



Working together to plan for the future

RESOLUTION NO. 05-2022

FOR THE PURPOSE OF APPROVING REVISION 1 OF THE FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET

WHEREAS, the FY2022 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 16-2021, dated August 16, 2021;

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 1 of the FY2022 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 1 of the FY2022 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 20th day of December 2021.

APPROVED:

By: 
Joe Stear, Chair Elect
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

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

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2022 - Revision 1
Summary

FY2022 Original UPWP Revenues		3,435,699	FY2022 Original UPWP Expenses	3,435,699
1	Consolidated Planning Grant, key number 20050; Ada County - carry over \$168,747 of unspent funds from FY2021.	168,747	Salary. Increase to cover staffing changes	7,600
	Consolidated Planning Grant, key number 20050; Canyon County - carry over \$59,290 of unspent funds from FY2021.	59,290	Fringe. Increase to cover cost of employee benefits.	19,400
2	STP-TMA, key number 19571; <i>Communities in Motion 2050</i> - carry over \$124,727 of unspent funds from FY2021.	124,727	661001 - Long Range Planning	
			Translation services	1,047
			Graphics and editing	22,392
			Financial forecast	4,000
			I-84 Operations Study; carried over from FY2021	93,668
			Cost estimate review	12,000
3	STP-TMA, key number 19303; Travel Survey Data Collection - carry over \$448,002 of unspent funds from FY2021.	448,002	838001 - Travel Survey Data Collection; Data Collection Project; add \$483,490 (includes matching funds) to complete this project in FY2022.	483,490
4	Idaho Transportation Department (survey software).	55,000	661001 - Long Range Planning; Survey software in partnership with ITD.	55,000
	Reduce estimated participant contributions for FY2022 orthophotography project; funding on hand to cover remaining cost of project	(12,910)		
5	Draw from fund balance (matching funds for CIM 2050 carryover)	13,492		
	Increase draw from fund balance (set-aside for orthophotography flight in FY2022)	12,909		
	Reduce draw from fund balance (to fund revenue shortfall)	(142,490)		
			661008 - Bike Counter Management; data purchase	(5,000)
			860001 - Geographic Information System Maintenance; equipment/software.	13,169
			990001 - Direct Operations and Maintenance; phone system replacement, carried over from FY2021	20,000
Recommended Adjustments to Revenues		726,766	Recommended Adjustments to Expenses	726,766
Adjusted Revenues - Revision 1		4,162,465	Adjusted Expenses - Revision 1	4,162,465

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
REVENUE AND EXPENSE SUMMARY (TOTAL)**

REVENUE	FY2022 Final	FY2022 Revision 1
GENERAL MEMBERSHIP		
Ada County	241,931	241,931
Ada County Highway District	241,931	241,931
Canyon County	118,802	118,802
Canyon Highway District No. 4	44,458	44,458
Golden Gate Highway District No.3	5,906	5,906
City of Boise	106,519	106,519
City of Caldwell	28,112	28,112
City of Eagle	15,198	15,198
City of Garden City	5,542	5,542
City of Greenleaf	397	397
City of Kuna	12,156	12,156
City of Meridian	56,388	56,388
City of Melba	260	260
City of Middleton	4,594	4,594
City of Nampa	48,932	48,932
City of Notus	251	251
City of Parma	974	974
City of Star	5,904	5,904
City of Wilder	807	807
Subtotal	939,062	939,062
SPECIAL MEMBERSHIP		
Boise State University	9,400	9,400
Capital City Development Corporation	9,400	9,400
Idaho Department of Environmental Quality	9,400	9,400
Idaho Transportation Department	9,400	9,400
Valley Regional Transit	9,400	9,400
Subtotal	47,000	47,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2021 K# 20050 Ada County (carryover)		168,747
CPG - FY2021 K# 20050 Canyon County (carryover)		59,290
CPG - FY2022 K# 20640 Ada County	1,048,580	1,048,580
CPG - FY2022 K# 20640 Canyon County	368,420	368,420
Sub Total CPG Grants	1,417,000	1,645,037
STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> & carryover	45,589	170,316
STP TMA - K# 19303, Travel Survey Data Collection (carryover)		448,002
Subtotal	352,294	925,022
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	66,475	66,475
Idaho Transportation Department (Metroquest Survey Software)		55,000
Orthophotography - Participant Contributions	137,050	124,140
Interest Income	5,031	5,031
Subtotal	318,556	360,646
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,073,912	3,916,767
Draw From Fund Balance (CIM Implementation Grants)	100,000	100,000
Draw From Fund Balance (Matching funds for CIM carryover)		13,492
Draw From Fund Balance (funds set aside for orthophotography flight)	112,951	125,860
Draw From Fund Balance (to fund revenue shortfall)	148,836	6,346
Subtotal	361,787	245,698
TOTAL REVENUE, ALL RESOURCES	3,435,699	4,162,465

