II.   FUNDING POLICY AND PROCEDURES SUPPLEMENTAL

Several policies affect how funding is allocated once applications are ranked. The COMPASS Federal-Aid Funding Policy is provided in full below. Deadlines and other procedures are also provided, as are links to other relevant policies.

Sponsor agencies should consider these policies while developing their applications.

Federal-Aid Funding Policy
The COMPASS Federal-Aid Funding Policy states:

> Use anticipated available funding in Ada and Canyon Counties to strategically address regional priorities as identified in the regional long-range transportation plan.

> Focus federal formula funds in Ada County (Surface Transportation Block Grant – Transportation Management Area [STBG-TMA]) to maintain the existing transportation network and fill gaps in the alternative transportation system. Use new available funding to strategically address regional priorities.

> Use federal formula funds in Canyon County (STBG-Urban) to address regional priorities as identified in the regional long-range transportation plan.

Federal-Aid Funding Goals
The Federal-Aid Funding Policy is further articulated by federal-aid funding goals. The funding goals describe "off-the-top" contributions to specific programs and the allocation of remaining funds to specific project types (funding splits). Tables 1 and 2 describe the off-the-top contributions and funding splits for both the Boise and Nampa Urbanized Areas.

STBG-TMA (Boise Urbanized Area) – an example of funding policy and goals applied to the available funding of $11,936,000, the estimated program amount in FY2030.

Table 1: Ada County Funding Policy and Goals

	Policy Amount	Illustrative Amount[1] (FY2030)
Estimated Available Funds		$11,936,000
Off-the-Top Contributions		
COMPASS Planning	$232,000	
Ada County Highway District (ACHD) Commuteride	$220,000	
Safe Routes to School Education Program (Ada)	$280,000	
Split of Remaining Funds		
Local Network Improvements	72%	$8,067,000
Pathways (state highway or off-network)[2]	12%	$1,344,000
Public Transportation Capital	13%	$1,457,000

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[1] Grey highlight indicates illustrative information based on Federal Funding Sources Supplemental.
[2] If funding is not sought or funds remain, funds will be split equally between local network improvements and public transportation capital

Studies and Special Projects	3%	$336,000

STBG-Urban (Nampa Urbanized Area) – an example of funding policy and goals applied to the available funding of $2,719,000, the estimated program amount in FY2030.

Table 2: Canyon County Funding Policy and Goals

	Policy Amount	Illustrative Amount[3] (FY2030)
Estimated Available Funds		$2,719,000
Off-the-Top Contributions		
COMPASS[4]	$99,000	
Ada County Highway District (ACHD) Commuteride	$55,000	
Safe Routes to School Education Program (Canyon)	$50,000	
Split of Remaining Funds		
Local Network Improvements	85%	$2,063,000
Alternative Transportation Capital	12%	$377,000
Studies and Special Projects	3%	$75,000

The funding splits will be calculated as a five-year rolling average to allow flexibility for larger projects in any of the categories to move forward and remain consistent with the policy.

"Local network improvements" includes all capital improvements to "maintain and improve the infrastructure and operational performance on the current system." Work may include:

- Overlays, rehabilitation, or rebuilds on a roadway
- Transportation improvements that save lives
- Filling gaps on on-system bicycle/pedestrian facilities (including crosswalks and adding/widening shoulders)
- Compliance with the Americans with Disabilities Act
- Improvements to the intelligent transportation system and similar operations systems

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[3] Grey highlight indicates illustrative information based on Federal Funding Sources Supplemental.

[4] COMPASS Off-the-Top is $331,000 total, and divided between Boise Urbanized Area and Nampa Urbanized Area funds based on 70/30 split in population (Boise Urbanized Area/Nampa Urbanized Area)

- Specific to Ada County:
    - Through-lane capacity is not eligible, except in cases of unanticipated funding opportunities.
- Specific to Canyon County:
    - Eligible for projects to maintain and add capacity.

Projects should reflect strategies outlined in the COMPASS Congestion Management Process, which can be found on the COMPASS website at: https://compassidaho.org/congestion-management/.

Deadline for Obligation of Federal Funds

The deadline for the obligation of funding (any phase) is March 1 of the fiscal year for federal funding. A project is considered "obligated" when all necessary paperwork, payments, and/or agreements are reviewed, signed, and approved by the federal agency.

On August 17, 2015, the COMPASS Board of Directors approved the deadline of March 1 for obligations of projects in programs managed by COMPASS:

- Surface Transportation Block Grant Program - Transportation Management Area (Boise Urbanized Area)

- Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)

- Carbon Reduction Program – Transportation Management Area (Boise Urbanized Area)

- Surface Transportation Block Grant Program – Urban (Nampa Urbanized Area)

The Idaho Transportation Department (ITD) "sweeps" unobligated funds in Federal Highway Administration programs near the end of the fiscal year and reprograms those funds to other projects to ensure the state does not lose federal funding.

If a project is unable to be fully obligated by the March 1 deadline, the project sponsor may apply for an extension from the COMPASS Board of Directors. However, there is no guarantee that an extension will be granted.

In addition to the COMPASS obligation deadline of March 1, the following deadlines were established by ITD. These dates apply to all projects, even if granted an extension to the COMPASS March 1 deadline.

- July 1: Deadline for design and right-of-way funds

    - Design:
        - State/local agreement for design
        - Deposit to ITD for required/agreed local match

- o Right-of-way/land acquisition:
    - ▪ Final design
    - ▪ Environmental approval
    - ▪ Right-of-way plans
- August 1: Deadline for construction and utility funds
    - o Plans, specifications, and engineer's estimate package
    - o State/local agreement for construction
    - o Check for required/agreed local match

Formal Policies

The COMPASS Board of Directors adopted several policies to guide COMPASS staff and the Regional Transportation Advisory Committee in project selection and program balancing recommendations. These policies are available online[5] (Federal Funding: Regional Transportation Improvement Program (TIP)):

- Balancing Surface Transportation Program (STP) and Transportation Alternative Program (TAP) Funds
- COMPASS Regional Transportation Improvement Program (TIP) Amendments
- Transportation Management Area (TMA) Funding Eligibility Policy
- Transportation Alternatives Program – Transportation Management Area (TAP-TMA) Program Eligibility

Policies are updated throughout the year. The most up-to-date version of each can be found at the link above.

Internal Procedures

The COMPASS Executive Director approved procedures to provide clarity and guidance to COMPASS staff and member agency staff regarding day-to-day processes. The following procedures are available online[6] :

- COMPASS Procedure for TIP Amendments/Modifications
- COMPASS Procedure for March 1 Deadline for Obligation of Local Federal-Aid Projects
- COMPASS Procedure for Resource Development Plan
- COMPASS Procedure for Project Development Program

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[5] CIM 2050 Funding Policy: https://cim2050.compassidaho.org/wp-content/uploads/2022/07/CIM2050FundingPolicyGoals.pdf
[6] Resource Development and Funding webpage:
https://compassidaho.org/resourcedevelopment/

- COMPASS Procedure for *Communities in Motion* Implementation Grant Program

Procedures are updated throughout the year. The most up-to-date version of each can be found at the link above.

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