

IV. APPLICATION SUPPLEMENTAL

FY2025-2031 COMPASS Application Guide

Phase I – Page 1

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2025 COMPASS Funding Application Phase I All Projects

All applications must be submitted in Word format by email to ttisdale@COMPASSidaho.org. This phase of the application page limit is 10 pages.

DETAILS

Sponsor Name (agency):

Main Agency Contact:

Project Title:

PROJECT DETAILS

Briefly describe the location of the project:

Does the sponsor own the right-of-way for this project?

- Yes
- No
- N/A

If no, a letter of support from the owner(s) **is required** to ensure their involvement and approval prior to submission.

Explain:

Does the project include improvements to the public transportation system?

- Yes
- No

If yes, a letter of support from the public transportation agency where the project is located **is required** to ensure its involvement and approval is required prior to submission.

PURPOSE AND NEED

Describe the complete project in detail including why this project is important to your agency and to the region (please reference [Communities in Motion 2050](#) goals and objectives as well as performance measures and targets):

FUNDING REQUEST / PROJECT TYPE

What type of funding are you applying for? (select all that apply) If you're unsure, contact COMPASS staff.

- Project Development Program (PDP)** – consultant cost of up to \$50,000
- CIM Implementation Grant Program** – reimbursement of up to \$50,000
- Federal Funds** – this option will require further information provided in Phase II
- Staff Assistance Only** – this option will remove the application from the priority ranking but include it in the Resource Development Plan for funding support

What type of project are you applying for? (select all that apply)

- Capital/Construction:** Road / Bridge / Design / Signs, etc.
- Public Transportation:** Vehicles / Equipment / Maintenance / Operations
- Active Transportation:** Bicycle / Pedestrian
- Planning:** Plans / Studies / Education / Outreach
- Special Groups:** Youth / Seniors / Disabled / Underserved Area
- Technology / Data**
- Other**

If other, please describe:

PROJECT BUDGET

Provide a total cost estimate and amount requested for the following project tasks or activities: If you continue in the process for federal-aid funding, you will be required to provide a much more detailed budget in Phase II. If needed, costs may be adjusted at that time.

Total Project Cost:

Amount Requested (total cost minus any local match):

Proposed local match (amount):

Proposed local match (percentage):

Please describe how you arrived at the cost estimates (previous similar project, design complete, etc.):

What is the source of the match?

Is this a project that can be phased (segmented into sub-units; does not include splitting out design from construction)?

- Yes
- No

If yes, indicate how your project can be phased and provide amounts:

PARTNERS/SUPPORT

Are other jurisdictional agencies or partners involved in this project?

- No
- Yes

If yes, list the jurisdictional agencies and other partners and their role in the project:

Has any public involvement been conducted for this project?

- No
- Yes

If yes, describe the results of those public involvement initiatives:

READINESS TO PROCEED

Has any work been completed on this project? (Mark all phases that are complete)

- Not applicable
- Nothing is complete
- Preliminary Design (concept) – 30% of design
- Final Design
- Environmental Review
- Utilities
- Right-of-Way

Explain, if necessary:

If design has been started, does it meet federal standards? Federal standards are described in the [Local Public Agency Projects Guide](#)¹ within the Idaho Transportation Department's Manual.

- Yes
- No
- N/A

Explain, if necessary:

PLANNING DOCUMENTS

Does this project conform to a local or regional plan?

- Yes
- No

Explain: (reference the plan(s) with title/link and provide approval dates)

¹ <https://apps.itd.idaho.gov/Apps/manuals/ManualsOnline.html>

ATTACHMENTS:

Attach no more than two map/sketch pages (if applicable).

Attach required one-page support letters if the conditions below are applicable (otherwise optional).

- A support letter is required:
 - From the right-of-way jurisdiction if the sponsor does not own the right-of-way
 - From the land-use agency if the project is not the same as the roadway jurisdiction
 - From the public transportation agency if the project includes improvements to public transportation operations/facilities and the sponsor does not have jurisdiction

Attach match commitment document for applications for possible future federally funded projects .

- Match commitment document for applications for possible funding through CIM Implementation Grants or the Project Development Program may be submitted with Phase I in December but is not required until the second-round deadline in May.

2024 COMPASS Funding Application

Phase II

The next sets of questions pertain to PRIMARY PROJECT TYPES (Planning, Roadway, Active Transportation, and Public Transportation).

Please fill out ONLY the section that pertains to your project.

