



Working together to plan for the future

RESOLUTION NO. 05-2024

FOR THE PURPOSE OF APPROVING REVISION 1 OF THE FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET

WHEREAS, the FY2024 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 16-2023, dated August 21, 2023;

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 FY2024 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 FY2024 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 18th day of December 2023.

APPROVED:

By: 
Debbie Kling, Chair
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 for FY2024 - Revision 1
Summary

FY2024 UPWP Revenues		5,874,848	FY2024 UPWP Expenses	5,874,848
1	Adjust amount of FY2023 CPG carryover to correspond to actual amount available Additional local dollars were applied to fully fund the transportation funding study. This funding was replaced with federal funding with the availability of CPG carry over. Adjust draw from fund balance for match on federal funding accordingly	145,681 (4,275)		
2	Adjust amount of FY2024 CPG to correspond to the amount in the FY2024-FY2030 TIP	39,268		
3	Add carryover of STBG-U funds for installation of permanent bike counters purchased in FY2023 (KN23026)	6,350	Add costs to install permanent bike counters that were purchased in FY2023	6,853
4	Add carryover of STBG-TMA funds and STP-TMA funds for fiscal impact tool data update (KN22395 and KN19571)	74,128	Add fiscal impact tool data update project (originally planned for FY2023)	80,000
5	Increase amount of STBG-TMA funding remaining for CIM 2055 to reflect the full amount remaining on the total \$636,000 multi-year project. Project was advanced in the TIP and funds are fully obligated	272,177	Carry over remaining funds to complete the housing study in FY2024 Reclassify programmed expenses for CIM2055 to carry forward; projects moved forward Add full costs of CIM 2055; project was advanced in the TIP and funds are fully obligated. Expenses to be incurred at a future time and are reported as carry forward	6,238 (248,500) 536,000
6	Increase amount of STBG-TMA funding for the high capacity transit corridor PEL to reflect the full amount of the total \$1,100,000 multi-year project. Project was advanced in the TIP. \$1M of the funds are obligated and the remaining \$100,000 was added with balancing action on 11-15-2023 Increase the fund balance draw for the required match on the PEL to correspond to both the advancement of funds and the increased cost of the project	251,109 19,740	The costs of the high capacity transit corridor PEL were advanced into FY2024. Some costs will be carried forward to FY2025 to complete the project. Additionally, the overall cost of the project was increased to \$1.1M	271,000
7	Increase funding for ITD's contribution to the benefit cost analysis software purchase. Overall cost of the software increased and ITD's contribution increase proportionately	3,800	Increased cost of benefit cost analysis software	18,950
8	Participant contributions from Ada and Canyon counties for the FY2023 orthophotography flight were billed and received in FY2024 per the members' request	48,634		
9	City of Kuna withdrew from its project development program project			(50,000)
10	COMPASS facilitated Air Quality Board's (AQB) final financial statement audit. AQB prepaid COMPASS for the fees and the revenue was recognized in FY2024	5,500	COMPASS facilitated Air Quality Board's (AQB) final financial statement audit. Audit fees were paid in FY2024	5,500

11	Increase anticipated interest revenue to reflect current, favorable rates.	25,000		
12	City of Wilder requested an extension of its FY2023 <i>Communities In Motion</i> Implementation Grant project. The corresponding fund balance draw for the project will occur upon payment Wilder.	25,000	City of Wilder requested an extension of its FY2023 <i>Communities In Motion</i> Implementation Grant project	25,000
13	The fund balance draw for the match on the carbon reduction study was adjusted slightly to be the exact amount required	212		
14			Adjustments to indirect expenses: Increase insurance cost for cyber coverage, increased liability limits 7,325 Increase vehicle maintenance to cover cost to repaint vehicles; carried forward from a prior year 6,000 Increase monthly telephone expense to cover cost to shift from hardware to software based; allows greater functionality for remote work. Costs previously budgeted for hardware not expended. 5,800 Increase cost for software tools used to support agency work 5,500 Increase cost for computer supplies to cover replacement of equipment planned for FY2024 4,000 Increased cost of COMPASS' share of building insurance 2,015 Decrease anticipated costs for publications and supplies (2,000)	
15			Carryforward cost of buildout of remaining workspaces	20,000
16			Remove consultant costs for annual salary survey update; this work will be completed with internal resources	(6,500)
17			Add costs for replacement of staff IT equipment 10,000 Increased cost of annual licensing of GIS software 2,660 Increased cost of annual licensing of travel demand modeling software 1,125	
18	The fund balance draw required to cover the revenue shortfall was decreased, as anticipated, with the availability of additional federal funds carried forward from FY2023	(205,358)		
Recommended Adjustments to Revenues		706,966	Recommended Adjustments to Expenses	706,966
Adjusted Revenues - Revision 1		6,581,814	Adjusted Expenses - Revision 1	6,581,814

