



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Working together to plan for the future

FY2018 Unified Planning Work Program and Budget

Report No. 08-2017

Adopted by the COMPASS Board on August 28, 2017

Resolution No. 12-2017

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FY2018 Unified Planning Work Program and Budget

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FY2018 UNIFIED PLANNING WORK PROGRAM AND BUDGET

INTRODUCTION

The development of the Community Planning Association of Southwest Idaho's (COMPASS) Unified Planning Work Program and Budget 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 Southwest 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 Unified Planning Work Program and Budget, and presents a recommendation to the COMPASS Board.
- The Unified Planning Work Program and Budget is then presented to the full COMPASS Board for adoption. With formal adoption, the Unified Planning Work Program and Budget is forwarded to the Idaho Transportation Department and the Federal Highway Administration for approval.

The FY2018 Unified Planning Work Program 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, Direct Expense Summary, Expenses by Work Program Number and Funding Source, Indirect Operations and Maintenance Expense Summary, and the Workday Allocation Summary.
- 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.

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COMPASS BOARD AGENDA ITEM VI-A

Date: August 28, 2017

Topic: FY2018 Unified Planning Work Program and Budget

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors adoption of Resolution 12-2017, approving the FY2018 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

The Finance Committee recommended COMPASS Board of Directors approval of the attached FY2018 UPWP at its June 29, 2017, meeting.

The documents included in the FY2018 UPWP include the following items.

Revenue and Expense Summary – A one-page summary of all revenue estimates and related expenses.

Expenses by Work Program Number and Funding Source – A one-page spreadsheet showing the funding sources for each program.

Direct Expense Summary – A one-page spreadsheet showing direct expenses budgeted for each work program.

Indirect Operations and Maintenance Expense Summary – A one-page spreadsheet showing indirect expenses budgeted for each category.

Workday Allocation – A one-page spreadsheet showing the distribution of staff workdays to each program.

Program Worksheets - A one-page worksheet for each program describing the purpose of the program, the planned tasks in that program for the year, and the expenses and funding sources for that program.

The FY2018 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the COMPASS Board at its April 17, 2017, meeting. Total dues increase compared to the prior year. The per capita rate remained the same as FY2017. The increase reflects year over year population growth in the jurisdictions.
2. Projected revenue from the FY2018 Consolidated Planning Grant reflects the amount included in the FY2017-FY2021 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.

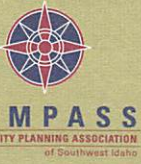
4. Staff estimates there will be approximately \$120,600 of unspent STP-TMA revenues for the Freight Study carried over from FY2017. There are corresponding expenses associated with these revenues.
5. Revenues include the funds committed by the Department of Environmental Quality and Air Quality Board for the Air Quality Outreach Program. There are corresponding expenses associated with these revenues.
6. Revenues include \$16,000 from the Idaho Transportation Department for their portion of TREDIS.
7. Staff estimates interest income to be approximately \$5,000 in FY2018.
8. Revenues include \$299,000 from Valley Regional Transit for the State Street Grant.
9. Revenues include \$50,000 from fund balance for the CIM Implementation Grant Program and \$87,305 from fund balance to cover the shortfall in revenue.
10. The number of full time staff is reduced from 19 positions to 18 positions.
11. Salary costs include a 5.5% overall increase pool. 2.5% is for a market adjustment to the salary ranges, and the remaining 3% is for individual merit adjustments. Distribution of individual merit adjustments will be determined by the Executive Director. Total budgeted salary and fringe costs for FY2018 are 3% less than the salary and fringe costs budgeted for FY2017.
12. Indirect expenses are reduced by about 10% compared to the FY2017 UPWP. Staff continues to closely manage indirect expenses.
13. Direct expenses include \$130,153 related to the estimate of unspent funds for the Freight Study.
14. The Project Development Program is proposed to be funded in FY2018, its fourth year, at \$75,000.
15. The CIM Implementation Grant Program is funded at \$50,000.
16. Direct expenses for all other programs are fairly stable and consistent with current year activities.
17. The FY2018 UPWP does not include a set-aside for a future orthophotography project. Consistent with Finance Committee direction, future orthophotography projects will not be provided as a member service, but will instead be funded with contributions from participating agencies.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2017, is required in order to begin work in FY2018.

More Information:

- 1) Attachments
- 2) For detailed information contact: Megan Larsen, at 475-2228 or mlarsen@compassidaho.org.



RESOLUTION NO. 12-2017

FOR THE PURPOSE OF APPROVING FY2018 UNIFIED PLANNING WORK PROGRAM AND BUDGET

WHEREAS, federal transportation planning guidelines under Title 23CFR require development of a Unified Planning Work Program that shows the programming of federal funds and includes references to all transportation planning efforts regardless of funding sources as a condition of receiving federal planning funds;

WHEREAS, the Community Planning Association of Southwest Idaho staff prepared the draft FY2018 Unified Planning Work Program and Budget and submitted it to the Finance Committee for their review; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to incorporate final funding and program allocations in the Unified Planning Work Program and Budget prior to the beginning of FY2018.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2018 Unified Planning Work Program and Budget, including reference to all transportation planning studies;

BE IT FURTHER RESOLVED, that the Community Planning Association of Southwest Idaho assures the appropriate necessary local matching funds are budgeted for the Unified Planning Work Program and Budget, Federal Transit Administration grants, Federal Highway Administration grants and all other grants and contracts as noted in the FY2018 Unified Planning Work Program and Budget of the Community Planning Association of Southwest Idaho, a copy of which is attached hereto and incorporated as an integral part of the Resolution; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to submit all related grant and contract applications, and sign all necessary documents for grant and contract purposes.

DATED this 28th day of August 2017.

