



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Working together to plan for the future

FY2016 Unified Planning Work Program and Budget – Revision 2

Report No. 08-2016

Adopted by the COMPASS Board on April 18, 2016

Resolution No. 08-2016

Table of Contents

FY2016 Unified Planning Work Program and Budget Revision 2

	<u>Page</u>
INTRODUCTION.....	1
SUMMARY OF FY2015-2017 STRATEGIC PLAN.....	2
MEMO TO REQUEST ADOPTION OF RESOLUTION 08-2016.....	7
RESOLUTION 08-2016.....	10
PLANNING FACTOR MATRIX.....	11
SELF - CERTIFICATION.....	12
PROJECTS	
601 - UPWP / Budget Development & Federal Assurances.....	13
620 - Demographics and Growth Monitoring.....	14
653 - Communication 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 2

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 2 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

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-F

DATE: April 18, 2016

Topic: Revision 2 of the FY2016 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

COMPASS staff seeks COMPASS Board adoption of Resolution 08-2016 approving Revision 2 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 March 30, 2016, meeting and recommended approval of Revision 2 of the FY2016 UPWP as presented.

Revision 2 of the FY2016 UPWP is proposed for the following major reasons:

- Reduce direct expenses budgeted for data purchase in Program 620, Demographics and Growth Monitoring, from \$12,000 to \$7,000.
- Reduce direct expenses budgeted for graphics and editing in Program 661, Long Range Planning, from \$12,000 to \$4,000.
- Add \$4,200 to Program 661.118, Bicycle/Pedestrian, to purchase software to enable automatic data downloads from the permanent counters.
- Increase the project development budget in Program 685.123, Project/Scope Development, by \$6,226 to add one additional project of \$5,000, and to cover a slightly higher than expected cost estimate in an existing project.
- Reduce funding to Program 685.125, *Communities in Motion* (CIM) Implementation Grant Program, by \$12,477 to reflect the actual amount of grants awarded during FY2016.
- Reduce direct expenses budgeted in Program 838.100, On-Board Transit Survey, by \$12,398 to reflect the actual contract amount for the survey.
- Reduce direct expenses budgeted in Program 842.100, Congestion Management Process, by \$69,200 to reflect the change from implementation of travel time devices to data collection via the floating car method. A full proposal for implementation of travel time devices will be developed in FY2017.
- Add revenue of \$75,000 from ITD and ACHD to Program 842.100, Congestion Management Process, for the I-84 Detour Plan. Expenses of \$75,000 were added to the existing budget of \$35,000 to cover the total estimated project cost of \$110,000.
- Reduce direct expenses in Program 860, Geographic Information System Maintenance, by \$23,755 to reflect the actual anticipated expenditures in FY2016.

Pg. 7

- Adjust the budgeted direct expenses in Program 990, Direct Operations, by a net amount of \$10,500. This adjustment reflects a decrease in expenses budgeted for computer and furnishings purchases and an increase in expenses to accommodate a server purchase.
- Add \$123,684 for additional Consolidated Planning Grant (CPG) funds from the Fixing America's Surface Transportation (FAST) Act and the corresponding \$9,798 of COMPASS fund balance for the required match. These funds were made available after Revision 1 of the FY2016 UPWP was approved.
- Decrease the draw from fund balance needed to cover the revenue shortfall by \$46,659.

All proposed modifications are summarized in the summary worksheet in the attached Revision 2 of the FY2016 UPWP.

Implication (policy and/or financial):

Without COMPASS Board adoption of Revision 2 of the FY2016 UPWP, the agency cannot make full use of available financial resources.

More Information:

- 1) Attachment: Revision 2 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\Board & Committees\4-18-16 Board Meeting\1. Memo.docx

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2016 - Revision 2
Summary

FY2016 UPWP - Revision 1; Revenues		3,817,853	FY2016 UPWP - Revision 1; Expenses	3,522,865
1			Program 620, Demographics and Growth Monitoring; Professional services (data purchase)	(5,000)
2			Program 661.100, Long Range Planning; Professional services (\$3,000) for editing and (\$5,000) for graphics	(8,000)
3			Program 661.118, Bicycle/Pedestrian; Professional services (automatic data downloads from permanent counters)	4,200
4			Program 685.123, Project/Scope Development; Professional services (funds to pay on-call project development consultants)	6,226
5			Program 685.125, CIM Implementation Grants; Professional services (to reflect amount of grants awarded during FY2016)	(12,477)
6			Program 838, On-Board Transit Survey; Professional services (transit survey and related costs)	(12,398)
7			Program 842, Congestion Management Process; Professional services (data collection via floating car instead of travel time devices)	(69,200)
8	Add revenues for I-84 Detour Plan. Cost of I-84 Detour Plan is estimated to be \$110,000. COMPASS had previously budgeted \$35,000 in professional services. Ada County Highway District Idaho Transportation Department	50,000 25,000	Program 842, Congestion Management Process; Professional services (I-84 Detour Plan)	75,000
9			Program 860, Geographic Information System Maintenance; Professional services (regional data center)	(23,755)
10			Program 990, Direct Operations; Equipment/Software (computers and software purchases) Program 990, Direct Operations; Equipment/Software (office furnishings) Program 990, Direct Operations; Equipment/Software (server replacement/upgrade)	(2,000) (3,000) 15,500
11	CPG - FY2016 K #13495; Increase based on apportionment tables under 'Fixing America's Surface Transportation (FAST) Act. Fund Balance to cover matching share on Increase of FY2016 CPG funds.	123,684 9,798		
12	Reduce fund balance needed to cover revenue shortfall	(46,659)		
Recommended Adjustments to Revenues		161,823	Recommended Adjustments to Expenses	(34,904)
Adjusted Revenues - Revision 2		3,979,676	Adjusted Expenses - Revision 2	3,487,961
Remaining Revenue		491,715		



