



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING PACKET

August 17, 2020



Working together to plan for the future

Community Planning Association of Southwest Idaho 2020 COMPASS Board of Directors

GENERAL MEMBERS	SPECIAL MEMBERS	EX-OFFICIO MEMBERS
Ada County: Commissioner Kendra Kenyon Commissioner Diana Lachiondo Commissioner Patrick Malloy	Boise State University: TBD	Governor's Office: Andrew Mitzel, Senior Advisor of Intergovernmental Affairs
Ada County Highway District: Commissioner Kent Goldthorpe Commissioner Sara Baker Commissioner Mary May	Capital City Development Corporation: John Brunelle, Executive Director	Greater Boise Auditorium District: Pat Rice, Executive Director
Canyon County: Commissioner Tom Dale Commissioner Leslie Van Beek Commissioner Pam White	Idaho Department of Environmental Quality: Aaron Scheff, Regional Administrator	Southwest District Health Department: Nikole Zogg, District Director
Canyon Highway District No. 4: Commissioner Jay Gibbons	Idaho Transportation Department: Caleb Lakey, District 3 Engineer	
City of Boise: Mayor Lauren McLean Councilmember Elaine Clegg Councilmember Holli Woodings	Valley Regional Transit: Kelli Badesheim, Executive Director	
City of Caldwell: Mayor Garret Nancolas Brent Orton, Public Works Director		
City of Eagle: Mayor Jason Pierce Nichoel Baird Spencer, Planner III		
City of Garden City: Mayor John Evans		
City of Greenleaf: Councilmember Kurt Kopadt		
City of Kuna: Mayor Joe Stear		
City of Melba: Councilmember Parkie Stapleton		
City of Meridian: Mayor Robert Simison Councilmember Jessica Perreault Charlie Rountree		
City of Middleton: Mayor Steve Rule		
City of Nampa: Mayor Debbie Kling Councilmember Victor Rodriguez Tom Points, Public Works Director		
City of Notus: Mayor David Porterfield		
City of Parma: Nathan Leigh		
City of Star: Mayor Trevor Chadwick		
City of Wilder: Chelsie Johnson, Public Works Superintendent		
Golden Gate Highway District No. 3: Commissioner David Lincoln		

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MAKING A MOTION:

1. **Seek recognition from the chair.**
2. **When you are recognized, say, "I move..."**
State your motion clearly, concisely, and completely.
3. **Wait for someone to "second" your motion.**
A "second" does not imply the person making the second agrees with the motion – only that he/she agrees it should be debated.
4. **Wait while the chair restates the motion.**
Be prepared to provide the motion to the chair in writing, if needed or requested, to ensure the chair accurately restates it.
5. **Respectfully debate your motion.**
As the person making the motion, you have the right to speak first, but do not have to. When you speak, state your opinion then respectfully listen to, and consider, other opinions.
6. **Wait for the chair to take a vote.**
After discussion is complete, the chair will call for a vote.
7. **Listen as the chair announces the result of the vote.**

Motions to Protect Rights:
• Division of the Assembly
• Point of order
• Appeal chair's ruling
• Point of information
• Parliamentary inquiry
Motions to Choose Voting Methods:
• Vote by ballot, roll call, counted vote
• Choose method of nominations
• Open or close nominates or the polls
Motions to Delay Action:
• Refer to a committee
• Postpone to a definite time
• Recess
• Adjourn
• Postpone indefinitely
• Lay on the table
Motions to Vary the Procedures:
• Suspend the rules
• Divide the question
• Request to withdraw a motion
• Request relief from duty – or resign
Motions to Re-examine:
• Reconsider
• Rescind/Amend something previously adopted
• Take from the table
• Discharge a committee

To Change a Proposed Motion:
Amend Motions to Raise Urgent Issues:
• Question of privilege
• Orders of the day
• Object to consideration
Motions to Control Debate:
• Limit debate
• Previous question

TABLE OF RULES RELATING TO MOTIONS:

Motion	Debate?	Amend?	Vote
Adjourn	No	No	Majority
Amend	Yes	Yes	Majority
Amend Something Previously Adopted	Yes	Yes	(a) Majority with notice; or (b) 2/3; or (c) Majority of entire membership
Appeal	Normally	No	Majority in negative required to reverse chair's decision
Commit	Yes	Yes	Majority
Debate, Close (Previous Question)	No	No	2/3
Debate, Limit or Extend Limits of	No	Yes	2/3
Main Motion	Yes	Yes	Majority
Postpone	Yes	Yes	Majority
Previous Question	No	No	2/3
Recess	No	Yes	Majority
Reconsider	If motion to be reconsidered debatable	No	Majority
Rescind	Yes	Yes	(a) Majority with notice; or (b) 2/3; or (c) Majority of entire membership
Refer (Commit)	Yes	Yes	Majority
Suspend the Rules (of Order)	No	No	2/3
Suspend the Rules (standing or convention standing rules)	No	No	Majority
Voting, motions relating to	No	Yes	Majority

2020 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p>October 19, 2020 1:30 pm – 3:30 pm</p>	<p>COMPASS 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> • Establish 2021 COMPASS Board and Executive Committee Meeting Dates and Location. Provide 30 Day Notice of Annual Meeting • Adopt Resolution Approving FY2021-2027 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity Demonstration • Adopt Resolution Approving Rural Application Prioritization
<p>December 21, 2020 Holiday Luncheon 12:00 pm</p> <p>Annual Meeting 1:30 pm – 3:30 pm</p>	<p>Nampa Civic Center 311 3rd Street South Nampa, Idaho</p>	<ul style="list-style-type: none"> • Confirm 2021 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer • Confirm 2021 Executive Committee Representatives for Cities under 25,000 in Population • Confirm 2021 Executive Committee Representative from Highway Districts in Canyon County • Confirm Regional Transportation Advisory Committee Membership • Approve 2021 Federal Transportation Policy Positions • Approve 2021 Idaho Legislative Session Position Statements • Adopt Resolution Approving Revision 1 of the FY2021 Unified Planning Work Program and Budget (UPWP)

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Working together to plan for the future

**COMPASS BOARD OF DIRECTORS' MEETING
AUGUST 17, 2020 – 1:30 PM
COMPASS – 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>

Board members are encouraged to participate in the meeting via Zoom conference call. Others may watch the meeting via Live Streaming on Facebook. The 1st floor Board room is open for in-person attendance, but has limited capacity for physical distancing; for the health and safety of all participants, virtual participation is encouraged. In-person attendees are asked to maintain physical distance and are required to wear a mask at all times in the COMPASS building.

Individuals that intend to attend the meeting in person should RSVP to Hailey Townsend at Htownsend@compassidaho.org or 208-855-2558.

Written comments may be submitted by email to info@compassidaho.org. Comments can also be left by voicemail. Please call 208-475-2229 to record comments. Commenters must provide their name for the record. Comments identified by name that are received by 10:00 am on August 17, 2020, will be provided to the Board members and read into the record during the meeting.

NOTICE: The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark or agenda item will take you directly to the named document.

**** AGENDA ****

I. CALL TO ORDER (1:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

- Page 8 *A. Approve June 15, 2020, COMPASS Board Meeting Minutes
- Page 12 *B. Receive Approved May 12, 2020, Executive Committee Meeting Minutes
- Page 14 *C. Receive Approved June 18, 2020, Finance Committee Meeting Minutes
- Page 16 *D. Accept Transit Asset Management Targets
- Page 18 *E. Approve COMPASS Social Media Policy
- Page 25 *F. Approve COMPASS Workgroup Charters
- G. Approve Appointment of Ada County Highway District staff member Ryan Head, City of Caldwell staff member Angela Lively and City of Melba staff member Darrell Romine to the Regional Transportation Advisory Committee, per RTAC Bylaws Article 2, Committee Structure, 2.4

IV. ACTION ITEMS

- 1:40 *A. **Adopt Resolution 10-2020 Approving the FY2021 Unified Planning Work Program and Budget (UPWP)** Meg Larsen
Page 36 *Meg Larsen will seek COMPASS Board of Directors' adoption of a resolution approving the FY2021 UPWP.*
- 1:55 *B. **Establish Federal Legislative Position Statement Regarding Supporting Amtrak and Passenger Rail Service** Ken Burgess
Page 64 *Ken Burgess will present an Executive Committee recommended federal legislative position statement supporting Amtrak and passenger level service for the federal transportation reauthorization bill.*
- 2:05 *C. **Approve the FY2022-2028 COMPASS Application Guide** Toni Tisdale
Page 65 *Toni Tisdale will seek COMPASS Board of Directors' approval of the FY2022-2028 COMPASS Application Guide.*
- 2:20 *D. **Adopt Resolution 11-2020 Amending the FY2020-2026 Regional Transportation Improvement Program (TIP)** Toni Tisdale
Page 101 *Toni Tisdale will seek COMPASS Board of Directors' adoption of a resolution to increase the cost of a project in the City of Nampa.*
- 2:25 *E. **Approve COMPASS End-of-Year and Redistribution Priorities Amendment** Toni Tisdale
Page 106 *Toni Tisdale seeks COMPASS Board of Directors' approval to add a project to the End-of-Year Program and redistribution priorities.*
- 2:30 *F. **Approve FY2021 Communities in Motion Implementation Grants and Project Development Program Projects** Kathy Parker
Page 110 *Kathy Parker will seek COMPASS Board of Directors' approval of FY2021 CIM Implementation Grants and Project Development Program projects.*

V. INFORMATION/DISCUSSION ITEMS

- 2:45 *A. **Review Treasure Valley High Capacity Transit Study Update** Rachel Haukkala/
Page 112 Bob Post
Rachel Haukkala and consultant will review the updated high capacity transit study, its recommendations and potential next steps.
- 3:05 B. **Status Report – Finance Committee** Debbie Kling
The Finance Committee Chair will provide a status report on the Finance Committee meetings.
- 3:10 C. **Review Changes to Our Travel or Trip Making Choices** Mary Ann Waldinger
Mary Ann Waldinger will present data showing the changes in traffic, pedestrian/bike activity and bus ridership since April 2020.

VI. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY) (3:25)

- Page 113 *A. **Staff Activity Reports**
- Page 125 *B. **Status Report – Current Air Quality Efforts**
- Page 130 *C. **Status Report – Regional Transportation Advisory Committee Attendance**
- Page 131 *D. **Administrative Modifications**

VII. ADJOURNMENT (3:30)

***Enclosures. Times are approximate. Agenda is subject to change.**

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

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COMPASS BOARD AGENDA ITEM III-A

Date: August 17, 2020

COMPASS BOARD OF DIRECTORS' MEETING JUNE 15, 2020 ZOOM CONFERENCE CALL

****MINUTES****

ATTENDEES: Kelli Badesheim, Valley Regional Transit, via telephone
Nichoel Baird Spencer, City of Eagle, via telephone
Sara Baker, Commissioner, Ada County Highway District, via telephone
Elaine Clegg, Councilmember, City of Boise, **Chair**, via telephone
Tom Dale, Commissioner, Canyon County, **Immediate Past Chair**, via telephone
Matt Edmond for John Brunelle, Capital City Development Corporation, via telephone
Jay Gibbons, Commissioner, Canyon Highway District No. 4, via telephone
Kent Goldthorpe, Commissioner, Ada County Highway District, via telephone
Vanessa Fry for Greg Hill, Boise State University, via telephone
Debbie Kling, Mayor, City of Nampa, **Secretary-Treasurer**, via telephone
Caleb Lakey, Idaho Transportation Department – District 3, via telephone
David Lincoln, Commissioner, Golden Gate Highway District No. 3, via telephone
Mary May, Commissioner, Ada County Highway District, via telephone
Lauren McLean, Mayor, City of Boise, via telephone
Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**, via telephone
Brent Orton, City of Caldwell, via telephone
Jessica Perreault, Councilmember, City of Meridian, via telephone
Jason Pierce, Mayor, City of Eagle, via telephone
Tom Points, City of Nampa, via telephone
Victor Rodriguez, Councilmember, City of Nampa, via telephone
Charlie Rountree, City of Meridian, via telephone
Steve Rule, Mayor, City of Middleton, via telephone
Aaron Scheff, Idaho Department of Environmental Quality, via telephone
Robert Simison, Mayor, City of Meridian, via telephone
Matt Stoll, Executive Director, Community Planning Association, Ex officio, via telephone
Holli Woodings, Councilmember, City of Boise, via telephone
Nikole Zogg, Southwest District Health, Ex officio, via telephone

MEMBERS

ABSENT: Trevor Chadwick, Mayor, City of Star
John Evans, Mayor, City of Garden City
Chelsie Johnson, City of Wilder
Kendra Kenyon, Commissioner, Ada County

Kurt Kopadt, Councilmember, City of Greenleaf
Diana Lachiondo, Commissioner, Ada County
Nathan Leigh, City of Parma
Patrick Malloy, Commissioner, Ada County
Andrew Mitzel, Senior Advisor, Governor's Office, Ex officio
David Porterfield, Mayor, City of Notus
Patrick Rice, Greater Boise Auditorium District, Ex officio
Parkie Stapleton, Councilmember, City of Melba
Joe Stear, Mayor, City of Kuna, **Vice Chair**
Leslie Van Beek, Commissioner, Canyon County
Pam White, Commissioner, Canyon County

OTHERS:

Morgan Andrus, Community Planning Association, via telephone
Ken Burgess, Veritas Advisors, via telephone
Jamie Coonce, Idaho Transportation Department – District 3, via telephone
Julie DeLorenzo, Idaho Transportation Department, via telephone
Tom Ferch, Ada County Highway District, via telephone
Tevrin Fuller, Community Planning Association, via telephone
Liisa Itkonen, Community Planning Association, via telephone
Meg Larsen, Community Planning Association, via telephone
Justin Lucas, Ada County Highway District, via telephone
Amy Luft, Community Planning Association, via telephone
Carl Miller, Community Planning Association, via telephone
Toni Tisdale, Community Planning Association, via telephone
Amy Schroeder, Idaho Transportation Department, via telephone
Mary Ann Waldinger, Community Planning Association, via telephone
Dave Wallace, Ada County Highway District, via telephone

CALL TO ORDER:

Chair Elaine Clegg called the meeting to order at 1:32 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

- A. Approve April 20, 2020, COMPASS Board Meeting Minutes**
- B. Receive Approved April 14, 2020, Executive Committee Meeting Minutes**
- C. Approve Appointment of Ada County Development Services staff member Jason Boal and Idaho Transportation Department staff member Jayme Coonce to the Regional Transportation Advisory Committee, per RTAC Bylaws Article 2, Committee Structure, 2.4**

Holli Woodings moved and Jay Gibbons seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTIONS ITEMS

- A. Executive Session – Personnel Matter Idaho Code [74-206 (b)]**

Debbie Kling moved and Charlie Rountree seconded to move into Executive Session pursuant to Idaho Code [74-206 (b)] at 1:48 p.m.

Matt Stoll called roll. The following COMPASS Board members were present and voted in the affirmative: Kelli Badesheim, Nichoel Baird Spencer, Sara Baker, Matt Edmond, Elaine Clegg, Jay Gibbons, Kent Goldthorpe, Greg Hill, Debbie Kling, Caleb Lakey, Mary May, Lauren McLean, Garret Nancolas, Brent Orton, Jessica Perreault, Jason Pierce, Tom Points, Victor Rodriguez, Charlie Rountree, Steve Rule, Aaron Scheff, Robert Simison, Holli Woodings. Motion passed unanimously.

Convened back into regular session at 2:01 p.m.

Chair Elaine Clegg noted the Board discussed a personnel matter under Idaho Code [74-206 (b)] and no action was taken in Executive Session.

B. Consider Executive Committee's Recommendation Regarding the Executive Director's Annual Performance Evaluation

After discussion, **Lauren McLean moved and Mary May seconded to retain Matt Stoll as Executive Director and authorize a one-time increase in annual leave of one week vacation in lieu of salary adjustment. Motion passed. Kent Goldthorpe abstained.**

C. Adopt Resolution 08-2020 Amending *Communities in Motion 2040 2.0* (CIM 2040 2.0)

Liisa Itkonen presented Resolution 08-2020 amending CIM 2040 2.0 to add a Nation Environmental Policy Act (NEPA) study to realign State Highway 45 in the City of Nampa.

After discussion, **Debbie Kling moved and Holli Woodings seconded adoption of Resolution 08-2020 amending *Communities in Motion 2040 2.0* as presented. Motion passed unanimously.**

D. Adopt Resolution 09-2020 Amending the FY2020-2026 Regional Transportation Improvement Program (TIP)

Toni Tisdale presented Resolution 09-2020 amending the FY2020-2026 TIP to add a NEPA study to realign State Highway 45, change the scope and increase funding of the I-84 Ustick Overpass project, remove a ramp rehabilitation project on I-84, increase funding for the State Highway 16 corridor, increase funding for a Valley Regional Transit asset management project, and increase funding for an Ada County Highway District capital maintenance project.

After discussion, **Sara Baker moved and Kent Goldthorpe seconded adoption of Resolution 09-2020 amending the FY2020-2026 Regional Transportation Improvement Program as presented. Motion passed. One nay. Vanessa Fry abstained.**

E. Approve Priorities for the End-of-Year Plan and Redistribution

Toni Tisdale presented priorities for the End-of-Year Plan and redistribution.

After discussion, **Holli Woodings moved and Nichoel Baird Spencer seconded approval of End-of-Year Plan and redistribution priorities as presented with the addition of Valley Regional Transit to the bottom of the Boise Urbanized Area priorities. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Review Draft FY2021-2027 Regional Transportation Improvement Program (TIP) Project List

Toni Tisdale and Tevrin Fuller reviewed the draft FY2021-2027 TIP project list. Agency comments are due to COMPASS no later than July 13, 2020. The FY2021-2027 TIP will be open for public comment August 3 – September 7, 2020.

B. Status Report – Travel Data Survey

Mary Ann Waldinger provided an overview of the FY2021 household travel survey and impacts of COVID-19 on survey timing.

C. How COVID-19 Has Changed Our Trip Making Choices

Mary Ann Waldinger presented changes in traffic, bicycle/pedestrian activity, and bus ridership during the COVID-19 pandemic. Additional data covering the summer months will be shared with the COMPASS Board of Directors in its August meeting.

ADJOURNMENT

The meeting was adjourned at 3:33 p.m.

Approved this 17th day of August 2020.

**By: _____
Elaine Clegg, Chair
Community Planning Association of
Southwest Idaho**

Attest:

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

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COMPASS BOARD AGENDA ITEM III-B
DATE: AUGUST 17, 2020

**EXECUTIVE COMMITTEE MEETING
MAY 12, 2020
ZOOM CONFERENCE CALL**

****MINUTES****

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, via telephone
Elaine Clegg, Councilmember, City of Boise, **Chair**, via telephone
Tom Dale, Commissioner, Canyon County, via telephone
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Debbie Kling, Mayor, City of Nampa, **Secretary-Treasurer**, via telephone
Diana Lachiondo for Kendra Kenyon, Commissioner, Ada County, via telephone
Robert Simison, Mayor, City of Meridian, via telephone
Joe Stear, Mayor, City of Kuna, **Vice Chair**, via telephone

MEMBERS ABSENT: Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**
Jason Pierce, Mayor, City of Eagle
Steve Rule, Mayor, City of Middleton

OTHERS PRESENT: Morgan Andrus, Community Planning Association, via telephone
Meg Larsen, Community Planning Association, via telephone
Matt Stoll, Executive Director, Community Planning Association, via telephone

CALL TO ORDER:

Chair Elaine Clegg called the meeting to order at 1:32 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve April 14, 2020, Executive Committee Meeting Minutes

Joe Stear moved and Jay Gibbons seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Establish June 15, 2020, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-15 for the June 15, 2020, COMPASS Board of Directors' meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, **Tom Dale moved and Diana Lachiondo seconded approval of Agenda Items 1-15 for the June 15, 2020, COMPASS Board of Directors' meeting as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

B. Executive Session - Personnel Matter Idaho Code [74-206 (b)]

Debbie Kling moved and Jay Gibbons seconded to move into Executive Session pursuant to Idaho Code [74-206 (b)] at 1:57 p.m.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Sara Baker, Elaine Clegg, Tom Dale, Jay Gibbons, Diana Lachiondo, Debbie Kling and Joe Stear.

Convened back into regular session at 2:20 p.m. No action was taken in Executive Session.

After discussion, no action was taken. Executive Committee's recommendation will be brought to the June 15, 2020, COMPASS Board of Directors' meeting.

INFORMATION/DISCUSSION ITEMS

A. Review COMPASS Operations under Governor's Stay Healthy Order

Matt Stoll reviewed planned COMPASS operations under Governor's Stay Healthy Order and Idaho Rebounds Guidelines.

B. Status Report - Regional Transportation Advisory Committee – Memo Only

ADJOURNMENT

Chair Elaine Clegg adjourned the meeting at 2:34 p.m.

Approved this 2nd day of June 2020.

By: _____
Elaine Clegg, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

COMPASS BOARD AGENDA ITEM III-C

Date: August 17, 2020

FINANCE COMMITTEE MEETING JUNE 18, 2020 ZOOM CONFERENCE CALL

****MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Debbie Kling, Mayor, City of Nampa, **Chair**, via telephone
Diana Lachiondo, Commissioner, Ada County, via telephone
Mary May, Commissioner, Ada County Highway District, via telephone
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**, via telephone
Holli Woodings, Councilmember, Boise, via telephone

MEMBERS ABSENT: Pam White, Commissioner, Canyon County

OTHERS PRESENT: Morgan Andrus, Community Planning Association, via telephone
Keith Holmes, Community Planning Association, via telephone
Liisa Itkonen, Community Planning Association, via telephone
Meg Larsen, Community Planning Association, via telephone
Matt Stoll, Community Planning Association, via telephone

CALL TO ORDER:

Acting Chair Matt Stoll called the meeting to order at 12:02 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve March 19, 2020, Finance Committee Meeting Minutes

Jay Gibbons moved and Mary May seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

The Report of Disbursements made in the reporting period March 10, 2020 to June 10, 2020, was provided in the packet for information.

B. Review Draft FY2021 Unified Planning Work Program and Budget (UPWP)

Meg Larsen reviewed the draft FY2021 UPWP and the committee suggested changes to budgeted salaries and benefits. Item will be brought back for recommendation at the July 16, 2020, meeting.

ACTION ITEM

B. Approve Variance Report for October 1, 2019 – March 31, 2020

Meg Larsen presented the October 1, 2019 – March 31, 2020, variance report.

After discussion, **Garret Nancolas moved and Debbie Kling seconded approval of the October 1, 2019 to March 31, 2020, variance report as presented. Motion passed unanimously.**

ADJOURNMENT

Acting Chair Matt Stoll adjourned the meeting at 1:15 p.m.

Approved this 16th day of July 2020.

**By: _____
Debbie Kling, Chair**

Attest:

**By: _____
Garret Nancolas, Vice Chair**

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COMPASS BOARD AGENDA ITEM III-D

Date: August 17, 2020

Topic: Transit Asset Management Targets

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' acceptance of the FY2021 Transit Asset Management (TAM) targets, as recommended by the Regional Transportation Advisory Committee on May 27, 2020, and approved by the Valley Regional Transit (VRT) Board of Directors on April 6, 2020.

Background/Summary:

The Fixing America's Surface Transportation Act (FAST Act) requires that metropolitan planning organizations, such as COMPASS, establish TAM targets on an annual basis. On August 26, 2019, the COMPASS Board of Directors unanimously voted to support the FY2020 TAM targets as set by the VRT Board of Directors on August 5, 2019.

TAM targets apply to all recipients and sub-recipients of funds allocated through the Public Transportation chapter of the United States Code (Chapter 53, Title 49). In the COMPASS planning area, the targets apply to VRT, Boise State University, and Ada County Highway District Commuteride.

VRT bases rolling stock and equipment targets on the percentage of assets meeting or exceeding the Useful Life Benchmark (ULB). Facility targets are based on the percentage of facilities with a condition rating below an overall state of good repair (SGR) score of 3.0 (out of 5.0). Scores represent those that are not meeting the ULB or the SGR score; therefore, a low target percentage is optimum in all cases. The FY2021 targets are the same as targets for FY2020.

The COMPASS Board of Directors is being asked to accept the FY2021 TAM targets as recommended by RTAC and approved by the VRT Board of Directors (Attachment 1):

1. Rolling Stock (percent of revenue vehicles that have met or exceeded the ULB): less than 24.67%
2. Equipment (percent of equipment that has met or exceeded the ULB): less than 12.70%
3. Facilities (percent of facilities with a condition rating below 3.0): less than 42.86%

Implication (policy and/or financial):

Acceptance of FY2021 TAM targets is needed to meet federal requirements and is used to determine the VRT budget. There are no Federal Transit Administration (FTA) penalties for not meeting established TAM targets.

More Information:

- 1) Attachment 1 – TAM Targets
- 2) For detailed information contact: Rachel Haukkala, Assistant Planner, at 208/475-2230 or rhaukkala@compassidaho.org.

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Asset Category	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Target	FY20 Actual	Variance	FY21 Target
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	19.22%	21.25%	27.68%	24.67%	2.67%	22.00%	24.67%
Equipment		64.43%	38.50%	12.70%	12.70%	5.00%	7.70%	12.70%
Facilities	Condition - % of facilities with a condition rating below 3.0		33.33%	42.86%	42.86%	37.50%	5.36%	42.86%

COMPASS Board AGENDA ITEM III-E

Date: August 17, 2020

Topic: COMPASS Social Media Policy

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of the COMPASS Social Media Policy, as recommended by the Executive Committee on July 14, 2020.

Background/Summary:

Social media is an integral part of COMPASS' overall communication strategy and is used to promote educational events and opportunities to be involved with COMPASS, provide information about transportation and planning issues in a user-friendly format, and share information on behalf of COMPASS member agencies. Currently, COMPASS has a presence on four social media platforms — Facebook, Instagram, Twitter, and LinkedIn.

The draft COMPASS Social Media Policy was developed to ensure transparency and consistency in the use of social media. The policy is applicable to users of social media in different capacities, including COMPASS employee use of personal social media, administrators of COMPASS social media, and public/third party use of COMPASS social media (Public Terms of Use).