APPROVED:

By: [Signature]
Steven Rule, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

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

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM
PLANNING FACTORS**

Work Program Number	Work Program Description	Support economic vitality of metropolitan area	Increase the safety and security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility options available to people and for freight	Protect and enhance the environment, promote energy conservation, and improve the quality of life	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system
601	UPWP Budget Development and Monitoring						X	
620	Demographics and Growth Monitoring	X	X	X	X	X	X	X
653	Communication and Education				X		X	
661	Long-Range Planning	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	
720	State Street Corridor	X	X	X	X	X	X	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	
842	Congestion Management Process	X	X	X	X	X	X	X
860	Geographic Information System Maintenance						X	
990	Direct Operations & Maintenance						X	
991	Support Services Labor						X	

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

In accordance with 23 CFR 450.334, the Idaho Transportation Department and the Community Planning Association of Southwest Idaho, designated metropolitan planning organization for the Northern Ada county transportation management area and Nampa urbanized area, hereby certify that the Community Planning Association of Southwest Idaho 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 FAST-ACT (Fixing Americas Surface Transportation Act; Pub. L. 114-94) 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
OF SOUTHWEST IDAHO



Signature

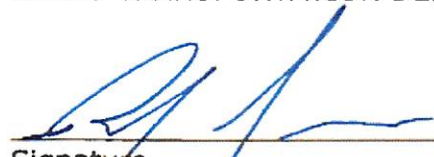
Executive Director

Title

8/30/2017

Date

IDAHO TRANSPORTATION DEPARTMENT



Signature

PLANNING SERVICES MANAGER

Title

3/24/17

Date

PROGRAM WORKSHEETS

PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2018 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 FY2019 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	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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2018 UPWP						
Process and track revenues and expenditures for the FY2018 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 FY2018 UPWP revisions						
Distribute revisions of the FY2018 UPWP to the Idaho Transportation Department for tracking purposes						As Needed
Distribute revisions of the FY2018 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2019 UPWP Development						
Develop process and schedule for the FY2019 UPWP						Nov
Solicit membership input on possible transportation planning projects and associated needs for FY2019						Nov-Jan
Submit initial revenue assessment for FY2019 to the Finance Committee for input						Mar
Obtain Board approval on FY2019 General and Special membership dues						Apr
Present FY2019 UPWP						
Present draft FY2019 UPWP to Finance Committee for input and feedback						May
Present draft FY2019 UPWP to Finance Committee for approval						Jun
Submit FY2019 UPWP to Board for adoption						Aug
Submit and obtain approval from Federal Highway Administration of FY2019 UPWP						Aug
Distribute FY2019 UPWP to the Idaho Transportation Department and Federal Transit Administration						Aug
Track federal requirements as related to Self-Certification						
Compliance with federal requirements						Ongoing
Quadrennial Certification Review						
Work with federal agencies to set up review						Mar
Host the Certification Review Team for the certification review						Apr
Receive final report and prepare necessary responses						Jul
Inform the COMPASS Board of the outcome of the certification review						Aug
Develop corrective action plan as necessary						Aug
Track federal requirements as related to Regional Transportation Improvement Program and the 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: 1) FY2018 UPWP revisions; 2) FY2019 UPWP; 3) Self-Certification; and 4) Maximize funding opportunities.						
						Expense Summary
						Total Workdays: 172
						Salary \$ 78,577
						Fringe 33,477
						Overhead 10,975
						Total Labor Cost: \$ 123,029
ESTIMATED DATE OF COMPLETION: September-2018						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies Federal Highway Administration Federal Transit Administration	
CPG, K13496				-		
CPG, K13963	47,359	16,640		63,999		
STP-TMA, K12478			50,000	50,000		
STP-TMA, K18948				-		
Local	6,682	2,348		9,029		
Total:	\$ 54,041	\$ 18,988	\$ 50,000	123,029		
						DIRECT EXPENDITURES:
						Professional Services \$ -
						Legal / Lobbying
						Equipment Purchases
						Travel / Education
						Printing
						Public Involvement
						Meeting Support
						Other
						Total Direct Cost: \$ -
						601 Total Cost: \$ 123,029

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PROGRAM NO.	620				CLASSIFICATION:	Project
TITLE:	Demographics and Growth Monitoring					
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 preparation work, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses 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, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation enables the most accurate counts during the 2020 Census, enables local governments to receive a variety of federal program funds, and provides key demographic data.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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..." Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks: 1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation. 2.1.1.c. Annually compile a development monitoring report.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Population and Employment Estimates						
Data collection and geocoding of building permits Complete 2017 Employment data Complete 2017 Development Monitoring Report Complete 2018 population estimates and receive Board acceptance						Ongoing Oct-Dec March April
Census Liaison/Clearinghouse						
Integrate Census data in related projects Complete the Census Boundary and Annexation Survey (BAS) Complete Local Update of Census Addresses (LUCA) Develop stakeholder workplan and communications plan for the preparation for 2020 Census.						Ongoing March Summer Summer
Development Review						
Provide development and policy reviews and checklists						Ongoing
Development Tracking and Reconciliation						
Update preliminary plat files and other entitled development Conduct reconciliation and report to workgroup/committee						Ongoing September
Demographics Support						
Integrate Census data in related projects Respond to member requests for census data						Ongoing Ongoing
LEAD STAFF: Carl Miller						
END PRODUCT: Seven products: 1) 2018 Population estimates by jurisdiction; 2) 2017 Employment estimates by jurisdiction; 3) Census 2020 support work including technical work (BAS and LUCA); 5) Census 2020 outreach; 6) An improved development review checklist and demographic data for local land use support; and 7) Annual reconciliation of the CIM 2040 Vision with entitled developments.						Expense Summary
						Total Workdays: 194
						Salary \$ 77,517
						Fringe 33,026
						Overhead 10,827
						Total Labor Cost: \$ 121,369
ESTIMATED DATE OF COMPLETION: September-2018						DIRECT EXPENDITURES: \$ -
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				-		
CPG, K13963	17,033	5,984		23,017		
STP-TMA, K12478			90,000	90,000		
STP-TMA, K18948				-		
Local	6,624	2,328		8,952		
Total:	\$ 23,657	\$ 8,312	\$ 90,000	121,969		
						Total Direct Cost: \$ 600
						620 Total Cost: \$ 121,969