EXPENSE	FY2022 Final	FY2022 Revision 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,526,300	1,533,900
Fringe	706,900	726,300
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,252,200	2,279,200
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	205,599	205,599
Subtotal	205,599	205,599
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	40,800	40,800
661001, Long-Range Planning	50,700	238,807
661008, Bike Counter Management	24,800	19,800
685001, Transportation Improvement Program	5,800	5,800
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	100,000	100,000
702001, Air Quality Outreach	100,000	100,000
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	17,200	17,200
838001, Travel Survey Data Collection	-	483,490
860001, Geographic Information System Maintenance	300,000	313,169
990001, Direct Operations and Maintenance	104,050	124,050
Subtotal	977,900	1,677,666
TOTAL EXPENSE	3,435,699	4,162,465

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,435,699	4,162,465
LESS: TOTAL EXPENSES	3,435,699	4,162,465
REVENUE EXCESS/(DEFICIT)	(0)	0

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES												MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY21 CPG Ada County K# 20050 (74%)	FY21 CPG Canyon County K# 20050 (26%)	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	STP-TMA Off The Top K# 19920	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assu	91	70,708	-	70,708	466	164	25,818	9,071	30,000			65,518	5,190			5,190	70,708
601002 UPWP/Certification Review	36	29,123	-	29,123			19,969	7,016				26,986	2,138			2,138	29,123
620001 Demographics and Growth Monitoring	101	73,602	2,500	76,102	2,562	900	27,420	9,634	30,000			70,516	5,586			5,586	76,102
620002 Development Monitoring	72	56,069	-	56,069			31,045	10,908	10,000			51,953	4,115			4,115	56,069
620003 Census 2020	23	16,431	-	16,431	137	48	11,130	3,910				15,225	1,206			1,206	16,431
653001 Communication and Education Long-Range Planning	179	114,277	40,800	155,077								-		155,077		155,077	155,077
661001 General Project Management	848	557,032	238,807	795,839	79,211	27,831	302,737	106,367		170,316		686,461	54,377		55,000	109,377	795,839
661008 Bike Counter Management Resource Development/Funding	94	44,610	19,800	64,410	793	278	29,796	10,469				41,336	3,274	19,800		23,074	64,410
685001 Transportation Improvement Program	403	257,345	5,800	263,145	10,823	3,803	80,812	28,393	120,000			243,830	19,315			19,315	263,145
685002 Project Development Program	35	26,691	75,000	101,691	51,596	18,128	18,132	6,371				94,227	7,464			7,464	101,691
685003 Grant Research and Development	177	124,412	-	124,412								-		124,412		124,412	124,412
685004 CIM Implementation Grants	15	11,910	100,000	111,910	62	22	8,104	2,848				11,036	874	100,000		100,874	111,910
TOTAL PROJECTS	2,074	1,382,210	482,707	1,864,917	145,649	51,174	554,963	194,987	190,000	170,316	-	1,307,088	103,540	399,289	55,000	557,828	1,864,917
701001 Membership Services	157	112,573	-	112,573	362	127	76,827	26,993				104,310	8,262.87			8,263	112,573
702001 Air Quality Outreach	14	10,000	100,000	110,000								-			110,000	110,000	110,000
703001 Public Services	60	46,541	-	46,541								-		46,541		46,541	46,541
704001 Air Quality Operations	126	104,873	-	104,873								-		38,398	66,475	104,873	104,873
705001 Transportation Liaison Services	41	32,168	-	32,168	841	295	21,216	7,454				29,807	2,361			2,361	32,168
760001 Legislative Services	53	56,550	115,050	171,600								-		171,600		171,600	171,600
TOTAL SERVICES	451	362,705	215,050	577,755	1,203	423	98,044	34,448	-	-	-	134,117	10,624	256,539	176,475	443,638	577,755
801001 Staff Development	106	69,632	40,000	109,632			47,745	16,775				64,521	5,111	40,000		45,111	109,632
820001 Committee Support	210	133,218	2,000	135,218			91,345	32,094				123,440	9,778	2,000		11,778	135,218
836001 Regional Travel Demand Model	178	141,330	17,200	158,530	13,615	4,784	81,373	28,591	20,000			148,362	10,168			10,168	158,530
838001 Travel Survey Data Collection	47	37,318	483,490	520,808	194	68	25,394	8,922			448,002	482,580	38,227			38,227	520,808
842001 Congestion Management Process	96	75,491	-	75,491	413	145	51,350	18,042				69,950	5,541			5,541	75,491
842002 I-84 Corridor Operations Plan	35	27,790	-	27,790	144	51	18,910	6,644				25,750	2,040			2,040	27,790
860001 Geographic Information System Maintenance	402	255,106	313,169	568,275	7,529	2,645	79,456	27,917	96,705			214,251	23,361	80,662	250,000	354,024	568,275
TOTAL SYSTEM MAINTENANCE	1,074	739,884	855,859	1,595,743	21,895	7,693	395,574	138,985	116,705	-	448,002	1,128,854	94,227	122,662	250,000	466,889	1,595,743
990001 Direct Operations / Maintenance	-	-	124,050	124,050								-		119,019	5,031	124,050	124,050
991001 Support Services Labor	876	-	-	-								-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-								-				-	-
TOTAL INDIRECT/OVERHEAD	876	-	124,050	124,050	-	-	-	-	-	-	-	-	-	119,019	5,031	124,050	124,050
GRAND TOTAL	4,475	2,484,799	1,677,666	4,162,465	168,747	59,290	1,048,580	368,420	306,705	170,316	448,002	2,570,059	208,390	897,509	486,506	1,592,406	4,162,465

