COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

DRAFT
Funding Application Guide

FY2020-2024

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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 sets priorities for spending federal transportation funds. COMPASS accepts applications annually for funding for transportation projects; the FY2020-FY2024 funding period begins October 1, 2019.

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

All Phase I applications are due no later than midnight, Monday, December 3, 2018. An additional opportunity to submit a Phase I application for CIM Implementation Grant and Project Development Programs only will be available during April 2019. See more details below 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 is a required attachment)
- Project Description

- Purpose and Need for Project
- Estimated Cost (including how cost was determined)
- Previous Attempts at Funding, and Available Match
- Phasing
- Right-Of-Way Ownership/Status
- Project Partners
- Support (letter is an optional attachment)
- Project Readiness
- Conformance with Plans
- Compliance with CIM 2040 Performance Measures

Required Attachment*:	Optional Attachments:
Project Map/Sketch	Cover Letter
	Support Letters

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

See the **"Application Supplemental"** for a sample application and guidance. COMPASS staff can provide technical assistance in completing project applications prior to the December 3 and April 24 deadlines.

Projects/Funding Source Match

COMPASS staff reviews all Phase I applications to determine eligibility for various funding sources. If a project is eligible for a funding source that requires local match, the applicant will be directed by COMPASS staff to submit a **Phase II** application to provide the additional details needed for local match and/or a federal-aid project.

Phase II Application

Phase II applications require additional project information (see page 3).
- Required for projects eligible for funding sources that require match.
- **Due no later than noon on Tuesday, January 22, 2019.**

Information requested varies depending on project types, which include:
- Roadways and Bridges
- Alternative Transportation
- Planning and Special Projects

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

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

Planning and Special Projects:
- Federal requirements

Required Attachments*:
Federal-Aid –
- Match commitment letter
- Idaho Transportation Department forms 0414, 1150, 2435
- COMPASS form A100

Non Federal-Aid -
- Match commitment letter

Optional Attachments:
- Project estimating worksheet
- Additional maps, photos, or letters of support not included in Phase I application

*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: various federal funding programs, Idaho Transportation Department, the Local Highway Technical Assistance Council, and Valley Regional Transit, as well as foundations and other funding sources. See **"Application Assistance Supplemental"** for details.

Schedule

General Application Schedule	
October 15, 2018	Call for Projects
December 3, 2018	Phase I Applications Due
December 10, 2018	COMPASS Staff requests Phase II Applications
January 22, 2019	Phase II Applications Due
April 3, 2019	Call for Projects for COMPASS Funding (CIM Implementation Grants and Project Development Program)
April 24, 2019	Phase I Applications Due (second opportunity)

Federal-Aid Funding	
February 6, 2019	Optional Regional Transportation Advisory Committee (RTAC) workshop for detailed application information and discussion of federal-aid applications
February 1-12, 2019	RTAC completes an online paired comparison process for federal-aid funding
February 27, 2019	RTAC recommends federal-aid rankings
March 1, 2019	Federal obligation deadline for existing projects in programs managed by COMPASS
March 6, 2019	Optional RTAC workshop to review staff recommendations for federal-aid funding based on initial RTAC ranking
March 20, 2019	RTAC recommends draft federal-aid programming (budget)
August 21, 2019	RTAC recommends Draft FY2020-2024 TIP, including federal-aid programs
October 21, 2019	COMPASS Board of Directors approves FY2020-2024 TIP, including federal-aid programs

Communities in Motion (CIM) Implementation Grant and Project Development Programs:	
April 3, 2019	Call for Projects for COMPASS Funding (CIM Implementation Grants and Project Development Program)
April 24, 2019	COMPASS Funding Phase I Applications Due
May 8, 2019	Optional RTAC workshop for detailed application information and discussion of CIM Implementation Grant and Project Development Program applications
May 10-20, 2019	RTAC completes paired comparison process for CIM Implementation Grants and Project Development Program
June 26, 2019	RTAC reviews rankings and recommends CIM Implementation Grants and Project Development Program projects
August 19, 2019	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 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 Regional Transportation Improvement Program, Valley Regional Transit (VRT), as the designated Federal Transit Administration recipient, prioritizes all Federal Transit Administration funds. RTAC reviews VRT's proposed program priorities for recommendation of COMPASS Board of Directors approval. See **VRT's Guide** for details.