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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 COMPASS Board education. Specific elements of the task include, but are not limited to, 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; managing COMPASS' social media channels; supporting the Public Participation Workgroup; 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:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan [<i>Communities in Motion</i>]) 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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
General						
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases						Ongoing
Support work of Public Participation Workgroup						Ongoing
Provide outreach/public speaking support and training to staff						Ongoing
Conduct annual update of social media audit						October
Update and solicit public comment on Integrated Communication Plan						Oct - Jun
Develop tools such as electronic and print materials designed for most effective means of communication						
Maintain and enhance COMPASS social media channels						Ongoing
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic						Ongoing
Develop FY2018 annual report						Jul-Sep
Write and distribute monthly update handout						Ongoing
Write and distribute monthly Keeping Up With COMPASS newsletter						Ongoing
Use results of FY2015 random household survey to evaluate success and continually improve programs						Ongoing
Update/develop other print materials as appropriate						
Education and community outreach						
Develop and implement FY2018 public education series to include a minimum of three speakers						Jan - Sep
Support and collaborate with other agencies' outreach and education efforts and programs						Ongoing
Participate in community events to share planning-related information						Ongoing
Attend/support member agencies at public meetings						Ongoing
Manage/support <i>Leadership in Motion</i> awards program						Aug - Dec
Plan and host annual "COMPASS 101" workshop						Jan - Feb
Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)						Mar - Jun
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")						
Promote the need for increased transportation funding/funding options through earned media, social media, etc.						Ongoing
Access Management Brochure for Businesses						
Augment access management brochure developed in FY2017 with a more detailed booklet (tentative - pending recommendation from RTAC subcommittee)						Oct - Dec
LEAD STAFF: Amy Luft						Expense Summary
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.						
Total Workdays: 229						
Salary \$ 83,098 Fringe 35,403 Overhead 11,607 Total Labor Cost: \$ 130,107						
ESTIMATED DATE OF COMPLETION: September-2018						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		
CPG, K13496				\$ -	Highway Districts	
CPG, K13963					Member Agencies	
STP-TMA, K12478					Federal Highways Administration	
					Idaho Transportation Department	
STP-TMA, K18948					Valley Regional Transit	
Local			173,036	173,036	Department of Environmental Quality	
				-	Ada County Air Quality Board	
Total:	\$ -	\$ -		\$ 173,036		
						Total Direct Cost: \$ 42,929
						653 Total Cost: \$ 173,036

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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 support for the adopted long-range transportation plan and ongoing long-range planning activities.					
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 help achieve the regional (CIM) goals.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) 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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
661001 General Project Management						
Develop funded/unfunded project list						Nov
Solicit public feedback on funded/unfunded projects						Mar
Evaluate potential long-term air quality impacts						June
Analyze consequences of significant unfunded long-term needs						June
Research additional funding mechanisms and develop funding plan						June
Complete draft plan and supporting documents						June
Solicit public feedback on draft plan						Aug
661003 Roadways						
Integrate Congestion Management Process						Feb
Develop plan to implement Travel Demand Management Strategies						Sep
Update functional classification map						Apr
661004 Freight						
Administer Freight Study consultant contract						Mar
Work with Freight Advisory Workgroup to prioritize and implement study findings						Sep
Host Freight and Land Use workshop						Sep
661005 Bicycle and Pedestrian						
Stakeholder Coordination: Active Transportation Workgroup, support local municipality bicycle and pedestrian committees/FACTS						Sep
Planning, analysis, and decision support						Sep
Continue Rail With Trail project						Sep
Bicycle and pedestrian forecasting tool creation						Sep
Data collection: bike/pedestrian counting program						Sep
Potential additional projects pending resource development funding						Sep
661006 Public Transportation						
Establish a phasing approach for public transportation including a prioritized list of investments						Nov
Develop cost estimates for each phase (Remix)						Jan
Develop prioritized premium service implementation plan						Apr
Develop priority stop analysis for first/last mile bike/pedestrian connections						Apr
Transit oriented development/Infill analysis						Sep
661007 Performance Measurement						
Integrate federal requirements; develop targets						Aug
Include performance data about packages of projects to help guide investment decisions						Jan
Provide relevant performance information to stakeholders and decision makers						Sep
661008 Bike Counter Management						
Install additional portable counters, manage program with member agencies						Oct-Sept
Update Strava data						
Manage permanent counter program						
LEAD STAFF: Liisa Itkonen						
END PRODUCT: Completed draft of <i>Communities in Motion 2040 2.0</i> ; Regional Bicycle and Pedestrian Plan; completed Freight Study.						
						Expense Summary
						Total Workdays: 618
						Salary \$ 235,309
						Fringe 100,252
						Overhead 32,867
						Total Labor Cost: 368,424
ESTIMATED DATE OF COMPLETION: September-2018						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -	ITD	
CPG, K13963	312,121	109,665		421,786		
STP-TMA, K12478				-	FHWA FTA	
STP-TMA, K18948			120,600	120,600		
Local	24,724	8,687		33,411		
				-		
Total:	\$ 336,845	\$ 118,352	\$ 120,600	\$ 575,797		
						DIRECT EXPENDITURES:
						Professional Services \$ 177,153
						Legal / Lobbying
						Equipment Purchases 8,720
						Travel / Education
						Printing 500
						Public Involvement 21,000
						Meeting Support
						Other
						Total Direct Cost: \$ 207,373
						661 Total Cost: \$ 575,797

PROGRAM NO.	685				CLASSIFICATION:	Project
TITLE:	Resource Development/Funding					
TASK / PROJECT DESCRIPTION:	Develop a FY2019-2023 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 FY2018-2022 TIP. COMPASS 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. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award CIM Implementation Grants to member agencies after appropriate outreach, prioritization and contract due diligence.					
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 the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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, Communities in Motion 2040, and the annual Transportation Improvement Program (TIP). Under 12 CFR § 450.306 and 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 a Transportation Management Area (TMA). The TIP is required to be updated 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 Federal Certification Review.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate prioritization of project applications Assign projects to funding programs Research ways to automate application process Rank applications Develop the final FY2019-2023 Regional Transportation Improvement Program Monitor and track FY2018-2022 Regional Transportation Improvement Program Provide assistance to Valley Regional Transit (VRT)						Oct-Sept
685002 Project Development Program Identify unfunded projects needing development Select projects for program Select/contract with/manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept
685003 Grant Research and Development Ensure unfunded member needs list remains current Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with writing grant applications - TIGER, FASTLANE, CDBG, etc. Update annual Resource Development Plan						Oct-Sept
685004 CIM Implementation Grants Facilitate prioritization of applications Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget						Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary	
END PRODUCT: Pre-Concept reports including purpose and need statement; public involvement plan environmental scan; planning level design sketches of early alternatives, and cost estimates. Grant applications. CIM Implementation Grants/Member Projects. Track and monitor the current-year TIP and develop the TIP update. Annual Resource Development Plan.					Total Workdays: 637	
					Salary \$ 244,529	
					Fringe 104,180	
					Overhead 34,155	
					Total Labor Cost: \$ 382,861	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -		
CPG, K13963	171,013	60,085		231,098		
STP-TMA, K12478				-		
STP-TMA, K13478			70,000	70,000		
STP-TMA, K18948						
Local	17,650	6,201		23,851		
			188,012	188,012		
Total:	\$ 188,663	\$ 66,286	\$ 258,012	\$ 512,961		
					Total Direct Cost: \$ 130,100	
					685 Total Cost: \$ 512,961	

