



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Working together to plan for the future

FY2018 Unified Planning Work Program and Budget – Revision 1

Report No. 05-2018

Adopted by the COMPASS Board on December 18, 2017

Resolution No. 05-2018

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FY2018 UNIFIED PLANNING WORK PROGRAM AND BUDGET REVISION 1

INTRODUCTION

The development of the Community Planning Association of Southwest Idaho's (COMPASS) Unified Planning Work Program and Budget (UPWP) includes COMPASS Board involvement and acceptance of the Planning Factors and Program Objectives as identified within this document. COMPASS serves as the metropolitan planning organization for Ada and Canyon Counties in Idaho.

The following steps represent the review process and adoption of this document:

- The Finance Committee, a standing committee of the COMPASS Board, reviews the financial information contained in the UPWP and presents a recommendation to the COMPASS Board.
- The UPWP is then presented to the full Board for adoption. With formal adoption, the UPWP is forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

Revision 1 of the FY2018 UPWP consists of four parts:

- Detailed descriptions by Program Number
- Financial budget documents that address the components by funding sources and expenditures. These documents include: Revenue and Expense Summary, Expenses by Work Program Number and Funding Source, Direct Expense Summary, Indirect Operations and Maintenance Expense Summary, and the Workday Allocation
- A Transportation Supplement showing funding sources for Valley Regional Transit, the public transportation authority for Ada and Canyon counties
- Documentation of other significant transportation planning projects occurring within the COMPASS planning area

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COMPASS BOARD AGENDA ITEM VII-E

Date: December 18, 2017

Topic: Revision 1 of the FY2018 Unified Planning Work Program and Budget

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 05-2018 approving Revision 1 of the FY2018 Unified Planning Work Program and Budget (UPWP).

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.

The Finance Committee reviewed the proposed amendments at its November 30, 2017, meeting and recommended approval of Revision 1 of the FY2018 UPWP as presented.

The following revisions to revenues are proposed in Revision 1 of the FY2018 UPWP:

- Add member dues of \$379 for the City of Greenleaf.
- Add \$48,412 of unspent FY2017 Consolidated Planning Grant (CPG) funds carried forward to FY2018.
- Adjust carry over of STP-TMA funds for the Freight Study to \$205,020 now that the actual amount remaining at the end of FY2017 is known. An estimated amount was used for the original FY2018 UPWP.
- Adjust carry over of ITD funds for their portion of the TREDIS contract to \$16,200.
- Increase the estimate of interest income to \$10,000 to reflect updated investment practices.
- Adjust carry over of Valley Regional Transit funds for the State Street Transit Oriented Development project now that the actual amount is known. An estimated amount was used for the original FY2018 UPWP.
- Increase the draw from fund balance by \$68,193 to cover the revenue shortfall.

The following revisions to expenses are proposed in Revision 1 of the FY2018 UPWP:

- Add \$84,108 to complete the Freight Study project.
- Add \$65,870 to State Street Corridor project to complete the project.
- Decrease the printing budget for Communication and Education by \$2,500.
- Add \$3,200 to General Membership Services for traffic counts for the wineries/agritourism project.
- For Direct Operations and Maintenance, reduce Cube Land Renewal by \$6,000, add \$5,000 for Legal/Lobbying for membership expenses, and add \$15,000 as a contingency to replace the aging copier.

- Reallocate expense between line items in compensation expense to reflect the current staffing model, and to allow for the addition of a 401k match component to the COMPASS benefit package. The proposed match amount is 4% for Team Leads and Directors, and 2% for all other employees. An enhanced benefit package will help COMPASS remain competitive, which is important, as we have lost several valued employees to other agencies in the past year. This enhancement is achieved with the reallocation of expenses between line items and no increase in total compensation expense is requested.
- Add \$4,770 to indirect costs to cover building insurance.
- For Long-Range Planning, add \$18,027 to complete open contracts.
- For Regional Travel Demand Model, add \$34,000 to complete open contracts.
- Add \$51,000 to Congestion Management process to complete the I-84 Detour project.

Implication (policy and/or financial):

Without COMPASS Board adoption of Revision 1 of the FY2018 UPWP, the agency cannot make full use of available revenues.

More Information:

- 1) Attachment: Revision 1 of the FY2018 Unified Planning Work Program and Budget.
- 2) For detailed information contact: Megan Larsen, at 208-475-2228 or mlarsen@compassidaho.org

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2018 - Revision 1
Summary

FY2018 Original UPWP Revenues		3,089,947	FY2018 Original UPWP Expenses	3,089,947
1	Add member dues for City of Greenleaf	379		
2	CPG - FY2017 K# 13496; grant funds that were obligated in FY2017 but were not spent out. These grant funds will be carried into FY2018 and used for other purposes	48,412		
3	STP TMA funds; K# 18948, Freight Study grant funds that were obligated in FY2017 but were not spent out	84,420	Program 66104, Long-Range Planning - Freight; Professional Services. Add \$84,108 to complete project.	84,108
4	ITD reimbursement for TREDIS	200		
5	Adjust interest income to reflect current estimates	5,000		
6	Add funding budgeted in FY2017 that was not used Valley Regional Transit - Pass through funds for State Street Grant	65,870	Program 720001, State Street Corridor; Professional Services. Add \$65,870 to complete project.	65,870
7	Draw from Fund Balance to cover revenue shortfall	68,193	Program 653001, Communication and Education; Printing. Reduce printing by \$2,500.	(2,500)
			Program 701001, General Membership Services; Professional Services. Add \$3,200 to traffic counts for the wineries/agritourism project.	3,200
			Program 990001, Direct Operations and Maintenance; Professional Services. Reduce Cube Land renewal cost.	(6,000)
			Program 990001, Direct Operations and Maintenance; Professional Services. Increase Legal/Lobbying by \$5,000 to cover memberships in relevant associations.	5,000
			Program 990001, Direct Operations and Maintenance; Professional Services. Add \$15,000 to replace copier as necessary.	15,000
8			Adjust compensation expenses between line items; no change in total compensation costs.	
			Salary Expense	(10,702)
			Fringe Expense	18,702
			Contingency (Overtime, Bonus, and Sick Time Trade)	2,000
			Sick Time Trade	(10,000)
9			Indirect Costs; increase budget for Building Maintenance and Reserve for Major Repairs by \$4,770 for building insurance.	4,770
10			Program 661001, Long-Range Planning; Professional Services. Add \$6,072 to continue Neighborhood All-Stars contract. Professional Services. Add \$11,955 to complete A&P contract for traffic counts.	18,027
11			Program 836001, Regional Travel Demand Model; Professional Services. Add \$4,000 to complete Manhan Group contract. Professional Services. Add \$30,000 to complete TJKM contract.	34,000
12			Program 842001, Congestion Management Process; Professional Services. Add \$51,000 to complete I-84 Detour Plan contract.	51,000
Recommended Adjustments to Revenues		272,475	Recommended Adjustments to Expenses	272,475
Adjusted Revenues - Revision 1		3,362,422	Adjusted Expenses - Revision 1	3,362,422
Remaining Revenue		(0)		

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RESOLUTION NO. 05-2018

**FOR THE PURPOSE OF APPROVING REVISION 1 OF THE
FY2018 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, the FY2018 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 12-2017, dated August 28, 2017; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to amend the annual Unified Planning Work Program and Budget as part of timely reviews; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to incorporate funding and program revisions in the Unified Planning Work Program and Budget to recognize federal dollars for both COMPASS and pass-through agreements to other agencies; and

WHEREAS, the attached memorandum and supporting documentation summarizes the adjustments included in Revision 1 of the FY2018 Unified Planning Work Program and Budget and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves by resolution Revision 1 of the FY2018 Unified Planning Work Program and Budget; and

BE IT FURTHER RESOLVED, that the Chair and Executive Director are authorized to submit all grant and contract revisions and sign all necessary documents for grant and contract purposes.