COMPASS Funding

COMPASS provides funding directly to COMPASS member agencies for transportation projects. These programs have much less stringent rules than federal programs and include:

- *Communities in Motion* **Implementation Grants** of up to $25,000 for projects that implement the *Communities in Motion 2040* goals and vision.
  Projected annual available amount: $50,000

- The **Project Development Program** which transforms member agency needs into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement plans to ensure readiness for funding applications.
  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 208/475-2240
- Rachel Haukkala at rhaukkala@compassidaho.org or 208/475-2230

Supplemental Information Attachments
- Application Supplemental (Sample application)
- Application Assistance Supplemental
- Ranking Supplemental
- Federal Funding Sources Supplemental
- VRT's Guide (coming soon)
- Funding Policies and Procedures Supplemental

Application Supplemental
FY2020-2024 COMPASS Application Guide

Phase I – Page 1
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2020 COMPASS Funding Application
Phase I

Note: If submitting prior to October 15, 2018, application must be submitted in Word format (not pdf) to ttisdale@compassidaho.org or kparker@compassidaho.org or rhaukkala@compassidaho.org.

Please answer all questions on this form, not on a separate sheet; do not change font size (use black, non-bold for responses). DO NOT EXCEED character limits for each section and note that all character limits include spaces! Only Phase I Applications can be submitted in Word format.

COMPASS staff will enter the application into the online portal on behalf of the applicant only if the application is received before October 15, 2018 (date online application will open). After that date, all applications must be submitted through the online portal.

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

Project Title:

Provide a brief, 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 submitted through COMPASS during the current grant cycle:**

This project is ranked #____ of #____ applications 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:
Place an X next to all that apply.

Capital/Construction: Road/Bridge/Design/Signs, etc.	
Public Transportation: Vehicles/Equipment/Maintenance/Operations	
Active Transportation: Bicycle/Pedestrian	
Planning: Plans/Studies/Education/Outreach	
Special Groups: Youth/Seniors/Disabled/Environmental Justice (Race/Income)	
Technology/Data	
Project Development Program	
Staff Assistance Only	
Other *(If Other, please describe - 140 character limit):*	

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, a major activity center, or other. **(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.

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 cost estimates required for Project Development Program.
Amount Requested should be the total cost estimate minus the anticipated match.
(125 character limit for each "How Cost was Determined" section)

Task	Cost Estimate	Amount Requested	How Cost was Determined
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 and explain how the cost was derived. 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 Project Development Program funds to determine a budget, put "0" in the cost cells and "N/A" in the cell regarding how cost was determined. If your intent is to obtain federal dollars, remember to include costs for Idaho Transportation Department/Local Highway Technical Assistance Council review time, environmental aspects, etc.

7. a) Provide the amount of match that you anticipate will be available and its source.
b) List any other sources you have applied to for funding, and the outcome.

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. **(255 character limit)**

This information will determine that you, as the applicant, understand local match requirements, as well as provide a chance for your agency to make your project even more competitive by providing more local funding than is required.

    a) Provide how much local funding your agency will provide towards the project. In some 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.

    b) Is this the first time your agency has requested funding for this project? If so, please insert "N/A." If not, please list other applications you have submitted (or plan to submit in the next six months) for this same project.

8. Indicate whether your project can be phased:
If yes, briefly explain and provide amounts. **(255 character limit)**

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

9. Describe each of the following: (1,000 character limit)
    a) Jurisdictional agencies and their role in the project
    b) Owner/status of right-of-way
    c) Project partners
    d) Demonstrated general public support

This question demonstrates the level of support you already have for the project.
    a) To determine agency 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.
    b) To determine 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.

c) These could include non-governmental agencies…maybe a retail establishment, a church, or non-profit organization, and those providing additional match.

d) 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?

READINESS TO PROCEED

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

PROJECT READINESS	%
Idea/concept only	
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 is approved	
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 only 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).

11. List the earliest year your project could start and the latest year it could start and still be beneficial: (255 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

12. Indicate whether this project conforms with a local or regional plan:
If yes, list the plan and the date approved. *(255 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 - include the date it was first added to the plan.

