

IV. APPLICATION SUPPLEMENTAL

FY2026-2032 COMPASS Application Guide

Phase I – Page 1
Phase II – Page 7

TUTORIAL VIDEOS:

- How To Create a Successful Grant Application: <https://youtu.be/zKokWhBexJU>
- How To Fill Out the Phase I Application Form: <https://youtu.be/yOuSQTmz6oc>

2026 COMPASS Funding Application Phase I All Projects

All applications must be submitted in Word format by email to ssader@COMPASSidaho.org. This phase of the application page limit is 10 pages. See last page for definitions of acronyms and link to Phase I Application Tutorial Video.

DETAILS

Sponsor Name (agency):	COMPASS
Main Agency Contact:	Austin Miller
Project Title:	Complete Network Policy

PROJECT DETAILS

Briefly describe your project:

This project would augment COMPASS staff efforts with consultant support to refresh the COMPASS complete network policy.

Briefly describe the location of the project (include main segment and termini):

COMPASS planning area

Is the right-of-way for this project managed by the sponsor's jurisdiction? (e.g. is ROW in the jurisdiction of ITD, a highway district, a canal company, etc.)

- Yes
- No
- N/A

If not, a letter of support from the managing jurisdiction **is required** to ensure their involvement and approval prior to submission. Please explain:

Does the managing jurisdiction own the right-of-way in the project area? (Does additional ROW need to be purchased?)

- Yes
- No
- N/A

Knowing what is in place before improvements are made will help COMPASS quantify any safety benefits that result from the improvements. Check all *existing* descriptions in your project area:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 2 through lanes | <input type="checkbox"/> 3-Way Stop Intersection | <input type="checkbox"/> Curb | <input type="checkbox"/> Barrier between Sidewalk/Road |
| <input type="checkbox"/> 2 through/1TWLTL | <input type="checkbox"/> 4-Way Stop Intersection | <input type="checkbox"/> Gutter | <input type="checkbox"/> Street Lighting |
| <input type="checkbox"/> 4 through lanes | <input type="checkbox"/> 5-Way Stop Intersection | <input type="checkbox"/> ADA Ramps | <input type="checkbox"/> Bus Stop |
| <input type="checkbox"/> 4 through/1TWLTL | <input type="checkbox"/> 3-Way Signaled | <input type="checkbox"/> PHB Crossing | <input type="checkbox"/> Bus Pullout |
| <input type="checkbox"/> 6 through lanes | <input type="checkbox"/> 4-Way Signaled | <input type="checkbox"/> RFFB Crossing | <input type="checkbox"/> Bus Lane |
| <input type="checkbox"/> Center Turn Lane | <input type="checkbox"/> 5-Way Signaled | <input type="checkbox"/> LPI Leading Ped Interval | <input type="checkbox"/> Bus Shelter |
| <input type="checkbox"/> Left Turn Lane | <input type="checkbox"/> Roundabout single lane | <input type="checkbox"/> Bike Lane | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Intersection | <input type="checkbox"/> Roundabout 2-lane | <input type="checkbox"/> Pathway | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Interchange | <input type="checkbox"/> Sidewalk 3-4' width | <input type="checkbox"/> Multi-Use Pathway | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Free Running Right Turn | <input type="checkbox"/> Sidewalk 5-6' width | <input type="checkbox"/> Raised Median | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Bridge Fencing | <input type="checkbox"/> Sidewalk 7-8' width | <input type="checkbox"/> Bike/Ped Facility | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Bridge Guardrail | <input type="checkbox"/> Sidewalk 9-10' width | <input type="checkbox"/> Roundabout 3-lane | <div style="border: 1px dashed black; height: 15px;"></div> |