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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 project support.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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 provides assistance to agencies fulfilling activities related to <i>Communities in Motion 2040</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other requests as budget allows Specific requested assistance: Assist with City of Nampa Transportation Plan update Conduct Canyon County wineries and agritourism trip generation study Collect traffic counts Develop trip generation rates Develop a pavement condition assessment methodology for Canyon County agencies Form a workgroup Develop a scope for exploring and documenting methodology to collect, analyze and report pavement conditions Bring for UPWP consideration for FY2019 continuation					Ongoing Sep Oct-Sep Jan-June	
LEAD STAFF: Matt Stoll					Expense Summary	
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 79	
					Salary \$ 31,729	
					Fringe 13,518	
					Overhead 4,432	
					Total Labor Cost: \$ 49,679	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 2,800
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K13496				\$ -		Equipment Purchases
CPG, K13963	35,984	12,643		48,627		Travel / Education
STP-TMA, K12478				-		Printing
STP-TMA, K18948						Public Involvement
Local	2,850	1,002		3,852		Meeting Support
				-		Other
Total:	\$ 38,834	\$ 13,645		\$ 52,479		Total Direct Cost: \$ 2,800
					701	Total Cost: \$ 52,479

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PROGRAM NO.	702			CLASSIFICATION:	Service	
TITLE:	Air Quality Outreach					
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports 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 cover the airing of television and radio public service announcements, and assisting in obtaining related earned media exposure as appropriate.					
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:	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).					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Public Service Announcements Work with service provider to purchase radio and television air time for public service announcements, and assist in obtaining related earned media exposure as appropriate.					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: 7	
					Salary \$ 2,903	
					Fringe 1,237	
					Overhead 405	
					Total Labor Cost: \$ 4,545	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Professional Services \$ 45,455
CPG, K13496				\$ -		Legal / Lobbying
CPG, K13963						Equipment Purchases
STP-TMA, K12478						Travel / Education
					Printing	
STP-TMA, K18948			50,000	-	Public Involvement	
Local				50,000	Meeting Support	
					Other	
Total:	\$ -	\$ -		\$ 50,000	Total Direct Cost: \$ 45,455	
					702 Total Cost: \$ 50,000	

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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 are 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 responds to questions from the public and 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:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).		
FY2018 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide assistance to public and non-member entities, as requested, in the areas of:			Ongoing
Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other general requests for information			
LEAD STAFF: Amy Luft		Expense Summary	
END PRODUCT: Information assistance to the general public.		Total Workdays: 13	
		Salary \$ 4,543	
		Fringe 1,936	
		Overhead 635	
		Total Labor Cost: \$ 7,113	
ESTIMATED DATE OF COMPLETION: September-2018		DIRECT EXPENDITURES: \$ -	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG, K13496			\$ -
CPG, K13963			
STP-TMA, K12478			
STP-TMA, K18948			7,113
Local			-
Total:	\$ -	\$ -	\$ 7,113
			703
			Total Cost: \$ 7,113

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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 ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.					
FY2018 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: 50						
Salary \$ 22,841 Fringe 9,731 Overhead 3,190 Total Labor Cost: \$ 35,763						
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Member Agencies
CPG, K13496				\$ -		
CPG, K13963 STP-TMA, K12478	24,522	8,616		33,138		
STP-TMA, K18948 Local	1,943	683		2,625		
Total:	\$ 26,465	\$ 9,299		\$ 35,763		
					Total Direct Cost: \$ -	
					705 Total Cost: \$ 35,763	

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PROGRAM NO.	720				CLASSIFICATION:	Service
TITLE:	State Street Corridor					
TASK / PROJECT DESCRIPTION:	Multi-year cooperative project with member agencies along State Street to advance studies, plans, development, and transit and roadway improvements in the corridor. COMPASS' role is project coordinator providing general support including development and technical assistance on the multi-jurisdictional MOU as well as providing project management for the consultant contract funded by the FTA transit-oriented, land use development grant.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	State Street is a regionally significant corridor and the only east-west route between the two counties north of the Boise River. A multi-jurisdictional State Street Traffic and Transit Operational Plan (TTOP) has been adopted and is being implemented, requiring ongoing technical assistance. The corridor is identified in <i>Communities in Motion 2040</i> as a future high capacity transit corridor. The various tasks in the project are orchestrated to help ensure the viability of transportation through the corridor and protect existing neighborhoods and communities in the future.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR 450.318 -- The tasks fulfill FHWA and FTA goals and direction by focusing on linking traffic, transit, and land development in a stronger relationship than has been done previously in the Treasure Valley. Long-term changes in the corridor are included in <i>Communities in Motion</i> .					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Project Coordination						
Facilitate meetings and communications of State Street Coordinating Committee as needed Assist agencies to implement Transit and Traffic Operations Plan (TTOP)						Ongoing
Provide project management for consultant contract and project management team (PMT) for transit oriented development plan						Jun 2017 to Sep 2018
LEAD STAFF: Megan Larsen						Expense Summary
END PRODUCT: Final State Street Transit Oriented Development Vision Plan.						
						Total Workdays: 54
						Salary \$ 25,438
						Fringe 10,838
						Overhead 3,553
						Total Labor Cost: \$ 39,829
ESTIMATED DATE OF COMPLETION: September-2018						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ 280,000
	Ada	Canyon	Special	Total	Ada County Member Agencies	Legal / Lobbying
CPG, K13496				\$ -		Equipment Purchases
CPG, K13963	27,310	9,595		36,905		Travel / Education
STP-TMA, K12478						Printing
STP-TMA, K18948			280,000	282,924		Public Involvement
Local	2,164	760		-		Meeting Support
Total:	\$ 29,474	\$ 10,355	\$ 280,000	\$ 319,829		Total Direct Cost: \$ 280,000
					720	Total Cost: \$ 319,829

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PROGRAM NO.	760			CLASSIFICATION:	Service
TITLE:	Legislative Services				
TASK / PROJECT DESCRIPTION:	Work with and manage the 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:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Federal Legislative Priorities Work with COMPASS 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 FY2018 legislative session Obtain Board endorsement of FY2018 legislative priorities Educate and advocate on FY2018 legislative priorities Evaluate possible legislative priorities for FY2018 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: 60
					Salary \$ 35,662
					Fringe 15,194
					Overhead 4,981
					Total Labor Cost: \$ 55,836
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496				\$ -	Professional Services \$ -
CPG, K13963					Legal / Lobbying 85,950
STP-TMA, K12478					Equipment Purchases
					Travel / Education 18,000
STP-TMA, K18948			170,886	\$ 170,886	Printing
Local					Public Involvement
					Meeting Support
					Other 11,100
					Total Direct Cost: \$ 115,050
Total:	\$ -	\$ -	\$ 170,886	\$ 170,886	760 Total Cost: \$ 170,886

