



*Working together to plan for the future*

## FY2019 Unified Planning Work Program and Budget – Revision 4

Report No. 12-2019

Adopted by the COMPASS Board on August 26, 2019

Resolution No. 15-2019

**FY2019 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
REVISION 4**

**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 in 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, the Federal Highway Administration, and the Federal Transit Administration for approval.

Revision 4 of the FY2019 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, Expenses by Work Program Number and Funding Source, Direct Expense Summary, Indirect Operations and Maintenance Expense Summary, and the Workday Allocation.
- A Transportation Supplement showing funding sources for Valley Regional Transit, the public transportation authority for Ada and Canyon Counties.
- Documentation of other significant transportation planning projects occurring within the COMPASS planning area.

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## COMPASS BOARD AGENDA ITEM VI-A

Date: August 26, 2019

### **Topic: Revision 4 of the FY2019 Unified Planning Work Program and Budget**

#### **Request/Recommendation:**

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 15-2019 approving Revision 4 of the FY2019 Unified Planning Work Program and Budget (UPWP).

#### **Background/Summary:**

Federal metropolitan planning rules require that COMPASS produce a UPWP, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications of these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 4 of the FY2019 UPWP:

- Add \$20,500 from Fund Balance to pay for construction costs and furnishings for three additional office spaces.

The following revisions to expenses are proposed in Revision 4 of the FY2019 UPWP:

- Add \$15,800 for estimated cost to construct three additional office spaces and \$4,700 for furnishings for the spaces

#### **Implication (policy and/or financial):**

Without COMPASS Board adoption of Revision 4 of the FY2019 UPWP, the agency cannot make full use of available revenues.

#### **More Information:**

- 1) Attachment 1: Resolution 15-2019
- 2) Attachment 2: Revision 4 of the FY2019 Unified Planning Work Program and Budget.
- 3) For detailed information contact: Meg Larsen at 208-475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**Recommended Changes to FY2019 - Revision 4**  
**Summary**

| <b>FY2019 UPWP - Rev 3 Revenues</b>        |   | <b>3,609,895</b> | <b>FY2019 UPWP - Rev 3 Expenses</b>  |  | <b>3,609,895</b> |
|--|---|------------------|--|--|------------------|
| 1  | Increase Draw from Fund Balance to pay for construction costs and desks for three additional office spaces. | 20,500           | <b>Direct Operations &amp; Maintenance</b><br><br>Equipment/Software<br>Add \$15,800 for estimated cost to construct three additional office spaces and \$4,700 to purchase three desks. |  | 20,500           |
| <b>Recommended Adjustments to Revenues</b> |   | <b>20,500</b>    | <b>Recommended Adjustments to Expenses</b>   |  | <b>20,500</b>    |
| <b>Adjusted Revenues - Revision 4</b>      |   | <b>3,630,395</b> | <b>Adjusted Expenses - Revision 4</b>  |  | <b>3,630,395</b> |
| <b>Remaining Revenue</b>                   |   | -                |  |  |                  |



**RESOLUTION NO. 15-2019**

**FOR THE PURPOSE OF APPROVING REVISION 4 OF THE  
FY2019 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

**WHEREAS,** Revision 3 of the FY2019 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 10-2019, dated June 17, 2019;

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

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

**WHEREAS,** the attached memorandum and supporting documentation summarizes the adjustments included in Revision 4 of the FY2019 Unified Planning Work Program and Budget and is made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED,** that the Community Planning Association of Southwest Idaho Board of Directors approves by resolution Revision 4 of the FY2019 Unified Planning Work Program and Budget; and


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

**DATED** this 26<sup>th</sup> day of August 2019.

**APPROVED:**

By:   
**Tom Dale, Chair  
Community Planning Association  
of Southwest Idaho Board of Directors**

**ATTEST:**

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

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM - Revision 4  
PLANNING FACTORS**

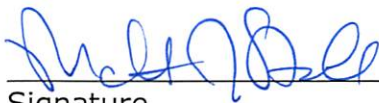
| <b>Work Program Number</b> | <b>Work Program Description</b>           | <b>Support economic vitality of metropolitan area</b> | <b>Increase the safety and security of the transportation system for motorized and non-motorized users</b> | <b>Increase the accessibility and mobility options available to people and for freight</b> | <b>Protect and enhance the environment, promote energy conservation, and improve the quality of life</b> | <b>Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight</b> | <b>Promote efficient system management and operation</b> | <b>Emphasize the preservation of the existing transportation system</b> |
|----------------------------|---|---|--|--|--|--|--|---|
| 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                        | 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  |   |

**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.

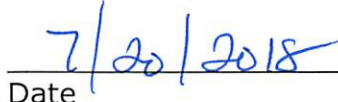
COMMUNITY PLANNING ASSOCIATION  
OF SOUTHWEST IDAHO



Signature

Executive Director

Title



Date

IDAHO TRANSPORTATION DEPARTMENT

  
Signature

Planning Services Manager

  
Date

# **PROGRAM WORKSHEETS**



|   |  |                               |  |
|---|--|-------------------------------|--|
| <b>PROGRAM NO.</b>  | <b>601</b>   | <b>CLASSIFICATION:</b>        | <b>Project</b>                                     |
| <b>TITLE:</b>   | <b>UPWP Budget Development and Monitoring</b>  |                               |  |
| <b>TASK / PROJECT DESCRIPTION:</b>  | Monitor and amend, as necessary, the FY2019 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 FY2020 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills. |                               |  |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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.   |                               |  |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>  | Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program(UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.   |                               |  |
| <b>FY2019 BENCHMARKS</b>  |  |                               |  |
| <b>MILESTONES / PRODUCTS</b>  |  |                               |  |
| <b>FY2019 UPWP</b><br>Process and track revenues and expenditures for the FY2019 UPWP and related transportation grants<br>Process required state and local agreements and other required paperwork for transportation grants<br><b>Process and obtain Board approval of FY2019 UPWP revisions</b><br>Distribute revisions of the FY2019 UPWP to the Idaho Transportation Department for tracking purposes<br>Distribute revisions of the FY2019 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval |  |                               | Ongoing<br>As Needed<br><br>As Needed<br>As Needed |
| <b>FY2020 UPWP Development</b><br>Develop process and schedule for the FY2020 UPWP<br>Solicit membership input on possible transportation planning projects and associated needs for FY2020<br>Submit initial revenue assessment for FY2020 to the Finance Committee for input<br>Obtain Board approval on FY2020 General and Special membership dues   |  |                               | Nov<br>Jan-Feb<br>Mar<br>Apr                       |
| <b>Present FY2020 UPWP</b><br>Present draft FY2020 UPWP to Finance Committee for input and feedback<br>Present draft FY2020 UPWP to Finance Committee for recommendation<br>Submit FY2020 UPWP to Board for adoption<br>Submit and obtain approval from Federal Highway Administration of FY2020 UPWP<br>Distribute FY2020 UPWP to the Idaho Transportation Department and Federal Transit Administration   |  |                               | May<br>Jun<br>Aug<br>Aug<br>Aug                    |
| <b>Track federal requirements as related to Self-Certification</b><br>Compliance with federal requirements  |  |                               | Ongoing  |
| <b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b><br>Document and prepare for Federal Certification Review<br>Monitor federal changes through the Federal Register   |  |                               | Ongoing<br>Ongoing                                 |
| LEAD STAFF: Meg Larsen  |  | <b>Expense Summary</b>        |  |
| END PRODUCTS: FY2019 UPWP revisions; FY2020 UPWP; and maximize funding opportunities.   |  | Total Workdays: 110           |  |
|   |  | Salary \$ 53,531              |  |
|   |  | Fringe 22,806                 |  |
|   |  | Overhead 7,477                |  |
|   |  | Total Labor Cost: \$ 83,813   |  |
| ESTIMATED DATE OF COMPLETION: September-2019  |  | DIRECT EXPENDITURES:          |  |
| <b>Funding Sources</b>  |  | <b>Participating Agencies</b> |  |
|   | Ada  | Canyon                        | Special  |
|   |  |                               | Total  |
| CPG, K19071   | \$ 35,269  | \$ 12,392                     | \$ 47,661  |
| STP-TMA, K13900   |  |                               | 30,000   |
|   |  |                               | -  |
| Local   | 4,552  | 1,599                         | 6,152  |
| <b>Total:</b>   | <b>\$ 39,822</b>   | <b>\$ 13,991</b>              | <b>\$ 30,000</b>                                   |
|   |  |                               | <b>83,813</b>                                      |
|   |  |                               | Member Agencies                                    |
|   |  |                               | Federal Highway Administration                     |
|   |  |                               | Federal Transit Administration                     |
|   |  |                               | Professional Services \$ -                         |
|   |  |                               | Legal / Lobbying                                   |
|   |  |                               | Equipment Purchases                                |
|   |  |                               | Travel / Education                                 |
|   |  |                               | Printing   |
|   |  |                               | Public Involvement                                 |
|   |  |                               | Meeting Support                                    |
|   |  |                               | Other  |
|   |  |                               | Total Direct Cost: \$ -                            |
| 601   |  |                               | Total Cost: \$ 83,813                              |

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|   |   |                  |                  |                               |                        |   |
|---|---|------------------|------------------|-------------------------------|------------------------|---|
| <b>PROGRAM NO.</b>  | <b>620</b>  |                  |                  |                               | <b>CLASSIFICATION:</b> | <b>Project</b>  |
| <b>TITLE:</b>   | <b>Demographics and Growth Monitoring</b>   |                  |                  |                               |                        |   |
| <b>TASK / PROJECT DESCRIPTION:</b>  | 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.  |                  |                  |                               |                        |   |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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. |                  |                  |                               |                        |   |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>   | Federal Code 23 CFR § 450.322 (b) -- 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...."<br><br>Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks:<br>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.<br>2.1.1.c. Annually compile a development monitoring report.  |                  |                  |                               |                        |   |
| <b>FY2019 BENCHMARKS</b>  |   |                  |                  |                               |                        |   |
| <b>MILESTONES / PRODUCTS</b>  |   |                  |                  |                               |                        |   |
| <b>Population and Employment Estimates</b><br>Data collection and geocoding of building permits<br>Complete 2018 employment data<br>Complete 2018 Development Monitoring Report<br>Complete 2019 population estimates and receive Board acceptance  |   |                  |                  |                               |                        | Ongoing<br>March<br>March<br>April                    |
| <b>Census Liaison/Clearinghouse</b><br>Integrate Census data in related projects<br>Regional Complete Count Committee invitations and membership<br>Census Hard-to-Count Strategic Plan<br>Regional outreach materials and local outreach templates<br>Complete the Census Boundary and Annexation Survey (BAS)<br>Complete Census Participant Statistical Areas Program (PSAP)   |   |                  |                  |                               |                        | Ongoing<br>Dec<br>Dec<br>Fall 2019<br>March<br>Summer |
| <b>Development Forecasting, Tracking, and Reconciliation</b><br>Update preliminary plat files and other entitled development<br>Conduct reconciliation and report to workgroup/committee<br>Population forecast for next long-range plan  |   |                  |                  |                               |                        | Ongoing<br>June<br>September                          |
| <b>Demographics Support</b><br>Respond to member requests for census data<br>Provide development and policy reviews and checklists<br>Development checklist report  |   |                  |                  |                               |                        | Ongoing<br>Ongoing<br>March                           |
| <b>LEAD STAFF:</b> Carl Miller  |   |                  |                  |                               |                        | <b>Expense Summary</b>                                |
| <b>END PRODUCT:</b> Demographic products: 1) 2019 population estimates; 2) 2018 employment estimates; 3) Census 2020 support work including technical work (BAS and PSAP) and outreach work (Complete Count Committee, Hard-to-Count plan, and outreach materials and templates; 4) updated CIM demographic forecast, including annual reconciliation; and 5) demographic data and support for member agencies and the media. |   |                  |                  |                               |                        |   |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019   |   |                  |                  |                               |                        | <b>Total Workdays:</b> 176                            |
|   |   |                  |                  |                               |                        | Salary \$ 76,467                                      |
|   |   |                  |                  |                               |                        | Fringe 32,578   |
|   |   |                  |                  |                               |                        | Overhead 10,681                                       |
|   |   |                  |                  |                               |                        | <b>Total Labor Cost: \$ 119,724</b>                   |
| <b>Funding Sources</b>  |   |                  |                  |                               |                        | <b>DIRECT EXPENDITURES:</b>                           |
|   |   |                  |                  | <b>Participating Agencies</b> |                        | Professional Services \$ 1,000                        |
|   | Ada   | Canyon           | Special          | Total                         | Member Agencies        | Legal / Lobbying                                      |
| CPG, K19071   | \$ 38,379   | \$ 13,484        |                  | \$ 51,863                     |                        | Equipment Purchases                                   |
| STP-TMA, K13900   |   |                  | 60,000           | 60,000                        |                        | Travel / Education                                    |
|   |   |                  |                  | -                             |                        | Printing  |
| Local   | 6,557   | 2,304            |                  | 8,861                         |                        | Public Involvement                                    |
|   |   |                  |                  |                               |                        | Meeting Support                                       |
|   |   |                  |                  |                               |                        | Other   |
| <b>Total:</b>   | <b>\$ 44,936</b>  | <b>\$ 15,788</b> | <b>\$ 60,000</b> | <b>120,724</b>                |                        | <b>Total Direct Cost: \$ 1,000</b>                    |
|   |   |                  |                  |                               | 620                    | <b>Total Cost: \$ 120,724</b>                         |

