

2025 COMPASS Funding Application

Phase I

All Projects

All applications must be submitted in Word format by email to ssader@COMPASSidaho.org. This phase of the application page limit is 10 pages.

DETAILS

Sponsor Name (agency): **ACHD Commuteride**

Main Agency Contact: **Nicole Stern**

Project Title: **ACHD Commuteride Website Redesign**

PROJECT DETAILS

Briefly describe the location of the project:

In FY2024, ACHD Commuteride is undergoing a rebranding to better align the Commuteride Division to the newly branded Ada County Highway District. With the rebranding of Commuteride, one of the large undertakings is the redesign of our website for education and outreach to Treasure Valley residents and commuters. The last redesign of Commuteride.com was in 2015.

The Commuteride website is utilized by residents, commuters and businesses throughout the Treasure Valley, specifically Canyon County and Ada County residents. Commuteride.com is a one-stop place for commuters and businesses to learn about how they can get to and from work using transportation options throughout the Treasure Valley.

Does the sponsor own the right-of-way for this project?

- Yes
- No
- N/A

If no, a letter of support from the owner(s) **is required** to ensure their involvement and approval prior to submission.

Explain:

Does the project include improvements to the public transportation system?

- Yes
- No

If yes, a letter of support from the public transportation agency where the project is located **is required** to ensure its involvement and approval is required prior to submission.

PURPOSE AND NEED

Describe the complete project in detail including why this project is important to your agency and to the region (please reference [Communities in Motion 2050](#) goals and objectives as well as performance measures and targets):

A redesign of ACHD Commuteride's website with our redesigned branding will elevate and promote our programs focused on saving single occupancy trips, and miles off the valley's roadways, as well as reducing CO2 emissions in our air.

We find the website redesign important to ACHD Commuteride for several reasons, benefiting us, as an agency and the Treasure Valley we serve:

1. Enhanced Visibility and Awareness of Commuteride:
 - a. A well-designed website can significantly improve the visibility of our programs. It provides a platform to effectively communicate our mission, goals, and the positive impacts of Commuteride programs in reducing traffic congestion and lowering carbon emissions.
 - b. Improved visibility can attract more attention from the community, potential participants, and stakeholders, thereby increasing awareness of the importance of sustainable commuting.
2. Increased Participation and Engagement:
 - a. A user-friendly and informative website can encourage active participation from commuters. Clear calls to action and intuitive navigation can guide commuters to relevant information about making it easier for them to join a vanpool or find a transportation option that is the best fit for them.
 - b. Engaging content, such as success stories, testimonials and interactive features can foster a sense of community and inspire more individuals to adopt sustainable commuting habits.
3. Education and Information Dissemination:
 - a. The re-designed website can serve as an educational hub, providing in-depth information about the environmental impact of traditional commuting methods and the benefits of transportation options.
 - b. Clear and concise information can empower visitors with the knowledge they need to make informed decisions about their commuting habits, leading to increased adoption in the use of sustainable transportation.
4. Data and Analytics for Program Involvement:
 - a. A redesigned website can integrate robust analytic tools to track user behavior, program participation, and overall website performance.
 - b. Analyzing user data can provide Commuteride valuable insights into user performances, program effectiveness and areas for improvement. Having a data-driven approach enables us to refine our strategies and tailor our programs to better meet the needs of commuters and area businesses.
5. Aligns with COMPASS CIM 2050 Goals:
 - a. Economic Vitality: The redesigned website supports individuals to utilize a multimodal transportation system, that promotes economic vitality to enable commuters and businesses to prosper.
 - b. Safety: Increased use of sustainable transportation is safer for the community. Transit and vanpooling are considered safer than individual car travel.

Commuteride also promotes safe uses in carpooling, biking, and walking through our website and outreach opportunities.

