



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Working together to plan for the future

FY2016 Unified Planning Work Program and Budget – Revision 1

Report No. 06-2016

Adopted by the COMPASS Board on December 21, 2015

Resolution No. 04-2016

Table of Contents

FY2016 Unified Planning Work Program and Budget Revision 1

	<u>Page</u>
INTRODUCTION.....	1
SUMMARY OF FY2015-2017 STRATEGIC PLAN.....	2
MEMO TO REQUEST ADOPTION OF RESOLUTION 04-2016.....	7
RESOLUTION 04-2016.....	10
PLANNING FACTOR MATRIX.....	11
SELF - CERTIFICATION.....	12
PROJECTS	
601 - UPWP / Budget Development & Federal Assurances.....	13
620 - Demographics and Growth Monitoring.....	14
653 - Communications and Education.....	15
661 - Long Range Planning.....	16
685 - Resource Development / Funding.....	17
SERVICES	
701 - General Membership Services.....	18
702 - Air Quality Outreach.....	19
703 - General Public Services.....	20
705 - Transportation Liaison Services.....	21
760 - Legislative Services.....	22
761 - Growth Incentives.....	23
SYSTEM MAINTENANCE	
801 - Staff Development.....	24
820 - Committee Support.....	25
836 - Regional Travel Demand Model.....	26
838 - On-Board Transit and Household Travel Survey.....	27
842 - Congestion Management Process.....	28
860 - Geographical Information System Maintenance.....	29
861 - Regional Orthophotography.....	30
INDIRECT / OVERHEAD	
990 - Direct Operations & Maintenance.....	31
991 - Support Services Labor.....	32
FINANCIAL WORKSHEETS:	
REVENUE AND EXPENSE SUMMARY.....	33
REVENUE AND EXPENSE SUMMARY - BY YEAR OF EXPENDITURE.....	34
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE.....	35
DIRECT EXPENSE SUMMARY.....	36
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY.....	37
WORKDAY ALLOCATION.....	38
TRANSPORTATION SUPPLEMENT:	
Valley Regional Transit - Program Expenditures and Funding Sources.....	39
OTHER TRANSPORTATION PLANNING STUDIES.....	40

FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET REVISION 1

INTRODUCTION

The development of the Community Planning Association of Southwest Idaho's (COMPASS) Unified Planning Work Program and Budget (UPWP) includes COMPASS Board involvement and acceptance of the Planning Factors and Program Objectives as identified within this document. COMPASS serves as the metropolitan planning organization for Ada and Canyon Counties in Idaho.

The following steps represent the review process and adoption of this document:

- The Finance Committee, a standing committee of the COMPASS Board, reviews the financial information contained in the UPWP and presents a recommendation to the COMPASS Board.
- The UPWP is then presented to the full Board for adoption. With formal adoption, the UPWP is forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

Revision 1 of the FY2016 UPWP consists of four parts:

- Detailed descriptions by Program Number
- Financial budget documents that address the components by funding sources and expenditures. These documents include: Revenue and Expense Summary, Expenses by Work Program Number and Funding Source, Direct Expense Summary, Indirect Operations and Maintenance Expense Summary, and the Workday Allocation
- A Transportation Supplement showing funding sources for Valley Regional Transit, the public transportation authority for Ada and Canyon counties
- Documentation of other significant transportation planning projects occurring within the COMPASS planning area

T:\Operations\Accounting & Reporting\UPWP\FY2016 Rev-1\To ITD-FHWA\ Introduction

The COMPASS FY2015-2017 Strategic Plan¹ outlines the organization’s vision, mission, values, and goals, and guides decisions on allocating resources through the UPWP to achieve those goals. Objectives outlined in the strategic plan are listed below, accompanied by a list of corresponding program(s) that include tasks pertaining to that objective. The status of each objective as of July 31, 2015, is described below, as is a brief description of tasks planned for FY2016. More complete descriptions of FY2016 tasks are described in individual program worksheets.

Goal	Objective	Description	Fiscal Year(s)	Program	Status/ FY2015 Tasks Completed	FY2016 Tasks
Communication and Public Awareness	1.1	Develop an integrated communications plan	2014 2015	653: Communication and Education	Complete Plan adopted by COMPASS Board June 2015	NA
Communication and Public Awareness	1.2	Implement integrated communications plan	2015 2016 2017	653: Communication and Education	Ongoing	Implement plan including coordinating education series, updating annual social media audit, and working with the news media Use results of survey (Objective 1.3, below) to evaluate success and improve programs
Communication and Public Awareness	1.3	Initiate work to evaluate the effectiveness of the integrated communications plan (conduct baseline random household survey)	2015	653: Communication and Education	Random household survey in progress; anticipate completion September 2015	NA
People and Structure	2.1	Evaluate the effective use of agency resources to provide the best value for members	2014 2015 2016 2017	601: UPWP Budget Development and Monitoring 990: Operations	Ongoing	Continue to look for small savings in operational and overhead costs Continue to automate processes where possible to save staff effort on repetitive tasks Evaluate work flow structures – continue to align staff efforts with member agency priorities, reducing or eliminating those tasks that are of less value

¹ <http://www.compassidaho.org/people/strategicplan.htm>

Goal	Objective	Description	Fiscal Year(s)	Program	Status/ FY2015 Tasks Completed	FY2016 Tasks
People and Structure	2.2	Increase knowledge and skill sets of existing staff to remain on the cutting edge of best practices and technologies in planning and related fields (Create and execute workforce development plan)	2014 2015 2016 2017	801: Staff Development 990: Operations	In progress, behind schedule; anticipate completion of development plan March 2016 <i>Director of Planning was hired October 2014. New director has identified areas of need, providing input into development plan. Schedule updated to incorporate this input.</i>	Create inventory of existing knowledge base and skill sets; identify gaps Prepare and execute development plan
People and Structure	2.3	Develop and promote leadership skills and professional development for COMPASS Board members and staff	2014 2015 2016 2017	801: Staff Development 990: Operations	Ongoing	Update inventory of existing professional organization memberships for Board and staff Identify opportunities to fill identified gaps, if any
People and Structure	2.4	Review Board and committee structure, bylaws, and practices and recommend ways to improve efficiencies	2014	820: Committee Support	In progress, behind schedule; anticipate completion September 2015	Implement new Board and committee structure, roles, and responsibilities Develop charters for newly designated work groups
Planning Excellence and Collaboration	3.1	Establish quarterly meetings with member agency staff to enhance communication outside of a formal committee structure	2014 2015 2016 2017	701: General Membership Services	Ongoing Meetings established	Continue to hold quarterly meetings with member agency staff and others, as appropriate

Goal	Objective	Description	Fiscal Year(s)	Program	Status/ FY2015 Tasks Completed	FY2016 Tasks
Planning Excellence and Collaboration	3.2	Facilitate the sharing of data and information (through COMPASS Performance Dashboard, Regional Data Center, and educational events)	2014 2015 2016 2017	661: Long-Range Planning 653: Communication and Education 701: General Membership Services 860: Geographical Information System Maintenance	Ongoing Launched COMPASS Performance Dashboard and Regional Data Center Hosted 21 educational events	Facilitate the maintenance and expansion of the Regional Data Center Continue to update COMPASS Performance Dashboard Host education series and other education events; present at regional and national workshops and conferences
Products and Services	4.1	Lead a process to coordinate local land use planning, transportation planning, and development	2015 2016 2017	620: Demographics and Growth Monitoring 661: Long-Range Planning	Ongoing Launched new development review process and checklist Received grant to develop benefit/cost performance-based system for project prioritization to increase the effectiveness of investments; RFP for consultant contract anticipated October 2015; work on project to commence in FY2016	Continue to implement development review process to inform local land use planning Compile <i>Change in Motion</i> report Develop benefit/cost performance-based system for project prioritization to increase effectiveness of investments

Goal	Objective	Description	Fiscal Year(s)	Program	Status/ FY2015 Tasks Completed	FY2016 Tasks
Products and Services	4.2	Implement adopted plans	2014 2015 2016 2017	601: UPWP Budget Development and Monitoring 653: Communication and Education 661: Long-Range Planning 685: Resource Development and Funding 801: Staff Development All programs: Strategic Plan	Ongoing Tasks from adopted plans incorporated into UPWP as appropriate COMPASS Performance Dashboard launched to report progress on CIM performance measures	Implement UPWP by executing the tasks identified therein Implement integrated communication plan Implement CIM through awarding implementation grants, implementing project development program, and incorporating tasks identified in CIM 2040 in the UPWP; track and report progress on performance measures Monitor and track projects in the TIP, amend TIP as necessary, assist member agencies with project development and grant research Reassess and update development plan for FY2017; fill identified development needs through workshops, conferences, etc. Implement Strategic Plan by executing the tasks identified within
Products and Services	4.3	Establish a process for integrating tasks identified in <i>Communities in Motion</i> into the Unified Planning Work Program	2014 2015 2016 2017	601: UPWP Budget Development and Monitoring 661: Long-Range Planning	Complete: Process established	Use established process to ensure tasks identified in CIM are integrated into the UPWP

Goal	Objective	Description	Fiscal Year(s)	Program	Status/ FY2015 Tasks Completed	FY2016 Tasks
Products and Services	4.4	Update planning documents	2014 2015 2016 2017	601: UPWP Budget Development and Monitoring 653: Communication and Education 661: Long-Range Planning 685: Resource Development/Funding	Ongoing FY2016 UPWP developed FY2016-2020 TIP developed Work to update CIM 2040 (CIM 2040 2.0) continued	Develop FY2017 UPWP to meet member agency needs and federal requirements Begin update of Strategic Plan Continue work on CIM 2040 2.0, including updating financial analysis and continuing work on the four transportation system components addressed in the plan: roadways, freight, bicycle/pedestrian, and public transportation Solicit and prioritize projects for the FY2017-2021 TIP; develop final project list and supporting documentation

t:\fy15\600 projects\601 upwp budget development fed assurance\strategic plan pages for fy2016 upwp.docx



COMPASS BOARD AGENDA ITEM VII-A

DATE: DECEMBER 21, 2015

Topic: Revision 1 of the FY2016 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

Staff seeks COMPASS Board adoption of Resolution 04-2016 approving Revision 1 of the FY2016 Unified Planning Work Program and Budget.