The four project categories are below:

Definitions:

Planning Only - Projects for which the primary result is a study, document, or planning product. This would include any plan, study, data acquisition, Planning and Environmental Linkages (PEL) study, or other process that is eligible for federal funds, but does not directly result in capital or maintenance expenses. Applications seeking design funds for a project that fits into one of the other categories would fit into that category.

Examples: County Transportation Plan, Americans Disabilities Act (ADA) Transition Plan, Transportation System Management and Operations (TSMO) Plan, Freight Fluidity Study.

Roadway - Auto-oriented projects that improve, maintain, modify, or add vehicle travel lanes; modify roadway geometry or intersection design; add or modify intersection controls; and/or are used for roadway operations.

Examples: Added travel lanes, added turning lanes, roadway resurfacing, roadway realignments, intersection improvements, signal control modifications, Transportation System Management and Operations (TSMO), and ITS improvements.

Active Transportation - Active mode user-oriented projects that improve, maintain, modify, or add active mode facilities without extensive impact* on the roadway.

Examples: New or improved pathways, bikeways, or sidewalks; improved bike or pedestrian crossings; minor operational changes benefiting pedestrians (e.g., leading pedestrian signals); traffic calming; addressing ADA compliance issues; and/or adding permanent active mode data collection devices

*"Extensive impact" to the roadway would include a change in the number of vehicle-travel lanes, but would exclude a reduction in lane widths to accommodate a pathway, for example).

Public Transportation - Projects that improve, maintain, replace, modify, or add facilities, equipment, technologies, or capital supporting public transportation and/or vanpool services.

Examples: Improving bus stops, replacing vehicles and equipment, maintaining facilities, adopting improved technology, or addressing ADA compliance issues within public transportation facilities.

All project applications must include the following attachments (not counted in the page limit):

- ITD form 0414 – Sub-Awardee Reporting for the Federal Funding Accountability and Transparency Act
- ITD form 1150 – Project Cost Summary Sheet
- ITD form 2435 – Local Federal-Aid Project Request
- COMPASS Form FA100 – Federal Requirements
- Estimating Worksheet (must match form 1150 and 2435)
 - Be sure to update Phase I cost information if change occurred since the submittal of Phase I

2024 COMPASS Funding Application

Phase II

PLANNING ONLY FOCUS

All applications must be submitted in Word format by email to ttisdale@COMPASSIdaho.org. This phase of the application page limit is 5 pages. Refer to Scoring and Ranking Guide Resources for guidance and links (add link).

Sponsor Name (agency):

Project Title:

SAFETY

Does the study provide a benefit to safety in the region?

ECONOMIC VITALITY

Does the study provide economic benefits in the region?

CONVENIENCE

Does the study impact Regional Activity Centers or key destinations?

QUALITY OF LIFE

Does the study provide additional transportation options, reduce environmental impacts, or provide more access to underserved communities?

OTHER

Is the project needed to meet or exceed federal requirements?

REQUIRED ATTACHMENTS:

All project applications must include the following attachments (not counted in the page limit):

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2024 COMPASS Funding Application

Phase II

ROADWAY PROJECT FOCUS

All applications must be submitted in Word format by email to ttisdale@COMPASSidaho.org. This phase of the application page limit is 8 pages. Refer to Scoring and Ranking Guide Resources for guidance and links (add link).

Sponsor Name (agency):

Project Title:

GENERAL

Select the functional classification of the roadway segment on the [2025 Federal Functional Classification Map](#). To qualify for federal aid, a roadway must be classified as a major collector or higher.

- Interstate
- Proposed Interstate
- Principal Arterial
- Proposed Principal Arterial
- Minor Arterial
- Proposed Minor Arterial
- Major Collector

SAFETY

Does the project address a known auto safety issue? Please explain and provide the data below:

Number of fatalities (auto related):

Number of serious injuries (auto related):

Explain how the project addresses the causes of crashes:

Does the project address a known active transportation safety issue? Explain and provide the data below:

Number of fatalities (active transportation related):

Number of serious injuries (active transportation related):

Explain how the project addresses the causes of the fatalities and/or serious injuries:

Does the project improve safety for auto users? Explain how the project would improve safety for auto users:

Crash Modification Factor (CMF) most appropriate for this project:

Expected percentage of crash reduction based on CMF and types of crashes included:

Does the project improve safety for active transportation users? Explain what standards the project used or will use in the design phase, and how the project would improve safety for active transportation users.

CMF most appropriate for this project:

Expected percentage of crash reduction based on CMF and types of crashes included:

ECONOMIC VITALITY

Does the project address a congestion issue using a non-capacity-adding strategy?