- c. Convenience: The priority of website redesign is to highlight the convenience of sustainable transportation in the Treasure Valley. The more convenient a mode is for a potential user, the more likely they are to continue to change their behavior.
 - d. Quality of Life: Communicating Commuteride's mission of reducing traffic congestion and lowering carbon emissions protects our valley's air, and promotes connectivity to work and play.
6. Community Support and Partnerships:
 - a. An updated website can serve as a hub for fostering community support and building partnerships with other organizations, local businesses and other government entities.
 - b. Communicating the positive impact of Commuteride's programs can attract area businesses who are committed to sustainability, thereby expanding Commuteride's reach and influence.
 7. Demonstration of Leadership in Sustainability:
 - a. A modern and visually appealing updated website reflects positively on ACHD Commuteride's image. It demonstrates a commitment to staying current with technology and design trends, reinforcing the idea that Commuteride is a forward-thinking and innovative leader in sustainable transportation solutions.
 8. Regional Environmental Impact:
 - a. By effectively promoting our programs that save trips, and miles off the road and reduce CO2 emissions, Commuteride can contribute significantly to the overall environmental health of the regions.
 - b. The redesigned website becomes a powerful tool to communicate the collective impact of individual actions, showcasing how the community's participation in Commuteride's programs contributes to a more sustainable and eco-friendly region.

ACHD Commuteride's website redesign is not just about aesthetics but a strategic move to amplify our message, increase participation, and drive positive change throughout the Treasure Valley.

FUNDING REQUEST / PROJECT TYPE

What type of funding are you applying for? (select all that apply) If you're unsure, contact COMPASS staff.

- Project Development Program (PDP)** – consultant cost of up to \$50,000
- CIM Implementation Grant Program** – reimbursement of up to \$50,000
- Federal Funds** – this option will require further information provided in Phase II
- Staff Assistance Only** – this option will remove the application from the priority ranking but include it in the Resource Development Plan for funding support

What type of project are you applying for? (select all that apply)

- Capital/Construction:** Road / Bridge / Design / Signs, etc.
- Public Transportation:** Vehicles / Equipment / Maintenance / Operations
- Active Transportation:** Bicycle / Pedestrian
- Planning:** Plans / Studies / Education / Outreach
- Special Groups:** Youth / Seniors / Disabled / Underserved Area
- Technology / Data**
- Other**

If other, please describe:

PROJECT BUDGET

Provide a total cost estimate and amount requested for the following project tasks or activities: If you continue in the process for federal-aid funding, you will be required to provide a much more detailed budget in Phase II. If needed, costs may be adjusted at that time.

Total Project Cost: ~\$70,000

Amount Requested (total cost minus any local match):\$50,000

Proposed local match (amount): up to \$20,000

Proposed local match (percentage): up to 29%

Please describe how you arrived at the cost estimates (previous similar project, design complete, etc.):

ACHD Commuteride currently has a marketing and outreach professional services contract with Stoltz Marketing Group. In October 2024, Stoltz Marketing Group estimated a proposal for website development and design including; Site mapping & Wireframing, Copywriting, Project Management, User Interface/User Experience Design (UI/UZ), Programming & Development and Optional Post Launch Management & Training. Estimated cost of between \$55,000 to \$70,000.

What is the source of the match?

ACHD Commuteride will provide matching dollars up to \$20,000 or 29% to support the implementation of this website from ACHD Commuteride's financial reserves.

Is this a project that can be phased (segmented into sub-units; does not include splitting out design from construction)?

- Yes
- No

If yes, indicate how your project can be phased and provide amounts:

PARTNERS/SUPPORT

Are other jurisdictional agencies or partners involved in this project?

- No
- Yes

If yes, list the jurisdictional agencies and other partners and their role in the project:

Has any public involvement been conducted for this project?

- No
- Yes

If yes, describe the results of those public involvement initiatives:

READINESS TO PROCEED

Has any work been completed on this project? (Mark all phases that are complete)

- Not applicable
- Nothing is complete
- Preliminary Design (concept) – 30% of design
- Final Design
- Environmental Review
- Utilities
- Right-of-Way

Explain, if necessary: We are currently in the re-design of Commuteride’s branding and will not be re-designing our website until all rebranding is complete. Estimated start time of October 2025.

If design has been started, does it meet federal standards? Federal standards are described in the [Local Public Agency Projects Guide](#)¹ within the Idaho Transportation Department's Manual.