MEASURING PROJECT SUCCESS

13. Select the performance measures that apply to this project:
(These are examples only and not exhaustive.) *Place an X in 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	• Overlays or chip seals • Preventive maintenance on vehicles	
Transportation Infrastructure	• Bridge repair or rebuild • Bus or van replacement • Increased bus service	
Congestion Reduction/ System Reliability	• Add park and ride spaces • Increase vanpool service • Increase opportunities to walk and ride bicycles	

CATEGORY	EXAMPLES (not limited to these)	
Freight Movement and Economic Vitality	• Safety or capacity improvements to decrease congestion for freight	
Transportation Safety	• Safety projects for autos, sidewalks, bicycle paths, or public transportation services or facilities (such as bus stops or transfer stations)	
Environmental Sustainability	• Additional public transportation service • New sidewalks or pathways • Signalization improvements to improve traffic flow	
Land Use	• Improve quality of living in downtown, major activity center, or infill areas	
Housing	• Widen a congested road to increase access to employment opportunities	
Community Infrastructure	• New sidewalks in urban areas	
Health	• Add connectivity and accessibility option to parks, schools, grocery stores	
Open Space	• New or improved connections or access to parks and pathway amenities or the greenbelt	
Farmland	• Does not negatively impact farmland	
Support	• Planning projects • Staff salary • Technology improvements • Public transportation operations	
Other		

This section helps tie your project to the *Communities in Motion 2040* (CIM 2040) performance measures. Your project should have ties to at least one of these categories in order to fit the intent of CIM 2040. 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)**
- **Attach no more than five one-page support letters (optional)**
- **Cover letters may not exceed one page (optional)**

Please note that if you are not submitting an application you want to be considered for the funding cycles due December 3, 2018 or April 24, 2019, but are providing information for future COMPASS assistance only, no attachments are required at this time. However, please send what you can.

2020 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	
Regional	

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		
Freight		
Bicycle		
Pedestrian		
Public transportation		
Other		

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 #18:
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 Rachel Haukkala at COMPASS at 208-475-2230 or rhaukkala@compassidaho.org if you need help using this site. She 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 #22, 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 #25: (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 following questions, please return here and add content needed to complete your story. You <u>do not</u> 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)**
- **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 <u>specific project types</u>.

Please fill out <u>only</u> the section that pertains to your project!

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. (Interactive Bridge Map from the Local Highway Technical Assistance Council [LHTAC]) **(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:
Place an X in the box that represents your project. (Freight Corridors, page 85)

Yes	
No	
Partial	

Please review the link to freight corridors in CIM 2040 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 <u>most</u> with the service or facility.

19. Indicate status of land acquisition:
Place an X in the box that represents your project.

Project does not include 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? (The plan is still in process. 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. When the Transit Asset Management (TAM) Plan is posted, we will include a link. Until then, please contact Valley Regional Transit at 208-258-7707 for 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

FY2020-2024 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 programs and others, such as 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.

Ranking Supplemental

FY2020-2024 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 Program – Transportation Management Area (STP-TMA for Boise Urbanized Area)
   b. Transportation Alternatives Program – Transportation Management Area (TAP-TMA for Boise Urbanized Area)
   c. Surface Transportation Program – Urban (STP-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. 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*, the region's long-range transportation plan.

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. No comparison selections are accepted in any other form than through the online process using SurveyMonkey. However, 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.

Federal Funding Sources Supplemental
FY2020-2024 COMPASS Application Guide

COMPASS manages three federal funding programs:
- **STP-TMA**: Surface Transportation Program- Transportation Management Area (Boise Urbanized Area)
- **TAP-TMA**: Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)
- **STP-Urban**: Surface Transportation 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 FY2020-2024 application cycle:

These *estimates* of available funds, based on preliminary budget assumptions, are made available to provide realistic expectations regarding funding:

Program	FY2020	FY2021	FY2022	FY2023	FY2024	PD[1]
STP-TMA[2] Roadway Maintenance	$0	$0	$0	$0	$0	$0
STP-TMA[3] Alternative Transportation Maintenance	$0	$0	$0	$0	$0	$1,449,000
STP-TMA[3] Studies/Special Projects	$0	$0	$0	$0	$0	$279,000
TAP-TMA	$0	$78,000	$18,000	$2,000	$268,000	$0
STP-U[3,4] Roadway Maintenance	$0	$0	$0	$0	$0	$1,343,000
STP-U[3,4] Alternative Transportation Maintenance	$0	$0	$0	$0	$0	$246,000
STP-U[3,4] Studies/Special Projects	$0	$0	$0	$0	$0	$49,000

[1]PD=Preliminary Development (funds may be spent on project design, but construction is planned beyond FY2024)

[2]STP-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"**

[4]Assumes 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 <u>all</u> of Ada and Canyon Counties, including rural and urbanized areas. See the COMPASS MPO Planning Area Map (attached) for locations of the urbanized areas.