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2024 UPWP	FY2024 Rev 1 UPWP
GENERAL MEMBERSHIP		
Ada County	254,115	254,115
Ada County Highway District	254,115	254,115
Canyon County	125,110	125,110
Canyon Highway District No. 4	48,483	48,483
City of Boise	108,922	108,922
City of Caldwell	30,824	30,824
City of Eagle	15,591	15,591
City of Garden City	5,727	5,727
City of Greenleaf	370	370
City of Kuna	13,174	13,174
City of Meridian	61,119	61,119
City of Melba	295	295
City of Middleton	5,282	5,282
City of Nampa	50,687	50,687
City of Notus	278	278
City of Parma	944	944
City of Star	7,799	7,799
City of Wilder	741	741
Subtotal	983,576	983,576
SPECIAL MEMBERSHIP		
Boise State University	9,800	9,800
Capital City Development Corporation	9,800	9,800
Idaho Department of Environmental Quality	9,800	9,800
Idaho Transportation Department	9,800	9,800
Valley Regional Transit	9,800	9,800
Subtotal	49,000	49,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2023 K# 22108; Ada County	185,400	293,204
CPG - FY2023 K# 22108; Canyon County	65,140	103,017
CPG - FY2024 K# 22494 Ada County	1,286,731	1,315,790
CPG - FY2024 K# 22494 Canyon County	452,095	462,304
Sub Total CPG Grants	1,989,366	2,174,315
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026 Permanent Automated Counters (carryover)	-	6,350
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	-	55,596
STP TMA - K# 19571, CIM 2050 (carryover)	-	18,532
STBG TMA - K# 20271, CIM 2055	230,260	502,437
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	768,151	1,019,260
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	392,000	392,000
Subtotal	1,863,904	2,467,668
OTHER REVENUE SOURCES		
TREDIS Contribution	16,000	19,800
Orthophotography - Participant Contributions	125,000	173,634
Air Quality Board FY2023 audit fees	-	5,500
Interest Income	25,000	50,000
Subtotal	166,000	248,934
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	5,051,846	5,923,493
Draw From Fund Balance (CIM Implementation Grants)	100,000	125,000
Draw From Fund Balance (match + 100K on PEL high capacity transit)	61,000	80,740
Draw From Fund Balance match on transportation funding study	24,460	20,185
Draw From Fund Balance (20% match regional safety action plan)	98,000	98,000
Draw From Fund Balance - match on carbon reduction strategy	13,000	13,212
Draw From Fund Balance to cover shortfall	526,542	321,184
Subtotal	823,002	658,321
	5,874,848	6,581,814

EXPENSE	FY2024 UPWP	FY2024 Rev 1 UPWP
SALARY, FRINGE & CONTINGENCY		
Salary	1,824,108	1,824,108
Fringe	837,300	837,300
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,683,408	2,683,408
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	233,950	262,590
Subtotal	233,950	262,590
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	52,350	52,350
661001, Long-Range Planning	703,500	541,238
661005, Safe Streets and Roads for All	490,000	490,000
661006, High Capacity Transit PEL	829,000	1,100,000
661008, Bike Counter Management	19,840	26,693
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	150,000	100,000
685003, Grant Research and Development	20,000	20,000
685004, CIM Implementation Grants	100,000	125,000
760001, Government Affairs	19,750	19,750
801001, Staff Development	50,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	67,200	67,200
860001, Geographic Information System Maintenance	199,500	202,160
990001, Direct Operations and Maintenance	245,350	830,425
Subtotal	2,957,490	3,635,816
TOTAL EXPENSE	5,874,848	6,581,814