- Yes
- No
- N/A

Explain, if necessary:

PLANNING DOCUMENTS

Does this project conform to a local or regional plan?

- Yes
- No

Explain: (reference the plan(s) with title/link and provide approval dates)

ATTACHMENTS:

Attach no more than two map/sketch pages (if applicable).

Attach required one-page support letters if the conditions below are applicable (otherwise optional).

- A support letter is required:
 - From the right-of-way jurisdiction if the sponsor does not own the right-of-way
 - From the land-use agency if the project is not the same as the roadway jurisdiction
 - From the public transportation agency if the project includes improvements to public transportation operations/facilities and the sponsor does not have jurisdiction

Attach match commitment document for applications for possible future federally funded projects .

- Match commitment document for applications for possible funding through CIM Implementation Grants or the Project Development Program may be submitted with Phase I in December but is not required until the second-round deadline in May.

¹ <https://apps.itd.idaho.gov/Apps/manuals/ManualsOnline.html>

2024 COMPASS Funding Application

Phase II

The next sets of questions pertain to PRIMARY PROJECT TYPES (Planning, Roadway, Active Transportation, and Public Transportation).

Please fill out ONLY the section that pertains to your project.

The four project categories are below:

Definitions:

✓ **Planning Only** - Projects for which the primary result is a study, document, or planning product. This would include any plan, study, data acquisition, Planning and Environmental Linkages (PEL) study, or other process that is eligible for federal funds, but does not directly result in capital or maintenance expenses. Applications seeking design funds for a project that fits into one of the other categories would fit into that category.

Examples: County Transportation Plan, Americans Disabilities Act (ADA) Transition Plan, Transportation System Management and Operations (TSMO) Plan, Freight Fluidity Study.

Roadway - Auto-oriented projects that improve, maintain, modify, or add vehicle travel lanes; modify roadway geometry or intersection design; add or modify intersection controls; and/or are used for roadway operations.

Examples: Added travel lanes, added turning lanes, roadway resurfacing, roadway realignments, intersection improvements, signal control modifications, Transportation System Management and Operations (TSMO), and ITS improvements.

Active Transportation - Active mode user-oriented projects that improve, maintain, modify, or add active mode facilities without extensive impact* on the roadway.

Examples: New or improved pathways, bikeways, or sidewalks; improved bike or pedestrian crossings; minor operational changes benefiting pedestrians (e.g., leading pedestrian signals); traffic calming; addressing ADA compliance issues; and/or adding permanent active mode data collection devices

*"Extensive impact" to the roadway would include a change in the number of vehicle-travel lanes, but would exclude a reduction in lane widths to accommodate a pathway, for example).

Public Transportation - Projects that improve, maintain, replace, modify, or add facilities, equipment, technologies, or capital supporting public transportation and/or vanpool services.

Examples: Improving bus stops, replacing vehicles and equipment, maintaining facilities, adopting improved technology, or addressing ADA compliance issues within public transportation facilities.

All project applications must include the following attachments (not counted in the page limit):

- ITD form 0414 – Sub-Awardee Reporting for the Federal Funding Accountability and Transparency Act
- ITD form 1150 – Project Cost Summary Sheet
- ITD form 2435 – Local Federal-Aid Project Request
- COMPASS Form FA100 – Federal Requirements
- Estimating Worksheet (must match form 1150 and 2435)
 - Be sure to update Phase I cost information if change occurred since the submittal of Phase I

2024 COMPASS Funding Application

Phase II

PLANNING ONLY FOCUS

All applications must be submitted in Word format by email to ssader@COMPASSidaho.org. This phase of the application page limit is 5 pages. Refer to Scoring and Ranking Guide Resources for guidance and links (add link).

Sponsor Name (agency): **Ada County Highway District- Commuteride**

Project Title: **ACHD Commuteride Website Redesign**

SAFETY

Does the study provide a benefit to safety in the region?