Background/Summary:

Federal metropolitan planning rules require that COMPASS produce a Unified Planning Work Program and Budget, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and supporting documents to the appropriate funding agencies.

The Finance Committee reviewed the proposed amendments at its November 19, 2015, meeting and recommended approval of Revision 1 of the FY2016 UPWP as presented.

Revision 1 of the FY2016 UPWP is proposed for the following major reasons:

- Remove member dues of \$54,816 from Nampa Highway District No. 1, which has elected not to continue its membership.
- Carry over \$239,672 of FY2015 Consolidated Planning Grant (CPG) funds that were obligated in FY2015 but not expended.
- Carry over \$89,708 of FY2015 CPG funds that were not obligated in FY2015. These funds will be added to the FY2016 CPG and obligated in FY2016.
- Remove the estimated \$155,000 of FY2015 CPG funds to be carried over that was included in the FY2016 UPWP. The exact amount of carryover is now known and replaces this estimate.
- Carry over \$208,803 of FY2015 STP TMA off the top funds that were not fully obligated or expended in FY2015.
- Budget \$74,128 of STP TMA funds and corresponding expenses of \$80,000 for *Communities in Motion* updates. These funds were moved from FY2017 to FY2016 in the Regional Transportation Improvement Program (TIP) to balance funds available for member agency projects. These additional funds are not expected to be expended until FY2017, as shown on the "Revenue and Expenses Summary by Year of Expenditure."
- Re-budget \$30,578 of STP TMA funds and \$33,000 of corresponding expenses for transit data collection. This re-budget increases the total amount for the project to \$158,000. \$125,000 was already included in the FY2016 UPWP. The increase is requested based on the contract amount for the survey.
- Re-budget \$48,129 of fund balance for CIM Implementation Grants. These grants were awarded in FY2014 and FY2015, but will not be fully expended until FY2016.
- Adjust the net amount to be drawn from fund balance to \$50,926, a decrease of \$19,207. COMPASS has maximized its use of federal funds made available through the carryover of CPG and STP TMA funds. These additional federal funds require local match, but the net effect is still decreased use of fund balance.

- Remove a total of \$61,000 for professional services that was budgeted for bicycle/pedestrian, freight, and performance measure planning activities. These funds will not be needed in FY2016.
- Re-budget \$13,730 in savings on bicycle/pedestrian counter purchases from FY2015. These funds will be used to purchase additional counters.
- Re-budget \$34,528 for project development projects. These four projects were initiated in FY2015 and will be wrapped up in FY2016.
- Re-budget \$18,619 in professional services for technical help with the Regional Travel Demand Model.

All proposed modifications are summarized in the summary worksheet in the attached Revision 1 of the FY2016 UPWP.

Implication (policy and/or financial):

Without COMPASS Board adoption of Revision 1 of the FY2016 UPWP, the agency cannot make full use of available financial resources.

More Information:

- 1) Attachment: Revision 1 of the FY2016 Unified Planning Work Program and Budget.
- 2) For detailed information contact: Megan Larsen, at 475-2228 or mlarsen@compassidaho.org.

KH; ML: NB T:\Operations\Accounting & Reporting\UPWP\FY2016 Rev-1\Presentation to Board 12-21-15\Memo.docx

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Proposed Changes to FY2016 - Revision 1

Summary

FY2016 Original UPWP Revenues	3,355,859	FY2016 Original UPWP Expenses	3,355,859
Remove member dues for Nampa Highway District No. 1	(54,816)		
CPG - FY2015 K #12381; grant funds that were obligated in FY2015 but were not spent out. These grant funds will be carried into FY2016 and used for other purposes	239,672	Program 661.118, Bike/Ped; Equipment (two counters and installation)	13,730
CPG - FY2015 K #12381; grant funds that were allocated in FY2015 but were not obligated. These grant funds will become part of CPG - FY2016 K #12382 and used for other purposes	89,708	Program 661.118, Bike/Ped; Professional Services (STRAVA data)	(6,000)
Remove estimate of unspent FY2015 CPG funds shown in the Final FY2016 UPWP now that actuals are known	(155,000)	Program 661.118, Bike/Ped; Professional Services (demand/supply study)	(10,000)
		Program 661.103, Freight Consideration in travel demand forecast model	(15,000)
		Program 661.106, Performance Measure Framework	(30,000)
STP-TMA; FY2015 COMPASS Planning (off-the-top); K# 12373 grant funds that were budgeted in FY2015 but were not expended	208,803	Program 685.123, Project Development Program; Professional services (funds committed but unspent in FY2015)	34,528
		Program 836, Regional Travel Demand Model; Professional Services (\$18,619)	18,619
STP TMA funds; Key# 13047, Communities in Motion, COMPASS; TIP amendment to move funds scheduled in FY2017 to FY2016	74,128	Program 661, Long Range Planning; Professional services (FY2017 funding moved to FY2016)	80,000
STP-TMA funds; Key# 13048, COMPASS Travel Survey and Transit Data Collection; TIP amendment to increase funds needed	30,578	Program 838, On-Board Transit Survey; Professional Services (transit on-board data collection)	33,000
Local funds / Fund Balance; for CIM Implementation Grants that were not completed in FY2015 and were carried over to FY2016	48,129	Program 685.125, CIM Implementation Grants; add carry-over funds to pay for obligations made in FY2015	48,129
Net reduction in fund balance draw; reduction is a combination of the <i>decreased</i> need for fund balance that resulted from availability of additional federal funds through carryover and the <i>increased</i> need for fund balance to make the required match on those additional federal funds	(19,207)		
Recommended Adjustments to Revenues	461,995	Recommended Adjustments to Expenses	167,006
Adjusted Revenues - Revision 1	3,817,853	Adjusted Expenses - Revision 1	3,522,865
Remaining Revenue	294,988		

RESOLUTION NO. 04-2016

FOR THE PURPOSE OF APPROVING REVISION 1 OF THE FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET

WHEREAS, the FY2016 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 17-2015, dated August 17, 2015; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to amend the annual Unified Planning Work Program and Budget as part of timely reviews; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to incorporate funding and program revisions in the Unified Planning Work Program and Budget to recognize federal dollars for both COMPASS and pass-through agreements to other agencies; and

WHEREAS, the attached memorandum and supporting documentation summarizes the adjustments included in Revision 1 of the FY2016 Unified Planning Work Program and Budget and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves by Resolution Revision 1 of the FY2016 Unified Planning Work Program and Budget;

BE IT FURTHER RESOLVED, that the Chair and Executive Director are authorized to submit all grant and contract revisions and sign all necessary documents for grant and contract purposes.

DATED this 21st day of December 2015.

APPROVED:

By: 
Garret Nancolas, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

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

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM
PLANNING FACTORS**

Work Program Number	Work Program Description	Support economic vitality of metropolitan area	Increase the safety and security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility options available to people and for freight	Protect and enhance the environment, promote energy conservation, and improve the quality of life	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system
601	UPWP Budget Development and Monitoring						x	
620	Demographics and Growth Monitoring	x	x	x	x	x	x	x
653	Communications and Education				x		x	
661	Long Range Plan	x	x	x	x	x	x	x
685	Resource Development/Funding	x	x	x	x	x	x	x
701	General Membership Services	x	x	x	x	x	x	x
702	Air Quality Outreach				x			
703	General Public Services						x	
705	Transportation Liaison Services						x	
760	Legislative Services	x	x	x	x	x	x	x
761	Growth Incentives	x	x	x	x	x	x	x
801	Staff Development						x	
820	Committee Support						x	
836	Regional Travel Demand Model	x		x	x	x	x	
838	On-Board Transit and Household Travel Survey	x	x	x	x	x	x	x
842	Congestion Management System Process	x	x	x	x	x	x	x
860	Geographic Information System Maintenance						x	
861	Regional Orthophotography		x	x		x	x	
990	Direct Operations & Maintenance						x	
991	Support Services Labor						x	

**ANNUAL METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION**

In accordance with 23 CFR 450.334, the Idaho Transportation Department and the Community Planning Association (COMPASS), designated metropolitan planning organization for the Northern Ada county transportation management area and Nampa urbanized area, hereby certify that the COMPASS transportation planning process addresses the major issues in the metropolitan planning areas and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