Please describe, if necessary

N/A

Check all *countermeasures* you plan to add:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Widen 2 to 3 lanes | <input type="checkbox"/> Convert Signaled to Roundabout | <input type="checkbox"/> Add Mid-Street Crossing | <input type="checkbox"/> Replace Bridge |
| <input type="checkbox"/> Widen 2 to 4 lanes | <input type="checkbox"/> Upgrade Stop Sign to Flashing | <input type="checkbox"/> Add PHB Crossing | <input type="checkbox"/> Widen Shoulder |
| <input type="checkbox"/> Widen 2 to 5 lanes | <input type="checkbox"/> Upgrade Signals | <input type="checkbox"/> Add RFFB Crossing | <input type="checkbox"/> Add Bus Stop |
| <input type="checkbox"/> Widen 3 to 5 lanes | <input type="checkbox"/> Add ITS | <input type="checkbox"/> Add LPI | <input type="checkbox"/> Add Bus Pullout |
| <input type="checkbox"/> Widen 3 to 6-7 lanes | <input type="checkbox"/> Add Street Lighting | <input type="checkbox"/> Add Bike Lane | <input type="checkbox"/> Add Bus Lane |
| <input type="checkbox"/> Widen 4 to 5-7 lanes | <input type="checkbox"/> Add ADA Ramps | <input type="checkbox"/> Add road/sidewalk Barrier | <input type="checkbox"/> Add Bus Shelter |
| <input type="checkbox"/> Add TWLTL | <input type="checkbox"/> Add Curb & Gutter | <input type="checkbox"/> Add Bike/Ped Facility | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Free Running Right Turn | <input type="checkbox"/> Add Sidewalk 3-4' width | <input type="checkbox"/> Add Raised Median | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Add Bridge Guardrails | <input type="checkbox"/> Add Sidewalk 5-7' width | <input type="checkbox"/> Sealcoat Road | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Add Bridge Fencing | <input type="checkbox"/> Add Sidewalk 8-10' width | <input type="checkbox"/> Inlay & Millwork | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Convert Stop to Signaled | <input type="checkbox"/> Add Pathway 8-10' width | <input type="checkbox"/> Repaint Striping | <div style="border: 1px dashed black; height: 15px;"></div> |
| <input type="checkbox"/> Convert Stop to Roundabout | <input type="checkbox"/> Add Multi-Use Pathway | <input type="checkbox"/> Replace Signage | <div style="border: 1px dashed black; height: 15px;"></div> |

Please describe, if necessary

N/A

Does the project include improvements to the public transportation system?

- Yes
- No

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

PURPOSE AND NEED

Describe the project’s purpose and need in detail including why this project is important to your agency and to the region (please reference *Communities in Motion 2050* goals and objectives as well as performance measures and targets):

This project would augment COMPASS staff efforts with consultant support to refresh the COMPASS complete network policy. Project would include establishing goals of the complete network policy that align with Communities in Motion goals and objectives, analyze ways to better integrate land use and transportation planning, and develop implementation strategies that can be incorporated into COMPASS’ project prioritization process.

COMPASS complete network policy was developed to support all goal areas within CIM 2050 across all transportation modes. As *Communities in Motion* is updated, so too should the policies supporting it. This project would update our Complete Network Policy to ensure we are keeping up with best practices to best inform the decision-making process, and continuing to meet the needs of our community.

CIM2050 Goals (check all that apply):

- Safety:** Increases Safety Increases Security Supports Resiliency
- Economic Vitality:** Promotes Economic Vitality Promotes Freight Preserves Infrastructure Provides Reliability
 Promotes Travel/Tourism Manages Growth Preserves Farmland
- Convenience:** Increases Access/Mobility Increases Connectivity Reduces Congestion
- Quality of Life:** Kind to Environment Enhances Public Health Preserves/Connects to Open Space
 Promotes Affordable Housing Provides Transportation Options Benefits the Underserved

FUNDING REQUEST / PROJECT TYPE

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

- Project Development Program (PDP)** – consultant cost of up to \$50,000
- CIM Implementation Grant Program** – reimbursement of up to \$50,000
- Federal Funds** – this option will require further information provided in Phase II

Staff Assistance Only – this option will remove the application from the priority ranking but include it in the Resource Development Plan for funding support.

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

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

If other, please describe:

PROJECT BUDGET

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

Note: This amount may be adjusted later.

Total Project Cost:

\$175,000

Amount Requested (total cost minus any local match):

\$162,155

Proposed local match (amount):

\$12,845

Proposed local match (percentage):

7.34%

Please describe how you arrived at the cost estimates (previous similar project, design complete, etc.); and explain if additional local funds are available if the project cannot be fully funded:

Compared similar projects from other jurisdictions and used their price adjusted for inflation. If project cannot be fully funded, scope could be modified to rely more on COMPASS staff, reducing total project costs.

What is the source of the match?

Local funds, member agency dues.