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	5,874,848	6,581,814
LESS: TOTAL EXPENSES	5,874,848	6,581,814
REVENUE EXCESS/(DEFICIT)	-	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
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	FY23 CPG Ada County K# 22108 (74%) 7.34% match	FY23 CPG Canyon County K# 22108 (26%) 7.34% match	FY24 CPG Ada County K# 22494 (74%) 20% match safety; 7.34% match other	FY24 CPG Lemhi County K# 22494 (26%) 20% match safety; 7.34% match	STP-TMA OM The Top K# 23889 7.34% match	STBG-U Perm. Automated Counters K# 23026 7.34% Match	STBG-TMA Fiscal Impact Tool K# 22395 7.34% Match	STBG-TMA CIM 2050 K# 19571 7.34% Match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL High Capacity Transit KN13046	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	Total Federal Funds	Required Match	Local Funds/TB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	108	106,776	-	106,776			54,911	19,293	24,735								98,939	7,837			7,837	106,776
620001 Demographics and Growth Monitoring	143	116,809	2,500	119,309			61,785	21,708	27,059								110,552	8,757			8,757	119,309
620005 Safe and Accessible Transportation (development reviews)	32	17,944	-	17,944	2,656	933	7,967	2,799									14,355	3,589			3,589	17,944
653001 Communication and Education Long-Range Planning	236	159,924	52,350	212,274													-		212,274		212,274	212,274
661001 General Project Management	640	426,259	541,238	967,497	188,563	66,252	219,209	77,020	98,743		55,596	18,532	5,780		166,788		896,483	71,014			71,014	967,497
661005 Safe and Accessible Transportation (SS4A Action Plan)	138	123,340	490,000	613,340	18,254	6,414	54,763	19,241								392,000	490,672	122,668		122,668	613,340	
661006 High-Capacity Transit PEL	188	141,575	1,100,000	1,241,575			72,806	25,581	32,796					1,019,260			1,150,443	91,132			91,132	1,241,575
661008 Bike Counter Management	212	108,907	26,693	135,600			56,007	19,678	25,228	6,350							107,263	8,497	19,840		28,337	135,600
Resource Development/Funding																	-				-	
685001 Transportation Improvement Program	394	288,776	6,500	295,276			152,964	53,744	66,895								273,603	21,673			21,673	295,276
685002 Project Development Program	29	25,471	100,000	125,471			81,667	28,694	5,900								116,261	9,210			9,210	125,471
685003 Grant Research and Development	204	176,018	20,000	196,018													-		196,018		196,018	196,018
685004 CIM Implementation Grants	16	13,482	125,000	138,482			6,933	2,436	3,123								12,492	990			125,990	138,482
685005 Safe and Accessible Transportation (CMF)	7	3,484	-	3,484	516	181	1,547	543									2,787	697			697	3,484
TOTAL PROJECTS	2,347	1,708,765	2,464,281	4,173,046	209,989	73,780	770,559	270,737	284,479	6,350	55,596	18,532	5,780	1,019,260	166,788	392,000	3,273,850	346,064	553,132	-	899,196	4,173,046
703001 Membership Services	115	105,086	-	105,086			55,609	19,538	22,226								97,373	7,713			7,713	105,086
703001 Public Services	25	22,206	-	22,206													-		22,206			22,206
705001 Transportation Liaison Services	48	43,573	-	43,573			29,877	10,497									40,374	3,199			3,199	43,573
760001 Government Affairs	270	275,034	19,750	294,784													-		294,784		294,784	294,784
TOTAL SERVICES	458	445,899	19,750	465,649	-	-	85,486	30,035	22,226	-	-	-	-	-	-	-	137,747	10,912	316,990	-	327,902	465,649
801001 Staff Development	153	115,048	50,000	165,048	31,123	10,934	82,048	38,828									152,933	12,115			12,115	165,048
820001 Committee Support	211	169,416	2,000	171,416	52,882	18,303	64,074	32,512									156,981	12,435	2,000		14,435	171,416
838005 Regional Travel Demand Model	191	176,144	67,200	243,344			166,857	58,625									225,482	17,862			17,862	243,344
842001 Congestion Management Process	79	69,166	-	69,166			47,426	16,643									64,089	5,077			5,077	69,166
860001 Geographic Information System Maintenance	337	261,559	202,160	463,719			99,340	34,904									134,244	10,635	145,206	173,634	329,475	463,719
TOTAL SYSTEM MAINTENANCE	967	791,333	321,360	1,112,693	83,215	29,237	459,745	181,532	-	-	-	-	-	-	-	-	733,729	58,124	147,206	173,634	378,964	1,112,693
990001 Direct Operations / Maintenance	-	-	830,426	830,426									496,657				496,657	39,800	218,669	75,300	333,769	830,426
991001 Support Services Labor	1,012	-	-	-													-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-													-				-	-
TOTAL INDIRECT/OVERHEAD	1,012	-	830,426	830,426	-	-	-	-	-	-	-	-	496,657	-	-	-	496,657	39,800	218,669	75,300	333,769	830,426
GRAND TOTAL	4,784	2,945,997	3,635,817	6,581,814	293,204	103,017	1,215,790	462,269	306,705.00	6,350.00	55,596.00	18,532.00	502,437	1,019,260	166,788	392,000	4,641,983	454,900	1,235,997	248,934	1,939,831	6,581,814