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY- FORWARD
620001 Demographics and Growth Monitoring	2,500					2,500				
653001 Communication and Education	40,800	19,900			600		20,300			
661001 Long-Range Planning	238,807	202,307			1,500		35,000			2,4
661008 Bike Counter Management	19,800	-	19,800							5
685001 Transportation Improvement Program	5,800						5,800			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	100,000	100,000								
702001 Air Quality Outreach	100,000	100,000								
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	17,200	17,200								3
838001 Travel Survey Data Collection	483,490	483,490								5
860001 Geographic Information System Maintenance	313,169	250,000	63,169							
990001 Direct Operations / Maintenance										5
Phone System (CISCO is at end of life)	20,000		20,000							
Workspace buildout	18,000		18,000							
New/replacement hardware and software	10,000		10,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
Migrate website from Dreamweaver	10,200	10,200								
AICP and APBP Webinar series	1,600			1,600						
Tools of the Trade sponsorship	6,000			6,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,677,666	1,258,097	165,219	65,600	2,100	13,600	61,100	9,000	102,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2022 Final	FY2022 Revision 1
Professional Services	930	29,000	29,000
Equipment Repair / Maintenance	936	200	200
Publications	943	2,500	2,500
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	13,500	13,500
Building Maintenance and Reserve for Major Repairs	955	61,199	61,199
Printing	960	2,250	2,250
Advertising	962	1,500	1,500
Audit	970	16,200	16,200
Insurance	971	14,000	14,000
Legal Services	972	5,000	5,000
General Supplies	980	4,000	4,000
Computer Supplies	982	10,500	10,500
Computer Software / Maintenance	983	20,000	20,000
Vehicle Maintenance	991	1,500	1,500
Utilities	992	9,000	9,000
Local Travel	993	2,000	2,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		205,599	205,599

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INDIRECT OPERATIONS AND MAINTENANCE EXPENSE

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	29	5	2	55	91
601002	UPWP/Certification Review	AL	6	22	8	-	36
620001	Demographics and Growth Monitoring	CM	-	95	6	-	101
620002	Development Monitoring	CM	-	71	1	-	72
620003	Census 2020	CM	-	23	-	-	23
653001	Communication and Education	AL	12	17	150	-	179
	Long-Range Planning	LI					
661001	General Project Management	LI	10	749	89	-	848
661008	Bike Counter Management	BC	-	94	-	-	94
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	346	45	-	403
685002	Project Development Program	DH	-	35	-	-	35
685003	Grant Research and Development	DH	8	164	5	-	177
685004	CIM Implementation Grants	DH	-	15	-	-	15
TOTAL PROJECTS			77	1,636	306	55	2,074
701001	Membership Services	LI	-	152	5	-	157
702001	Air Quality Outreach	AL	-	-	14	-	14
703001	Public Services	MW	-	58	2	-	60
704001	Air Quality Operations	ML	65	-	13	48	126
705001	Transportation Liaison Services	MS	12	22	7	-	41
760001	Legislative Services	MS	53	-	-	-	53
TOTAL SERVICES			130	232	41	48	451
801001	Staff Development	ML	6	77	17	6	106
820001	Committee Support	ML	10	100	100	-	210
836001	Regional Travel Demand Model	MW	-	178	-	-	178
838001	Travel Survey Data Collection	MW	-	47	-	-	47
842001	Congestion Management Process	MW	-	94	2	-	96
842002	I-84 Corridor Operations Plan	MW	-	35	-	-	35
860001	Geographic Information System Maintenance	EA	-	402	-	-	402
TOTAL SYSTEM MAINTENANCE			16	933	119	6	1,074
TOTAL DIRECT			223	2,801	466	109	3,599
991001	Support Services Labor	ML	237	189	99	351	876
TOTAL INDIRECT/OVERHEAD			237	189	99	351	876
TOTAL LABOR			460	2,990	565	460	4,475