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|  |  |             |                   |                   |                                     |                                     |
|--|--|-------------|-------------------|-------------------|-------------------------------------|-------------------------------------|
| <b>PROGRAM NO.</b>   | <b>653</b>   |             |                   |                   | <b>CLASSIFICATION:</b>              | <b>Project</b>                      |
| <b>TITLE:</b>  | <b>Communication and Education</b>   |             |                   |                   |                                     |                                     |
| <b>TASK / PROJECT DESCRIPTION:</b>   | 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.  |             |                   |                   |                                     |                                     |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | 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.   |             |                   |                   |                                     |                                     |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>                              | 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. |             |                   |                   |                                     |                                     |
| <b>FY2019 BENCHMARKS</b>   |  |             |                   |                   |                                     |                                     |
| <b>MILESTONES / PRODUCTS</b>   |  |             |                   |                   |                                     |                                     |
| <b>General</b>   |  |             |                   |                   |                                     |                                     |
| 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                             |
| <b>Develop tools such as electronic and print materials designed for most effective means of communication</b>           |  |             |                   |                   |                                     |                                     |
| 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 FY2019 annual report, annual budget summary, and annual communication summary                                    |  |             |                   |                   |                                     | 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  |  |             |                   |                   |                                     | Ongoing                             |
| Develop a new standard COMPASS display   |  |             |                   |                   |                                     | Jan - March                         |
| <b>Education and community outreach</b>  |  |             |                   |                   |                                     |                                     |
| Develop and implement FY2019 public education series to include a minimum of five 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                           |
| Purchase small promotional items ("swag") to give away at COMPASS events   |  |             |                   |                   |                                     | Spring                              |
| <b>Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")</b>                |  |             |                   |                   |                                     |                                     |
| Promote the need for increased transportation funding/funding options through earned media, social media, etc.           |  |             |                   |                   |                                     | Ongoing                             |
| <b>LEAD STAFF:</b> Amy Luft  |  |             |                   |                   |                                     |                                     |
| <b>END PRODUCT:</b> Public involvement in, and understanding of, transportation planning and related issues.             |  |             |                   |                   |                                     | <b>Expense Summary</b>              |
|  |  |             |                   |                   |                                     | <b>Total Workdays:</b> 210          |
|  |  |             |                   |                   |                                     | Salary \$ 83,928                    |
|  |  |             |                   |                   |                                     | Fringe 35,757                       |
|  |  |             |                   |                   |                                     | Overhead 11,723                     |
|  |  |             |                   |                   |                                     | <b>Total Labor Cost: \$ 131,406</b> |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019  |  |             |                   |                   |                                     |                                     |
| <b>Funding Sources</b>   |  |             |                   |                   | <b>Participating Agencies</b>       |                                     |
|  | Ada  | Canyon      | Special           | Total             |                                     |                                     |
| CPG, K19071  |  |             |                   | \$ -              | Highway Districts                   |                                     |
| STP-TMA, K13900  |  |             |                   |                   | Member Agencies                     |                                     |
|  |  |             |                   |                   | Federal Highways Administration     |                                     |
|  |  |             |                   |                   | Idaho Transportation Department     |                                     |
|  |  |             |                   |                   | Valley Regional Transit             |                                     |
| Local  |  |             | 182,756           | 182,756           | Department of Environmental Quality |                                     |
|  |  |             |                   | -                 | Ada County Air Quality Board        |                                     |
| <b>Total:</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ 182,756</b> | <b>\$ 182,756</b> |                                     |                                     |
|  |  |             |                   |                   | <b>DIRECT EXPENDITURES:</b>         |                                     |
|  |  |             |                   |                   | Professional Services \$ 25,100     |                                     |
|  |  |             |                   |                   | Legal / Lobbying                    |                                     |
|  |  |             |                   |                   | Equipment Purchases                 |                                     |
|  |  |             |                   |                   | Travel / Education                  |                                     |
|  |  |             |                   |                   | Printing 1,000                      |                                     |
|  |  |             |                   |                   | Public Involvement 25,250           |                                     |
|  |  |             |                   |                   | Meeting Support                     |                                     |
|  |  |             |                   |                   | Other                               |                                     |
|  |  |             |                   |                   | <b>Total Direct Cost: \$ 51,350</b> |                                     |
|  |  |             |                   |                   | <b>653 Total Cost: \$ 182,756</b>   |                                     |

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|  |  |                   |                  |                        |                                     |                                 |
|--|--|-------------------|------------------|------------------------|-------------------------------------|---------------------------------|
| <b>PROGRAM NO.</b>   | <b>661</b>   |                   |                  | <b>CLASSIFICATION:</b> | <b>Project</b>                      |                                 |
| <b>TITLE:</b>  | <b>Long Range Planning</b>   |                   |                  |                        |                                     |                                 |
| <b>TASK / PROJECT DESCRIPTION:</b>   | This project encompasses the activities to identify regional transportation needs and solutions, and prepare 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.   |                   |                  |                        |                                     |                                 |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | <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.   |                   |                  |                        |                                     |                                 |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>  | 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. |                   |                  |                        |                                     |                                 |
| <b>FY2019 BENCHMARKS</b>   |  |                   |                  |                        |                                     |                                 |
| <b>MILESTONES / PRODUCTS</b>   |  |                   |                  |                        |                                     |                                 |
| <b>661001 General Project Management</b><br>Work with the Regional Transportation Advisory Committee and the COMPASS Board to adopt CIM 2040 2.0<br>Reach out to member agencies to adopt CIM 2040 2.0 as a planning/policy guide<br>Develop charter (objectives, schedule, and budget) for next plan update<br>Develop work plan for next long-range plan update  |  |                   |                  |                        | Oct-Dec<br>Jan-Sep<br>April<br>Sep  |                                 |
| <b>661003 Roadways</b><br>Update the regional complete streets policy<br>Develop a regional approach to Vision Zero safety aspiration  |  |                   |                  |                        | June<br>Sep                         |                                 |
| <b>661004 Freight</b><br>Work with Freight Advisory Workgroup to prioritize and implement freight study findings<br>Help member agencies identify freight projects and develop funding applications  |  |                   |                  |                        | Sep<br>Sep                          |                                 |
| <b>661005 Active Transportation (bicycle and pedestrian)</b><br>Develop a charter for a Treasure Valley Regional Bikeway and Pathway Plan<br>Develop planning tool kit for first/last mile improvements (with public transportation)<br>Work with member agencies to identify and coordinate pilot projects (with public transportation)<br>Develop work plan for a Safe Routes Regional Plan<br>Continue Rails with Trail project; develop cost estimates for needed infrastructure and amenities |  |                   |                  |                        | June<br>Sep<br>Sep<br>May<br>Sep    |                                 |
| <b>661006 Public Transportation</b><br>Develop work plan for public transportation scenario planning<br>Develop planning toolkit for first/last mile improvements (with active transportation)<br>Work with member agencies to identify and coordinate pilot projects (with active transportation)<br>Update Transportation Service Coordination Plan<br>Develop process to extract and manage ridership data  |  |                   |                  |                        | Aug<br>Apr<br>July<br>Feb<br>Sep    |                                 |
| <b>661007 Performance Management</b><br>Compile FHWA and FTA required performance reporting<br>Develop a regional asset inventory and management process<br>Complete a pavement condition assessment methodology for Canyon County agencies<br>Refine and update the performance measure framework<br>Complete TIP Achievement reporting process   |  |                   |                  |                        | Ongoing<br>Sep<br>Sep<br>Sep<br>Sep |                                 |
| <b>661008 Bike Counter Management</b><br>Manage portable counter requests<br>Manage permanent counter program and COMPASS Data Bike<br>Manage and report data  |  |                   |                  |                        | Ongoing<br>Ongoing<br>Ongoing       |                                 |
| <b>661009 Public Involvement</b><br>Compile public comments on draft CIM 2040 2.0 plan   |  |                   |                  |                        | Oct-Nov                             |                                 |
| LEAD STAFF: Liisa Itkonen  |  |                   |                  |                        | <b>Expense Summary</b>              |                                 |
| END PRODUCT: Adopted <i>Communities in Motion 2040 2.0</i> ; approved work plan for next long-range plan update; updated complete streets policy; planning tool kit for first/last mile improvements; bicycle and pedestrian data.   |  |                   |                  |                        |                                     |                                 |
| Total Workdays: 673  |  |                   |                  |                        |                                     |                                 |
| Salary \$ 251,911<br>Fringe 107,325<br>Overhead 35,186<br>Total Labor Cost: 394,418  |  |                   |                  |                        |                                     |                                 |
| ESTIMATED DATE OF COMPLETION: September-2019   |  |                   |                  |                        | <b>DIRECT EXPENDITURES:</b>         |                                 |
| Funding Sources  |  |                   |                  | Participating Agencies |                                     |                                 |
|  | Ada  | Canyon            | Special          | Total                  |                                     | Professional Services \$ 49,930 |
| CPG, K19071  | \$ 261,576   | \$ 91,905         |                  | \$ 353,481             |                                     | Legal / Lobbying                |
| FHWA T2 funds  |  |                   | 5,600            | 5,600                  |                                     | Equipment Purchases 8,720       |
| STP-TMA, K19751  |  |                   | 85,711           | 85,711                 |                                     | Travel / Education              |
| Fund Balance   |  |                   | 1,595            | 1,595                  |                                     | Printing 2,050                  |
| Local  | 25,745   | 9,045             |                  | 34,790                 | Public Involvement 19,058           |                                 |
|  |  |                   |                  | -                      | Meeting Support                     |                                 |
|  |  |                   |                  | -                      | Other 7,000                         |                                 |
| <b>Total:</b>  | <b>\$ 287,321</b>  | <b>\$ 100,950</b> | <b>\$ 92,906</b> | <b>\$ 481,176</b>      | Total Direct Cost: \$ 86,758        |                                 |
|  |  |                   |                  |                        | 661 Total Cost: \$ 481,176          |                                 |

|   |   |                  |                   |                               |                                   |
|---|---|------------------|-------------------|-------------------------------|-----------------------------------|
| <b>PROGRAM NO.</b>  | <b>685</b>  |                  |                   | <b>CLASSIFICATION:</b>        | <b>Project</b>                    |
| <b>TITLE:</b>   | <b>Resource Development/Funding</b>   |                  |                   |                               |                                   |
| <b>TASK / PROJECT DESCRIPTION:</b>  | Develop a FY2020-2024 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 FY2019-2023 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming 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 <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.  |                  |                   |                               |                                   |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, 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.   |                  |                   |                               |                                   |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>   | The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion 2040</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324 --COMPASS is required to develop a TIP in cooperation with ITD and public transportation 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. |                  |                   |                               |                                   |
| <b>FY2019 BENCHMARKS</b>  |   |                  |                   |                               |                                   |
| <b>MILESTONES / PRODUCTS</b>  |   |                  |                   |                               |                                   |
| <b>685001 Transportation Improvement Program</b><br>Update funding application process<br>Conduct member outreach<br>Solicit project applications<br>Assist members with developing complete applications<br>Facilitate prioritization of project applications<br>Assign projects to funding programs<br>Rank applications<br>Develop the final FY2020-2024 Regional Transportation Improvement Program<br>Incorporate reporting methods for federal performance targets, as information is available, prior to deadlines<br>Monitor and track FY2019-2023 Regional Transportation Improvement Program<br>Balance programs managed by COMPASS, as changes occur<br>Provide assistance to member agencies with federal-aid funding concerns<br>Provide assistance to Valley Regional Transit (VRT)<br>Update the Resource Development Plan |   |                  |                   |                               | Oct-Sept                          |
| <b>685002 Project Development Program</b><br>Select, contract with, and manage consultants<br>Manage project development teams<br>Review/revise, approve, and disseminate reports   |   |                  |                   |                               | Oct-Sept                          |
| <b>685003 Grant Research and Development</b><br>Ensure Resource Development Plan remains current<br>Monitor grant sources; share grant information<br>Match grant sources with unfunded members needs<br>Write/assist member agencies with grant applications - TIGER, FASTLANE, CDBG, etc.   |   |                  |                   |                               | Oct-Sept                          |
| <b>685004 CIM Implementation Grants</b><br>Administer contracting/reporting/billing processes<br>Manage projects to ensure completion on time and on budget   |   |                  |                   |                               | Oct-Sept                          |
| <b>LEAD STAFF:</b> Toni Tisdale   |   |                  |                   |                               | <b>Expense Summary</b>            |
| <b>END PRODUCTS:</b> Current-year TIP and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.   |   |                  |                   |                               | Total Workdays: 596               |
|   |   |                  |                   |                               | Salary \$ 249,598                 |
|   |   |                  |                   |                               | Fringe 106,340                    |
|   |   |                  |                   |                               | Overhead 34,863                   |
|   |   |                  |                   |                               | Total Labor Cost: \$ 390,797      |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019   |   |                  |                   |                               | <b>DIRECT EXPENDITURES:</b>       |
| <b>Funding Sources</b>  |   |                  |                   | <b>Participating Agencies</b> |                                   |
|   | Ada   | Canyon           | Special           | Total                         | Member Agencies                   |
| CPG, K19071   | 182,408   | 64,089           |                   | \$ 246,498                    |                                   |
| STP-TMA, K13900   |   |                  | 100,000           | 100,000                       |                                   |
|   |   |                  |                   | -                             |                                   |
| Fund Balance  |   |                  | 176,675           | 176,675                       |                                   |
| Local   | 20,311  | 7,136            |                   | 27,447                        |                                   |
|   |   |                  |                   | -                             |                                   |
| <b>Total:</b>   | <b>\$ 202,720</b>   | <b>\$ 71,225</b> | <b>\$ 276,675</b> | <b>\$ 550,620</b>             |                                   |
|   |   |                  |                   |                               | 685 Total Direct Cost: \$ 159,823 |
|   |   |                  |                   |                               | Total Cost: \$ 550,620            |