ACHD Commuteride's website redesign project will provide the opportunity for Treasure Valley residents to access information about sustainable transportation options, like our Commuteride vanpool program, public transit, carpooling, as well as biking and walking. Making this information visually impactful and readily available can encourage residents to choose a safer mode than their single occupancy vehicle.

The US fatality rate for car occupants is 23 times higher than those transit occupants per 100 million person trips, according to an April 2018 study in the Journal of Urban Health (P.Morency). Idaho recorded 2022 to be the deadliest year on public Idaho roads in 20 years with an estimated 277 people killed in some form of traffic accident, Ada and Canyon counties recorded 63 fatalities.

At Ada County Highway District, we take the safety of our road users, single occupancy drivers, or sustainable transportation users to be of the utmost importance. In our website design, we will continue to educate, and promote how residents can find sustainable transportation options as well as how they can then commute safely to work anytime a year through our commute campaigns.

ECONOMIC VITALITY

Does the study provide economic benefits in the region?

ACHD Commuteride's website redesign project will highlight the many economic benefits of sustainable transportation to the region: reducing congestion, time savings, infrastructure cost efficiency, cost savings for individuals, promotion of local businesses, and attracting talent to the Treasure Valley.

ACHD Commuteride's mission is to provide and promote sustainable transportation solutions and in doing so develop partnerships with area agencies and businesses.

Our Commuteride Vanpool program serves over 500 employees getting to and from work within a 6-county area, with Canyon and Ada counties having the highest percentage of users. In FY2023, the Commuteride Vanpool program displaced over 3.6 million miles off Treasure Valley roads saving in congestion and infrastructure costs. Participating employees are saving time and money. Employees are not sitting in traffic and utilizing their time to work, and/or relax, saving an estimated 1.2 million dollars a year combined.

The ACHD Commuteride website directly engages with our Share the Ride Idaho promotions through campaigns. Through our Share the Ride Idaho program, over 500 employees saved over 1 million miles off Treasure Valley roads with employees' combined savings of over \$600,000 during FY23.

ACHD Commuteride engages with approximately 100 Treasure Valley employers to educate them on adopting sustainable transportation programs. Commuteride's outreach team assists them in developing benefit programs savings in payroll costs, and employees' transportation costs. Having a benefit program attracts a larger talent pool of employees who may live farther from the office.

CONVENIENCE

Does the study impact Regional Activity Centers or key destinations?

ACHD Commuteride's website redesign project will engage with businesses in key activity centers as well as residents who commute to and from work in key destinations.

ACHD Commuteride engages with approximately 100 Treasure Valley employers to educate them on adopting sustainable transportation programs not only for cost benefits to them and their employees but also to benefit the local infrastructure.

Commuteride's outreach team focuses on working with businesses in key destination areas to relieve congestion and parking as well as convenience for employees. Businesses in these areas also have amenities that serve their employees, saving their employees time and unnecessary trips and making employment in key areas an advantage. When employees can save time and unnecessary trips, they are more likely to adopt a sustainable commute option.

Commuteride's vanpool program currently has 88 routes with over 25% serving downtown Boise employers, 18% serving Gowen Field, and 37% Mountain Home and the Air Force Base. We also serve Bogus Basin Mountain Resort with 15% of our routes saving the employees time and money and the visitors parking and congestion.

QUALITY OF LIFE

Does the study provide additional transportation options, reduce environmental impacts, or provide more access to underserved communities?

ACHD Commuteride website design will provide residents with key information on transportation options, reducing environmental impacts, as well as providing more access to underserved communities.

ACHD Commuteride website redesign will provide a one-stop spot for learning about the forms of sustainable transportation that serve the Treasure Valley. Each sustainable transportation mode will show benefits, tips, how-to videos, and resources.

ACHD Commuteride website redesign will showcase the benefits of sustainable transportation to the environment. In FY23, Commuteride vanpool program and Treasure Valley statistics in Share the Ride Idaho had a reduction of 3,577 tons of CO2 into the valley's air.

The redesigned ACHD Commuteride website will also showcase our newest pilot program; Ride, Walk & Bike. This pilot program will focus on 3 neighborhoods in the next three years. The outreach will specifically focus on underserved residents, educating them about the local infrastructure and how to best use sustainable transportation to move around the neighborhood.