DATED this 18th day of December 2017.

APPROVED:

By:  For
Steven Rule, Chair
**Community Planning Association
of Southwest Idaho Board of Directors**

ATTEST:

By: 
Matthew J. Stoll, Executive Director
**Community Planning Association
of Southwest Idaho**

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM - Revision 1
PLANNING FACTORS**

Work Program Number	Work Program Description	Support economic vitality of metropolitan area	Increase the safety and security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility options available to people and for freight	Protect and enhance the environment, promote energy conservation, and improve the quality of life	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system
601	UPWP Budget Development and Monitoring						x	
620	Demographics and Growth Monitoring	x	x	x	x	x	x	x
653	Communication and Education				x		x	
661	Long-Range Planning	x	x	x	x	x	x	x
685	Resource Development/Funding	x	x	x	x	x	x	x
701	General Membership Services	x	x	x	x	x	x	x
702	Air Quality Outreach				x			
703	General Public Services						x	
705	Transportation Liaison Services						x	
720	State Street Corridor	x	x	x	x	x	x	x
760	Legislative Services	x	x	x	x	x	x	x
761	Growth Incentives	x	x	x	x	x	x	x
801	Staff Development						x	
820	Committee Support						x	
836	Regional Travel Demand Model	x		x	x	x	x	
842	Congestion Management Process	x	x	x	x	x	x	x
860	Geographic Information System Maintenance						x	
990	Direct Operations & Maintenance						x	
991	Support Services Labor						x	

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**ANNUAL METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION**

In accordance with 23 CFR 450.334, the Idaho Transportation Department and the Community Planning Association of Southwest Idaho, designated metropolitan planning organization for the Northern Ada county transportation management area and Nampa urbanized area, hereby certify that the Community Planning Association of Southwest Idaho transportation planning process addresses the major issues in the metropolitan planning areas and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST-ACT (Fixing Americas Surface Transportation Act; Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

COMMUNITY PLANNING ASSOCIATION
OF SOUTHWEST IDAHO



Signature

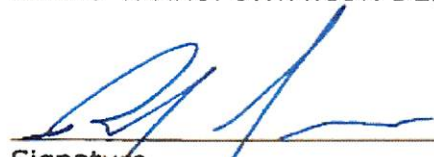
Executive Director

Title

8/30/2017

Date

IDAHO TRANSPORTATION DEPARTMENT



Signature

PLANNING SERVICES MANAGER

Title

3/24/17

Date

PROGRAM WORKSHEETS

PROGRAM NO.	601				CLASSIFICATION:	Project		
TITLE:	UPWP Budget Development and Monitoring							
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2018 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 FY2019 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 § 450.314 -- Metropolitan transportation planning process: Unified planning work programs. (a) In Transportation Management Areas (TMA), the MPOs in cooperation with the state and operators of publicly owned transit shall develop UPWPs that meet the requirements of 23 CFR part 420, subpart A.							
FY2018 BENCHMARKS								
MILESTONES / PRODUCTS								
FY2018 UPWP Process and track revenues and expenditures for the FY2018 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants <u>Process and obtain Board approval of FY2018 UPWP revisions</u> Distribute revisions of the FY2018 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2018 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						Ongoing As Needed As Needed As Needed		
FY2019 UPWP Development Develop process and schedule for the FY2019 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2019 Submit initial revenue assessment for FY2019 to the Finance Committee for input Obtain Board approval on FY2019 General and Special membership dues						Nov Nov-Jan Mar Apr		
Present FY2019 UPWP Present draft FY2019 UPWP to Finance Committee for input and feedback Present draft FY2019 UPWP to Finance Committee for approval Submit FY2019 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2019 UPWP Distribute FY2019 UPWP to the Idaho Transportation Department and Federal Transit Administration						May Jun Aug Aug Aug		
Track federal requirements as related to Self-Certification Compliance with federal requirements						Ongoing		
Quadrennial Certification Review Work with federal agencies to set up review Host the Certification Review Team for the certification review Receive final report and prepare necessary responses Inform the COMPASS Board of the outcome of the certification review Develop corrective action plan as necessary						Mar Apr Jul Aug Aug		
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register						Ongoing Ongoing		
LEAD STAFF: Megan Larsen					Expense Summary			
END PRODUCT: 1) FY2018 UPWP revisions; 2) FY2019 UPWP; 3) Self-Certification; and 4) Maximize funding opportunities.								
					Total Workdays: 172			
					Salary \$ 79,286			
					Fringe 35,445			
					Overhead 11,541			
					Total Labor Cost: \$ 126,272			
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - Total Cost: \$ 126,272			
Funding Sources				Participating Agencies				
	Ada	Canyon	Special	Total			Member Agencies Federal Highway Administration Federal Transit Administration	
CPG, K13496	\$ 3,000	\$ 1,000		\$ 4,000				
CPG, K13963	46,623	16,381		63,004				
STP-TMA, K13478			50,000	50,000				
Local	6,858	2,410		9,267				
				-				
Total:	\$ 56,481	\$ 19,791	\$ 50,000	\$ 126,272				

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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, Census 2020 preparation work, 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; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation enables the most accurate counts during the 2020 Census, enables local governments to receive a variety of federal program funds, and provides key demographic data.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>Federal Code 23 CFR § 450.322 (f) -- 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...."</p> <p>Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks:</p> <p>1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation.</p> <p>2.1.1.c. Annually compile a development monitoring report.</p>				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Population and Employment Estimates Data collection and geocoding of building permits Complete 2017 Employment data Complete 2017 Development Monitoring Report Complete 2018 population estimates and receive Board acceptance					Ongoing Oct-Dec March April
Census Liaison/Clearinghouse Integrate Census data in related projects Complete the Census Boundary and Annexation Survey (BAS) Complete Local Update of Census Addresses (LUCA) Develop stakeholder work plan and communications plan for the preparation for 2020 Census.					Ongoing March Summer Summer
Development Review Provide development and policy reviews and checklists					Ongoing
Development Tracking and Reconciliation Update preliminary plat files and other entitled development Conduct reconciliation and report to workgroup/committee					Ongoing September
Demographics Support Integrate Census data in related projects Respond to member requests for census data					Ongoing Ongoing
LEAD STAFF: Carl Miller END PRODUCT: Seven products: 1) 2018 Population estimates by jurisdiction; 2) 2017 Employment estimates by jurisdiction; 3) Census 2020 support work including technical work (BAS and LUCA); 5) Census 2020 outreach; 6) An improved development review checklist and demographic data for local land use support; and 7) Annual reconciliation of the CIM 2040 Vision with entitled developments.				Expense Summary	
				Total Workdays: 196	
				Salary \$ 77,120	
				Fringe 34,476	
				Overhead 11,226	
				Total Labor Cost: \$ 122,822	
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies	
				Member Agencies	
	Ada	Canyon	Special	Total	
CPG, K13496	\$ 4,500	\$ 1,500		\$ 6,000	
CPG, K13963	13,589	4,774		18,363	
STP-TMA, K13478			90,000	90,000	
Local	6,704	2,355		9,059	
				-	
Total:	\$ 24,793	\$ 8,629	\$ 90,000	\$ 123,422	
					Total Direct Cost: \$ 600
					620 Total Cost: \$ 123,422