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| <b>PROGRAM NO.</b>  | <b>701</b>  | <b>CLASSIFICATION:</b> | <b>Service</b> |
| <b>TITLE:</b>   | <b>General Membership Services</b>  |                        |                |
| <b>TASK / PROJECT DESCRIPTION:</b>  | Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.   |                        |                |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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.   |                        |                |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b> | 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</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies. |                        |                |

**FY2019 BENCHMARKS** **MILESTONES / PRODUCTS**

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|--|--|
| <b>Provide general assistance to member agencies as requested in the areas of:</b><br>Specific assistance determined per member agency requests, may include:<br>Geographic Information Systems (GIS) (maps, data, and analyses)<br>Data and travel demand modeling<br>Demographic, development, and related information<br>Traffic counts and related information<br>Other requests as budget allows  | Ongoing  |
| <b>Specific requested assistance:</b><br>Provide support for Ada County Master Facilities Plan for public transportation access (13 workdays)<br>Update historic demographic data (20 workdays)<br>Provide Audience Response System support for Canyon County comprehensive plan update (6 workdays)<br>Support Canyon Highway District #4 Transportation Plan update (12 workdays)<br>Conduct transportation and subarea analyses for the City of Meridian Comprehensive Plan (8 workdays)<br>Develop public transportation modeling information (5 workdays)<br>Provide support for Public Transportation Provider Committee (12 workdays)<br>Develop VRT Residential Bus Pass Program (12 workdays) | Oct -Sep<br>Oct -Sep<br>Oct- May<br>Oct -Sep<br>Oct -Sep<br>Oct -Sep<br>Oct -Sep<br>Oct -Sep |

|   |                             |
|---|-----------------------------|
| <b>LEAD STAFF:</b> Liisa Itkonen  | <b>Expense Summary</b>      |
| <b>END PRODUCT:</b> Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities. | Total Workdays: 130         |
|   | Salary \$ 53,270            |
|   | Fringe 22,695               |
|   | Overhead 7,441              |
|   | Total Labor Cost: \$ 83,405 |

|   |                  |                  |         |                               |   |                 |
|---|------------------|------------------|---------|-------------------------------|---|-----------------|
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019 |                  |                  |         |                               | <b>DIRECT EXPENDITURES:</b><br>Professional Services<br>Legal / Lobbying<br>Equipment Purchases<br>Travel / Education<br>Printing<br>Public Involvement<br>Meeting Support<br>Other |                 |
| <b>Funding Sources</b>                              |                  |                  |         | <b>Participating Agencies</b> |   |                 |
|   | Ada              | Canyon           | Special | Total                         |   | Member Agencies |
| CPG, K19071   | \$ 57,190        | \$ 20,094        |         | \$ 77,283                     |   |                 |
| Local   | 4,530            | 1,592            |         | 6,122                         |   |                 |
| <b>Total:</b>                                       | <b>\$ 61,720</b> | <b>\$ 21,685</b> |         | <b>\$ 83,405</b>              |   |                 |
|   |                  |                  |         |                               | Total Direct Cost: \$ -   |                 |
|   |                  |                  |         |                               | 701 Total Cost: \$ 83,405   |                 |

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| <b>PROGRAM NO.</b>  | <b>702</b>  |        |         | <b>CLASSIFICATION:</b>        | <b>Service</b>                      |
| <b>TITLE:</b>   | <b>Air Quality Outreach</b>   |        |         |                               |                                     |
| <b>TASK / PROJECT DESCRIPTION:</b>  | 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.   |        |         |                               |                                     |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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.   |        |         |                               |                                     |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>   | COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ...(g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u> ( <a href="http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm">http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm</a> ). |        |         |                               |                                     |
| <b>FY2019 BENCHMARKS</b>  |   |        |         |                               |                                     |
| <b>MILESTONES / PRODUCTS</b>  |   |        |         |                               |                                     |
| <b>Public Service Announcements</b><br>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                             |
| <b>LEAD STAFF:</b> Amy Luft   |   |        |         |                               | <b>Expense Summary</b>              |
| <b>END PRODUCT:</b> 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. |   |        |         |                               |                                     |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019   |   |        |         |                               | <b>Total Workdays:</b> 7            |
|   |   |        |         |                               | Salary \$ 2,903                     |
|   |   |        |         |                               | Fringe 1,237                        |
|   |   |        |         |                               | Overhead 405                        |
|   |   |        |         |                               | <b>Total Labor Cost: \$ 4,545</b>   |
| <b>Funding Sources</b>  |   |        |         | <b>Participating Agencies</b> |                                     |
|   | Ada   | Canyon | Special | Total                         | Department of Environmental Quality |
|   |   |        |         | \$ -                          | Ada County Air Quality Board        |
| Special   |   |        | 50,000  | 50,000                        |                                     |
| Local   |   |        |         | -                             |                                     |
| <b>Total:</b>   | \$ -  | \$ -   |         | \$ 50,000                     |                                     |
|   |   |        |         |                               | <b>DIRECT EXPENDITURES:</b>         |
|   |   |        |         |                               | Professional Services \$ 45,455     |
|   |   |        |         |                               | Legal / Lobbying                    |
|   |   |        |         |                               | Equipment Purchases                 |
|   |   |        |         |                               | Travel / Education                  |
|   |   |        |         |                               | Printing                            |
|   |   |        |         |                               | Public Involvement                  |
|   |   |        |         |                               | Meeting Support                     |
|   |   |        |         |                               | Other                               |
|   |   |        |         |                               | <b>Total Direct Cost: \$ 45,455</b> |
|   |   |        |         |                               | <b>702 Total Cost: \$ 50,000</b>    |

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| <b>PROGRAM NO.</b>  | <b>703</b>  | <b>CLASSIFICATION:</b> | <b>Service</b> |
| <b>TITLE:</b>   | <b>Public Services</b>  |                        |                |
| <b>TASK / PROJECT DESCRIPTION:</b>  | 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.                                      |                        |                |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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.  |                        |                |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b> | 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). |                        |                |

**FY2019 BENCHMARKS** **MILESTONES / PRODUCTS**

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| <b>Provide assistance to public and non-member entities, as requested, in the areas of:</b><br>Geographic Information Systems (GIS) (maps, data, and analyses)<br>Data and travel demand modeling<br>Demographic, development, and related information<br>Traffic counts and related information<br>Other general requests for information | Ongoing |
|--|---------|

|   |      |        |           |                               |   |                              |
|---|------|--------|-----------|-------------------------------|---|------------------------------|
| <b>LEAD STAFF:</b> Amy Luft                                       |      |        |           |                               | <b>Expense Summary</b>  |                              |
| <b>END PRODUCT:</b> Information assistance to the general public. |      |        |           |                               | <b>Total Workdays:</b> 21   |                              |
|   |      |        |           |                               | Salary  | \$ 8,676                     |
|   |      |        |           |                               | Fringe  | 3,697                        |
|   |      |        |           |                               | Overhead  | 1,212                        |
|   |      |        |           |                               | <b>Total Labor Cost:</b>  | <b>\$ 13,585</b>             |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019               |      |        |           |                               | <b>DIRECT EXPENDITURES:</b> \$ -  |                              |
| <b>Funding Sources</b>  |      |        |           | <b>Participating Agencies</b> |   |                              |
|   | Ada  | Canyon | Special   | Total                         | Member Agencies<br><br>Professional Services<br>Legal / Lobbying<br>Equipment Purchases<br>Travel / Education<br>Printing<br>Public Involvement<br>Meeting Support<br>Other |                              |
|   |      |        |           | \$ -                          |   |                              |
| Local   |      |        | 13,585    | \$ 13,585                     |   |                              |
| <b>Total:</b>   | \$ - | \$ -   | \$ 13,585 | \$ 13,585                     |   |                              |
|   |      |        |           |                               | <b>Total Direct Cost:</b>   | <b>\$ -</b>                  |
|   |      |        |           |                               | <b>703</b>  | <b>Total Cost: \$ 13,585</b> |

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| <b>PROGRAM NO.</b>  | 705  |                 |         | <b>CLASSIFICATION:</b>        | Service  |
| <b>TITLE:</b>   | Transportation Liaison Services  |                 |         |                               |  |
| <b>TASK / PROJECT DESCRIPTION:</b>  | To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.   |                 |         |                               |  |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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.                                |                 |         |                               |  |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>                   | 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. |                 |         |                               |  |
| <b>FY2019 BENCHMARKS</b>  |  |                 |         |                               |  |
| <b>MILESTONES / PRODUCTS</b>  |  |                 |         |                               |  |
| Attend member agency meetings and coordinate transportation-related planning activities with member agencies. |  |                 |         |                               | Ongoing  |
| <b>LEAD STAFF:</b> Matt Stoll<br><b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.           |  |                 |         |                               | <b>Expense Summary</b><br>Total Workdays: 50<br>Salary \$ 24,454<br>Fringe 10,419<br>Overhead 3,416<br>Total Labor Cost: \$ 38,288   |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019   |  |                 |         |                               | <b>DIRECT EXPENDITURES:</b>  |
| <b>Funding Sources</b>  |  |                 |         | <b>Participating Agencies</b> |  |
|   | Ada  | Canyon          | Special | Total                         | Member Agencies  |
| CPG, K19071   | \$ 26,253  | \$ 9,224        |         | \$ 35,478                     |  |
| Local   | 2,080  | 731             |         | 2,810                         |  |
| <b>Total:</b>   | <b>\$ 28,333</b>   | <b>\$ 9,955</b> |         | <b>\$ 38,288</b>              |  |
|   |  |                 |         |                               | Professional Services \$ -<br>Legal / Lobbying<br>Equipment Purchases<br>Travel / Education<br>Printing<br>Public Involvement<br>Meeting Support<br>Other<br>Total Direct Cost: \$ -<br><b>705 Total Cost: \$ 38,288</b> |

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|--|--|---------------|-------------------|-------------------------------|---------------------------------------|----------------------------------|
| <b>PROGRAM NO.</b>   | 720  |               |                   | <b>CLASSIFICATION:</b>        | Service                               |                                  |
| <b>TITLE:</b>  | State Street Corridor  |               |                   |                               |                                       |                                  |
| <b>TASK / PROJECT DESCRIPTION:</b>   | 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.   |               |                   |                               |                                       |                                  |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | 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. |               |                   |                               |                                       |                                  |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>  | 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> .  |               |                   |                               |                                       |                                  |
| <b>FY2019 BENCHMARKS</b>   |  |               |                   |                               |                                       |                                  |
| <b>MILESTONES / PRODUCTS</b>   |  |               |                   |                               |                                       |                                  |
| <b>Project Coordination</b><br>Facilitate meetings and communications of State Street Coordinating Committee as needed<br>Assist agencies to implement Transit and Traffic Operations Plan (TTOP)<br><br>Provide project management for consultant contract and project management team (PMT) for transit oriented development plan<br>Facilitate completion of final report from consultant on transit oriented development plan<br>Work on this project began in FY2017 and continued through FY2018; the final report is the culmination of the project |  |               |                   |                               | Ongoing<br><br>Oct - Nov<br>Oct - Nov |                                  |
| LEAD STAFF: Meg Larsen   |  |               |                   |                               | <b>Expense Summary</b>                |                                  |
| END PRODUCT: Final State Street Transit Oriented Development Vision Plan.  |  |               |                   |                               | Total Workdays: 5                     |                                  |
|  |  |               |                   |                               | Salary \$ 2,211                       |                                  |
|  |  |               |                   |                               | Fringe 942                            |                                  |
|  |  |               |                   |                               | Overhead 309                          |                                  |
|  |  |               |                   |                               | Total Labor Cost: 3,462               |                                  |
| ESTIMATED DATE OF COMPLETION: September-2019   |  |               |                   |                               | DIRECT EXPENDITURES:                  |                                  |
| <b>Funding Sources</b>   |  |               |                   | <b>Participating Agencies</b> |                                       | Professional Services \$ 127,392 |
|  | Ada  | Canyon        | Special           | Total                         | Ada County Member Agencies            |                                  |
| CPG, K19071  | \$ 2,374   | \$ 834        |                   | \$ 3,208                      | Legal / Lobbying                      |                                  |
| VRT  |  |               | 127,392           | 127,392                       | Equipment Purchases                   |                                  |
| Local  | 188  | 66            |                   | 254                           | Travel / Education                    |                                  |
|  |  |               |                   | -                             | Printing                              |                                  |
|  |  |               |                   |                               | Public Involvement                    |                                  |
|  |  |               |                   |                               | Meeting Support                       |                                  |
| <b>Total:</b>  | <b>\$ 2,562</b>  | <b>\$ 900</b> | <b>\$ 127,392</b> | <b>\$ 130,854</b>             | Total Direct Cost: \$ 127,392         |                                  |
|  |  |               |                   |                               | 720                                   | Total Cost: 130,854              |