Explain how the project will address congestion and which strategy(ies) in the Congestion Management Process will be used:

Based on the Congestion Management Annual Report, how congested is this corridor?

- Highly Congested
- Moderately Congested
- Low Congestion/no data

Based on the Congestion Management Annual Report, how reliable is this corridor?

- Reliable
- Unreliable

Does the project improve a facility in "fair" or "poor" condition? (A facility is regarding pavement, bridge deck, bridge, pathway, sidewalk, etc.)

- Good
- Fair
- Poor
- N/A: New Segment

Does the project improve freight mobility?

- Yes
- No

Explain:

What type of freight corridor is the segment referred to in the COMPASS Complete Network Policy?

- Primary Freight Corridor
- Secondary Freight Corridor

Explain, if necessary:

CONVENIENCE

Does the project improve connectivity to a regional activity center as described in COMPASS Complete Network Policy?

- Yes
- No

Explain how far the project is from a regional activity center if it is not within the bounds of an activity center:

If the previous question is not applicable, does the project improve auto and/or active and public transportation accessibility to key destinations?

- Yes
- No

Explain and provide a list of the destinations provided access and how far the project is from those destinations. Be sure to include all modes of transportation included in the project that have access benefits from the project:

Does the project address a gap in the network?

- Yes, in the roadway network by adding a missing segment or removing a bottleneck.
- Yes, by addressing a gap in the active transportation network.
- Yes, it includes improvements to public transportation facilities.
- No

Explain:

QUALITY OF LIFE

Does the project benefit an underserved area (as related to the COMPASS Equity Index)?

- Yes
- No

If the answer is no, but will still provide benefits to an underserved area, explain how:

Explain the benefit(s) the project will provide to an underserved area:

Does the project address any environmental impacts as listed in the COMPASS Environmental Review Map?

- Yes
- No

Please list the impacts identified on the Environmental Review Map and explain how the project will address the impacts:

If the COMPASS Environmental Review Map does not provide information for this project, provide supplemental documentation that shows the project addresses environmental impacts and provides references to where the information was obtained.

READINESS

Is the project a priority to the sponsor agency?

COMPASS staff will request all priorities of applications submitted after the deadline.

Does the partner agency provide match above the required minimum?

Project amounts and proposed match are provided in the Phase I application. If the amount of request or match proposed is different than in Phase I, please revise Phase I.

Is the project ready for federal implementation? (Mark all that apply)

- Pre-concept report complete or equivalent
- Preliminary design complete
- Environmental complete
- Final design complete
- Right-of-way plans complete (or not needed)
- Right-of-way acquired (or not needed)
- PS&E is ready

REQUIRED ATTACHMENTS

All project applications must include the following attachments (not counted in the page limitation):

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2024 COMPASS Funding Application

Phase II

ACTIVE TRANSPORTATION PROJECT FOCUS

All applications must be submitted in Word format by email to ttisdale@COMPASSidaho.org. This phase of the application page limit is 8 pages. Refer to Scoring and Ranking Guide Resources for guidance and links (add link).

Sponsor Name (agency):

Project Title:

SAFETY

Does the project address a known active transportation safety issue? Explain and provide the data below:

Number of fatalities (active transportation related):

Number of serious injuries (active transportation related):

Explain how the project addresses the causes of the fatalities and/or serious injuries:

Does the project improve safety for active transportation users?

Crash Modification Factor (CMF) most appropriate for this project:

Expected percentage of crash reduction based on CMF and types of crashes included:

ECONOMIC VITALITY

Does the project address a gap in the active transportation network?

- Addresses a gap identified in CIM 2050 Priority Corridors and Projects (High Priority)
- Addresses a gap identified in CIM 2050 Priority Pathways (Medium/Low Priority)
- Addresses a gap identified in Bike Walk COMPASS
- Does not address a gap.

Explain how this project addresses a gap:

Does the project improve a facility in "fair" or "poor" condition? (A facility is regarding pavement, bridge deck, bridge, pathway, sidewalk, etc.)

- Good
- Fair
- Poor
- N/A: New Segment

Explain, if necessary and provide method of data collection:

Does the project provide an active mode alternative to a congested roadway segment as identified in the COMPASS Congestion Management Annual Report?

- Runs parallel (within ¼ mile) of a “highly congested” and/or “unreliable” roadway segment
- Runs parallel (within ¼ mile) of a “moderately congested” roadway segment

Explain how the project provides an alternative to the roadway segment and how it provides or improves active transportation facilities or connections:

CONVENIENCE

Does the project improve active mode connectivity to public transportation?