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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 relevant committee.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes linkage of the regional long-range transportation plan and local land use planning, as well as provide necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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."				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Administration Facilitate required annual meeting of Blueprint for Good Growth			April		
Policy Analysis Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee Report to workgroup/committee and identify pilot study			As needed As needed		
LEAD STAFF: Matt Stoll			Expense Summary		
END PRODUCT: Blueprint for Good Growth annual meeting. The policy analysis, if requested, would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the <i>Communities in Motion 2040</i> Vision by encouraging infill, redevelopment, and Major Activity Centers.					
ESTIMATED DATE OF COMPLETION: September-2018			Total Workdays: 3		
			Salary \$ 1,461		
			Fringe 623		
			Overhead 204		
			Total Labor Cost: \$ 2,288		
Funding Sources			DIRECT EXPENDITURES:		
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K13496				\$ -	Legal / Lobbying
CPG, K13963	2,120			2,120	Equipment Purchases
STP-TMA, K12478					Travel / Education
					Printing
STP-TMA, K18948	168			168	Public Involvement
Local				-	Meeting Support
				-	Other
Total:	\$ 2,288	\$ -		\$ 2,288	Total Direct Cost: \$ -
					761 Total Cost: \$ 2,288

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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 best practices and activities nationally.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this 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:	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.				
FY2018 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: 139	
				Salary \$ 55,519	
				Fringe 23,653	
				Overhead 7,755	
				Total Labor Cost: \$ 86,926	
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES:	
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	
CPG, K13496				\$ -	Federal Highway Administration
CPG, K13963	87,032	30,578		117,610	Federal Transit Administration
STP-TMA, K12478					
STP-TMA, K18948					
Local	6,894	2,422		9,316	
				-	
Total:	\$ 93,926	\$ 33,000		\$ 126,926	
				Total Direct Cost: \$ 40,000	
				801	Total Cost: \$ 126,926

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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:	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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing	
LEAD STAFF:	Megan Larsen				Expense Summary	
END PRODUCT:	Ongoing support of committees to promote involvement and communication.				Total Workdays: 224	
					Salary	\$ 86,903
					Fringe	37,024
					Overhead	12,138
					Total Labor Cost:	\$ 136,064
ESTIMATED DATE OF COMPLETION:	September-2018				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -	Professional Services	\$ -
CPG, K13963	94,668	33,262		127,930	Legal / Lobbying	
STP-TMA, K12478					Equipment Purchases	
					Travel / Education	
					Printing	
STP-TMA, K18948	7,499	2,635		10,134	Public Involvement	
Local				-	Meeting Support	2,000
					Other	
Total:	\$ 102,167	\$ 35,897		\$ 138,064	Total Direct Cost:	\$ 2,000
					820	Total Cost: \$ 138,064

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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 needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review 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:	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..."					
FY2018 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 the Transportation Economic Development Impact System (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					Apr - Jul	
Provide project and program evaluations using TREDIS for grant applications and ITD's Strategic Initiatives					Dec - Mar	
Reconcile demographic data and integrate in the current and forecast years of the regional model					Feb - Mar	
CIM 2040 2.0 support						
Use the regional travel demand model to conduct evaluations for various transportation packages					Oct-Apr	
Update planning functional classification map					Nov - Feb	
Complete air quality conformity demonstration (also supports TIP)						
Special Tasks and Model Improvements						
Finish calibrating AM peak model					Jun - Sept	
Document model refinements as addendums to the completed calibration report					Jun - Sept	
Develop scripts to more efficiently provide model output data for performance based planning efforts					Ongoing	
Provide technical assistance to City of Nampa for the update of the Master Transportation Plan					Oct - Jan	
Provide technical analysis on unexpected member agency requests					Ongoing	
Continue to expand the data foundation task to implement it into other data sources					Ongoing	
Complete the process to efficiently and more timely process ACHD and ITD traffic counts into the master database					Oct - Dec	
Complete the land use model testing and final recommendation					Oct - Jan	
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.					
ESTIMATED DATE OF COMPLETION:	September-2019					
Funding Sources					DIRECT EXPENDITURES:	
	Ada	Canyon	Special	Total		Professional Services \$10,000
CPG, K13496				\$ -		Legal / Lobbying
CPG, K13963	56,786	19,952		76,738		Equipment Purchases
STP-TMA, K12478			30,000	30,000		Travel / Education
STP-TMA, K18948						Printing
Local	6,257	2,197		8,454	Public Involvement	
				-	Meeting Support	
Total:	\$ 63,043	\$ 22,149	\$ 30,000	\$ 115,192	Other	
					Total Direct Cost: \$ 10,000	
					836 Total Cost: \$ 115,192	

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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. Develop strategy for congestion management data collection.					
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, reason for change is 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:	Federal Code 23 CFR § 450.320 -- Congestion Management Process is one of the Planning Factors and required in Transportation Management Areas (TMA). COMPASS has 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. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan is also required for MPOs in new federal legislation. 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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
CMS Report and Travel Time Data Collection Complete a summary of the CMS "floating car" travel time data collection effort from 2003 - 2016			Dec-Jan			
New Travel Time Data Source and Process Build a process to join the raw NPMRDS travel time data to the NPMRDS shapefile Build the link between the NPMRDS attributes (TMC and LinkID) to the COMPASS PMID system Run basic analysis of the NPMRDS data (2014 to currently available) Compare the NPMRDS data to historical COMPASS floating car travel time data Identify concerns or issues with the NPMRDS data and develop protocols to address these issues (low volume roads with little or no data) Set up a process to match accident log data (from State Comm or ACHD) to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion (supports CIM, performance reporting and performance-based planning) Set up process to match NPMRDS data with building permit activity and permanent traffic count sites Set up process to calculate average speed using the NPMRDS data and consider using it for input speeds in the mode (supports travel demand model) Continue to coordinate with ITD HQ staff on downloading the raw NPMRDS data Identify roadways not covered by the NPMRDS data and determine if travel time data are necessary If so, collect travel time data using floating car method			Oct-Dec Oct-Dec Oct-Dec Jan-Feb Jan-Feb Feb-May Feb-May Jun-Aug Ongoing Oct-Dec Ongoing			
ITS Inventory and Online Detour Routes Complete the 2017 ITS inventory and detour routes in GIS Set up a process and access to select member agencies to update their ITS inventory Set up a review process of these changes before making them official Set up a process to display long term construction projects from ACHD and 511 in the detour route on line map			Oct-Aug Oct-Aug Oct-Aug			
LEAD STAFF:	Mary Ann Waldinger		Expense Summary			
END PRODUCT:	Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.					
			Total Workdays: 57			
			Salary \$ 24,707			
			Fringe 10,526			
			Overhead 3,451			
			Total Labor Cost: \$ 38,684			
ESTIMATED DATE OF COMPLETION:			September-2018			
DIRECT EXPENDITURES:						
Funding Sources			Participating Agencies			
	Ada	Canyon	Special	Total	Highway Districts	Professional Services \$ -
CPG, K13496				\$ -	Member Agencies	Legal / Lobbying
CPG, K13963	4,325	1,520	30,000	5,845	Federal Highways Administration	Equipment Purchases
STP-TMA, K12478				30,000		Travel / Education
				-		Printing
STP-TMA, K18948				-		Public Involvement
Local	2,101	738		2,839		Meeting Support
				-		Other
Total:	\$ 6,426	\$ 2,258	\$ 30,000	\$ 38,684		Total Direct Cost: \$ -
						842 Total Cost: \$ 38,684