RESOLUTION NO. 08-2016

FOR THE PURPOSE OF APPROVING REVISION 2 OF THE FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET

WHEREAS, Revision 1 of the FY2016 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 04-2016, dated December 21, 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 2 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 2 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 18st day of April, 2016.

APPROVED: 
By: _____
Sara Baker, 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 - REVISION 2
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	Communication 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 COMPASS 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					
Compliance with federal requirements					Ongoing
Track federal requirements as related to Transportation Improvement Program and the Regional Long-Range Transportation Plan					
Document and prepare for Federal Certification Review					Ongoing
Monitor federal changes through the Federal Register					Ongoing
LEAD STAFF: Megan Larsen					
END PRODUCT: FY2016 UPWP revisions; FY2017 UPWP; Self-Certification; Maximize funding opportunities.					
					Expense Summary
					Total Workdays: 188
					Salary \$ 78,430
					Fringe 29,426
					Overhead 13,740
					Total Labor Cost: \$ 121,596
ESTIMATED DATE OF COMPLETION: September-2016					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#12381	\$ 8,398	\$ 2,951		\$ 11,348	Federal Highway Administration
CPG k#13495	74,979	26,344		101,323	Federal Transit Administration
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048	6,605	2,321		8,925	
Local					
Total:	\$ 89,981	\$ 31,615		\$ 121,596	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
					601 Total Cost: \$ 121,596

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\Program Worksheets

PROGRAM NO.	620				CLASSIFICATION:	Project
TITLE:	Demographics and Growth Monitoring					
TASK / PROJECT DESCRIPTION:	Collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan, <i>Communities in Motion 2040</i> (CIM 2040). This program will result in two main reports each year: a Development Monitoring Report and a Performance Monitoring Report 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> (CIM) 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 Complete 2015 Development Monitoring Report Complete 2016 population estimates and receive COMPASS Board acceptance						Ongoing Feb Feb
Employment Data Estimates Collect and geocode employment data from Idaho Department of Labor Procure and geocode employment data from other data sources Compile master employment set						Oct-Jan Oct-Jan Feb
Census Liaison/Clearinghouse Integrate Census data in related projects Respond to member requests for census data Complete the Census Boundary and Annexation Survey (BAS)						Ongoing Ongoing Apr
Demographic Data and Forecasting Acquire sub-county demographic data Conduct demographics evaluation for age (school and elderly populations) Develop demographic data for modeling						Oct Nov-Mar Nov-Sept
Development Review Provide development and policy reviews and checklists Conduct area of influence analysis Conduct annual reporting to workgroup/committee						Ongoing Ongoing June
Development Tracking and Reconciliation Update preliminary plat files and other entitled development Update vacant lot inventory Conduct reconciliation and report to workgroup/committee						Ongoing May June
LEAD STAFF: Carl Miller					Expense Summary	
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.					Total Workdays: 157	
					Salary \$ 53,069	
					Fringe 19,911	
					Overhead 9,297	
					Total Labor Cost: \$ 82,277	
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ 7,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 7,000	
CPG k#12381	\$ 1,731	\$ 608		\$ 2,339		
CPG k#13495	33,487	11,766		45,253		
STP-TMA, k12373			35,132	35,132		
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048	4,848	1,704		6,553		
Local						
Total:	\$ 40,066	\$ 14,078		\$ 89,277	620	Total Cost: \$ 89,277