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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 involvement 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/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to provide the background to assist the public in becoming involved in COMPASS programs and projects.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
General					
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases					Ongoing
Support work of Public Participation Workgroup					Ongoing
Provide outreach/public speaking support and training to staff					Ongoing
Conduct annual update of social media audit					October
Update and solicit public comment on Integrated Communication Plan					Oct - Jun
Develop tools such as electronic and print materials designed for most effective means of communication					
Maintain and enhance COMPASS social media channels					Ongoing
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic					Ongoing
Develop FY2018 annual report					Jul-Sep
Write and distribute monthly update handout					Ongoing
Write and distribute monthly Keeping Up With COMPASS newsletter					Ongoing
Use results of FY2015 random household survey to evaluate success and continually improve programs					Ongoing
Update/develop other print materials as appropriate					Ongoing
Education and community outreach					
Develop and implement FY2018 public education series to include a minimum of three speakers					Jan - Sep
Support and collaborate with other agencies' outreach and education efforts and programs					Ongoing
Participate in community events to share planning-related information					Ongoing
Attend/support member agencies at public meetings					Ongoing
Manage/support <i>Leadership in Motion</i> awards program					Aug - Dec
Plan and host annual "COMPASS 101" workshop					Jan - Feb
Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)					Mar - Jun
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")					
Promote the need for increased transportation funding/funding options through earned media, social media, etc.					Ongoing
Access Management Brochure for Businesses					
Augment access management brochure developed in FY2017 with a more detailed booklet (tentative - pending recommendation from RTAC subcommittee)					Oct - Dec
LEAD STAFF: Amy Luft					
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.					
					Expense Summary
					Total Workdays: 217
					Salary \$ 77,421
					Fringe 34,611
					Overhead 11,270
					Total Labor Cost: \$ 123,302
ESTIMATED DATE OF COMPLETION: September-2018					
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Highway Districts
CPG, K13496				\$ -	Member Agencies
CPG, K13963					Federal Highways Administration
STP-TMA, K13478					Idaho Transportation Department
					Valley Regional Transit
			163,731	163,731	Department of Environmental Quality
Local				-	Ada County Air Quality Board
Total:	\$ -	\$ -		\$ 163,731	
					Professional Services \$ 13,629
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing 1,000
					Public Involvement 25,800
					Meeting Support
					Other
					Total Direct Cost: \$ 40,429
					653 Total Cost: \$ 163,731

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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 prepares 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 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 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.						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
661001 General Project Management							
Develop funded/unfunded project list							Nov
Solicit public feedback on funded/unfunded projects							Mar
Evaluate potential long-term air quality impacts							June
Analyze consequences of significant unfunded long-term needs							June
Research additional funding mechanisms and develop funding plan							June
Complete draft plan and supporting documents							June
Solicit public feedback on draft plan							Aug
661003 Roadways							
Integrate Congestion Management Process							Feb
Develop plan to implement Travel Demand Management Strategies							Sep
Update functional classification map							Apr
661004 Freight							
Administer Freight Study consultant contract							Mar
Work with Freight Advisory Workgroup to prioritize and implement study findings							Sep
Host Freight and Land Use workshop							Sep
661005 Bicycle and Pedestrian							
Stakeholder Coordination: Active Transportation Workgroup, support local municipality bicycle and pedestrian committees/FACTS							Sep
Planning, analysis, and decision support							Sep
Continue Rail With Trail project							Sep
Bicycle and pedestrian forecasting tool creation							Sep
Data collection: bike/pedestrian counting program							Sep
Potential additional projects pending resource development funding							Sep
661006 Public Transportation							
Establish a phasing approach for public transportation including a prioritized list of investments							Nov
Develop cost estimates for each phase (Remix)							Jan
Develop prioritized premium service implementation plan							Apr
Develop priority stop analysis for first/last mile bike/pedestrian connections							Apr
Transit oriented development/Infill analysis							Sep
661007 Performance Measurement							
Integrate federal requirements; develop targets							Aug
Include performance data about packages of projects to help guide investment decisions							Jan
Provide relevant performance information to stakeholders and decision makers							Sep
661008 Bike Counter Management							
Install additional portable counters, manage program with member agencies							Oct-Sept
Update Strava data							
Manage permanent counter program							
LEAD STAFF: Liisa Itkonen					Expense Summary		
END PRODUCT: Completed draft of <i>Communities in Motion 2040 2.0</i> ; Regional Bicycle and Pedestrian Plan; completed Freight Study.							
					Total Workdays: 676		
					Salary \$ 250,125		
					Fringe 111,817		
					Overhead 36,409		
					Total Labor Cost: 398,351		
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K13496	\$ 11,825	\$ 4,087		\$ 15,912	ITD	Professional Services	\$ 279,287
CPG, K13963	321,877	113,092		434,969	FHWA	Legal / Lobbying	
STP-TMA, K13478				-	FTA	Equipment Purchases	8,720
				-		Travel / Education	
STP-TMA, K18948			205,020	205,020		Printing	500
Local	38,448	13,509		51,957		Public Involvement	21,000
				-		Meeting Support	
				-		Other	
Total:	\$ 372,150	\$ 130,688	\$ 205,020	\$ 707,858		Total Direct Cost:	\$ 309,507
					661	Total Cost:	\$ 707,858