Links to Federal Guidance

Surface Transportation Program[1] (known as Surface Transportation Block Group Program, or STBGP, in federal documents)

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

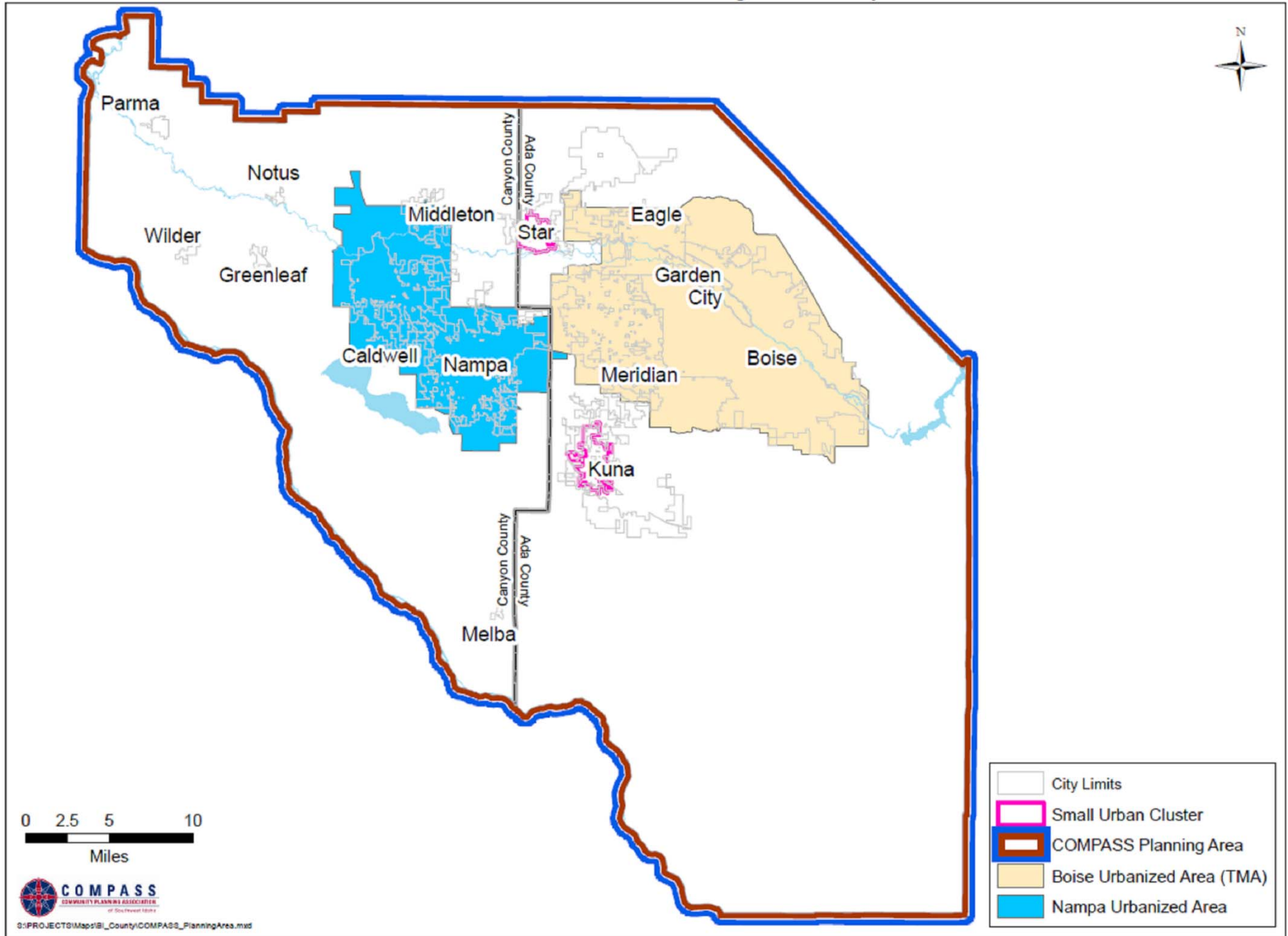T:\FY18\600 Projects\685 TIP\Guide\Supplemental_Funding_Sources.docx