OTHER

Is the project needed to meet or exceed federal requirements?

No, not at this time.



Project Cost Summary Sheet

ITD 1150 (Rev. 06-1)
itd.idaho.gov

Round Estimates to Nearest \$1,000

| | | | | |
|--------------|----------------------------------|---------------|-----------------|-----------|
| Key Number | Project Number | | | Date |
| | ACHD Commuteride Website Rebrand | | | 1/17/2024 |
| Location | | | | District |
| none | | | | 3 |
| Segment Code | Begin Mile Post | End Mile Post | Length in Miles | |
| none | none | none | none | |

| | Previous ITD 1150 | Initial or Revise |
|---|-------------------|-------------------|
| 1a. Preliminary Engineering (PE) | | |
| 1b. Preliminary Engineering by Consultant (PEC) | \$70,000 | |
| 2. Right-of-Way: Number of Parcels Number of Relocations | | |
| 3. Utility Adjustments: <input type="checkbox"/> Work <input type="checkbox"/> Materials <input type="checkbox"/> By State <input type="checkbox"/> By Others | | |
| 4. Earthwork | | |
| 5. Drainage and Minor Structures | | |
| 6. Pavement and Base | | |
| 7. Railroad Crossing: | | |
| Grade/Separation Structure _____ | | |
| At-Grade Signals <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 8. Bridges/Grade Separation Structures: | | |
| <input type="checkbox"/> New Structure Length/Width _____ | | |
| Location _____ | | |
| <input type="checkbox"/> Repair/Widening/Rehabilitation Length/Width _____ | | |
| Location _____ | | |
| 9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals) | | |
| 10. Temporary Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation) | | |
| 11. Detours | | |
| 12. Landscaping | | |
| 13. Mitigation Measures | | |
| 14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items) | | |
| 15. Cost of Constructions (Items 3 through 14) | | |
| 16. Mobilization % of Item 15 | | |
| 17. Construction Engineer and Contingencies % of Items 15 and 16 | | |
| 18. Total Construction Cost (15 + 16 + 17) | | |
| 19. Total Project Cost (1 + 2 + 18) | \$70,000 | |
| 20. Project Cost Per Mile | | |

Prepared By:

Nicole Stern

Project Estimating Worksheet

For Non-Construction projects (includes a purchase or study)

| | | |
|------------------------------|-------------------|---------------------|
| Proposed Funding Match Rates | Local Rate | Federal Rate |
| | 7.34% | 92.66% |

Enter proposed match rate (currently assumed at required rate, but could be higher), updates made below automatically. Change the rate to zero below if agency plans to cover the cost of a phase, such as design costs, utilities, or right-of-way costs.

| Non-Infrastructure Project | | | Local Portion | | Federal Portion | |
|----------------------------|---|---------------|---------------------------------|------------------|-----------------------------|--------------------------|
| Phase Code | Description (include amounts for federal-aid items only) | Project Total | Proposed Local Match Percentage | Local Cash Match | Proposed Federal Percentage | Federal Amount Requested |
| CN or PC | Cost for Project <i>(Enter the estimated cost of the project.)</i> | \$ 70,000 | 7.34% | \$5,138 | 92.66% | \$64,862 |
| CN or PC | Cost for Project <i>(Enter amount of extra local funds (beyond required match) for the project, if desired)</i> | | 100.00% | \$0 | 0.00% | \$0 |
| PE | Preliminary Engineering (ITD) <i>(standard amount) (\$1,000 to \$3,000, if necessary - contact COMPASS staff)</i> | \$ 70,000 | 7.34% | \$5,138 | 92.66% | \$64,862 |
| PL | Preliminary Engineering (LHTAC) <i>(standard amount) (\$1,000 to \$3,000, if necessary - contact COMPASS staff)</i> | \$ - | 7.34% | \$0 | 92.66% | \$0 |

Construction Design

| | | |
|-------------------------------|----------------------------|------------------------------|
| Total Project Estimate | Total Local Portion | Total Federal Portion |
| \$70,000 | \$5,138 | \$64,862 |

Use this form for projects that do not require design, such as a study, bus, or van purchase. If there is any disturbance of dirt, such as installing a sign, post, or something more substantial, fill out the construction form.