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WORKDAY ALLOCATION

PROGRAM NO.	601				CLASSIFICATION:	Project																																				
TITLE:	UPWP Budget Development and Monitoring																																									
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2022 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 FY2023 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.																																									
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.																																									
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	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.																																									
FY2022 BENCHMARKS																																										
MILESTONES / PRODUCTS																																										
FY2022 UPWP Process and track revenues and expenditures for the FY2022 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants Process and obtain Board approval of FY2022 UPWP revisions Distribute revisions of the FY2022 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2022 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval FY2023 UPWP Development Develop process and schedule for the FY2023 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2023 Submit initial revenue assessment for FY2023 to the Finance Committee for input Obtain Board approval on FY2023 General and Special membership dues Present FY2023 UPWP Present draft FY2023 UPWP to Finance Committee for input and feedback Present draft FY2023 UPWP to Finance Committee for recommendation Submit FY2023 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2023 UPWP Distribute FY2023 UPWP to the Idaho Transportation Department and Federal Transit Administration Track federal requirements as related to Self-Certification Compliance with federal requirements Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register Certification Review Work with federal agencies to set up review Respond to questions and prepare materials for submission prior to in-person review Host the certification review team for the certification review Receive final report and prepare necessary responses Inform the COMPASS Board of Directors of the certification review Develop corrective action plan as necessary							Ongoing As Needed As Needed Nov Jan-Feb Mar Apr Jun Jul Aug Aug Aug Ongoing Ongoing Mar Mar Apr Jul Aug Aug Aug																																			
LEAD STAFF: Meg Larsen END PRODUCTS: FY2022 UPWP revisions; FY2023 UPWP; 2022 certification review, and maximize funding opportunities.					Expense Summary Total Workdays: 127 Salary \$ 62,884 Fringe 28,412 Overhead 8,536 Total Labor Cost: 99,831																																					
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:																																					
<table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K20050</td> <td>\$ 466</td> <td>\$ 164</td> <td></td> <td>\$ 630</td> </tr> <tr> <td>CPG, K20640</td> <td>\$ 45,787</td> <td>\$ 16,087</td> <td></td> <td>61,874</td> </tr> <tr> <td>STP-TMA, K19920</td> <td></td> <td></td> <td>30,000</td> <td>30,000</td> </tr> <tr> <td>Local / Fund Bal</td> <td>5,422</td> <td>1,905</td> <td></td> <td>7,328</td> </tr> <tr> <td>Total:</td> <td>\$ 51,675</td> <td>\$ 18,156</td> <td>\$ 30,000</td> <td>\$ 99,831</td> </tr> </tbody> </table>					Funding Sources				Participating Agencies		Ada	Canyon	Special	Total	CPG, K20050	\$ 466	\$ 164		\$ 630	CPG, K20640	\$ 45,787	\$ 16,087		61,874	STP-TMA, K19920			30,000	30,000	Local / Fund Bal	5,422	1,905		7,328	Total:	\$ 51,675	\$ 18,156	\$ 30,000	\$ 99,831	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: \$ -		
Funding Sources				Participating Agencies																																						
	Ada	Canyon	Special	Total																																						
CPG, K20050	\$ 466	\$ 164		\$ 630																																						
CPG, K20640	\$ 45,787	\$ 16,087		61,874																																						
STP-TMA, K19920			30,000	30,000																																						
Local / Fund Bal	5,422	1,905		7,328																																						
Total:	\$ 51,675	\$ 18,156	\$ 30,000	\$ 99,831																																						
					601 Total Cost: \$ 99,831																																					

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PROGRAM NO.	620				CLASSIFICATION:	Project																															
TITLE:	Demographics and Growth Monitoring																																				
TASK / PROJECT DESCRIPTION:	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 data review, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.																																				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census data review enables COMPASS data to reflect the results of the 2020 Census.																																				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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...."																																				
FY2022 BENCHMARKS																																					
MILESTONES / PRODUCTS																																					
Population and Employment Estimates Data collection and geocoding of building permits Compare and align population estimates with 2020 census counts Complete 2021 employment data Complete 2021 Development Monitoring Report Complete 2022 population estimates and receive Board acceptance Ongoing Oct Mar Mar Apr																																					
Development Forecasting, Tracking, and Reconciliation Update preliminary plat files and other entitled development Reconcile CIM 2050 preferred growth scenario with entitlements Evaluate land use models and scenario planning tools for next long-range plan Ongoing Apr																																					
Housing Analysis Develop housing and demographic profile Establish steering committee for housing evaluation Issue Request For Proposals, and select consultant Mar June Sept																																					
Demographics Support Respond to member requests for census data Provide development and policy reviews and checklists Provide fiscal impact analysis per policy Development checklist report Ongoing Ongoing Ongoing Mar																																					
LEAD STAFF: Carl Miller END PRODUCT: Demographic products: 1) 2022 population estimates; 2) 2021 employment estimates; 3) Census 2020 data review; 4) 2021 Development Monitoring Report updated; 5) annual demographic reconciliation; 5) housing analysis RFP; and 6) development checklist report.					Expense Summary Total Workdays: 196 Salary \$ 92,030 Fringe 41,581 Overhead 12,492 Total Labor Cost: 146,102																																
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:																																
Funding Sources <table border="1"> <thead> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K20050</td> <td>\$ 2,699</td> <td>\$ 948</td> <td></td> <td>\$ 3,648</td> </tr> <tr> <td>CPG, K20640</td> <td>69,595</td> <td>24,452</td> <td></td> <td>94,047</td> </tr> <tr> <td>STP-TMA, K19920</td> <td></td> <td></td> <td>40,000</td> <td>40,000</td> </tr> <tr> <td>Local / Fund Bal</td> <td>8,071</td> <td>2,836</td> <td></td> <td>10,907</td> </tr> <tr> <td>Total:</td> <td>\$ 80,365</td> <td>\$ 28,236</td> <td>\$ 40,000</td> <td>148,602</td> </tr> </tbody> </table>						Ada	Canyon	Special	Total	CPG, K20050	\$ 2,699	\$ 948		\$ 3,648	CPG, K20640	69,595	24,452		94,047	STP-TMA, K19920			40,000	40,000	Local / Fund Bal	8,071	2,836		10,907	Total:	\$ 80,365	\$ 28,236	\$ 40,000	148,602	Participating Agencies Member Agencies Housing authorities and other housing stakeholders		Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other 2,500 Total Direct Cost: \$ 2,500
	Ada	Canyon	Special	Total																																	
CPG, K20050	\$ 2,699	\$ 948		\$ 3,648																																	
CPG, K20640	69,595	24,452		94,047																																	
STP-TMA, K19920			40,000	40,000																																	
Local / Fund Bal	8,071	2,836		10,907																																	
Total:	\$ 80,365	\$ 28,236	\$ 40,000	148,602																																	
					620	Total Cost: \$ 148,602																															