PROGRAM NO.	685			CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding					
TASK / PROJECT DESCRIPTION:	Develop a FY2019-2023 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2018-2022 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and translating them into well-defined projects with cost estimates, purpose and need statements, environmental scans and public information plans. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award 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 grant applications to be strong, linked closely with CIM 2040 goals and performance measures, and 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 to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, Communities in Motion 2040, and the annual Transportation Improvement Program (TIP). Under 12 CFR § 450.306 and 23 CFR § 450.324 --COMPASS is required to develop a TIP in cooperation with ITD and public transit 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 Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (the document that sets air quality budgets for the State of Idaho). The TIP is also scrutinized in the Federal Certification Review.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate prioritization of project applications Assign projects to funding programs Research ways to automate application process Rank applications Develop the final FY2019-2023 Regional Transportation Improvement Program Monitor and track FY2018-2022 Regional Transportation Improvement Program Provide assistance to Valley Regional Transit (VRT)					Oct-Sept	
685002 Project Development Program Identify unfunded projects needing development Select projects for program Select/contract with/manage consultants Manage project development teams Review/revise, approve, and disseminate reports					Oct-Sept	
685003 Grant Research and Development Ensure unfunded member needs list remains current Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with writing grant applications - TIGER, FASTLANE, CDBG, etc. Update annual Resource Development Plan					Oct-Sept	
685004 CIM Implementation Grants Facilitate prioritization of applications Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget					Oct-Sept	
LEAD STAFF: Toni Tisdale					Expense Summary	
END PRODUCT: Pre-Concept reports including purpose and need statement; public involvement plan environmental scan; planning level design sketches of early alternatives, and cost estimates. Grant applications. CIM Implementation Grants/Member Projects. Track and monitor the current-year TIP and develop the TIP update. Annual Resource Development Plan.						
Total Workdays: 580						
Salary \$ 218,545 Fringe 97,700 Overhead 31,812 Total Labor Cost: \$ 348,057						
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Member Agencies
CPG, K13496	\$ 4,500	\$ 1,500		\$ 6,000		
CPG, K13963	140,843	49,485		190,328		
STP-TMA, K13478			70,000	70,000		
Local	15,612	5,485		21,097		
Fund Balance			190,732	190,732		
Total:	\$ 160,955	\$ 56,470	\$ 260,732	\$ 478,157		
					Total Direct Cost: \$ 130,100	
					685 Total Cost: \$ 478,157	

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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 2040</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
<p>Provide general assistance to member agencies as requested in the areas of:</p> <p>Specific assistance determined per member agency requests, may include:</p> <ul style="list-style-type: none"> Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other requests as budget allows <p>Specific requested assistance:</p> <ul style="list-style-type: none"> Assist with City of Nampa Transportation Plan update Conduct Canyon County wineries and agritourism trip generation study Collect traffic counts Develop trip generation rates Develop a pavement condition assessment methodology for Canyon County agencies Form a workgroup Develop a scope for exploring and documenting methodology to collect, analyze and report pavement conditions Bring for UPWP consideration for FY2019 continuation 						<p>Ongoing</p> <p>Sep Oct-Sep</p> <p>Jan-June</p>
LEAD STAFF: Matt Stoll					Expense Summary	
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 76	
					Salary \$ 30,301	
					Fringe 13,546	
					Overhead 4,411	
					Total Labor Cost: \$ 48,258	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 6,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496	\$ 1,500	\$ 500		\$ 2,000		
CPG, K13963	35,724	12,552		48,276		
STP-TMA, K13478				-		
Local	2,946	1,036		3,982		
				-		
Total:	\$ 40,170	\$ 14,088		\$ 54,258	701	Total Direct Cost: \$ 6,000
						Total Cost: \$ 54,258

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PROGRAM NO.	702	CLASSIFICATION:	Service
TITLE:	Air Quality Outreach		
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to cover the airing of television and radio public service announcements, and assisting in obtaining related earned media exposure as appropriate.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u> (http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm).		

FY2018 BENCHMARKS	MILESTONES / PRODUCTS
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Public Service Announcements Work with service provider to purchase radio and television air time for public service announcements, and assist in obtaining related earned media exposure as appropriate.	Ongoing
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LEAD STAFF: Amy Luft	Expense Summary Total Workdays: 7 Salary \$ 2,854 Fringe 1,276 Overhead 415 Total Labor Cost: \$ 4,545
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Air Quality Board in reaching out to the public via public service announcements.	
ESTIMATED DATE OF COMPLETION: September-2018	
DIRECT EXPENDITURES:	

Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K13496				\$ -	Department of Environmental Quality
CPG, K13963					Ada County Air Quality Board
STP-TMA, K13478					
Local			50,000	50,000	
Total:	\$ -	\$ -		\$ 50,000	

Professional Services	\$ 45,455
Legal / Lobbying	
Equipment Purchases	
Travel / Education	
Printing	
Public Involvement	
Meeting Support	
Other	
Total Direct Cost:	\$ 45,455
702	Total Cost: \$ 50,000

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PROGRAM NO.	703			CLASSIFICATION:	Service	
TITLE:	General 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).					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide assistance to public and non-member entities, as requested, in the areas of:					Ongoing	
<p>Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other general requests for information</p>						
LEAD STAFF:	Amy Luft				Expense Summary	
END PRODUCT:	Information assistance to the general public.				Total Workdays: 13	
					Salary \$ 4,426	
					Fringe 1,979	
					Overhead 644	
					Total Labor Cost: \$ 7,049	
ESTIMATED DATE OF COMPLETION:				September-2018		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	DIRECT EXPENDITURES: \$ - Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -	
CPG, K13496				\$ -		
CPG, K13963						
STP-TMA, K13478						
Local			7,049	7,049		
Total:	\$ -	\$ -		\$ 7,049	703	Total Cost: \$ 7,049

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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.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies					Ongoing
LEAD STAFF: Matt Stoll					Expense Summary Total Workdays: 50 Salary \$ 22,712 Fringe 10,153 Overhead 3,306 Total Labor Cost: \$ 36,172
END PRODUCT: Ongoing staff liaison role to member agencies.					
ESTIMATED DATE OF COMPLETION: September-2018					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496	\$ 1,500	\$ 500		\$ 2,000	
CPG, K13963	23,323	8,194		31,517	
STP-TMA, K13478					
Local	1,965	690		2,655	
				-	
Total:	\$ 26,788	\$ 9,384		\$ 36,172	
					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - Total Cost: \$ 36,172

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PROGRAM NO.	720				CLASSIFICATION:	Service	
TITLE:	State Street Corridor						
TASK / PROJECT DESCRIPTION:	Multi-year cooperative project with member agencies along State Street to advance studies, plans, development, and transit and roadway improvements in the corridor. COMPASS' role is project coordinator providing general support including development and technical assistance on the multi-jurisdictional MOU as well as providing project management for the consultant contract funded by the FTA transit-oriented, land use development grant.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	State Street is a regionally significant corridor and the only east-west route between the two counties north of the Boise River. A multi-jurisdictional State Street Traffic and Transit Operational Plan (TTOP) has been adopted and is being implemented, requiring ongoing technical assistance. The corridor is identified in <i>Communities in Motion 2040</i> as a future high capacity transit corridor. The various tasks in the project are orchestrated to help ensure the viability of transportation through the corridor and protect existing neighborhoods and communities in the future.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR 450.318 -- The tasks fulfill FHWA and FTA goals and direction by focusing on linking traffic, transit, and land development in a stronger relationship than has been done previously in the Treasure Valley. Long-term changes in the corridor are included in <i>Communities in Motion</i> .						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
Project Coordination							
Facilitate meetings and communications of State Street Coordinating Committee as needed Assist agencies to implement Transit and Traffic Operations Plan (TTOP)						Ongoing	
Provide project management for consultant contract and project management team (PMT) for transit oriented development plan						Jun 2017 to Sep 2018	
LEAD STAFF: Megan Larsen						Expense Summary	
END PRODUCT: Final State Street Transit Oriented Development Vision Plan.							
						Total Workdays: 53	
						Salary \$ 24,938	
						Fringe 11,149	
						Overhead 3,630	
						Total Labor Cost: \$ 39,717	
ESTIMATED DATE OF COMPLETION: September-2018						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Professional Services \$ 345,870 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support		
CPG, K13496	\$ 1,500	\$ 500		\$ 2,000			
CPG, K13963	25,754	9,048		34,802			
STP-TMA, K13478							
Local	2,157	758	345,870	348,785			
Total:	\$ 29,411	\$ 10,306	\$ 345,870	\$ 385,587	Total Direct Cost: \$ 345,870		
						720 Total Cost: \$ 385,587	