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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 (RGAW) 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..."					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, ped count analysis, and crash analysis Enterprise database creation Data integration GIS Technology			Ongoing			
Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.			As Needed			
GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings			Quarterly/as needed			
Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data			Quarterly/as needed			
Regional Data Center Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets			Ongoing			
CIM Update planning functional classification map Interactive Document/maps Database and dashboard/reporting development			Nov - Feb			
TIP Data integration support Reporting support			Ongoing Ongoing			
Orthophotography Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding			Ongoing Ongoing			
LEAD STAFF: Eric Adolfsen		Expense Summary				
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.						
		Total Workdays: 562				
		Salary \$ 208,647				
		Fringe 88,893				
		Overhead 29,143				
		Total Labor Cost: \$ 326,679				
ESTIMATED DATE OF COMPLETION: September-2018		DIRECT EXPENDITURES:				
Funding Sources		Participating Agencies				
	Ada	Canyon	Special	Total	All Member Agencies	Professional Services \$ -
CPG, K13496				\$ -		Legal / Lobbying
CPG, K13963	108,093	38,723		146,816		Equipment Purchases 51,100
STP-TMA, K12478			36,705	36,705		Travel / Education
STP-TMA, K18948						Printing
Local	10,757	3,780	180,921	195,458		Public Involvement
				-	Meeting Support	
				-	Other 1,200	
Total:	\$ 118,850	\$ 42,503	\$ 217,626	\$ 378,979		Total Direct Cost: \$ 52,300
						860 Total Cost: \$ 378,979

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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 equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2018 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded					Ongoing
LEAD STAFF: Megan Larsen					Expense Summary
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Total Workdays: 0
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION:				September-2018	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496				\$ -	
CPG, K13963					
STP-TMA, K12478					
STP-TMA, K18948			146,950	146,950	
Local				-	
Total:	\$ -	\$ -		\$ 146,950	
				990	Total Direct Cost: \$ 146,950
					Total Cost: \$ 146,950

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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, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</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 allow indirect costs as outlined in the agreement.</p>					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration Review standing agreements Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2018 benefit options Financial Management Close FY2017 financial records and begin FY2018 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 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					Aug As needed Ongoing Ongoing As needed As needed As needed As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
LEAD STAFF: Megan Larsen END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Expense Summary Total Workdays: 887 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -	Idaho Transportation Department	
CPG, K13963				-		
STP-TMA, K12478				-		
STP-TMA, K18948				-		
Local				-		
Total:	\$ -	\$ -		\$ -		
					991	Total Direct Cost: \$ -
						Total Cost: \$ -

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FINANCIAL WORKSHEETS

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2017 Revision 2	FY2018 Draft
GENERAL MEMBERSHIP		
Ada County	208,703	213,522
Ada County Highway District	208,703	213,522
Canyon County	103,112	106,132
Canyon Highway District No. 4	38,180	37,994
Golden Gate Highway District No.3	4,959	5,099
City of Boise	100,042	100,937
City of Caldwell	23,201	23,862
City of Eagle	11,248	11,874
City of Garden City	5,035	5,070
City of Kuna	8,126	8,686
City of Meridian	40,308	43,341
City of Melba	251	251
City of Middleton	3,342	3,576
City of Nampa	40,061	42,689
City of Notus	251	251
City of Parma	930	935
City of Star	3,593	4,096
City of Wilder	723	745
Subtotal	800,768	822,582
SPECIAL MEMBERSHIP		
Boise State University	7,950	8,200
Capital City Development Corporation	7,950	8,200
Department of Environmental Quality	7,950	8,200
Idaho Transportation Department	7,950	8,200
Valley Regional Transit	7,950	8,200
Subtotal	39,750	41,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2016 K# 13495 Ada County -- carry over	72,204	
CPG - FY2016 K# 13495 Canyon County -- carry over	25,369	
CPG - FY2017 K# 13496 Ada County	971,873	
CPG - FY2017 K# 13496 Canyon County	341,469	
CPG - FY2018 K# 13963 Ada County		988,364
CPG - FY2018 K# 13963 Canyon County		347,263
Sub Total CPG Grants	1,410,915	1,335,627
STP TMA - K# 12374, FY17 off-the-top funds for Planning	306,705	
STP TMA - K# 13478, FY18 off-the-top funds for Planning		306,705
STP TMA - K# 13047, <i>Communities in Motion</i> Update - carry over	36,840	
STP TMA - K# 13048, On Board Transit Survey - carry over	56,255	
FHWA - SHRP2 Implementation Assistance Program - carry over	42,726	
STP TMA - K# 18948, Freight Study	301,145	
STP TMA - K# 18948, Freight Study - estimated carry over		120,600
Subtotal	743,670	427,305
OTHER REVENUE SOURCES		
Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
TREDIS Contribution		16,000
Idaho Transportation Department, I-84 Detour Plan	25,000	
Ada County Highway District, I-84 Detour Plan	50,000	
Jamar Refund for bike/ped counters	13,180	
Interest Income	4,000	5,000
Valley Regional Transit - State Street Grant (consultant costs)	404,000	
Valley Regional Transit - State Street Grant - estimated carry over		280,000
Subtotal	546,180	351,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,541,283	2,977,514
Draw From Fund Balance (Future Regional Orthophotography)	65,000	-
Draw From Fund Balance (CIM Implementation Grants)	63,919	50,000
Draw From Fund Balance (to fund revenue shortfall)	123,213	62,433
TOTAL REVENUE, ALL RESOURCES	3,793,415	3,089,947