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. Support work of Public Participation Committee. Provide outreach/public speaking support and training to staff. Conduct annual update of social media audit. Begin update of COMPASS Strategic Plan for adoption in December 2016.			Ongoing Ongoing Ongoing October 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). Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic. Develop FY2016 annual report. Write and distribute monthly update handout. Evaluate effectiveness of monthly Keeping Up With COMPASS newsletter, based on potential new committee structure; revise format as needed. Write and distribute revised monthly Keeping Up With COMPASS newsletter, based on evaluation. Use results of FY2015 random household survey to evaluate success and continually improve programs.			Ongoing Ongoing Jul-Sep Ongoing Sept - Dec Ongoing 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> . Support and collaborate with other agencies' outreach and education efforts and programs. Participate in community events to share planning-related information. Attend/support member agencies at public meetings. Manage/support <i>Leadership in Motion</i> awards program. Plan and host annual "COMPASS 101" workshop. Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department).			Jan-Jun Ongoing Ongoing Ongoing Fall Jan - Feb 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: 247	
			Salary \$ 83,235	
			Fringe 31,229	
			Overhead 14,582	
			Total Labor Cost: \$ 129,046	
ESTIMATED DATE OF COMPLETION: September-2016			DIRECT EXPENDITURES:	
Funding Sources				Professional Services \$ 20,500
Participating Agencies				Legal / Lobbying
				Equipment Purchases
				Travel / Education
				Printing
				Public Involvement 49,400
			Meeting Support 1,425	
			Other	
			Total Direct Cost: \$ 71,325	
			653 Total Cost: \$ 200,371	
	Ada	Canyon	Special	Total
CPG k#13495				
FY2015 Unspent				
STP-TMA, k12373				
STP-TMA, k13047				
FHWA SHRP2				
STP-TMA, k13048				
Local	\$ 148,275	\$ 52,097		\$ 200,371
Total:	\$ 148,275	\$ 52,097		\$ 200,371

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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: 785	
					Salary	\$ 304,869
					Fringe	114,385
					Overhead	53,411
					Total Labor Cost: \$ 472,665	
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	157,087	55,193		212,280	FHWA	
STP-TMA, k12373			284,466	284,466	FTA	
STP-TMA, k13047			225,000	225,000		
FHWA SHRP2				42,543		
STP-TMA, k13048	31,481	11,061				
Local						
Total:	\$ 218,393	\$ 76,734	\$ 509,466	\$ 804,595		
					661	Total Cost: \$ 804,595

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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: 660
					Salary \$ 262,081
					Fringe 98,331
					Overhead 45,915
					Total Labor Cost: \$ 406,327
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	103,360	36,316		139,676	
STP-TMA, k12373			99,142	99,142	
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048	23,669	8,316		31,985	
Fund Balance			\$222,972	222,972	
Total:	\$ 249,098	\$ 87,521	\$ 322,114	\$ 658,733	
					Professional Services \$ 251,406
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement 1,000
					Meeting Support
					Other
					Total Direct Cost: \$ 252,406
					685 Total Cost: \$ 658,733

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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, <i>Communities in Motion 2040</i> (CIM 2040). 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 CIM 2040, 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 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: 46
					Salary \$ 17,096
					Fringe 6,414
					Overhead 2,995
					Total Labor Cost: \$ 26,505
ESTIMATED DATE OF COMPLETION: September-2016					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495	\$18,174	\$6,386		\$ 24,560	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	1,440	506		1,946	
Total:	\$ 19,614	\$ 6,892	\$ -	\$ 26,506	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
					701 Total Cost: \$ 26,505

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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 oversee 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 to fund an air quality public awareness and outreach program. (http://www.legislature.idaho.gov/idstat/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		Professional Services \$ 75,000
CPG k#13495				\$ -		Legal / Lobbying
FY2015 Unspent						Equipment Purchases
STP-TMA, k12373						Travel / Education
STP-TMA, k13047						Printing
DEQ			18,150	18,150	Public Involvement	
AQB			64,350	64,350	Meeting Support	
Local					Other	
Total:			\$ 82,500	\$ 82,500	Total Direct Cost: \$ 75,000	
					702 Total Cost: \$ 82,500	

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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.					Total Workdays: 22	
					Salary \$	8,412
					Fringe	3,156
					Overhead	1,474
					Total Labor Cost: \$	13,042
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 Total Direct Cost: \$ -	
CPG k#13495				\$ -		
FY2015 Unspent						
STP-TMA, k12373						
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Fund Balance	9,651	3,391		13,042		
Total:	\$ 9,651	\$ 3,391		\$ 13,042	703	Total Cost: \$ 13,042

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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 \$ 25,205 Fringe 9,457 Overhead 4,416 Total Labor Cost: \$ 39,078						
ESTIMATED DATE OF COMPLETION: September-2016						DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - 705 Total Cost: \$ 39,078
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG k#12381	\$ 14,547	\$ 6,101		\$ 20,648		
CPG k#13495	11,515	4,046		15,561		
STP-TMA, k12373						
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Local	2,122	746		2,868		
Total:	\$ 28,184	\$ 10,893		\$ 39,078		

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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 COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	There is no federal requirement for this process. The COMPASS 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-Sep May-Sep
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2016 legislative session Obtain COMPASS 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 \$ 41,942	
				Fringe 15,736	
				Overhead 7,348	
				Total Labor Cost: \$ 65,026	
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					
STP-TMA, k13048					
Fund Balance			\$ 171,076	\$ 171,076	
Total:	\$ -	\$ -	\$ 171,076	\$ 171,076	
					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: \$ 171,076