Some portions of the policy, such as those relating to public records, records retention, and employee use of social media, are, or will be, mirrored in other COMPASS policies and procedures regarding these topics.

The policy reflects best practices in government use of social media and has been reviewed by COMPASS legal counsel.

Implication (policy and/or financial):

This policy provides transparent and consistent guidance regarding the use of social media for COMPASS staff and members of the public by clearly articulating expectations regarding social media use and consequences if those expectations are violated.

More Information:

- 1) Attachment: COMPASS Social Media Policy
- 2) For detailed information contact: Amy Luft, Communication Coordinator, at 208/475-2229 or aluft@compassidaho.org.

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POLICY STATEMENT

No. Board 2020-03

Adopted: XXXXX

By: COMPASS Board of Directors

Last Revised: NA

COMPASS Social Media Policy

I. Introduction

The role of technology is rapidly changing the way governments interact with their constituents. Social media platforms such as Facebook, Twitter, Instagram, and LinkedIn provide valuable means of sharing information and communicating with residents, augmenting what can be achieved through traditional communication outlets.

This document outlines the social media policy for the Community Planning Association of Southwest Idaho (COMPASS). This policy is designed to ensure transparency and consistency when incorporating social media into COMPASS communication and outreach efforts.

Portions of this policy relating to public records, records retention, and employee use of social media are mirrored in other COMPASS policies and procedures regarding these topics.

II. Applicability and Organization

This policy is applicable to users of social media in different capacities, and is organized according to use:

- COMPASS employee use of personal social media
- Administrators of COMPASS social media
- Public/third party use of COMPASS social media (Public Terms of Use)

Note that applicability is based on the use of social media – different portions of this policy may apply to the same individual under different circumstances. Sections III and IV of this policy (COMPASS Employee Use of Personal Social Media and Administration of COMPASS Social Media) are for internal use only; Section V (Public Terms of Use) applies to public/third party users of COMPASS social media and should be clearly posted on the COMPASS web site with the links to COMPASS' social media channels. All use of social media must comply with applicable local, state and federal laws.

III. COMPASS Employee Use of Personal Social Media

COMPASS employees are expected to observe the following guidelines when using personal social media.

1. Supervisors are strongly discouraged from being “friends” with their subordinates on personal social media sites.
2. COMPASS employees may choose to “like” or “follow” COMPASS on their own personal social media sites, but should not post as “COMPASS” on personal social media sites.
3. When discussing job-related matters on personal social media sites, employees should clearly state that they are not posting as a representative of COMPASS and the opinions expressed on the sites are their own and do not necessarily represent the views of COMPASS.
4. Employees may not post confidential, sensitive, or proprietary information about COMPASS, its member agencies, employees, applicants, consultants, or vendors or post information that is exempt from disclosure under Idaho public records law on personal social media sites.
5. Employees may not post obscenities, slurs, harassment, or personal attacks which may damage or cause harm to COMPASS, its member agencies, employees, applicants, consultants, or vendors.
6. COMPASS may review internet content and use. Policy violations may result in discipline up to and including termination of employment.
7. Additional guidelines regarding the use of the internet and agency-supplied technology can be found in the COMPASS Employee Policies and Procedures manual.

IV. Administration of COMPASS Social Media

COMPASS may use a variety of social media platforms to communicate with the public in support of COMPASS’ mission.

1. Administration
 - i. Only designated administrators of COMPASS social media platforms may post as COMPASS.
 - ii. Administrative rights to COMPASS social media platforms are assigned by the Communication Coordinator upon approval of the Executive Director.
 - iii. When a social media administrator leaves COMPASS, his/her administrative rights shall be revoked immediately.
2. Content and Use
 - i. All social media communication shall comport to the same quality and standards of all COMPASS communication.
 - ii. COMPASS social media sites shall only be used for official COMPASS business to support the mission of COMPASS.
 - iii. COMPASS shall strive to make its social media sites accessible to all users.

3. Public/Third Party Posts

- i. Should any post be perceived as a threat, COMPASS will take appropriate action, which may include removing the post after screen capture, reporting the post to the host platform, and/or contacting law enforcement.
- ii. COMPASS will endeavor to respond to all legitimate (non-rhetorical) public/third party questions posed on its social media sites.
 - a. Responses should be posted within one business day.
 - i. When providing a complete answer is not feasible within this time period, COMPASS should, at a minimum, respond to indicate the question was received and an answer is forthcoming.
 - b. Responses should be provided in the same manner as the question was submitted; that is, questions posed publicly should be responded to publicly and questions posed via private message should be responded to via private message.

4. Public Records

- i. All COMPASS communications, including those via social media, are subject to Idaho public records laws and must be managed in compliance with applicable law and COMPASS' public records policy.

5. Records Retention

- i. COMPASS social media posts, and posts by the public/third parties on COMPASS social media pages, should be retained on the platform in which they were posted, subject to limitations established by each platform, except as noted below.
- ii. COMPASS is not responsible for retention of public/third party posts if such posts are removed or changed by anyone other than COMPASS.
- iii. Removal of, or changes to, COMPASS social media posts
 - a. COMPASS may remove or change its own social media posts if a post is posted in error, contains erroneous information, or otherwise violates COMPASS' communication standards.
 - b. COMPASS posts that are removed or changed should be preserved following the procedure below (5.v).
- iv. Removal of, or changes to, third party social media posts
 - a. COMPASS may remove public/third party posts if such posts violate COMPASS' social media Public Terms of Use (page 4).
 - b. Public/third party posts that are removed by COMPASS should be preserved following the procedure below (5.v).
- v. Prior to removing a COMPASS or public/third party post or changing a COMPASS post, the administrator should:
 - a. Take a screenshot of the post to be removed or changed and save it under the appropriate fiscal year within [T:\Permanent\Social Media](#).
 - b. Record the following in [T:\Permanent\Social Media\Removed Social Media Posts.xlsx](#).
 - Social media platform
 - Whether it is a COMPASS post or a public/third party post

- Name of individual who posted the material
- Name of individual who removed or changed the material
- Date/time of original post
- Date/time of change or removal
- Reason for change or removal (cite Public Terms of Use as appropriate)
- If a change (COMPASS posts only), exactly what was changed
- Additional notes (e.g., note if the individual has had posts removed before)
- Thumbnail picture of screen shot
- Link to file of screen shot

vi. Documentation of removed or changed posts should be retained for five years, subject to disposal at the end of the fifth fiscal year.

6. Termination of Use of Social Media Platforms

- i. Should COMPASS determine that a particular social media platform no longer serves the interests of the agency, COMPASS may terminate use of that platform; when this is the case, COMPASS should do the following:
 - a. Remove links to the platform from COMPASS materials.
 - b. Keep the COMPASS user name (handle) on that platform to ensure it is not taken by another party.
 - c. Note on the platform that COMPASS is no longer active on that platform; link to the COMPASS website.
 - d. Keep notifications from the platform active, to be aware if other parties post to a COMPASS page.

7. Social Media Platform Terms of Service

- i. Posts on COMPASS social media pages are subject to each platform's individual terms of service and may be removed by that platform if found to be in violation of those terms.
- ii. If COMPASS discerns that a post to any of its social media pages may be in violation of the platform's terms of service, COMPASS reserves the right to report the post and/or user to the platform.

V. Public/Third Party Use of COMPASS Social Media (Public Terms of Use)

COMPASS encourages the public to engage with COMPASS via its social media sites. The use of COMPASS social media sites are subject to the following disclaimers and Public Terms of Use.

1. Disclaimers

- i. COMPASS social media sites are continually updated and may not be free from error.
- ii. Activity on or by COMPASS on its social media sites (e.g., links, shares, likes) does not constitute an endorsement by COMPASS.

2. Public Record

- i. All COMPASS communication, including social media posts, are public records and are managed in compliance with public records laws.

- a. Posts on COMPASS social media pages, including posts by the public/third parties, are subject to public records requests.
- b. Social media should not be used to submit a public records request; public records requests should be submitted using the public records request form on COMPASS' web site at www.compassidaho.org/people/request.htm.

3. Record Retention

- i. COMPASS social media posts, and posts by the public/third parties on COMPASS social media pages, should be retained on the platform in which they were posted, subject to limitations established by each platform, except as noted below.
- ii. COMPASS is not responsible for retention of public/third party posts if such posts are removed or changed by anyone other than COMPASS.
- iii. Removal of, or changes to, COMPASS social media posts
 - a. COMPASS may remove or change its own social media posts if a post is posted in error, contains erroneous information, or otherwise violates COMPASS' communication standards.
 - b. COMPASS posts that are removed or changed should be preserved.
- iv. Removal of, or changes to, public/third party social media posts
 - a. COMPASS may remove public/third party posts if such posts violate COMPASS' social media Public Terms of Use.
 - b. Third party posts that are removed by COMPASS should be preserved.

4. Public Dialogue

- i. Comments and questions are encouraged on COMPASS social media sites.
- ii. Comments submitted on social media sites are not considered official "public comments" on COMPASS plans or programs; official public comments should be emailed to COMPASS at info@compassidaho.org or submitted per instructions as posted on the COMPASS website (www.compassidaho.org) during official public comment periods.

5. Public/Third Party Use of COMPASS Social Media Sites

- i. All content posted on COMPASS social media sites is subject to monitoring.
- ii. The following types of content are not allowed on COMPASS social media sites and are subject to removal:
 - a. Profane language or content
 - b. Content that promotes, fosters, or perpetuates discrimination
 - c. Sexual content or links to sexual content
 - d. Solicitation/advertising on behalf of a private business
 - e. Content that encourages violence or illegal activity
 - f. Defamatory or personal attacks
 - g. Harassment of, or threats to, any person or organization
 - h. Information that may compromise the safety or security of the public
 - i. Content that violates copyright law or other legal ownership
 - j. Conduct that violates federal or state law

- k. Confidential information
- l. Repetitive content; repeated posting of identical or very similar content in a counter-productive manner
- m. Content irrelevant to thread of conversation, including random or unintelligible comments
- n. Comments in support of or in opposition to any personal political campaign
- o. Photos or videos containing recognizable individuals, except when posted by COMPASS
- ii. Content that violates these terms are subject to removal
 - a. If content is removed, it will be retained by COMPASS for five fiscal years from the date of the end of COMPASS' fiscal year (September 30).
- iii. Denial of access for violating terms of use
 - a. COMPASS reserves the right to deny access to any of its social media sites for any individual who violates COMPASS' social media terms of use at any time and without prior notice.
- iv. Contest removal of content or denial of access
 - a. A user may contest the removal of his/her content, and/or denial of access to COMPASS social media platforms by contacting COMPASS at info@compassidaho.org. The determination of whether to remove content from and/or deny access to COMPASS social media platforms rests solely in the discretion of COMPASS.

6. Social Media Platform Terms of Service

- i. Posts on COMPASS social media pages are subject to each platform's individual terms of service and may be removed by that platform if found to be in violation of those terms.
- ii. If COMPASS discerns that a post to any of its social media pages may be in violation of the platform's terms of service, COMPASS reserves the right to report the post and/or user to the platform.

COMPASS BOARD AGENDA ITEM III-F DATE: August 17, 2020

Topic: Workgroup Charters for FY2021

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of the workgroup charters for FY2021 activities.

Background/Summary:

The Board approved the Bylaws at its September 21, 2015, meeting. Section 7.2.10 (b) specifies that:

"Each task force or workgroup shall have a charter recommended by the Executive Committee for final approval by the Board, specifying the type of members to include, the tasks to accomplish and the timeline for completion of those tasks."

The proposed workgroup charters that meet the requirements of Section 7.2.10 (b) are attached:

- Active Transportation
- Demographic Advisory
- Environmental Review
- Freight Advisory
- Public Participation
- Public Transportation
- Rails with Trails
- Regional Geographic Advisory
- Regional Operations
- Rural Prioritization

The Executive Committee recommended COMPASS Board approval at its July 14, 2020, meeting.

Implication (policy and/or financial):

In the absence of COMPASS Board approval, the workgroup activities would be suspended until a revised charter could be approved by the Board.

More Information:

- 1) Attachments: Workgroup charters
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or mlarsen@compassidaho.org



Working together to plan for the future

Work Group: Active Transportation Workgroup (ATWG)
Staff Liaison: Braden Cervetti

Purpose:

The purpose of the Active Transportation Workgroup is to provide guidance into the development, integration, and implementation of the regional bicycle/pedestrian planning. This encompasses stakeholder coordination, data collection and analysis, regional infrastructure mapping, needs identification, and member agency decision support.

Tasks:

1. Review and provide feedback on COMPASS bicycle/pedestrian counter program and data analysis, including characteristics, seasonality/weather, new technology, etc.
2. Review and provide feedback on COMPASS Data Bike asset management report.
3. Review and provide feedback for Complete Network policy update.
4. Help develop and provide feedback for Future Foothills Trails Analysis Work Plan.
5. Review and provide feedback for 2050 Pathways & Bikeways Plan.
6. Review and provide ongoing feedback for Bike/Walk COMPASS Map.

Deliverables, Schedule:

1. COMPASS Data Bike asset management report document (Summer 2020).
2. Updated Complete Streets Policy (Fall 2020).
3. Future Foothills Trails Analysis Work Plan (September 2021).
4. Completed 2050 Pathways & Bikeways Plan (Fall 2020).
5. Updated Bike/Walk COMPASS online map (Summer 2020).

Membership:

Membership in the ATWG will be drawn from: member agency staff from ACHD, ITD, City of Boise, City of Meridian, City of Nampa, City of Caldwell, City of Eagle, City of Kuna and Valley Regional Transit. Others will include health-related organization staff, representation from the Foundation for Ada/Canyon Trails System (FACTS), advocacy group representatives, and at least one member of the Public Participation Workgroup. One member of the ATWG shall serve on the Rails with Trails Workgroup.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.

Work Group: Demographic Advisory Workgroup (DAWG)
Staff Liaison: Carl Miller

Purpose:

The purpose of the Demographic Advisory Workgroup is to provide expert guidance and feedback on COMPASS demographic and growth tracking projects.

Tasks:

1. Recommend 2021 population estimates to the COMPASS Board of Directors.
2. Recommend *Communities in Motion* 2050 Preferred Growth Scenario.
3. Review and provide feedback on the 2020 Development Monitoring Report to COMPASS staff.
4. Review and provide feedback on Development Checklist report.

Deliverables, Schedule:

1. 2021 population estimates (March 2021).
2. *Communities in Motion* 2050 Preferred Growth Scenario (March 2021).
3. 2020 Development Monitoring Report (March 2021).
4. Development Checklist report (March 2021).

Membership:

Membership in the DAWG will be drawn from: member agency staff with appropriate expertise, chambers of commerce, major utilities, and the development community.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Environmental Review Workgroup (ERWG)
Staff Liaison: Liisa Itkonen

Purpose:

The purpose of the Environmental Review Workgroup is to share data, consider environmental goals and community values early in the long-range planning process, and identify potential environmental mitigation strategies to help restore and maintain environmental functions affected by projects in the long-range transportation plan, *Communities in Motion*. The environmental review is aimed at creating a seamless decision-making process that minimizes duplication of effort, promotes environmental stewardship, and reduces delays in project implementation.

Tasks:

1. Share (provide access to) the most up-to-date regional data available about the environment and natural resources in Ada and Canyon Counties that could impact, or be impacted by, transportation projects.
2. Advise about potential impacts to protected resources or conservation and restoration priorities associated with *Communities in Motion 2050* (CIM 2050) needed transportation investments.
3. Help identify strategies to avoid or minimize direct, indirect, and cumulative impacts of transportation projects.
4. Help identify areas where partners may be able to work together to mitigate transportation impacts across multiple resources of concern.

Deliverables, Schedule:

1. Data updates (ongoing).
2. Description of potential environmental impacts associated with needed transportation investments for CIM 2050 (August 2021).
3. Draft of strategies to avoid or minimize direct, indirect, and cumulative impacts of transportation projects. (September 2021).

Membership in the ERWG will be drawn from federal, state, and local environmental and resource agencies and organizations, and member agency staff with appropriate expertise.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board:

_____ Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Freight Advisory Workgroup (FAWG)
Staff Liaison: Liisa Itkonen

Purpose:

The purpose of the Freight Advisory Workgroup is to advise and provide input on freight-related issues and needs, and help integrate freight into the *Communities in Motion* long-range transportation plan. The workgroup will facilitate information sharing and coordination among organizations, and advocate for freight considerations in transportation project prioritization and implementation.

Tasks:

1. Review freight improvement projects for 2022 Resource Development Plan for submittal by December 2020.
2. Provide input into freight improvement projects, priorities and implementation.
3. Help identify freight-related transportation investments for *Communities in Motion 2050*.
4. Share information about regional freight and the long-range transportation plan with constituents; provide feedback to COMPASS.

Deliverables, Schedule:

1. Freight improvement projects for 2022 Resource Development Plan (December 2020).
2. Input into project applications as needed.
3. Input into needed transportation investments (July 2021).
4. Participate in meetings as scheduled.

Membership:

Membership in the FAWG will be drawn from: local/regional producers and processors, trucking companies and major shippers, rail companies, chambers of commerce, highway districts, and other agencies as appropriate.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Public Participation Workgroup (PPWG)
Staff Liaison: Amy Luft

Purpose:

The purpose of the Public Participation Workgroup is to advise COMPASS staff on COMPASS public participation and outreach activities, serve as a conduit for sharing information from COMPASS with Ada and Canyon County residents, and provide a forum for communication staff from COMPASS member agencies to share information, assist one another in public participation and outreach activities, collaborate on regional projects, and receive input on outreach activities from the general public and interested stakeholders.

Tasks:

1. Provide a representative to assist in selecting Leadership in Motion award winners.
2. Review and provide input into a public survey regarding high capacity public transportation in Ada and Canyon Counties.
3. Review and provide input into the public involvement plan to solicit public and stakeholder feedback on a draft Transportation Service Coordination Plan.
4. Review and provide input into a public survey regarding criteria for prioritizing unfunded transportation needs in Ada and Canyon Counties.
5. Review and provide feedback on the draft *Communities in Motion 2050* Vision map and graphics.
6. Participate in a pilot test for the 2021 household travel survey.
7. Review, provide input, and assist with COMPASS outreach, education, and public participation activities as requested.
8. Provide a representative to serve on the Regional Transportation Advisory Committee (RTAC).

Deliverables, Schedule:

1. Leadership in Motion recipients selected (November 2020).
2. Input into high capacity public transportation survey (December 2020).
3. Input into Transportation Service Coordination Plan public involvement plan (March 2021).
4. Input into prioritization criteria survey (April 2021).
5. Feedback on *Communities in Motion 2050* Vision map and graphics (March 2021).
6. Pilot test for the 2021 household travel survey (January 2021).
7. COMPASS outreach activities (Ongoing; as needed).
8. Representative serving on RTAC (Ongoing [selected fall 2020]).

Membership:

Membership in the PPWG will include: COMPASS member agency communication (or related) staff, up to four individuals representing the general public/stakeholders (e.g., under-represented populations, environmental, transportation, health, etc.), and one member of the press. Public/stakeholder and press representatives shall serve terms no longer than four years and shall be appointed by the COMPASS Executive Director through an application process.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Public Transportation Workgroup (PTWG)
Staff Liaison: Rachel Haukkala

Purpose:

The purpose of the Public Transportation Workgroup is to develop and recommend components and phasing of the long-range public transportation system in Ada and Canyon Counties. Work will focus on meeting regional public transportation needs in the two counties to improve mobility, access, and maximize effectiveness of transportation investments.

Tasks:

1. Assist in planning for public transportation in *Communities in Motion 2050*.
2. Support development of a comprehensive 2050 public transportation system that encompasses all public transportation elements and integrates with the other modes.
3. Assist with development and coordination of service areas concept for public transportation investments.
4. Receive updates and give feedback on the Regional Park and Ride Study, as appropriate.
5. Provide input into the fixed guideway survey development, administration, and analysis of results.
6. Define locally favored fixed guideway option based on survey results.
7. Contribute to the update of the Coordinated Public Transit-Human Services Transportation Plan.

Deliverables, Schedule:

1. Regional Park and Ride Study (December 2020).
2. Fixed guideway survey (January 2021).
3. Locally favored fixed guideway option (April 2021).
4. Updated Coordinated Public Transit-Human Services Transportation Plan (May 2021).
5. Final 2050 public transportation system concept (September 2021).
6. Final service area concept (September 2021).

Membership:

Membership in the PTWG will be drawn from member agency staff from Ada County, ACHD, Canyon County, City of Boise, City of Caldwell, City of Eagle, City of Garden City, City of Meridian, City of Middleton, City of Nampa, Boise State University, ITD, Valley Regional Transit, and other member agencies planning for public transportation.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Rails with Trails Workgroup (RTWG)
Staff Liaison: Rachel Haukkala

Purpose:

The purpose of the Rails with Trails Workgroup is to develop a unified strategy among member agencies for the development of a continuous rails with trails system within the Union Pacific corridor in Ada and Canyon Counties.

Tasks:

1. Participate in planning for funding, negotiation strategies, agreements, and other necessary tasks which will feed into the implementation plan.
2. Support development of a rails with trails implementation plan that builds on the results of the *Rails with Trails Feasibility and Probable Cost Study*. Implementation will be ongoing.
3. Collaborate with the Active Transportation Workgroup to include rails with trails in the *2050 Pathways & Bikeways Plan*.
4. Assist with integrating rails with trails planning efforts into *Communities in Motion 2050*.
5. Review and provide feedback on the annual rails with trails report for FY2021.

Deliverables, Schedule:

1. Rails with Trails Implementation Plan (December 2020).
2. Rails with Trails incorporated into the *2050 Pathways & Bikeways Plan* (September 2021).
3. Rails with trails incorporated into *Communities in Motion 2050* (September 2021).
4. Annual Rails with Trails Report for FY2021 (September 2021).

Membership:

Membership in the RTWG will be drawn from member agencies interested in rails with trails efforts, including but not limited to: City of Boise, City of Caldwell, City of Meridian, City of Nampa, Ada County, Canyon County, and ACHD. Membership will also include a member of the COMPASS Active Transportation Workgroup and a member representing the Foundation for Ada and Canyon Trails System (FACTS), ITD, health partners, members of the business community, and user or advocacy groups. Other members may include the cities of Greenleaf, Kuna, Middleton, Notus, Parma, and Wilder, pending future examination of spur routes and the ultimate desired regional system.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Regional Geographic Advisory Workgroup (RGAWG)
Staff Liaison: Eric Adolfson

Purpose:

The purpose of the Regional Geographic Advisory Workgroup is to provide input and guidance on regional Geographic Information System (GIS) issues and tasks such as orthophotography and the Regional Data Center.

Tasks:

1. Plan for future orthophotography flight needs given new technology options and plan for future orthophotography flight funding.
2. Provide a forum in which to continue to improve regional GIS cooperation while forming GIS policy and technical solutions.
3. Advise COMPASS staff, workgroups, and Board about GIS investments and policies.
4. On a periodic basis, workgroup may report to either the Regional Transportation Advisory Committee (RTAC) or Executive Committee on topics such as investments and policies related to improving GIS outputs.
5. Provide feedback to COMPASS on regional GIS Planning Activities.

Deliverables, Schedule:

1. Orthophotography planning: New imagery options, requirements for projects, and discussion on imagery as a service (October 2020).
2. Regional Address Points improvements discussion and next steps (December 2020).
3. Regional Pathways and Parks discussion and next steps (February 2021).
4. Regional Data progress review and next steps (May 2021).

Membership:

Membership in the RGAWG will be drawn from: representatives from member agencies and those with an interest in regional geographic data. Members shall have information system technical experience, or knowledge and active contribution to our region's data ecosystem with agency administrative authority.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Regional Operations Workgroup (ROWG)
Staff Liaison: Mary Ann Waldinger and Hunter Mulhall

Purpose:

The purpose of the Regional Operations Workgroup is to promote awareness and integration of transportation operations and management, focusing on multimodal transportation system efficiency, reliability, safety, and ease of use. The workgroup supports the regional planning process including planning for operations through a coordinated approach to multimodal system operations, intelligent transportation systems (ITS) deployment and data management, and maintenance of related planning documents.

Tasks:

1. Update Intelligent Transportation (ITS) and Transportation Systems Management and Operations (TSMO) projects list and inventory.
2. Review and provide feedback on the Annual Congestion Management Report and Congestion Management Plan.
3. Share successes and lessons learned from recent ITS/TSMO deployments.
4. Review and provide feedback on the I-84 corridor operations plan.

Deliverables, Schedule:

1. Updated ITS/TSMO Projects list (excel) and inventory (GIS) (Winter/Spring 2021).
2. I-84 Corridor Operations Plan (Fall 2020 through 2021).
3. Congestion Management plan and Annual report (Fall 2020).

Membership:

Membership in the ROWG will be drawn from: representatives of transportation and emergency management agencies from across Ada and Canyon Counties that are active in the planning, funding, design, operation, and maintenance of the region’s multi-modal transportation infrastructure.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.



Working together to plan for the future

Work Group: Rural Prioritization Workgroup (RPWG)
Staff Liaison: Toni Tisdale

Purpose:

The purpose of the Rural Prioritization Workgroup is to develop a recommended priority list for rural programs managed by the Local Highway Technical Assistance Council (LHTAC). Work will focus on determining the most beneficial rural projects in Ada and Canyon Counties to maximize rural transportation funding and bring more funding into the region.

Tasks:

1. Discuss and determine recommendations for the most beneficial rural projects for funding programs managed by LHTAC using the prioritization process approved by the COMPASS Board on August 20, 2012.

Deliverables, Schedule:

1. Meet on August 5, 2021, to prioritize rural projects.
2. Provide priority recommendations to RTAC on September 22, 2021, for rural project priorities in each LHTAC rural program. The recommendation will include a signature from each participating agency.
3. Provide RTAC’s recommendation to the COMPASS Board of Directors for approval on October 18, 2021.

Membership:

Membership in the RPPWG will draw from: mayors, staff, or contract engineers from all rural agencies in Ada and Canyon Counties with transportation jurisdiction.