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
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	52,350	24,000			3,200		24,350	800		
661001 Long Range Planning: CIM 2055	6,238	6,238								
661001 LRP: Fiscal Impact Tool Update	80,000	80,000								
661001 LRP: Funding Study	275,000	275,000								
661001 LRP: Carbon Reduction Strategy	180,000	180,000								
661005 LRP: Regional Safety Action Plan	490,000	490,000								
661006 LRP: PEL High Capacity Transit	1,100,000	1,100,000								
661008 Bike Counter Management	26,693	6,853	19,840							
685001 Transportation Improvement Program	6,500						6,500			
685002 Project Development Program	100,000	100,000								
685003 Grant Research and Development	20,000	20,000								
685004 CIM Implementation Grants	125,000	125,000								
760001 Government Affairs	19,750			18,000	500				1,250	
801001 Staff Development	50,000			50,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	67,200	67,200								
860001 Geographic Information System Maintenance	202,160	125,000	77,160							
990001 Direct Operations / Maintenance										
Carryover of CIM 2055 expenses	536,000									536,000
Costs for buildout of remaining workspaces	20,000		20,000							
Air Quality Board FY2023 audit fees	5,500	5,500								
Annual salary survey update	-	-								
New/replacement hardware	10,000		10,000							
Replacement of servers/op system at end of life	40,000		40,000							
Transit network planning software	19,250		19,250							
TIP Software	58,000		58,000							
TREDIS Renewal	99,950		99,950							
Cube renewal; Cube Land	16,125		16,125							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	3,635,816	2,604,791	360,325	69,600	3,700	2,500	30,850	9,800	18,250	536,000

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2024 UPWP	FY2024 Rev 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	3,000	2,500
Employee Professional Membership	945	3,500	3,500
Postage	950	900	900
Telephone	951	14,000	19,800
Building Maintenance and Reserve for Major Repairs	955	63,550	65,565
Printing	960	1,500	1,500
Advertising	962	3,000	3,000
Audit	970	20,000	20,000
Insurance	971	18,500	25,825
Legal Services	972	5,000	5,000
General Supplies	980	9,000	7,500
Computer Supplies	982	10,000	14,000
Computer Software / Maintenance	983	29,500	35,000
Vehicle Maintenance	991	2,500	8,500
Utilities	992	13,500	13,500
Local Travel	993	1,000	1,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		233,950	262,590