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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 workgroups or committees. FY2017 to continue this evaluation by working with stakeholders to detail growth incentive strategies and in FY2018 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, <i>Communities in Motion 2040</i> , 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:	Several <i>Communities in Motion 2040</i> goals and objectives support this program, including: Goal 2.3 "Encourage infill development and more compact growth near community- identified activity centers." Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost-efficient infrastructure services." 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" Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>Policy Analysis</u> Evaluate growth incentive policies (best practices, legal requirements) Review strategies with stakeholders and development community Report to workgroup/committee and identify pilot study			Oct-Dec Jan-Mar May		
<u>Industrial Lands Inventory</u> Map industrial lands (zoning, comprehensive plans, and employers)			Mar-May		
LEAD STAFF: Carl Miller			Expense Summary		
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.					
			Total Workdays: 33		
			Salary \$ 13,806		
			Fringe 5,180		
			Overhead 2,419		
			Total Labor Cost: \$ 21,404		
ESTIMATED DATE OF COMPLETION: September-2016			DIRECT EXPENDITURES:		
Funding Sources				Professional Services \$ -	
Participating Agencies				Legal / Lobbying	
	Ada	Canyon		Special	Total
CPG k#13495	\$19,833				\$19,833
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	1,570			1,570	
Total:	\$ 21,404	\$ -	\$ -	\$ 21,404	
			Total Direct Cost: \$ -		
			761 Total Cost: \$ 21,404		

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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 \$ 56,294
					Fringe 21,121
					Overhead 9,862
					Total Labor Cost: \$ 87,278
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG k#12381	\$51	\$18		\$ 69	Federal Highway Administration
CPG k#13495	79,336	27,875		107,211	Federal Transit Administration
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	6,289	2,209		8,498	
Total:	\$ 85,676	\$ 30,102	\$ -	\$ 115,778	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education 28,500
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 28,500
					801 Total Cost: \$ 115,778

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\Program Worksheets

PROGRAM NO.	820			CLASSIFICATION:	System Maintenance																	
TITLE:	Committee Support																					
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.																					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.																					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, 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																						
Provide meeting coordination, materials, and follow-up to the Board and standing committees.						Ongoing																
LEAD STAFF:	Megan Larsen					Expense Summary																
END PRODUCT:	Ongoing support of committees, agendas, minutes, and information to promote involvement and communication.					<table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: right;">Total Workdays:</td> <td style="text-align: right;">176</td> </tr> <tr> <td style="text-align: right;">Salary</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">66,018</td> </tr> <tr> <td style="text-align: right;">Fringe</td> <td></td> <td style="text-align: right;">24,769</td> </tr> <tr> <td style="text-align: right;">Overhead</td> <td></td> <td style="text-align: right;">11,566</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Labor Cost:</td> <td style="text-align: right;">\$ 102,353</td> </tr> </table>		Total Workdays:		176	Salary	\$	66,018	Fringe		24,769	Overhead		11,566	Total Labor Cost:		\$ 102,353
Total Workdays:		176																				
Salary	\$	66,018																				
Fringe		24,769																				
Overhead		11,566																				
Total Labor Cost:		\$ 102,353																				
ESTIMATED DATE OF COMPLETION:	September-2016					DIRECT EXPENDITURES:																
Funding Sources				Participating Agencies																		
	Ada	Canyon	Special	Total	Member Agencies																	
CPG k#13495	\$71,553	\$25,140		\$ 96,693																		
FY2015 Unspent																						
STP-TMA, k12373																						
STP-TMA, k13047																						
FHWA SHRP2																						
STP-TMA, k13048																						
Local	5,668	1,991		7,660																		
Total:	\$ 77,221	\$ 27,131	\$ -	\$ 104,353	820	Total Direct Cost: \$ 2,000																
						Total Cost: \$ 104,353																

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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, <i>Communities in Motion</i> ; 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
Use the regional travel demand model to analyze potential future public transportation service (Task 661, 5.5)					Oct - Mar
Use the regional travel demand model to inform bike and ped implementation and planning efforts (Task 661. 5.6)					Jun-Aug
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 \$ 77,827
					Fringe 29,200
					Overhead 13,635
					Total Labor Cost: \$ 120,662
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts
CPG k#13495	\$ 111,862	\$ 39,303		\$ 151,165	Member Agencies
FY2015 Unspent					Federal Highways Administration
STP-TMA, k12373			28,855	28,856	Idaho Transportation Department
STP-TMA, k13047					Valley Regional Transit
FHWA SHRP2					Department of Environmental Quality
STP-TMA, k13048					
Local	10,552	3,708		14,260	
Total:	\$ 122,414	\$ 43,011	\$ 28,855	\$ 194,281	
					Professional Services \$ 73,619
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 73,619
					836 Total Cost: \$ 194,281