COMMUNITY PLANNING ASSOCIATION



Signature

Executive Director

Title

5/19/2015

Date

IDAHO TRANSPORTATION DEPARTMENT



Signature

Planning Services Engineer

Title

5/20/2015

Date

PROGRAM WORKSHEETS

PROGRAM NO.	601			CLASSIFICATION:	Project	
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2016 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain Board approval for the FY2017 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>Federal Code 23 CFR § 450.314 -- Metropolitan transportation planning process: Unified planning work programs. (a) In Transportation Management Areas (TMA), the MPOs in cooperation with the state and operators of publicly owned transit shall develop UPWPs that meet the requirements of 23 CFR part 420, subpart A.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in <i>Communities in Motion</i> into the UPWP; and 4.4, update planning documents.</p>					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2016 UPWP						
Process and track revenues and expenditures for the FY2016 UPWP and related transportation grants					Ongoing	
Process required state and local agreements and other required paperwork for transportation grants					As Needed	
Process and obtain Board approval of FY2016 UPWP revisions						
Distribute revisions of the FY2016 UPWP to the Idaho Transportation Department for tracking purposes					As Needed	
Distribute revisions of the FY2016 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval					As Needed	
FY2017 UPWP Development						
Develop process and schedule for the FY2017 UPWP					Oct	
Solicit membership input on possible transportation planning projects and associated needs for FY2017					Nov-Jan	
Submit initial revenue assessment for FY2017 to the Finance Committee for input					Mar	
Obtain Board approval on FY2017 general and special membership dues					Apr	
Present FY2017 UPWP						
Present draft FY2017 UPWP to Finance Committee for input and feedback					May	
Present draft FY2017 UPWP to Finance Committee for approval					Jun	
Submit FY2017 UPWP to Board for adoption					Aug	
Submit and obtain approval from Federal Highway Administration of FY2017 UPWP					Aug	
Distribute FY2017 UPWP to the Idaho Transportation Department and Federal Transit Administration					Aug	
Track federal requirements as related to Self-Certification					Ongoing	
Compliance with federal requirements						
Track federal requirements as related to Transportation Improvement Program and the Regional Long-Range Transportation Plan					Ongoing	
Document and prepare for Federal Certification Review					Ongoing	
Monitor federal changes through the Federal Register					Ongoing	
LEAD STAFF: Megan Larsen					Expense Summary	
END PRODUCT: FY2016 UPWP revisions; FY2017 UPWP; Self-Certification; Maximize funding opportunities.						
Total Workdays: 188						
Salary \$ 78,998 Fringe 29,639 Overhead 13,840 Total Labor Cost: \$ 122,477						
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Professional Services \$ -
CPG k#12381	\$ 8,398	\$ 2,951		\$ 11,349		Legal / Lobbying
CPG k#13495	75,583	26,556		102,139		Equipment Purchases
STP-TMA, k12373						Travel / Education
STP-TMA, k13047						Printing
FHWA SHRP2						Public Involvement
STP-TMA, k13048	6,653	2,336		8,989	Meeting Support	
Local					Other	
Total:	\$ 90,634	\$ 31,843		\$ 122,477	Total Direct Cost: \$ -	
					601 Total Cost: \$ 122,477	

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	620				CLASSIFICATION:	Project			
TITLE:	Demographics and Growth Monitoring								
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long range transportation plan. This program will result in two main reports each year: a Development Monitoring Report and a Performance Monitoring Report (PMR) including an analytical review of growth and transportation patterns. To develop population estimates by city, rural county, and highway district. Population estimates are developed each year for use in setting COMPASS member dues. The estimates are also posted on the COMPASS website and are used by many member agencies and citizens. Estimates are based on residential building permits and factored by vacancy rates and household sizes. Mapping and distribution of census data and support for member agencies for using census information, including training on census data and tools.								
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analysis depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands. 2) The travel demand model also requires current and accurate housing and employment data. 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, and other analysis, and is an often requested member service. 4) Monitoring and reporting on progress toward the goals of <i>Communities in Motion</i> promotes the objectives of the plan and local efforts toward that plan.								
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f) -- Long range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan..." <i>Communities in Motion</i> : The Performance Monitoring Report (PMR) is a requirement of the transportation plan to monitor and track "progress toward achieving alternative transportation and desired land use objectives." Task 4.4.3, Major Activity Center, Task 1.2.2 and providing data on various groups, Task 1.9.1.								
FY2016 BENCHMARKS									
MILESTONES / PRODUCTS									
Population Estimates									
Data collection and geocoding of building permits						Ongoing			
Complete 2015 Development Monitoring Report						Feb			
Complete 2016 population estimates and receive Board acceptance						Feb			
Employment Data Estimates									
Collect and geocode employment data from Idaho Department of Labor						Oct-Jan			
Procure and geocode employment data from other data sources						Oct-Jan			
Compile master employment set						Feb			
Census Liaison/Clearinghouse									
Integrate Census data in related projects						Ongoing			
Respond to member requests for census data						Ongoing			
Complete the Census Boundary and Annexation Survey (BAS)						Apr			
Demographic Data and Forecasting									
Acquire sub-county demographic data						Oct			
Conduct demographics evaluation for age (school and elderly populations)						Nov-Mar			
Develop demographic data for modeling						Nov-Sept			
Development Review									
Provide development and policy reviews and checklists						Ongoing			
Conduct area of influence analysis						Ongoing			
Conduct annual reporting to workgroup/committee						June			
Development Tracking and Reconciliation									
Update preliminary plat files and other entitled development						Ongoing			
Update vacant lot inventory						May			
Conduct reconciliation and report to workgroup/committee						June			
LEAD STAFF: Carl Miller									
END PRODUCT: Eight products: 1) 2016 Population Estimates by jurisdiction; 2) Employment estimates by jurisdiction; 3) Dissemination of census data for COMPASS and member agency planning; 4) Demographic forecast of special-needs populations; 5) Development reviews, area of influence analysis, and an annual reporting to workgroup/committee; 6) Reporting of entitled development through preliminary plat and vacant lot inventory; and 7) Annual reconciliation of the CIM 2040 Vision with entitled developments.						Expense Summary			
						Total Workdays:		161	
						Salary	\$	57,944	
						Fringe		21,740	
Overhead		10,151							
Total Labor Cost:		\$	89,835						
ESTIMATED DATE OF COMPLETION: September-2016									
Funding Sources					Participating Agencies				
	Ada	Canyon	Special	Total	Member Agencies				
CPG k#12381	\$ 1,731	\$ 608		\$ 2,339	Professional Services \$ 12,000				
CPG k#13495	60,440	21,237		81,677	Legal / Lobbying				
STP-TMA, k12373			10,345	10,345	Equipment Purchases				
STP-TMA, k13047					Travel / Education				
FHWA SHRP2					Printing				
STP-TMA, k13048	5,531	1,943		7,474	Public Involvement				
Local					Meeting Support				
					Other				
Total:		\$ 67,702	\$ 23,788	\$ 101,835	620	Total Direct Cost: \$ 12,000			
						Total Cost: \$ 101,835			

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	653			CLASSIFICATION:	Project	
TITLE:	Communication and Education					
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing Board education. Specific elements of the task include managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; supporting the Public Participation Committee; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>Federal Code 23 CFR § 450.316 requires public input and involvement in MPO planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to provide the background to assist the public in becoming involved in COMPASS programs and projects.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: Objective 1.2, Implement Integrated Communication Plan; Objective 3.2, Facilitate the Sharing of Data and Information; and Objective 4.2, Implement Adopted Plans.</p>					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
General						
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases.					Ongoing	
Support work of Public Participation Committee.					Ongoing	
Provide outreach/public speaking support and training to staff.					Ongoing	
Conduct annual update of social media audit.					October	
Begin update of COMPASS Strategic Plan for adoption in December 2016.					Mar - Sept	
Develop tools such as electronic and print materials designed for most effective means of communication						
Maintain and enhance COMPASS social media channels (Facebook, blog, Twitter, YouTube, Flickr).					Ongoing	
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic.					Ongoing	
Develop FY2016 annual report.					Jul-Sep	
Write and distribute monthly update handout.					Ongoing	
Evaluate effectiveness of monthly Keeping Up With COMPASS newsletter, based on potential new committee structure; revise format as needed.					Sept - Dec	
Write and distribute revised monthly Keeping Up With COMPASS newsletter, based on evaluation.					Ongoing	
Use results of FY2015 random household survey to evaluate success and continually improve programs.					Ongoing	
Education and community outreach						
Develop and implement FY2016 public education series to include five speakers; focus on transportation components being developed for <i>Communities in Motion 2040 2.0</i> .					Jan-Jun	
Support and collaborate with other agencies' outreach and education efforts and programs.					Ongoing	
Participate in community events to share planning-related information.					Ongoing	
Attend/support member agencies at public meetings.					Ongoing	
Manage/support <i>Leadership in Motion</i> awards program.					Fall	
Plan and host annual "COMPASS 101" workshop.					Jan - Feb	
Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department).					Fall	
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")						
Promote the need for increased transportation funding/funding options through paid and earned media, social media, education series, etc.					Ongoing	
LEAD STAFF:	Amy Luft				Expense Summary	
END PRODUCT:	Public involvement in, and understanding of, transportation planning and related issues.				Total Workdays: 246	
					Salary \$ 84,302	
					Fringe 31,630	
					Overhead 14,769	
					Total Labor Cost: \$ 130,701	
ESTIMATED DATE OF COMPLETION:				September-2016		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		
CPG k# 13495					Highway Districts	
FY2015 Unspent					Member Agencies	
STP-TMA, k12373					Federal Highways Administration	
STP-TMA, k13047					Idaho Transportation Department	
FHWA SHRP2					Valley Regional Transit	
STP-TMA, k13048					Department of Environmental Quality	
Local	\$ 149,499	\$ 52,527		\$ 202,026	Ada County Air Quality Board	
Total:	\$ 149,499	\$ 52,527		\$ 202,026		
					DIRECT EXPENDITURES:	
					Professional Services \$ 20,500	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement 49,400	
					Meeting Support 1,425	
					Other	
					Total Direct Cost: \$ 71,325	
					653	Total Cost: \$ 202,026

