

COMPASS Procedure for the Project Development Program

Approved October 2023

Program Intent:

The Project Development Program was created to position the region to successfully compete for funding by transforming member agency ideas into well-defined projects with purpose and need statements, environmental scans, public involvement plans, and accurate cost estimates. This program helps ensure that applications are not submitted in a competitive process with premature concepts or cost estimates, which could result in escalating costs, missed milestones, and scope creep. It also confirms that locations for projects are secured, environmental considerations are reviewed, and major stakeholders are consulted.

Well-defined and scoped projects that are grant-ready strengthen applications and are more likely to be delivered on time and on budget. Projects entering the Project Development Program one year will be ready to be submitted for grant applications and compete for funds the following year.

Applications:

COMPASS general or special member agencies are eligible to apply for Project Development Program assistance. Applications must be received by the Phase I application deadline(s) to be considered for selection for the program during the following fiscal year. The maximum amount available for any one project is \$50,000. Members have the option of providing additional funds to cover a larger scope.

Prioritization Criteria:

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

1. Does the project fit the intent and timeline of the Project Development Program?
2. Does the project help achieve the goals and performance measures of *Communities in Motion*?
3. Is the project included in or does it conform to a locally adopted plan?
4. Is it reasonable to assume the project can be funded through available sources once project development is complete?
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 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 projects 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.

Consultants:

Consulting firms with a wide range of expertise are pre-screened by COMPASS every three years and enter a Professional Service Agreement for on-call project development work in partnership with COMPASS. Projects selected for the program will be matched with a consulting firm with the appropriate expertise, based on the type of work required. Every effort will be made to ensure all on-call consultants have the opportunity to participate in the program during their three-year on-call contract period, provided they are qualified for the selected projects.

Consultant invoices presented to COMPASS for payment must be accompanied by a detailed summary of activities accomplished during the billing period. Final reports must be in a format designated by COMPASS staff and detailed in the scope of work.

Scope and Budget:

COMPASS will work with both the member agency and the consultant to come to an agreement on an appropriate scope of work for each project, based on the established scope of work template (attached), and to arrive at a consensus on the budget. Once a verbal agreement is reached on the contents of the scope of work and budget, the COMPASS Director of Operations will develop a task order to be signed by the COMPASS Executive Director and the consulting firm. This task order will contain the start and end dates for the project and include the scope of work and budget.

Project Manager and Project Team:

COMPASS staff will function as the project manager and serve as the liaison between the member agency and the consultant. Member agencies providing additional funding beyond the first \$50,000 of consultant costs may designate a key team member to work closely with the COMPASS project manager. The project manager will assemble the project team, comprised of agencies and individuals who are identified as key stakeholders in the project. The project team will also include the member agency who submitted the application, the consultant, and the project manager. The project manager will facilitate information flow between the consultant and the project team, secure a location for project team meetings, distribute agendas and draft reports, collect team comments, and ensure compliance with the task order as well as the member agency’s satisfaction with the final report. The project manager will also verify and process consultant invoices and publish the final report.

Reporting:

COMPASS staff will provide a report to RTAC and the COMPASS Board of Directors annually outlining the status of all projects selected for the current year Project Development Program. The report will also be published on the COMPASS website.

Project Development Timeline:

Date	Action	By Whom
Prior to Grant Fiscal Year:		
October	Call for projects	COMPASS staff
December	Phase I application deadline	Grant applicant

Date	Action	By Whom
April	Second call for projects	COMPASS staff
May	Phase I (2 nd opportunity) application deadline	Grant applicant
June	RTAC workshop to review applications	RTAC
June	Applications ranked	RTAC
July	Funding recommendation for Board approval	RTAC
August	Funding approval	COMPASS Board of Directors
Grant Fiscal Year:		
October-November	Select consultant, finalize scope of work and budget, identify project team	COMPASS, grant recipient, and consultant
October-November	Develop consultant task order with budget; schedule kickoff meeting	COMPASS, grant recipient, and consultant
September 15	Submit final report	Consultant
September 25	Submit final billing	Consultant

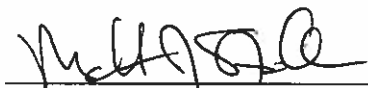
Project Delays:

Consultants should schedule their work carefully, as extensions to the required completion date listed in the task order are not guaranteed. Should unforeseen difficulties arise that could delay a project's completion, the consultant must notify the project manager no less than 45 days prior to the task order expiration date. The request must provide sufficient detail for consideration of approval by the COMPASS Executive Director.

Additional Information:

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

COMPASS Project Development Program Procedure Approved:



Matthew J. Stoll, Executive Director

10-10-2023

Date

Attachments:

1. [Scope of Work Template](#)
2. [Sample Task Order](#)