Charter recommended by Executive Committee: July 14, 2020

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2021

All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.

COMPASS BOARD AGENDA ITEM IV-A

Date: August 17, 2020

Topic: FY2021 Unified Planning Work Program and Budget

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 10-2020, approving the FY2021 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

The Finance Committee recommended COMPASS Board of Directors' approval of the attached FY2021 UPWP at its July 16, 2020, meeting.

The documents included in the FY2021 UPWP include the following items.

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

Expenses by Work Program Number and Funding Source – A one-page spreadsheet showing the funding sources for each program.

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

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

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

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

The draft FY2021 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 20, 2020, meeting. Total dues increase compared to the prior year. The per capita rate has remained the same since FY2015. The increase reflects year over year population growth in the jurisdictions.
2. Revenues include \$1,383,000 from the FY2021 Consolidated Planning Grant. This reflects the amount included in the FY2020-FY2026 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top Surface Transportation Program – Transportation Management Area (STP-TMA) funds, as approved by the COMPASS Board on April 19, 2010, continues.

4. Revenue of \$192,548 from STP-TMA funds for *Communities in Motion 2050* (CIM 2050).
5. Revenue of \$649,000 from STP-TMA funds for the Travel Survey Data Collection.
6. Revenues include \$110,000 committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.
7. Revenue of \$76,278 from Air Quality Board to reimburse COMPASS for support services provided for Air Quality Operations.
8. Revenue of \$16,200 from ITD for its share of the TREDIS purchase.
9. Revenue of \$83,333 from participation contributions to fund future orthophotography projects. These funds are proposed to be provided each year rather than in a single lump sum in the flight year to give participants an option to budget those contributions annually.
10. Revenues include \$20,980 in estimated interest income.
11. Revenues include \$15,252 from fund balance to cover match requirement for CIM 2050 grant, \$30,000 from fund balance to cover local funding for CIM 2050, and \$150,000 carry forward of ITD funds received for CIM 2050.
12. Revenue of \$50,000 from fund balance for the CIM Implementation Grant Program.
13. Revenue of \$107,207 from fund balance to cover the shortfall in revenue.
14. Salary costs cover 19 FTEs. The COMPASS Board approved the addition of a Modeler position at its April 20, 2020, meeting. Note that the three staff for Air Quality Board operations are included in the Air Quality Board budget and funded directly by the Air Quality Board; therefore, they are not included in the UPWP. Salary costs also include a 1.5% merit increase pool. Distribution of individual merit adjustments is determined by the Executive Director.
15. Fringe expenses include an allowance for a 7% increase in the cost of health insurance and a 3% increase in the cost of other benefits for FY2021.
16. Indirect expenses increase by \$500 to a total of \$203,950. Staff continues to closely manage indirect expenses to contain the organization's overall costs.
17. The Project Development Program is funded at \$75,000.
18. The CIM Implementation Grant Program is funded at \$50,000.
19. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2020, is required in order to begin work in FY2021.

More Information:

- 1) Attachments
- 2) For detailed information contact: Megan Larsen, at 208-475-2228 or mlarsen@compassidaho.org.

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RESOLUTION NO. 10-2020

FOR THE PURPOSE OF APPROVING THE FY2021 UNIFIED PLANNING WORK PROGRAM AND BUDGET

WHEREAS, federal transportation planning guidelines under Title 23CFR require development of a Unified Planning Work Program that shows the programming of federal funds and includes references to all transportation planning efforts regardless of funding sources as a condition of receiving federal planning funds;

WHEREAS, the Community Planning Association of Southwest Idaho staff prepared the draft FY2021 Unified Planning Work Program and Budget and submitted it to the Finance Committee for their review; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to incorporate final funding and program allocations in the Unified Planning Work Program and Budget prior to the beginning of FY2021.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves the FY2021 Unified Planning Work Program and Budget, including reference to all transportation planning studies;

BE IT FURTHER RESOLVED, that the Community Planning Association of Southwest Idaho assures the appropriate necessary local matching funds are budgeted for the Unified Planning Work Program and Budget, Federal Transit Administration grants, Federal Highway Administration grants and all other grants and contracts as noted in the FY2021 Unified Planning Work Program and Budget of the Community Planning Association of Southwest Idaho, a copy of which is attached hereto and incorporated as an integral part of the Resolution; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to submit all related grant and contract applications, and sign all necessary documents for grant and contract purposes.

ADOPTED this 17th day of August 2020.

By: _____
Elaine Clegg, 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
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2020 Revision 2	FY2021 Draft
GENERAL MEMBERSHIP		
Ada County	228,095	235,317
Ada County Highway District	228,095	235,317
Canyon County	109,594	114,775
Canyon Highway District No. 4	41,183	42,784
Golden Gate Highway District No.3	5,398	5,718
City of Boise	104,191	105,986
City of Caldwell	25,939	26,988
City of Eagle	13,787	14,356
City of Garden City	5,397	5,494
City of Greenleaf	384	384
City of Kuna	10,066	10,974
City of Meridian	50,563	52,622
City of Melba	260	260
City of Middleton	4,281	4,312
City of Nampa	44,986	47,115
City of Notus	251	251
City of Parma	948	952
City of Star	4,843	5,229
City of Wilder	776	798
Subtotal	879,037	909,632
SPECIAL MEMBERSHIP		
Boise State University	8,800	9,100
Capital City Development Corporation	8,800	9,100
Idaho Department of Environmental Quality	8,800	9,100
Idaho Transportation Department	8,800	9,100
Valley Regional Transit	8,800	9,100
Subtotal	44,000	45,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2020 K# 19258 Ada County	1,023,420	
CPG - FY2020 K# 19258 Canyon County	359,580	
CPG - FY2021 K# 20050 Ada County		1,023,420
CPG - FY2021 K# 20050 Canyon County		359,580
Sub Total CPG Grants	1,383,000	1,383,000
STP TMA - K# 19766, FY2020 off-the-top funds for Planning	306,705	
STP TMA - K# 20113 & STU-U - K# 19389, FY2021 off-the-top funds for Planning		306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> (carry over from FY19)	433,520	
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	80,614	
STP TMA - K# 19571, <i>Communities in Motion 2050</i>		192,548
STP TMA - K# 18694, Treasure Valley ITS Plan (carry over from FY19)	57,400	
STP TMA - K# 19303, Travel Survey Data Collection	138,990	
STP TMA - K# 19303, Travel Survey Data Collection		649,000
Subtotal	1,017,229	1,148,253
OTHER REVENUE SOURCES		
Idaho Transportation Department (I-84 Corridor Operations Plan)	150,000	
ACHD Commuteride (Park and Ride Study)	85,000	
Ada County - Increase Scope of Fiscal Impact Study; Phase 3		-
Idaho Department of Environmental Quality	25,000	55,000
Ada County Air Quality Board	25,000	55,000
Air Quality Operations - Management Fee	64,738	76,278
Idaho Transportation Department (share of TREDIS purchase)		16,200
Orthophotography - Participant Contributions	83,333	83,333
City of Boise - Project Development	9,839	
Interest Income	24,000	20,980
Subtotal	466,910	306,791
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,790,176	3,793,176
Draw from Fund Balance (Match for CIM 2050)	40,727	15,252
Draw from Fund Balance (Local Funding for CIM 2050)		30,000
ITD Funds Carried Forward from FY2020 for CIM 2050		150,000
Draw from Fund Balance (Match for Treasure Valley ITS Plan)	4,547	
Draw From Fund Balance (CIM Implementation Grants)	62,000	50,000
Draw From Fund Balance (Carry-Over FY2019 Ortho Project)	125,000	
Draw From Fund Balance (to fund revenue shortfall)	(3,981)	107,207
Subtotal	228,293	352,459
TOTAL REVENUE, ALL RESOURCES	4,018,468	4,145,635

EXPENSE	FY2020 Revision 2	FY2021 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,347,530	1,387,200
Fringe	604,356	654,151
Contingency (Overtime, Bonus, and Sick Time Trade)	18,857	19,000
Subtotal	1,970,743	2,060,351
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,950
Subtotal	203,450	203,950
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
620003, Census 2020	50,000	
653001, Communication and Education	35,600	45,300
661001, Long-Range Planning	668,611	387,800
661008, Bike Counter Management	19,540	19,800
685001, Transportation Improvement Program	5,500	5,600
685002, Project Development Program	84,839	75,000
685004, CIM Implementation Grants	62,000	50,000
702001, Air Quality Outreach	45,455	100,000
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	25,200	22,200
838001, Travel Survey Data Collection	150,000	700,000
842001, Congestion Management Process	61,947	-
842002, I-84 Corridor Operations Plan	150,000	-
860001, Geographic Information System Maintenance	250,333	140,133
990001, Direct Operations and Maintenance	75,700	175,950
Subtotal	1,844,275	1,881,333
TOTAL EXPENSE	4,018,468	4,145,635

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,018,468	4,145,635
LESS: TOTAL EXPENSES	4,018,468	4,145,635
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY21 CPG Ada County K# 20050 (74%)	FY21 CPG Canyon County K# 20050 (26%)	STP-TMA Off The Top K# 20113/19389	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey Data Collection K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurance	102	71,906	-	71,906	14,335	5,037	30,000			49,372	1,535	21,000		22,535	71,906
620001 Demographics and Growth Monitoring	75	53,432	2,500	55,932	16,067	5,645	30,000			51,712	1,720	2,500		4,220	55,932
620002 Development Monitoring	23	16,689	-	16,689	4,586	1,611	10,000			16,198	491			491	16,689
620003 Census 2020	17	12,335	-	12,335	8,458	2,972				11,430	905			905	12,335
653001 Communication and Education Long-Range Planning	244	138,138	45,300	183,438						-		183,438		183,438	183,438
661001 General Project Management	207	148,487	387,800	536,287	112,274	39,447		192,548		344,269	12,018	30,000	150,000	192,018	536,287
661003 Roadways	63	42,038	-	42,038	28,825	10,128				38,953	3,086			3,086	42,038
661004 Freight	16	10,293	-	10,293	7,058	2,480				9,537	755			755	10,293
661005 Bicycles/Pedestrians	158	71,641	-	71,641	49,123	17,259				66,382	5,258			5,258	71,641
661006 Public Transportation	113	58,082	-	58,082	39,826	13,993				53,819	4,263			4,263	58,082
661007 Performance Measurement	97	64,128	-	64,128	43,972	15,450				59,421	4,707			4,707	64,128
661008 Bike Counter Management	101	44,024	19,800	63,824	30,187	10,606				40,793	3,231	19,800		23,031	63,824
661009 Public Involvement	44	27,889	-	27,889	19,123	6,719				25,842	2,047			2,047	27,889
661010 Human Service Transportation Plan Update Resource Development/Funding	40	19,701	-	19,701	13,509	4,746				18,255	1,446			1,446	19,701
685001 Transportation Improvement Program	378	224,381	5,600	229,981	71,572	25,147	120,000			216,719	7,662	5,600		13,262	229,981
685002 Project Development Program	33	22,957	75,000	97,957	15,741	5,531				21,272	1,685	75,000		76,685	97,957
685003 Grant Research and Development	174	112,908	-	112,908						-		112,908		112,908	112,908
685004 CIM Implementation Grants	18	12,073	50,000	62,073	8,278	2,909				11,187	886	50,000		50,886	62,073
TOTAL PROJECTS	1,903	1,151,101	586,000	1,737,101	482,932	169,679	190,000	192,548	-	1,035,159	51,696	500,246	150,000	701,942	1,737,101
701001 Membership Services	133	87,288	-	87,288	51,448	18,076				69,524	5,507	12,257		17,764	87,288
702001 Air Quality Outreach	14	10,000	100,000	110,000						-			110,000	110,000	110,000
703001 General Public Services	35	23,092	-	23,092						-		23,092		23,092	23,092
704001 Air Quality Operations	133	105,530	-	105,530						-		29,252	76,278	105,530	105,530
705001 Transportation Liaison Services	57	40,177	-	40,177	27,549	9,679				37,228	2,949			2,949	40,177
760001 Legislative Services	58	56,961	115,050	172,011						-		172,011		172,011	172,011
TOTAL SERVICES	430	323,049	215,050	538,099	78,997	27,756	-	-	-	106,753	8,456	236,611	186,278	431,346	538,099
801001 Staff Development	105	63,891	40,000	103,891	43,809	15,392				59,202	4,690	40,000		44,690	103,891
820001 Committee Support	227	138,461	2,000	140,461	94,940	33,357				128,298	10,163	2,000		12,163	140,461
836001 Regional Travel Demand Model	287	208,244	22,200	230,444	129,076	45,351	20,000			194,427	13,817	22,200		36,017	230,444
838001 Travel Survey Data Collection	33	22,628	700,000	722,628	15,234	5,353			649,000	669,587	1,631	51,410		53,040.89	722,628
842001 Congestion Management Process	90	65,303	-	65,303	44,777	15,733				60,510	4,793			4,793	65,303
842002 I-84 Corridor Operations Plan	40	29,024	-	29,024	19,901	6,992				26,893	2,130			2,130	29,024
860001 Geographic Information System Maintenance	454	262,600	140,133	402,733	113,752	39,967	96,705			250,424	12,177	56,800	83,333	152,310	402,733
TOTAL SYSTEM MAINTENANCE	1,236	790,151	904,333	1,694,484	461,490	162,145	116,705	-	649,000	1,389,340	49,401	172,410	83,333	305,144	1,694,484
990001 Direct Operations / Maintenance	-	-	175,950	175,950						-		138,770	37,180	175,950	175,950
991001 Support Services Labor	801	-	-	-						-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-						-				-	-
TOTAL INDIRECT/OVERHEAD	801	-	175,950	175,950	-	-	-	-	-	-	-	138,770	37,180	175,950	175,950
G R A N D T O T A L	4,370	2,264,302	1,881,333	4,145,635	1,023,420	359,580	306,705	192,548	649,000	2,531,253	109,553	1,048,037	456,791	1,614,382	4,145,635

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
DIRECT EXPENSE SUMMARY**

DESCRIPTION		TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
620001	Demographics and Growth Monitoring	2,500					2,500				
653001	Communication and Education	45,300	19,900			600		24,800			
661001	Long-Range Planning	387,800	327,800					60,000			
661008	Bike Counter Management	19,800	5,000	14,800							
685001	Transportation Improvement Program	5,600						5,600			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	50,000	50,000								
702001	Air Quality Outreach	100,000	100,000								
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	22,200	22,200								
838001	Travel Survey Data Collection	700,000	700,000								
842001	Congestion Management Process	-									
842002	I-84 Corridor Operations Plan	-									
860001	Geographic Information System Maintenance	140,133		56,800							83,333
990001	Direct Operations / Maintenance										
	New/replacement hardware and software	10,000		10,000							
	Phone System (CISCO is at end of life)	20,000		20,000							
	Transit network planning software	19,250		19,250							
	TREDIS renewal	81,000		81,000							
	Cube renewal; Cube Land	14,100		14,100							
	Tools of the Trade' Sponsorship	6,000		6,000							
	AICP and APBP Webinar series	1,600			1,600						
	Membership dues for COMPASS	17,000								17,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		1,881,333	1,299,900	221,950	59,600	600	13,600	90,400	9,000	102,950	83,333

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2020 Revision 2	FY2021 Draft
Professional Services	930	30,000	31,000
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	3,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,500	13,000
Building Maintenance and Reserve for Major Repairs	955	54,000	55,150
Printing	960	1,000	2,250
Advertising	962	1,000	1,500
Audit	970	15,000	15,500
Insurance	971	13,000	13,100
Legal Services	972	5,000	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	15,000	12,500
Computer Software / Maintenance	983	25,000	20,000
Vehicle Maintenance	991	1,000	1,500
Utilities	992	10,000	9,000
Local Travel	993	1,500	2,000
Other / Miscellaneous	995	5,000	5,000
T O T A L		203,450	203,950

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	33	12	2	55	102
620001	Demographics and Growth Monitoring	CM	-	70	5	-	75
620002	Development Monitoring	CM	-	22	1	-	23
620003	Census 2020	CM	-	17	-	-	17
653001	Communication and Education	AL	12	14	216	2	244
	Long-Range Planning	LI					
661001	General Project Management	LI	29	159	17	2	207
661003	Roadways	LI	-	59	4	-	63
661004	Freight	LI	-	16	-	-	16
661005	Bicycles/Pedestrians	BC	-	150	8	-	158
661006	Public Transportation	RH	-	111	2	-	113
661007	Performance Measurement	CM	-	94	3	-	97
661008	Bike Counter Management	BC	-	99	2	-	101
661009	Public Involvement	LI	-	12	32	-	44
661010	Human Service Transportation Plan Update	RH	-	28	12	-	40
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	339	27	-	378
685002	Project Development Program	KP	-	33	-	-	33
685003	Grant Research and Development	KP	8	160	6	-	174
685004	CIM Implementation Grants	KP	-	18	-	-	18
TOTAL PROJECTS			94	1,413	337	59	1,903
701001	Membership Services	LI	2	118	13	-	133
702001	Air Quality Outreach	AL	-	-	14	-	14
703001	General Public Services	MW	-	30	5	-	35
704001	Air Quality Operations	ML	70	2	-	61	133
705001	Transportation Liaison Services	MS	13	32	12	-	57
760001	Legislative Services	MS	56	-	2	-	58
TOTAL SERVICES			141	182	46	61	430
801001	Staff Development	ML	4	75	16	10	105
820001	Committee Support	ML	9	96	17	105	227
836001	Regional Travel Demand Model	MW	-	286	1	-	287
838001	Travel Survey Data Collection	MW	-	25	8	-	33
842001	Congestion Management Process	HM	-	88	2	-	90
842002	I-84 Corridor Operations Plan	MW	-	40	-	-	40
860001	Geographic Information System Maintenance	EA	-	454	-	-	454
TOTAL SYSTEM MAINTENANCE			13	1,064	44	115	1,236
TOTAL DIRECT			248	2,659	427	235	3,569
991001	Support Services Labor	ML	212	101	33	455	801
TOTAL INDIRECT/OVERHEAD			212	101	33	455	801
TOTAL LABOR			460	2,760	460	690	4,370

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PROGRAM NO.	601				CLASSIFICATION:	Project
UPWP Budget Development and Monitoring						
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2021 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 FY2022 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2021 UPWP						
Process and track revenues and expenditures for the FY2021 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
Process and obtain Board approval of FY2021 UPWP revisions						
Distribute revisions of the FY2021 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2021 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2022 UPWP Development						
Develop process and schedule for the FY2022 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2022 Submit initial revenue assessment for FY2022 to the Finance Committee for input Obtain Board approval on FY2022 General and Special membership dues						Nov Jan-Feb Mar Apr
Present FY2022 UPWP						
Present draft FY2022 UPWP to Finance Committee for input and feedback Present draft FY2022 UPWP to Finance Committee for recommendation Submit FY2022 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2022 UPWP Distribute FY2022 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification						
Compliance with federal requirements						Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan						
Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						
END PRODUCTS: FY2021 UPWP revisions; FY2022 UPWP; and maximize funding opportunities.						
Expense Summary						
Total Workdays: 102						
Salary \$ 48,414						
Fringe 22,829						
Overhead 663						
Total Labor Cost: \$ 71,906						
ESTIMATED DATE OF COMPLETION: September-2021						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20050	\$ 14,335	\$ 5,036		\$ 19,371	Federal Highway Administration	
CPG, K19258				-	Federal Transit Administration	
STP-TMA, K20113			30,000	30,000		
Local / Fund Bal	1,136	399	21,000	22,535		
Total:	\$ 15,471	\$ 5,435	\$ 51,000	\$ 71,906		
DIRECT EXPENDITURES:						
Professional Services \$ -						
Legal / Lobbying						
Equipment Purchases						
Travel / Education						
Printing						
Public Involvement						
Meeting Support						
Other						
Total Direct Cost: \$ -						
601	Total Cost: \$ 71,906					

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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 data review and dissemination, 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 data review enables COMPASS data to reflect the results of the 2020 Census.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."</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>					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
<p>Population and Employment Estimates</p> <p>Data collection and geocoding of building permits Complete 2020 employment data Complete 2020 Development Monitoring Report Complete 2021 population estimates and receive Board acceptance</p> <p>Census Liaison/Clearinghouse</p> <p>Complete the Census Boundary and Annexation Survey (BAS) Integrate Census data in related projects</p> <p>Development Forecasting, Tracking, and Reconciliation</p> <p>Update preliminary plat files and other entitled development Develop CIM 2050 preferred growth scenario and receive Board approval</p> <p>Demographics Support</p> <p>Respond to member requests for census data Provide development and policy reviews and checklists Development checklist report</p>						<p>Ongoing Mar Mar Apr</p> <p>Mar Ongoing</p> <p>Ongoing Apr</p> <p>Ongoing Ongoing Mar</p>
LEAD STAFF: Carl Miller						Expense Summary
END PRODUCT: Demographic products: 1) 2021 population estimates; 2) 2020 employment estimates; 3) Census 2020 data review; 4) develop CIM 2050 forecast and allocation; 5) updated annual demographic reconciliation; and 6) demographic data and support for member agencies and the media.						<p>Total Workdays: 115</p> <p>Salary \$ 55,517</p> <p>Fringe 26,179</p> <p>Overhead 760</p> <p>Total Labor Cost: \$ 82,456</p>
ESTIMATED DATE OF COMPLETION: September-2021						DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other 2,500 Total Direct Cost: \$ 2,500 620 Total Cost: \$ 84,956
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20050	\$ 29,111	\$ 10,229		\$ 39,340		
CPG, K19258 STP-TMA, K20113			40,000	40,000		
Local / Fund Bal	2,306	810	2,500	5,616		
Total:	\$ 31,417	\$ 11,039	\$ 42,500	84,956		

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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 support federally required public involvement efforts.					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Provide outreach/public speaking support and training to staff Update COMPASS Integrated Communication Plan / Public Participation Plan						Ongoing Ongoing Ongoing Apr - Aug
Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic Develop FY2020 annual report, annual budget summary, and annual communication summary Write and distribute monthly update handout Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate						Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
Education and community outreach Develop and implement FY2021 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support Leadership in Motion awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested						Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing
LEAD STAFF: Amy Luft						Expense Summary
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.						
Total Workdays: 244						
Salary \$ 93,007 Fringe 43,857 Overhead 1,274 Total Labor Cost: \$ 138,138						
ESTIMATED DATE OF COMPLETION: September-2021						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20050 CPG, K19258 STP-TMA, K20113				\$ -	Professional Services \$ 19,900 Legal / Lobbying	
Local / Fund Bal			183,438	183,438	Equipment Purchases Travel / Education Printing 600 Public Involvement 24,800 Meeting Support Other	
				-		
	\$ -	\$ -	\$ 183,438	\$ 183,438	Total Direct Cost: \$ 45,300	
						653 Total Cost: \$ 183,438

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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 prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450 "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.					
FY2021 BENCHMARKS							
MILESTONES / PRODUCTS							
661001 General Project Management							
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050							Oct-Dec
Manage contracts related to CIM 2050							Oct-Sep
Monitor legislative, funding, etc. changes							Ongoing
Compile updates to CIM 2040 2.0							Jan
Develop CIM 2050 Vision and the preferred growth and transportation scenario							May
Identify growth incentive strategies that could be implemented locally to achieve CIM 2050 Vision							May-Sep
Draft technical documents							Sep
661003 Roadways							
Integrate results of congestion management process							May
Integrate complete network policy to transportation improvements							June
Develop transportation demand management (TDM) strategies							June
Develop a list of needed roadway improvements							June
661004 Freight							
Work with Freight Advisory Workgroup to identify freight related needs for CIM 2050							June
Help member agencies identify freight projects and develop funding applications							Ongoing
661005 Active Transportation (bicycle and pedestrian)							
Develop Rails with Trails plan/strategy							Dec
Develop CIM 2050 Regional Pathway Plan							Apr
Develop a list of needed active transportation improvements							
661006 Public Transportation							
Define locally favored fixed guideway option based on PI#3 survey results							May
Update Coordinated Public Transit-Human Services Transportation Plan							June
Develop list of public transportation investments and a phasing plan							June
Develop prioritized premium service implementation plan							Sep
661007 Performance Management							
Update asset management information							Aug
Develop fiscal impact analysis for community-level analysis (Phase II)							May
Complete the 2020 Change in Motion scorecard							Aug
Complete TIP Achievement reporting process							Aug
Assess impacts of growth and transportation scenario and needed transportation investments							Sep
661008 Bike Counter Management							
Manage portable counter requests							Ongoing
Manage permanent counter program and COMPASS Data Bike							Ongoing
Manage and report data							Ongoing
661009 Public Involvement							
Conduct public involvement according to the work plan							Oct-Sep
661010 Coordinated Public Transit-Human Services Transportation Plan Update							
Work with stakeholders to identify transportation service needs and strategies							Dec
Conduct public involvement period and outreach activities for draft plan							Mar
Finalize plan incorporating public and stakeholder input							May
Adopt plan through committee and board review processes at COMPASS and VRT							Sep
LEAD STAFF:		Liisa Itkonen				Expense Summary	
END PRODUCT: Implementation of <i>Communities in Motion 2050</i> work plan, including two public involvement opportunities; CIM 2050 Vision and implementation strategies; fiscal impact analysis and tool for community-level analysis (Phase II); lists of needed transportation improvements; summary of project updates in CIM 2040 2.0; bicycle and pedestrian data; Coordinated Public Transit-Human Services Transportation Plan.						Total Workdays: 839	
						Salary \$ 327,409	
						Fringe 154,390	
						Overhead 4,484	
						Total Labor Cost: 486,283	
ESTIMATED DATE OF COMPLETION:		September-2021				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20050	\$ 343,896	\$ 120,828		\$ 464,724	ITD		
CPG, K19258				-	FHWA		
STP-TMA, K20113					FTA		
STP-TMA, K19571			192,548	192,548	Professional Services \$ 332,800		
ITD			150,000	150,000	Legal / Lobbying		
Local / Fund Bal	27,240	9,571	49,800	86,611	Equipment Purchases 14,800		
					Travel / Education		
					Printing		
					Public Involvement 60,000		
					Meeting Support		
					Carry-Forward		
					Total Direct Cost: \$ 407,600		
Total:	\$ 371,136	\$ 130,399	\$ 392,348	\$ 893,883	661	Total Cost: \$ 893,883	