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PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Legislative Services					
TASK / PROJECT DESCRIPTION:	Work with and manage the contract for legislative services. 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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>Federal Legislative Priorities</u> Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
<u>State Legislative Priorities</u> Work with Executive Committee to identify possible priorities and position statements for FY2018 legislative session Obtain Board endorsement of FY2018 legislative priorities Educate and advocate on FY2018 legislative priorities Evaluate possible legislative priorities for FY2018 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
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 \$ 36,620 Fringe 16,371 Overhead 5,331 Total Labor Cost: \$ 58,321	
ESTIMATED DATE OF COMPLETION:	September-2018				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496 CPG, K13963 STP-TMA, K13478				\$ -		
Local			173,371	\$ 173,371		
Total:	\$ -	\$ -	\$ 173,371	\$ 173,371		
					Professional Services \$ - Legal / Lobbying 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100 Total Direct Cost: \$ 115,050	
					760	Total Cost: \$ 173,371

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PROGRAM NO.	761			CLASSIFICATION:	Service
TITLE:	Growth Incentives				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to relevant committee.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes linkage of the regional long-range transportation plan and local land use planning, as well as provide necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Several <i>Communities in Motion 2040</i> goals and objectives support this program, including: Goal 2.3 "Encourage infill development and more compact growth near community identified activity centers." Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost efficient infrastructure services." Goal 6.1 "Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley." Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>Administration</u> Facilitate required annual meeting of Blueprint for Good Growth					April
<u>Policy Analysis</u> Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee Report to workgroup/committee and identify pilot study					As needed As needed
LEAD STAFF: Matt Stoll				Expense Summary	
END PRODUCT: Blueprint for Good Growth annual meeting. The policy analysis, if requested, would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the <i>Communities in Motion 2040</i> Vision by encouraging infill, redevelopment, and Major Activity Centers.				Total Workdays: 3	
				Salary \$ 1,462	
				Fringe 653	
				Overhead 213	
				Total Labor Cost: \$ 2,328	
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Ada County Member Agencies
CPG, K13496				\$ -	
CPG, K13963	2,157			2,157	
STP-TMA, K13478					
Local	171			171	
				-	
Total:	\$ 2,328	\$ -		\$ 2,328	
					Total Direct Cost: \$ -
					761 Total Cost: \$ 2,328

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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 Planners, Association of Metropolitan Planning Organizations, and the Transportation Research Board, etc., to keep staff well informed.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Staff training and development					Ongoing
LEAD STAFF: Megan Larsen					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: 137
					Salary \$ 53,849
					Fringe 24,073
					Overhead 7,838
					Total Labor Cost: \$ 85,760
ESTIMATED DATE OF COMPLETION:				September-2018	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K13496	\$ 1,500	\$ 500		\$ 2,000	Federal Highway Administration
CPG, K13963	84,752	29,778		114,530	Federal Transit Administration
STP-TMA, K13478					
Local	6,830	2,400		9,230	
				-	
Total:	\$ 93,082	\$ 32,678		\$ 125,760	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education 40,000
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 125,760

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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. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
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:	COMPASS Joint Powers Agreement states, Section 6. Articles of Reformation and Organization of a Nonprofit Association Part 6.1.7 (K) Open Meeting Law: All meetings of the Board of Directors shall be governed under the provisions of what is known as the "Open Meeting Law" including any amendments and/or recodification of said law that is presently codified at Idaho Code § 67-2340-2345.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing	
LEAD STAFF:	Megan Larsen				Expense Summary	
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Total Workdays: 229	
					Salary \$ 88,984	
					Fringe 39,780	
					Overhead 12,953	
					Total Labor Cost: \$ 141,717	
ESTIMATED DATE OF COMPLETION:				September-2018		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support 2,000 Other	
CPG, K13496	\$ 1,500	\$ 500		\$ 2,000		
CPG, K13963	97,065	34,104		131,169		
STP-TMA, K13478						
Local	7,805	2,743		10,548		
Total:	\$ 106,370	\$ 37,347		\$ 143,717	Total Direct Cost: \$ 2,000	
				820	Total Cost: \$ 143,717	

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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 Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 (f) -- "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, 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...."					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Key Elements						
Maintain and update traffic count database					Ongoing	
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)					Ongoing	
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing	
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan					Apr - Jul	
Provide project and program evaluations using TREDIS for grant applications and ITD's Strategic Initiatives					Dec - Mar	
Reconcile demographic data and integrate in the current and forecast years of the regional model					Feb - Mar	
CIM 2040 2.0 support						
Use the regional travel demand model to conduct evaluations for various transportation packages					Oct-Apr	
Update planning functional classification map					Nov - Feb	
Complete air quality conformity demonstration (also supports TIP)						
Special Tasks and Model Improvements						
Finish calibrating AM peak model					Jun - Sept	
Document model refinements as addendums to the completed calibration report					Jun - Sept	
Develop scripts to more efficiently provide model output data for performance based planning efforts					Ongoing	
Provide technical assistance to City of Nampa for the update of the Master Transportation Plan					Oct - Jan	
Provide technical analysis on unexpected member agency requests					Ongoing	
Continue to expand the data foundation task to implement it into other data sources					Ongoing	
Complete the process to efficiently and more timely process ACHD and ITD traffic counts into the master database					Oct - Dec	
Complete the land use model testing and final recommendation					Oct - Jan	
LEAD STAFF:	MaryAnn 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: 155	
					Salary \$ 66,000	
					Fringe 29,505	
					Overhead 9,607	
					Total Labor Cost: \$ 105,113	
ESTIMATED DATE OF COMPLETION:				September-2019		DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$44,000
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying
CPG, K13496	\$ 1,500	\$ 500		\$ 2,000	Member Agencies	Equipment Purchases
CPG, K13963	78,564	27,604		106,168	Federal Highways Administration	Travel / Education
STP-TMA, K13478			30,000	30,000	Idaho Transportation Department	Printing
					Valley Regional Transit	Public Involvement
Local	8,099	2,846		10,945	Department of Environmental Quality	Meeting Support
				-		Other
Total:	\$ 88,163	\$ 30,950	\$ 30,000	\$ 149,113	Total Direct Cost: \$ 44,000	
					836	Total Cost: \$ 149,113