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| <b>PROGRAM NO.</b>  | 760  |        |            | <b>CLASSIFICATION:</b>        | Service   |  |
| <b>TITLE:</b>   | Legislative Services   |        |            |                               |   |  |
| <b>TASK / PROJECT DESCRIPTION:</b>  | 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. |        |            |                               |   |  |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.   |        |            |                               |   |  |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>   | There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.  |        |            |                               |   |  |
| <b>FY2019 BENCHMARKS</b>  |  |        |            |                               |   |  |
| <b>MILESTONES / PRODUCTS</b>  |  |        |            |                               |   |  |
| <b>Federal Legislative Priorities</b><br>Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation<br>Obtain COMPASS Board approval of federal legislative priorities<br>Educate and advocate on federal legislative priorities<br>Evaluate possible legislative priorities for next federal legislative session |  |        |            |                               | Oct-Nov<br>Nov-Dec<br>Dec-Sep<br>May-Sep  |  |
| <b>State Legislative Priorities</b><br>Work with Executive Committee to identify possible priorities and position statements for FY2019 legislative session<br>Obtain Board endorsement of FY2019 legislative priorities<br>Educate and advocate on FY2019 legislative priorities<br>Evaluate possible legislative priorities for FY2019 legislative session        |  |        |            |                               | Oct-Nov<br>Nov-Dec<br>Dec-Apr<br>May-Sep  |  |
| <b>LEAD STAFF:</b>  | Matt Stoll   |        |            |                               | <b>Expense Summary</b>  |  |
| <b>END PRODUCT:</b>   | An effective advocacy program for legislative issues and positions that have been approved by the Board.   |        |            |                               | Total Workdays: 60<br>Salary \$ 39,082<br>Fringe 16,651<br>Overhead 5,459<br>Total Labor Cost: \$ 61,191  |  |
| <b>ESTIMATED DATE OF COMPLETION:</b>  | September-2019   |        |            |                               | <b>DIRECT EXPENDITURES:</b>   |  |
| <b>Funding Sources</b>  |  |        |            | <b>Participating Agencies</b> |   |  |
|   | Ada  | Canyon | Special    | Total                         | Professional Services -<br>Legal / Lobbying \$ 85,950<br>Equipment Purchases<br>Travel / Education 18,000<br>Printing<br>Public Involvement<br>Meeting Support<br>Other 11,100<br>Total Direct Cost: \$ 115,050<br>Total Cost: \$ 176,241 |  |
|   |  |        |            | \$ -                          |   |  |
| Local   |  |        | 176,241    | \$ 176,241                    |   |  |
| <b>Total:</b>   | \$ -   | \$ -   | \$ 176,241 | \$ 176,241                    |   |  |
|   |  |        |            |                               | 760   |  |

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| <b>PROGRAM NO.</b>   | <b>761</b>  |        |         |                               | <b>CLASSIFICATION:</b>      | <b>Service</b>       |                        |
| <b>TITLE:</b>  | <b>Growth Incentives</b>  |        |         |                               |                             |                      |                        |
| <b>TASK / PROJECT DESCRIPTION:</b>   | Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to relevant committee.   |        |         |                               |                             |                      |                        |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | This service promotes linkage of the regional long-range transportation plan and local land use planning, as well as provides necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.   |        |         |                               |                             |                      |                        |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>  | Several <i>Communities in Motion 2040</i> goals and objectives support this program, including:<br>Goal 2.3 "Encourage infill development and more compact growth near community-identified activity centers."<br>Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost-efficient infrastructure services."<br>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."<br>Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers." |        |         |                               |                             |                      |                        |
| <b>FY2019 BENCHMARKS</b>   |   |        |         |                               |                             |                      |                        |
| <b>MILESTONES / PRODUCTS</b>   |   |        |         |                               |                             |                      |                        |
| <b>Administration</b><br>Facilitate required annual meeting of Blueprint for Good Growth   |   |        |         |                               |                             |                      | April                  |
| <b>Policy Analysis</b><br>Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee<br>Report to workgroup/committee and identify pilot study  |   |        |         |                               |                             |                      | As needed<br>As needed |
| <b>LEAD STAFF:</b> Matt Stoll  |   |        |         |                               | <b>Expense Summary</b>      |                      |                        |
| 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. |   |        |         |                               | Total Workdays: 1           |                      |                        |
|  |   |        |         |                               | Salary \$ 651               |                      |                        |
|  |   |        |         |                               | Fringe 278                  |                      |                        |
|  |   |        |         |                               | Overhead 91                 |                      |                        |
|  |   |        |         |                               | Total Labor Cost: \$ 1,020  |                      |                        |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019  |   |        |         |                               | <b>DIRECT EXPENDITURES:</b> |                      |                        |
| <b>Funding Sources</b>   |   |        |         | <b>Participating Agencies</b> |                             |                      |                        |
|  | Ada   | Canyon | Special | Total                         | Ada County Member Agencies  |                      |                        |
| CPG, K13963  | \$ -  |        |         | \$ -                          | Professional Services \$ -  |                      |                        |
| CPG, K19071  | 945   |        |         | 945                           | Legal / Lobbying            |                      |                        |
|  |   |        |         |                               | Equipment Purchases         |                      |                        |
|  |   |        |         |                               | Travel / Education          |                      |                        |
|  |   |        |         |                               | Printing                    |                      |                        |
|  |   |        |         |                               | Public Involvement          |                      |                        |
|  |   |        |         |                               | Meeting Support             |                      |                        |
|  |   |        |         |                               | Other                       |                      |                        |
|  |   |        |         |                               | Total Direct Cost: \$ -     |                      |                        |
| <b>Total:</b>  | \$ 1,020  | \$ -   |         | \$ 1,020                      | 761                         | Total Cost: \$ 1,020 |                        |

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| <b>PROGRAM NO.</b>  | 801  |                  |         | <b>CLASSIFICATION:</b>        | System Maintenance             |
| <b>TITLE:</b>   | Staff Development  |                  |         |                               |                                |
| <b>TASK / PROJECT DESCRIPTION:</b>  | 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.  |                  |         |                               |                                |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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.   |                  |         |                               |                                |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>   | 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. |                  |         |                               |                                |
| <b>FY2019 BENCHMARKS</b>  |  |                  |         |                               |                                |
| <b>MILESTONES / PRODUCTS</b>  |  |                  |         |                               |                                |
| Staff training and development  |  |                  |         |                               | Ongoing                        |
| <b>LEAD STAFF:</b> Meg Larsen   |  |                  |         |                               | <b>Expense Summary</b>         |
| <b>END PRODUCT:</b> 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: 116            |
|   |  |                  |         |                               | Salary \$ 48,414               |
|   |  |                  |         |                               | Fringe 20,626                  |
|   |  |                  |         |                               | Overhead 6,762                 |
|   |  |                  |         |                               | Total Labor Cost: \$ 75,802    |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019   |  |                  |         |                               | <b>DIRECT EXPENDITURES:</b>    |
| <b>Funding Sources</b>  |  |                  |         | <b>Participating Agencies</b> |                                |
|   | Ada  | Canyon           | Special | Total                         |                                |
| CPG, K19071   | \$ 79,404  | \$ 27,899        |         | \$ 107,302                    | Federal Highway Administration |
|   |  |                  |         | -                             | Federal Transit Administration |
| Local   | 6,290  | 2,210            |         | 8,500                         |                                |
|   |  |                  |         | -                             |                                |
| <b>Total:</b>   | <b>\$ 85,694</b>   | <b>\$ 30,109</b> |         | <b>\$ 115,802</b>             |                                |
|   |  |                  |         |                               | Total Direct Cost: \$ 40,000   |
|   |  |                  |         |                               | 801 Total Cost: \$ 115,802     |

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| <b>PROGRAM NO.</b>   | 820   |                  |         | <b>CLASSIFICATION:</b>        | System Maintenance   |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>TITLE:</b>  | Committee Support   |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>TASK / PROJECT DESCRIPTION:</b>   | 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.   |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | 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. |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>              | The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.          |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>FY2019 BENCHMARKS</b>   |   |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>MILESTONES / PRODUCTS</b>   |   |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups. |   |                  |         |                               | Ongoing  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>LEAD STAFF:</b>   | Meg Larsen  |                  |         |                               | <b>Expense Summary</b>   |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>END PRODUCT:</b>  | Ongoing support of committees to promote involvement and communication.   |                  |         |                               | <table border="1"> <tr> <td>Total Workdays:</td> <td>232</td> </tr> <tr> <td>Salary</td> <td>\$ 95,992</td> </tr> <tr> <td>Fringe</td> <td>40,897</td> </tr> <tr> <td>Overhead</td> <td>13,408</td> </tr> <tr> <td><b>Total Labor Cost:</b></td> <td><b>\$ 150,295</b></td> </tr> </table> |                           | Total Workdays:   | 232 | Salary | \$ 95,992 | Fringe | 40,897 | Overhead | 13,408 | <b>Total Labor Cost:</b> | <b>\$ 150,295</b> |
| Total Workdays:  | 232   |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| Salary   | \$ 95,992   |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| Fringe   | 40,897  |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| Overhead   | 13,408  |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>Total Labor Cost:</b>   | <b>\$ 150,295</b>   |                  |         |                               |  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>ESTIMATED DATE OF COMPLETION:</b>   | September-2019  |                  |         |                               | <b>DIRECT EXPENDITURES:</b>  |                           |                   |     |        |           |        |        |          |        |                          |                   |
| <b>Funding Sources</b>   |   |                  |         | <b>Participating Agencies</b> |  | Professional Services     | \$ -              |     |        |           |        |        |          |        |                          |                   |
|  | Ada   | Canyon           | Special | Total                         | Member Agencies  | Legal / Lobbying          |                   |     |        |           |        |        |          |        |                          |                   |
| CPG, K19071  | \$ 104,426  | \$ 36,690        |         | \$ 141,117                    |  | Equipment Purchases       |                   |     |        |           |        |        |          |        |                          |                   |
|  |   |                  |         | -                             |  | Travel / Education        |                   |     |        |           |        |        |          |        |                          |                   |
| Local  | 8,272   | 2,906            |         | 11,178                        |  | Printing                  |                   |     |        |           |        |        |          |        |                          |                   |
|  |   |                  |         | -                             |  | Public Involvement        |                   |     |        |           |        |        |          |        |                          |                   |
|  |   |                  |         | -                             |  | Meeting Support           | 2,000             |     |        |           |        |        |          |        |                          |                   |
|  |   |                  |         | -                             |  | Other                     |                   |     |        |           |        |        |          |        |                          |                   |
| <b>Total:</b>  | <b>\$ 112,698</b>   | <b>\$ 39,597</b> |         | <b>\$ 152,295</b>             |  | <b>Total Direct Cost:</b> | <b>\$ 2,000</b>   |     |        |           |        |        |          |        |                          |                   |
|  |   |                  |         |                               | 820  | <b>Total Cost:</b>        | <b>\$ 152,295</b> |     |        |           |        |        |          |        |                          |                   |