PROGRAM NO.	685			CLASSIFICATION:	Project		
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2022-2028 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 FY2021-2027 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming 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 <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies 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, <i>Communities in Motion 2040 2.0</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.						
FY2021 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs Develop the final FY2022-2028 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2021-2027 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide assistance to Valley Regional Transit (VRT) Update the Resource Development Plan					Oct-Sept		
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports					Oct-Sept		
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - BUILD, FASTLANE, CDBG, etc.					Oct-Sept		
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget					Oct-Sept		
LEAD STAFF: Toni Tisdale				Expense Summary			
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
				Total Workdays: 603			
				Salary \$ 250,679			
				Fringe 118,208			
				Overhead 3,433			
				Total Labor Cost: \$ 372,319			
ESTIMATED DATE OF COMPLETION: September-2021				DIRECT EXPENDITURES:			
Funding Sources						Participating Agencies	
	Ada	Canyon	Special			Total	Member Agencies
CPG, K20050	\$ 95,591	\$ 33,587				\$ 129,178	
CPG, K19258						-	
STP-TMA, K20113			120,000			120,000	
						-	
Local / Fund Bal	7,572	2,661	243,508	253,741			
				-			
Total:	\$ 103,163	\$ 36,248	\$ 363,508	\$ 502,919			
				685	Total Cost: \$ 502,919		

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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</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Annual review and update of the National Highway System, Federal-Aid and Planning Functional Classification Systems Other requests as budget allows			Ongoing		
Specifically requested assistance: <i>FY2021 Member Requests; as ranked by RTAC</i> <i>CHD4 - Transportation Impact Fee Technical Support (10 workdays)</i> <i>Garden City - Chinden Access Management (20 workdays)</i> <i>Meridian - Linder Road Overpass (5 workdays)</i> <i>VRT - Coordinated Human Service Transportation Plan (40 workdays)</i> <i>Ada County - Future Foothills Trails Analysis (10 workdays)</i> <i>VRT - Kuna CIP and Transit Operations Plan (5 workdays)</i> <i>VRT - State Street Transit Operational Analysis (5 workdays)</i> <i>Eagle - Three Cities River Crossing Evaluation (15 workdays)</i>			As Needed		
LEAD STAFF: Liisa Itkonen		Expense Summary			
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.		Total Workdays: 133			
		Salary \$ 58,770			
		Fringe 27,713			
		Overhead 805			
		Total Labor Cost: \$ 87,288			
ESTIMATED DATE OF COMPLETION: September-2021		DIRECT EXPENDITURES:			
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20050	\$ 51,448	\$ 18,076		\$ 69,524	
CPG, K19258				-	
STP-TMA, K20113				-	
Local / Fund Bal	4,075	1,432	12,257	17,764	
				-	
Total:	\$ 55,523	\$ 19,508	\$ 12,257	\$ 87,288	
				Total Direct Cost: \$ -	
				701 Total Cost: \$ 87,288	

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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 coordinating an multi-agency outreach and education program.				
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/ldstat/Title39/T39CH1SECT39-116B.htm).				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Outreach Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air emissions					Ongoing
LEAD STAFF: Amy Luft 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 outreach and communication efforts.					Expense Summary Total Workdays: 14 Salary \$ 6,733 Fringe 3,175 Overhead 92 Total Labor Cost: \$ 10,000
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES: Professional Services \$ 100,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 100,000
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality Ada County Air Quality Board
Special			110,000	110,000	
				-	
Total:	\$ -	\$ -	\$ 110,000	\$ 110,000	702 Total Cost: \$ 110,000

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PROGRAM NO.	703				CLASSIFICATION:	Service	
TITLE:	Public Services						
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).						
FY2021 BENCHMARKS							
MILESTONES / PRODUCTS						Ongoing	
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information							
LEAD STAFF:	Mary Ann Waldinger					Expense Summary	
END PRODUCT:	Information assistance to the general public.					Total Workdays: 35 Salary \$ 15,548 Fringe 7,331 Overhead 213 Total Labor Cost: \$ 23,092	
ESTIMATED DATE OF COMPLETION:	September-2021					DIRECT EXPENDITURES: \$ - Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			23,092	\$ 23,092			
Total:	\$ -	\$ -	\$ 23,092	\$ 23,092	703	Total Cost: \$ 23,092	

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PROGRAM NO.	704	CLASSIFICATION:	Service
TITLE:	Air Quality Operations		
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor supporting the ongoing administrative functions related to the operations of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Assisting COMPASS's members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing administrative support to the Air Quality Board for its operating functions enables the Air Quality Board to perform its functions in a more cost-effective manner.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.		

FY2021 BENCHMARKS **MILESTONES / PRODUCTS**

<p>General Administration</p> <ul style="list-style-type: none"> Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs <p>Personnel Management</p> <ul style="list-style-type: none"> Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies <p>Financial Management</p> <ul style="list-style-type: none"> Close FY2020 financial records and begin FY2021 Provide annual audit support and complete financial reports Complete AOB annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board Maintain inventory of furniture, equipment, hardware and software <p>Information Technology</p> <ul style="list-style-type: none"> Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups 	<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p>
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LEAD STAFF: Meg Larsen	Expense Summary
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.	
	Total Workdays: 133
	Salary \$ 71,052
	Fringe 33,505
	Overhead 973
	Total Labor Cost: \$ 105,530

ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - Total Cost: \$ 105,530	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Air Quality Board
Air Quality Board			\$ 76,278	\$ 76,278		
Local / Fund Bal			29,252			
Total:	\$ -	\$ -	\$ 105,530	76,278		
						704

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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.		

FY2021 BENCHMARKS	MILESTONES / PRODUCTS
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Attend member agency meetings and coordinate transportation-related planning activities with member agencies.	Ongoing
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LEAD STAFF: Matt Stoll	Expense Summary
END PRODUCT: Ongoing staff liaison role to member agencies.	
	Total Workdays: 57
	Salary \$ 27,051
	Fringe 12,756
	Overhead 370
	Total Labor Cost: \$ 40,177
ESTIMATED DATE OF COMPLETION: September-2021	DIRECT EXPENDITURES:
	Professional Services \$ -
	Legal / Lobbying
	Equipment Purchases
	Travel / Education
	Printing
	Public Involvement
	Meeting Support
	Other
	Total Direct Cost: \$ -
	705 Total Cost: \$ 40,177
Funding Sources	Participating Agencies
	Member Agencies
CPG, K20050	
CPG, K19258	
STP-TMA, K20113	
Local / Fund Bal	
Total:	

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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.					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities 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	
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2021 legislative session Obtain Board endorsement of FY2021 legislative priorities Educate and advocate on FY2021 legislative priorities Evaluate possible legislative priorities for FY2021 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: 58	
					Salary \$ 38,351	
					Fringe 18,085	
					Overhead 525	
					Total Labor Cost: \$ 56,961	
ESTIMATED DATE OF COMPLETION:	September-2021				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100	
			172,011	\$ 172,011		
Local / Fund Bal				-		
Total:	\$ -	\$ -	\$ 172,011	\$ 172,011		
					Total Direct Cost: \$ 115,050	
					760	Total Cost: \$ 172,011

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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.				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					Ongoing
Staff training and development					
LEAD STAFF: Meg 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: 105
					Salary \$ 43,017
					Fringe 20,285
					Overhead 589
					Total Labor Cost: \$ 63,891
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K20050	\$ 43,809	\$ 15,392		\$ 59,201	Legal / Lobbying
CPG, K19258				-	Equipment Purchases
STP-TMA, K20113					Travel / Education 40,000
					Printing
Local / Fund Bal	3,471	1,219	40,000	44,690	Public Involvement
					Meeting Support
					Other
Total:	\$ 47,280	\$ 16,611	\$ 40,000	\$ 103,891	Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 103,891

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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:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Total Workdays: 227
					Salary \$ 93,224
					Fringe 43,960
					Overhead 1,277
					Total Labor Cost: \$ 138,461
ESTIMATED DATE OF COMPLETION:				September-2020	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20050	\$ 94,940	\$ 33,357		\$ 128,297	
CPG, K19258				-	
STP-TMA, K20113					
Local / Fund Bal	7,522	2,642	2,000	12,164	
				-	
Total:	\$ 102,462	\$ 35,999		\$ 140,461	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: \$ 140,461

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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 -- 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...."												
FY2021 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 Safety and Capacity Program							Oct - Aug						
Reconcile demographic data and integrate in the current and forecast years of the regional model							Mar - May						
2050 Plan Technical Support													
Provide technical and modeling support as needed for 2050 Plan.							Ongoing						
Provide annual review of the National Highway System, Federal Aid and Planning Functional Classification Systems (Task 661 Roadways)													
Special Tasks and Model Improvements													
Provide technical analysis on member agency requests vetted through RTAC							Ongoing						
Provide modeling and technical assistance to ITD's corridor and environmental studies							Ongoing						
Provide technical analysis on unanticipated member agency requests							Ongoing						
Maintain the data foundation system and continue to incorporate into other data sources							Ongoing						
LEAD STAFF: Mary Ann Waldinger													
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.							Expense Summary						
							Total Workdays:						287
							Salary						\$ 140,209
							Fringe						66,115
Overhead						1,920							
Total Labor Cost:						\$ 208,244							
ESTIMATED DATE OF COMPLETION: September-2021													
Funding Sources					Participating Agencies								
	Ada	Canyon	Special	Total	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality								
CPG, K20050	\$ 129,076	\$ 45,351		\$ 174,427									
CPG, K19258				-									
STP-TMA, K20113			20,000	20,000									
Local / Fund Bal	10,225	3,592	22,200	36,017									
Total:	\$ 139,301	\$ 48,943	\$ 42,200	\$ 230,444									
						DIRECT EXPENDITURES:							
						Professional Services \$ 22,200							
						Legal / Lobbying							
						Equipment Purchases							
						Travel / Education							
						Printing							
						Public Involvement							
						Meeting Support							
						Other							
						Total Direct Cost: \$ 22,200							
						Total Cost: \$ 230,444							

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PROGRAM NO.	838	CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: 2020/21 Travel Data Survey (key no. 19303)		
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. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.		
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 -- 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...."		

FY2021 BENCHMARKS	MILESTONES / PRODUCTS
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Key Elements	
Draft Request for Qualification/Proposal Project management of the Travel Survey Data Collection project	Oct Ongoing

LEAD STAFF: Mary Ann Waldinger	Expense Summary
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.	Total Workdays: 33
	Salary \$ 15,235
	Fringe 7,184
	Overhead 209
	Total Labor Cost: \$ 22,628
ESTIMATED DATE OF COMPLETION: September-2021	DIRECT EXPENDITURES:
Funding Sources	Professional Services \$ 700,000
Participating Agencies	Legal / Lobbying
CPG, K20050	Equipment Purchases
CPG, K19258	Travel / Education
STP-TMA, K20113	Printing
STP-TMA, K19303	Public Involvement
	Meeting Support
	Other
Local / Fund Bal	Total Direct Cost: \$ 700,000
	838 Total Cost: \$ 722,628
Total:	
\$ 16,441	\$ 5,777
\$ 700,410	\$ 722,628

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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 § 450.322 -- Congestion Management Process is one of the Planning Factors and is 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 are also required for MPOs in 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.					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
Congestion Management and Travel Time Data Complete the Congestion Management Annual (CMA) report using the National Performance Measure Research Data Set (NPMRDS) for 2020 Complete Tier 2 analysis for the 2020 Congestion Management Annual (CMA) report using INRIX travel time data Present new Congestion Management plan to ROWG, RTAC, and COMPASS Board						Jan-Mar Jan-Mar Oct-Dec
NPMRDS Travel Time Data and Process Update reference table to link the NPMRDS travel time data to the COMPASS unique ID (PMID) system Set up a process to match accident log data to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion Set up a process to evaluate and integrate the impact of major roadway projects into the CMA report per the new CMP Refine the process to calculate average speeds using the NPMRDS data for use in other planning activities						Ongoing
Transportation System Management and Ops (TSMO) and ITS Plan Update Update the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan (2050 plan) Project management of the I-84 Corridor Operations Study (start in summer 2020 extend into FY21)						Dec-Jan Ongoing Oct-Sept
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.					Total Workdays: 130	
					Salary \$ 63,509	
					Fringe 29,948	
					Overhead 870	
					Total Labor Cost: \$ 94,327	
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services
CPG, K20050	\$ 64,679	\$ 22,725		\$ 87,404	Member Agencies	Legal / Lobbying
CPG, K19258				-	Federal Highways Administration	Equipment Purchases
STP-TMA, K20113				-		Travel / Education
				-		Printing
Local / Fund Bal	5,123	1,800		6,923		Public Involvement
				-		Meeting Support
				-		Other
Total:	\$ 69,802	\$ 24,525	\$ -	\$ 94,327		Total Direct Cost: \$ -
						842 Total Cost: \$ 94,327

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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 (RGAWG) to create regional data that can be used for many purposes.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, and maintenance for performance reporting and other planning needs Enterprise database creation Data integration GIS Technology Census BAS GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data Regional Data Center Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets FY21 CIM 2040 2.0 GIS Data and Mapping Support Active Transportation: maintain and update the regional bike/ped pathway plan Transportation Improvement Program Provide ongoing support Orthophotography Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding					Ongoing Quarterly/as needed Quarterly/as needed Ongoing Apr 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: 454 Salary \$ 176,806 Fringe 83,373 Overhead 2,421 Total Labor Cost: \$ 262,600
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	All Member Agencies
CPG, K20050	\$ 113,751	\$ 39,967		\$153,718	
CPG, K19258				-	
STP-TMA, K20113			96,705	96,705	
				-	
Local / Fund Bal	9,011	3,166	140,133	152,310	
				-	
Total:	\$ 122,762	\$ 43,133	\$ 236,838	\$ 402,733	
					860
					Total Cost: \$ 402,733

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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.				
FY2021 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.				Ongoing	
LEAD STAFF: Meq 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 -	
ESTIMATED DATE OF COMPLETION: September-2021				Total Labor Cost: \$ -	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	DIRECT EXPENDITURES: Professional Services - Legal / Lobbying \$ 17,000 Equipment Purchases 150,350 Travel / Education 1,600 Printing Public Involvement Meeting Support 7,000 Other Total Direct Cost: \$ 175,950
			\$ -	Member Agencies	
Other			37,180		
Local / Fund Bal			138,770		
			-		
Total:	\$ -	\$ -	\$ 175,950	\$ 175,950	990
				Total Cost: \$ 175,950	

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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, procurement, contracting, and general administration. Work with independent auditor on annual audit.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
<p>General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs</p> <p>Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2021 benefit options</p> <p>Financial Management Close FY2020 financial records and begin FY2021 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software</p> <p>Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies</p>					<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p>
LEAD STAFF: Meg 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: 801
					Salary -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
				\$ -	Legal / Lobbying
				-	Equipment Purchases
				-	Travel / Education
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ -	\$ -		\$ -	Total Direct Cost: \$ -
					991 Total Cost: \$ -

TO: Matt Stoll, Executive Director
Hon. Elaine Clegg, Chairman
COMPASS Executive Committee

FROM: Ken Burgess, Veritas Advisors, LLP

DATE: July 7, 2020

SUBJECT: Draft Federal Policy Position statement regarding AMTRAK

Matt, Chairman Clegg, and COMPASS Executive Committee,

Below you will find a draft COMPASS position statement for your review and consideration for recommendation to the full COMPASS Board. We are aware that Senator Crapo in particular has had an ongoing interest in exploring the reinstatement of AMTRAK's Pioneer Line. This statement would lend support to serious consideration of that effort. It would apply to both the annual transportation appropriations process and the re-authorization of the transportation authorization bill.

The COMPASS Board of Directors encourages Congress to provide the necessary tools and funding to study the feasibility of resuming AMTRAK's "Pioneer Route" passenger rail service to the Treasure Valley. The Pioneer Route provided varying service from Seattle to Denver, through Portland, Boise, and Salt Lake City for twenty years until it was discontinued in 1997. Given the recent economic and population growth of these areas of the Northwest, it is reasonable to study the feasibility of resuming the Pioneer Line passenger rail service.

COMPASS BOARD AGENDA ITEM IV-C

Date: August 17, 2020

Topic: FY2022-2028 COMPASS Funding Application Guide

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of the FY2022-2028 COMPASS Funding Application Guide (Attachment 1) as recommended by the Regional Transportation Advisory Committee (RTAC) on July 22, 2020.

Background/Summary:

Each year, in preparation for soliciting funding applications, COMPASS staff updates the application guide to incorporate timely dates and other information for the application process. Staff proposes only minor updates to the FY2022-2028 COMPASS Funding Application Guide, including updating deadlines and estimated available amounts of funding. The process outlined in the FY2022-2028 COMPASS Funding Application Guide will remain the same as the process for the FY2021-2027 funding cycle, including the online vendor for the application and ranking processes.

Staff anticipates more objective criteria will be needed in the future to support the focus on performance-based planning measures, which are a high priority for federal programs. COMPASS staff are currently updating the COMPASS Complete Network Policy, which we anticipate will be a driving factor in the future ranking of federal-aid projects. Approval of the updated Complete Network Policy is anticipated in spring 2021. An updated funding policy for *Communities in Motion 2050* will also play a large role in future project prioritization; this policy is anticipated to be brought to the COMPASS Board of Directors for approval in fall 2021.

Staff anticipates the application process will remain very similar to the process used over the past few years through the FY2023-2029 application cycle. A full restructuring of the FY2024-2030 COMPASS Funding Application Guide to accommodate the policy changes is expected. This will be drafted in winter/spring 2022 with the assistance of an RTAC subcommittee.

Implication (policy and/or financial):

Approval of the FY2022-2028 COMPASS Funding Application Guide will allow COMPASS staff to assist member agency staff in applying for projects to further *Communities in Motion* goals.

More Information:

- 1) Attachment 1: Draft FY2022-2028 COMPASS Funding Application Guide
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org or Kathy Parker, Principal Planner, at 208/816-1559 or kparker@compassidaho.org.

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Funding Application Guide

FY2022-2028

(To COMPASS Board of Directors 8/17/20 for approval)



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Introduction

The Community Planning Association of Southwest Idaho (COMPASS) serves as a regional forum for making decisions about transportation and related planning and setting priorities for spending federal transportation funds. COMPASS accepts applications annually for funding for transportation projects; the FY2022-2028 funding period begins October 1, 2021.

Eligibility

Any agency with a transportation project that is in, runs through, or touches Ada and/or Canyon Counties is eligible to apply.

Application Process

Applications to COMPASS are accepted in two phases.

Phase I Application

A Phase I application is a simple preliminary application requesting very basic information and is **mandatory for all** applications for funding sources managed through COMPASS for:



- Large or small projects
- Projects requesting federal or non-federal funding
- Projects ready to compete for funding
- Projects in need of assistance to prepare to compete for funding (Project Development Program)
- Projects in need of any other COMPASS staff assistance

Phase I applications are due no later than midnight, Monday, December 7, 2020. An additional opportunity to submit Phase I applications for *Communities in Motion* (CIM) Implementation Grants or Project Development Program assistance only will be available during April 2021. See more details in the schedule starting on page 4.

Phase I applications provide COMPASS staff with information on the transportation-related needs in each community. Those projects are then included in the COMPASS Resource Development Plan, which guides grant-seeking efforts throughout the year.

Phase I Content

Phase I applications may include, but are not limited to:

- Project Title
- Local Ranking (if multiple applications are submitted)
- Project Type
- Project Location (map/sketch required)

- Project Description
- Purpose and Need for Project
- Estimated Cost (including how cost was determined)
- Match Commitment Documentation (not needed for Project Development Program unless agency chooses to provide matching funds)
- Phasing
- Right-Of-Way Ownership/Status
- Project Partners
- Project Readiness
- Conformance with Plans
- Support CIM 2040 2.0 Performance Measures
- Cover Letter (optional)
- Support Letters (optional)

All required items must be received by the due date or the application will not be considered for funding. Match commitment letters are required for federal-aid applications in December, but not until May for CIM Implementation Grant applications (even if the application is submitted in December).

See the **“Application Supplemental”** for a sample application and guidance. COMPASS staff can provide technical assistance in completing project applications prior to the December 7, 2020; January 19, 2021; and May 4, 2021 deadlines (see “Schedule,” page 4).

Projects/Funding Source Match

COMPASS staff will review all Phase I applications to determine eligibility for various funding sources. If a project is eligible for a federal funding source, COMPASS staff will notify the applicant, who will then need to submit a **Phase II** application to provide the additional details needed for a federal-aid project.



Phase II Application

Phase II applications require additional project information (see page 3).

- Required for projects eligible for federal funding sources
- **Due no later than noon on Tuesday, January 19, 2021**

Links to forms and other information required to complete the application are provided within the online application.

Phase II Content

Information requested in Phase II depends on the type of project and may include, but is not limited to:

All Projects:

- Local or regional scope
- Modes and connectivity
- Complete streets
- Safety improvements
- Traffic volumes (road, bicycle, pedestrian)
- Congestion mitigation
- Environmental Justice areas
- Economically Distressed areas
- Environmental considerations

Roadways/Bridges:

- Functional classification
- Life cycle cost
- Pavement condition index
- Bridge sufficiency rating
- Freight corridors
- Intelligent Transportation System (ITS) improvements

Required Attachments*:

- Idaho Transportation Department forms 0414, 1150, 2435
- COMPASS form A100

*All required attachments must be received by the due date or the application will not be considered for funding.

Online Application

All applications must be submitted through the designated online system which tracks all steps of the application process, including correspondence and submittals.

Application Assistance

COMPASS staff provides assistance to COMPASS members for all types of funding applications, whether or not the funding source is managed by COMPASS. Non-COMPASS sources include, but are not limited to, some federal funding programs, Idaho Transportation Department, the Local Highway Technical Assistance Council, and Valley Regional Transit (VRT), as well as foundations and other funding sources. See **“Application Assistance Supplemental”** for details.

Alternative Transportation:

- Trip purposes
- Land ownership
- Appropriate contacts
- Vehicle replacement
- Customer service and mobility support

Planning and Special Projects:

- Federal requirements



Optional Attachments:

- Project estimating worksheet
- Additional maps, photos, or letters of support not included in Phase I application (Please ensure graphics make sense to someone not familiar with your project.)

Schedule

General Application Schedule	
October 14, 2020	Call for Projects
December 7, 2020	Phase I Applications Due by Midnight
December 14, 2020	COMPASS Staff requests Phase II Applications
January 19, 2021	Phase II Applications Due by Noon
April 7, 2021	Second Call for Projects for COMPASS Funding (CIM Implementation Grants and Project Development Program)
May 4, 2021	Phase I Applications Due (second opportunity) by Midnight

Federal-Aid Funding	
February 3, 2021	Optional Regional Transportation Advisory Committee (RTAC) workshop for detailed application information and discussion of federal-aid applications
February 3-16, 2021	RTAC completes online paired comparison process for federal-aid funding
February 24, 2021	RTAC recommends federal-aid rankings
March 3, 2021	Optional RTAC workshop to review staff recommendations for federal-aid funding based on initial RTAC ranking
March 17, 2021	RTAC recommends draft federal-aid programming (budget)
September 22, 2021	RTAC recommends Draft FY2022-2028 Regional Transportation Improvement Program (TIP), including federal-aid programs
October 18, 2021	COMPASS Board of Directors approves FY2022-2028 TIP, including federal-aid programs

CIM Implementation Grant and Project Development Programs:	
April 7, 2021	Second Call for Projects
May 4, 2021	Phase I Applications Due by Midnight
May 12, 2021	Optional RTAC workshop for detailed application information and discussion of CIM Implementation Grant and Project Development Program applications

CIM Implementation Grant and Project Development Programs:	
May 12-24, 2021	RTAC completes paired comparison process for CIM Implementation Grants and Project Development Program
July 28, 2021	RTAC reviews rankings and recommends CIM Implementation Grants and Project Development Program projects
August 16, 2021	COMPASS Board of Directors approves CIM Implementation Grants and Project Development Program projects

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

Ranking

RTAC members review and rank all applications using a paired comparison process, which evaluates each project individually against every other project eligible for a specific funding source. See the **“Ranking Supplemental”** for details.



Funding Sources and Programming

COMPASS manages many different funding sources, both federal and non-federal. Applications are matched with appropriate funding sources based on eligibility for each source and project readiness. RTAC then makes recommendations for funding based on the ranking order resulting from paired comparisons.

Federal Funding

Federal funding is programmed for up to five years, plus “preliminary development” (PD) in the sixth and seventh year to fund design for projects scheduled to be constructed in later years. Most available funds for the application process are in preliminary development.

See **“Federal Funding Sources Supplemental”** for details on federal funding, including the amount of funds estimated to be available (not yet programmed) for each year, as well as links to federal program guidance.

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

COMPASS Funding

COMPASS provides funding directly to COMPASS member agencies for transportation projects.

- **Communities in Motion Implementation Grants** of up to \$25,000 for projects that implement the goals and vision of CIM 2040 2.0.
 - Funds are budgeted annually by the COMPASS Board of Directors using local funds collected from membership dues.
 - This local program has less stringent rules than federal-aid programs.
 - Projected annual available amount: \$50,000
- The **Project Development Program** transforms member agency needs into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement information to ensure readiness for funding applications. \$25,000 maximum per project.
 - Funds are budgeted annually by the COMPASS Board of Directors using federal-aid funds from the COMPASS Consolidated Planning Funds. Required match is covered with local funds collected from membership dues.
 - All federal guidelines related to planning projects apply.
 - Projected annual available amount: \$75,000

Funding Policy

The COMPASS Board of Directors has provided policy and guidance information to assist COMPASS staff in programming federal and non-federal funds. See “**Funding Policies and Procedures Supplemental**” for details.