EXPENSE	FY2017 Revision 2	FY2018 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,302,171	1,256,562
Fringe	559,000	548,128
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,891,171	1,834,690
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	208,000	179,700
Subtotal	208,000	179,700
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring		600
653001, Communication and Education	66,800	42,929
661001, Long-Range Planning	27,000	61,500
661004, Freight	325,400	137,153
661005, Bicycles and Pedestrians	68,625	8,720
661007, Performance Measurement (SHRP2 grant funds)	67,727	
685001, Transportation Improvement Program	5,000	5,100
685002, Project Development Program	77,003	75,000
685004, CIM Implementation Grants	63,919	50,000
701001, General Membership Services		2,800
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	404,000	280,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	25,000	10,000
838001, On-Board Transit Survey	56,868	
842001, Congestion Management Process	107,997	
860001, Geographic Information System Maintenance	41,700	52,300
990001, Direct Operations and Maintenance	154,700	146,950
Subtotal	1,694,244	1,075,557
TOTAL EXPENSE	3,793,415	3,089,947

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,793,415	3,089,947
LESS: TOTAL EXPENSES	3,793,415	3,089,947
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
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	FY18 CPG Ada County K# 13963	FY18 CPG Canyon County K# 13963	STP-TMA Off The Top K# 13478	STP-TMA Freight Study K# 18948	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurances	135	95,443	-	95,443	43,244	15,194	30,000		88,437	7,005			7,005	95,443
601002 Certification Review	37	27,586	-	27,586	4,115	1,446	20,000		25,561	2,025			2,025	27,586
620001 Demographics and Growth Monitoring	71	45,959	600	46,559	9,725	3,417	30,000		43,142	3,417			3,417	46,559
620002 Development Monitoring	60	37,301	-	37,301	3,377	1,186	30,000		34,563	2,738			2,738	37,301
620003 Census 2020	63	38,109	-	38,109	3,931	1,381	30,000		35,312	2,797			2,797	38,109
653001 Communication and Education Long-Range Planning	229	130,107	42,929	173,036					-		173,036		173,036	173,036
661001 General Project Management	240	159,421	61,500	220,921	151,482	53,223			204,705	16,216			16,216	220,921
661003 Roadways	12	8,144	-	8,144	5,584	1,962			7,546	598			598	8,144
661004 Freight	12	8,144	137,153	145,297	16,934	5,950		120,600	143,484	1,812.75			1,813	145,297
661005 Bicycles/Pedestrians	131	63,293	8,720	72,013	49,378	17,349			66,727	5,286			5,286	72,013
661006 Public Transportation	86	54,723	-	54,723	37,523	13,184			50,707	4,017			4,017	54,723
661007 Performance Measurement	68	44,168	-	44,168	30,285	10,641			40,926	3,242			3,242	44,168
661008 Bike Counter Management	69	30,531	-	30,531	20,935	7,356			28,290	2,241			2,241	30,531
Resource Development/Funding														
685001 Transportation Improvement Program	466	273,599	5,100	278,699	139,299	48,943	70,000		258,242	20,456			20,456	278,699
685002 Project Development Program	51	33,356	75,000	108,356	22,872	8,036			30,908	2,448	75,000		77,448	108,356
685003 Grant Research and Development	101	63,012	-	63,012					-		63,012		63,012	63,012
685004 CIM Implementation Grants	19	12,895	50,000	62,895	8,842	3,107			11,948	946	50,000		50,946	62,895
TOTAL PROJECTS	1,850	1,125,791	381,002	1,506,793			210,000	120,600	1,070,499	75,246	361,048	-	436,294	1,506,793
701001 General Membership Services	79	49,679	2,800	52,479	35,984	12,643			48,627	3,852			3,852	52,479
702001 Air Quality Outreach	7	4,545	45,455	50,000					-		50,000		50,000	50,000
703001 General Public Services	13	7,113	-	7,113					-		7,113		7,113	7,113
705001 Transportation Liaison Services	50	35,763	-	35,763	24,522	8,616			33,138	2,625			2,625	35,763
720001 State Street Corridor	54	39,829	280,000	319,829	27,310	9,595			36,906	2,923		280,000	282,923	319,829
760001 Legislative Services	60	55,836	115,050	170,886					-		170,886		170,886	170,886
761001 Growth Incentives	3	2,288	-	2,288	2,120				2,120	168			168	2,288
TOTAL SERVICES	266	195,054	443,305	638,359			-	-	120,791	9,568	177,999	330,000	517,567	638,359
801001 Staff Development	139	86,926	40,000	126,926	87,031	30,578			117,610	9,316			9,316	126,926
820001 Committee Support	224	136,064	2,000	138,064	94,668	33,262			127,930	10,134			10,134	138,064
836001 Regional Travel Demand Model	155	105,192	10,000	115,192	56,786	19,952	30,000		106,737	8,455			8,455	115,192
842001 Congestion Management Process	57	38,684	-	38,684	4,325	1,520	30,000		35,844	2,839			2,839	38,684
860001 Geographic Information System Maintenance	562	326,679	52,300	378,979	108,092	38,723	36,705		183,520.36	14,537	180,921		195,459	378,979
TOTAL SYSTEM MAINTENANCE	1,137	693,545	104,300	797,845			96,705	-	571,642	45,282	180,921	-	226,204	797,845
990001 Direct Operations / Maintenance	-	-	146,950	146,950					-		125,950	21,000	146,950	146,950
991001 Support Services Labor	887	-	-	-					-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-					-				-	-
TOTAL INDIRECT/OVERHEAD	887	-	146,950	146,950			-	-	-	-	125,950	21,000	146,950	146,950
G R A N D T O T A L	4,140	2,014,390	1,075,557	3,089,947	988,364	347,263	306,705	120,600	1,762,932	130,096	845,919	351,000	1,327,015	3,089,947