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	661			CLASSIFICATION:	Project
TITLE:	Long Range Planning				
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepares a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation of the adopted long-range transportation plan.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance- and outcome-based planning will help guide resources to infrastructure and service projects that collectively will help achieve the regional (CIM) goals.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450 "Moving Ahead for Progress in the 21st Century" (MAP-21) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds. Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.2., facilitate the sharing of data and information; 4.1, lead a process to coordinate local land use planning, transportation planning, and development; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in CIM into the UPWP; and, 4.4, update planning documents.				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
661.101 General Project Management Compile components into transportation system Update financial analysis and revenue expenditure forecast Environmental mitigation strategies Evaluate potential long term air quality impacts Analyze consequences of unfunded needs Draft plan chapters and supporting documents					Oct-Sept
661.102 Roadways Develop planning level cost estimates Determine current and projected transportation demand of vehicles Map and summarize to identify potential trade offs					Oct-Sept
661.103 Freight Collect and analyze data SHRP grant effort Map and summarize information					Oct-Sept
661.104 Bicycle and Pedestrian Support Active Transportation Committee, FACTS Maintain and update bike/pedestrian data collection Regional Bike and Pedestrian plan					Oct-Sept
661.105 Public Transportation Public transportation future network analysis Planning level cost estimates for operating and capital costs estimates					Oct-Sept
661.106 Performance Measurement Change in Motion report Data development for online dashboard Participation in development of and implementation of MAP-21 rule making SHRP2 Grant- development of benefit cost performance based system for eight elements in CIM					Oct-Sept
LEAD STAFF: Liisa Itkonen					Expense Summary
<i>Communities in Motion 2040</i> update material, Regional Bicycle and Pedestrian Plan, Public Transportation System network analysis, SHRP-2 Grant completion.					
					Total Workdays: 804
					Salary \$ 303,940
					Fringe 114,036
					Overhead 53,248
					Total Labor Cost: \$ 471,225
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#12381	\$ 29,825	\$ 10,480		\$ 40,305	ITD
CPG k#13495	158,705	55,761		214,466	FHWA
STP-TMA, k12373					FTA
STP-TMA, k13047			284,467	284,467	
FHWA SHRP2			225,000	225,000	
STP-TMA, k13048	31,610	11,106		42,717	
Local					
Total:	\$ 220,140	\$ 77,347	\$ 509,467	\$ 806,955	
					Professional Services \$ 238,730
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement 5,000
					Meeting Support
					Other
					FY17 Carry Forward 92,000
					Total Direct Cost: \$ 335,730
					661 Total Cost: \$ 806,955

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	685				CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2017-2021 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2016-2020 TIP. Staff, with consultant assistance, will assist member agencies in taking project ideas and translating them into well-defined projects with cost estimates, purpose and need statements, environmental scans and public information plans. Projects will be prepared for the ITD chartering process to ensure readiness for state and federal funding. Grant research, development and grant administration will be done to secure additional funding into the region.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow grant applications to be strong, linked closely with CIM 2040 goals and performance measures, and increase probability of funded projects to be delivered on time and on budget. Provides the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects are meeting deadlines and do not lose federal funding through project monitoring and balancing committee participation.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion</i>, and the annual Transportation Improvement Program (TIP). It addresses Objective 4.2 in COMPASS FY2015-2017 Strategic Plan - Implement Adopted Plans, and Federal Code 12 CFR § 450.306. Products may also be assisted through Unified Planning Work Program Task 693-Grant Research and Assistance, and the Communities in Motion Implementation Grant program. Federal Code 23 CFR § 450.324 --COMPASS is required to develop a TIP in cooperation with ITD and public transit operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered to be a Transportation Management Area (TMA). The TIP is required to be updated at least every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (the document that sets air quality budgets for the State of Idaho). The TIP is also scrutinized in the Certification Review.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 4.2, Implement adopted plans; and 4.4, Update planning documents.</p>						
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
685.101 Transportation Improvement Program Solicit Projects for the FY2017-2021 Regional Transportation Improvement Program Prioritize projects for the FY2017-2021 Project List Develop the Final FY2017-2021 Regional Transportation Improvement Program Update Federal-Aid Map for FY2017-2021 Regional Transportation Improvement Program Monitor and Track FY2016-2020 Regional Transportation Improvement Program Assistance to Valley Regional Transit (VRT)							Oct-Sept
685.102 Project Development Program Member outreach Solicit projects needing project development Develop projects and build consensus on project outcomes Consultant Management Project Management/Planning Report creation and dissemination							Oct-Sept
685.103 Grant Research and Development Follow-up quarterly with sponsors to maintain needs list and unfunded project portfolio Update member needs list. Monitor grant sources, share grant information Seek grants to match portfolio and other member needs Write/assist member agencies with grant application(s)							Oct-Sept
685.104 CIM Implementation Grants Member outreach Solicit project applications Prioritize Applications Contract and project development Project Management							Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary		
END PRODUCT: Pre-Concept report including purpose and need statement, public involvement plan, environmental scan, planning level design sketches of early alternatives, and cost estimates.					Total Workdays: 633		
					Salary \$ 254,263		
					Fringe 95,398		
					Overhead 44,545		
					Total Labor Cost: \$ 394,206		
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG k#12381	\$ 122,069	\$ 42,889		\$ 164,958			
CPG k#13495	29,378	10,323		39,701			
STP-TMA, k12373			209,555	209,555			
STP-TMA, k13047							
FWHA SHRP2							
STP-TMA, k13048	24,281	8,531		32,812			
Fund Balance			\$205,837	205,837			
Total:	\$ 175,728	\$ 61,743	\$ 415,392	\$ 652,863			
					Professional Services \$ 257,657		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement 1,000		
					Meeting Support		
					Other		
					Total Direct Cost: \$ 258,657		
					685	Total Cost: \$ 652,863	

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	701	CLASSIFICATION:	Service
TITLE:	General Membership Services		
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other support to member agency projects.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service can promote implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support can provide assistance to agencies fulfilling activities related to <i>Communities in Motion 2040</i>, air quality evaluations, and more detailed transportation planning activities such as corridor studies.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.1, Establish quarterly meetings with member agency staff to enhance communication outside a formal committee structure; and 3.2, Facilitate the sharing of data and information.</p>		
FY2016 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide general assistance to member agencies as requested in the areas of:			
Geographic Information System (GIS) requests for maps, data and analyses Meeting support May in Motion Audience Response System services Travel Demand Modeling support Other various requests (such as training) as budget allows			Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
Specific requested assistance, which may have been separate tasks in the past, include, but are not limited to:			
ACHD support Development Review Traffic Impact Studies Area of Influence Analysis Model Runs per member agency traffic impact study policies			As requested As requested As requested As requested
LEAD STAFF:	Sabrina Minshall		
END PRODUCT:	Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.		
			Expense Summary
			Total Workdays: 45
			Salary \$ 16,917
			Fringe 6,347
			Overhead 2,964
			Total Labor Cost: \$ 26,228
ESTIMATED DATE OF COMPLETION:		September-2016	
Funding Sources			Participating Agencies
	Ada	Canyon	Special
	Total		
CPG k#13495	\$17,984	\$6,319	
FY2015 Unspent			\$ 24,303
STP-TMA, k12373			
STP-TMA, k13047			
FHWA SHRP2			
STP-TMA, k13048			
Local	1,425	501	1,925
Total:	\$ 19,409	\$ 6,820	\$ -
			\$ 26,228
			DIRECT EXPENDITURES:
			Professional Services \$ -
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			701 Total Cost: \$ 26,228

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach project will support the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to over the airing of television public service announcements.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ...(g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u> (http://www.legislature.idaho.gov/ldstat/Title39/T39CH1SECT39-116B.htm).				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with contractor (selected in FY2014) to purchase air time for public service announcements.					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Air Quality Board in reaching out to the public via public service announcements.					Total Workdays: 12
					Salary \$ 4,838
					Fringe 1,815
					Overhead 848
					Total Labor Cost: \$ 7,500
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
CPG k#13495				\$ -	Ada County Air Quality Board
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
DEQ			18,150	18,150	
AQB			64,350	64,350	
Local					
Total:			\$ 82,500	\$ 82,500	
					Total Direct Cost: \$ 75,000
					702 Total Cost: \$ 82,500

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	703			CLASSIFICATION:	Service
TITLE:	General Public Services				
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information is not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	This task supports the COMPASS Strategic Plan goal of "Planning Excellence and Collaboration" and Strategic Plan Objective 3.2, "Facilitate the sharing of data and information" by sharing technical data and products with the public and other entities to assist in regional collaboration and help ensure all entities are using consistent data and information in their planning efforts.				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses). Data and travel demand modeling. Demographic, development, and related information. Traffic counts and related information. Other various requests as budget allows.					Ongoing
LEAD STAFF: Amy Luft				Expense Summary	
END PRODUCT: Information assistance to the general public.					
ESTIMATED DATE OF COMPLETION: September-2016				Total Workdays: 22 Salary \$ 8,330 Fringe 3,125 Overhead 1,459 Total Labor Cost: \$ 12,915	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495 FY2015 Unspent STP-TMA, k12373 STP-TMA, k13047 FHWA SHRP2 STP-TMA, k13048 Fund Balance				\$ -	
	9,557	3,358		12,915	
Total:	\$ 9,557	\$ 3,358		\$ 12,915	
				DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -	
				703	Total Cost: \$ 12,915

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	705				CLASSIFICATION:	Service	
TITLE:	Transportation Liaison Services						
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensures staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require Board approval of a new work program.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.						
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies.							Ongoing
LEAD STAFF: Matt Stoll					Expense Summary		
END PRODUCT: Ongoing staff liaison role to member agencies.					Total Workdays: 54		
					Salary \$ 25,472		
					Fringe 9,557		
					Overhead 4,463		
					Total Labor Cost: \$ 39,492		
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
CPG k#12381	\$ 14,547	\$ 6,101		\$ 20,648			
CPG k#13495	12,532	3,413		15,945			
STP-TMA, k12373							
STP-TMA, k13047							
FHWA SHRP2							
STP-TMA, k13048							
Local	2,145	754		2,899	Total Direct Cost: \$ -		
Total:	\$ 29,224	\$ 10,268		\$ 39,492	705	Total Cost: \$ 39,492	