More Information

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

- Toni Tisdale at ttisdale@compassidaho.org or 208/475-2238
- Kathy Parker at kparker@compassidaho.org or 208/816-1559
- Tevrin Fuller at tfuller@compassidaho.org or 208/475-2237

Supplemental Information Attachments

- I. Application Supplemental (Sample application)
- II. Application Assistance Supplemental
- III. Ranking Supplemental
- IV. Federal Funding Sources Supplemental
- V. Funding Policies and Procedures Supplemental

Application Supplemental

FY2022-2028 COMPASS Application Guide

Phase I – Page 1

Phase II – Page 8

2022 COMPASS Funding Application **Phase I**

All applications must be submitted through APPLY, the online application system.

Guidance language is provided below. If you are unsure how to answer a question, see the blue text below each question. Note character limits in each section.

Project Title:

Provide a short, but descriptive title that accurately reflects your project.

PRIORITY

- 1. Indicate the priority of this application compared to all of your agency's other applications to be submitted through COMPASS during the current fiscal year:**

Project Rank: _____

Total # of applications to be submitted to COMPASS during the current year: _____

If your agency has multiple applications, the application reviewers want to know what your local priorities are in order to respect your wishes in the final ranking (i.e., we do not want your #10 local priority to end up as the #1 project for the region).

PROJECT TYPE

- 2. Select all that apply:**

Capital/Construction: Road/Bridge/Design/Signs, etc.	<input type="checkbox"/>
Public Transportation: Vehicles/Equipment/Maintenance/Operations	<input type="checkbox"/>
Active Transportation: Bicycle/Pedestrian	<input type="checkbox"/>
Planning: Plans/Studies/Education/Outreach	<input type="checkbox"/>
Special Groups: Youth/Seniors/Disabled/Environmental Justice	<input type="checkbox"/>
Technology/Data	<input type="checkbox"/>
Project Development Program (Consultant cost up to \$25K)	<input type="checkbox"/>
CIM Implementation Grant Program (Reimbursement up to \$25K)	<input type="checkbox"/>
Staff Assistance Only	<input type="checkbox"/>
Other (If Other, please describe - 140 character limit):	<input type="checkbox"/>

This question is determining the type of project you are submitting. The project may only fit into one category type but please review all of them. This information feeds into the grants database, where special groups and specialty funding may exist.

PROJECT LOCATION

3. Describe the location of the project:

Be specific and indicate if in a downtown or major activity center. (You will be required to attach a map to this application.) (1,000 character limit)

Details here are important. Pretend you are explaining the location to your mother, who has visited a lot, but lives elsewhere. Remember, the application reviewer probably does not know as much about your jurisdiction as you might think.

PROJECT DESCRIPTION

4. Describe the total project in detail:

Specify which parts this funding will cover. (3,000 character limit)

This is the introduction to your project's story...make it count! Keep in mind that the application reviewer will likely know nothing about this project. Why is it important? Is your jurisdiction putting a lot of "skin in the game"? If not, there is probably a reason. Explain that. Will the funding be used for design and construction? Maybe you just have an idea that you need developed? Describe the project in such a way that the application reviewer will understand what the project includes and what it will accomplish.

Provide a brief project description to be used in the Paired Comparison Matrix. (200 character limit)

This is what RTAC will see during the paired comparison process.

PURPOSE AND NEED

5. Describe why this project is important to your agency, as well as the region: (1,000 character limit)

You should have a clear purpose and need statement for your project. Why is this project important to your agency or the region? How did you figure out that it was important? What problem will the project correct? Be very clear and concise.

PROJECT FUNDING

6. Provide a total cost estimate and amount requested for the following project tasks or activities:

No match required for Project Development Program.

Amount requested should be the total cost estimate minus the anticipated match.

Task	Cost Estimate	Amount Requested
Design (including environmental/planning)	\$	\$
Right-of-Way acquisition	\$	\$
Construction/Procurement	\$	\$
Non-Construction projects only (studies/plans)	\$	\$
TOTALS	\$	\$

With this question, you should demonstrate that you have a good idea about the project cost. However, this is a preliminary budget. If you continue in the process for federal-aid funding, you will provide a much more detailed budget in Phase II.

If your intent is to obtain federal dollars, remember to include costs for Idaho Transportation Department/Local Highway Technical Assistance Council (LHTAC) review time, environmental aspects, etc.

Please use the COMPASS Estimating Worksheet to help determine costs, especially if the project is expected to be funded with federal funds. The worksheet can be found online: <http://www.compassidaho.org/prodserv/resourcedev.html>.

How cost was determined:

Describe how you arrived at the cost estimates (previous similar project, design complete, etc.). *(300 character limit)*

7. Provide the amount and source of match:

A minimum match of 7.34% is required for most programs. No match is required for Project Development Program. Please contact COMPASS if you need match information specific to your project. (300 character limit)

This information shows that you, as the applicant, understand local match requirements and have resources to meet minimum requirements; it also provides a chance for your agency to make your project even more competitive by providing more local funding than is required.

Provide how much local funding your agency will allocate towards the project. In most cases there is a minimum requirement, but your agency can put as much local funding towards a project as it desires. Be sure to include the source, such as city general budget, Community Development Block Grant (CDBG), or other sources. Many times, another federal source is not eligible to be used as local match, but it depends. Contact COMPASS staff if you have questions.

8. Indicate whether your project can be phased:

If yes, briefly explain and provide amounts. Total of all phases should equal total Cost Estimate in Question 6 above. (300 character limit each phase)

Sometimes, a project ranks very high, but there is just not enough funding to fund the project as requested. If we run into this issue, could we partially fund your project? We are trying to determine if you can accept less than what you asked for either by phasing the project or by your agency providing more local/other funding, if necessary.

PARTNERS/SUPPORT

The following three questions demonstrate the level of support you already have for the project.

9. Describe jurisdictional agencies and other partners and their role in the project: (400 character limit)

This will determine agency and partner support and how others will be involved in the project. The answer could include multiple departments within your agency as well as multiple agencies with a defined role in project development or use. These could include non-governmental agencies...maybe a retail establishment, a church, or non-profit organization, and those providing additional match.

10. Describe any general public support generated: (400 character limit)

Has some sort of public support been generated for this project? Explain how that process occurred and what type of support was generated. Is it a group of businesses, a developer, a citizens group, etc., or general public outreach?

11. Describe ownership and status of right-of-way: (400 character limit)

Who actually owns the right-of-way? For instance, in Ada County, most sidewalks are owned by the Ada County Highway District. In Canyon County, a sidewalk or other facility may be owned by a school district, other public agency, or a private organization or citizen. If an agency submits an application that includes a facility they do not own, we want to make sure the agency, person, or organization who actually owns the facility is involved.

READINESS TO PROCEED

12. Indicate which of the following elements are required for this project by stating the PERCENT COMPLETE:

PROJECT READINESS	%
Idea/concept	
Identified in local or regional plan	
Public/stakeholder involvement	
Formal approval by agency leaders	

Preliminary design (up to 30% of design)	
Concept report	
Environmental evaluation	
Right-of-way or easements	
Final design	
Plans, Specifications, and Engineering (PS&E)	

Answer these as best as possible based on how much work has already been done on your project. For example, if you are seeking Project Development Program funds, you would put 100% in “Idea/concept” and 0% in all the others unless you have completed some work in those areas. However, if you have already had a Project Development Program pre-concept report completed for your project, you would mark 100% for idea and preliminary design, and possibly other categories as well.

Maybe you have already reached out for public involvement because the project will help alleviate a public concern – determine the percentage of public involvement completed. If you have already designed the project, and now want construction dollars, you may be able to include 100% on all phases. However, make sure the design work meets federal standards, if necessary (depends on the type of funds you are seeking).

13. List the earliest year your project could start and the latest year it could start and still be beneficial; explain: (400 character limit)

In an ideal world, when would be the best year to fund your project (design and/or construction)? And, when is the very latest that it would still make sense to fund your project? There are situations where a project no longer makes sense if it does not occur within a certain time frame. We are trying to determine if we can make your project funding work within our programs.

Keep in mind that the federal-aid programs are typically already fully programmed at least four to five years out and our local COMPASS programs are only for the upcoming fiscal year. If RTAC prioritizes your project highly, we will do what we can to fund the project in the year requested, or as close as possible. If you need help managing expectations on possible timing of your project, please contact COMPASS staff.

PLANNING DOCUMENTS

14. Indicate whether this project conforms with a local or regional plan: If yes, list the plan. (300 character limit)

This information will provide the knowledge of how well thought-out the project is. If it is important to your jurisdiction, it should be a high priority and included in a

local or regional plan. However, some projects are really too small to be specifically included by name. If this is the case, it may still be “consistent with” the goals or concepts included in a plan. Provide references to those plans. Be sure to include the approval dates.

If it is available, you might even include that this project or concept has been included in the plan for many years.

MEASURING PROJECT SUCCESS

15. Select the performance measures that apply to this project: (These are examples only and not exhaustive.) Select **no more than five boxes** that represent your project. More details about performance measures can be found in the [Performance Measure \(TIP Achievement\) section of the TIP \(page 10\)](#).

CATEGORY	EXAMPLES (not limited to these)	
Maintenance	<ul style="list-style-type: none"> • Overlays or chip seals • Preventive maintenance on vehicles 	
Transportation Infrastructure	<ul style="list-style-type: none"> • Bridge repair or rebuild • Bus or van replacement • Increased bus service 	
Congestion Reduction/ System Reliability	<ul style="list-style-type: none"> • Add park and ride spaces • Increase vanpool service • Increase opportunities to walk and ride bicycles 	
Freight Movement and Economic Vitality	<ul style="list-style-type: none"> • Safety or capacity improvements to decrease congestion for freight 	
Transportation Safety	<ul style="list-style-type: none"> • Safety projects for autos, sidewalks, bicycle paths, or public transportation services or facilities (such as bus stops or transfer stations) 	
Environmental Sustainability	<ul style="list-style-type: none"> • Additional public transportation service • New sidewalks or pathways • Signalization improvements to improve traffic flow 	
Land Use	<ul style="list-style-type: none"> • Improve quality of living in downtown, major activity center, or infill areas 	
Housing	<ul style="list-style-type: none"> • Widen a congested road to increase access to employment opportunities 	
Community Infrastructure	<ul style="list-style-type: none"> • New sidewalks in urban areas 	
Health	<ul style="list-style-type: none"> • Add connectivity and accessibility option to parks, schools, grocery stores 	
Open Space	<ul style="list-style-type: none"> • New or improved connections or access to parks and pathway amenities or the greenbelt 	
Farmland	<ul style="list-style-type: none"> • Does not negatively impact farmland 	
Support	<ul style="list-style-type: none"> • Planning projects • Staff salary 	

CATEGORY	EXAMPLES (not limited to these)	
	<ul style="list-style-type: none"> • Technology improvements • Public transportation operations 	
Other		

This section helps tie your project to the *Communities in Motion 2040 2.0* (CIM 2040 2.0) performance measures. Your project should have ties to at least one of these categories in order to fit the intent of CIM 2040 2.0. Be sure to go to the link because more information is included than just the examples provided here. Limit your selections to the top five categories (or preferably fewer).

NOTE:

- **Attach no more than two map/sketch pages (required)**
 - Please ensure graphics make sense to someone not familiar with your project.
- **Attach no more than three one-page support letters (optional)**
- **Cover letters (optional) may not exceed one page**
- **Match commitment documentation for local non-federal funding (CIM Implementation Grant and Project Development Programs) is not due until the second round deadline on May 4, 2021.**

2022 COMPASS Funding Application

Phase II

Project Title:

Agency Name:

1. Select whether the scope of the project is local or regional in nature:

Place an X in the box that represents your project.

Local	<input type="checkbox"/>
Regional	<input type="checkbox"/>

Check one or the other, depending on the nature of the project. Local is within your own jurisdiction. Regional is a project that spans multiple jurisdictions.

2. Indicate which modes of transportation your project will include or connect with:

Place an X in the boxes that represent your project.

Mode	Primary (Focus)	Secondary
Automobile	<input type="checkbox"/>	<input type="checkbox"/>
Freight	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian	<input type="checkbox"/>	<input type="checkbox"/>
Public transportation	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

These are the modes that will be accommodated by your project. Primary and secondary options are provided in case one mode is more or less of a focus than others. You could have one to two selections for primary (for example: bicycle and pedestrian).

3. Explain how the project will support or connect with the mode(s) selected in Question #2:

Provide proximity to public transportation or other existing transportation services. (1000 character limit)

With this answer you are explaining how and to what extent multiple modal connections are made. It helps you tell the story about the modal aspect of your project. Depending on proximity to a public transportation stop, a project may be

eligible for multiple funding sources. This information will also help COMPASS staff determine funding eligibility.

4. Describe how the COMPASS Complete Streets Policy is incorporated into this project: [\(COMPASS Complete Streets Policy\)](#) **(500 character limit)**

Please review the COMPASS Complete Streets Policy and explain how this project complies, in detail. If the project does not contain any aspects of the Complete Streets Policy, explain why not.

5. Explain how this project maintains or improves safety and security of the transportation system:

*Provide information on crashes or incidents at this location. In addition, list all applicable Crash Modification Factors (CMF) [\(Crash Modification Factor Clearinghouse\)](#). **(300 character limit)***

You have already described your project. Focus on safety and security in this section, especially related to crashes. Be sure to note the severity of crashes and the mode(s) affected. Especially provide information related to crashes that resulted in fatalities and severe injuries. Any details you can share will provide more of the background of this project and help others understand why it is important to your jurisdiction.

Also, list any Crash Modification Factors that apply to this project. At a minimum please include the CMF ID. This information will help you determine if your project is really making the impact you believe it will, based on how the same type of improvements affected other projects.

To use the Clearinghouse: Click on the CMF link above and enter a keyword describing your project's safety measure in the search box, such as "median," then click Search CMFs. Next, find the CMF that most closely matches your project and record the CMF ID, as well as the CMF value here. You may also choose to explain your choice of CMF or your reasoning if it shows an increase in crashes (anything with a value over 1.0). Contact Tevrin Fuller at COMPASS at 208-475-2237, or tfuller@compassidaho.org, if you need help using this site. He can walk you through the process!

6. Provide the current traffic volumes for your project area:

If available, include average daily traffic or a sample traffic count for weekday (Tuesday, Wednesday, or Thursday). Refer to the [COMPASS Traffic Count](#) web page (contains road, bicycle, and pedestrian counts) or contact COMPASS staff for assistance.

Mode	Volume/Time Period
Automobile	
Bicycle	
Pedestrian	

Please fill in the total counts and time period for each mode, as applicable. See next question for additional information.

7. Include an explanation of the method used to collect counts and the anticipated change in volume as a result of this project, if applicable: (800 character limit)

Regarding the answers in Question #6, how did you get these numbers? Examples: COMPASS reports on the website or special counts, hand count by city staff/volunteers, etc. This allows others to understand the accuracy of the counts, as well as the time period they were taken. If counts are older, explain if your staff would expect significant differences if the count were to occur today. Also elaborate on the changes your staff expects to see as a result of this project.

8. Explain how the facility is currently congested and how this project will mitigate the congestion issues, if applicable: Include as much data as possible. (800 character limit)

This section allows you to tell the rest of the story about congestion issues. Maybe there are factors very specific to this project that the application reviewers should know. For instance, is bicycle crossing traffic very high at a certain intersection? Or is truck traffic extreme due to manufacturing or distribution facilities within a half mile? Or is it the number two most congested intersection in the state, based on traffic counts? Or maybe congestion is prevalent at a specific time of day or even season? Are there medical needs (e.g., an emergency room nearby) that could be affected by congestion? *Contact COMPASS staff if further assistance is needed.*

9. Indicate if the project is located in an Environmental Justice (EJ) Consideration or Economically Distressed (ED) Area:

Place an X in the box that represents information shown in the map. (EJ/ED Info Map)

	Yes	No	Partial
EJ Minority Populations			
EJ Low Income			
Economically Distressed			

Please see the link to Environmental Justice and Economically Distressed areas map and information. Answer these questions based on the information provided on the map. Contact COMPASS staff if you need help navigating the map.

10. Provide explanation, if necessary, based on your answer to Question #9: (300 character limit)

You only need to provide details here if necessary. If you had to check the “partial” box, but the overwhelming majority was “yes,” explain that. If you have information about low income or economically distressed areas that is significantly

different than what the COMPASS map shows, please explain, and be sure to source the information. If you have nothing to add, insert "N/A."

11. If the COMPASS environmental suitability analysis identified potential environmental considerations in the project area, please explain:
[\(Environmental Considerations Map\)](#) (500 character limit)

Please review the COMPASS Environmental Considerations Map and answer accordingly. The map provides very detailed information about possible environmental issues in the vicinity of your project. If you know other information, please share that as well and document the source. Please contact COMPASS staff if you need help navigating the map.

12. (Optional) Provide any other relevant information regarding this project:

Other specific information is requested based on your project type. If you cannot tell the entire story about your project within the preceding questions, please return here and add content needed to complete your story. You do not need to repeat anything from Phase I or elsewhere in this application. (2000 character limit)

This section provides another opportunity to expand on the story of your project. If you have nothing more to add, insert "N/A." Or if you need even more room, continue the story in your cover letter (which is optional) and note that here. Just remember that the people ranking projects will be reading many applications. Keep the story as short as possible, while providing enough detail for someone who knows nothing of your project to understand why it is important to your jurisdiction (and the region as a whole).

Attachment Check List

Please include the following:

- Resolution, letter, or minutes of applicant's governing body approving the submittal of this application, including a commitment to provide necessary local match, the ability to cover cost overruns, and maintenance and/or operation of the project once complete.
- Project Estimating Worksheet ([Link](#))
- Idaho Transportation Department (ITD) forms - available online ([Link](#)):
 - 0414 – Sub-Awardee Reporting for the Federal Funding Accountability and Transparency Act (FFATA)
 - 1150 – Project Cost Summary Sheet
 - 2435 – Local Federal-Aid Project Request
- COMPASS Form FA100 – Summary of Federal Requirements ([Link](#))
- Maps, photos, or letters of support (only if additional to Phase I)

The next sets of questions pertain to specific project types.

Please fill out only the section that pertains to your project!

Roadway and Bridge Maintenance...	Page 13
Alternative Transportation.....	Page 14
Planning and Special Projects.....	Page 16

Roadway and Bridge Maintenance

13. Select the functional classification of the roadway segment on the 2025 Federal Functional Classification Map:

Place an X in the box that represents your project. ([Functional Classification Map](#))

Interstate	
Proposed Interstate	
Principal Arterial	
Proposed Principal Arterial	
Minor Arterial	
Proposed Minor Arterial	
Collector	

Please check the Functional Classification Map and select the proper classification accordingly. The linked map includes official federal functional classifications as reported by ITD; however, some arterials and collectors may not appear. If you need assistance, please contact COMPASS staff.

14. Provide the life cycle cost:

Include the expected life cycle cost of your project and briefly explain the method used. **(500 character limit)**

In addition to providing the life cycle cost, explain how your agency determines life cycle cost for a roadway or bridge. Include sources and links, if appropriate.

15. List the pavement condition index and/or bridge sufficiency rating:

Provide sources used to make your determination. ([LHTAC Interactive Bridge Map](#)) **(500 character limit)**

Provide the pavement condition index and/or bridge sufficiency rating, if applicable to your project. Include the source of the information and a brief explanation for the application reviewer to understand the method.

16. Indicate whether the project is located on a freight corridor identified in CIM 2040 2.0:

Place an X in the box that represents your project. ([Freight Corridors, page 6](#))

Yes	
No	
Partial	

Please review the link to freight corridors in CIM 2040 2.0 and select whether your project is on an identified freight corridor. If only part of the project is on a freight corridor, select "partial."

17. Explain if this project includes Intelligent Transportation System (ITS) improvements or modifications: (800 character limit)

(Treasure Valley Transportation System: Operations, Management and ITS Plan)

Please review the link to the ITS Plan to determine if this project is listed. Explain the priority of the project in the plan and how it will benefit the overall transportation system.

Alternative Transportation

18. Select the primary trip purposes for this project:

Place an X in the boxes that represent your project.

Nutrition/Groceries	
Shopping	
Health/Medical	
Employment	
Civic Engagement	
Recreation	
Education	
Other: (140 character limit)	

Please mark the primary trip purposes. Limit your selection(s) to those purposes that will be used most with the service or facility.

19. Indicate status of land acquisition:

Place an X in the box that represents your project.

Project does not need land purchase	
Sponsor owns dedicated right-of-way for the project	
Project requires land purchase	
Project requires easements from individual land owners	
Project requires agreements for right-of-way from a separate agency	
Other: (140 character limit)	

With this question, we are trying to determine where you are in the land acquisition process and what may be expected of the project, especially for time and budget. A

federal-aid project requires a right-of-way certificate. We are trying to determine the level of complexity to obtain the certificate.

20. If eligible for Transportation Alternative Program (TAP) funding, explain whether you have discussed this project with the LHTAC TAP Coordinator for suggestions about budget and timeline:

Please explain and provide dates of contact. (500 character limit)

LHTAC will manage all new local projects in the TAP program. (ITD will still manage projects located on the state system.) It is required that you receive input on your project, budget estimates, and timeline from LHTAC before you apply for a TAP-eligible project. We want to ensure the best possible information going into your project, and ensure you have budgeted enough funding and time for your project.

The LHTAC TAP Coordinator will cover the background of the project and point out possible budgetary issues or time constraints your project may encounter. The federal process is often more complicated than expected and may require additional processes, such as a cultural report, which will take extra time to complete.

Be sure to build time into your application schedule to review your project and budget with LHTAC staff.

21. PUBLIC TRANSPORTATION: Specify if the project seeks vehicle replacement and explain the strategy used to determine that a replacement is necessary (useful life, mileage, etc):

Is the project listed in Valley Regional Transit's Transit Asset Management Plan? (Contact Valley Regional Transit staff for information.) If not, is the asset listed in a local plan? Please identify the plan and page.

(255 character limit)

The intent is for all vehicle replacement projects to be vetted through a process where most needed vehicles are funded first, based on the service life of the vehicle, condition, and mileage. The Transit Asset Management Plan is posted online at www.valleyregionaltransit.org/about-us (under Resources). Please contact Valley Regional Transit at 208-258-7707 for additional information.

22. PUBLIC TRANSPORTATION: Identify aspects of this project that address customer service and mobility support:

Are there aspects of the project specific to meeting mobility goals and/or that address customer service shortfalls? (255 character limit)

Customer service is a major role for public transportation, but not always easy to explain within a project application. Please provide information regarding how the project addresses a customer service issue, if applicable. If you have nothing to add regarding customer service, please insert "N/A."

Planning and Special Projects

NOTE: The other questions that had been in this section were moved to the general section because they applied to all project categories.

23. Explain if the project is needed to meet or exceed federal requirements:

Provide an explanation to your answer, including if the project provides information or background for federally-required planning elements. Federal requirements can be found in the Code of Federal Regulations, sections 23 and 49.

(500 character limit)

This question is mainly for projects that COMPASS staff applies for to provide information/data for federally-required planning elements; however, it could apply to other agencies as well. The response should include a reference to federal code or guidance. If it does not apply to your project, please insert "N/A."

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Application Assistance Supplemental

FY2022-2028 COMPASS Application Guide

COMPASS Resource Development staff are available to assist members in seeking funding for unfunded projects that are listed in or that fall within focus areas included in the annual Resource Development Plan. Staff can assist members with applications for COMPASS and other programs, such as those managed by federal agencies, Idaho Transportation Department, the Local Highway Technical Assistance Council, and Valley Regional Transit, as well as foundations and other funding sources.

Types of assistance available upon request include:

- Finding funding sources to match projects
- Determining whether a project is eligible for a specific funding source
- Providing an outline of information needed to respond appropriately to application requirements
- Gathering statistical information to justify funding requests
- Writing all or portions of grant applications
- Reviewing a completed grant application to ensure all funder requirements are met
- Providing letters of support
- Providing other support as needed



Members are asked to notify staff whenever projects change or new project needs are identified, to ensure staff efforts match current needs.

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Ranking Supplemental

FY2022-2028 COMPASS Application Guide

COMPASS issues an annual Call for Projects seeking applications for those funding sources programmed through or managed by COMPASS. COMPASS members and other eligible entities submit Phase I and Phase II applications to get their transportation projects funded. The COMPASS Regional Transportation Advisory Committee (RTAC) is charged with ranking project applications received in response to the Calls for Projects. Highest-ranked projects are matched with each appropriate funding source until all available funds are programmed (budgeted). Federal-aid funds are programmed through the next five years (plus two years for preliminary development), while COMPASS funds are designated for projects for the following fiscal year only. RTAC, after agreeing on the final rankings and programming decisions, makes a recommendation to the COMPASS Board of Directors for final approval.

Paired Comparisons

Individual RTAC members rank each application eligible for:

1. Federal-aid funding
 - a. Surface Transportation Block Grant – Transportation Management Area (STBG-TMA for Boise Urbanized Area)
 - b. Transportation Alternatives Program – Transportation Management Area (TAP-TMA for Boise Urbanized Area)
 - c. Surface Transportation Block Grant – Urban (STBG-U for Nampa Urbanized Area)
2. COMPASS funds
 - a. *Communities in Motion* Implementation Grants
 - b. Project Development Program

Applications are ranked using the paired comparison method, which is completed online by individual RTAC members at their convenience.

The paired comparison process compares each project with each other project eligible for the same funding source. When deciding which of the two projects is “better,” RTAC members compare them based on predetermined selection criteria for each funding program, such as how the project helps achieve performance measure targets and how it meets the goals and vision of *Communities in Motion 2040 2.0*, the region’s long-range transportation plan.

A.	<u>3</u>	A/B	A/C	A/D	A/E	A/F
B.	<u>4</u>	B/C	B/D	B/E	B/F	
C.	<u>2</u>	C/D	C/E	C/F		
D.	<u>5</u>	D/E	D/F			
E.	<u>0</u>	E/F				
F.	<u>1</u>					

Each application’s rank is determined by the sum of the number of times it was selected over the projects it was compared against. A sample of paired comparison selections is shown above.

The following demonstrates the results of the initial comparisons and ranking of an individual RTAC member based on the example above; the “number of times selected” refers to the total number of times a project was chosen (circled) over another project.