Can the project be phased? (segmented into sub-units; phasing does not include splitting out design from construction)

- Yes
- No

If yes, please indicate how your project can be phased and the approximate costs of each phase:

PARTNERS/SUPPORT

Are other jurisdictional agencies or partners involved in this project?

- No
- Yes

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

Has any public involvement been conducted for this project?

- No
- Yes

If yes, describe the results of those public involvement initiatives with a link to the project website, if applicable:

READINESS TO PROCEED

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

- N/A
- Nothing is Complete
- Preliminary Design (concept) – 30% of the design
- Final Design
- Environmental Review
- Utilities
- Right-of-Way

Please explain, if necessary:

COMPASS has a Complete Network Policy in place. This project would be to refresh, improve the ability to implement, and ensure we are keeping up with best practices.

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

- Yes
- No
- N/A

Please explain, if necessary:

PLANNING DOCUMENTS

Is the project specifically listed in *Communities in Motion 2050*?

- Yes

- No
- N/A

Please provide the reference (long-term funded, unfunded, etc.):

The fourth [Implementation Policy](#) in CIM 2050 outlines that the Complete Network Policy should be informing planning and funding decisions.

Does this project conform to a local or regional plan?

- Yes
- No

Please explain: (reference the plan(s) with title/link, provide approval dates and page reference)

Consistent with CIM 2050 Implementation Policy the Complete Network Policy should inform the decision-making process. This policy was adopted in 2021 and will need to be updated to continue to meet the needs of our community.

ATTACHMENTS:

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

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

- A support letter is required:
 - From the ROW jurisdiction if not within the sponsor’s jurisdiction (e.g. ITD, highway district, or canal company)
 - From the land-use agency if the project is not the same as the highway jurisdiction (e.g. a city or county)
 - From the public transportation agency if the project includes improvements to public transportation operations/facilities and the sponsor does not have jurisdiction (e.g. VRT)

DEFINITIONS of ACRONYMS:

ADA American Disabilities Act
CIM Communities in Motion
ITS Intelligent Transportation Systems
LIP Leading Pedestrian Interval
PHB Pedestrian Hybrid Beacon
RFFB Rectangular Rapid-Flashing Beacons
TWLTL Two-Way Left-Turn Lane

PHASE I VIDEO TUTORIAL: [View Tutorial here.](#)

2025 COMPASS Funding Application Phase II

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

Please fill out ONLY the section that pertains to your project (and delete the other sections).

The four project categories are below:

Definitions:

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

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

Roadway - Auto-oriented projects that improve, maintain, modify, or add vehicle travel lanes; modify roadway geometry or intersection design; add or modify intersection controls; and/or are used for roadway operations. Examples: Added travel lanes, added turning lanes, roadway resurfacing, roadway realignments, intersection improvements, signal control modifications, Transportation System Management and Operations (TSMO), and ITS improvements.

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

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

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

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

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

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

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

2024 COMPASS Funding Application

Phase II

PLANNING ONLY FOCUS

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

Sponsor Name (agency): COMPASS

Project Title: Complete Network Policy

The COMPASS Complete Network Policy was developed to support all goal areas within CIM 2050 across all transportation modes. This project would update our Complete Network Policy to ensure we are keeping up with best practices to best inform the decision-making process, and continuing to meet the needs of our community.

The *Communities in Motion 2050* goals and objectives are included here as examples of how the Complete Network Policy can be used to support long-range plan goals. This proposed update would be developed in conjunction with, and to support the goals *Communities in Motion*.

Goal	Objectives	Auto	Bicycle	Freight	Pedestrian	Public Transportation
Safety	Safety	X	X	X	X	X
	Security			X		X
	Resiliency			X		
Economic Vitality	Economic Vitality	X	X	X	X	X
	Freight Accessibility and Mobility			X		
	Preservation and Infrastructure Condition	X	X	X	X	X
	Reliability	X		X		X
	Travel and Tourism	X	X			X
	Growth Management		X		X	X
	Farmland Preservation					X
Convenience	Accessibility and Mobility	X	X		X	X
	Connectivity		X		X	
	Efficiency and Congestion Reduction	X		X		X
Quality of Life	Environment		X		X	X
	Health		X		X	
	Open Space		X		X	
	Housing and Affordability		X			X
	Equity		X		X	X

SAFETY

Does the study provide a benefit to safety in the region? Yes. This policy will support safety in the region across all modes by identifying dedicated accommodations for all users.