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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, <i>Communities in Motion</i> ; 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.					Total Workdays: 35
					Salary \$ 13,074
					Fringe 4,905
					Overhead 2,290
					Total Labor Cost: \$ 20,269
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ 145,602
CPG k#13495	\$ 5,397	\$ 1,896		\$ 7,293	Legal / Lobbying
FY2015 Unspent					Equipment Purchases
STP-TMA, k12373					Travel / Education
STP-TMA, k13047					Printing
FHWA SHRP2			146,403	146,403	Public Involvement
STP-TMA, k13048	9,010	3,166		12,175	Meeting Support
Local					Other
Total:	\$ 14,407	\$ 5,062	\$ 146,403	\$ 165,871	Total Direct Cost: \$ 145,602
					838 Total Cost: \$ 165,871

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\Program Worksheets

PROGRAM NO.:	842	CLASSIFICATION:	System Maintenance
TITLE:	Congestion Management Process		
TASK / PROJECT DESCRIPTION:	Maintain a functional Congestion Management System (CMS) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies.		
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 travel time data	Mar - Apr
Review and format 2016 CMS travel time data for incorporation into newly formatted annual report and for the dashboard	Jul
Develop a project tracking list for Regional Transportation Improvement Program projects	Aug
Analyze current and historic regional travel time data	Ongoing
Establish process for downloading and processing raw data from sensors	
Create reporting mechanisms for annual travel time report	
Miscellaneous CMS/ITS tasks	
Transportation project coordination	Ongoing
Transportation studies and construction coordination	Ongoing
I-84 Detour Plan	
Partner with Ada County Highway District and Idaho Transportation Department to create plan	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	\$ 24,635
					Fringe	9,243
					Overhead	4,316
					Total Labor Cost:	\$ 38,194
ESTIMATED DATE OF COMPLETION:	September-2016				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services
	Ada	Canyon	Special	Total	Highway Districts	\$ 44,800
CPG k#13495	\$ 60,922	\$ 21,405		\$ 82,327	Member Agencies	
FY2015 Unspent			8,475	8,475	Federal Highways Administration	
STP-TMA, k12373						Equipment Purchases
STP-TMA, k13047			50,000	50,000	Travel / Education	
ACHD			25,000	25,000	Printing	
ITD					Public Involvement	
Local	5,323	1,870		7,192	Meeting Support	
					Other	
Total:	\$ 66,245	\$ 23,275	\$ 83,475	\$ 172,994	FY17 Carry Forward	\$ 90,000
					Total Direct Cost:	\$ 134,800
					842	Total Cost: \$ 172,994

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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 Workgroup 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			
Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, ped count analysis, crash analysis, TIP database Linear referencing data integration			Ongoing
Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.			Ongoing
GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings.			Monthly
Regional Geographic Advisory Workgroup Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data.			Quarterly/as needed
Regional Data Center Facilitate the maintenance and expansion of a Regional Data Center (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
LEAD STAFF: Eric Adolfson 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.			Expense Summary
			Total Workdays: 394
			Salary \$ 131,914
			Fringe 49,493
			Overhead 23,111
			Total Labor Cost: \$ 204,518
ESTIMATED DATE OF COMPLETION:		September-2016	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG k#13495	\$95,814	\$33,664	\$ 129,478
FY2015 Unspent			
STP-TMA, k12373			102,189
STP-TMA, k13047			102,189
FHWA SHRP2			
STP-TMA, k13048			
Local	13,580	4,771	18,350
Total:	\$109,394	\$38,435	\$0
			\$250,017
		Member Agencies	
		DIRECT EXPENDITURES:	
		Professional Services \$ 17,800	
		Legal / Lobbying	
		Equipment / Software 26,499	
		Travel / Education	
		Printing	
		Public Involvement	
		Meeting Support	
		Other - data 1,200	
		Total Direct Cost: \$ 45,499	
		860 Total Cost: \$ 250,017	

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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							Ongoing
Continue to plan for future orthophotography acquisition and funding							Ongoing
2015 Prepare for Regional Orthophotography Project							Sept
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.							Oct
Release the RFQ and RFP for a multi-acquisition project, with the 2016 project funded.							Oct
Work with local participating members to interview orthophotography consultants.							Nov
Select consultant and begin contract negotiation process.							Dec
2016 Prepare for Regional Orthophotography Project							Feb/Mar
Orthophotography flight							May/June
QC process							July/Aug
Final eelivery and payment of orthophotography consultant.							
LEAD STAFF:	Eric Adolfsen				Expense Summary		
END PRODUCT:	Continuing selling orthophotography and 2000 contour data from years past. Conduct a 2016 regional orthophotography project.						
					Total Workdays: 57		
					Salary \$ 19,343		
					Fringe 7,257		
					Overhead 3,389		
					Total Labor Cost: \$ 29,989		
ESTIMATED DATE OF COMPLETION:					September-2016		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member agencies Additional Participants: Idaho National Guard United Water		
CPG k#13495				\$ -			
FY2015 Unspent							
STP-TMA, k12373							
STP-TMA, k13047							
FHWA SHRP2					Professional Services \$ 195,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
Local	\$69,182	\$24,307		93,489			
Fund Balance			131,500	131,500			
Total:	\$69,182	\$24,307	\$131,500	\$224,989			
					861	Total Cost: \$ 224,989	