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| <b>PROGRAM NO.</b>  | <b>836</b>  |                  |                  | <b>CLASSIFICATION:</b> | <b>System Maintenance</b>           |
| <b>TITLE:</b>   | <b>Technical Support: Regional Travel Demand Model</b>  |                  |                  |                        |                                     |
| <b>TASK / PROJECT DESCRIPTION:</b>  | 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.   |                  |                  |                        |                                     |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>   | 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.   |                  |                  |                        |                                     |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>   | Federal Code 23 CFR § 450.322 -- 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...." |                  |                  |                        |                                     |
| <b>FY2019 BENCHMARKS</b>  |   |                  |                  |                        |                                     |
| <b>MILESTONES / PRODUCTS</b>  |   |                  |                  |                        |                                     |
| <b>Key Elements</b>   |   |                  |                  |                        |                                     |
| 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 Safety and Capacity Program   |   |                  |                  |                        | Oct - Aug                           |
| Reconcile demographic data and integrate in the current and forecast years of the regional model  |   |                  |                  |                        | Mar - May                           |
| <b>CIM 2040 2.0 support</b>   |   |                  |                  |                        |                                     |
| Complete air quality conformity demonstration and report for CIM 240 2.0  |   |                  |                  |                        | Oct                                 |
| <b>Special Tasks and Model Improvements</b>   |   |                  |                  |                        |                                     |
| Implement feedback loop version of the regional travel demand model   |   |                  |                  |                        | Oct - Jan                           |
| Document mode choice model refinements as addendums to the completed calibration report   |   |                  |                  |                        | Jan - Mar                           |
| Implement feedback loop with CUBE Land for demographic forecasting  |   |                  |                  |                        | Oct - Jan                           |
| Provide technical assistance to Canyon Highway District for the Master Transportation Plan update   |   |                  |                  |                        | Oct - Mar                           |
| Provide technical analysis on member agency requests vetted through RTAC (Boise City, VRT)  |   |                  |                  |                        | Ongoing                             |
| Provide technical analysis on unexpected member agency requests   |   |                  |                  |                        | Ongoing                             |
| Continue to expand the data foundation task to implement it into other data sources   |   |                  |                  |                        | Ongoing                             |
| <b>LEAD STAFF:</b> Mary Ann Waldinger   |   |                  |                  |                        |                                     |
| <b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses. |   |                  |                  |                        | <b>Expense Summary</b>              |
|   |   |                  |                  |                        | Total Workdays: 146                 |
|   |   |                  |                  |                        | Salary \$ 68,373                    |
|   |   |                  |                  |                        | Fringe 29,130                       |
|   |   |                  |                  |                        | Overhead 9,550                      |
|   |   |                  |                  |                        | Total Labor Cost: \$ 107,052        |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019   |   |                  |                  |                        |                                     |
| <b>Funding Sources</b>  |   |                  |                  |                        | <b>Participating Agencies</b>       |
|   | Ada   | Canyon           | Special          | Total                  | Highway Districts                   |
| CPG, K19071   | \$ 73,689   | \$ 25,891        |                  | \$ 99,579              | Member Agencies                     |
|   |   |                  | 20,000           | 20,000                 | Federal Highways Administration     |
|   |   |                  |                  | -                      | Idaho Transportation Department     |
|   |   |                  |                  | -                      | Valley Regional Transit             |
| Local   | 7,010   | 2,463            |                  | 9,472                  | Department of Environmental Quality |
|   |   |                  |                  | -                      |                                     |
|   |   |                  |                  | -                      |                                     |
| <b>Total:</b>   | <b>\$ 80,698</b>  | <b>\$ 28,353</b> | <b>\$ 20,000</b> | <b>\$ 129,052</b>      |                                     |
|   |   |                  |                  |                        | DIRECT EXPENDITURES:                |
|   |   |                  |                  |                        | Professional Services \$ 22,000     |
|   |   |                  |                  |                        | Legal / Lobbying                    |
|   |   |                  |                  |                        | Equipment Purchases                 |
|   |   |                  |                  |                        | Travel / Education                  |
|   |   |                  |                  |                        | Printing                            |
|   |   |                  |                  |                        | Public Involvement                  |
|   |   |                  |                  |                        | Meeting Support                     |
|   |   |                  |                  |                        | Other                               |
|   |   |                  |                  |                        | Total Direct Cost: \$ 22,000        |
|   |   |                  |                  |                        | 836 Total Cost: \$ 129,052          |

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|  |  |                  |                   |                               |                                 |                                      |
|--|--|------------------|-------------------|-------------------------------|---------------------------------|--------------------------------------|
| <b>PROGRAM NO.</b>   | <b>842</b>   |                  |                   | <b>CLASSIFICATION:</b>        | <b>System Maintenance</b>       |                                      |
| <b>TITLE:</b>  | <b>Congestion Management Process</b>   |                  |                   |                               |                                 |                                      |
| <b>TASK / PROJECT DESCRIPTION:</b>   | 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.  |                  |                   |                               |                                 |                                      |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | 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.  |                  |                   |                               |                                 |                                      |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>  | Federal Code 23 CFR § 450.322 -- Congestion Management Process is one of the Planning Factors and is 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 are also required for MPOs in 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. |                  |                   |                               |                                 |                                      |
| <b>FY2019 BENCHMARKS</b>   |  |                  |                   |                               |                                 |                                      |
| <b>MILESTONES / PRODUCTS</b>   |  |                  |                   |                               |                                 |                                      |
| <b>CMS Report and Travel Time Data Collection</b>  |  |                  |                   |                               |                                 |                                      |
| Develop a new and improved annual CMS report using National Performance Measure Research Data Set (NPMRDS) data (2014 to 2017)   |  |                  |                   |                               | Oct-Apr                         |                                      |
| <b>New Travel Time Data Source and Process</b>   |  |                  |                   |                               |                                 |                                      |
| Develop a reference table to link the NPMRDS travel time data to the COMPASS unique ID (PMID) system   |  |                  |                   |                               | Oct-Dec                         |                                      |
| Run basic analysis of the NPMRDS data (2014 to currently available)  |  |                  |                   |                               | Oct-Dec                         |                                      |
| 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) |  |                  |                   |                               | Feb-May                         |                                      |
| Set up process to match NPMRDS data with building permit activity and permanent traffic count sites  |  |                  |                   |                               | Feb-May                         |                                      |
| 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)  |  |                  |                   |                               | Jun-Aug                         |                                      |
| <b>Transportation System Management and Ops (TSMO) and ITS Plan Update</b>   |  |                  |                   |                               |                                 |                                      |
| Complete the RFQ/P and consultant selection process  |  |                  |                   |                               | Oct                             |                                      |
| Notice to Proceed  |  |                  |                   |                               | Oct                             |                                      |
| Complete the regional 2018 ITS inventory   |  |                  |                   |                               | Oct-Feb                         |                                      |
| Purchase additional travel time data for full year of 2017 and 2018  |  |                  |                   |                               | Feb                             |                                      |
| Develop a "current conditions/current state of the system"   |  |                  |                   |                               | Oct-Aug                         |                                      |
| Integrate congestion management process/plan in the Transportation Systems Management Operation (TSMO)-ITS plan update   |  |                  |                   |                               | Oct-Aug                         |                                      |
| Project management of TSMO-ITS Plan update   |  |                  |                   |                               | On going                        |                                      |
| <b>LEAD STAFF:</b>   | Mary Ann Waldinger   |                  |                   |                               | <b>Expense Summary</b>          |                                      |
| <b>END PRODUCT:</b> Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.   |  |                  |                   |                               | <b>Total Workdays:</b> 81       |                                      |
|  |  |                  |                   |                               | Salary                          | \$ 35,782                            |
|  |  |                  |                   |                               | Fringe                          | 15,245                               |
|  |  |                  |                   |                               | Overhead                        | 4,998                                |
|  |  |                  |                   |                               | <b>Total Labor Cost:</b>        | <b>\$ 56,025</b>                     |
| <b>ESTIMATED DATE OF COMPLETION:</b>   |  |                  |                   |                               | September-2019                  |                                      |
| <b>Funding Sources</b>   |  |                  |                   | <b>Participating Agencies</b> |                                 |                                      |
|  | Ada  | Canyon           | Special           | Total                         | Highway Districts               | DIRECT EXPENDITURES:                 |
| CPG, K19071  | \$ 38,415  | \$ 13,497        |                   | \$ 51,912                     | Member Agencies                 | Professional Services \$ 236,000     |
|  |  |                  |                   | -                             | Federal Highways Administration | Legal / Lobbying                     |
| STP-TMA, K18694  |  |                  | 218,678           | 218,678                       |                                 | Equipment Purchases                  |
|  |  |                  |                   | -                             |                                 | Travel / Education                   |
| Local  | 15,862   | 5,573            |                   | 21,435                        |                                 | Printing                             |
|  |  |                  |                   | -                             |                                 | Public Involvement                   |
|  |  |                  |                   | -                             |                                 | Meeting Support                      |
|  |  |                  |                   | -                             |                                 | Other                                |
| <b>Total:</b>  | <b>\$ 54,277</b>   | <b>\$ 19,070</b> | <b>\$ 218,678</b> | <b>\$ 292,025</b>             |                                 | <b>Total Direct Cost: \$ 236,000</b> |
|  |  |                  |                   |                               | 842                             | <b>Total Cost: \$ 292,025</b>        |

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| <b>PROGRAM NO.</b>   | <b>860</b>   | <b>CLASSIFICATION:</b> | <b>System Maintenance</b> |
| <b>TITLE:</b>  | <b>Geographical Information System Maintenance (GIS)</b>   |                        |                           |
| <b>TASK / PROJECT DESCRIPTION:</b>   | 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.   |                        |                           |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | 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 (RGAWG) to create regional data that can be used for many purposes.  |                        |                           |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b> | Federal Code 23 CFR § 450.324 (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...." |                        |                           |

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| <b>FY2019 BENCHMARKS</b> | <b>MILESTONES / PRODUCTS</b> |
|--------------------------|------------------------------|

|  |   |
|--|---|
| <p><b>Provide GIS Data Maintenance and Support for COMPASS Projects.</b><br/> Data analysis, ped count analysis, and crash analysis<br/> Enterprise database creation<br/> Data integration<br/> GIS Technology<br/> 2020 Census preparation</p> <p><b>GIS Cooperation</b><br/> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings</p> <p><b>Regional Geographic Advisory Committee</b><br/> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data</p> <p><b>Regional Data Center</b><br/> Expand and maintain authoritative regional GIS data<br/> COMPASS staff will conduct data accuracy checks and metadata on regional data sets</p> <p><b>CIM</b><br/> Update planning functional classification map<br/> Interactive Document/maps<br/> Database and dashboard/reporting development</p> <p><b>TIP</b><br/> Provide ongoing support</p> <p><b>Orthophotography</b><br/> Provide orthophotography data to private sector as needed<br/> Continue to plan for future orthophotography acquisition and funding</p> | <p>Ongoing</p> <p>As Needed</p> <p>Quarterly/as needed</p> <p>Quarterly/as needed</p> <p>Ongoing</p> <p>Nov - Feb<br/>As Needed<br/>Ongoing</p> <p>Ongoing</p> <p>Ongoing<br/>Ongoing</p> |
|--|---|

|  |                                     |
|--|-------------------------------------|
| <b>LEAD STAFF:</b> Eric Adolfsen   | <b>Expense Summary</b>              |
| <b>END PRODUCT:</b> 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. |                                     |
|  | <b>Total Workdays:</b> 609          |
|  | Salary \$ 244,835                   |
|  | Fringe 104,310                      |
|  | Overhead 34,198                     |
|  | <b>Total Labor Cost: \$ 383,339</b> |

|   |                   |                               |                                      |
|---|-------------------|-------------------------------|--------------------------------------|
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019 |                   | <b>DIRECT EXPENDITURES:</b>   |                                      |
| <b>Funding Sources</b>                              |                   | <b>Participating Agencies</b> |                                      |
|   | Ada               | Canyon                        | Special                              |
|   |                   |                               | Total                                |
| CPG, K19071   | \$ 104,592        | \$ 37,081                     | \$141,673                            |
| STP-TMA, K13900                                     |                   |                               | 96,705                               |
|   |                   |                               | 96,705                               |
| Ortho Participants                                  |                   |                               | 366,218                              |
| Fund Balance  |                   |                               | 253,060                              |
| Local   | 13,973            | 4,910                         | 18,883                               |
|   |                   |                               | -                                    |
| <b>Total:</b>                                       | <b>\$ 118,566</b> | <b>\$ 41,990</b>              | <b>\$715,983</b>                     |
|   |                   |                               | \$876,539                            |
|   |                   |                               | <b>Total Direct Cost: \$ 493,200</b> |
|   |                   |                               | <b>Total Cost: \$ 876,539</b>        |

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|  |   |        |            |            |                               |                              |  |
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| <b>PROGRAM NO.</b>   | 990   |        |            |            | <b>CLASSIFICATION:</b>        | Indirect / Overhead          |  |
| <b>TITLE:</b>  | Direct Operations & Maintenance   |        |            |            |                               |                              |  |
| <b>TASK / PROJECT DESCRIPTION:</b>   | 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. |        |            |            |                               |                              |  |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.   |        |            |            |                               |                              |  |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>  | There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.   |        |            |            |                               |                              |  |
| <b>FY2019 BENCHMARKS</b>   |   |        |            |            |                               |                              |  |
|  |   |        |            |            |                               | <b>MILESTONES / PRODUCTS</b> |  |
| Provide local dollars for expenditures not federally funded.   |   |        |            |            |                               | Ongoing                      |  |
| <b>LEAD STAFF:</b> Meg Larsen  |   |        |            |            |                               |                              |  |
| <b>END PRODUCT:</b> Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations. |   |        |            |            |                               | <b>Expense Summary</b>       |  |
|  |   |        |            |            |                               | Total Workdays: 0            |  |
|  |   |        |            |            |                               | Salary \$ -                  |  |
|  |   |        |            |            |                               | Fringe -                     |  |
|  |   |        |            |            |                               | Overhead -                   |  |
|  |   |        |            |            |                               | Total Labor Cost: \$ -       |  |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019  |   |        |            |            |                               | <b>DIRECT EXPENDITURES:</b>  |  |
| <b>Funding Sources</b>   |   |        |            |            | <b>Participating Agencies</b> |                              |  |
|  | Ada   | Canyon | Special    | Total      | Member Agencies               |                              |  |
|  |   |        |            | \$ -       |                               |                              |  |
| Other  |   |        | 15,000     | 15,000     |                               |                              |  |
| Local  |   |        | 137,200    | 137,200    |                               |                              |  |
|  |   |        |            | -          |                               |                              |  |
| <b>Total:</b>  | \$ -  | \$ -   | \$ 152,200 | \$ 152,200 |                               |                              |  |
|  |   |        |            |            | Total Direct Cost: \$ 152,200 |                              |  |
|  |   |        |            |            | 990                           | Total Cost: \$ 152,200       |  |