Please note: A work plan is required to be submitted within 30 days after award for Safe Routes to School projects.

Did you remember to include Davis Bacon wages and consideration of all federal requirements? N/A



Alexis Pickering, President
Miranda Gold, Vice-President
Jim Hansen, Commissioner
Kent Goldthorpe, Commissioner
Dave McKinney, Commissioner

January 17, 2024

Community Planning Association of Southwest Idaho
700 NE 2nd Street, Suite 200
Meridian, ID 8364

Dear COMPASS Grant Review Committee:

Ada County Highway District (ACHD) Commuteride is pleased to submit this Phase II grant application as part of the COMPASS Call for Projects, FY 2025-2031. These funds will help ACHD Commuteride, the oldest multi-employer vanpool program in the nation, continue to provide and educate on its much-needed services connecting commuters with employment opportunities throughout the Treasure Valley.

The requested funds will allow ACHD Commuteride to redesign its website to better align Commuteride's branding with the newly branded Ada County Highway District. The ACHD Commuteride website is utilized by residents, commuters and businesses throughout the Treasure Valley.

If awarded, ACHD Commuteride is committed to moving forward quickly with the project. This letter serves as confirmation that ACHD Commuteride has the necessary funds to provide the local match required for the grant programs, and further has the financial capability to operate on a reimbursement basis.

If you have any questions, please feel free to contact our Commuteride Manager, Nicole Stern at 208-387-6165 or at nstern@achdidaho.org.

Thank you,

A handwritten signature in black ink that reads "Paul Daigle".

Paul Daigle
Chief of Staff
Ada County Highway District

connecting you to more

Local Federal-Aid Project Request



Instructions

- Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
- Attach a Vicinity Map showing the extent of the project limits.
- Attach an ITD 1150, Project Cost Summary Sheet.
- Signature of an appropriate local official is the only kind recognized.

Note: In Applying for a Federal-Aid Project, You are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

| | | | |
|---|------------------------|---------------------|--------------------|
| Sponsor (City, County, Highway District, State/Federal Agency) Ada County Highway District Commuteride | | | Date 01/17/2024 |
| Project Title (Name of Street or Road) ACHD Commuteride Website Redesign | F.A. Route Number - | Project Length - | Bridge Length - |
| Project Limits (Local Landmarks at Each End of the Project) | | | |

Character of Proposed Work (Mark Appropriate Items)

| | | | |
|---------------------------------------|---|--------------------------------------|--|
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Bicycle Facilities | <input type="checkbox"/> Utilities | <input type="checkbox"/> Sidewalk |
| <input type="checkbox"/> Drainage | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Seal Coat |
| <input type="checkbox"/> Base | <input type="checkbox"/> Bridge(s) | <input type="checkbox"/> Guardrail | <input checked="" type="checkbox"/> Outreach |
| <input type="checkbox"/> Bit. Surface | <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Lighting | |

Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)

| | |
|--|-----------|
| Preliminary Engineering (ITD 1150, Line 1) | \$ 70,000 |
| Right-of-Way (ITD 1150, Line 2) | \$ |
| Construction (ITD 1150, Line 18) | \$ |

Preliminary Engineering By: Sponsor Forces Consultant

Checklist (Provide Names, Locations, and Type of Facilities)

| | |
|--|--|
| Railroad Crossing | - |
| Within 2 miles of an Airport | - |
| Parks (City, County, State or Federal) | - |
| Environmentally Sensitive Areas | - |
| Federal Lands (Indian, BLM, etc.) | -- |
| Historical Sites | - |
| Schools | - |
| Other | ACHD Commuteride website www.commuteride.com |

Additional Right-of-Way Required: None Minor (1-3 Parcels) Extensive (4 or More Parcels)