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PROGRAM NO.	842				CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process						
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system (CMS) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies. Develop strategy for congestion management data collection.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change. Typically, reason for change is improvements needed such as signal timing and ITS. Periodic needs are: baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.320 -- Congestion Management Process is one of the Planning Factors and required in Transportation Management Areas (TMA). COMPASS has been collecting travel time data since 2003, which provides a summary of how the major roads are functioning during the am and pm peak hours. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan is also required for MPOs in new federal legislation. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
CMS Report and Travel Time Data Collection							
Complete a summary of the CMS "floating car" travel time data collection effort from 2003 - 2016							Dec-Jan
New Travel Time Data Source and Process							
Build a process to join the raw NPMRDS travel time data to the NPMRDS shapefile							Oct-Dec
Build the link between the NPMRDS attributes (TMC and LinkID) to the COMPASS PMID system							Oct-Dec
Run basic analysis of the NPMRDS data (2014 to currently available)							Oct-Dec
Compare the NPMRDS data to historical COMPASS floating car travel time data							Jan-Feb
Identify concerns or issues with the NPMRDS data and develop protocols to address these issues (low volume roads with little or no data)							Jan-Feb
Set up a process to match accident log data (from State Comm or ACHD) to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion (supports CIM, performance reporting and performance-based planning)							Feb-May
Set up process to match NPMRDS data with building permit activity and permanent traffic count sites							Feb-May
Set up process to calculate average speed using the NPMRDS data and consider using it for input speeds in the mode (supports travel demand model)							Jun-Aug
Continue to coordinate with ITD HQ staff on downloading the raw NPMRDS data							Ongoing
Identify roadways not covered by the NPMRDS data and determine if travel time data are necessary							Oct-Dec
If so, collect travel time data using floating car method							Ongoing
ITS Inventory and Online Detour Routes							
Complete the 2017 ITS inventory and detour routes in GIS							Oct-Aug
Set up a process and access to select member agencies to update their ITS inventory							Oct-Aug
Set up a review process of these changes before making them official							Oct-Aug
Set up a process to display long term construction projects from ACHD and 511 in the detour route on line map							Oct-Aug
LEAD STAFF: Mary Ann Waldinger							
END PRODUCT: Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.							
Expense Summary							
							Total Workdays: 57
							Salary \$ 24,271
							Fringe 10,850
							Overhead 3,533
							Total Labor Cost: \$ 38,655
ESTIMATED DATE OF COMPLETION: September-2018							
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	DIRECT EXPENDITURES:	
CPG, K13496	\$ 1,500	\$ 500		\$ 2,000	Member Agencies	Professional Services	\$ 51,000
CPG, K13963	37,795	13,279		51,074	Federal Highways Administration	Legal / Lobbying	
STP-TMA, K13478			30,000	30,000		Equipment Purchases	
						Travel / Education	
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
Local	4,870	1,711		6,581			
Total:	\$ 44,165	\$ 15,490	\$ 30,000	\$ 89,655		Total Direct Cost: \$ 51,000	
					842	Total Cost: \$ 89,655	

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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 (RGAW) 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 § 450.322 (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...." GIS also serves the directive under 23 CFR § 450.322 (i)(6) that the MPO "employ visualization techniques to describe plans; and make public information available in electronically accessible format and means..."						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, ped count analysis, and crash analysis Enterprise database creation Data integration GIS Technology							Ongoing
Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.							As Needed
GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) 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 COMPASS staff will conduct data accuracy checks and metadata on regional data sets							Ongoing
CIM Update planning functional classification map Interactive Document/maps Database and dashboard/reporting development							Nov - Feb
TIP Data integration support Reporting support							Ongoing Ongoing
Orthophotography Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding							Ongoing Ongoing
LEAD STAFF: Eric Adolfsen					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: 574		
					Salary \$ 208,916		
					Fringe 93,395		
					Overhead 30,411		
					Total Labor Cost: \$ 332,721		
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	All Member Agencies Professional Services \$ - Legal / Lobbying Equipment Purchases 51,100 Travel / Education Printing Public Involvement Meeting Support Other 1,200 Total Direct Cost: \$ 52,300		
CPG, K13496	\$ 1,500	\$ 1,000		\$ 2,500			
CPG, K13963	80,300	28,971		109,271			
STP-TMA, K13478			36,705	36,705			
Local	20,913	7,348	208,284	236,545			
Total:	\$ 102,713	\$ 37,319	\$ 244,989	\$ 385,021	Total Cost: \$ 385,021		

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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.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide local dollars for expenditures not federally funded					Ongoing
LEAD STAFF: Megan 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-2018					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496				\$ -	
CPG, K13963					
STP-TMA, K13478					
Local			160,950	160,950	
				-	
Total:	\$ -	\$ -		\$ 160,950	
					Total Direct Cost: \$ 160,950
					990 Total Cost: \$ 160,950

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PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, and general administration. Work with independent auditor on annual audit. Provide administrative assistance for agency needs including public workshops, hearings, open houses, etc.				
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>				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
General Administration Review standing agreements 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 FY2018 benefit options Financial Management Close FY2017 financial records and begin FY2018 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 Document and educate staff with system issues and changes Coordinate systems with member agencies Provide and retain daily, monthly and annual system backups					Aug As needed Ongoing Ongoing As needed As needed As needed As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
LEAD STAFF: Megan Larsen				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: 885	
				Salary Fringe Overhead	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES:	
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K13496				\$ -	Legal / Lobbying
CPG, K13963					Equipment Purchases
STP-TMA, K13478					Travel / Education
Local					Printing
					Public Involvement
					Meeting Support
					Other
Total:	\$ -	\$ -		\$ -	Total Direct Cost: \$ -
					991 Total Cost: \$ -

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FINANCIAL WORKSHEETS

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2018 Final	FY2018 Revision 1
GENERAL MEMBERSHIP		
Ada County	213,522	213,522
Ada County Highway District	213,522	213,522
Canyon County	106,132	106,132
Canyon Highway District No. 4	37,994	37,994
Golden Gate Highway District No.3	5,099	5,099
City of Boise	100,937	100,937
City of Caldwell	23,862	23,862
City of Eagle	11,874	11,874
City of Garden City	5,070	5,070
City of Greenleaf		379
City of Kuna	8,686	8,686
City of Meridian	43,341	43,341
City of Melba	251	251
City of Middleton	3,576	3,576
City of Nampa	42,689	42,689
City of Notus	251	251
City of Parma	935	935
City of Star	4,096	4,096
City of Wilder	745	745
Subtotal	822,582	822,961
SPECIAL MEMBERSHIP		
Boise State University	8,200	8,200
Capital City Development Corporation	8,200	8,200
Department of Environmental Quality	8,200	8,200
Idaho Transportation Department	8,200	8,200
Valley Regional Transit	8,200	8,200
Subtotal	41,000	41,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2017 K# 13496 Ada County		35,825
CPG - FY2017 K# 13496 Canyon County		12,587
CPG - FY2018 K# 13963 Ada County	988,364	988,364
CPG - FY2018 K# 13963 Canyon County	347,263	347,263
Sub Total CPG Grants	1,335,627	1,384,039
STP TMA - K# 13478, FY18 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 18948, Freight Study - estimated carry over	120,600	205,020
Subtotal	427,305	511,725
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
TREDIS Reimbursement from ITD	16,000	16,200
Interest Income	5,000	10,000
Valley Regional Transit - State Street Grant - carry over	280,000	345,870
Subtotal	351,000	422,070
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	2,977,514	3,181,795
Draw From Fund Balance (CIM Implementation Grants)	50,000	50,000
Draw From Fund Balance (to fund revenue shortfall)	62,433.00	130,626
TOTAL REVENUE, ALL RESOURCES	3,089,947	3,362,422