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|  |  |        |         |                               |  |                            |
|--|--|--------|---------|-------------------------------|--|----------------------------|
| <b>PROGRAM NO.</b>   | <b>991</b>   |        |         | <b>CLASSIFICATION:</b>        | <b>Indirect / Overhead</b>   |                            |
| <b>TITLE:</b>  | <b>Support Services Labor</b>  |        |         |                               |  |                            |
| <b>TASK / PROJECT DESCRIPTION:</b>   | To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.  |        |         |                               |  |                            |
| <b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>  | 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.  |        |         |                               |  |                            |
| <b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>  | <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> |        |         |                               |  |                            |
| <b>FY2019 BENCHMARKS</b>   |  |        |         |                               |  |                            |
| <b>MILESTONES / PRODUCTS</b>   |  |        |         |                               |  |                            |
| <b>General Administration</b><br>Review standing agreements<br>Conduct appropriate procurement processes and prepare contracts, as needed<br>Update COMPASS operational policies as needed<br>Monitor general workplace and personnel needs<br>Provide administrative assistance for agency needs<br><br><b>Personnel Management</b><br>Prepare and complete recruitment processes<br>Conduct employee annual evaluations<br>Renew insurance policies<br>Pursue FY2019 benefit options<br><br><b>Financial Management</b><br>Close FY2018 financial records and begin FY2019<br>Provide annual audit support and complete financial reports<br>Complete COMPASS annual Audit Report<br>Prepare and distribute year-end payroll reports<br>Complete budget variance information and report to the Finance Committee quarterly.<br>Maintain inventory of furniture, equipment, hardware and software<br><br><b>Information Technology</b><br>Manage Information Technology consultant and coordinate work efforts<br>Prioritize needs, analyze costs, make recommendations and implement system improvements<br>Coordinate with staff to configure equipment and software to meet the needs of each position<br>Maintain security and integrity of IT systems, and perform appropriate back ups<br>Coordinate systems with member agencies |  |        |         |                               | Aug<br>As needed<br>As needed<br>Ongoing<br>Ongoing<br><br>As needed<br>As needed<br>As needed<br>As needed<br><br>Oct-Nov<br>Oct-Dec<br>Jan<br>Jan<br>Quarterly<br>Ongoing<br><br>Ongoing<br>Ongoing<br>Ongoing<br>Ongoing<br>Ongoing |                            |
| <b>LEAD STAFF:</b> Meg Larsen  |  |        |         |                               | <b>Expense Summary</b>   |                            |
| <b>END PRODUCT:</b> An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.   |  |        |         |                               | Total Workdays: 917  |                            |
|  |  |        |         |                               | Salary \$ -  |                            |
|  |  |        |         |                               | Fringe -   |                            |
|  |  |        |         |                               | Overhead -   |                            |
|  |  |        |         |                               | Total Labor Cost: \$ -   |                            |
| <b>ESTIMATED DATE OF COMPLETION:</b> September-2019  |  |        |         |                               | <b>DIRECT EXPENDITURES:</b>  |                            |
| <b>Funding Sources</b>   |  |        |         | <b>Participating Agencies</b> |  | Professional Services \$ - |
|  | Ada  | Canyon | Special | Total                         | Member Agencies  | Legal / Lobbying           |
| CPG, K13963  |  |        |         | \$ -                          | Idaho Transportation Department  | Equipment Purchases        |
| CPG, K19071  |  |        |         | -                             |  | Travel / Education         |
| STP-TMA, K13900  |  |        |         | -                             |  | Printing                   |
| Local  |  |        |         | -                             |  | Public Involvement         |
|  |  |        |         | -                             |  | Meeting Support            |
|  |  |        |         | -                             |  | Other                      |
| <b>Total:</b>  | \$ -   | \$ -   |         | \$ -                          |  | Total Direct Cost: \$ -    |
|  |  |        |         |                               |  | 991 Total Cost: \$ -       |

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# **FINANCIAL WORKSHEETS**

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
REVENUE AND EXPENSE SUMMARY (total)**

| <b>REVENUE</b>   | <b>FY2019<br/>Revision 3</b> | <b>FY2019<br/>Revision 4</b> |
|--|------------------------------|------------------------------|
| <b>GENERAL MEMBERSHIP</b>  |                              |                              |
| Ada County   | 220,730                      | 220,730                      |
| Ada County Highway District  | 220,730                      | 220,730                      |
| Canyon County  | 106,102                      | 106,102                      |
| Canyon Highway District No. 4                                      | 37,346                       | 37,346                       |
| Golden Gate Highway District No.3                                  | 5,313                        | 5,313                        |
| City of Boise  | 102,423                      | 102,423                      |
| City of Caldwell   | 25,070                       | 25,070                       |
| City of Eagle  | 13,188                       | 13,188                       |
| City of Garden City  | 5,238                        | 5,238                        |
| City of Greenleaf  | 379                          | 379                          |
| City of Kuna   | 9,144                        | 9,144                        |
| City of Meridian   | 46,917                       | 46,917                       |
| City of Melba  | 251                          | 251                          |
| City of Middleton  | 4,052                        | 4,052                        |
| City of Nampa  | 43,372                       | 43,372                       |
| City of Notus  | 251                          | 251                          |
| City of Parma  | 944                          | 944                          |
| City of Star   | 4,546                        | 4,546                        |
| City of Wilder   | 754                          | 754                          |
| <b>Subtotal</b>  | <b>846,750</b>               | <b>846,750</b>               |
| <b>SPECIAL MEMBERSHIP</b>  |                              |                              |
| Boise State University   | 8,500                        | 8,500                        |
| Capital City Development Corporation                               | 8,500                        | 8,500                        |
| Idaho Department of Environmental Quality                          | 8,500                        | 8,500                        |
| Idaho Transportation Department                                    | 8,500                        | 8,500                        |
| Valley Regional Transit  | 8,500                        | 8,500                        |
| <b>Subtotal</b>  | <b>42,500</b>                | <b>42,500</b>                |
| <b>GRANTS AND SPECIAL PROJECTS</b>                                 |                              |                              |
| <b>FHWA/FTA - Consolidated Planning Grants</b>                     |                              |                              |
| CPG - FY2019 K# 19071 Ada County                                   | 1,004,920                    | 1,004,920                    |
| CPG - FY2019 K# 19071 Canyon County                                | 353,080                      | 353,080                      |
| <b>Sub Total CPG Grants</b>  | <b>1,358,000</b>             | <b>1,358,000</b>             |
| STP TMA - K# 13900, FY19 off-the-top funds for Planning            | 306,705                      | 306,705                      |
| STP TMA - K# 19571, <i>Communities in Motion 2050</i>              | 85,711                       | 85,711                       |
| STP TMA - K# 18694, Update Treasure Valley ITS Plan                | 218,678                      | 218,678                      |
| FHWA T2 Grant - K# 22180, COMPASS Data Bike                        | 5,600                        | 5,600                        |
| <b>Subtotal</b>  | <b>616,694</b>               | <b>616,694</b>               |
| <b>OTHER REVENUE SOURCES</b>                                       |                              |                              |
| Idaho Department of Environmental Quality                          | 25,000                       | 25,000                       |
| Ada County Air Quality Board                                       | 25,000                       | 25,000                       |
| Orthophotography - Participant Contributions                       | 366,218                      | 366,218                      |
| Valley Regional Transit - State Street Grant - carry over          | 127,392                      | 127,392                      |
| Interest Income  | 15,000                       | 15,000                       |
| <b>Subtotal</b>  | <b>558,610</b>               | <b>558,610</b>               |
| <b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b> | <b>3,422,554</b>             | <b>3,422,554</b>             |
| Draw From Fund Balance (to fund Orthophotography Project)          | 83,782                       | 83,782                       |
| Draw From Fund Balance (CIM Implementation Grants)                 | 79,423                       | 79,423                       |
| Draw From Fund Balance (Matching funds for FHWA T2 Grant)          | 1,400                        | 1,400                        |
| Draw From Fund Balance (Matching funds for K# 19571, CIM grant)    | 3,120                        | 3,120                        |
| Draw From Fund Balance (to fund revenue shortfall)                 | 19,617                       | 40,117                       |
| <b>TOTAL REVENUE, ALL RESOURCES</b>                                | <b>3,609,895</b>             | <b>3,630,395</b>             |

| <b>EXPENSE</b>                                     | <b>FY2019<br/>Revision 3</b> | <b>FY2019<br/>Revision 4</b> |
|--|------------------------------|------------------------------|
| <b>SALARY, FRINGE &amp; CONTINGENCY</b>            |                              |                              |
| Salary   | 1,282,610                    | 1,282,610                    |
| Fringe   | 590,107                      | 590,107                      |
| Contingency (Overtime, Bonus, and Sick Time Trade) | 22,000                       | 22,000                       |
| <b>Subtotal</b>                                    | <b>1,894,717</b>             | <b>1,894,717</b>             |
| <b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>       |                              |                              |
| Indirect Costs                                     | 203,450                      | 203,450                      |
| <b>Subtotal</b>                                    | <b>203,450</b>               | <b>203,450</b>               |
| <b>DIRECT OPERATIONS &amp; MAINTENANCE</b>         |                              |                              |
| 620001, Demographics and Growth Monitoring         | 1,000                        | 1,000                        |
| 653001, Communication and Education                | 51,350                       | 51,350                       |
| 661001, Long-Range Planning                        | 71,038                       | 71,038                       |
| 661008, Bike Counter Management                    | 15,720                       | 15,720                       |
| 685001, Transportation Improvement Program         | 5,400                        | 5,400                        |
| 685002, Project Development Program                | 75,000                       | 75,000                       |
| 685004, CIM Implementation Grants                  | 79,423                       | 79,423                       |
| 702001, Air Quality Outreach                       | 45,455                       | 45,455                       |
| 720001, State Street Corridor                      | 127,392                      | 127,392                      |
| 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               | 22,000                       | 22,000                       |
| 842001, Congestion Management Process              | 236,000                      | 236,000                      |
| 860001, Geographic Information System Maintenance  | 493,200                      | 493,200                      |
| 990001, Direct Operations and Maintenance          | 131,700                      | 152,200                      |
| <b>Subtotal</b>                                    | <b>1,511,728</b>             | <b>1,532,228</b>             |
| <b>TOTAL EXPENSE</b>                               | <b>3,609,895</b>             | <b>3,630,395</b>             |

| <b>REVENUE AND EXPENSE SUMMARY</b> |                     |                  |
|------------------------------------|---------------------|------------------|
| TOTAL REVENUE                      | <b>3,609,895.00</b> | <b>3,630,395</b> |
| LESS: TOTAL EXPENSES               | <b>3,609,895</b>    | <b>3,630,395</b> |
| REVENUE EXCESS/(DEFICIT)           | <b>(0)</b>          | <b>(0)</b>       |