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PROGRAM NO.	653				CLASSIFICATION:	Project
TITLE:	Communication and Education					
TASK / PROJECT DESCRIPTION:	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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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 and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
FY2022 BENCHMARKS						
MILESTONES / PRODUCTS						
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff						Ongoing Ongoing Ongoing
Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2021 annual report, annual budget summary, and annual communication summary Write and distribute monthly update handout Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate						Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
Education and community outreach Develop and implement FY2022 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support Leadership in Motion awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested						Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing
LEAD STAFF: Amy Luft					Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.					Total Workdays: 179 Salary \$ 71,983 Fringe 32,523 Overhead 9,771 Total Labor Cost: 114,277	
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20640 STP-TMA, K19920				\$ -	Professional Services \$ 19,900 Legal / Lobbying	
Local / Fund Bal			155,077	155,077	Equipment Purchases Travel / Education Printing 600 Public Involvement 20,300 Meeting Support Other	
	\$ -	\$ -	\$ 155,077	\$ 155,077	Total Direct Cost: \$ 40,800	
					653	Total Cost: \$ 155,077

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PROGRAM NO.		661		CLASSIFICATION:		Project			
TITLE:		Long Range Planning							
TASK / PROJECT DESCRIPTION:		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.							
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		<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.							
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		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.							
FY2022 BENCHMARKS									
MILESTONES / PRODUCTS									
661001 General Project Management									
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050						Oct-Dec			
Monitor legislative, funding, etc. changes						Ongoing			
Compile 2021 updates to CIM 2040 2.0						Jan			
Update financial forecast						Apr			
Describe needed transportation investments						May			
Identify likely environmental concerns and mitigation strategies						May			
Draft technical documents						May			
Prepare draft plan for public comment						Aug			
Roadways									
Integrate results of congestion management process						Feb			
Integrate complete network policy to transportation improvements						Mar			
Develop transportation demand management (TDM) strategies						Mar			
Identify needed roadway improvements						Apr			
Freight									
Work with Freight Advisory Workgroup to identify freight related needs for CIM 2050						Mar			
Help member agencies identify freight projects and develop funding applications						Ongoing			
Active Transportation (bicycle and pedestrian)									
Develop estimate of pathway maintenance needs						Jan			
Develop regional pathway implementation plan/strategy (including rails with trails)						Jan			
Identify needed active transportation improvements						Apr			
Public Transportation									
Update High Capacity Transit Study for 2020/2050 data						Dec			
Develop list of public transportation investments and a phasing plan						Apr			
Develop park and ride implementation plan						May			
Performance Management									
Update asset management information						Jan			
Update federally required performance targets as needed						May			
Complete TIP Achievement reporting process						Aug			
Assess impacts of growth and transportation scenario and needed transportation investments						June			
Share performance information with stakeholders and decision-makers						Sep			
Public Involvement									
Conduct public involvement according to the work plan						Oct-Sep			
Coordinated Public Transit-Human Services Transportation Plan Update									
Work with stakeholders to identify transportation service needs and strategies						Oct			
Conduct public involvement period and outreach activities for draft plan						Jan			
Finalize plan incorporating public and stakeholder input						Mar			
Adopt plan through committee and Board review processes at COMPASS and VRT						Apr			
661008 Bike Counter Management									
Manage portable counter requests						Ongoing			
Manage permanent counter program and COMPASS Data Bike						Ongoing			
Manage and report data						Ongoing			
LEAD STAFF:				Liisa Itkonen		Expense Summary			
END PRODUCT: Implementation of <i>Communities in Motion 2050</i> work plan, including financial forecast, lists of needed transportation improvements, and draft plan documents; summary of project updates in CIM 2040 2.0; bicycle and pedestrian data; Coordinated Public Transit-Human Services Transportation Plan.						Total Workdays:		942	
						Salary		\$	378,974
						Fringe			171,227
						Overhead			51,440
						Total Labor Cost:		601,641	
ESTIMATED DATE OF COMPLETION:				September-2022		DIRECT EXPENDITURES:			
Funding Sources				Participating Agencies		Professional Services		\$ 202,307	
						Legal / Lobbying			
						Equipment Purchases		19,800	
						Travel / Education			
						Printing		1,500	
						Public Involvement		35,000	
						Meeting Support			
						Carry-Forward			
Total:				\$ 455,198	\$ 159,934	\$ 245,116	\$ 860,248		
						Total Direct Cost:		\$ 258,607	
						661 Total Cost:		\$ 860,248	