Will any Person or Business be Displaced: Yes No Possibly

| Standards | Existing | Proposed | Standards | Existing | Proposed |
|-----------------|----------|----------|--------------------------------------|----------|----------|
| Number of Lanes | - | - | Roadway Width (Shoulder to Shoulder) | - ft | - ft |
| Pavement Type | - | - | Right-of-Way Width | - ft | - ft |

| | |
|-------------------------|-----------------------------------|
| Sponsor's Signature | Title ACHD Commuteride Manager |
|-------------------------|-----------------------------------|

Additional Information to be Furnished by the District

| | | | | | | |
|---------------------------|---|--------------|---|-------|---------|---|
| Functional Classification | - | Terrain Type | - | 20 -0 | ADT/DHV | - |
|---------------------------|---|--------------|---|-------|---------|---|

UNDERSTANDING OF REQUIREMENTS FOR FEDERAL AID RECIPIENTS

Applicants should keep in mind that receipt of federal funds requires compliance with the following federal and state requirements (Note - this is not an exhaustive list):

1. **Equal Opportunity** requirements (non-discrimination) for construction contracts in excess of \$10,000 apply to a wide range of project elements, including contracting opportunities. A non-discrimination agreement must be signed as part of the award process, and records must be kept to show compliance. Disadvantaged Business Enterprise (DBE) requirements might apply.
2. Minimum wage requirements (**Davis-Bacon Act**) and anti-kickback requirements (**Copeland Act**) for construction contracts in excess of \$2,000, records must be kept to show compliance.
3. No use of federal funds for lobbying, for construction contracts in excess of \$100,000.
4. National Environmental Policy Act (**NEPA**).
 - a. The National Environmental Policy Act requires federal actions (including local transportation projects receiving federal aid) to be evaluated for potential impacts to the environment. Idaho Transportation Department (ITD) and the FHWA jointly conduct this review.
 - i. For major actions that significantly affect the quality of the human environment, an Environmental Impact Statement (EIS) must be prepared. This is a lengthy (and expensive) process that requires consideration of alternatives, analysis of impacts, and compliance with a series of public notice and comment periods.
 - ii. For projects in which the significance of the environmental impact is uncertain, an Environmental Assessment (EA) must be prepared. This document is more limited in scope than an EIS, and the procedure is not as lengthy. If it is determined, through the EA process, that there will not be significant impacts, a Finding of No Significant Impact (FONSI) is issued. If it is determined that there will be significant impacts, an EIS must be prepared.
 - iii. Most federal aid projects qualify for a "categorical exclusion," meaning that the project will not have a significant effect on the human environment. For these projects, neither an EIS nor an EA need be prepared. Federal regulations have identified several project types that typically receive a categorical exclusion (such as installation of utilities along a road; construction of bicycle and pedestrian paths; landscaping; installation of fences, signs, pavement markings and traffic signals, where no substantial land acquisition or traffic disruption would occur; alterations to facilities to make them accessible to elderly and handicapped persons; and other types of projects). Even though a proposed project might fall within an exclusion category, applicants must obtain clearance from ITD.
 - iv. Contact District Environmental Staff (listed at <http://itd.idaho.gov/enviro/District.Staff.htm>) for assistance with navigating the environmental review process.

5. Compliance with audit requirements:
 - a. An entity expending \$500,000 or more in a year in combined Federal awards (including any funds received from Federal sources outside ITD: US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements) requires an A-133 Single Audit or program-specific audit each fiscal year.
 - b. An entity whose annual budget (from all sources) exceeds \$250,000 and expends any amount in a year in Federal awards are required to have a full and complete audit of financial statements each fiscal year.
 - c. An entity whose annual budget (from all sources) exceeds \$100,000 but does not exceed \$250,000 and expends any amount in a year of Federal awards has a minimum requirement of a financial statements audit on a biennial basis. Biennial audits shall include an audit of each fiscal year since the previous audit.
 - d. An entity whose annual budget (from all sources) exceeds \$50,000 but does not exceed \$100,000 and expends any amount in a year of Federal awards has a minimum requirement of a financial statements review on a biennial basis. Biennial review shall include a review of each fiscal year since the previous review.
 - e. An entity whose annual budget (from all sources) does not exceed \$50,000 and expends any amount in a year of Federal awards has a minimum requirement of a financial statements review by ITD on a biennial basis. Biennial ITD reviews shall include a review of each fiscal year since the previous review.
6. Compliance with **Americans with Disabilities Act** requirements. This includes a compliance Self-Evaluation, and for agencies with 50 or more employees, an ADA Transition Plan. Transition Plans identify physical obstacles to accessibility, describe methods to make facilities accessible, specify a schedule for completion, identify a responsible official, estimate the cost of each modification, and record completion dates.
7. Compliance with U.S. Office of Management and Budget (OMB) circulars on allowable costs, as follows:

