COMPASS Procedure for CIM Implementation Grant Program
Approved May 2023

Program Intent:
The COMPASS Board of Directors instituted the *Communities in Motion* (CIM) Implementation Grant Program to help achieve the goals and performance measures of the region’s long-range transportation plan, *Communities in Motion* (CIM). CIM Implementation Grants will be directed toward projects in three task areas:
- Provide better access to public transportation, bicycle, and pedestrian facilities to offset congestion
- Invest in town centers, main streets, and existing infrastructure as identified in CIM
- Develop specific area plans for activity centers consistent with CIM and with planned integration of alternative transportation systems

Applicants and Partnerships:
COMPASS general or special member agencies may apply for grants under this program. However, other agencies may participate on a project team. Any COMPASS member agency whose jurisdiction overlaps or is adjacent to the project, including ex-officio members, must be given an opportunity to participate in the project. If the owner of the right-of-way for project submission is an agency, they must be either the primary applicant or provide a letter of support to the primary applicant demonstrating their approval of the project for an application to be accepted as complete.

Project Location:
Proposed projects must be located in and/or have a direct impact on a downtown area or major activity center (described by applicant) and be consistent with local planning efforts regarding that area.

Project Type:
The types of projects that fulfill the intent of this program include, but are not limited to, infrastructure/construction, subarea plans, regulatory tools, economic/market analyses, and concepts/designs for local projects that can reasonably be assumed to be constructed within two years. A grant may fund a stand-alone project or a phase or component of a larger project that meets the goals of the program.

The program may be used to leverage local funds for any project that can be completed by September 15 of the grant fiscal year and is not intended to provide federal matching funds. Ineligible activities include agency operations and larger scale projects, such as large trail or corridor plans, city-wide code upgrades, comprehensive plan updates, or typology studies.

A *Communities in Motion* Implementation grant application may be submitted for inclusion in the resource development plan without being ranked by selecting that option in the application itself. These applications will be considered “unfunded projects” immediately and placed in the resource development plan for other funding consideration if they meet the prioritization criteria defined below.
Project Minimum Standards:
Awarded projects must meet minimum local compliance standards for constructed transportation surfaces for most projects but must also ensure ADA standards of accessibility at sidewalk ramps.

Prioritization Criteria:
Successful projects will contribute to implementation of CIM regarding economic vitality, safety, convenience, and quality of life. Projects should also contribute toward progress in reaching established performance measures.

The following criteria will be used by the Regional Transportation Advisory Committee (RTAC) to prioritize applications:

1. Does the project help achieve the goals and performance measures of CIM?
2. Is the project within a defined downtown area or regional activity center?
3. Is the project included in or does it conform with a local identified plan?
4. Is the requested amount no more than $25,000? If not, is the sponsor able to cover the overage?

Ranking:
Voting members of the Regional Transportation Advisory Committee (RTAC) appointed and approved by the COMPASS Board of Directors will rank the applications and recommend projects for funding based on prioritization criteria and the amount of funding available each year. In the event of a RTAC member vacancy during the start of the ranking process, the agency forfeits its right to rank applications, but may still submit applications for consideration if submitted by the application deadline. The RTAC recommendation will be provided to the COMPASS Board of Directors, who will approve projects for funding.

Region-wide Implementation:
Every effort will be made to award at least one project in each county during any fiscal year and to award no more than one award to the same agency where applications from other agencies exist. If all the awarded grants in a fiscal year must be awarded in the same county due to a lack of alternative submissions, applications received from agencies in the other county will receive preference in the next grant cycle.

Project Schedule:
After COMPASS Board of Directors’ approval of grant awards, the COMPASS Director of Operations will develop a Grant Agreement (with the COMPASS Phase I application attached) to be signed by the COMPASS Executive Director and the member agency. The grant recipient is expected to commence work on the project in a timely manner following the execution of the Grant Agreement (sample attached) to allow sufficient time for the project to be completed no later than September 15 of the grant fiscal year.
Extensions:
Members are encouraged to plan carefully and schedule project activities to ensure the project is completed within the required time frame. Ongoing communication about project delays are required well in advance of an extension request and are an important element of the extension approval process.

Any requests for an extension of the required completion date are discouraged, but must be submitted by the agency head on official agency letterhead to Matt Stoll, COMPASS Executive Director, at mstoll@compassidaho.org with a copy to Matt Carlson at mcarlson@compassidaho.org between June 1st and August 1st of the grant fiscal year. The request must provide sufficient detail for Executive Director consideration and include specifics about advanced communication of project delays that have occurred as well as the verifiable reasoning for the delays resulting in an extension request.