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	760			CLASSIFICATION:	Service
TITLE:	Legislative Services				
TASK / PROJECT DESCRIPTION:	Work with and manage the Professional Service contract for legislative services. Identify, review, monitor, advocate and report to the Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Federal Legislative Priorities Work with Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2016 legislative session Obtain Board endorsement of FY2016 legislative priorities Educate and advocate on FY2016 legislative priorities Evaluate possible legislative priorities for FY2017 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep
LEAD STAFF: Matt Stoll					Expense Summary
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Total Workdays: 77
					Salary \$ 42,086
					Fringe 15,791
					Overhead 7,373
ESTIMATED DATE OF COMPLETION: September-2016					Total Labor Cost: \$ 65,250
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Fund Balance			\$ 171,300	\$ 171,300	
Total:	\$ -	\$ -	\$ 171,300	\$ 171,300	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying 85,950
					Equipment Purchases
					Travel / Education 9,000
					Printing
					Public Involvement
					Meeting Support
					Other 11,100
					Total Direct Cost: \$ 106,050
					760 Total Cost: \$ 171,300

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	761	CLASSIFICATION:	Service
TITLE:	Growth Incentives		
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to workgroup or committees. FY17 to continue this evaluation by working with stakeholders to detail growth incentive strategies and in FY18 COMPASS would test strategies through land use and travel demand modeling.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service can promote linkage of the regional long-range transportation plan and local land use planning, as well as provide necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>Several <i>Communities in Motion</i> 2040 goals and objectives support this program, including:</p> <p>Goal 2.3 "Encourage infill development and more compact growth near community- identified activity centers."</p> <p>Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost-efficient infrastructure services."</p> <p>Goal 6.1 "Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley"</p> <p>Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."</p>		
FY2016 BENCHMARKS			
MILESTONES / PRODUCTS			
<p>Policy Analysis</p> <p>Evaluate growth incentive policies (best practices, legal requirements)</p> <p>Review strategies with stakeholders and development community</p> <p>Report to workgroup/committee and identify pilot study</p>			<p>Oct-Dec</p> <p>Jan-Mar</p> <p>May</p>
<p>Industrial Lands Inventory</p> <p>Map industrial lands (zoning, comprehensive plans, and employers)</p>			<p>Mar-May</p>
LEAD STAFF:		Carl Miller	
END PRODUCT:		The policy analysis would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the Communities in Motion 2040 Vision by encouraging infill, redevelopment, and Major Activity Centers. Future fiscal years would measure the efficacy of these strategies and their overall impact on the multimodal transportation system.	
ESTIMATED DATE OF COMPLETION:		September-2016	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG k#13495	\$20,292		\$20,292
FY2015 Unspent			
STP-TMA, k12373			
STP-TMA, k13047			
FHWA SHRP2			
STP-TMA, k13048	1,607		1,607
Local			
Total:	\$ 21,900	\$ -	\$ 21,900
		Member Agencies	
DIRECT EXPENDITURES:			
Professional Services		\$ -	
Legal / Lobbying			
Equipment Purchases			
Travel / Education			
Printing			
Public Involvement			
Meeting Support			
Other			
Total Direct Cost:		\$ -	
761	Total Cost:		\$ 21,900

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	801			CLASSIFICATION:	System Maintenance
TITLE:	Staff Development				
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies and the best practices and activities nationally.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of the task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations and the Transportation Research Board, etc. to keep staff well informed.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.2, Increase knowledge and skill sets of existing staff to remain on the cutting edge of best practices and technologies in planning and related fields; 2.3, Develop and promote leadership skills and professional development for COMPASS Board members and staff; and 4.2, Implement adopted plans.</p>				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Staff training and development.					Ongoing
LEAD STAFF: Megan Larsen					Expense Summary
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 143
					Salary \$ 56,649
					Fringe 21,254
					Overhead 9,925
					Total Labor Cost: \$ 87,828
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Federal Highway Administration
CPG k#12381	\$51	\$18		\$ 69	Federal Transit Administration
CPG k#13495	79,713	28,008		107,721	
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	6,318	2,220		8,538	
Total:	\$ 86,082	\$ 30,246	\$ -	\$ 116,328	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education 28,500
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 28,500
					801 Total Cost: \$ 116,328

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.		820		CLASSIFICATION:		System Maintenance	
TITLE:		Committee Support					
TASK / PROJECT DESCRIPTION:		To provide support to the Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:		COMPASS Joint Powers Agreement states, Section 6. Articles of Reformation and Organization of a Nonprofit Association Part 6.1.7 (K) Open Meeting Law: All meetings of the Board of Directors shall be governed under the provisions of what is known as the "Open Meeting Law" including any amendments and/or recodification of said law that is presently codified at Idaho Code § 67-2340-2345.					
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							Ongoing
Provide meeting coordination, materials, and follow-up to the Board and standing committees.							
LEAD STAFF:		Megan Larsen				Expense Summary	
END PRODUCT:		Ongoing support of committees, agendas, minutes, and information to promote involvement and communication.				Total Workdays: 176	
						Salary \$ 66,041	
						Fringe 24,778	
						Overhead 11,570	
						Total Labor Cost: \$ 102,389	
ESTIMATED DATE OF COMPLETION:		September-2016				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support 2,000 Other		
CPG k#13495	\$71,578	\$25,149		\$ 96,727			
FY2015 Unspent							
STP-TMA, k12373							
STP-TMA, k13047							
FHWA SHRP2							
STP-TMA, k13048							
Local	5,670	1,993		7,662			
Total:	\$ 77,248	\$ 27,142	\$ -	\$ 104,389	820	Total Direct Cost: \$ 2,000	
						820	Total Cost: \$ 104,389

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	836			CLASSIFICATION:	System Maintenance	
TITLE:	Technical Support: Regional Travel Demand Model					
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task in order for it to continue as a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f) -- "Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
Key Elements						
Maintain and update traffic count database.					Ongoing	
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in TREDIS.					Ongoing	
Provide travel demand modeling assistance to support member agency needs and special projects.					Ongoing	
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long range transportation plan					Mar - Jul	
Provide project and program evaluations using TREDIS (Transportation Economic Development Impact System) per member agency needs.					Ongoing	
Integrate the reconciled demographics for current and all forecast years into the regional model					Apr - Jun	
CIM 2040 2.0 support						
Use the regional travel demand model to provide current and projected vehicle demand (Task 661, 5.3)					Oct - Sept	
Develop an agreed to protocol and process with ITD to integrate external trips from the Statewide model into the regional model.					Oct - Mar	
Use the regional travel demand model to analyze potential future public transportation service (Task 661, 5.5)					Jun-Aug	
Use the regional travel demand model to inform bike and ped implementation and planning efforts (Task 661. 5.6)					Apr - Jul	
Research guidance/options on how to analyze applicable ITS projects and the impact to the transportation system (Task 661, 5.1 & 5.2)					Apr - Jul	
Special Tasks and Model Improvements						
Continue development of CUBE Land and into the regional model structure (start in FY16 finish in FY17)					Jun-Sept	
Develop an agreed to protocol and process with ITD to integrate external trips from the Statewide model into the regional model.					Jun-Sept	
Research best practices to utilize travel time data from the Congestion Management Process into the regional model.					Sept-Nov	
Develop scripts to more efficiently provide model output data for TREDIS					Feb-Mar	
Modify model inputs and structure to better integrate area of influence model runs into the regional model (currently post-process)					Sept	
Test implications of utilizing generalized cost assignment process					Sept - Nov	
Begin developing regional model network for dynamic traffic assignment					Jul - Sept	
Project Development support					on going	
Direct Dollars request: \$55,000						
CUBE land need \$60,000 but split over FY16 and FY17						
Assistance with model scripts and updates \$25,000						
CUBE land proof of concept will be done in FY15, see scope of work						
LEAD STAFF:	MaryAnn Waldinger				Expense Summary	
END PRODUCT:	Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.				Total Workdays: 232	
					Salary \$ 79,260	
					Fringe 29,738	
					Overhead 13,886	
					Total Labor Cost: \$ 122,884	
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:	
Funding Sources					Professional Services \$ 73,619	
Participating Agencies					Legal / Lobbying	
CPG k#13495	Ada	Canyon	Special	Total	Equipment Purchases	
FY2015 Unspent	\$ 121,464	\$ 42,677		\$ 164,141	Travel / Education	
STP-TMA, k12373			17,939	17,939	Printing	
STP-TMA, k13047					Public Involvement	
FWHA SHRP2					Meeting Support	
STP-TMA, k13048					Other	
Local	10,673	3,750		14,423		
Total:	\$ 132,137	\$ 46,427	\$ 17,939	\$ 196,503	Total Direct Cost: \$ 73,619	
					836	Total Cost: \$ 196,503

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	838				CLASSIFICATION:	System Maintenance	
TITLE:	On-Board Transit and Household Travel Survey - minor update						
TASK / PROJECT DESCRIPTION:	Gathering data for the upkeep of the regional travel demand model is an ongoing task in order for it to continue as a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The data are used to update and verify model parameters to ensure reasonable model results. The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f) -- "Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."						
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
Key Elements							
<p>Complete collection of on-board and household travel data. Review data and draft report Final report Begin review of data for updates in the mode choice component of the regional model (start in FY16 and implement updates in FY17)</p> <p>Task 838 and PSA will be complete/closed by July 2016</p> <p>Schedule: On Board portion RFQ/P release by June 2015, select consultant by August 2015, execute PSA September 2015, data collection fall 2015 and spring 2016</p>							<p>Sept-Nov Jan - May Jul Aug-Sept</p>
LEAD STAFF: MaryAnn Waldinger					Expense Summary		
END PRODUCT: Data for the upkeep of the regional travel demand model.							
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Highway Districts	Professional Services	\$ 158,000
CPG k#13495	\$ 12,805	\$ 6,450		\$ 19,255	Member Agencies	Legal / Lobbying	
FY2015 Unspent					Federal Highways Administration	Equipment Purchases	
STP-TMA, k12373						Travel / Education	
STP-TMA, k13047			146,403	146,403		Printing	
FHWA SHRP2						Public Involvement	
STP-TMA, k13048						Meeting Support	
Local	9,710	3,412		13,122		Other	
Total:	\$ 22,515	\$ 9,862	\$ 146,403	\$ 178,780	838	Total Direct Cost:	\$ 158,000
						Total Cost:	\$ 178,780