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FY2019 - REVISION 4

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

| WORK PROGRAM NUMBER             | EXPENSES              |                  |                  |                           |                              |                      |                   |                                   |  |                  | MATCH, LOCAL & OTHER FUNDING |                |                |                     | TOTAL FUNDING SOURCES |
|---------------------------------|-----------------------|------------------|------------------|---------------------------|------------------------------|----------------------|-------------------|-----------------------------------|--|------------------|------------------------------|----------------|----------------|---------------------|-----------------------|
|                                 | Labor & Indirect Cost | Direct Cost      | Total Cost       | FY19 CPG                  | FY19 CPG                     | STP-TMA              | STP-TMA           | STP-TMA                           | FHWA T2                                | Total            | Required Match               | Local Funds/FB | Other Revenue  | Total Local & Other |                       |
|                                 |                       |                  |                  | Ada County K# 19071 (74%) | Canyon County K# 19071 (26%) | Off The Top K# 13900 | CIM 2040 K# 19751 | Treasure Valley ITS Plan K# 18694 | COMPASS Data Bike (20% match) K# 22180 |                  |                              |                |                |                     |                       |
| 601001                          | 83,813                | -                | 83,813           | 35,269                    | 12,392                       | 30,000               |                   |                                   |  | 77,661           | 6,152                        |                |                | 6,152               | 83,813                |
| 620001                          | 70,518                | 1,000            | 71,518           | 26,838.53                 | 9,430                        | 30,000               |                   |                                   |  | 66,268           | 5,249                        |                |                | 5,249               | 71,518                |
| 620002                          | 28,592                | -                | 28,592           | 4,805.20                  | 1,688                        | 20,000               |                   |                                   |  | 26,494           | 2,099                        |                |                | 2,099               | 28,592                |
| 620003                          | 20,614                | -                | 20,614           | 6,734.86                  | 2,366                        | 10,000               |                   |                                   |  | 19,101           | 1,513                        |                |                | 1,513               | 20,614                |
| 653001                          | 131,406               | 51,350           | 182,756          |                           |                              |                      |                   |                                   |  | -                |                              | 182,756        |                | 182,756             | 182,756               |
| 661001                          | 161,331               | 71,038           | 232,369          | 95,772                    | 33,650                       |                      | 85,711            |                                   |  | 215,132          | 17,041.57                    | 195            |                | 17,237              | 232,369               |
| 661003                          | 16,645                | -                | 16,645           | 11,413                    | 4,010                        |                      |                   |                                   |  | 15,424           | 1,221.76                     |                |                | 1,222               | 16,645                |
| 661004                          | 9,703                 | -                | 9,703            | 6,653                     | 2,338                        |                      |                   |                                   |  | 8,991            | 712.23                       |                |                | 712                 | 9,703                 |
| 661005                          | 64,801                | -                | 64,801           | 44,433                    | 15,611                       |                      |                   |                                   |  | 60,044           | 4,756.36                     |                |                | 4,756               | 64,801                |
| 661006                          | 55,962                | -                | 55,962           | 38,372                    | 13,482                       |                      |                   |                                   |  | 51,854           | 4,107.59                     |                |                | 4,108               | 55,962                |
| 661007                          | 24,667                | -                | 24,667           | 16,914                    | 5,943                        |                      |                   |                                   |  | 22,856           | 1,810.56                     |                |                | 1,811               | 24,667                |
| 661008                          | 48,888                | 15,720           | 64,608           | 39,501                    | 13,879                       |                      |                   |                                   | 5,600                                  | 58,980           | 4,228.46                     | 1,400          |                | 5,628               | 64,608                |
| 661009                          | 12,421                | -                | 12,421           | 8,517                     | 2,992                        |                      |                   |                                   |  | 11,509           | 911.71                       |                |                | 912                 | 12,421                |
| 685001                          | 259,084               | 5,400            | 264,484          | 107,352                   | 37,718                       | 100,000              |                   |                                   |  | 245,071          | 19,413                       |                |                | 19,413              | 264,484               |
| 685002                          | 22,730                | 75,000           | 97,730           | 67,012                    | 23,545                       |                      |                   |                                   |  | 90,557           | 7,173                        |                |                | 7,173               | 97,730                |
| 685003                          | 97,252                | -                | 97,252           |                           |                              |                      |                   |                                   |  | -                |                              | 97,252         |                | 97,252              | 97,252                |
| 685004                          | 11,732                | 79,423           | 91,155           | 8,044                     | 2,826                        |                      |                   |                                   |  | 10,871           | 861                          | 79,423         |                | 80,284              | 91,155                |
| <b>TOTAL PROJECTS</b>           | <b>1,120,159</b>      | <b>298,931</b>   | <b>1,419,091</b> | <b>517,632</b>            | <b>181,871</b>               | <b>190,000</b>       | <b>85,711</b>     | <b>-</b>                          | <b>5,600</b>                           | <b>980,814</b>   | <b>77,251</b>                | <b>361,026</b> | <b>-</b>       | <b>438,277</b>      | <b>1,419,091</b>      |
| 701001                          | 83,405                | -                | 83,405           | 57,190                    | 20,094                       |                      |                   |                                   |  | 77,283           | 6,122                        |                |                | 6,122               | 83,405                |
| 702001                          | 4,545                 | 45,455           | 50,000           |                           |                              |                      |                   |                                   |  | -                |                              |                | 50,000         | 50,000              | 50,000                |
| 703001                          | 13,585                | -                | 13,585           |                           |                              |                      |                   |                                   |  | -                |                              | 13,585         |                | 13,585              | 13,585                |
| 705001                          | 38,288                | -                | 38,288           | 26,253                    | 9,224                        |                      |                   |                                   |  | 35,478           | 2,810                        |                |                | 2,810               | 38,288                |
| 720001                          | 3,462                 | 127,392          | 130,854          | 2,374                     | 834                          |                      |                   |                                   |  | 3,208            | 254                          |                | 127,392        | 127,647             | 130,854               |
| 760001                          | 61,191                | 115,050          | 176,241          |                           |                              |                      |                   |                                   |  | -                |                              | 176,241        |                | 176,241             | 176,241               |
| 761001                          | 1,020                 | -                | 1,020            | 945                       |                              |                      |                   |                                   |  | 945              | 75                           |                |                | 75                  | 1,020                 |
| <b>TOTAL SERVICES</b>           | <b>205,496</b>        | <b>287,897</b>   | <b>493,393</b>   | <b>86,762</b>             | <b>30,152</b>                | <b>-</b>             | <b>-</b>          | <b>-</b>                          | <b>-</b>                               | <b>116,914</b>   | <b>9,261</b>                 | <b>189,826</b> | <b>177,392</b> | <b>376,479</b>      | <b>493,393</b>        |
| 801001                          | 75,802                | 40,000           | 115,802          | 79,404                    | 27,899                       |                      |                   |                                   |  | 107,302          | 8,500                        |                |                | 8,500               | 115,802               |
| 820001                          | 150,295               | 2,000            | 152,295          | 104,426                   | 36,690                       |                      |                   |                                   |  | 141,117          | 11,178                       |                |                | 11,178              | 152,295               |
| 836001                          | 107,052               | 22,000           | 129,052          | 73,689                    | 25,891                       | 20,000               |                   |                                   |  | 119,579          | 9,472                        |                |                | 9,472               | 129,052               |
| 842001                          | 56,025                | 236,000          | 292,025          | 38,415                    | 13,497                       |                      |                   | 218,678                           |  | 270,590          | 21,435                       |                |                | 21,435              | 292,024               |
| 860001                          | 383,339               | 493,200          | 876,539          | 104,592                   | 37,081                       | 96,705               |                   |                                   |  | 238,378          | 18,883                       | 253,060        | 366,218        | 638,161             | 876,539               |
| <b>TOTAL SYSTEM MAINTENANCE</b> | <b>772,512</b>        | <b>793,200</b>   | <b>1,565,712</b> | <b>400,526</b>            | <b>141,057</b>               | <b>116,705</b>       | <b>-</b>          | <b>218,678</b>                    | <b>-</b>                               | <b>876,966</b>   | <b>69,468</b>                | <b>253,060</b> | <b>366,218</b> | <b>688,746</b>      | <b>1,565,712</b>      |
| 990001                          | -                     | 152,200          | 152,200          |                           |                              |                      |                   |                                   |  | -                |                              | 137,200        | 15,000         | 152,200             | 152,200               |
| 991001                          | -                     | -                | -                |                           |                              |                      |                   |                                   |  | -                |                              |                |                | -                   | -                     |
| 999001                          | -                     | -                | -                |                           |                              |                      |                   |                                   |  | -                |                              |                |                | -                   | -                     |
| <b>TOTAL INDIRECT/OVERHEAD</b>  | <b>-</b>              | <b>152,200</b>   | <b>152,200</b>   | <b>-</b>                  | <b>-</b>                     | <b>-</b>             | <b>-</b>          | <b>-</b>                          | <b>-</b>                               | <b>-</b>         | <b>-</b>                     | <b>137,200</b> | <b>15,000</b>  | <b>152,200</b>      | <b>152,200</b>        |
| <b>GRAND TOTAL</b>              | <b>2,098,167</b>      | <b>1,532,228</b> | <b>3,630,395</b> | <b>1,004,920</b>          | <b>353,080</b>               | <b>306,705</b>       | <b>85,711</b>     | <b>218,678</b>                    | <b>5,600</b>                           | <b>1,974,693</b> | <b>155,980</b>               | <b>941,112</b> | <b>558,610</b> | <b>1,655,703</b>    | <b>3,630,395</b>      |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
 REVENUE AND EXPENSE SUMMARY (total)**

| DESCRIPTION        |  | TOTAL DIRECT     | PROFESSIONAL SERVICES<br>(830) | EQUIPMENT / SOFTWARE<br>(834) | TRAVEL / EVENTS / EDUCATION<br>(840) | PRINTING<br>(860) | OTHER<br>(863) | PUBLIC INVOLVEMENT<br>(864) | MEETING SUPPORT<br>(865) | LEGAL / LOBBYING<br>(872) | FY2020 CARRY-FORWARD |
|--------------------|--|------------------|--------------------------------|-------------------------------|--------------------------------------|-------------------|----------------|-----------------------------|--------------------------|---------------------------|----------------------|
| 620001             | Demographics and Growth Monitoring                           | 1,000            |                                |                               |                                      |                   | 1,000          |                             |                          |                           |                      |
| 653001             | Communication and Education                                  | 51,350           | 25,100                         |                               |                                      | 1,000             |                | 25,250                      |                          |                           |                      |
| 661001             | Long-Range Planning  | 71,038           | 49,930                         |                               |                                      | 2,050             |                | 19,058                      |                          |                           |                      |
| 661005             | Bicycles/Pedestrians   | -                | -                              | -                             |                                      |                   |                |                             |                          |                           |                      |
| 661008             | Bike Counter Management                                      | 15,720           | -                              | 8,720                         |                                      |                   | 7,000          |                             |                          |                           |                      |
| 685001             | Transportation Improvement Program                           | 5,400            |                                |                               |                                      |                   |                | 5,400                       |                          |                           |                      |
| 685002             | Project Development Program                                  | 75,000           | 75,000                         |                               |                                      |                   |                |                             |                          |                           |                      |
| 685004             | CIM Implementation Grants                                    | 79,423           | 79,423                         |                               |                                      |                   |                |                             |                          |                           |                      |
| 702001             | Air Quality Outreach   | 45,455           | 45,455                         |                               |                                      |                   |                |                             |                          |                           |                      |
| 720001             | State Street Corridor  | 127,392          | 127,392                        |                               |                                      |                   |                |                             |                          |                           |                      |
| 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                                 | 22,000           | 22,000                         |                               |                                      |                   |                |                             |                          |                           |                      |
| 842001             | Congestion Management Process                                | 236,000          | 236,000                        |                               |                                      |                   |                |                             |                          |                           |                      |
| 860001             | Geographic Information System Maintenance                    | 493,200          | 450,000                        | 42,000                        |                                      |                   | 1,200          |                             |                          |                           |                      |
| 990001             | Direct Operations / Maintenance                              |                  |                                |                               |                                      |                   |                |                             |                          |                           |                      |
|                    | Office Partitions/Remodel                                    | 20,500           |                                | 20,500                        |                                      |                   |                |                             |                          |                           |                      |
|                    | New/replacement hardware and software                        | 21,000           |                                | 21,000                        |                                      |                   |                |                             |                          |                           |                      |
|                    | Software; for CIM 2050 Public Involvement                    | 30,000           |                                | 30,000                        |                                      |                   |                |                             |                          |                           |                      |
|                    | Transit network planning software                            | 20,000           |                                | 20,000                        |                                      |                   |                |                             |                          |                           |                      |
|                    | Cube renewal; Cube Land                                      | 14,100           |                                | 14,100                        |                                      |                   |                |                             |                          |                           |                      |
|                    | AICP and APBP Webinar series                                 | 1,600            |                                |                               | 1,600                                |                   |                |                             |                          |                           |                      |
|                    | Membership dues for COMPASS                                  | 17,000           |                                |                               |                                      |                   |                |                             |                          | 17,000                    |                      |
|                    | Conference Room Upgrades'                                    | 21,000           |                                | 21,000                        |                                      |                   |                |                             |                          |                           |                      |
|                    | Other: board lunch, staff gifts, meeting refreshments, misc. | 7,000            |                                |                               |                                      |                   |                |                             | 7,000                    |                           |                      |
| <b>GRAND TOTAL</b> |  | <b>1,532,228</b> | <b>1,110,300</b>               | <b>177,320</b>                | <b>59,600</b>                        | <b>3,050</b>      | <b>20,300</b>  | <b>49,708</b>               | <b>9,000</b>             | <b>102,950</b>            | <b>-</b>             |

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

| CATEGORY   | ACCOUNT CODE | FY2019<br>Revision 3 | FY2019<br>Revision 4 |
|--|--------------|----------------------|----------------------|
| Professional Services                              | 930          | 34,800               | 34,800               |
| Equipment Repair / Maintenance                     | 936          | 200                  | 200                  |
| Publications                                       | 943          | 1,000                | 1,000                |
| Employee Professional Membership                   | 945          | 7,500                | 7,500                |
| Postage  | 950          | 750                  | 750                  |
| Telephone  | 951          | 11,800               | 11,800               |
| Building Maintenance and Reserve for Major Repairs | 955          | 54,000               | 54,000               |
| Printing   | 960          | 1,500                | 1,500                |
| Advertising  | 962          | 1,000                | 1,000                |
| Audit  | 970          | 15,000               | 15,000               |
| Insurance  | 971          | 13,000               | 13,000               |
| Legal Services                                     | 972          | 2,500                | 2,500                |
| General Supplies                                   | 980          | 6,000                | 6,000                |
| Computer Supplies                                  | 982          | 18,800               | 18,800               |
| Computer Software / Maintenance                    | 983          | 17,000               | 17,000               |
| Vehicle Maintenance                                | 991          | 1,000                | 1,000                |
| Utilities  | 992          | 10,500               | 10,500               |
| Local Travel                                       | 993          | 2,100                | 2,100                |
| Other / Miscellaneous                              | 995          | 5,000                | 5,000                |
| <b>TOTAL</b>                                       |              | <b>203,450</b>       | <b>203,450</b>       |