Project Reference	No. of Times Selected	Rank
D.	5	1
B.	4	2
A.	3	3
C.	2	4
F.	1	5
E.	0	6

Once the deadline has passed for completing the paired comparisons, responses are compiled and projects are ranked based on the results. Information collected and compiled will resemble the following table, assuming six RTAC members provided comparisons (the number of RTAC members scheduled to complete the comparisons is normally closer to 35). **Red numbers** below represent the number of times each RTAC member selected that project over another project during the paired comparison process. Projects are ranked in order based on the total number of times they were selected over other projects, as demonstrated below.

Rank	Total # of Times Selected	Project Reference	RTAC Member #1	RTAC Member #2	RTAC Member #3	RTAC Member #4	RTAC Member #5	RTAC Member #6
1	20	B.	4	0	6	1	5	4
2	19	D.	5	0	3	2	5	4
3	16	A.	3	6	2	0	1	4
4	15	C.	2	3	1	5	1	3
5	12	F.	1	5	1	5	0	0
6	8	E.	0	1	2	2	3	0

Once projects are ranked, COMPASS presents the initial ranking results to RTAC for review and discussion and to break any ties. Final ranking recommendations are made to the COMPASS Board of Directors after the results are discussed and agreed upon. A similar discussion and consensus occurs prior to RTAC providing a recommendation to the COMPASS Board of Directors for programming of funding.

Paired Comparison Grouping

The number of comparisons grows exponentially as more applications are added to the list. Therefore, COMPASS staff divides the comparisons into groups by funding source to ease the efforts of RTAC members. If a project is eligible for multiple funding sources, that project is included in each applicable group. This process results in multiple sets of rankings, one for each funding source.

Paired Comparison Tools

COMPASS staff provides RTAC with a summary sheet (matrix) that provides an “at-a-glance” view of information included in each funding application to assist in the paired comparison process. Links to the full applications are also provided to ensure all the information needed to make informed decisions is readily available.

The online tool currently used to collect paired comparison selections is SurveyMonkey. RTAC members are given a window of one to two weeks to complete their comparisons before the online opportunity closes. Written comparison selections may be accepted, if requested. If an agency has multiple votes at RTAC (based on the population of their jurisdiction), an RTAC member from the agency may request that the one vote submitted be duplicated for the remaining votes the agency is allowed.

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Federal Funding Sources Supplemental

FY2022-2028 COMPASS Application Guide

COMPASS manages three federal funding programs:

- **STBG-TMA:** Surface Transportation Block Group program - Transportation Management Area (Boise Urbanized Area)
- **TAP-TMA:** Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)
- **STBG-Urban:** Surface Transportation Block Group program – Urban (Nampa Urbanized Area)

Following are the estimated amounts anticipated to be available per year and per funding category (see the “**Funding Policy Supplemental**”) for these programs in the FY2022-2028 application cycle:

These *estimates* of available funds, based on preliminary budget assumptions, are made available to provide realistic expectations regarding funding; however, many changes could occur in funding levels that are currently unknown. The only funding available is currently expected in Preliminary Development (PD):

Program	PD ¹
STBG-TMA² Roadway Maintenance	\$0
STBG-TMA³ Alternative Transportation Maintenance	\$1,441,000
STBG-TMA³ Studies/Special Projects	\$288,000
TAP-TMA	\$443,000
STBG-U^{3,4} Roadway Maintenance	\$1,443,000
STBG-U^{3,4} Alternative Transportation Maintenance	\$264,000
STBG-U^{3,4} Studies/Special Projects	\$53,000

¹PD=Preliminary Development (funds may be spent on project design; construction is planned beyond FY2026)

²STP-TMA - Roadway Maintenance is provided to the Ada County Highway District as the only roadway jurisdiction in the Boise Urbanized Area. Funds are programmed for roadway maintenance per policy. (See “**Funding Policies and Procedures Supplemental**”)

³ See “**Funding Policies and Procedures Supplemental**”

⁴Assumes projects currently scheduled in preliminary development (PD) are able to advance to a funded year. These funds are shared by small urban areas statewide with no specific allocation to an individual area. Design will be scheduled for new projects as early as funds are available, but construction will remain in PD until the concept report is approved and funds are available in a program year. Funds are extremely limited.

The COMPASS planning area includes all of Ada and Canyon Counties, including rural and urbanized areas. See the COMPASS MPO (Metropolitan Planning Organization) Planning Area Map (attached) for locations of the urbanized areas.

Links to Federal Guidance

[Surface Transportation Block Group](#)¹ (formerly known as Surface Transportation Program)

[Transportation Alternatives Program](#)² (known as Surface Transportation Block Group Set Aside or Transportation Alternatives, in federal documents)

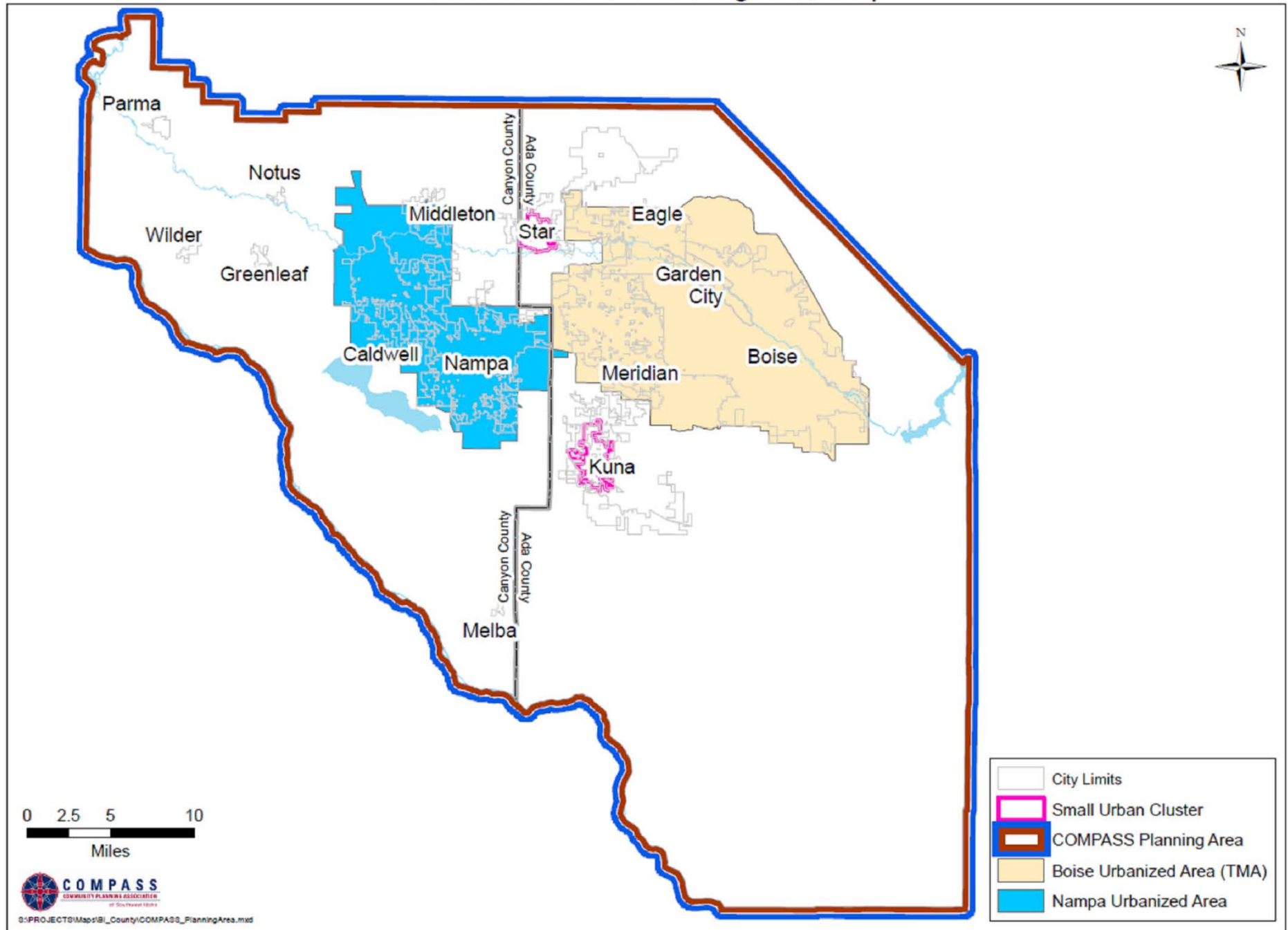
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¹ STP Federal Guidance - <https://www.fhwa.dot.gov/specialfunding/stp/>

² TAP Federal Guidance -

https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

COMPASS MPO Planning Area Map



Funding Policy and Procedures Supplemental

FY2022-2028 COMPASS Application Guide

Several policies affect how funding is allocated once applications are ranked. These policies should be considered as an agency is developing its applications.

Federal-Aid Funding Policy

On October 23, 2017, the COMPASS Board of Directors approved a funding policy for *Communities in Motion 2040 2.0*, the regional long-range transportation plan for Ada and Canyon Counties:

Use federal funds to maintain the existing transportation system and to strategically address regional priorities as identified in the regional long-range transportation plan.

The policy went into effect when *Communities in Motion 2040 2.0* was adopted on December 17, 2018.

The Surface Transportation Block Grant program (STBG) funding policy was originally adopted by the COMPASS Board of Directors in July 2014 as part of *Communities in Motion 2040*, the previous long-range transportation plan. This policy directs STBG funding in the Boise and Nampa Urbanized Areas¹ (see map in the **"Federal Funding Sources Supplemental"**) to be programmed (budgeted) as follows:

Specific "off-the-top" funds for each urbanized area:

- \$220,000 for Ada County Highway District's (ACHD's) Commuteride program in the Boise Urbanized Area and \$55,000 in the Nampa Urbanized Area
- \$232,000 for COMPASS planning in the Boise Urbanized Area and \$99,000 in the Nampa Urbanized Area

Percentage splits of remaining funding:

- 82% for roadway maintenance projects (also includes bridges and intelligent transportation systems)
- 15% for public or alternative (non-motorized alternatives such as bicycle and pedestrian) transportation maintenance projects
- Up to 3% for planning or special projects

The funding split will be calculated as a five-year rolling average to allow flexibility for a larger project in any of the categories to move forward and still remain consistent with the policy. An illustration of these percentage splits using the approximate amount of local STBG funding available, based on FY2021 estimated funding levels, is provided below (amounts include required local match):

¹ STP-Rural funding is managed by the Local Highway Technical Assistance Council, and must follow their funding policies.

	Approximate Funds per Year	Commuteride and COMPASS	Roadway Maintenance (82%)	Public or Alternative Transportation Maintenance (15%)	Studies/ Special Projects (3%)
Boise Urbanized Area	\$10,887,000	\$220,000 \$232,000	\$8,557,000	\$1,565,000	\$313,000
Nampa Urbanized Area	\$1,914,000	\$55,000 \$99,000	\$1,443,000	\$264,000	\$53,000

Programs are often fully programmed for the next five years, so new projects are typically placed in Preliminary Development.

Maintenance for roadways includes preservation and restoration work that does not widen the road with more traffic lanes.

In the Boise Urbanized Area, roadway maintenance funds are set aside for ACHD's maintenance program. In the Nampa Urbanized Area, the roadway maintenance funds are distributed on a five-year rolling average among five highway agencies – Canyon Highway District No. 4, City of Caldwell, City of Nampa, City of Middleton, and Nampa Highway District No. 1 – based on needs cooperatively agreed upon by these agencies.

Maintenance for public/alternative transportation includes repairing and replacing existing vehicles, equipment, or facilities needed to operate the existing system.

Safe Routes to Schools coordination is a top priority for the area. The Transportation Alternatives Program (TAP) specifically includes funding for this coordination. The COMPASS Board of Directors allocates TAP funds in the Boise Urbanized Area and determines TAP priorities for the Nampa Urbanized Area, but TAP funds are not allocated through this policy. Additional resources for Safe Routes to Schools can be applied for through the STBG's Special Projects category.

Bike lanes and sidewalks can be included as projects under the roadway, public/alternative transportation, and/or studies/special projects categories, depending on the nature of the project.

Deadline for Obligation of Federal Funds

The deadline for obligation of funding (any phase) is March 1 of the fiscal year for federal funding. A project is considered "obligated" when all necessary paperwork, payments, and/or agreements are reviewed, signed, and approved by the federal agency.

On August 17, 2015, the COMPASS Board of Directors approved the deadline of March 1 for obligations of projects in programs managed by COMPASS:

- Surface Transportation Block Group program - Transportation Management Area (Boise Urbanized Area)

- Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)
- Surface Transportation Block Group program – Urban (Nampa Urbanized Area)

The Idaho Transportation Department (ITD) “sweeps” unobligated funds in Federal Highway Administration programs near the end of the fiscal year and reprograms those funds to other projects to ensure the state does not lose federal funding.

If a project is unable to be fully obligated by the March 1 deadline, the project sponsor may apply for an extension from the COMPASS Board of Directors. However, there is no guarantee that an extension will be granted.

In addition to the COMPASS obligation deadline of March 1, the following deadlines were established by ITD. These dates apply to all projects, even if granted an extension to the COMPASS March 1 deadline.

- July 1: Deadline for design and right-of-way funds
 - Design:
 - State/local agreement for design
 - Check for required/agreed local match
 - Right-of-way/land acquisition:
 - Design
 - Environmental approval
 - Right-of-way plans
- August 1: Deadline for construction and utility funds
 - Plans, specifications, and engineer’s estimate package
 - State/local agreement for construction
 - Check for required/agreed local match

Formal Policies

The COMPASS Board of Directors adopted several policies to guide COMPASS staff and the Regional Transportation Advisory Committee in project selection and program balancing recommendations. These policies are available [online](#)² (under Regional Transportation Improvement Program):

- Balancing Surface Transportation Program (STP) and Transportation Alternative Program (TAP) Funds
- COMPASS Regional Transportation Improvement Program (TIP) Amendments
- Transportation Management Area (TMA) Funding Eligibility Policy
- Transportation Alternatives Program – Transportation Management Area (TAP-TMA) Program Eligibility

Policies are updated throughout the year. The most up-to-date version of each can be found at the link above.

² Resource Development and Funding webpage: <https://www.compassidaho.org/prodserv/resourcedev.html>

Internal Procedures

The COMPASS Executive Director approved procedures to provide clarity and guidance to COMPASS staff and member agency staff regarding day-to-day processes. The following procedures are available [online](#)³ (under Regional Transportation Improvement Program):

- COMPASS Procedure for TIP Amendments/Modifications
- COMPASS Procedure for March 1 Deadline for Obligation of Local Federal-Aid Projects
- COMPASS Procedure for Resource Development Plan
- COMPASS Procedure for Project Development Program
- COMPASS Procedure for *Communities in Motion* Implementation Grant Program

Procedures are updated throughout the year. The most up-to-date version of each can be found at the link above.

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³ Resource Development and Funding webpage: <https://www.compassidaho.org/prodserv/resourcedev.html>



COMPASS BOARD AGENDA ITEM IV-D

Date: August 17, 2020

Topic: Amendment to the FY2020-2026 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Director's adoption of Resolution 11-2020 (attached) amending the FY2020-2026 TIP, as recommended by the Regional Transportation Advisory Committee on July 22, 2020.

Background/Summary:

COMPASS Policy 2020-01, COMPASS Regional Transportation Improvement Program (TIP) Amendments and Board Administrative Modifications, requires COMPASS Board of Directors' approval to amend the TIP under the following situations and public involvement on the marked criteria:

No.	Criteria	Public Involvement
1	Add new project	X
2	Remove project	X
3	Significant change to project termini or scope	X
4	Change that affects air quality conformity demonstration	X
5	Advance or delay funds across fiscal years outside the first four years of the program	
6	Transfer funding from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) or vice versa	
7	Increase in project cost, if project total increases > 30% (minimum change > \$50,000 for local projects or \$500,000 for state projects) or \$2,000,000, whichever is less.	
8	Conversion of funds from local to federal using limitations in #7	

A summary of the action in the amendment is provided below, including a reference to the criteria number requiring an amendment from the table above. Financial details are provided in the resolution.

- The City of Nampa proposes to increase funding for the Lone Star Road and Middleton Road intersection improvement project to cover the final engineer's estimate. The city will cover an average of \$1,135,643 with local funds (TIP amendment criteria #7).

Public comment on this change is not required.

Implication (policy and/or financial):

This amendment increases funding for one project in the FY2020-2026 TIP to allow full obligation of funding programs.

More Information:

- 1) Attachment: Resolution 11-2020
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

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RESOLUTION NO. 11-2020

**FOR THE PURPOSE OF AMENDING THE FY2020-2026
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

WHEREAS, the Community Planning Association of Southwest Idaho has been designated by the Governor of Idaho as the metropolitan planning organization responsible for transportation planning in Ada and Canyon Counties;

WHEREAS, the Fixing America's Surface Transportation (FAST) Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires metropolitan planning organizations to develop and approve a Transportation Improvement Program;

WHEREAS, the FAST Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 require projects contained in the Transportation Improvement Program to be financially constrained;

WHEREAS, the FAST Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires Transportation Improvement Programs be developed and amended in consultation with all interested parties;

WHEREAS, no public comment is necessary for this action;

WHEREAS, the Community Planning Association of Southwest Idaho desires to take timely action to ensure the availability of federal funds;

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2020-2026 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the amendment to FY2020-2026 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho's Board of Directors approves the amendment to the FY2020-2026 Regional Transportation Improvement Program.

ADOPTED this 17th day of August 2020.

By: _____
**Elaine Clegg, 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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COMPASS Amendment #5 for the
FY2020-2026 Regional Transportation Improvement Program (TIP)

City of Nampa, July 2020

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
20613	Lone Star Road and Middleton Road, Intersection Improvements, Nampa	2020	5				216 <u>294</u>	1069 <u>991</u>	1290
	Funding Source: HSIP (Local)	2021							0
	Install a traffic signal and sidewalk at the intersection of Lone Star Road and Middleton Road in the City of Nampa (Federal = \$1,195,000) Increase CE by \$77,718 and decrease CN by \$77,718 to cover cost increase based on final engineer's estimate.	2022							0
		2023							0
		2024							0
		2025							0
		SUM		5	0	0	0	216 <u>294</u>	1069 <u>991</u>
20613	Lone Star Road and Middleton Road, Intersection Improvements, Nampa	2020						ϕ <u>1136</u>	ϕ <u>1136</u>
	Funding Source: Local Participating	2021							0
	Same as above. (Federal = \$0) Increase CN by \$1,135,643 to cover cost increase based on final engineer's estimate. Previous obligations = \$230,000 Total project cost = \$2,655,920 74.71 % overall increase	2022							0
		2023							0
		2024							0
		2025							0
		SUM		0	0	0	0	0	ϕ <u>1136</u>

CE = Construction Engineering
CN = Construction
FY = Fiscal Year
HSIP = Highway Safety Improvement Program
PE = Preliminary Engineering

PC = Preliminary Engineering Consultant
RW = Right-of-Way
UT = Utilities

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COMPASS BOARD AGENDA ITEM IV-E

Date: August 17, 2020

Topic: End-of-Year Program and Redistribution Priorities

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval to amend the previously-approved End-of-Year Program and redistribution priorities (priority list), provided in Attachment 1. Due to timing constraints, the Regional Transportation Advisory Committee did not review this request.

Background/Summary:

Near the end of the fiscal year, COMPASS provides the Idaho Transportation Department (ITD) with a list of priorities for possible funding through the End-of-Year Program and redistribution. Redistribution funds are allocations states are unable to use by the obligation deadlines that are reallocated to other states that are able to obligate funds in a timely manner. Although uncertain at this time, staff anticipates the reallocation to the State of Idaho through redistribution could be larger than normal this year, due to the pandemic.

On June 15, 2020, the COMPASS Board of Directors approved the COMPASS priority list, which included projects that either need additional funding or could advance quickly. It now appears that the potential increase in redistribution funds could be larger than anticipated; therefore, staff reviewed other opportunities for projects that could take advantage of increased FY2020 funding, should it become available. Staff proposes adding one additional project to the priority list for the Nampa Urbanized Area. No additions for the Boise Urbanized Area priority list are proposed.

The City of Middleton's Cemetery Road extension project is currently budgeted in FY2021. The review of final design is underway, and the city believes the project could be ready for early delivery and obligation. However, this project has a significant cost increase that requires COMPASS Board of Directors' action to obligate. The overall cost increase is \$1,183,000 (44% increase). Staff requests approval to include the Cemetery Road project on the COMPASS priority list, including the cost increase, should funds become available to advance the project.

The Cemetery Road project would be added as the sixth priority on the priority list in the Nampa Urbanized Area, shown in Attachment 1. The Surface Transportation Program – Urban funds are shared with other areas of the State of Idaho with populations of 5,000 to 200,000. The Urban Balancing Committee advanced two projects on the priority list in its June 25, 2020, meeting. The design phase of the city of Caldwell's Montana Avenue project was advanced from FY2022 to FY2020. The design phase of the city of Nampa's Holly Street project was advanced from FY2022 to FY2020, but only partially funded; the city also provided \$13,000 in local funds. The remaining \$13,000 is still on the priority list to convert the local funds to federal-aid, if possible.

Next Steps:

- August 20, 2020 – Idaho Transportation Board approves priorities statewide
- Mid-September 2020 – ITD staff will notify COMPASS of available funds and actions taken

Implication (policy and/or financial):

Approval of the amended priority list by the COMPASS Board of Directors makes the Cemetery Road project eligible for obligation of funds, if funding becomes available. COMPASS policy allows all actions related to approved priorities to occur via administrative modification, which will occur in September 2020.

More Information:

- 1) Attachment 1: COMPASS FY2020 End-of-Year Program and Redistribution Priorities
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

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Priority	Key Number	Project	Sponsor	Current Program	Phase/ Amount Needed	Comments
Overall						
1	Increase all program obligation authority to 100% of allocation. (STP-TMA \$1,123,023; STP-Urban- \$800,740; TAP-TMA - \$48,458)					
Boise Urbanized Area (TMA)						
1	20143	Pedestrian Improvements, Main Street, Avenue A to Avenue C, Kuna	Kuna	TAP-TMA	CN/ \$39,000	Construction (shortage due to Obligation Authority limit)
2	13481	State Street and Collister Drive Intersection, Boise	ACHD	STP-TMA	RW/ \$37,000	Right-of-Way (previous year)
3	20841	Bicycle and Pedestrian Bridge over North Channel of Boise River, Eagle	Eagle	STP-TMA TAP-TMA	PC/ *\$363,000	Request to exchange right-of-way funds to replace local funds for design (under contract).
4	CPA3 (20260)	Commuteride, ACHD	ACHD	STP-TMA	CN/ \$220,000	Construction - advance from FY2021 to FY2020
5	20259	Pavement Preservation and ADA, Phase 1, Boise Area – FY2023	ACHD	STP-TMA	PE/PC \$538,000	Design - advance from FY2021 (increase for inflation)
6	19993	Pavement Preservation and ADA, Phase 2, Boise Area – FY2023	ACHD	STP-TMA	PE/PC \$231,000	Design - advance from FY2021 (increase for inflation)
7	CPA1 (19389)	COMPASS Planning	COMPASS	STP-TMA	PC/ \$232,000	Design (planning) - advance from FY2021 to FY2020
8	19571	Planning, <i>Communities in Motion</i> Update, COMPASS	COMPASS	STP-TMA	PC/ \$53,000	Design (planning) - advance from FY2021 to FY2020
9	19571	Planning, <i>Communities in Motion</i> Update, COMPASS	COMPASS	STP-TMA	PC/ \$72,000	Design (planning) - advance from FY2022 to FY2020
10	20080	Pavement Preservation and ADA, Local Boise Area – FY2023	ACHD	Local	PE/PC \$80,000	Design - advance from FY2021 (convert local to federal)
11	19057	Transit Asset Management, Boise Area, VRT – FY2020	VRT	STP-TMA	CN/ \$1,331,000	Construction – current shortfall for vehicle replacement
Nampa Urbanized Area (Urban)						
1	CPA3 (20260)	Commuteride, ACHD	ACHD	STP-U	CN/ \$55,000	Construction - advance from FY2021 to FY2020
2	22017	Cherry Lane, Franklin Boulevard to 11th Avenue North, Nampa	Nampa	STP-U	PE/PC/PL \$200,000	Design - advance from FY2022 to FY2020
3	22018	Pedestrian Improvements and Widening, Montana Avenue near Syringa Middle School, Caldwell	Caldwell	STP-U	PC/PC/PL \$89,000	Design – advance from FY2022 to FY2020 (funded through Urban Balancing 6/26/20)
4	22132	Holly Street/Northwest Nazarene University Roadway Reconfiguration, Nampa	Nampa	STP-U	PE/PC/PL \$1 04,000 \$13,000	Design - advance from FY2022 to FY2020 (convert partial \$37,000 from local to federal) (partially funded through Urban Balancing 6/26/20)
5	CPA1 (19389)	COMPASS Planning	COMPASS	STP-TMA STP-U	PC/ \$99,000	Design (planning) - advance from FY2021 to FY2020 (corrected fund source)
108 6	12048	South Cemetery Road, SH-44 to Willow Creek, Middleton	Middleton	STP-U	CE/CC/CL/CN \$3,893,000	Construction – advance from FY2021 to FY2020 (increase to match current cost estimate)

*Conversion is limited to the remaining amount of the contract that has not been completed or billed at the time of transfer.

Acronym Key:

ACHD = Ada County Highway District
ADA = Americans with Disabilities Act
CN = Construction
COMPASS = Community Planning Association
CPA = Community Planning Association (combined key number)
FY = Fiscal Year
PE = Preliminary Engineering (ITD's design review)
PC = Preliminary Engineering Consultant (consultant services for design)
PL = Preliminary Engineering (LHTAC oversight)
ROW = Right-of-Way
STP-TMA = Surface Transportation Program – Transportation Management Area (Boise Urbanized Area)
STP-U = Surface Transportation Program – Urban (Nampa Urbanized Area)
TAP-TMA = Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)
VRT = Valley Regional Transit

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COMPASS BOARD AGENDA ITEM IV-F

DATE: August 17, 2020

Topic: FY2021 *Communities in Motion* (CIM) Implementation Grants and Project Development Program

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of FY2021 CIM Implementation Grant and Project Development Program project selections (Attachment 1), as recommended by the Regional Transportation Advisory Committee (RTAC) on July 22, 2020.