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system for the Treasure Valley. Conduct data collection, update the Congestion Management Process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change, typically, improvements needed such as signal timing and ITS. Periodic needs are, baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.320 -- Congestion Management Program is one of the Planning Factors and required in Transportation Management Areas (TMA). COMPASS and ITD have been collecting travel time data since 2003 which provides a summary of how the major roads are functioning during the am and pm peak hours based on congestion levels. This process and its results have been integrated into the transportation improvement program prioritization scheme. Project-applications receive points if the project is on a CMS corridor and the higher congestion the higher the points. Therefore, annual travel time data collection and reporting is mandatory. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
Annual CMS Report and Travel Time Data Collection Collect and download (assuming deployment of devices) 2016 travel time data (40 days) Review and format 2016 CMS travel time data for incorporation into newly formatted annual report and for the dashboard Develop a Project Tracking List for Regional Transportation Improvement Program projects Analyze Current and Historic regional travel time data Establish process for downloading and processing raw data from sensors Create reporting mechanisms for annual travel time report						Mar - Apr Jul Aug Ongoing
Miscellaneous CMS/ITS tasks Transportation Project Coordination. Transportation Studies and Construction Coordination.						Ongoing Ongoing
LEAD STAFF: MaryAnn Waldinger					Expense Summary	
END PRODUCT: Update of the Congestion Management Process and 2016 travel time data collection, analysis and report.					Total Workdays: 65	
					Salary \$ 21,324	
					Fringe 8,001	
					Overhead 3,736	
					Total Labor Cost: \$ 33,061	
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		
CPG k#13495	\$ 65,111	\$ 21,921		\$ 87,032	Highway Districts	
FY2015 Unspent					Member Agencies	
STP-TMA, k12373			63,135	63,135	Federal Highways Administration	
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Local	8,802	3,092		11,894		
Total:	\$ 73,913	\$ 25,013	\$ 63,135	\$ 162,061		
					Professional Services \$ 129,000	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ 129,000	
					842	Total Cost: \$ 162,061

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	860			CLASSIFICATION:	System Maintenance	
TITLE:	Geographical Information System Maintenance (GIS)					
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Committee (RGAC) to create regional data that can be used for many purposes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan..." GIS also serves the directive under 23 CFR § 450.322 (i)(6) that the MPO "employ visualization techniques to describe plans; and make public information available in electronically accessible format and means, such as the World Wide Web..."					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>Provide GIS Data Maintenance and Support for COMPASS Projects.</u> Data Analysis, ped count analysis, crash analysis, TIP database Linear referencing data integration						Ongoing
<u>Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.</u>						Ongoing
<u>GIS Cooperation</u> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings.						Monthly
<u>Regional Geographic Advisory Committee</u> Host the Regional GIS Advisory Committee to enable regional cooperation of GIS data.						Quarterly/as needed
<u>Regional Data Center</u> Facilitate the maintenance and expansion of a RDC to address the need for real-time regional GIS data.						Ongoing
COMPASS staff will conduct data accuracy checks and metadata on regional data sets.						Ongoing
Documentation and training for staff and member agencies on the RDC and data maintenance. For initial datasets and others as they are added.						Ongoing
Ongoing						Ongoing
LEAD STAFF: Eric Adolfsen						Expense Summary
END PRODUCT: 1. An expanded use of GIS technology and data for regional planning. 2. Continued GIS coordination and development of the most accurate and up-to-date information possible.						
ESTIMATED DATE OF COMPLETION: September-2016						Total Workdays: 394
						Salary \$ 134,448
						Fringe 50,444
						Overhead 23,555
						Total Labor Cost: \$ 208,447
Funding Sources				Participating Agencies		DIRECT EXPENDITURES:
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ 40,000
CPG k#13495				\$ 128,049		Legal / Lobbying
FY2015 Unspent	\$89,485	\$38,564				Equipment / Software 28,054
STP-TMA, k12373			129,269	129,269		Travel / Education
STP-TMA, k13047						Printing
FHWA SHRP2						Public Involvement
STP-TMA, k13048						Meeting Support
Local	15,083	5,300		20,383		Other - data 1,200
Total:	\$104,568	\$43,864	\$0	\$277,701		Total Direct Cost: \$ 69,254
					860	Total Cost: \$ 277,701

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	861	CLASSIFICATION:	System Maintenance			
TITLE:	Regional Orthophotography					
TASK / PROJECT DESCRIPTION:	Digital orthophotography has become an essential source of data for local governments in the past decade. Much of the daily activities conducted by local governments have incorporated orthophotography. The orthophoto project in 2010 began a synchronized approach to future updates. Coordinated jointly-funded projects result in a large cost savings to participants. 2016 is the first COMPASS/locally funded full two-county project.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Digital orthophotography is the starting point for an accurate, seamless GIS. Digital orthophotos can supply a wealth of information: lane striping, vegetation, land use, utilities, curb-lines, gutter-lines, building footprints, pole locations, sidewalks, access points, elevation data and many other uses.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f) --In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding 2015 Prepare for Regional Orthophotography Project Work with member agencies to finalize the specifications of the 2016 orthophotography project. Present findings and results to the COMPASS Board for approval. Work with the respective technical groups in Ada and Canyon Counties to update the RFQ/RFP for the project. Release the RFQ and RFP for a multi-acquisition project, with the 2016 project funded. Work with local participating members to interview orthophotography consultants. Select consultant and begin contract negotiation process. 2016 Prepare for Regional Orthophotography Project Orthophotography Flight QC Process Final Delivery and Payment of Orthophotography consultant.			Ongoing Ongoing Sept Oct Nov Dec Feb/Mar May/June July/Aug			
LEAD STAFF:	Eric Adolfson					
END PRODUCT:	Continuing selling orthophotography and 2000 contour data from years past. Conduct a 2016 Regional orthophotography project.					
ESTIMATED DATE OF COMPLETION:			September-2016			
Funding Sources		Participating Agencies				
	Ada	Canyon	Special	Total	Member agencies	DIRECT EXPENDITURES: Professional Services \$ 195,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
CPG k#13495				\$ -	Additional Participants:	
FY2015 Unspent					Idaho National Guard	
STP-TMA, k12373					United Water	
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Fund Balance			225,581	225,581		
Total:	\$0	\$0	\$225,581	\$225,581		Total Direct Cost: \$ 195,000 861 Total Cost: \$ 225,581

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for Board related events, meeting expenses, and update equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.</p> <p>Tasks are included to complete the following objective in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members.</p>				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide local dollars for expenditures not federally funded.					Ongoing
LEAD STAFF: Megan Larsen					Expense Summary
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Total Workdays: 0
					Salary
					Fringe
					Overhead
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
Local	12,950	4,550		17,500	
Interest Revenue			3,500	3,500	
Total:	\$ 12,950	\$ 4,550	\$ 3,500	\$ 21,000	
					Total Direct Cost: \$ 21,000
					990 Total Cost: \$ 21,000

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, and general administration. Work with independent auditor on annual audit. Provide administrative assistance for agency needs including public workshops, hearings, open houses, etc.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance leases, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system and website.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>The Single Audit Act of 1984 (with amendment in 1996) and OMB Circular A-133 ("Audits of State, Local Governments, and Non-Profit Organizations") provide audit requirements for ensuring that these funds are expended properly.</p> <p>Memorandum of Understanding 04-01 Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allowable indirect costs as outlined in agreement.</p>				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
General Administration Review standing agreements. Update COMPASS operational policies as needed. Monitor general workplace and personnel needs. Provide administrative assistance for agency needs.					Aug As needed Ongoing Ongoing
Personnel Management Prepare and complete recruitment processes. Conduct employee annual evaluations. Renew insurance policies. Pursue FY2016 benefit options.					As needed As needed As needed As needed
Financial Management Close FY2015 financial records and begin FY2016. Provide annual audit support and complete financial reports. Complete COMPASS annual Audit Report. Prepare and distribute year-end payroll reports. Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software.					Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing
Information Technology Manage Information Technology consultant and coordinate work efforts. Prioritize needs, analyze costs, make recommendations and implement system improvements. Coordinate with staff to configure equipment and software to meet the needs of each position. Document and educate staff with system issues and changes. Coordinate systems with member agencies. Provide and retain daily, monthly and annual system backups.					Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
LEAD STAFF: Megan Larsen END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Expense Summary Total Workdays: 1,102 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Member Agencies Idaho Transportation Department
CPG k#13495 FY2015 Unspent STP-TMA, k12373 STP-TMA, k13047 FHWA SHRP2 STP-TMA, k13048 Local					
Total:	\$0	\$0	\$0	\$0	
					Total Direct Cost: \$ - Total Cost: \$ -
					991

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev1\Program Worksheets

FINANCIAL WORKSHEETS

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED FINANCIAL WORK PROGRAM AND BUDGET - REVISION 1
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2016 Final	FY2016 Revision 1
GENERAL MEMBERSHIP		
Ada County	207,033	207,033
Ada County Highway District	207,033	207,033
Canyon Highway District No. 4	38,363	38,363
Nampa Highway District No. 1	54,816	-
City of Boise	98,618	98,618
City of Caldwell	22,874	22,874
Canyon County	103,472	103,472
City of Eagle	10,846	10,846
City of Garden City	5,317	5,317
City of Kuna	7,637	7,637
City of Meridian	40,259	40,259
City of Middleton	3,135	3,135
City of Nampa	39,333	39,333
City of Parma	944	944
City of Star	3,496	3,496
City of Wilder	723	723
Subtotal	843,899	789,083
SPECIAL MEMBERSHIP		
Boise State University	8,440	8,440
Capital City Development Corporation	8,440	8,440
Department of Environmental Quality	8,440	8,440
Idaho Transportation Department	8,440	8,440
Valley Regional Transit	8,440	8,440
Subtotal	42,200	42,200
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2015 K# 12381 Ada County		176,625
CPG - FY2015 K# 12381 Canyon County		63,047
CPG - FY2016 K# 13495 Ada County	865,252	931,636
CPG - FY2016 K# 13495 Canyon County	304,007	327,331
Sub Total CPG Grants	1,169,259	1,498,639
STP TMA - K# 12373, off-the-top funds for Planning	306,705	515,508
STP TMA - K# 13047, <i>Communities in Motion</i> Update	210,338	284,466
STP TMA - K# 13048, onboard transit survey	115,825	146,403
FYWA - SHRP2 Implementation Assistance Program	225,000	225,000
Estimate of Unspent Federal Funds from FY2015	155,000	-
Subtotal	1,012,868	1,171,377
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	18,150	18,150
Ada County Air Quality Board	64,350	64,350
Interest Income	3,500	3,500
Subtotal	86,000	86,000
TOTAL REVENUE; Dues, Federal Funds, and Other	3,154,225	3,587,298
Draw From Fund Balance (Orthophotography)	131,500	131,500
Draw From Fund Balance (CIM Implementation Grants)		48,129
Draw From Fund Balance (to fund revenue shortfall)	70,133	50,926
TOTAL REVENUE, ALL RESOURCES	3,355,859	3,817,853