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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 COMPASS Board related events, meeting expenses, and update equipment/software needs.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the COMPASS 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 COMPASS 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 COMPASS 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				\$ -	Professional Services	\$	-
FY2015 Unspent					Legal / Lobbying		
STP-TMA, k12373					Equipment Purchases		24,500
STP-TMA, k13047					Travel / Education		
FHWA SHRP2					Printing		
Local	20,720	7,280		28,000	Public Involvement		
Interest Revenue			3,500	3,500	Meeting Support		7,000
					Other		
Total:	\$ 20,720	\$ 7,280	\$ 3,500	\$ 31,500	Total Direct Cost: \$ 31,500		
					990	Total Cost: \$ 31,500	

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\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						
<p>General Administration Review standing agreements. Update COMPASS operational policies as needed. Monitor general workplace and personnel needs. Provide administrative assistance for agency needs.</p> <p>Personnel Management Prepare and complete recruitment processes. Conduct employee annual evaluations. Renew insurance policies. Pursue FY2016 benefit options.</p> <p>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.</p> <p>Information Technology Manage Information Technology consultant and coordinate work efforts. Prioritize needs, analyze costs, make recommendations and implement system improvements. Coordinate with staff to configure equipment and software to meet the needs of each position. Document and educate staff with system issues and changes. Coordinate systems with member agencies. Provide and retain daily, monthly and annual system backups.</p>						<p>Aug As needed Ongoing Ongoing</p> <p>As needed As needed As needed As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing</p>
LEAD STAFF: Megan Larsen					Expense Summary	
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 986	
					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					Idaho Transportation Department	
FY2015 Unspent						
STP-TMA, k12373						
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Local						
Total:	\$0	\$0	\$0	\$0		
					Total Direct Cost: \$ -	
					991	Total Cost: \$ -

T:\Operations\Accounting & Reporting\UPWP\FY2016\Rev2\Program Worksheets

FINANCIAL WORKSHEETS

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2016 Revision 1	FY2016 Revision 2
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
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	789,083	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	176,625
CPG - FY2015 K# 12381 Canyon County	63,047	63,047
CPG - FY2016 K# 13495 Ada County	931,636	1,023,162
CPG - FY2016 K# 13495 Canyon County	327,331	359,489
Sub Total CPG Grants	1,498,639	1,622,323
STP TMA - K# 12373, Off-the-top funds for planning	515,508	515,508
STP TMA - K# 13047, <i>Communities in Motion 2040 2.0</i> Update	284,466	284,466
STP TMA - K# 13048, On-Board Transit Survey	146,403	146,403
FYWA - SHRP2 Implementation Assistance Program	225,000	225,000
Subtotal	1,171,377	1,171,377
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	18,150	18,150
Ada County Air Quality Board	64,350	64,350
Ada County Highway District, I-84 Detour Plan		50,000
Idaho Transportation Department, I-84 Detour Plan		25,000
Interest Income	3,500	3,500
Subtotal	86,000	161,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,587,298	3,785,982
Draw From Fund Balance (Orthophotography)	131,500	131,500
Draw From Fund Balance (CIM Implementation Grant Program)	48,129	48,129
Draw From Fund Balance (to fund revenue shortfall)	50,926	4,267
Draw From Fund Balance (match additional CPG funds)		9,798
TOTAL REVENUE, ALL RESOURCES	3,817,853	3,979,676

EXPENSE	FY2016 Revision 1	FY2016 Revision 2
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, Demographics and Growth Monitoring	12,000	7,000
653, Communications and Education	71,325	71,325
661, Long Range Planning	335,730	331,930
685, Resource Development/Funding	258,657	252,406
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	73,619	73,619
838, On-Board Transit Survey	158,000	145,602
842, Congestion Management Process	129,000	134,800
860, Geographic Information System Maintenance	69,254	45,499
861, Regional Orthophotography	195,000	195,000
990, Direct Operations and Maintenance	21,000	31,500
Subtotal	1,535,135	1,500,231
TOTAL EXPENSE	3,522,865	3,487,961

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

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,817,853	3,979,676
LESS: TOTAL EXPENSES	3,522,865	3,487,961
CHANGE IN FUND BALANCE	294,988	491,715

T:\Operations\Board & Committees\4-18-16 Board Meeting\UPWP Item\FY2016 UPWP Rev 2 - financials
FY2016 - Revision 2