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	20	2	49	108
620001	Demographics and Growth Monitoring	AM	-	135	8	-	143
620005	Safe and Accessible Transportation (development reviews)	AM	-	32	-	-	32
653001	Communication and Education	AL	8	22	206	-	236
	Long-Range Planning						
661001	General Project Management	AM	14	608	18	-	640
661005	Safe and Accessible Transportation (SS4A Action Plan)	HM	-	132	6	-	138
661006	High-Capacity Transit PEL	LK	8	150	30	-	188
661008	Bike Counter Management	AM	-	212	-	-	212
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	343	40	-	394
685002	Project Development Program	MC	-	29	-	-	29
685003	Grant Research and Development	MC	8	175	21	-	204
685004	CIM Implementation Grants	MC	-	16	-	-	16
685005	Safe and Accessible Transportation (CMF)	TT	-	7	-	-	7
TOTAL PROJECTS			86	1,881	331	49	2,347
701001	Membership Services	MW	6	81	28	-	115
703001	Public Services	MW	-	20	5	-	25
705001	Transportation Liaison Services	MS	10	26	12	-	48
760001	Government Affairs	MS	50	-	220	-	270
TOTAL SERVICES			66	127	265	-	458
801001	Staff Development	ML	10	111	22	10	153
820001	Committee Support	AL	12	67	132	-	211
836001	Regional Travel Demand Model	MW	-	191	-	-	191
842001	Congestion Management Process	MW	-	75	-	-	75
860001	Geographic Information System Maintenance	EA	-	337	-	-	337
TOTAL SYSTEM MAINTENANCE			22	781	154	10	967
TOTAL DIRECT			174	2,789	750	59	3,772
991001	Support Services Labor	ML	286	155	170	401	1,012
TOTAL INDIRECT/OVERHEAD			286	155	170	401	1,012
TOTAL LABOR			460	2,944	920	460	4,784

PROGRAM NO.		601		CLASSIFICATION:		Project	
TITLE:		UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:		Monitor and amend, as necessary, the FY2024 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 FY2025 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.					
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
FY2024 UPWP						Ongoing	
Process and track revenues and expenditures for the FY2024 UPWP and related transportation grants						As Needed	
Process required state and local agreements and other required paperwork for transportation grants							
Process and obtain Board approval of FY2024 UPWP revisions						As Needed	
Distribute revisions of the FY2024 UPWP to the Idaho Transportation Department for tracking purposes							
Distribute revisions of the FY2024 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval							
FY2025 UPWP Development						Nov	
Develop process and schedule for the FY2025 UPWP						Jan-Feb	
Solicit membership input on possible transportation planning projects and associated needs for FY2025						Mar	
Submit initial revenue assessment for FY2025 to the Finance Committee for input						Apr	
Obtain Board approval on FY2025 General and Special membership dues							
Present FY2025 UPWP						Jun	
Present draft FY2025 UPWP to Finance Committee for input and feedback						Jul	
Present draft FY2025 UPWP to Finance Committee for recommendation						Aug	
Submit FY2025 UPWP to Board for adoption						Aug	
Submit and obtain approval from Federal Highway Administration of FY2025 UPWP						Aug	
Distribute FY2025 UPWP to the Idaho Transportation Department and Federal Transit Administration						Aug	
Track Federal requirements as related to Self-Certification						Ongoing	
Compliance with federal requirements							
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan						Ongoing	
Monitor federal changes through the Federal Register							
LEAD STAFF: Meg Larsen						Expense Summary	
END PRODUCTS: FY2024 UPWP revisions; FY2025 UPWP; and maximize funding opportunities.						Total Workdays: 108	
						Salary \$ 67,076	
						Fringe 31,200	
						Overhead 8,500	
						Total Labor Cost: 106,776	
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -	
						Legal / Lobbying	
						Equipment Purchases	
						Travel / Education	
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
						Total Direct Cost: \$ -	
						601 Total Cost: \$ 106,776	
		Ada	Canyon	Special	Total		
CPG, K22108					\$ -		
CPG, K22494	54,911	19,293			74,204		
STP-TMA, 20560			24,735		24,735		
Local / Fund Bal	4,350	1,528	1,959		7,837		
Total:	\$ 59,261	\$ 20,821	\$ 26,694		106,776		