ECONOMIC VITALITY

Does the study provide economic benefits in the region? Yes. This policy will identify efficient, reliable, connected networks, enabling all people and businesses to prosper.

CONVENIENCE

Does the study impact Regional Activity Centers or key destinations? Yes. The policy will identify corridor level improvements across all modes enabling greater access to regional activity center and key destinations.

QUALITY OF LIFE

Does the study provide additional transportation options, reduce environmental impacts, or provide more access to underserved communities? Yes. This project will highlight areas where alternative transportation options are prioritized due to their positive impacts and recommend implementation steps to make these corridors successful.

OTHER

Is the project needed to meet or exceed federal requirements? No

REQUIRED ATTACHMENTS:

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

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

COMPASS Prioritized Project Proposals: FY2026 Resource Development Plan

1. Project Name: High Injury Network

Description: Work will update the High Injury Network dashboard. The update will incorporate additional crash data and calculate the new high injury network. This would ensure consistent comparisons across member agencies, making the project prioritization process more uniform for safety projects.

FY2028-FY2029

Estimated Cost: \$165,000

COMPASS Staff Work Days: 15

2. Project Name: Fiscal Impact Analysis

Description: To better implement the goals of Communities in Motion, this project will provide information on the fiscal impact of various growth patterns. Work will update the fiscal impact analysis calculator in the COMPASS development checklist for highlighting the costs of development, and conduct outreach and training for local decision-makers so that fiscal analysis can be used in local land use decision making.

FY2027-FY2028

Estimated Cost: \$85K

COMPASS Staff Work Days: 15

3. Project Name: Pavement Condition Analysis

Description: Project would analyze and report on existing pavement conditions on Ada and Canyon Counties. This would allow for consistent comparisons across member agencies, making the project prioritization process more uniform for roadway maintenance submissions.

FY2028-FY2029

Estimated Cost: \$180,000

COMPASS Staff Work Days: 25

4. Project Name: Complete Network Policy

Description: This project would augment COMPASS staff efforts with consultant support to refresh the COMPASS complete network policy. Project would include establishing goals of the complete network policy that align with Communities in Motion goals and objectives, analyze ways to better integrate land use and transportation planning, and develop implementation strategies that can be incorporated into COMPASS' project prioritization process.

FY2030-FY2031

Estimated Cost: \$175,000

COMPASS Staff Work Days: 20



Working together to plan for the future

November 14, 2024

MEMORANDUM

RE: COMPASS Project Proposals

COMPASS submits the following projects for inclusion in the Resource Development Plan and for future funding:

- High Injury Network
- Fiscal Impact Analysis
- Pavement Condition Analysis
- Complete Network Policy

Prior to accepting funding, the project proposals would go to the COMPASS Board of Directors for approval of the local match.

Approval of project submittal:

A handwritten signature in blue ink, appearing to read "Matthew J. Stoll", written over a horizontal line.

Matthew J. Stoll

Executive Director



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

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

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

Sub-Awardee DUNS ³ 12-357-6779	Sub-Awardee Name COMPASS			
Address 700 NE 2 nd Street, Ste 200	City Meridian	State ID	Zip Code 83642	

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

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

Name	Total Compensation ⁴
1. N/A	N/A
2.	
3.	
4.	
5.	
Explanation for exemption from listing above	

Definitions and Authority

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

Completed By (Sub-Awardee's Printed Name) Megan Sonnen	Title Director of Operations	FFY 2025
Signature <i>Megan Sonnen</i>		Date 1-15-2025



Project Cost Summary Sheet

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

Round Estimates to Nearest \$1,000

Key Number	Project Number	Date
		1/13/2025
Location		District
Complete Network Policy		3
Segment Code	Begin Mile Post	End Mile Post
		Length in Miles