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
WORKDAY ALLOCATION SUMMARY**

| WORK PROGRAM DESCRIPTION        |  | LEAD STAFF | DIRECTORS  | PLANNING TEAM | COMMUNICATIONS | OPERATIONS | TOTAL        |
|---------------------------------|--|------------|------------|---------------|----------------|------------|--------------|
| 601001                          | UPWP/Budget Development and Federal Assurances | ML         | 38         | 16            | 3              | 53         | 110          |
| 620001                          | Demographics and Growth Monitoring             | CM         | -          | 94            | 5              | -          | 99           |
| 620002                          | Development Monitoring                         | CM         | -          | 40            | 5              | -          | 45           |
| 620003                          | Census 2020                                    | CM         | -          | 20            | 12             | -          | 32           |
| 653001                          | Communication and Education                    | AL         | 8          | 10            | 192            | -          | 210          |
|                                 | Long-Range Planning                            | LI         | -          | -             | -              | -          | -            |
| 661001                          | General Project Management                     | LI         | 15         | 171           | 43             | -          | 229          |
| 661003                          | Roadways                                       | LI         | -          | 28            | -              | -          | 28           |
| 661004                          | Freight  | LI         | -          | 15            | -              | -          | 15           |
| 661005                          | Bicycles/Pedestrians                           | BC         | -          | 125           | 4              | -          | 129          |
| 661006                          | Public Transportation                          | RH         | -          | 108           | 4              | -          | 112          |
| 661007                          | Performance Measurement                        | CM         | -          | 38            | 2              | -          | 40           |
| 661008                          | Bike Counter Management                        | BC         | -          | 102           | -              | -          | 102          |
| 661009                          | Public Involvement                             | LI         | -          | 6             | 12             | -          | 18           |
|                                 | Resource Development/Funding                   | TT         | -          | -             | -              | -          | -            |
| 685001                          | Transportation Improvement Program             | TT         | 12         | 360           | 36             | -          | 408          |
| 685002                          | Project Development Program                    | KP         | -          | 31            | -              | -          | 31           |
| 685003                          | Grant Research and Development                 | KP         | 3          | 130           | 8              | -          | 141          |
| 685004                          | CIM Implementation Grants                      | KP         | -          | 16            | -              | -          | 16           |
| <b>TOTAL PROJECTS</b>           |  |            | <b>76</b>  | <b>1,310</b>  | <b>326</b>     | <b>53</b>  | <b>1,765</b> |
| 701001                          | Membership Services                            | LI         | -          | 115           | 15             | -          | 130          |
| 702001                          | Air Quality Outreach                           | AL         | -          | -             | 7              | -          | 7            |
| 703001                          | General Public Services                        | AL         | -          | 14            | 7              | -          | 21           |
| 705001                          | Transportation Liaison Services                | MS         | 12         | 24            | 14             | -          | 50           |
| 720001                          | State Street Corridor                          | ML         | 2          | 3             | -              | -          | 5            |
| 760001                          | Legislative Services                           | MS         | 60         | -             | -              | -          | 60           |
| 761001                          | Growth Incentives                              | MS         | 1          | -             | -              | -          | 1            |
| <b>TOTAL SERVICES</b>           |  |            | <b>75</b>  | <b>156</b>    | <b>43</b>      | <b>-</b>   | <b>274</b>   |
| 801001                          | Staff Development                              | ML         | 9          | 83            | 14             | 10         | 116          |
| 820001                          | Committee Support                              | ML         | 12         | 83            | 23             | 114        | 232          |
| 836001                          | Regional Travel Demand Model                   | MW         | -          | 146           | -              | -          | 146          |
| 842001                          | Congestion Management Process                  | HM         | -          | 77            | 4              | -          | 81           |
| 860001                          | Geographic Information System Maintenance      | EA         | -          | 596           | 13             | -          | 609          |
| <b>TOTAL SYSTEM MAINTENANCE</b> |  |            | <b>21</b>  | <b>985</b>    | <b>54</b>      | <b>124</b> | <b>1,184</b> |
| <b>TOTAL DIRECT</b>             |  |            | <b>172</b> | <b>2,451</b>  | <b>423</b>     | <b>177</b> | <b>3,223</b> |
| 991001                          | Support Services Labor                         | ML         | 288        | 79            | 37             | 513        | 917          |
| <b>TOTAL INDIRECT/OVERHEAD</b>  |  |            | <b>288</b> | <b>79</b>     | <b>37</b>      | <b>513</b> | <b>917</b>   |
| <b>TOTAL LABOR</b>              |  |            | <b>460</b> | <b>2,530</b>  | <b>460</b>     | <b>690</b> | <b>4,140</b> |

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FY2019 - REVISION 4

WORKDAY ALLOCATION

# **TRANSPORTATION SUPPLEMENT**

**Valley Regional Transit  
Fiscal Year 2019 Unified Planning Work Program and Budget  
Public Transportation Supplement**

Division 23  
500 Program Administration Support  
530 Boise TMA System Planning  
430 Nampa UZA System Planning  
Totals

| Expenditures |              |              |            | Revenues   |            |             |                |
|--------------|--------------|--------------|------------|------------|------------|-------------|----------------|
| Workdays     | Direct Labor | Direct Costs | Total Exp. | 5307 TMA   | 5307 UZA   | Local Match | Total Revenues |
| 840          | \$ 363,197   | \$ 66,950    | \$ 430,147 | \$ 277,616 | \$ 106,287 | \$ 95,976   | \$ 479,879     |
| 269          | \$ 121,872   | \$ -         | \$ 121,872 | \$ 92,539  |            | \$ 23,135   | \$ 115,673     |
| 239          | \$ 108,969   | \$ -         | \$ 108,969 |            | \$ 52,350  | \$ 13,088   | \$ 65,438      |
| 1,347        | \$ 594,038   | \$ 66,950    | \$ 660,988 | \$ 370,154 | \$ 158,638 | \$ 132,198  | \$ 660,990     |

|          |                  |     |
|----------|------------------|-----|
| 5307 TMA | \$462,693        | 70% |
| 5307 UZA | \$198,297        | 30% |
|          | <u>\$660,990</u> |     |

**OTHER  
TRANSPORTATION  
PLANNING  
STUDIES**

## Other Transportation Planning Studies in the Treasure Valley

### **2018 Campus Master Plan Update**

Sponsor: Boise State University

Status: Under review

Web Link: <https://operations.boisestate.edu/campus-masterplan/>

### **ACHD Capital Improvement Plan (2016)**

Sponsor: Ada County Highway District (ACHD)

Status: Updated every three years – last approved 8/24/2016

Web Link: Not available

### **Ada County Capital Investment Program**

Sponsor: Ada County

Status: Updated annually

Web Link: Not yet available

### **ADA Transition Plan Update**

Sponsor: Ada County Highway District (ACHD)

Status: Expected completion December 2018

Web Link:

[http://www.achdidaho.org/Projects/proj\\_study\\_ada\\_transition\\_plan\\_2018.aspx](http://www.achdidaho.org/Projects/proj_study_ada_transition_plan_2018.aspx)

### **Alternatives Analysis for Downtown Boise Circulator System**

Sponsor: City of Boise

Status: Ongoing

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

### **Blueprint for Good Growth**

Sponsor: COMPASS and Consortium of Ada County government entities

Status: On hold

Web Link: <http://www.blueprintforgoodgrowth.com/>

### **City of Kuna Downtown Revitalization Plan**

Sponsor: City of Kuna

Status: Ongoing

Web Link: <http://www.kunacity.id.gov/DocumentCenter/View/2158>

### **Communities in Motion 2040 2.0**

Sponsor: COMPASS

Status: In process

Web Link: [http://www.compassidaho.org/prodserv/cim2040\\_2.0.htm](http://www.compassidaho.org/prodserv/cim2040_2.0.htm)

### **East Columbia Master Plan**

Sponsor: City of Boise

Status: Ongoing

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

### **Fairview Avenue Concept Design, Linder Road to Orchard Street**

Sponsor: Ada County Highway District (ACHD)

Status: On hold

Web Link: [http://www.achdidaho.org/Projects/proj\\_road\\_fairview-avenue-concept-design-linder-road-to-orchard-street.aspx](http://www.achdidaho.org/Projects/proj_road_fairview-avenue-concept-design-linder-road-to-orchard-street.aspx)

### **Five Year Capital Improvement Plan**

Sponsor: Golden Gate Highway District

Status: Updated regularly – last approved 11/5/2015

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

### **Five Year Capital Improvement Plan (FY2019-2023)**

Sponsor: Capital City Development Corporation (CCDC)

Status: Updated annually – last amended 3/12/2018

Web Link: <http://www.ccdcoise.com/the-agency/reports-and-studies/>

### **Five Year Strategic Plan**

Sponsor: Valley Regional Transit

Status: Approved

Web Link:

[https://www.valleyregionaltransit.org/media/1284/vrtstrategicplan2013\\_18.pdf](https://www.valleyregionaltransit.org/media/1284/vrtstrategicplan2013_18.pdf)

### **Five Year Work Plan**

Sponsor: Nampa Highway District

Status: Updated annually – last approved 6/7/2018

Web Link: <http://nampahighway1.com/wp-content/uploads/2018/06/FY-2019-2023-Five-Year-Work-Plan-Approved.pdf>

### **Front and Myrtle Couplet Alternatives Analysis**

Sponsor: Capital City Development Corporation (CCDC)

Status: Ongoing

Web Link: <http://www.ccdcoise.com/wp-content/uploads/2014/12/Front-Myrtle-Couplet-Alternatives-Analysis-Final-Report.pdf>

### **Garden City Livable Streets Plan**

Sponsor: Ada County Highway District (ACHD)

Status: Ongoing

Web Link: [http://achdidaho.org/Projects/proj\\_study\\_garden-city-livable-streets-plan.aspx](http://achdidaho.org/Projects/proj_study_garden-city-livable-streets-plan.aspx)

### **Glenwood Street and State Street Intersection Study**

Sponsor: ACHD and Idaho Transportation Department

Status: Expected completion fall 2018

Web Link: [http://achdidaho.org/Projects/proj\\_study\\_glenwood-and-state-intersection-study.aspx](http://achdidaho.org/Projects/proj_study_glenwood-and-state-intersection-study.aspx)

### **Integrated Five Year Work Plan**

Sponsor: Ada County Highway District (ACHD)

Status: Updated annually – last approved 9/27/2017

Web Link: <http://www.achdidaho.org/Departments/PlansProjects/IFYWP.aspx>

### **Main Street and Idaho Street Bicycle Lane Alternatives Study (Boise)**

Sponsor: Ada County Highway District (ACHD)

Status: TBD

Web Link: [http://achdidaho.org/Projects/proj\\_study\\_main-and-idaho-bicycle-lane-alternatives-study.aspx](http://achdidaho.org/Projects/proj_study_main-and-idaho-bicycle-lane-alternatives-study.aspx)

### **Northwest Foothills Transportation Study Update**

Sponsor: Ada County Highway District (ACHD)

Status: On hold

Web Link: [http://achdidaho.org/Projects/proj\\_study\\_northwest-foothills-transportation-study-update.aspx](http://achdidaho.org/Projects/proj_study_northwest-foothills-transportation-study-update.aspx)

### **Shoreline District Urban Renewal Plan (Boise)**

Sponsor: Capital City Development Corporation (CCDC)

Status: Expected completion fall 2018

Web Link: <https://www.ccdcshoreline.com/>

### **State Highway 19 Corridor Plan**

Sponsor: Idaho Transportation Department

Status: Expected completion spring 2019

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

### **State Highway 55 Corridor Study (Marsing to New Meadows)**

Sponsor: Idaho Transportation Department

Status: Ongoing

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

### **State Street Alignment Study, Glenwood Street to 23<sup>rd</sup> Street**

Sponsor: Ada County Highway District (ACHD)

Status: Ongoing

Web Link: [http://www.achdidaho.org/Projects/proj\\_study\\_state-street-alignment-study-glenwood-street-to-23rd-street.aspx](http://www.achdidaho.org/Projects/proj_study_state-street-alignment-study-glenwood-street-to-23rd-street.aspx)

### **State Street Corridor Study, Right-of-Way and Alignment Study (Phase 2)**

Sponsor: Ada County Highway District (ACHD)

Status: Ongoing

Web Link: <http://achdidaho.org/Projects/projects.aspx>

### **State Street Transit Oriented Development Study**

Sponsor: Valley Regional Transit, City of Boise, and COMPASS

Status: Ongoing, started summer 2017

Web Link: <http://www.compassidaho.org/prodserv/specialprojects-statestreet.htm>

### **Three Cities River Crossing Study**

Sponsor: Ada County Highway District (ACHD)

Status: On hold

Web Link: [http://achdidaho.org/Projects/proj\\_study\\_three-cities-river-crossing.aspx](http://achdidaho.org/Projects/proj_study_three-cities-river-crossing.aspx)

**US 20/26 Corridor Study, I-84 to Oregon State Line**

Sponsor: Idaho Transportation Department

Status: Expected completion spring 2019

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

**US 95 Corridor Study (Owyhee County to Adams County)**

Sponsor: Idaho Transportation Department

Status: Expected completion spring 2019

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

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