REVENUE AND EXPENSE SUMMARY

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
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	1,003,737	19,425
CPG - FY2016 K# 13495 Canyon County	352,664	6,825
Sub Total CPG Grants	1,596,073	26,250
STP TMA - K# 12373, Off-the-top funds for planning	515,508	
STP TMA - K# 13047, <i>Communities in Motion 2040</i> 2.0 Update	210,338	74,128
STP TMA - K# 13048, On-Board 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	
Ada County Highway District, I-84 Detour Plan	9,091	40,909
Idaho Transportation Department, I-84 Detour Plan	4,545	20,455
Interest Income	3,500	
Subtotal	99,636	61,364
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,612,241	173,742
Draw From Fund Balance (Orthophotography)	131,500	
Draw From Fund Balance (CIM Implementation Grants)	48,129	
Draw From Fund Balance (to fund revenue shortfall)	4,267	
Draw From Fund Balance (match additional CPG funds)	1,540	8,258
TOTAL REVENUE, ALL RESOURCES	3,797,676	182,000

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, Demographics and Growth Monitoring	7,000	
653, Communication and Education	71,325	
661, Long Range Planning	239,930	92,000
685, Resource Development/Funding	252,406	
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, On-Board Transit Survey	145,602	
842, Congestion Management Process	44,800	90,000
860, Geographic Information System Maintenance	45,499	
861, Regional Orthophotography	195,000	
990, Direct Operations and Maintenance	31,500	
Subtotal	1,318,231	182,000
TOTAL EXPENSE	3,305,961	182,000

REVENUE AND EXPENSE SUMMARY	YEAR OF EXPENDITURE	
	FY2016	FY2017
TOTAL REVENUE	3,797,676	182,000
LESS: TOTAL EXPENSES	3,305,961	182,000
CHANGE IN FUND BALANCE	491,715	0

T:\Operations\Board & Committees\4-18-16 Board Meeting\UPWP Item\FY2016 UPWP Rev 2 - financials

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	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	
					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	121,596	-	121,596	8,398	2,951	74,979	26,344					112,671	8,925			8,925	121,596
620.100 Demographics and Growth Monitoring	157	82,277	7,000	89,277	1,731	608	33,487	11,766	35,132				82,724	6,553			6,553	89,277
620.104 Development Monitoring	-	-	-	-									-				-	-
653.100 Communication and Education	247	129,046	71,325	200,371									-	200,371			200,371	200,371
661.100 Long Range Planning	-	-	89,000	89,000								82,467	82,467	6,533			6,533	89,000
661.100 General Project Management	202	133,640	-	133,640	15,764	5,539	10,915	3,835				87,778	123,831	9,809			9,809	133,640
611.107 SHRP2	-	-	-	-									-				-	-
661.116 Roadways	27	18,062	-	18,062	3,693	1,298						11,745	16,736	1,326			1,326	18,062
661.117 Freight	136	83,271	50,000	133,271	5,010	1,760	52,087	18,301					127,159	6,112			6,112	133,271
661.118 Bicycle/Pedestrian	157	74,901	17,930	92,831	5,360	1,883	11,518	4,047				63,209	86,017	6,814			6,814	92,831
661.119 Public Transportation	103	66,777	-	66,777			16,730	5,878				39,268	61,875	4,901			4,901	66,777
661.120 Performance Measurement	160	96,015	175,000	271,015			65,836	23,132				175,000	263,968	7,048			7,048	271,015
661.121 Bike Counter Management	-	-	-	-									-				-	-
685.100 Resource Development/Funding	-	-	-	-									-				-	-
685.122 Transportation Improvement Program	359	212,446	1,000	213,446	114,979	40,398			42,401				197,779	15,667			15,667	213,446
685.123 Project Development Program	90	59,398	140,754	200,152	7,090	2,491	88,163	30,976	56,740				185,460	14,691			14,691	200,152
685.124 Grant Research and Development	176	112,320	-	112,320									-		112,320		112,320	112,320
685.125 CIM Implementation Grants	35	22,164	110,652	132,816			15,198	5,340					20,537	1,627	110,652		112,279	132,816
TOTAL PROJECTS	2,038	1,211,912	662,661	1,874,573	162,026	56,928	368,913	129,618	134,274	284,466	225,000	-	1,361,225	90,005	423,343	-	513,348	1,874,573
701.100 General Membership Services	46	26,505	-	26,505			18,174	6,386					24,560	1,946			1,946	26,505
702.100 Air Quality Outreach	12	7,500	75,000	82,500									-			82,500	82,500	82,500
703.100 General Public Services	22	13,042	-	13,042									-		13,042		13,042	13,042
705.100 Transportation Liaison Services	54	39,078	-	39,078	14,547	6,101	11,515	4,046					36,210	2,868			2,868	39,078
760.100 Legislative Services	77	65,026	106,050	171,076									-		171,076		171,076	171,076
761.100 Growth Incentives	33	21,404	-	21,404			19,833						19,833	1,571			1,571	21,404
TOTAL SERVICES	244	172,555	181,050	353,605	14,547	6,101	49,522	10,432	-	-	-	-	80,602	6,385	184,118	82,500	273,003	353,605
801.100 Staff Development	143	87,278	28,500	115,778	51	18	79,336	27,875					107,280	8,498			8,498	115,778
820.100 Committee Support	176	102,353	2,000	104,353			71,553	25,140					96,693	7,659			7,659	104,353
836.100 Regional Travel Demand Model	232	120,662	73,619	194,281			111,862	39,303	28,855				180,021	14,260			14,260	194,281
838.100 On-Board Transit Survey	35	20,269	145,602	165,871			5,397	1,896					153,696	12,175			12,175	165,871
842.100 Congestion Management Process	65	38,194	134,800	172,994			60,922	21,405	8,475				90,802	7,193		75,000	82,193	172,994
860.100 Geographic Information System Maintenance	394	204,518	45,499	250,017			95,814	33,664	102,189				231,667	18,351			18,351	250,018
861.100 Regional Orthophotography	57	29,989	195,000	224,989									-		93,489	131,500	224,989	224,989
TOTAL SYSTEM MAINTENANCE	1,102	603,263	625,020	1,228,283	51	18	424,884	149,283	139,519	-	-	146,403	860,158	68,137	93,489	206,500	368,126	1,228,284
990.100 Direct Operations / Maintenance	-	-	31,500	31,500									-		28,000	3,500	31,500	31,500
991.100 Support Services Labor	986	-	-	-									-				-	-
999.100 Indirect Operations/Maintenance	-	-	-	-									-				-	-
TOTAL INDIRECT/OVERHEAD	986	-	31,500	31,500	-	-	-	-	-	-	-	-	-	-	28,000	3,500	31,500	31,500
GRAND TOTAL	4,370	1,987,730	1,500,231	3,487,961	176,625	63,047	843,319	289,333	273,793	284,466	225,000	146,403	2,301,985	164,527	728,950	292,500	1,185,978	3,487,961