Background/Summary:

Between May 11 and May 21, 2020, RTAC ranked 15 applications for CIM Implementation Grants and 11 applications for the Project Development Program using a paired comparison process. The resulting rankings are shown in Attachment 1.

Communities in Motion Implementation Grants:

The CIM Implementation Grant program was developed to support COMPASS member agencies in their efforts to implement *Communities in Motion*. These grant funds are for locally important projects in downtowns or major activity centers that also help achieve regional goals.

The total amount requested for CIM Implementation Grants for FY2021 was \$337,250. In recent years, \$50,000 has been budgeted for this program. If \$50,000 is again budgeted for FY2021, the top two ranked projects could be fully funded.

Project Development Program:

The Project Development Program transforms member agency needs into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement information to ensure readiness for funding applications.

The total amount requested for the Project Development Program was \$256,000. In recent years, \$75,000 has been budgeted for this program. If \$75,000 is budgeted again for FY2021, the top three ranked projects could be fully funded. The second ranked project sponsor declined the opportunity, so the fourth ranked project could be funded instead.

Implication (policy and/or financial):

Funding these projects will help "move the needle" for *Communities in Motion* performance measures.

More Information:

- 1) Attachment: FY2021 Paired Comparison Selection Results for CIM Implementation Grants and the Project Development Program
- 2) For detailed information, contact: Kathy Parker, Principal Planner, at 208-816-1559 or kparker@compassidaho.org

FY2021 Paired Comparison Selection Results

CIM Implementation Grants				
	Member	Project Title	Amount	# Times Selected
1	City of Wilder	B Avenue Sidewalks Project #1	\$25,000	294
2	City of Eagle	Connecting the Greenbelt to Eagle Island State Park	\$25,000	252
3	City of Wilder	Golden Gate Avenue Sidewalk	\$25,000	219
4	City of Star	Star Greenbelt Planning	\$10K-20K	200
5	City of Notus	NS Street Rebuilds with Stormwater Improvements – Phase II	\$25,000	193
6	City of Wilder	2 nd Street East Sidewalk Installation	\$25,000	192
7	City of Wilder	Road Reconstruction Following Irrigation Repairs	\$25,000	175
8	City of Wilder	Sign Replacement	\$15K-\$25K	172
9	City of Nampa	Historic Downtown Master Plan	\$25,000	167
10	City of Kuna	Accessible Pathways for the Kuna Market Village	\$15,700	162
11	City of Kuna	Sidewalk Connector between Kuna Senior Center and Main Street	\$20,550	151
12	City of Kuna	4 th Street Concept Planning and Development, Phase II	\$16,000	136
13	City of Boise	Bike Counter with Digital Display	\$25,000	135
14	City of Star	Downtown Parking Study	\$20,000	120
15	City of Star	Revitalization Study	\$10K-\$20K	57

Project Development Program				
	Member	Project Title	Amount	# Times Selected
1	City of Garden City	Chinden South Side Sidewalk-Maple Grove to Glenwood	\$25,000	211
2	City of Eagle	Grade Separated Bike/Ped Crossing of SH-44, Phase II - Declined	\$25,000	181
3	City of Greenleaf	Friends Road Project Development	\$25,000	172
4	City of Notus	NS Street Rebuilds w/ Stormwater Improvements, Phase II	\$25,000	167
5	City of Star	Star Greenbelt Planning	\$10K-\$20K	153
6	City of Boise	I-184 Bike/Ped Bridge, Liberty Street	\$25,000	145
7	City of Nampa	Airport Perimeter Pathway	\$25,000	122
8	City of Kuna	4 th St. Concept Planning and Development, Phase II	\$16,000	116
9	City of Notus	EW Street Rebuilds with Stormwater Improvements	\$25,000	97
10	City of Star	Downtown Parking Study	\$20,000	77
11	City of Boise	I-184 Connector, 23 rd Street On-Ramp	\$25,000	44

Recommended for Funding

COMPASS BOARD AGENDA ITEM V-A

Date: August 17, 2020

Topic: Treasure Valley High Capacity Transit Study Update

Request/Recommendation:

This is a discussion item only.

Background/Summary:

In 2009, the *Treasure Valley High Capacity Transit Study Priority Corridor Phase 1 Alternatives Analysis* was completed to assess high capacity transit options for the Boise Cutoff and alternative routes parallel to the I-84 corridor. The purpose was to improve mobility and accessibility in the Treasure Valley region, help manage the forecasted increase in travel demand in the I-84 corridor, and support local and regional plans.

Initial interest in exploring public transportation opportunities in this travel corridor focused on the use of the Boise Cutoff rail alignment as a potential option to provide public transportation services to the rapidly growing region. In order to address Federal Transit Administration requirements and the desire to investigate a full range of potential solutions, the 2009 study considered multiple transit modes and alignments.

In late 2019, COMPASS contracted with AECOM to update the 2009 study and refine the assessment of the previously recommended list of mode and alignment alternatives. This update provides background information from the 2009 study combined with the currently available data to define the current transportation conditions and needs within the corridor. It culminates with a refined list of potential high capacity modes and alignment alternatives recommended for further assessment and provides an outline of next steps to be considered to select and advance a preferred alternative and move towards implementation.

AECOM will lead a presentation about the results of the study including their recommendations and potential next steps for the region.

More Information:

- 1) Link to final 2020 *Treasure Valley High Capacity Transit Study*: www.compassidaho.org/people/boardmeetings.htm, "Supplemental Information."
- 2) For detailed information contact: Rachel Haukkala, Assistant Planner, at rhaukkala@compassidaho.org.

PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Presented the draft FY2021 Unified Planning Work Program and Budget (UPWP) financial worksheets and workday allocation to the Finance Committee for review. • Processed and tracked revenues and expenditures associated with Revision 2 of the FY2020 UPWP. • Developed draft work group charters for FY2021. • Tracked changes and announcements in the Federal Register and the Daily Digest. • Presented FY2021 membership dues request to Canyon County Board of Commissioners on June 19, 2020.
620	<p>DEMOGRAPHICS AND GROWTH MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Completed 11 development checklists for cities of Boise, Caldwell, Eagle, Kuna, Meridian, and Star. • Participated in a 2020 State Census Complete Count Committee meeting on June 4, 2020. • Hosted a 2020 Regional Census Complete Count Committee meeting on June 24, 2020. • Provided additional 2020 Census outreach materials to member agencies. • Conducted preliminary buildout calculation and scheduled virtual meetings with Demographic Advisory Workgroup members to review results.
653	<p>COMMUNICATION AND EDUCATION</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Posted 10 Facebook messages, 10 Tweets, 10 Instagram messages, and 10 LinkedIn messages. • Tracked issues related to COMPASS and transportation in the news media; distributed one news release, facilitated two interviews, and submitted two opinion pieces to print media. • Updated the COMPASS website. • Distributed the monthly "Keeping Up With COMPASS" newsletter. • Scheduled and began preparations for an August 4, 2020, virtual education series presentation on teleworking. • Began preparing for COMPASS 2020 Leadership in Motion awards; nominations will open in August. • Met with staff from the Federal Highway Administration, Idaho Transportation Department, Local Highway Technical Assistance Council, and Ada County Highway District regarding a potential September (virtual) peer exchange on virtual public involvement on June 18, 2020. • Responded to questions from the Alamo (TX) area metropolitan planning organization about past COMPASS outreach activities.

PROGRAM NO.	
661	<p data-bbox="310 163 716 195">LONG-RANGE PLANNING</p> <p data-bbox="1256 201 1515 233" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="334 237 1515 1648" style="list-style-type: none"> • Launched <i>Communities in Motion 2050</i> survey “Where Do We Grow from Here?” on June 1, 2020. The survey will be open through July 11, 2020. Promoted the survey via radio, print, digital, social media, bus billboards, email, and more, and gave 15 presentations: <ul style="list-style-type: none"> ○ Pre-recorded presentation on COMPASS’ Facebook page. ○ Caldwell Chamber Transportation Committee, June 1, 2020. ○ Meridian Transportation Commission on June 1, 2020. ○ Ada County Virtual Town Hall, June 3, 2020 (also included information on the Fiscal Impact Analysis). ○ Meridian Chamber Economic Development Committee, June 4, 2020. ○ Nampa Association of Realtors, June 10, 2020. ○ Boise Neighborhood Associations, June 11, 2020. ○ Virtual online open house, June 11, 2020. ○ Valley Regional Transit’s Regional Advisory Council, June 16, 2020. ○ Boise Chamber Transportation Committee, June 18, 2020. ○ Ada County Local Emergency Planning Committee, June 18, 2020. ○ Virtual online open house, June 23, 2020. ○ Foundation for Ada/Canyon Trail Systems (FACTS), June 24, 2020. ○ Women’s Transportation Seminar (WTS), June 25, 2020. ○ Urban Land Institute, June 30, 2020. • Created a screen-reader version of the “Where Do We Grow from Here” survey for visually impaired individuals. • Continued work with the consultant on the fixed guideway study update. • Signed contract and started meeting with the consultant for the park and ride study. • Hosted a Public Transportation Workgroup meeting on June 10, 2020. • Attended Canals Connecting Communities meeting on June 11, 2020. • Attended Nampa Bicycle and Pedestrian Advisory Committee meeting on June 18, 2020. • Held a Kick Off Meeting for the Park and Ride Study with the project management team on June 22, 2020. • Hosted a virtual meeting for the Foundation for Ada/Canyon Trail System (FACTS) on June 24, 2020. • Installed two Pyro-box portable counters for the City of Nampa. • Uninstalled one pneumatic-tube counters for the City of Boise. • Installed two pneumatic-tube counters for the City of Boise. • Reinstalled one Multicounter permanent counter in the City of Eagle. • Installed one Multicounter permanent counter in the City of Eagle. • Participated in EPA Region 10 quarterly air quality conformity conference call on June 1, 2020.
685	<p data-bbox="310 1648 915 1680">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1273 1688 1515 1719" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="334 1724 1515 1999" style="list-style-type: none"> • Prepared for and hosted an optional workshop for the Regional Transportation Advisory Committee (RTAC) members to learn about applications received for COMPASS local funding programs on June 3, 2020. • Participated in the monthly coordination meeting with staff from the Federal Highway Administration, Idaho Transportation Department, and Ada County Highway District on June 24, 2020. • Prepared for and participated in the Urban Balancing meeting on June 25, 2020.

PROGRAM NO.	
	<ul style="list-style-type: none"> • Implemented and facilitated the paired comparison process used for RTAC ranking of applications for local funding. • Informed RTAC and member agency staff of available funding sources through <i>Funding News</i> emails. • Prepared and forwarded materials for the Rural Prioritization Work Group meeting scheduled in August. • Started the process to update the FY2022-2028 COMPASS Application Guide. • Started updating procedures for the Project Development Program, Communities in Motion Implementation Grant, Transportation Improvement Program amendments and modifications, and the delivery deadline for federal-aid projects. • Started updating the Studies Coordination webpages. • Processed one amendment and two administrative modifications to make changes to the Transportation Improvement Program (TIP). • Worked with member agency staff to develop the Milestone Report for the June COMPASS Board packet. • Met with member agency staff as needed regarding project-specific issues and programming updates. • Continued preparations for outreach for a public comment period on the FY2021-2027 TIP.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • Attended Ada County Virtual Town Hall, June 3, 2020. • Attended a Transit Provider Meeting, hosted by Valley Regional Transit, on June 19, 2020. • Compiled member benefits summary for the City of Nampa. • Discussed the use of fiscal impact analysis in the update of comprehensive plans with the City of Greenleaf Planning and Zoning Commission on June 30, 2020.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Provided a status report to the Idaho Department of Environmental Quality (DEQ) and Air Quality Board (AQB). • Developed and routed for review a draft FY2021-2024 memorandum of agreement to conduct air quality outreach on behalf of AQB and DEQ. • Ran “summer” radio public service announcements.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Responded to questions from the public. • Completed eight area of influence model runs for proposed developments: one in Star, two in Eagle, one in Boise, three in Meridian, one in Kuna. • Met with staff from the Idaho Conservation League and Sierra Club to discuss transportation issues on June 10, 2020. • Completed two map requests.

PROGRAM NO.	
704	<p data-bbox="310 163 760 195">AIR QUALITY OPERATIONS</p> <p data-bbox="1300 201 1511 233" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="358 237 1503 485" style="list-style-type: none"> • Continued implementation of catch-up plan for mailing of emission test notices; mailings were paused during the statewide stay-at-home order period. • Participated in bi-weekly conference calls to address software functionality issues with the vendor. • Provided general support for emission testing notification, billing, and payment cycles.
705	<p data-bbox="310 520 946 552">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1308 558 1511 590" style="text-align: right;">MATT STOLL</p> <ul data-bbox="380 594 1503 1713" style="list-style-type: none"> • Attended the Valley Regional Transit Executive Board meeting on June 1, 2020. • Chaired the Caldwell Chamber of Commerce Transportation Committee on June 1, 2020. • Participated in the Meridian Transportation Commission meeting on June 1, 2020. • Hosted a virtual meeting of the Grant Professionals Association – Idaho chapter on June 3, 2020. • Attended the Valley Regional Transit State Street Alternatives Analysis meeting on June 9, 2020. • Attended remote Idaho Public Transportation’s Interagency Working Group meeting on June 9, 2020. • Attended an HCRI meeting about the NSF project on June 11, 2020. • Attended the Valley Regional Transit Regional Advisory Council meeting on June 16, 2020. • Attended the Idaho Transportation Board workshop and meeting on June 17, 2020 via telephone. • Attended Ada County Local Emergency Planning Committee online meeting on June 18, 2020. • Attended the Boise Chamber Transportation Committee meeting on June 18, 2020. • Participated in a remote meeting of the Public Transportation Advisory Council on June 23, 2020. • Attended the Valley Regional Transit State Street Technical Team meeting on June 25, 2020. • Met with various COMPASS Board members regarding COMPASS, its members and regional issues. • Met with Brianna Bustos, Ada County Development Services communication staff, to discuss COMPASS and ways to work together on June 4, 2020. • Attended virtual meeting “How Do We Save Farmland?” hosted by Ada Soil & Water Conservation District.

PROGRAM NO.	
760	<p data-bbox="305 163 703 197">LEGISLATIVE SERVICES</p> <p data-bbox="1300 201 1511 235" style="text-align: right;">MATT STOLL</p> <ul data-bbox="331 239 1511 520" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its membership.
761	<p data-bbox="305 520 675 554">GROWTH INCENTIVES</p> <p data-bbox="1300 558 1511 592" style="text-align: right;">MATT STOLL</p> <ul data-bbox="331 596 870 625" style="list-style-type: none"> • No significant activity this month.
801	<p data-bbox="305 625 665 659">STAFF DEVELOPMENT</p> <p data-bbox="1300 663 1511 697" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="380 701 1511 1619" style="list-style-type: none"> • Attended a Transportation Research Board (TRB) webinar on "How Much will Covid-19 Affect Travel Behavior?" on June 1, 2020. • Attended a TRB webinar "Traffic Trends and Safety in a COVID-19 World" on June 2, 2020. • Attended a Remix webinar about "Remix Explore" on June 2, 2020. • Attended National Transit Institute webinar "Remote Management: Keeping Teams Connected through Crisis" on June 4, 2020. • Attended an Eno Transportation webinar "Rapid Response Webinar: The House Surface Transportation Bill: Initial Overview" on June 5, 2020. • Attended a TRB webinar on "How to Certify and Verify Surface Pavement Condition Data" on June 10, 2020. • Attended the American Trails webinar on "Gatehouses and Greenways: Interactive Community Engagement for Trails" on June 11, 2020. • Attended an Eno Transportation webinar "Road to Recovery Webinar: The Federal Role in COVID Recovery" on June 17, 2020. • Attended a Census Bureau webinar "LED Webinar Covid 19 Demographic and Economic Resources Using Census Data" on June 17, 2020. • Attended an American Planning Association webinar "Driving Innovation to Create Aging-friendly Communities" on June 19, 2020. • Attended a U.S. Green Building Council and American Planning Association webinar "Disrupting Urban Mobility: The New COVID Landscape in Cities" on June 24, 2020. • Attended an American Planning Association webinar, "How planners can collaborate with public health during a pandemic" on June 25, 2020. • Attended National Association of Regional Councils Annual Conference virtually on June 8 – 9, 2020.
820	<p data-bbox="305 1619 672 1652">COMMITTEE SUPPORT</p> <p data-bbox="1300 1656 1511 1690" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="331 1694 1511 1862" style="list-style-type: none"> • Transitioned to a hybrid meeting model, allowing participation virtually or in person with appropriate health safety measures at meetings of the COMPASS Board of Directors and standing committees. • Provided staff support to the COMPASS Board of Directors and standing committees.

PROGRAM NO.	
836	<p data-bbox="310 165 899 197">REGIONAL TRAVEL DEMAND MODEL</p> <p data-bbox="1130 203 1515 235" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="331 239 1484 407" style="list-style-type: none"> • Developed the draft project list for the FY2021-2027 Regional TIP conformity reflective of ACHD’s draft 2020 Capital Improvement Plan (CIP) and draft IFYWP. • Began development of the map application to display traffic count data tracking changes from 2019 to current.
842	<p data-bbox="310 417 935 449">CONGESTION MANAGEMENT PROCESS</p> <p data-bbox="1130 455 1515 487" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="331 491 1484 590" style="list-style-type: none"> • Completed the draft 2019 Congestion Management Annual Report and map application. • Continued to work on the Congestion Management Plan
860	<p data-bbox="310 596 1279 627">GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE</p> <p data-bbox="1243 634 1515 665" style="text-align: right;">ERIC ADOLFSON</p> <ul data-bbox="331 669 1500 1409" style="list-style-type: none"> • Maintained and created regional geographic data layers and map documents for member agencies and the public. • Continued Complete Streets Network Policy project mapping and data support. • Provided population data to Ada County Sheriff. • Provided population data to Meridian. • Continued Buildout Analysis. • Continued development of Lidar data derivatives such as building footprints. • Fulfilled Golden Gate Highway District road ownership map request. • Fulfilled Golden Gate Highway District functional class map request. • Fulfilled City of Middleton map request. • Fulfilled contour data request. • Fulfilled lidar data request. • Fulfilled crash data request. • Provided data for COMPASS Park and Ride study. • Updated 2019 PMR measures. • Cleaned up and identified areas of conflict in the regional comprehensive plan. • Fulfilled Regional Centerline Update. • Finished buildout analysis project and sent to cities for review. • Completed 2019 Congestion measures web map application.
991	<p data-bbox="310 1415 761 1446">SUPPORT SERVICES LABOR</p> <p data-bbox="1300 1453 1515 1484" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="358 1488 1515 1547" style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency.

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JULY 2020 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Presented the FY2021 Unified Planning Work Program and Budget (UPWP), for Finance Committee recommendation to the COMPASS Board. • Processed and tracked revenues and expenditures associated with Revision 2 of the FY2020 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest.
620	<p>DEMOGRAPHICS AND GROWTH MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Completed 4 development checklists for the City of Meridian. • Hosted virtual meetings with cities and counties to review preliminary buildout calculation, a quantification of local land use plans. • Participated in the <i>Real Estate Rescue</i> podcast on July 22, 2020. • Attended a virtual State Census Complete Count Committee meeting on July 9, 2020.
653	<p>COMMUNICATION AND EDUCATION</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Posted 9 Facebook messages, 9 Tweets, 9 Instagram messages, and 9 LinkedIn messages. • Tracked issues related to COMPASS and transportation in the news media; facilitated four interviews and distributed two news releases. • Updated the COMPASS website. • Distributed the monthly "Keeping Up With COMPASS" newsletter. • Prepared for an August 4, 2020, virtual education series presentation on telecommuting. • Prepared to open Leadership in Motion award nominations on August 10, 2020. • Met with staff from the Federal Highway Administration, Idaho Transportation Department, Local Highway Technical Assistance Council, and Ada County Highway District regarding a September (virtual) peer exchange on virtual public involvement on July 15, 2020.

PROGRAM NO.	
661	<p data-bbox="310 163 716 197">LONG-RANGE PLANNING</p> <p data-bbox="1256 201 1511 235" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="331 239 1503 1262" style="list-style-type: none"> • Hosted a Fiscal Impact RTAC subcommittee meeting on July 14, 2020 to select a consultant for the Fiscal Impact Analysis and Tool, Phase II. • Presented the “Where Do We Grow From Here?” survey to the Meridian Chamber of Commerce on July 7, 2020. • Closed the “Where Do We Grow From Here?” survey on July 12, 2020, compiled and distributed initial results, and began analysis of detailed results and open-ended comments to help develop the <i>Communities in Motion 2050</i> Vision. • Hosted meetings with RTAC members to discuss the Complete Network Policy. • Continued to work with a consultant on illustrations for the Complete Network Policy. • Worked with member agencies to develop a project list for a proposed amendment to CIM 2040 2.0. • Worked with consultant to finalize the <i>Treasure Valley High Capacity Transit Study Update</i>. • Continued work with consultant on the park and ride study. • Uninstalled two pneumatic-tube counters for the City of Boise. • Uninstalled two pyro-box counters for the City of Boise. • Uninstalled two pyro-box counters for the City of Nampa. • Calibrated three permanent multi-counters in the City of Eagle. • Hosted a Freight Advisory Workgroup meeting on July 17, 2020. • Hosted a Public Transportation Workgroup meeting on July 21, 2020. • Hosted a virtual meeting for the Foundation for Ada/Canyon Trail System (FACTS) on July 22, 2020. • Held a Park and Ride Study Kick Off Meeting for the stakeholder working group on July 23, 2020. • Began gathering data and calculating performance measures for Change in Motion Scorecard.
685	<p data-bbox="310 1262 915 1295">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1273 1299 1511 1333" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="331 1337 1503 1967" style="list-style-type: none"> • Met with City of Nampa on July 14, 2020, regarding upcoming grant opportunities. • Met with Parametrix consultants on July 16, 2020, regarding upcoming City of Nampa project at Northside Boulevard and Karcher Road. • Hosted a virtual meeting with staff from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Valley Regional Transit (VRT) to discuss timelines and processes for transfers of funds between federal agencies on July 20, 2020. • Hosted a project team meeting on July 21, 2020, to review the final draft of the pre-concept report for the City of Nampa’s Project Development Program project for the Indian Creek Pathway. • Presented FY2021 Communities in Motion Implementation Grant and Project Development Program project selections to the Regional Transportation Advisory Committee (RTAC) on July 22, 2020, for a recommendation for Board approval. • Participated in the monthly coordination meeting with staff from the FHWA, Idaho Transportation Department (ITD), and Ada County Highway District (ACHD) on July 22, 2020.

PROGRAM NO.	
	<ul style="list-style-type: none"> • Working with all members to prepare the FY2021 Resource Development Plan for RTAC and Board review and approval. • Held extensive reviews and discussions about the FTA 5310 and 5339 Small Urban programs with staff from ITD, VRT, and ACHD. • Informed RTAC and member agency staff of available funding sources through <i>Funding News</i> emails. • Prepared an amendment to the End-of-Year Program and redistribution priorities list for consideration by the COMPASS Board of Directors. • Continued working on the FY2022-2028 COMPASS Application Guide. • Continued updating procedures for the Project Development Program and Communities in Motion Implementation Grant Program. • Continued working on the update to the Studies Coordination webpages. • Developed one amendment and processed one administrative modification to make changes to the Transportation Improvement Program (TIP). • Met with member agency staff as needed regarding project-specific issues and programming updates. • Continued working on the draft FY2021-2027 Transportation Improvement Program documents and materials for the public comment period.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • Participated in the first meeting of the Kuna Advisory Committee for 4th Street Revitalization and Downtown Design Standards on July 1, 2020. • Participated in the quarterly coordination meeting between Valley Regional Transit and COMPASS staff on July 13, 2020. • Attended a Transit Provider Meeting, hosted by Valley Regional Transit, on July 17, 2020. • Participated in the quarterly meeting of the Idaho Transportation Department District 3 and COMPASS staff on July 27, 2020.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Provided a status report to the Idaho Department of Environmental Quality (DEQ) and Air Quality Board (AOB). • Ran “summer” radio public service announcements.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Responded to questions from the public. • Completed two area of influence model runs for proposed developments both located in southwest Boise.
704	<p>AIR QUALITY OPERATIONS</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Continued bi-weekly conference calls to address software functionality issues with the vendor. • Provided general support for emission testing notification, billing, and payment cycles.

PROGRAM NO.	
705	<p data-bbox="310 163 943 197">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1308 201 1511 235" style="text-align: right;">MATT STOLL</p> <ul data-bbox="383 239 1487 793" style="list-style-type: none"> • Attended the Valley Regional Transit Executive Board meeting on July 6, 2020. • Participated in the Meridian Transportation Commission meeting on July 6, 2020. • Attended the Idaho Transportation Board meeting on July 16, 2020, via telephone. • Attended an Idaho Walk Bike Alliance webinar on the state of transportation funding on July 8, 2020. • Attended TRB Transportation and Health Committee's virtual inaugural mid-year meeting on July 29, 2020. • Attended an Idaho Business Review virtual business forum on the state of transportation funding on July 30, 2020. • Attended the Boise State Hazard and Climate Resilience Institute's monthly virtual meeting on July 31, 2020. • Met with various COMPASS Board members regarding COMPASS, its members and regional issues.
760	<p data-bbox="310 800 699 833">LEGISLATIVE SERVICES</p> <p data-bbox="1308 837 1511 871" style="text-align: right;">MATT STOLL</p> <ul data-bbox="334 875 1511 1157" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its membership.
761	<p data-bbox="310 1192 675 1226">GROWTH INCENTIVES</p> <p data-bbox="1308 1230 1511 1264" style="text-align: right;">MATT STOLL</p> <ul data-bbox="334 1268 870 1295" style="list-style-type: none"> • No significant activity this month.

