

COMPASS Procedure for Member Agency Notification of Intent to Apply for Discretionary Grant Applications

Approved May 2024

Description/Purpose:

The purpose of this procedure is to outline the steps for COMPASS member agencies to inform the Idaho Transportation Department (ITD) and the Idaho Division of Financial Management (DFM) of their intent to apply for a federal discretionary grant. By notifying ITD and DFM, agencies ensure that potential grant award revenues are accounted for in state budget planning processes. This is necessary, as federal grants are passed through ITD as the direct recipient before being awarded to the local agency.

Information to Be Submitted Via Email:

Funding Opportunity Number: [Insert Funding Opportunity Number]

Funding Opportunity Title: [Insert Funding Opportunity Title]

Project Objective: [Describe the objective of the project for which the grant is being sought]

Total Project Cost: [Specify the total estimated cost of the project]

Federal Share/Grant Request: [Indicate the percentage breakdown of federal funding and any local match requirements, e.g., 80% federal, 20% local match, 100% federal, etc.]

Anticipated Award Announcement Date: [Provide the expected date for the announcement of grant awards]

Anticipated Obligation Date: [Specify the anticipated date by which funds must be obligated for the project]

Anticipated Expenditure Date (FY): [Identify the fiscal year(s) in which expenditures related to the grant are anticipated to occur]

Submit Via Email To:

Submit the above information regarding the grant application *at least 30 days in advance* of submitting a grant application via email to both of the following contacts at ITD. ITD will coordinate with DFM:

Idaho Transportation Department Planning Section:

Roni Pratt, Program Coordinator
Idaho Transportation Department
Planning and Development
Roni.Pratt@itd.idaho.gov
208.501.5866

Sonna Lynn Fernandez, Project Manager
Idaho Transportation Department
Planning and Development
Sonnalynn.Fernandez@itd.idaho.gov
Office: 208.334.8209
Cell: 208.501.5866

Copy the submittal to Matt Stoll, COMPASS Executive Director, mstoll@compassidaho.org
and Matt Carlson, COMPASS Grant Writer and Administrator, mcarlson@compassidaho.org.

If COMPASS is writing the grant application on behalf of the member agency, COMPASS will submit the required information to ITD Planning and Development on its behalf.

Additional Information:

For questions, contact Matt Carlson, Grant Writer and Administrator, at (208) 475-2232 or mcarlson@compassidaho.org.

COMPASS Grant Application Procedure Approved:



Matthew J. Stoll, Executive Director



Date