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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

Parma

Notus

Wilder

Greenleaf

Middleton

Star

Eagle

Garden City

Caldwell

Nampa

Meridian

Boise

Canyon County

Ada County

Kuna

Canyon County

Ada County

Melba

N

0 2.5 5 10
Miles

COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

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Legend

- City Limits
- Small Urban Cluster
- COMPASS Planning Area
- Boise Urbanized Area (TMA)
- Nampa Urbanized Area

Funding Policy and Procedures Supplemental
FY2020-2024 COMPASS Application Guide

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

Federal-Aid Funding Policy
(Note: major changes to the original policy are proposed and shown with tracking. Tracked text will be removed after approval.)

On October 23, 2017, the COMPASS Board approved an updated funding policy for Communities in Motion 2040 2.0:

> 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 will go into effect when CIM 2040 2.0 is adopted, expected December 2018. The FY2020 application cycle will incorporate this updated policy, as project selection will be requested from RTAC in March 2019.

The Surface Transportation Program (STP) funding policy was originally adopted by the COMPASS Board of Directors in July 2014 as part of *Communities in Motion 2040*, the long-range transportation plan. This policy directs funding in the Boise and Nampa Urbanized Areas[1] (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 STP funding available, based on FY2019 funding levels, is provided below:

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[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	$10,503,000	$220,000 $232,000	$8,242,000	$1,508,000	$302,000
Nampa Urbanized Area	$1,792,000	$55,000 $99,000	$1,343,000	$246,000	$49,000

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

~~Maintenance funds will be set aside and specific projects will be prioritized two to four years prior to funds being available, as maintenance needs are best evaluated in that time frame rather than the seven-to-eight-year time frame more common to capital projects.~~ 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 ~~arterial lane miles~~ 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 ~~plan~~ policy. Additional resources for Safe Routes to Schools can be applied for through the STP's Special Projects category.

Bike lanes and sidewalks could 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 Program - Transportation Management Area (Boise Urbanized Area)
- Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)
- Surface Transportation Program – Urban (Nampa Urbanized Area)

The Idaho Transportation Department (ITD) "sweeps" unobligated funds in Federal Highway Administration (FHWA) 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:

- Balancing Policy for Surface Transportation Program (STP) and Transportation Alternative Program (TAP) Funds
  - Approved June 20, 2016
  - http://www.compassidaho.org/documents/prodserv/trans/FY16/BalancingPolicy160620.pdf
- COMPASS Regional Transportation Improvement Program (TIP) Amendment Policy
  - Approved December 21, 2015
  - http://www.compassidaho.org/documents/prodserv/trans/FY16/TIPAmendPolicy122115.pdf

- Transportation Management Area (TMA) Funding Eligibility Policy
  - Approved April 18, 2016
  - http://www.compassidaho.org/documents/prodserv/trans/TMApolicy.pdf

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. These procedures are available online:
- COMPASS Procedure for TIP Amendments/Modifications
  - Approved November 27, 2017
  - http://www.compassidaho.org/documents/prodserv/trans/FY18/TIPAmendProcess.pdf
  - Online form to request changes: https://www.surveymonkey.com/r/TIPAmend
- COMPASS Procedure for Resource Development Plan
  - Approved March 12, 2018
  - http://www.compassidaho.org/documents/prodserv/trans/FY18/RDPProcedure.pdf
- COMPASS Procedure for Project Development Program
  - Approved March 12, 2018
  - http://www.compassidaho.org/documents/prodserv/trans/FY18/PDPProcedure.pdf
- COMPASS Procedure for *Communities in Motion* Implementation Grant Program
  - Approved March 12, 2018
  - http://www.compassidaho.org/documents/prodserv/trans/FY18/CIMIProcedure.pdf