PROGRAM NO.	
801	<p>STAFF DEVELOPMENT</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Attended the Eno Center webinar, "More Than Meets the Eye: Density and Transportation during COVID-19" on July 1, 2020. • Attended for The Center for Infrastructure, Transportation and the Environment (CITE) at Rensselaer Polytechnic Institute's webinar: "Impacts of The Covid-19 Pandemic on Purchasing of Critical Supplies: Roots and Measures to Mitigate 'Panic Buying'" on July 8, 2020. • Attended FHWA webinar: "Advancing Mode Options in Managed Lane Projects" on July 9, 2020. • Attended AASHTO and FHWA webinar: "Environmental Justice Peer Exchange" on July 10, 2020. • Attended FHWA webinar: "Talking Freight: Examining the Growth of Inland Ports" on July 15, 2020. • Attended a virtual Federal Highway Administration peer exchange on Iowa's virtual public involvement tracking tool on July 21, 2020. • Attended the America Walks webinar on "Why Nature Makes Us Happier, Healthier, and More Creative" on July 22, 2020. • Participated as a panelist in the FHWA Performance-Based Planning & Programming webinar on July 23, 2020. • Attended American Planning Association webinar: "Ethics for Planners" on July 23, 2020. • Attended American Planning Association webinar on "Moving Your Face to Face Training Online" on July 24, 2020. • Attended the Eno Center webinar, "Road to Recovery Webinar: Opportunities to Consider in Paratransit Operations" on July 29, 2020.
820	<p>COMMITTEE SUPPORT</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Continued to provide modeling assistance to member agencies. • Completed the input files for air quality conformity of the FY2021-2027 and pending CIM 2040 2.0 amendments that reflect development, entitlements and our member agencies' programs and plans. • Completed the development of a map application displaying traffic volume changes for January through June of 2019 and 2020.
842	<p>CONGESTION MANAGEMENT PROCESS</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Completed the draft 2019 Congestion Management Annual Report. • Complete draft of the Congestion Management Plan. • Met with ITD regarding the upcoming I-84 Corridor Operations Plan. • Incorporated Congestion Management strategies into the complete network policy.

PROGRAM NO.	
860	<p data-bbox="310 163 1511 233">GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE ERIC ADOLFSON</p> <ul data-bbox="326 233 1503 659" style="list-style-type: none"> • Maintained and created regional geographic data layers and map documents for member agencies and the public. • Continued Complete Streets Network Policy project mapping and data support. • Continued development of Lidar data derivatives such as building footprints. • Continued development of Golden Gate Highway District ownership map. • Continued refresh of ITD crash data from original source. • Created draft and final map of CIM comment locations by zip code. • Continued Buildout mapping project. • Completed automation scripting development to improve speed and accuracy of file sharing. • Updated CIM 2040 2.0 online maps.
991	<p data-bbox="310 695 1511 764">SUPPORT SERVICES LABOR MEG LARSEN</p> <ul data-bbox="326 764 1511 835" style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency.

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COMPASS BOARD AGENDA ITEM VI-B

Date: August 17, 2020

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

The information below provides an update on Treasure Valley air quality.

June Air Quality Monitoring:

The Idaho Department of Environmental Quality reported nine days in the moderate air quality category in the Treasure Valley during the month of June 2020.

- Two days were attributable to Ozone (O₃) recorded in Ada County.
- One day was attributable to coarse particulate matter (PM₁₀) recorded in Canyon County.

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since February 1, 2008.

Year	Good	Moderate	Unhealthy to Hazardous	Total
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	158	24	0	182

Notes: 2008, 2012, 2016 and 2020 were Leap Years hence the extra day.

Air Quality Categories:

- Moderate: pollution in this range may pose a moderate health concern for a very small number of individuals.
- Unhealthy for Sensitive Groups: individuals with lung disease, children and older adults are considered sensitive and may experience health effects. The general public is unlikely to be affected.
- Unhealthy / Very Unhealthy: everyone may begin to experience health effects.
- Hazardous: the entire population is more likely to experience serious health effects.

Implication (policy and/or financial):

None.

More Information:

- 1) For more information contact: MaryAnn Waldinger, Principal Planner, at 475-2242 or mwaldinger@compassidaho.org
- 2) For detailed information contact Idaho Department of Environmental Quality: Michael Toole, Regional Airshed Coordinator, at 373-0550 or Michael.Toole@deq.idaho.gov

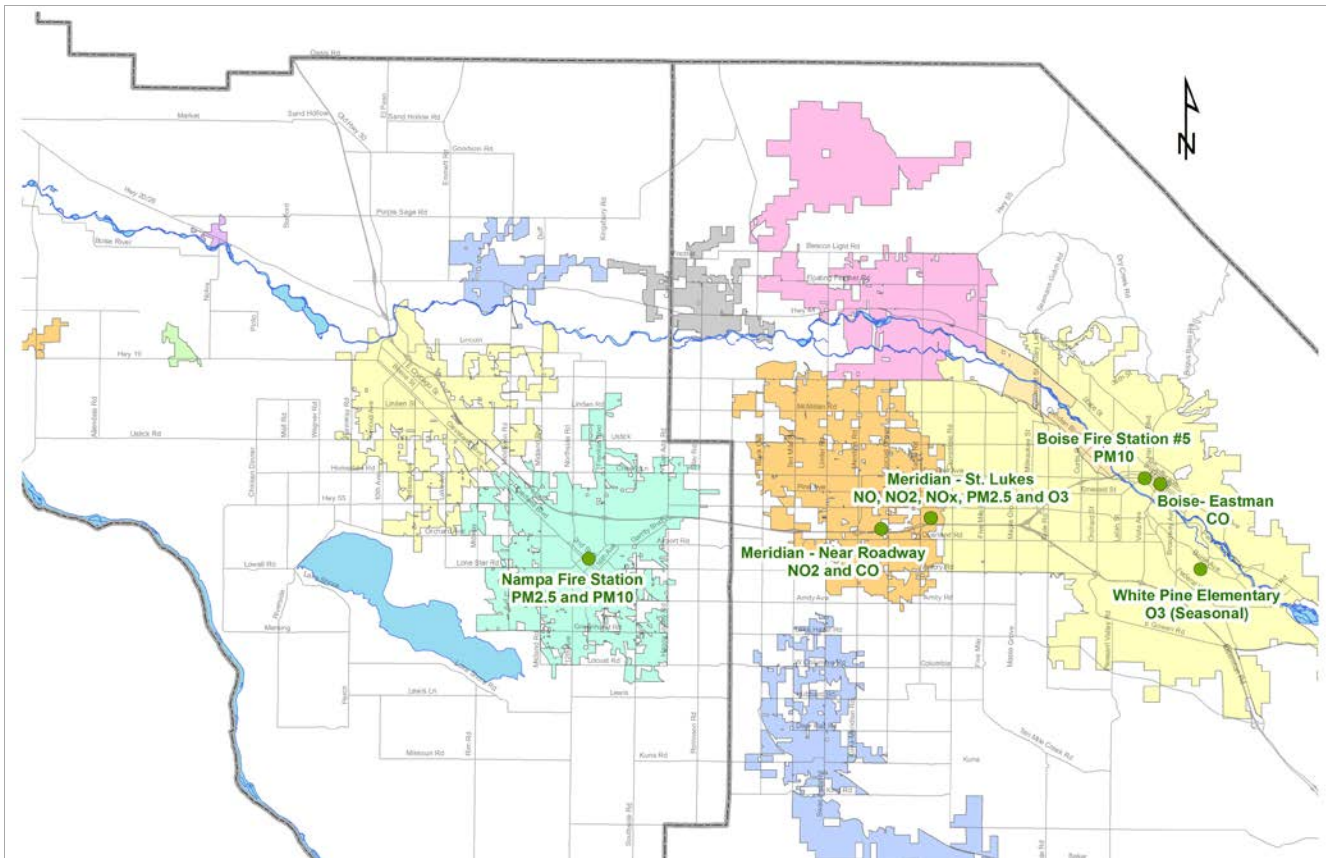


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

Carbon Monoxide (CO)

A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.

Oxides of nitrogen (NOx)

Oxides of nitrogen; a precursor (building block) of ozone. NOx is a generic term for mono-nitrogen oxides NO and NO₂ (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures

Ozone (O3)

A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources. It is formed when volatile organic compounds, such as pesticides and solvents, and [NOx](#) combine in the presence of sunlight. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.

PM2.5

Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.

PM10

Course particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

COMPASS BOARD AGENDA ITEM VI-B

Date: August 17, 2020

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

The information below provides an update on Treasure Valley air quality.

July Air Quality Monitoring:

The Idaho Department of Environmental Quality reported nine days in the moderate air quality category and one day each in the unhealthy for sensitive groups and unhealthy category in the Treasure Valley during the month of July 2020.

Moderate Category:

- Five days were attributable to Ozone (O₃) recorded in Ada County.
- Two days were to Ozone (O₃) recorded in Ada County and fine particulate matter (PM_{2.5}) recorded in Canyon County
- One day was attributable to fine particulate matter (PM_{2.5}) in Ada County.
- One day was attributable to fine particulate matter (PM_{2.5}) in Canyon County.

Unhealthy for sensitive group category:

- One day was attributable to Ozone (O₃) recorded in Ada County.

Unhealthy category:

- One day in was attributable to fine particulate matter (PM_{2.5}) recorded in both counties.

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since February 1, 2008.

Year	Good	Moderate	Unhealthy to Hazardous	Total
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	178	33	2	213

Notes: 2008, 2012, 2016 and 2020 were Leap Years hence the extra day.

Air Quality Categories:

- Moderate: pollution in this range may pose a moderate health concern for a very small number of individuals.
- Unhealthy for Sensitive Groups: individuals with lung disease, children and older adults are considered sensitive and may experience health effects. The general public is unlikely to be affected.
- Unhealthy / Very Unhealthy: everyone may begin to experience health effects.
- Hazardous: the entire population is more likely to experience serious health effects.

Implication (policy and/or financial):

None.

More Information:

- 1) For more information contact: MaryAnn Waldinger, Principal Planner, at 475-2242 or mwaldinger@compassidaho.org
- 2) For detailed information contact Idaho Department of Environmental Quality: Michael Toole, Regional Airshed Coordinator, at 373-0550 or Michael.Toole@deq.idaho.gov

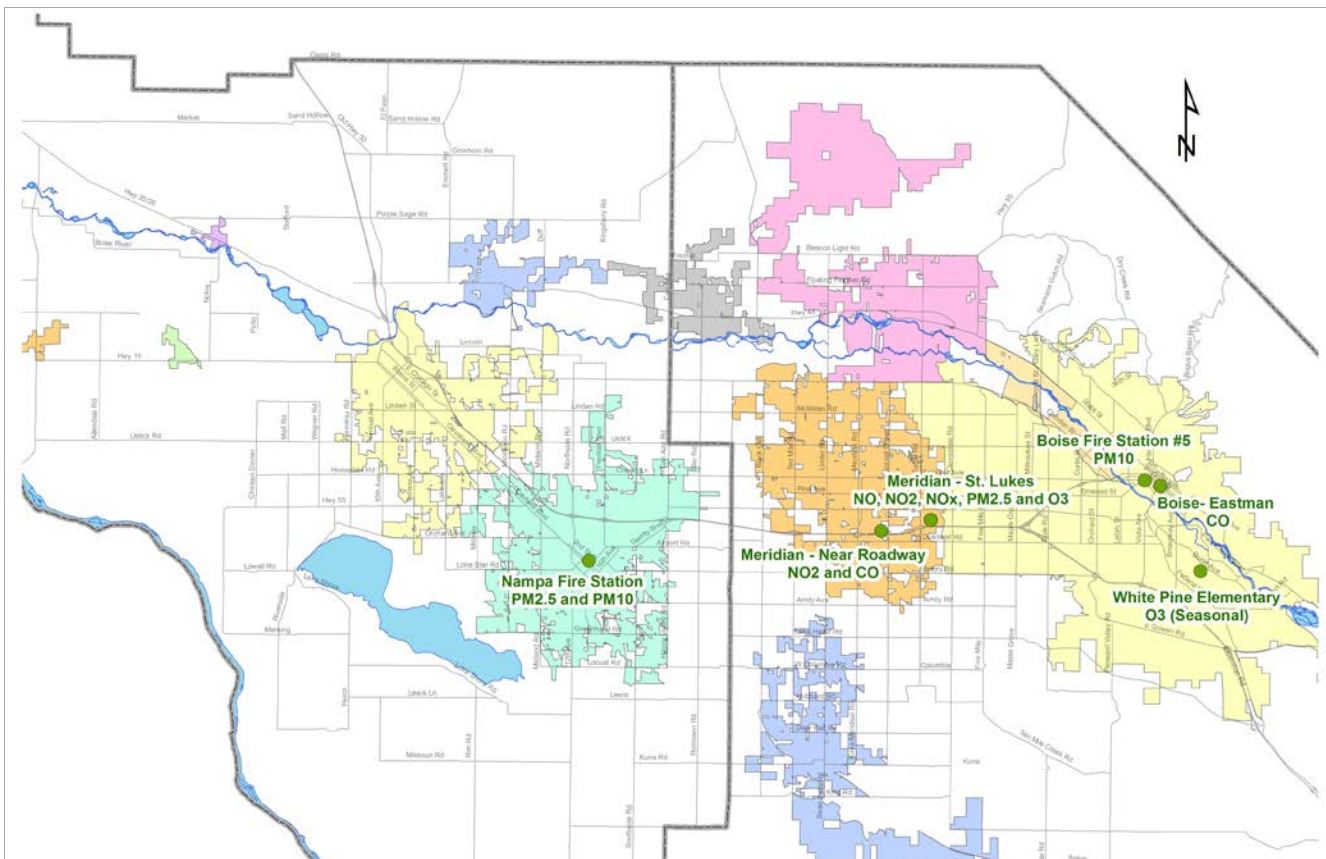


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

Carbon Monoxide (CO)

A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.

Oxides of nitrogen (NOx)

Oxides of nitrogen; a precursor (building block) of ozone. NOx is a generic term for mono-nitrogen oxides NO and NO₂ (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures

Ozone (O3)

A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources. It is formed when volatile organic compounds, such as pesticides and solvents, and [NOx](#) combine in the presence of sunlight. Although the ozone in the upper

atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.

PM2.5

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PM10

Course particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

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REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VI-C

Attendance List

Member Agency/Name	Jan '20	Feb '20	Mar '20	Apr '20	May '20	June '20	July '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20	TOTAL
ACHD/T.Ferch/ M.Gresham/J. Lucas	1	1	1	1	1		1						6
Ada County/D.Corcoran/M.Mehta-Cooper/B.Moore	1	1	1	1	1		1						6
Boise State/D. Alexander		1		1			1						3
Canyon County/K.Dahl/P. Nilsson/D.Lister		1	1	1	1		1						5
Canyon Highway District #4/L. Riccio	1	1	1	1	1		1						6
City of Boise/D. Fluke/K. Gallagher/Z. Piepmeyer	1	1	1	1	1		1						6
City of Caldwell/R. MacDonald/	1			1			1						3
City of Eagle/N. Baird Spencer/B. Vaughan	1	1	1	1	1		1						6
City of Garden City/J. Thornborrow													0
City of Greenleaf/ L. Belt	1	1			1								3
City of Kuna/W. Howell	1	1		1	1		1						5
City of Melba/P. Bandy	1	1	1	1	1								1
City of Meridian/C. Hood/B. McClure/A.Christy	1	1	1	1	1		1						6
City of Middleton/Bruce Bayne													0
City of Nampa/J. Barnes/C. Bowman/R.Ashby	1	1	1	1	1		1						6
City of Notus/TBD													0
City of Parma/N. Leigh	1	1		1			1						4
City of Star/S. Nickel	1	1	1	1									4
City of Wilder/Chelsie Johnson													5
Golden Gate Highway District. # 3/G. Bates	1	1	1	1	1		1						6
IDEQ/M. Toole		1		1	1		1						4
ITD/Jayne Coonce	1	1	1	1	1		1						6
Public Participation Committee/D. Smith	1	1	1	1	1		1						6
Valley Regional Transit/Stephen Hunt	1	1	1	1	1		1						6
Central District Health/R. Howarth													0
Governor's Office/A. Mitzel													0



**Community Planning Association (COMPASS)
Administrative Modification #11 for FY2020-2026 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime			Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total	**Percent Change					
19847	Capital Maintenance, Phase 3, Boise Area - FY2020	ACHD	\$362,000	\$362,000	0.00%	Local Participating	2020	Decrease CN by \$240,496.	TMA Balancing	Transfer funds from Local Participating to Federal as a result of additional funds made available through the release of funds on KN 18728.
						STP-TMA	2020	Increase CN by \$240,496.		
20841	Bicycle and Pedestrian Bridge over North Channel of Boise River, Eagle	City of Eagle	\$1,879,000	\$1,879,000	0.00%	Local Participating	2020	Decrease RW by \$63,000.	TMA Balancing	To move funds from Local Participating to Federal as a result of additional funds made available through the release of funds on KN 18728.
						STP-TMA	2020	Increase RW by \$63,000.		
18728	Capital Maintenance, Phase 1, Boise Area - FY2020	ACHD	\$5,803,000	\$4,769,247	-17.81%	STP-TMA	2020	Decrease PE by \$19,000, PC by \$31,700, CE by \$224,000, CC by \$100,065, and CN by \$709,688.	TMA Balancing	To release funds due to a low bid. \$27,313 in Local Participating also needs to be released in OTIS, not currently shown in TIP.
13479	Capital Maintenance, ACHD - FY2017	ACHD	\$7,270,000	\$7,309,926	0.55%	Local Participating	2020	Increase CN by \$39,926.	Local	To cover a cost overrun with local funds.

ACHD = Ada County Highway District
 CC = Construction Engineering Consultant
 CE = Construction Engineering
 CN = Construction

FY = Fiscal Year
 KN = Key Number
 OTIS = Office of Transportation Investment System
 PC = Preliminary Engineering Consultant

PE = Preliminary Engineering
 RW = Right of Way
 STP = Surface Transportation Program
 TIP = Transportation Improvement Program

TMA = Transportation Management Area

Staff Recommendation:

/s/ Tevrin Fuller
 Tevrin Fuller, Data Analyst
 COMPASS

Approval:

Matthew J. Stoll
 Matthew J. Stoll, Executive Director
 COMPASS

Date:

6/5/20

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**Community Planning Association (COMPASS)
Administrative Modification #12 for FY2020-2026 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime			Program/ Funding Source	Funding Year	Revision	Brief Explanation
			*Current Total	*Revised Total	**Percent Change				
20798	I-84, Franklin Boulevard to Northside Boulevard, Nampa	ITD	\$74,554,000	\$74,819,000	0.36%	TECM	2020	Increase CN by \$265,000.	To match current construction estimates.
22619	I-84, Ustick Road Overpass, Canyon County	ITD	\$14,637,000	\$14,372,000	-1.81%	TECM	2020	Decrease CN by \$265,000.	To match current construction estimates.
20003	Capital Maintenance, Phase 2, Boise Area - FY2019	ACHD	\$2,180,000	\$2,200,000	0.92%	STP-TMA	2020	Increase CC by \$20,000.	Transfer funds from KN 13903 for a supplemental agreement for the inspection contract, at the request of ACHD.
13903	Capital Maintenance, Phase 1, Boise Area- FY2019	ACHD	\$6,198,202	\$6,178,202	-0.32%	STP-TMA	2020	Decrease CC by \$20,000.	Transfer funds to KN 20003 for a supplemental agreement, at the request of ACHD.
22101	Peckham Road Intersections, Canyon County	Golden Gate HD	\$399,000	\$427,000	7.02%	Freight	2020	Increase PC by \$28,000.	To cover the difference of the total negotiated design agreement.
13492	Linder Road and Deer Flat Road Intersection, Kuna	ACHD	\$5,251,000	\$4,840,285	-7.82%	STP-U	2020	Decrease CE by \$1,592 and CN by \$409,123.	Adjust for actual bid.
13052	21st Avenue, Cleveland to Chicago, Caldwell	City of Caldwell	\$2,775,825	\$2,707,409	-2.46%	STP-U	2020	Decrease CE by \$36, CC by \$90, and CN by \$37,210.	To release funds to closeout project.
						Fed RRX	2020	Decrease UT by \$17,290 and CN by \$13,790.	
NEW- 23071	Realignment Alternatives Analysis, NEPA, Nampa	City of Nampa	\$410,000	\$410,000	0.00%	N/A	N/A	N/A	To change KN from temporary to permanent key number.

ACHD = Ada County Highway District
 CC = Construction Engineering Consultant
 CE = Construction Engineering
 CN = Construction
 FY = Fiscal Year
 HD = Highway District
 I = Interstate

ITD = Idaho Transportation Department
 KN = Key Number
 NEPA = National Environmental Policy Act
 OTIS = Office of Transportation Investment System
 PC = Preliminary Engineering Consultant
 PE = Preliminary Engineering
 RW = Right of Way

STP = Surface Transportation Program
 TECM = Transportation Expansion & Congestion Management
 TIP = Transportation Improvement Program
 TMA = Transportation Management Area (Boise Urbanized Area)
 U = Urban
 UT = Utilities

Staff Recommendation:

/s/ Tevrin Fuller
 Tevrin Fuller, Data Analyst
 COMPASS

Approval:
 Matthew J. Stoll, Executive Director
 COMPASS

Date: 6/17/2020

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**Community Planning Association (COMPASS)
Administrative Modification #13 for FY2020-2026 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Brief Explanation
			*Current Total	*Revised Total					
13492	Linder Road and Deer Flat Road Intersection, Kuna	ACHD	\$4,840,000	\$4,859,000	0.39%	STP-U	2020	Increase UT by \$19,000.	To provide additional funds for utilities easement agreement per Urban Balancing action on 6/25/2020.
20613	Lone Star Road and Middleton Road, Intersection Improvements, Nampa	City of Nampa	\$1,515,000	\$1,520,000	0.33%	HSIP (Local)	2020	Increase PL by \$5,000.	To increase cost for LHTAC Administration Offset from de-obligation of KN 20295 per Urban Balancing action on 6/25/2020.
22016	Midway Road, SH-55 (Karcher Road) to I-84B, Rehabilitation, Canyon County	Canyon HD/City of Caldwell	\$1,317,000	\$1,413,101	7.30%	STP-U	2020	Increase PC by \$100,000.	To increase cost to cover negotiated contract per Urban Balancing action on 6/25/2020. Also adjust the previous expenditures to match actual obligations.
						N/A	Previous Expenditures	Decrease by \$3,899.	
22018	Pedestrian Improvements and Widening, Montana Avenue, Caldwell	City of Caldwell	\$647,000	\$736,000	13.76%	STP-U	2020	Increase PE by \$4,000, PC by \$66,000, and PL by \$19,000.	To advance design from FY2022 to FY2020 per Urban Balancing action on 6/25/2020.
							2022	Decrease PE by \$4,000, PC by \$66,000, and PL by \$19,000.	
22132	Holly Street/Northwest Nazarene University Roadway Reconfiguration, Nampa	City of Nampa	\$429,000	\$429,000	0.00%	STP-U	2020	Increase PE by \$8,000 and PC by \$80,000.	To advance design from FY2022 to FY2020 per Urban Balancing action on 6/25/2020.
						STP-U	2022	Decrease PE by \$10,000, PC by \$43,000, and PL by \$11,000.	
						Local Participating	2020	Increase PE by \$2,000 and PL by \$11,000.	
						Local Participating	2022	Decrease PC by \$37,000.	
13481	State Street and Collister Drive Intersection, Boise	ITD	\$13,819,000	\$13,820,000	0.01%	Local Participating	2020	Increase CN by \$1,000.	To cover overrun caused by irrigation issues and a black flow preventer.
20428	SH-21, Technology Way to Surprise Way, Boise	ITD	\$5,150,000	\$5,300,000	2.91%	State (HB132 & 312)	2020	Decrease PE by \$4,200. Increase PC by \$4,200.	Convert from federal-aid funding to state funding and adjust amounts to match OTIS.
						State (HB132 & 312)	2021	Increase PE by \$145,800 and PC by \$4,200.	
						State (HB132 & 312)	2022	Increase CC by \$500,000 and CN by \$4,500,000.	
						HSIP	2022	Decrease CC by \$500,000 and CN by \$4,500,000.	

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Brief Explanation
			*Current Total	*Revised Total					
20841	Bicycle and Pedestrian Bridge over North Channel of Boise River, Eagle	City of Eagle	\$1,879,000	\$1,869,000	-0.53%	STP-TMA	2020	Increase PC by \$63,000. Decrease RW by \$63,000.	At request of the City, move available federal-aid funds from right-of-way to offset local funds in design, as right-of-way is no longer needed.
						Local Participating	2020	Decrease RW by \$10,000.	
19057	Transit Asset Management Rolling Stock, Infrastructure and Technology, Boise Area, VRT - FY2020	VRT	\$2,244,000	\$2,244,000	0.00%	N/A	N/A	N/A	Change the title for transparency, at the request of the Federal Transit Administration. Funds will be used to replace rolling stock as outlined in the Transit Asset Management Plan.

ACHD = Ada County Highway District
 CC = Construction Engineering Consultant
 CN = Construction
 FHWA = Federal Highway Administration
 HB = House Bill
 HD = Highway District
 HSIP = Highway Safety Improvement Program
 I = Interstate

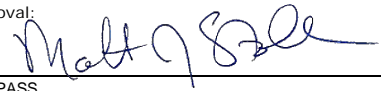
ITD = Idaho Transportation Department
 KN = Key Number
 LHTAC = Local Highway Technical Assistance Council
 PC = Preliminary Engineering Consultant
 PD = Preliminary Development
 PE = Preliminary Engineering
 PL = Preliminary Engineering (LHTAC)

RW = Right of Way
 SH = State Highway
 STP = Surface Transportation Program
 TIP = Transportation Improvement Program
 U = Urban
 UT = Utilities
 VRT = Valley Regional Transit

Staff Recommendation:

/s/ Tevrin Fuller
 Tevrin Fuller, Data Analyst
 COMPASS

Approval:



COMPASS
 Matthew J. Stoll, Executive Director

Date:

7/10/20