Systems for approval by the subcommittee, IT Board, and FHWA - Boise Division			Oct-Dec		
Special Tasks and Model Improvements					
Provide technical analysis on member agency requests vetted through RTAC			Ongoing		
Provide modeling and technical assistance to ITD's corridor and environmental studies			Ongoing		
Provide technical analysis on unanticipated member agency requests			Ongoing		
Maintain the data foundation system and continue to incorporate into other data sources			Ongoing		
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.			Expense Summary		
			Total Workdays: 100		
			Salary \$ 62,925		
			Fringe 28,773		
			Overhead 10,748		
			Total Labor Cost: 102,446		
ESTIMATED DATE OF COMPLETION: September-2026			DIRECT EXPENDITURES:		
Funding Sources			Professional Services \$ 60,000		
Participating Agencies			Legal / Lobbying		
CPG, K23401	Ada	Canyon	Special	Total	Equipment Purchases
	80,153	32,739		\$ 112,892	Travel / Education
				-	Printing
				-	Public Involvement
Local Match	6,349	2,593		8,943	Meeting Support
Local Funds/FB			40,612	40,612	Other
Total:	\$ 86,502	\$ 35,332	\$ 40,612	\$ 162,446	
			Total Direct Cost: \$ 60,000		
			836	Total Cost: \$ 162,446	



PROGRAM NO.		842		CLASSIFICATION:		System Maintenance	
TITLE:		Congestion Management Process					
TASK / PROJECT DESCRIPTION:		Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Congestion Management and Travel Time Data							
Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2025							
Maintain the Congestion Management Process Technical Document							
Publish congestion management annual report to digital format (web map/story map)							
Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies							
June-Sept							
Ongoing							
June-Sept							
Ongoing							
NPMRDS Travel Time Data and Process							
Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets							
Ongoing							
Transportation System Management and Ops (TSMO) and ITS Plan Update							
Maintain the regional ITS inventory and TSMO/ITS projects list							
Refine the integration of management and operation strategies and TSMO projects into the long range plan							
Ongoing							
Ongoing							
LEAD STAFF: Mary Ann Waldinger							
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), updated TSMO/ITS projects list and inventory.							
Expense Summary							
Total Workdays: 96							
Salary \$ 60,408							
Fringe 27,622							
Overhead 10,318							
Total Labor Cost: 98,348							
ESTIMATED DATE OF COMPLETION: September-2026							
DIRECT EXPENDITURES:							
Professional Services							
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
Total Direct Cost: \$ -							
842 Total Cost: \$ 98,348							
Funding Sources							
Participating Agencies							
CPG, K23401							
Ada 48,526 Canyon 19,821 Special Total \$ 68,347							
-							
-							
-							
Local Match 3,844 1,570 5,414							
Fund Balance/Other 24,587 24,587							
-							
Total: \$ 52,370 \$ 21,391 \$ 24,587 \$ 98,348							
Highway Districts							
Member Agencies							
Federal Highways Administration							

[illegible]

<b>PROGRAM NO.</b>		<b>990</b>		<b>CLASSIFICATION:</b>		<b>Indirect / Overhead</b>	
<b>TITLE:</b>		<b>Direct Operations &amp; Maintenance</b>					
<b>TASK / PROJECT DESCRIPTION:</b>		To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>		Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>		There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
<b>FY2026 BENCHMARKS</b>							
				<b>MILESTONES / PRODUCTS</b>			
Provide local dollars for expenditures not federally funded. Planned FY2026 equipment and software expenditures Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software				Ongoing			
<b>LEAD STAFF:</b>				Meg Sonnen			
<b>END PRODUCT:</b>				Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.			
						<b>Expense Summary</b>	
						Total Workdays: 0	
						Salary \$ -	
						Fringe -	
						Overhead -	
						Total Labor Cost: \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2026			
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K22108				\$ -			
CPG, K22494				-			
Fund Balance/Other			139,336	139,336			
				-			
<b>Total:</b>	\$ -	\$ -	\$ 139,336	\$ 139,336			
						<b>DIRECT EXPENDITURES:</b>	
						Professional Services 2,000	
						Legal / Lobbying \$ 17,000	
						Equipment Purchases 108,286	
						Travel / Education 1,600	
						Printing	
						Public Involvement 3,450	
						Meeting Support 7,000	
						Total Direct Cost: \$ 139,336	
						990 Total Cost: \$ 139,336	

PROGRAM NO.	991	CLASSIFICATION:	Indirect / Overhead
TITLE:		Support Services Labor	
TASK / PROJECT DESCRIPTION:		To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.	
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.	
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.  Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.	
FY2026 BENCHMARKS			
MILESTONES / PRODUCTS			
General Administration		As needed As needed Ongoing Ongoing  As needed          Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing       Oct - Dec	
Conduct appropriate procurement processes and prepare contracts, as needed			
Update COMPASS operational policies as needed			
Monitor general workplace and personnel needs			
Provide administrative assistance for agency needs			
Personnel Management			
Prepare and complete recruitment processes			
Conduct employee annual evaluations			
Renew insurance policies			
Pursue FY2026 benefit options			
Financial Management			
Close FY2025 financial records and begin FY2026			
Provide annual audit support and complete financial reports			
Complete COMPASS annual Audit Report			
Prepare and distribute year-end payroll reports			
Complete budget variance information and report to the Finance Committee quarterly			
Maintain inventory of furniture, equipment, hardware and software			
Information Technology			
Manage Information Technology consultant and coordinate work efforts			
Prioritize needs, analyze costs, make recommendations and implement system improvements			
Coordinate with staff to configure equipment and software to meet the needs of each position			
Maintain security and integrity of IT systems, and perform appropriate back ups			
Coordinate systems with member agencies			
LEAD STAFF: Meg Sonnen		Expense Summary	
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.		Total Workdays: 907	
		Salary \$ -	
		Fringe -	
		Overhead -	
		Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2026		DIRECT EXPENDITURES:	
Funding Sources		Professional Services \$ -	
Ada Canyon Special Total		Legal / Lobbying	
\$ -		Equipment Purchases	
-		Travel / Education	
-		Printing	
-		Public Involvement	
-		Meeting Support	
-		Other	
Total: \$ - \$ - \$ - \$ -		Total Direct Cost: \$ -	
		991 Total Cost: \$ -	

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