| For the costs of a: | Use the principles in: |
|---|--|
| State, Local or Indian Tribal Government | 2 CFR 225 |
| Private, nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in 2 CFR 230 as not subject to that circular | 2 CFR 230 |
| Educational institution | 2 CFR 220 |
| For-profit organization other than a hospital and an organization named in 2 CFR 230 as not subject to that circular | 48 CFR Part 31, Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the Federal agency. |

8. Compliance with Federal Transit Administration, ITD, or Valley Regional Transit grant administration team reimbursement requirements. In most cases, recipients must request reimbursement of an expense within 60 days or the expense will not be reimbursed. ITD has up to 30 days to issue the reimbursement.
9. Compliance with minimum liability insurance requirements. Contractors must have comprehensive public and general liability insurance of at least \$500,000.00 per occurrence, and \$1,000,000.00 aggregate.

I, Nicole Stern, from Ada County Highway District (agency) have read the information above and understand the intent, and realize there are many other federal requirements to follow if this project is funded with federal funds. The information above is merely a summary of federal requirements for a federal-aid project. This project is proposed considering the federal requirements above.

Project Name: ACTD commuteride website rebrand

Signed: Nicole Stern

Dated: 01/17/2024



Sub-Awardee Reporting For The Federal Funding Accountability and Transparency Act (FFATA)

As required by the Federal Funding Accountability and Transparency Act ("Transparency Act" or "FFATA" per P.L. 109-282, as amended by section 6202(a) of P.L. 110-252; note 31 U.S.C. 6101), information on the first-tier sub-awards related to Federal contracts and grants, and the executive compensation of awardees and sub-awardees must be made publicly available beginning October 1, 2010. Federal agencies and prime awardees will report to ensure disclosure of Federal contract and grant sub-award and executive compensation data¹.

The following information must be reported for prime awardees and sub-awardees²:

| | | | | |
|--|--------------------------------------|-------------|-------------------|--|
| Sub-Awardee DUNS ³ 5775472880000 | Sub-Awardee Name ACHD Commuteride | | | |
| Address 3775 N. Adams Street | City Garden City | State ID | Zip Code 83714 | |

Names and total compensation of the five most highly compensated officers of the entity must be listed if:

- the entity in the preceding fiscal year received 80 percent or more of its annual gross and revenues in Federal awards; and
- the entity in the preceding fiscal year received \$25,000,000 or more in annual gross revenues from Federal awards; and
- the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

| Name | Total Compensation ⁴ |
|--|---------------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| Explanation for exemption from listing above | |

Definitions and Authority

1. From Executive Office of the President, Office of Management and Budget, memorandum dated August 27, 2010.
2. A sub-awardee is a recipient of a sub-award. I.E., where ITD loses programmatic control or resident oversight; functioning only as a trustee of an obligation.
3. Unique identifier used is the sub-awardee's Dun & Bradstreet (D&B) DUNS Number. See OMB M-09-19 at 11.
4. "Total compensation" means the cash and noncash dollar value earned by the executives during the sub-recipient's past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)): (i). Salary and bonus. (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R. (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. (v). Above-market earnings on deferred compensation which are not tax qualified. (vi). Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.

| | | |
|---|-------------------|-----------------|
| Completed By (Sub-Awardee's Printed Name) Bruce Wong | Title Director | FFY |
| Signature | | Date 1/18/24 |