

# COMPASS Procedure for the *Communities in Motion* Implementation Grant Program

Approved October 2023

## Program Intent:

The COMPASS Board of Directors instituted the *Communities in Motion* (CIM) Implementation Grant program to help achieve the goals and performance measures of the region's long-range transportation plan, *Communities in Motion*. CIM Implementation Grants are directed toward projects in three task areas:

- Provide better access to public transportation, bicycle, and pedestrian facilities to offset congestion
- Invest in town centers, main streets, and existing infrastructure as identified in CIM
- Develop specific area plans for activity centers consistent with CIM and with planned integration of alternative transportation systems

## Applicants and Partnerships:

COMPASS general or special member agencies may apply for grants under this program. However, other agencies may participate on a project team. Any COMPASS member agency whose jurisdiction overlaps or is adjacent to the project, including ex-officio members, must be given an opportunity to participate in the project. If the owner of the right-of-way for project submission is an agency, they must be either the primary applicant or provide a letter of support to the primary applicant demonstrating their approval of the project for an application to be accepted as complete.

## Project Location:

Proposed projects must be located in and/or have a direct impact on a downtown area or major activity center (described by applicant) and be consistent with local planning efforts regarding that area.

## Project Type:

The types of projects that fulfill the intent of this program include, but are not limited to, infrastructure/construction, subarea plans, regulatory tools, economic/market analyses, and concepts/designs for local projects that can reasonably be assumed to be constructed within two years. A grant may fund a stand-alone project or a phase or component of a larger project that meets the goals of the program.

The program may be used to leverage local funds for any project that can be completed by September 15 of the grant fiscal year and is not intended to provide federal matching funds. Ineligible activities include agency operations and larger scale projects, such as large trail or corridor plans, city-wide code upgrades, comprehensive plan updates, or typology studies.

A CIM Implementation Grant application may be submitted for inclusion in the resource development plan without being ranked by selecting that option in the application itself. These applications will be considered "unfunded projects" immediately and placed in the

resource development plan for other funding consideration if they meet the prioritization criteria defined below.

### Project Minimum Standards:

Awarded projects must meet minimum local compliance standards for constructed transportation surfaces for most projects and must also meet Americans with Disabilities (ADA) standards of accessibility at sidewalk ramps.

### Prioritization Criteria:

Successful projects will contribute to implementation of CIM regarding economic vitality, safety, convenience, and quality of life. Projects should also contribute toward progress in reaching established [performance measures](#).

The following criteria will be used by the Regional Transportation Advisory Committee (RTAC) to prioritize applications:

1. Does the project help achieve the goals and performance measures of CIM?
2. Is the project within a defined downtown area or regional activity center?
3. Is the project included in or does it conform with a local identified plan?
4. Is the requested amount no more than \$50,000? If not, is the sponsor able to cover the overage?
5. Does the member agency have a history of delivering projects on time?

### Ranking:

RTAC voting members will rank the applications and recommend projects for funding based on prioritization criteria and the amount of funding available each year. In the event of an RTAC member vacancy during the start of the ranking process, the agency forfeits its right to rank applications, but may still submit applications for consideration if submitted by the application deadline. The RTAC recommendation will be provided to the COMPASS Board of Directors, who will approve projects for funding.

### Region-wide Implementation:

Every effort will be made to award at least one project in each county during any fiscal year and to award no more than one award to the same agency when applications from other agencies exist. If all the awarded grants in a fiscal year are awarded in the same county due to a lack of alternative submissions, applications received from agencies in the other county will receive preference in the next grant cycle.

### Project Schedule:

After COMPASS Board of Directors' approval of grant awards, the COMPASS Director of Operations will develop a grant agreement (with the COMPASS Phase I application attached) to be signed by the COMPASS Executive Director and the member agency. The grant recipient is expected to commence work on the project in a timely manner following the execution of the grant agreement (sample attached) to allow sufficient time for the project to be completed no later than September 15 of the grant fiscal year.

## Extensions:

Members are encouraged to plan carefully and schedule project activities to ensure the project is completed within the required time frame. Ongoing communication about project delays are required well in advance of an extension request and are an important element of the extension approval process.