EXPENSE	FY2016 Final	FY2016 Revision 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,216,783	1,216,783
Fringe	522,847	522,847
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,769,630	1,769,630
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	218,100	218,100
Subtotal	218,100	218,100
DIRECT OPERATIONS & MAINTENANCE		
620, Growth and Transportation Monitoring	12,000	12,000
653, Communication and Education	71,325	71,325
661, Long Range Planning	303,000	335,730
685, Resource Development/Funding	176,000	258,657
702, Air Quality Outreach	75,000	75,000
760, Legislative Services	106,050	106,050
801, Staff Development	28,500	28,500
820, Committee Support	2,000	2,000
836, Regional Travel Demand Model	55,000	73,619
838, Transit Data Collection	125,000	158,000
842, Congestion Management Process	129,000	129,000
860, Geographic Information System Maintenance	69,254	69,254
861, Regional Orthophotography	195,000	195,000
990, Direct Operations and Maintenance	21,000	21,000
Subtotal	1,368,129	1,535,135
TOTAL EXPENSE	3,355,859	3,522,865

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,355,859	3,817,853
LESS: TOTAL EXPENSES	3,355,859	3,522,865
CHANGE IN FUND BALANCE	0	(1) 294,988

(1) Set-aside "change in fund balance" to cover increased revenues' for approved overhead rate of 80.6% (potential of \$329,500 in FY2016)

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
 REVENUE AND EXPENSE SUMMARY - BY YEAR OF EXPENDITURE

REVENUE	YEAR OF EXPENDITURE	
	FY2016	FY2017
GENERAL MEMBERSHIP		
Ada County	207,033	
Ada County Highway District	207,033	
Canyon Highway District No. 4	38,363	
City of Boise	98,618	
City of Caldwell	22,874	
Canyon County	103,472	
City of Eagle	10,846	
City of Garden City	5,317	
City of Kuna	7,637	
City of Meridian	40,259	
City of Middleton	3,135	
City of Nampa	39,333	
City of Parma	944	
City of Star	3,496	
City of Wilder	723	
Subtotal	789,083	-
SPECIAL MEMBERSHIP		
Boise State University	8,440	
Capital City Development Corporation	8,440	
Department of Environmental Quality	8,440	
Idaho Transportation Department	8,440	
Valley Regional Transit	8,440	
Subtotal	42,200	-
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2015 K# 12381 Ada County	176,625	
CPG - FY2015 K# 12381 Canyon County	63,047	
CPG - FY2016 K# 13495 Ada County	931,636	
CPG - FY2016 K# 13495 Canyon County	327,331	
Sub Total CPG Grants	1,498,639	-
STP TMA - K# 12373, off-the-top funds for Planning	515,508	
STP TMA - K# 13047, <i>Communities in Motion</i> Update	210,338	74,128
STP TMA - K# 13048, onboard transit survey	146,403	
FYWA - SHRP2 Implementation Assistance Program	213,000	12,000
Subtotal	1,085,249	86,128
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	18,150	
Ada County Air Quality Board	64,350	
Interest Income	3,500	
Subtotal	86,000	-
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,501,170	86,128
Draw From Fund Balance (Orthophotography)	131,500	
Draw From Fund Balance (CIM Implementation Grants)	48,129	
Draw From Fund Balance (to fund revenue shortfall)	45,054	5,872
TOTAL REVENUE, ALL RESOURCES	3,725,853	92,000

EXPENSE	YEAR OF EXPENDITURE	
	FY2016	FY2017
SALARY, FRINGE & CONTINGENCY		
Salary	1,216,783	
Fringe	522,847	
Salary Contingency (Overtime and Bonus)	20,000	
Sick Time Trade	10,000	
Subtotal	1,769,630	-
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	218,100	
Subtotal	218,100	-
DIRECT OPERATIONS & MAINTENANCE		
620, Growth and Transportation Monitoring	12,000	
653, Communication and Education	71,325	
661, Long Range Planning	243,730	92,000
685, Resource Development/Funding	258,657	
702, Air Quality Outreach	75,000	
760, Legislative Services	106,050	
801, Staff Development	28,500	
820, Committee Support	2,000	
836, Regional Travel Demand Model	73,619	
838, Transit Data Collection	158,000	
842, Congestion Management Process	129,000	
860, Geographic Information System Maintenance	69,254	
861, Regional Orthophotography	195,000	
990, Direct Operations and Maintenance	21,000	
Subtotal	1,443,135	92,000
TOTAL EXPENSE	3,430,865	92,000

REVENUE AND EXPENSE SUMMARY	YEAR OF EXPENDITURE	
	FY2016	FY2017
TOTAL REVENUE	3,725,853	92,000
LESS: TOTAL EXPENSES	3,430,865	92,000
CHANGE IN FUND BALANCE	294,988	0

T:\Operations\Accounting & Reporting\UPWP\FY2016 Rev-1\Board 12-21-15

FY2016 - Revision 1

REVENUE AND EXPENSE SUMMARY

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Labor & Indirect				FY15 CPG	FY15 CPG	FY16 CPG	FY16 CPG	STP-TMA	STP-TMA	FHWA	STP-TMA	Total	Required Match	Local Funds	Other Revenue	Total Local & Other	
	Work Days	Indirect Cost	Direct Cost	Total Cost	Ada County K# 12381	Canyon County K# 12381	Ada County K# 13495	Canyon County K# 13495	Off The Top K# 12373	CIM K# 13047	SHRP2 no match K# 19175	On Board Transit K# 13048	Federal Funds					
601.100 UPWP/Budget Development and Federal Assurances	188	122,477	-	122,477	8,398	2,951	75,583	26,556					113,488	8,990			8,990	122,477
620.100 Demographics and Growth Monitoring	161	89,835	12,000	101,835	1,731	608	60,440	21,236	10,345				94,361	7,475			7,475	101,835
653.100 Communication and Education	246	130,701	71,325	202,026									-		202,026		202,026	202,026
661 Long Range Planning	-	-	97,000	97,000			3,264	1,147			85,470		89,880	7,120			7,120	97,000
661.100 General Project Management	227	145,894	-	145,894	15,764	5,539	23,646	8,308			81,929		135,185	10,709			10,709	145,894
661.116 Roadways	45	24,373	-	24,373	3,693	1,298					17,594		22,584	1,789			1,789	24,373
661.117 Freight	105	64,793	50,000	114,793	5,010	1,760	39,417	13,849				50,000	110,037	4,756			4,756	114,793
661.118 Bicycles/Pedestrians	160	82,832	13,730	96,562	5,360	1,883	14,076	4,946			63,209		89,474	7,088			7,088	96,562
661.119 Public Transportation	99	48,895	-	48,895			6,690	2,351			36,265		45,306	3,589			3,589	48,895
661.120 Performance Measurement	168	104,438.18	175,000	279,438			71,612	25,161				175,000	271,772	7,666			7,666	279,438
685.122 Transportation Improvement Program	395	239,828	1,000	240,828	114,979	40,398			67,774				223,151	17,677			17,677	240,828
685.123 Project Development Program	80	52,952	134,528	187,480	7,090	2,491	16,544	5,813	141,781				173,719	13,761			13,761	187,480
685.124 Grant Research and Development	129	82,708	-	82,708									-		82,708		82,708	82,708
685.125 CIM Implementation Grant Program	29	18,718	123,129	141,847			12,834	4,509					17,344	1,374	123,129		124,503	141,847
TOTAL PROJECTS	2,032	1,208,445	677,712	1,886,157	162,026	56,928	324,106	113,875	219,900	284,466	225,000	-	1,386,302	91,992	407,863	-	499,855	1,886,157
701.100 General Membership Services	45	26,228	-	26,228			17,984	6,319					24,303	1,925			1,925	26,228
702.100 Air Quality Outreach	12	7,500	75,000	82,500									-		82,500		82,500	82,500
703.100 General Public Services	22	12,915	-	12,915									-		12,915		12,915	12,915
705.100 Transportation Liaison Services	54	39,492	-	39,492	14,547	6,101	12,532	3,413					36,593	2,899			2,899	39,492
760.100 Legislative Services	77	65,250	106,050	171,300									-		171,300		171,300	171,300
761.100 Growth Incentives	33	21,900	-	21,900			20,292						20,292	1,607			1,607	21,900
TOTAL SERVICES	243	173,286	181,050	354,336	14,547	6,101	50,808	9,732	-	-	-	-	81,189	6,431	184,215	82,500	273,147	354,335
801.100 Staff Development	143	87,828	28,500	116,328	51	18	79,713	28,007					107,789	8,538			8,538	116,328
820.100 Committee Support	176	102,389	2,000	104,389			71,578	25,149					96,727	7,662			7,662	104,389
836.100 Regional Travel Demand Model	232	122,884	73,619	196,503			121,464	42,677	17,939				182,080	14,423			14,423	196,503
838.100 On-Board Transit Survey	35	20,780.20	158,000	178,780			12,805	6,450					165,658	13,122			13,122	178,780
842.100 Congestion Management Process	65	33,061	129,000	162,061			65,111	21,921	63,135			146,403	150,166	11,895			11,895	162,061
860.100 Geographic Information System Maintenance	394	208,447	69,254	277,701			89,485	38,564	129,269				257,318	20,383			20,383	277,701
861.100 Regional Orthophotography	57	30,581	195,000	225,581									-		225,581		225,581	225,581
TOTAL SYSTEM MAINTENANCE	1,102	605,971	655,373	1,261,344	51	18	440,155	162,768	210,343	-	-	146,403	959,738	76,025	-	225,581	301,606	1,261,344
990.100 Direct Operations / Maintenance	-	-	21,000	21,000									-		17,500	3,500	21,000	21,000
991.100 Support Services Labor	993	-	-	-									-				-	-
999.100 Indirect Operations/Maintenance	-	-	-	-									-				-	-
TOTAL INDIRECT/OVERHEAD	993	-	21,000	21,000	-	-	-	-	-	-	-	-	-	-	17,500	3,500	21,000	21,000
G R A N D T O T A L	4,370	1,987,702	1,535,135	3,522,837	176,625	63,047	815,069	286,376	430,243	284,466	225,000	146,403	2,427,229	174,448	609,579	311,581	1,095,609	3,522,837