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PROGRAM NO.		685		CLASSIFICATION:		Project	
TITLE:		Resource Development/Funding					
TASK / PROJECT DESCRIPTION:		Develop a FY2023-2029 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 FY2022-2028 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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		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 2.0</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 or considered regionally significant 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) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.					
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs Develop the final FY2023-2029 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2022-2028 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide assistance to Valley Regional Transit (VRT) Update the Resource Development Plan						Oct-Sept	
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept	
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.						Oct-Sept	
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget						Oct-Sept	
LEAD STAFF: Toni Tisdale						Expense Summary	
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
Total Workdays: 630							
Salary \$ 264,784							
Fringe 119,634							
Overhead 35,941							
Total Labor Cost: 420,358							
ESTIMATED DATE OF COMPLETION: September-2022						DIRECT EXPENDITURES: Professional Services \$ 175,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 5,800 Meeting Support Other Total Direct Cost: \$ 180,800 685 Total Cost: \$ 601,158	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20050	\$ 62,480	\$ 21,953		\$ 84,433			
CPG, K20640	107,048	37,612		144,660			
STP-TMA, K19920			120,000	120,000			
				-			
				-			
Local / Fund Bal	20,463	7,190	224,412	252,065			
				-			
Total:	\$ 189,992	\$ 66,754	\$ 344,412	\$ 601,158			

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PROGRAM NO.	702				CLASSIFICATION:	Service	
TITLE:	Air Quality Outreach						
TASK / PROJECT DESCRIPTION:	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 coordinating an multi-agency outreach and education program.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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 to fund an air quality public awareness and outreach program. (http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm).						
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
Outreach Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air pollution.							Ongoing
LEAD STAFF: Amy Luft END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air pollution through assisting DEQ and the Air Quality Board in outreach and communication efforts.						Expense Summary Total Workdays: 14 Salary \$ 6,299 Fringe 2,846 Overhead 855 Total Labor Cost: \$ 10,000	
ESTIMATED DATE OF COMPLETION:					September-2022		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Department of Environmental Quality Ada County Air Quality Board		
DEQ/AQB			110,000	\$ - 110,000			
Total:	\$ -	\$ -	\$ 110,000	\$ 110,000			
					DIRECT EXPENDITURES: Professional Services \$ 100,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 100,000 702 Total Cost: \$ 110,000		

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PROGRAM NO.	703				CLASSIFICATION:	Service	
TITLE:	Public Services						
TASK / PROJECT DESCRIPTION:	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.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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).						
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
<u>Provide assistance to public and non-member entities, as requested, in the areas of:</u> Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information							Ongoing
LEAD STAFF: Mary Ann Waldinger					Expense Summary		
END PRODUCT: Information assistance to the general public.					Total Workdays: 60 Salary \$ 29,316 Fringe 13,246 Overhead 3,979 Total Labor Cost: 46,541		
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES: \$ -		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			46,541	\$ 46,541			
Total:	\$ -	\$ -	\$ 46,541	\$ 46,541			
					Total Direct Cost: \$ - Total Cost: \$ 46,541		

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PROGRAM NO.	704				CLASSIFICATION:	Service																					
TITLE:	Air Quality Operations																										
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor supporting the ongoing administrative functions related to the operations of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.																										
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Assisting COMPASS's members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing administrative support to the Air Quality Board for its operating functions enables the Air Quality Board to perform its functions in a more cost-effective manner.																										
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.																										
FY2022 BENCHMARKS																											
MILESTONES / PRODUCTS																											
General Administration Provide meeting coordination, materials, and follow-up to the Board Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Financial Management Close FY2021 financial records and begin FY2022 Provide annual audit support and complete financial reports Complete AQB annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board Maintain inventory of furniture, equipment, hardware and software Information Technology Work with software provider to meet program needs and implement improvements and updates Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position							Ongoing As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing																				
LEAD STAFF: Meg Larsen End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.					Expense Summary Total Workdays: 126 Salary \$ 66,059 Fringe 29,847 Overhead 8,967 Total Labor Cost: 104,873																						
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -																						
<table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Air Quality Board</td> <td></td> <td></td> <td>\$ 104,873</td> <td>\$ 104,873</td> </tr> <tr> <td>Total:</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 104,873</td> <td>104,873</td> </tr> </tbody> </table>					Funding Sources				Participating Agencies		Ada	Canyon	Special	Total	Air Quality Board			\$ 104,873	\$ 104,873	Total:	\$ -	\$ -	\$ 104,873	104,873	704 Total Cost: \$ 104,873		
Funding Sources				Participating Agencies																							
	Ada	Canyon	Special	Total																							
Air Quality Board			\$ 104,873	\$ 104,873																							
Total:	\$ -	\$ -	\$ 104,873	104,873																							