	Previous ITD 1150	Initial or Revise
1a. Preliminary Engineering (PE)		
1b. Preliminary Engineering by Consultant (PEC)		\$175,000
2. Right-of-Way: Number of Parcels Number of Relocations		
3. Utility Adjustments: <input type="checkbox"/> Work <input type="checkbox"/> Materials <input type="checkbox"/> By State <input type="checkbox"/> By Others		
4. Earthwork		
5. Drainage and Minor Structures		
6. Pavement and Base		
7. Railroad Crossing:		
Grade/Separation Structure _____		
At-Grade Signals <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Bridges/Grade Separation Structures:		
<input type="checkbox"/> New Structure Length/Width _____		
Location _____		
<input type="checkbox"/> Repair/Widening/Rehabilitation Length/Width _____		
Location _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		
10. Temporary Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		
11. Detours		
12. Landscaping		
13. Mitigation Measures		
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)		
15. Cost of Constructions (Items 3 through 14)		
16. Mobilization % of Item 15		
17. Construction Engineer and Contingencies % of Items 15 and 16		
18. Total Construction Cost (15 + 16 + 17)		
19. Total Project Cost (1 + 2 + 18)		\$175,000
20. Project Cost Per Mile		

Prepared By:

Austin Miller - COMPASS

Local Federal-Aid Project Request



Instructions

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

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

Sponsor (City, County, Highway District, State/Federal Agency) COMPASS			Date 1/13/25		
Project Title (Name of Street or Road) Complete Network Policy		F.A. Route Number	Project Length	Bridge Length	
Project Limits (Local Landmarks at Each End of the Project)					
Character of Proposed Work (Mark Appropriate Items)					
<input type="checkbox"/> Excavation	<input type="checkbox"/> Bicycle Facilities	<input type="checkbox"/> Utilities	<input type="checkbox"/> Sidewalk		
<input type="checkbox"/> Drainage	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Seal Coat		
<input type="checkbox"/> Base	<input type="checkbox"/> Bridge(s)	<input type="checkbox"/> Guardrail	<input checked="" type="checkbox"/> Study		
<input type="checkbox"/> Bit. Surface	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Lighting			
Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)					
Preliminary Engineering (ITD 1150, Line 1)		\$ 175000			
Right-of-Way (ITD 1150, Line 2)		\$			
Construction (ITD 1150, Line 18)		\$			
Preliminary Engineering By: <input type="checkbox"/> Sponsor Forces <input checked="" type="checkbox"/> Consultant					
Checklist (Provide Names, Locations, and Type of Facilities)					
Railroad Crossing					
Within 2 miles of an Airport					
Parks (City, County, State or Federal)					
Environmentally Sensitive Areas					
Federal Lands (Indian, BLM, etc.)					
Historical Sites					
Schools					
Other					
Additional Right-of-Way Required: <input checked="" type="checkbox"/> None <input type="checkbox"/> Minor (1-3 Parcels) <input type="checkbox"/> Extensive (4 or More Parcels)					
Will any Person or Business be Displaced: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Possibly					

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

Sponsor's Signature 	Title <i>Planning Team Lead</i>
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Additional Information to be Furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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UNDERSTANDING OF REQUIREMENTS FOR FEDERAL AID RECIPIENTS

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

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

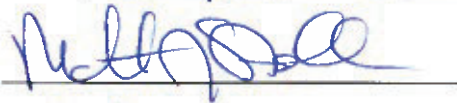
5. Compliance with audit requirements:
 - a. An entity expending \$500,000 or more in a year in combined Federal awards (including any funds received from Federal sources outside ITD: US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements) requires an A-133 Single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

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

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

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

Project Name: Complete Network Policy

Signed: 

Dated: 1/15/2025

Project Estimating Worksheet

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

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

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

Non-Infrastructure Project			Local Portion		Federal Portion	
Phase Code	Description (include amounts for federal-aid items only)	Project Total	Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested
CN or PC	Cost for Project <i>(Enter the estimated cost of the project.)</i>	\$ 175,000	7.34%	\$12,845	92.66%	\$162,155
CN or PC	Cost for Project <i>(Enter amount of extra local funds (beyond required match) for the project, if desired)</i>	\$ -	100.00%	\$0	0.00%	\$0
PE	Preliminary Engineering (ITD) <i>(standard amount) (\$1,000 to \$3,000, if necessary - contact COMPASS staff)</i>	\$ -	7.34%	\$0	92.66%	\$0
PL	Preliminary Engineering (LHTAC) <i>(standard amount) (\$1,000 to \$3,000, if necessary - contact COMPASS staff)</i>	\$ -	7.34%	\$0	92.66%	\$0

Construction Design

Total Project Estimate	Total Local Portion	Total Federal Portion
\$175,000	\$12,845	\$162,155

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

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

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