T:\Operations\Accounting & Reporting\UPWP\FY2016 Rev-1\Board 12-21-15

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	FY2017 CARRY-FORWARD
620.100 Demographics and Growth Monitoring	12,000	12,000								
653.100 Communications and Education	71,325	20,500					49,400	1,425		
661 Long Range Planning	97,000	12,000					5,000			80,000
661.117 Freight	50,000	50,000								
661.118 Bicycles/Pedestrians	13,730	13,730								
661.120 Performance Measurement	175,000	163,000								12,000
685.122 Transportation Improvement Program	1,000						1,000			
685.123 Project Development Program	134,528	134,528								
685.125 CIM Implementation Grant Program	123,129	123,129								
702.100 Air Quality Outreach	75,000	75,000								
760.100 Legislative Services	106,050			9,000		11,100			85,950	
801.100 Staff Development	28,500			28,500						
820.100 Committee Support	2,000							2,000		
836.100 Regional Travel Demand Model	73,619	73,619								
838.100 On-Board Transit Survey	158,000	158,000								
842.100 Congestion Management Process	129,000	129,000								
860.100 Geographic Information System Maintenance	69,254	40,000	28,054			1,200				
861.100 Regional Orthophotography	195,000	195,000								
990.100 Direct Operations / Maintenance	21,000		14,000					7,000		
GRAND TOTAL	1,535,135	1,199,506	42,054	37,500	-	12,300	55,400	10,425	85,950	92,000

T:\Operations\Accounting & Reporting\UPWP\FY2016 Rev-1\Board 12-21-15

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2016 Final	FY2016 Revision 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	2,000	2,000
Travel / Education	940	2,500	2,500
Publications	943	1,500	1,500
COMPASS Membership	944	12,000	12,000
Employee Professional Membership	945	9,500	9,500
Postage	950	1,500	1,500
Telephone	951	13,100	13,100
Building Maintenance and Reserve for Major Repairs	955	41,300	41,300
Printing	960	2,000	2,000
Advertising	962	5,000	5,000
Audit	970	16,000	16,000
Insurance	971	13,000	13,000
Legal Services	972	10,000	10,000
General Supplies	980	4,500	4,500
Computer Supplies	982	10,500	10,500
Computer Software / Maintenance	983	24,200	24,200
Commuting Incentive	990	500	500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	12,000	12,000
Local Travel	993	2,500	2,500
Other / Miscellaneous	995	1,500	1,500
TOTAL		218,100	218,100

T:\Operations\Accounting & Reporting\UPWP\FY2016 Rev-1\Board 12-21-15

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
601.100	UPWP/Budget Development and Federal Assurances	ML	48	30	4	-	106	188
620.100	Demographics and Growth Monitoring	CM	4	77	51	29	-	161
620.104	Development Monitoring		-	-	-	-	-	-
653.100	Communication and Education	AL	6	103	-	134	3	246
661	Long Range Planning	LI	-	-	-	-	-	-
661.100	General Project Management		40	116	34	20	17	227
661.116	Roadways		5	9	29	2	-	45
661.117	Freight		4	77	-	24	-	105
661.118	Bicycles/Pedestrians		8	34	113	5	-	160
661.119	Public Transportation		2	16	79	2	-	99
661.120	Performance Measurement		10	115	28	15	-	168
685	Resource Development/Funding	SM						
685.122	Transportation Improvement Program	TT	30	245	4	115	1	395
685.123	Project Development Program	DM	20	39	7	13	1	80
685.124	Grant Research and Development	SM	30	58	5	35	1	129
685.125	CIM Implementation Grant Program	DM	4	19	-	6	-	29
TOTAL PROJECTS			211	938	354	400	129	2,032
701.100	General Membership Services	SM	5	20	5	15	-	45
702.100	Air Quality Outreach	AL	0	12	-	-	-	12
703.100	General Public Services	AL	3	9	3	7	-	22
705.100	Transportation Liaison Services	MS	19	31	4	-	-	54
760.100	Legislative Services	MS	67	3	-	4	3	77
761.100	Growth Incentives	CM	4	24	-	3	2	33
TOTAL SERVICES			98	99	12	29	5	243
801.100	Staff Development	ML	21	66	18	28	10	143
820.100	Committee Support	ML	19	20	8	9	120	176
836.100	Regional Travel Demand Model	MW	2	104	-	126	-	232
838.100	On-Board Transit Survey	MW	0	25	-	10	-	35
842.100	Congestion Management Process	WS	0	20	31	14	-	65
860.100	Geographic Information System Maintenance	EA	5	170	4	211	4	394
861.100	Regional Orthophotography	EA	0	28	-	29	-	57
TOTAL SYSTEM MAINTENANCE			47	433	61	427	134	1,102
TOTAL DIRECT			356	1,470	427	856	268	3,377
991.100	Support Services Labor	ML	334	140	33	64	422	993
TOTAL INDIRECT/OVERHEAD			334	140	33	64	422	993
TOTAL LABOR			690	1,610	460	920	690	4,370

T:\Operations\Accounting & Reporting\UPWP\FY2016 Rev-1\Board 12-21-15

TRANSPORTATION SUPPLEMENT

Transportation Supplement
FISCAL YEAR 2016
VALLEY REGIONAL TRANSIT

	Expenditures			Revenues							
	Workdays	Direct Labor	Direct Costs	Total Exp.	5307 TMA	5307 UZA	5310 TMA	5316	5317	Local Match	Total Revenues
500 Program Administration Support	968	316,580	100,500	417,080	226,892	106,773	-	-	-	83,416	417,080
530 Boise TMA System Planning	391	139,332	-	139,332	111,466	-	-	-	-	27,866	139,332
430 Nampa UZA System Planning	169	59,182	-	59,182	-	47,346	-	-	-	11,836	59,182
550 Mobility Management Strategies	2,813	543,309	1,316,740	1,860,049	892,824	520,814	74,402	-	-	372,010	1,860,049
TOTALS	4,341	1,058,403	1,417,240	2,475,643	1,231,181	674,932	74,402	-	-	495,129	2,475,643

**OTHER
TRANSPORTATION
PLANNING
STUDIES**

Other Transportation Planning Studies in the Treasure Valley

Alternatives Analysis for Downtown Boise Circulator System, Phase 1

Sponsor: City of Boise

Status: Ongoing

Web Link: <http://publicworks.cityofboise.org/circulator/>

Downtown Boise Parks and Public Spaces Plan

Sponsor: City of Boise

Status: Expected Completion Spring 2016

Web Link: <http://parks.cityofboise.org/downtown-parks-and-public-spaces/>

Idaho 16, I-84 to South Emmett Corridor

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/projects/garvee/D3/>

Rail with Trail, UPRR Boise Cut-Off Arterial Study, Meridian

Sponsor: City of Meridian

Status: Ongoing

Web Link: http://www.meridiancity.org/lights_streets_traffic_transit.aspx?id=3647

State Highway 44 Corridor Preservation Study

Sponsors: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/Projects/D3/SH44Corridor/>

State Highway 55 Corridor Plan

Sponsor: Idaho Transportation Department

Status: Partially Completed

Web Link: <http://itd.idaho.gov/Projects/D3/ID55Corridor/>

State Street Alignment Study, Glenwood Street to 23rd Street

Sponsors: Ada County Highway District, City of Boise, City of Garden City, and Ada County

Status: Future

Web Link: <http://www.achdidaho.org/projects/PublicProject.aspx?ProjectID=234>

US 20/26 Corridor Plan, (Caldwell to Eagle Road)

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: http://itd.idaho.gov/Projects/D3/US2026_I84_Corridor/default.asp

US 95 Corridor Management Plan

Sponsor: Idaho Transportation Department

Status: Expected completion early 2015

Web Link: <http://itd.idaho.gov/Projects/D3/US95Corridor/>

Western Canyon County Arterial Study

Sponsor: Ada County Highway District, Nampa Highway District, and Canyon Highway District

Status: Ongoing

Included Studies:

- [ACHD- Kuna-Mora Road Corridor Study, Phase I](#)
- [ACHD- Kuna-Mora Road Corridor Study – Phase 2, McDermott Road to East of Eagle Road](#)
- [CHD4- Canyon County Western Route \(CCWR\) Arterial Corridor Study](#)
- [NHD1-Western Route Express Way Project](#)

T:\FY15\800 System Maintenance\842 Congestion Management\Studies for UPWP.docx