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PROGRAM NO.	705				CLASSIFICATION:	Service																									
TITLE:	Transportation Liaison Services																														
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.																														
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.																														
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.																														
FY2022 BENCHMARKS																															
MILESTONES / PRODUCTS																															
Attend member agency meetings and coordinate transportation-related planning activities with member agencies.						Ongoing																									
LEAD STAFF: Matt Stoll END PRODUCT: Ongoing staff liaison role to member agencies.						Expense Summary Total Workdays: 41 Salary \$ 20,263 Fringe 9,155 Overhead 2,750 Total Labor Cost: 32,168																									
ESTIMATED DATE OF COMPLETION: September-2022						DIRECT EXPENDITURES:																									
Funding Sources <table border="1"> <thead> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K20050</td> <td>\$ 841</td> <td>\$ 295</td> <td></td> <td>\$ 1,136</td> </tr> <tr> <td>CPG, K20640</td> <td>21,216</td> <td>7,454</td> <td></td> <td>28,670</td> </tr> <tr> <td>Local / Fund Bal</td> <td>1,747</td> <td>614</td> <td></td> <td>2,361</td> </tr> <tr> <td>Total:</td> <td>\$ 23,804</td> <td>\$ 8,364</td> <td></td> <td>\$ 32,168</td> </tr> </tbody> </table>						Ada	Canyon	Special	Total	CPG, K20050	\$ 841	\$ 295		\$ 1,136	CPG, K20640	21,216	7,454		28,670	Local / Fund Bal	1,747	614		2,361	Total:	\$ 23,804	\$ 8,364		\$ 32,168	Participating Agencies Member Agencies	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
	Ada	Canyon	Special	Total																											
CPG, K20050	\$ 841	\$ 295		\$ 1,136																											
CPG, K20640	21,216	7,454		28,670																											
Local / Fund Bal	1,747	614		2,361																											
Total:	\$ 23,804	\$ 8,364		\$ 32,168																											
					Total Direct Cost: \$ -																										
					705	Total Cost: \$ 32,168																									

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PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Legislative Services					
TASK / PROJECT DESCRIPTION:	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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2022 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session						Oct-Nov Nov-Dec Dec-Sep May-Sep
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2022 legislative session Obtain Board endorsement of FY2022 legislative priorities Educate and advocate on FY2022 legislative priorities Evaluate possible legislative priorities for FY2022 legislative session						Oct-Nov Nov-Dec Dec-Apr May-Sep
LEAD STAFF: Matt Stoll END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Expense Summary Total Workdays: 53 Salary \$ 35,621 Fringe 16,094 Overhead 4,835 Total Labor Cost: 56,550	
ESTIMATED DATE OF COMPLETION:					September-2022	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
Local / Fund Bal			171,600	\$ 171,600		
Total:	\$ -	\$ -	\$ 171,600	\$ 171,600		
					DIRECT EXPENDITURES: Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100 Total Direct Cost: \$ 115,050 760 Total Cost: 171,600	

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PROGRAM NO.	801				CLASSIFICATION:	System Maintenance	
TITLE:	Staff Development						
TASK / PROJECT DESCRIPTION:	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.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.						
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
Staff training and development						Ongoing	
LEAD STAFF: Meg Larsen END PRODUCT: 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.						Expense Summary Total Workdays: 106 Salary \$ 43,861 Fringe 19,817 Overhead 5,954 Total Labor Cost: 69,632	
ESTIMATED DATE OF COMPLETION:				September-2022		DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education 40,000 Printing Public Involvement Meeting Support Other	
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total			
CPG, K20640 STP-TMA, K19920	\$ 47,745	\$ 16,775		\$ 64,521	Federal Highway Administration Federal Transit Administration		
Local / Fund Bal	3,782	1,329	40,000	45,111			
Total:	\$ 51,527	\$ 18,104	\$ 40,000	\$ 109,632			
					801	Total Cost: \$ 109,632	

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PROGRAM NO.	820				CLASSIFICATION:	System Maintenance	
TITLE:	Committee Support						
TASK / PROJECT DESCRIPTION:	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.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.						
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.							Ongoing
LEAD STAFF: Meg Larsen							
END PRODUCT: Ongoing support of committees to promote involvement and communication.							Expense Summary Total Workdays: 210 Salary \$ 83,914 Fringe 37,914 Overhead 11,390 Total Labor Cost: 133,218
ESTIMATED DATE OF COMPLETION:					September-2022		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20640 STP-TMA, K19920	\$ 91,345	\$ 32,094		\$ 123,440			
Local / Fund Bal	7,236	2,542	2,000	11,778			
Total:	\$ 98,581	\$ 34,637		\$ 135,218			
					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support 2,000 Other Total Direct Cost: \$ 2,000 820 Total Cost: 135,218		

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PROGRAM NO.		836		CLASSIFICATION:		System Maintenance	
TITLE:		Technical Support: Regional Travel Demand Model					
TASK / PROJECT DESCRIPTION:		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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		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...."					
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
Key Elements							
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	
2050 Plan Technical Support							
Provide technical and modeling support as needed for 2050 Plan.						Ongoing	
Provide annual review of the National Highway System, Federal Aid and Planning Functional Classification Systems (Task 661 Roadways)						Jan-Apr	
Special Tasks and Model Improvements							
Provide technical analysis on member agency requests vetted through RTAC						Ongoing	
Provide modeling and technical assistance to ITD's corridor and environmental studies						Ongoing	
Provide technical analysis on unanticipated member agency requests						Ongoing	
Maintain the data foundation system and continue to incorporate into other data sources						Ongoing	
LEAD STAFF: Mary Ann Waldinger							
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.							
ESTIMATED DATE OF COMPLETION: September-2022							
Funding Sources				Participating Agencies			
Ada Canyon Special Total				Highway Districts			
CPG, K20050 \$ 13,615 \$ 4,784 \$ 18,398				Member Agencies			
CPG, K20640 81,373 28,591 109,964				Federal Highways Administration			
STP-TMA, K19920 20,000 20,000				Idaho Transportation Department			
Local / Fund Bal 7,524 2,644 10,168				Valley Regional Transit			
Total: \$ 102,512 \$ 36,018 \$ 20,000 \$ 158,530				Department of Environmental Quality			
DIRECT EXPENDITURES:							
Professional Services \$ 17,200							
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
Total Direct Cost: \$ 17,200							
836 Total Cost: \$ 158,530							