- Improves connectivity along a corridor with *current* public transportation service.
- Improves connectivity along a corridor with *planned* public transportation service.
- Not location along any current or planned public transportation corridor and does not directly support public transportation.

Explain:

Does the project improve active mode connectivity to key destinations?

Explain and provide a list of the regional activity centers and/or key destinations provided access and how far the project is from those destinations:

QUALITY OF LIFE

Does the project benefit an underserved area (as related to the COMPASS Equity Index)?

- Yes
- No

If the answer is no, but will still provide benefits to an underserved area, explain how:

Explain the benefit(s) the project will provide to an underserved area:

Does the project address any environmental impacts (as listed in the COMPASS Environmental Review Map)?

- Yes
- No

Please list the impacts identified on the Environmental Review Map and explain how the project will address the impacts:

If the COMPASS Environmental Review Map does not provide information for this project, provide supplemental documentation that shows the project addresses environmental impacts and provides references to where the information was obtained.

Does the project address an existing Americans with Disabilities Act (ADA) compliance issue?

- Yes
- No

Identify the issue and describe the improvement:

PROJECT READINESS

Is the project a priority to the sponsor agency?

COMPASS staff will request all priorities of applications submitted after the deadline.

Does the partner agency provide match above the required minimum?

Project amounts and proposed match are provided in the Phase I application. If the amount of request or match proposed is different than in Phase I, please revise Phase I.

Is the project ready for federal implementation? (Mark all that apply)

- Pre-concept report complete or equivalent
- Preliminary design complete
- Environmental complete
- Final design complete
- Right-of-way plans complete (or not needed)
- Right-of-way acquired (or not needed)
- PS&E is ready

REQUIRED ATTACHMENTS

All project applications must include the following attachments (not counted in the page limitation):

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2024 COMPASS Funding Application

Phase II

PUBLIC TRANSPORTATION PROJECT FOCUS

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Sponsor Name (agency):

Project Title:

SAFETY

Does the project address a known safety issue for public transportation users?

- Yes
- No

Identify the issue and how the project will address it:

Does the project improve safety for public transportation users?

- Yes
- No

Explain how the project improves upon existing safety measures already in place:

ECONOMIC VITALITY

Does the project replace a vehicle (rolling stock), maintain equipment, or improve a facility consistent with the priorities of the Transportation Asset Management (TAM) Plan? (Mark all that apply)

- Replaces a vehicle, maintains equipment, and improves a facility
- Reduces travel time, improves the speed and/or reliability of service

Explain, if necessary:

Does the project include the purchase or maintenance of electric vehicles or related equipment?

- Yes
- No

Explain, if necessary:

CONVENIENCE

Does the project improve public transportation access to regional activity centers as identified in the COMPASS Complete Network Policy?

- Yes
- No

Explain:

Does the project address an existing Americans with Disabilities Act (ADA) compliance issue?

- Yes
- No

Explain the issue and how it will be addressed:

Does the project improve route transparency and rider information at transit connections?

- Yes
- No

Explain how:

QUALITY OF LIFE

Does the project benefit an area with potentially transit-dependent populations as identified in the COMPASS Equity Index?

- Directly improves connectivity or accessibility potentially transit-dependent populations.
- Indirectly benefits potentially transit-dependent populations.

Explain the situation and the proposed benefit:

Does the project address any environmental impacts as identified on the COMPASS Environmental Review Map?

- Yes
- No

Please list the impacts identified on the Environmental Review Map and explain how the project will address the impacts:

If the COMPASS Environmental Review Map does not provide information for this project, provide supplemental documentation that shows the project addresses environmental impacts and provides references to where the information was obtained.

PROJECT READINESS

Is the project a priority to the sponsor agency?

COMPASS staff will request all priorities of applications submitted after the deadline.

Does the partner agency provide match above the required minimum?

Project amounts and proposed match are provided in the Phase I application. If the amount of request or match proposed is different than in Phase I, please revise Phase I.

Is the project ready for federal implementation? (Mark all that apply)

- Pre-concept report complete or equivalent
- Preliminary design complete
- Environmental complete
- Final design complete
- Right-of-way plans complete (or not needed)
- Right-of-way acquired (or not needed)
- PS&E is ready

Explain if the process is not a construction project and what would be expected to complete the project:

REQUIRED ATTACHMENTS

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