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
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	7,000	7,000								
653.100 Communication and Education	71,325	20,500					49,400	1,425		
661.100 Long Range Planning	89,000	4,000					5,000			80,000
661.117 Freight	50,000	50,000								
661.118 Bicycle/Pedestrian	17,930	4,200	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	140,754	140,754								
685.125 CIM Implementation Grants	110,652	110,652								
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	145,602	145,602								
842.100 Congestion Management Process	134,800	44,800								90,000
860.100 Geographic Information System Maintenance	45,499	17,800	26,499			1,200				
861.100 Regional Orthophotography	195,000	195,000								
990.100 Direct Operations / Maintenance	31,500		24,500					7,000		
GRAND TOTAL	1,500,231	1,051,927	64,729	37,500	-	12,300	55,400	10,425	85,950	182,000

T:\Operations\Board & Committees\4-18-16 Board Meeting\UPWP Item\FY2016 UPWP Rev 2 - financials

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2016 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2016 Revision 1	FY2016 Revision 2
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\Board & Committees\4-18-16 Board Meeting\UPWP Item\FY2016 UPWP Rev 2 - financials

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
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	32	2	-	106	188
620.100	Demographics and Growth Monitoring	CM	4	73	51	29	-	157
620.104	Development Monitoring		-	-	-	-	-	-
653.100	Communication and Education	AL	6	104	-	134	3	247
661.100	Long Range Planning	LI	-	-	-	-	-	-
661.100	General Project Management		40	123	2	20	17	202
611.107	SHRP2		-	-	-	-	-	-
661.116	Roadways		5	20	-	2	-	27
661.117	Freight		4	108	-	24	-	136
661.118	Bicycle/Pedestrian		8	41	103	5	-	157
661.119	Public Transportation		2	99	-	2	-	103
661.120	Performance Measurement		10	111	24	15	-	160
661.121	Bike Counter Management		-	-	-	-	-	-
685.100	Resource Development/Funding	SM						
685.122	Transportation Improvement Program	TT	30	213	-	115	1	359
685.123	Project Development Program	KP	20	53	3	13	1	90
685.124	Grant Research and Development	SM	30	109	1	35	1	176
685.125	CIM Implementation Grants	KP	4	25	-	6	-	35
TOTAL PROJECTS			211	1,112	186	400	129	2,038
701.100	General Membership Services	SM	5	23	3	15	-	46
702.100	Air Quality Outreach	AL	0	12	-	-	-	12
703.100	General Public Services	AL	3	11	1	7	-	22
705.100	Transportation Liaison Services	MS	19	33	2	-	-	54
760.100	Legislative Services	MS	67	3	-	4	3	77
761.100	Growth Incentives	CM	4	24	-	3	2	33
TOTAL SERVICES			98	106	6	29	5	244
801.100	Staff Development	ML	21	74	10	28	10	143
820.100	Committee Support	ML	19	24	4	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	49	2	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	474	20	427	134	1,102
TOTAL DIRECT			356	1,692	212	856	268	3,384
991.100	Support Services Labor	ML	334	148	18	64	422	986
TOTAL INDIRECT/OVERHEAD			334	148	18	64	422	986
TOTAL LABOR			690	1,840	230	920	690	4,370

T:\Operations\Board & Committees\4-18-16 Board Meeting\UPWP Item\FY2016 UPWP Rev 2 - financials

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