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PROGRAM NO.	838				CLASSIFICATION:	System Maintenance																																														
TITLE:	Technical Support: 2020/21 Travel Data Survey (key no. 19303)																																																			
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.																																																			
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.																																																			
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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...."																																																			
FY2022 BENCHMARKS																																																				
MILESTONES / PRODUCTS																																																				
Key Elements Project management of the Travel Survey Data Collection project key elements: Administration of the Household Travel Survey (HTS) main survey Review HTS data - QA/QC and expansion Review HTS documentation and analysis Administration of the On-Board survey Review On-Board data - QA/QC and expansion Review On-Board documentation and analysis Review and analyze external trip data																																																				
<div style="float: right; text-align: right;"> Oct - May Oct - Nov Dec - May May - Jun Oct Nov-Dec Jan Jan-Apr </div>																																																				
LEAD STAFF: Mary Ann Waldinger					Expense Summary																																															
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Total Workdays: 47 Salary \$ 23,506 Fringe 10,621 Overhead 3,191 Total Labor Cost: 37,318																																															
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:																																															
<table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K20050</td> <td>\$ 194</td> <td>\$ 68</td> <td></td> <td>\$ 262</td> </tr> <tr> <td>CPG, K20640</td> <td>25,394</td> <td>8,922</td> <td></td> <td>34,316</td> </tr> <tr> <td>STP-TMA, K19303</td> <td></td> <td></td> <td>448,002</td> <td>448,002</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Local / Fund Bal</td> <td>28,288</td> <td>9,939</td> <td></td> <td>38,227</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Total:</td> <td>\$ 53,876</td> <td>\$ 18,929</td> <td>\$ 448,002</td> <td>\$ 520,808</td> </tr> </tbody> </table>					Funding Sources				Participating Agencies		Ada	Canyon	Special	Total	CPG, K20050	\$ 194	\$ 68		\$ 262	CPG, K20640	25,394	8,922		34,316	STP-TMA, K19303			448,002	448,002					-	Local / Fund Bal	28,288	9,939		38,227					-	Total:	\$ 53,876	\$ 18,929	\$ 448,002	\$ 520,808	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality Professional Services \$ 483,490 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 483,490 838 Total Cost: \$ 520,808		
Funding Sources				Participating Agencies																																																
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PROGRAM NO.	842	CLASSIFICATION:	System Maintenance		
TITLE:	Congestion Management Process				
TASK / PROJECT DESCRIPTION:	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.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.				
FY2022 BENCHMARKS					
MILESTONES / PRODUCTS					
Congestion Management and Travel Time Data					
Complete the Congestion Management Annual (CMA) report using the National Performance Measure Research Data Set (NPMRDS) for 2021			Jan-Mar		
Complete Tier 2 analysis for the 2021 Congestion Management Annual (CMA) report using INRIX travel time data			Jan-Mar		
Complete the Congestion Management Process Document			Oct-Dec		
Convert congestion management annual report to digital format (webmap/storymap)			Mar-Apr		
NPMRDS Travel Time Data and Process					
Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets			Ongoing		
Transportation System Management and Ops (TSMO) and ITS Plan Update					
Update the regional ITS inventory and TSMO/ITS projects list			Feb-Mar		
Refine the integration of management and operation strategies and TSMO projects into the long range plan (2050 plan)			Ongoing		
I-84 Corridor Operations Plan					
Complete I-84 Corridor Operations Plan			Jan-Feb		
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Update of the congestion management process, annual congestion management report, 2021 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan.					
			Expense Summary		
			Total Workdays: 131		
			Salary \$ 65,056		
			Fringe 29,394		
			Overhead 8,830		
			Total Labor Cost: 103,280		
ESTIMATED DATE OF COMPLETION: September-2022			DIRECT EXPENDITURES:		
Funding Sources			Professional Services		
Participating Agencies			Legal / Lobbying		
CPG, K20050	Ada	Canyon	Special	Total	Highway Districts
CPG, K20640	\$ 557	\$ 196		\$ 753	Member Agencies
	70,260	24,686		94,946	Federal Highways Administration
				-	
				-	
				-	
Local / Fund Bal	5,610	1,971		7,581	
				-	
Total:	\$ 76,427	\$ 26,853	\$ -	\$ 103,280	
			Total Direct Cost: \$ -		
			842	Total Cost: \$ 103,280	

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PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	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.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2022 BENCHMARKS					
MILESTONES / PRODUCTS					Ongoing
Provide local dollars for expenditures not federally funded.					
LEAD STAFF: Meg Larsen END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Expense Summary Total Workdays: 0 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Other			5,031	5,031	
Local / Fund Bal			99,019	99,019	
				-	
Total:	\$ -	\$ -	\$ 104,050	\$ 104,050	
					990 Total Direct Cost: \$ 104,050 Total Cost: \$ 104,050

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