EXPENSE	FY2018 Final	FY2018 Revision 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,256,562	1,245,860
Fringe	548,128	566,830
Contingency (Overtime, Bonus, and Sick Time Trade)	20,000	22,000
Sick Time Trade	10,000	-
Subtotal	1,834,690	1,834,690
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	179,700	184,470
Subtotal	179,700	184,470
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	600	600
653001, Communication and Education	42,929	40,429
661001, Long-Range Planning	61,500	79,527
661004, Freight	137,153	221,261
661005, Bicycles and Pedestrians	8,720	8,720
685001, Transportation Improvement Program	5,100	5,100
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	50,000	50,000
701001, General Membership Services	2,800	6,000
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	280,000	345,870
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	10,000	44,000
842001, Congestion Management Process		51,000
860001, Geographic Information System Maintenance	52,300	52,300
990001, Direct Operations and Maintenance	146,950	160,950
Subtotal	1,075,557	1,343,262
TOTAL EXPENSE	3,089,947	3,362,422

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,089,947	3,362,422
LESS: TOTAL EXPENSES	3,089,947	3,362,422
REVENUE EXCESS/(DEFICIT)	0	0

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FY2018 - REVISION 1

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES							MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY17 CPG Ada County K# 13496	FY17 CPG Canyon County K# 13496	FY18 CPG Ada County K# 13963	FY18 CPG Canyon County K# 13963	STP-TMA Off The Top K# 13478	STP-TMA Freight Study K# 18948	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001	UPWP/Budget Development and Federal Assurances	135	98,242	-	98,242	1,500	500	43,683	15,348	30,000	91,031	7,211			7,211	98,242
601002	Certification Review	37	28,030	-	28,030	1,500	500	2,940	1,033	20,000	25,973	2,057			2,057	28,030
620001	Demographics and Growth Monitoring	69	45,026	600	45,626	1,500	500	7,605	2,672	30,000	42,277	3,349			3,349	45,626
620002	Development Monitoring	64	39,616	-	39,616	1,500	500	3,484	1,224	30,000	36,708	2,908			2,908	39,616
620003	Census 2020	63	38,180	-	38,180	1,500	500	2,500	878	30,000	35,378	2,802			2,802	38,180
653001	Communication and Education Long-Range Planning	217	123,301	40,429	163,731						-		163,731		163,731	163,731
661001	General Project Management	257	167,210	79,527	246,737	2,825	1,087	166,289	58,426		228,626	18,110			18,110	246,737
661003	Roadways	12	8,138	-	8,138	1,500	500	4,100	1,441		7,540	597			597	8,138
661004	Freight	12	8,138	221,261	229,398	1,500	500	4,100	1,441		212,560	16,837.84			16,838	229,398
661005	Bicycles/Pedestrians	152	78,848	8,720	87,568	1,500	500	58,564	20,577		81,141	6,428			6,428	87,568
661006	Public Transportation	86	54,283	-	54,283	1,500	500	35,741	12,558		50,298	3,984			3,984	54,282
661007	Performance Measurement	68	43,843	-	43,843	1,500	500	28,582	10,042		40,625	3,218			3,218	43,843
661008	Bike Counter Management	89	37,892	-	37,892	1,500	500	24,502	8,609		35,111	2,781			2,781	37,892
	Resource Development/Funding															
685001	Transportation Improvement Program	410	238,072	5,100	243,172	1,500	500	113,459	39,864	70,000	225,323	17,849			17,849	243,172
685002	Project Development Program	47	31,368	75,000	106,368	1,500	500	20,029	7,037		29,066	2,302	75,000		77,302	106,368
685003	Grant Research and Development	104	65,732	-	65,732						-		65,732		65,732	65,732
685004	CIM Implementation Grants	19	12,885	50,000	62,885	1,500	500	7,355	2,584		11,939	946	50,000		50,946	62,885
TOTAL PROJECTS		1,841	1,118,803	480,637	1,599,440	23,825	8,087			210,000	1,153,596	91,381	354,463	-	445,844	1,599,440
701001	General Membership Services	76	48,258	6,000	54,258	1,500	500	35,724	12,552		50,276	3,983			3,983	54,258
702001	Air Quality Outreach	7	4,545	45,455	50,000						-			50,000	50,000	50,000
703001	General Public Services	13	7,049	-	7,049						-		7,049		7,049	7,049
705001	Transportation Liaison Services	50	36,172	-	36,172	1,500	500	23,322	8,194		33,517	2,655			2,655	36,172
720001	State Street Corridor	53	39,717	345,870	385,587	1,500	500	25,753	9,048		36,802	2,915		345,870	348,785	385,587
760001	Legislative Services	60	58,321	115,050	173,371						-		173,371		173,371	173,371
761001	Growth Incentives	3	2,328	-	2,328			2,157			2,157	171			171	2,328
TOTAL SERVICES		262	196,391	512,375	708,766	4,500	1,500			-	122,752	9,724	180,420	395,870	586,014	708,766
801001	Staff Development	137	85,760	40,000	125,760	1,500	500	84,752	29,778		116,530	9,231			9,231	125,760
820001	Committee Support	229	141,717	2,000	143,717	1,500	500	97,065	34,104		133,169	10,549			10,549	143,717
836001	Regional Travel Demand Model	155	105,113	44,000	149,113	1,500	500	78,565	27,604	30,000	138,168	10,945			10,945	149,113
842001	Congestion Management Process	57	38,655	51,000	89,655	1,500	500	37,795	13,279	30,000	83,074	6,581			6,581	89,655
860001	Geographic Information System Maintenance	574	332,721	52,300	385,021	1,500	1,000	80,300	28,971	36,705	148,476	28,261	208,284		236,545	385,021
TOTAL SYSTEM MAINTENANCE		1,152	703,966	189,300	893,266	7,500	3,000			96,705	619,416	65,566	208,284	-	273,850	893,266
990001	Direct Operations / Maintenance	-	-	160,950	160,950						-		134,750	26,200	160,950	160,950
991001	Support Services Labor	885	-	-	-						-				-	-
999001	Indirect Operations/Maintenance	-	-	-	-						-				-	-
TOTAL INDIRECT/OVERHEAD		885	-	160,950	160,950	-	-			-	-	-	134,750	26,200	160,950	160,950
GRAND TOTAL		4,140	2,019,160	1,343,262	3,362,422	35,825	12,587	988,364	347,263	306,705	1,895,764	166,671	877,917	422,070	1,466,658	3,362,422

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
REVENUE AND EXPENSE SUMMARY (total)**