Delays resulting from a lack of timely prioritization of work towards completion may result in revocation of the award at COMPASS Executive Director or Board of Directors’ discretion. Examples of verifiable reasons to extend a project into the next fiscal year include but are not limited to:

- Unavailability of required construction materials with “out-of-stock” documentation
- Reasonable delays in outstanding easement approvals, which remain viable to occur within a twelve-month extension with supporting documentation

Delays on the part of the agency, subcontractors, and/or partnering stakeholders without verifiable proof for the delay will not be accepted for an extension. The COMPASS Board of Directors has final discretion to continue or revoke extensions beyond the agreed to project completion period.

Funding and Reimbursement:
CIM Implementation Grants are a reimbursement program; however, any costs incurred prior to the effective date of the Grant Agreement between COMPASS and the recipient will not be reimbursable.

Grant recipients must supply a match of at least 7.34% of the project cost. If using in-kind expenses as match, labor and other contributions must be tracked and reported in detail. Supplies or use of recipients’ equipment are not permitted as in-kind match under this program.

Grant recipients are expected to employ best accounting practices to track project expenses, including in-kind match, and invoice COMPASS for reimbursements. Recipients must demonstrate payment of project costs incurred prior to submitting an invoice requesting reimbursement. COMPASS will provide reimbursement of invoices within 30 days of receipt, provided all required documentation is attached.

If a project in the CIM Implementation Grant Program experiences cost overruns, the member agency may apply to COMPASS for additional reimbursement only after the final report has been submitted. Members must submit a form provided by COMPASS
(attached) and provide sufficient detail for consideration by the COMPASS Executive Director, including verification that the required match amount was provided. Requests for reimbursement for cost overruns of more than 30% of the original grant amount, or greater than $5,000, must be approved by the COMPASS Board of Directors in advance of expenditure.

Members are encouraged to budget carefully, as in most cases, the CIM Implementation Grant Program is fully exhausted each year and does not have excess funds to authorize cost overrun reimbursements.

**Reporting:**
Grant recipients are required to submit monthly reports to Matt Carlson at mcarlson@compassidaho.org throughout the life of the project regardless of whether a request for reimbursement is submitted. Reporting begins 30 days following the Grant Agreement effective date and is due by the 10th of each month. Reports shall include activities conducted during the reporting period, plans for the upcoming period, whether the project is on time and on budget, and an estimate of the percentage of the project complete as of the end of the month prior. The final report must include a summary of activities accomplished, including plans produced or photos of the completed project, as applicable, and should be submitted no later than September 25 of the grant fiscal year.

COMPASS staff will provide a report to RTAC and the COMPASS Board of Directors annually regarding the status of all current year CIM Implementation Grant projects.

**CIM Implementation Grant Timeline:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Grant Fiscal Year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Call for Projects</td>
<td>COMPASS Staff</td>
</tr>
<tr>
<td>December</td>
<td>Phase I application deadline</td>
<td>Grant applicant</td>
</tr>
<tr>
<td>April</td>
<td>Second Call for Projects</td>
<td>COMPASS Staff</td>
</tr>
<tr>
<td>May</td>
<td>Phase I (2nd opportunity) application deadline</td>
<td>Grant applicant</td>
</tr>
<tr>
<td>June</td>
<td>RTAC workshop to review applications</td>
<td>RTAC</td>
</tr>
<tr>
<td>June</td>
<td>Applications ranked</td>
<td>RTAC</td>
</tr>
<tr>
<td>July</td>
<td>Funding recommendation for Board approval</td>
<td>RTAC</td>
</tr>
<tr>
<td>August</td>
<td>Funding approval</td>
<td>COMPASS Board of Directors</td>
</tr>
</tbody>
</table>

Grant Fiscal Year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Grant Agreements processed</td>
<td>COMPASS staff and grant recipient</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
<td>By Whom</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Monthly</td>
<td>Reports due by 10th of each month</td>
<td>Grant recipient</td>
</tr>
<tr>
<td>September 15</td>
<td>Project completion deadline</td>
<td>Grant recipient</td>
</tr>
<tr>
<td>September 25</td>
<td>Final report and invoice deadline</td>
<td>Grant recipient</td>
</tr>
</tbody>
</table>

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

COMPASS CIM Implementation Grant Program Procedure Approved

Matthew J. Stoll, Executive Director

5/16/2023

Attachments: Sample Grant Agreement
Cost Overrun Reimbursement Form

\\cpa.local\dfs\Shared\FY23\600 Projects\685 TIP\Policies\CIM Implementation Grant Procedure\CIM Impl Grant Procedures FINAL.docx