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

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)	FY2019 CARRY- FORWARD
620001	Demographics and Growth Monitoring	600					600				
653001	Communication and Education	42,929	15,629			1,500		25,800			
661001	Long-Range Planning	61,500	40,000			500		21,000			
661004	Freight	137,153	137,153								
661005	Bicycles/Pedestrians	8,720		8,720							
685001	Transportation Improvement Program	5,100						5,100			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	50,000	50,000								
701001	General Membership Services	2,800	2,800								
702001	Air Quality Outreach	45,455	45,455								
720001	State Street Corridor	280,000	280,000								
760001	Legislative Services	115,050			18,000		11,100			85,950	
801001	Staff Development	40,000			40,000						
820001	Committee Support	2,000							2,000		
836001	Regional Travel Demand Model	10,000	10,000								
860001	Geographic Information System Maintenance	52,300		51,100			1,200				
990001	Direct Operations / Maintenance										
	New/replacement hardware and software	6,000		6,000							
	Transit network planning software	19,250		19,250							
	Tredis renewal	81,000		81,000							
	Cube renewal; Cube Land	20,100		20,100							
	Webinar series	1,600			1,600						
	Membership dues for COMPASS	12,000								12,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		1,075,557	656,037	186,170	59,600	2,000	12,900	51,900	9,000	97,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2017 Revision 2	FY2018 Draft
Professional Services	930	32,500	25,000
Equipment Repair / Maintenance	936	500	500
Travel / Education	940	1,500	1,500
Publications	943	1,500	1,000
Employee Professional Membership	945	7,000	8,000
Postage	950	1,000	1,500
Telephone	951	11,500	11,250
Building Maintenance and Reserve for Major Repairs	955	43,500	45,950
Printing	960	1,000	1,000
Advertising	962	2,000	1,000
Audit	970	16,000	16,000
Insurance	971	13,000	12,000
Legal Services	972	10,000	3,000
General Supplies	980	7,000	8,000
Computer Supplies	982	21,850	15,000
Computer Software / Maintenance	983	23,200	15,200
Commuting Incentive	990	450	400
Vehicle Maintenance	991	1,500	1,200
Utilities	992	10,500	10,500
Local Travel	993	1,000	1,500
Other / Miscellaneous	995	1,500	200
TOTAL		208,000	179,700

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	46	30	3	56	135
601002	Certification Review	AL	10	18	9	-	37
620001	Demographics and Growth Monitoring	CM	-	64	7	-	71
620002	Development Monitoring	CM	-	50	10	-	60
620003	Census 2020	CM	-	55	8	-	63
653001	Communication and Education	AL	9	14	206	-	229
	Long-Range Planning	LI	-				
661001	General Project Management	LI	12	156	72	-	240
661003	Roadways	LI	-	12	-	-	12
661004	Freight	LI	-	12	-	-	12
661005	Bicycles/Pedestrians	TL	-	125	6	-	131
661006	Public Transportation	DW	-	80	6	-	86
661007	Performance Measurement	CM	-	66	2	-	68
661008	Bike Counter Management	TL	-	69	-	-	69
	Resource Development/Funding	TT	-				
685001	Transportation Improvement Program	TT	10	441	15	-	466
685002	Project Development Program	KP	-	51	-	-	51
685003	Grant Research and Development	KP	-	97	4	-	101
685004	CIM Implementation Grants	KP	-	19	-	-	19
TOTAL PROJECTS			87	1,359	348	56	1,850
701001	General Membership Services	LI	-	71	8	-	79
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	AL	-	10	3	-	13
705001	Transportation Liaison Services	MS	12	25	13	-	50
720001	State Street Corridor	ML	18	33	3	-	54
760001	Legislative Services	MS	60	-	-	-	60
761001	Growth Incentives	MS	1	2	-	-	3
TOTAL SERVICES			91	141	34	-	266
801001	Staff Development	ML	9	98	22	10	139
820001	Committee Support	ML	14	83	12	115	224
836001	Regional Travel Demand Model	MW	-	155	-	-	155
842001	Congestion Management Process	HM	-	57	-	-	57
860001	Geographic Information System Maintenance	EA	-	542	20	-	562
TOTAL SYSTEM MAINTENANCE			23	935	54	125	1,137
TOTAL DIRECT			201	2,435	436	181	3,253
991001	Support Services Labor	ML	259	95	24	509	887
TOTAL INDIRECT/OVERHEAD			259	95	24	509	887
TOTAL LABOR			460	2,530	460	690	4,140

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WORKDAY ALLOCATION

TRANSPORTATION SUPPLEMENT

Transportation Supplement
FISCAL YEAR 2018
VALLEY REGIONAL TRANSIT

		Expenses			Revenues				
		Workdays	Direct Labor	Direct Costs	Total Exp.	5307 TMA	5307 UZA	Local Match	Total Revenues
500	Program Administration Support	775	\$ 325,910	\$ 120,940	\$ 446,850	\$ 264,000	\$ 93,264	\$ 89,316	\$ 446,580
530	Boise TMA System Planning	164	72,172	9,100	81,272	88,000		22,000	110,000
430	Nampa UZA System Planning	171	76,780	9,099	85,879	-	45,936	11,484	57,420
TOTALS		1,110	\$ 474,861	\$ 139,139	\$ 614,000	\$ 352,000	\$ 139,200	\$ 122,800	\$ 614,000

**OTHER
TRANSPORTATION
PLANNING
STUDIES**

Other Transportation Planning Studies in the Treasure Valley

ACHD Capital Improvement Plan

Sponsor: ACHD

Status: Updated every three years

Web Link: <http://www.achdidaho.org/Departments/ROWDS/ImpactFees.aspx>

Alternatives Analysis for Downtown Boise Circulator System, Phase 1

Sponsor: City of Boise

Status: Ongoing

Web Link: <https://pds.cityofboise.org/planning/comp/circulator/>

East Columbia Master Plan, City of Boise

Sponsor: City of Boise

Status: Ongoing

Web Link: not available

Five Year Capital Improvement Plan, Planning

Sponsor: Golden Gate Highway District

Status: Adopted 2015

Web Link: <http://www.gghd3.org/CIP2016.pdf>

Five Year Strategic Plan

Sponsor: Valley Regional Transit

Status: Approved January 2015

Web Link:

<http://www.valleyregionaltransit.org/PROJECTSSTUDIES/FIVEYEARSTRATEGICPLAN.aspx>

Five Year Work Plan

Sponsor: Nampa Highway District

Status: Updated annually

Web Link: http://www.nampahighway1.com/Five_Year_Work_Plan.php

Glenwood and State Intersection Study

Sponsor: ACHD and Idaho Transportation Department

Status: Ongoing

Web Link: http://achdweb.achdidaho.org/Projects/proj_study_glenwood-and-state-intersection-study.aspx

Integrated Five Year Work Plan

Sponsor: Ada County Highway District

Status: Update annually

Web Link: <http://www.achdidaho.org/Departments/PP/5Year.aspx>

State Highway 55 Corridor Study

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/d3/?target=construction-list>

US 20/26 Corridor Plan (Caldwell to Boise)

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://apps.itd.idaho.gov/apps/us2026CorridorStudy/default.html>

US 20/26 Corridor Study, (I-84 to State Line)

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/d3/?target=construction-list>

US 95 Corridor Study

Sponsor: Idaho Transportation Department

Status: Ongoing

Web Link: <http://itd.idaho.gov/d3/?target=construction-list>

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