Any requests for an extension of the required completion date are discouraged, but must be submitted by the agency head on official agency letterhead to Matt Stoll, COMPASS Executive Director, at [mstoll@compassidaho.org](mailto:mstoll@compassidaho.org) with a copy to Matt Carlson at [mcarlson@compassidaho.org](mailto:mcarlson@compassidaho.org) between June 1<sup>st</sup> and August 1<sup>st</sup> of the grant fiscal year. The request must provide sufficient detail for Executive Director consideration and include specifics about advanced communication of project delays that have occurred, as well as verifiable reasoning for the delays resulting in an extension request.

Delays resulting from a lack of timely prioritization of work towards completion may result in revocation of the award at the discretion of the COMPASS Executive Director or Board of Directors. Examples of verifiable reasons to extend a project into the next fiscal year include, but are not limited to:

- Unavailability of required construction materials with “out-of-stock” documentation
- Reasonable delays in outstanding easement approvals, which remain viable to occur within a 12-month extension with supporting documentation

Delays on the part of the agency, subcontractors, and/or partnering stakeholders without verifiable proof for the cause of the delay will not be accepted for an extension. The COMPASS Board of Directors has final discretion to continue or revoke extensions beyond the agreed to project completion period.

## Funding and Reimbursement:

CIM Implementation Grants are a reimbursement program; however, any costs incurred prior to the effective date of the grant agreement between COMPASS and the recipient will not be reimbursable.

Grant recipients must supply a match of at least 7.34% of the project cost. If using in-kind expenses as match, labor and other contributions must be tracked and reported in detail. Supplies or use of recipients’ equipment are not permitted as in-kind match under this program.

Grant recipients are expected to employ best accounting practices to track project expenses, including in-kind match, and invoice COMPASS for reimbursements. Recipients must demonstrate payment of project costs incurred prior to submitting an invoice requesting reimbursement. COMPASS will provide reimbursement of invoices within 30 days of receipt, provided all required documentation is attached.

If a project in the CIM Implementation Grant program experiences cost overruns, the member agency may apply to COMPASS for additional reimbursement only after the final report has been submitted. Members must submit a form provided by COMPASS

(attached) and provide sufficient detail for consideration by the COMPASS Executive Director, including verification that the required match amount was provided. Requests for reimbursement for cost overruns of more than 30% of the original grant amount, or greater than \$5,000, must be approved by the COMPASS Board of Directors in advance of expenditure.

Members are encouraged to budget carefully, as in most cases, the CIM Implementation Grant program is fully exhausted each year and does not have excess funds to authorize cost overrun reimbursements.

**Reporting:**

Grant recipients are required to submit monthly reports to Matt Carlson at [mcarlson@compassidaho.org](mailto:mcarlson@compassidaho.org) throughout the life of the project regardless of whether a request for reimbursement is submitted. Reporting begins 30 days following the grant agreement effective date and is due by the 10<sup>th</sup> of each month. Reports shall include activities conducted during the reporting period, plans for the upcoming period, whether the project is on time and on budget, and an estimate of the percentage of the project complete as of the end of the month prior. The final report must include a summary of activities accomplished, including plans produced or photos of the completed project, as applicable, and should be submitted no later than September 25 of the grant fiscal year.

COMPASS staff will provide a report to RTAC and the COMPASS Board of Directors annually regarding the status of all current year CIM Implementation Grant projects.

**CIM Implementation Grant Timeline:**

Date	Action	By Whom
Prior to Grant Fiscal Year:		
October	Call for projects	COMPASS staff
December	Phase I application deadline	Grant applicant
April	Second call for projects	COMPASS staff
May	Phase I (2 <sup>nd</sup> opportunity) application deadline	Grant applicant
June	RTAC workshop to review applications	RTAC
June	Rank applications	RTAC
July	Recommend Board approval of projects for funding	RTAC
August	Approve projects for funding	COMPASS Board of Directors

Grant Fiscal Year:		
October	Process grant agreements	COMPASS staff and grant recipient
Monthly	Reports due by 10 <sup>th</sup> of each month	Grant recipient
September 15	Project completion deadline	Grant recipient
September 25	Final report and invoice deadline	Grant recipient

**Additional Information:**

For questions, contact Matt Carlson, Grant Writer and Administrator, at (208) 475-2232 or [mcarlson@compassidaho.org](mailto:mcarlson@compassidaho.org).

**COMPASS CIM Implementation Grant Program Procedure Approved**

  
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 Matthew J. Stoll, Executive Director

10-10-2023  
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 Date

Attachments: [Sample Grant Agreement](#)  
[Cost Overrun Reimbursement Form](#)

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