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)	FY2019 CARRY-FORWARD
620001 Demographics and Growth Monitoring	600					600				
653001 Communication and Education	40,429	13,629			1,000		25,800			7
661001 Long-Range Planning	79,527	58,027			500		21,000			10
661004 Freight	221,261	221,261								3
661005 Bicycles/Pedestrians	8,720		8,720							
685001 Transportation Improvement Program	5,100						5,100			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	50,000	50,000								
701001 General Membership Services	6,000	6,000								7
702001 Air Quality Outreach	45,455	45,455								
720001 State Street Corridor	345,870	345,870								6
760001 Legislative Services	115,050			18,000		11,100			85,950	
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	44,000	44,000								11
842001 Congestion Management Process	51,000	51,000								12
860001 Geographic Information System Maintenance	52,300		51,100			1,200				
990001 Direct Operations / Maintenance										
New/replacement hardware and software	6,000		6,000							
Transit network planning software	19,250		19,250							
Tredis renewal	81,000		81,000							
Cube renewal: Cube Land	14,100		14,100							7
Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	7
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
Copier replacement	15,000		15,000							
GRAND TOTAL	1,343,262	910,242	195,170	59,600	1,500	12,900	51,900	9,000	102,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2018 Final	FY2018 Revision 1
Professional Services	930	25,000	25,000
Equipment Repair / Maintenance	936	500	500
Travel / Education	940	1,500	1,500
Publications	943	1,000	1,000
Employee Professional Membership	945	8,000	8,000
Postage	950	1,500	1,500
Telephone	951	11,250	11,250
Building Maintenance and Reserve for Major Repairs	955	45,950	50,720
Printing	960	1,000	1,000
Advertising	962	1,000	1,000
Audit	970	16,000	16,000
Insurance	971	12,000	12,000
Legal Services	972	3,000	3,000
General Supplies	980	8,000	8,000
Computer Supplies	982	15,000	15,000
Computer Software / Maintenance	983	15,200	15,200
Commuting Incentive	990	400	400
Vehicle Maintenance	991	1,200	1,200
Utilities	992	10,500	10,500
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	200	200
TOTAL		179,700	184,470

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	46	30	3	56	135
601002	Certification Review	AL	10	18	9	-	37
620001	Demographics and Growth Monitoring	CM	-	62	7	-	69
620002	Development Monitoring	CM	-	60	4	-	64
620003	Census 2020	CM	-	55	8	-	63
653001	Communication and Education	AL	9	14	194	-	217
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	12	173	72	-	257
661003	Roadways	LI	-	12	-	-	12
661004	Freight	LI	-	12	-	-	12
661005	Bicycles/Pedestrians	DW	-	146	6	-	152
661006	Public Transportation	DW	-	80	6	-	86
661007	Performance Measurement	CM	-	66	2	-	68
661008	Bike Counter Management	MA	-	89	-	-	89
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	10	375	25	-	410
685002	Project Development Program	KP	-	47	-	-	47
685003	Grant Research and Development	KP	-	96	8	-	104
685004	CIM Implementation Grants	KP	-	19	-	-	19
TOTAL PROJECTS			87	1,354	344	56	1,841
701001	General Membership Services	LI	-	71	5	-	76
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	AL	-	10	3	-	13
705001	Transportation Liaison Services	MS	12	25	13	-	50
720001	State Street Corridor	ML	18	33	2	-	53
760001	Legislative Services	MS	60	-	-	-	60
761001	Growth Incentives	MS	1	2	-	-	3
TOTAL SERVICES			91	141	30	-	262
801001	Staff Development	ML	9	98	20	10	137
820001	Committee Support	ML	14	83	17	115	229
836001	Regional Travel Demand Model	MW	-	155	-	-	155
842001	Congestion Management Process	HM	-	57	-	-	57
860001	Geographic Information System Maintenance	EA	-	554	20	-	574
TOTAL SYSTEM MAINTENANCE			23	947	57	125	1,152
TOTAL DIRECT			201	2,442	431	181	3,255
991001	Support Services Labor	ML	259	88	29	509	885
TOTAL INDIRECT/OVERHEAD			259	88	29	509	885
TOTAL LABOR			460	2,530	460	690	4,140

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FY2018 - REVISION 1

WORKDAY ALLOCATION

TRANSPORTATION SUPPLEMENT

Transportation Supplement
FISCAL YEAR 2018
VALLEY REGIONAL TRANSIT

		Expenses			Revenues				
		Workdays	Direct Labor	Direct Costs	Total Exp.	5307 TMA	5307 UZA	Local Match	Total Revenues
500	Program Administration Support	775	\$ 325,910	\$ 120,940	\$ 446,850	\$ 264,000	\$ 93,264	\$ 89,316	\$ 446,580
530	Boise TMA System Planning	164	72,172	9,100	81,272	88,000		22,000	110,000
430	Nampa UZA System Planning	171	76,780	9,099	85,879	-	45,936	11,484	57,420
TOTALS		1,110	\$ 474,861	\$ 139,139	\$ 614,000	\$ 352,000	\$ 139,200	\$ 122,800	\$ 614,000

**OTHER
TRANSPORTATION
PLANNING
STUDIES**

Other Transportation Planning Studies in the Treasure Valley

ACHD Capital Improvement Plan

Sponsor: ACHD

Status: Updated every three years

Web Link: <http://www.achdidaho.org/Departments/ROWDS/ImpactFees.aspx>

Alternatives Analysis for Downtown Boise Circulator System, Phase 1

Sponsor: City of Boise

Status: Ongoing

Web Link: <https://pds.cityofboise.org/planning/comp/circulator/>

East Columbia Master Plan, City of Boise

Sponsor: City of Boise

Status: Ongoing

Web Link: not available

Five Year Capital Improvement Plan, Planning

Sponsor: Golden Gate Highway District

Status: Adopted 2015

Web Link: <http://www.gghd3.org/CIP2016.pdf>

Five Year Strategic Plan

Sponsor: Valley Regional Transit

Status: Approved January 2015

Web Link:

<http://www.valleyregionaltransit.org/PROJECTSSTUDIES/FIVEYEARSTRATEGICPLAN.aspx>

Five Year Work Plan

Sponsor: Nampa Highway District

Status: Updated annually

Web Link: http://www.nampahighway1.com/Five_Year_Work_Plan.php

Glenwood and State Intersection Study

Sponsor: ACHD and Idaho Transportation Department

Status: Ongoing

Web Link: http://achdweb.achdidaho.org/Projects/proj_study_glenwood-and-state-intersection-study.aspx

Integrated Five Year Work Plan

Sponsor: Ada County Highway District

Status: Update annually

Web Link: <http://www.achdidaho.org/Departments/PP/5Year.aspx>

State Highway 55 Corridor Study

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/d3/?target=construction-list>

US 20/26 Corridor Plan (Caldwell to Boise)

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://apps.itd.idaho.gov/apps/us2026CorridorStudy/default.html>

US 20/26 Corridor Study, (I-84 to State Line)

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/d3/?target=construction-list>

US 95 Corridor Study

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/d3/?target=construction-list>

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