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, 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, and 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> .		
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...."		
FY2024 BENCHMARKS				
MILESTONES / PRODUCTS				
<u>Population and Employment Estimates</u> Data collection and geocoding of building permits Complete 2023 employment data Complete 2023 Development Monitoring Report Complete 2024 population estimates and receive Board acceptance				Ongoing Mar Mar Apr
<u>Development Forecasting, Tracking, and Reconciliation</u> Update preliminary plat files and other entitled development Board approval of 2055 Growth Allocation Develop population, housing, and employment forecasts for long-range transportation plan Board approval of 2055 Control Forecast Conduct build-out analysis Board approval of buildout forecast				Ongoing Aug Jan-Aug Dec Jan-Aug Aug
<u>Demographics Support</u> Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report				Ongoing Ongoing Ongoing Mar
LEAD STAFF: Austin Miller				Expense Summary
END PRODUCT: Demographic products: 1) 2024 population estimates; 2) 2023 employment estimates; 3) 2023 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; and 6) development checklist report				
ESTIMATED DATE OF COMPLETION: September-2024				TOTAL WORKDAYS: 175
				Salary \$ 84,650
				Fringe 39,375
				Overhead 10,728
				TOTAL LABOR COST: 134,753
Funding Sources				DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other 2,500
Participating Agencies				
Member Agencies				
Housing authorities and other housing stakeholders				
Total: \$ 79,958 \$ 28,093 \$ 29,202 \$ 137,253				TOTAL DIRECT COST: \$ 2,500
				620 Total Cost: \$ 137,253

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 participation 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.					
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
General							
Continue work with media -- set up interviews, develop story ideas, respond to Inquiries, write/distribute news releases						Ongoing	
Support work of Public Participation Workgroup						Ongoing	
Implement the COMPASS participation plan; work toward goals established in the plan						Ongoing	
Provide outreach/public speaking support and training to staff						Ongoing	
Develop tools, such as electronic and print materials, designed for most effective means of communication							
Maintain and enhance COMPASS social media channels						Ongoing	
Continually update the COMPASS website to improve usability and keep content up to date						Ongoing	
Develop the FY2024 annual report, annual budget summary, and annual communication summary						Oct - Dec	
Write and distribute the monthly Keeping Up With COMPASS newsletter						Ongoing	
Develop a public-focused summary brochure describing how to become involved with COMPASS						Ongoing	
Update/develop other print materials as appropriate						Ongoing	
Education and community outreach							
Develop and implement the FY2024 public education series						Jan - Sep	
Support and collaborate with other agencies' outreach and education efforts and programs						Ongoing	
Participate in community events to share planning-related information						Ongoing	
Attend/support member agencies at public meetings						Ongoing	
Manage/support the Leadership in Motion awards program						Aug - Dec	
Plan and host the annual "COMPASS 101" workshop						Jan - Feb	
Sponsor the "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)						Mar - Jun	
Present information about COMPASS and our programs to stakeholders and community groups as requested						Ongoing	
Develop a new COMPASS display for use at community meetings						Oct - Dec	
Purchase new COMPASS swag to distribute at public events						Oct - Dec	
LEAD STAFF:		Amy Luft				Expense Summary	
END PRODUCT:		Public involvement in, and understanding of, transportation planning and related issues.				Total Workdays: 236	
						Salary \$ 100,463	
						Fringe 46,730	
						Overhead 12,732	
						Total Labor Cost: 159,924	
ESTIMATED DATE OF COMPLETION:		September-2024				DIRECT EXPENDITURES:	
						Professional Services \$ 24,000	
						Legal / Lobbying	
						Equipment Purchases	
						Travel / Education	
						Printing 3,200	
						Public Involvement 24,350	
						Meeting Support 800	
						Other	
						Total Direct Cost: \$ 52,350	
						653 Total Cost: 212,274	

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 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 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.			
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
General Project Management Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June
Land Use Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans					Oct Ongoing
Active Transportation (bicycle and pedestrian) Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25
Freight Update freight study Develop freight rail analysis					FY24-FY25
Public Transportation Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25
Roadways Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor integration opportunities Develop carbon reduction strategy					FY24-FY25
Safety Develop regional safety action plan					FY24-FY25
Equity Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25
Environment, Natural Resources, and Resiliency Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25
Economic Activity Update travel and tourism					FY24-FY25
Emerging technology and security Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25
Performance Management Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
Public Involvement Conduct public involvement according to the work plan					Ongoing
Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
LEAD STAFF: Austin Miller					Expense Summary
END PRODUCT: Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.					
ESTIMATED DATE OF COMPLETION: September 2024					DIRECT EXPENDITURES: Professional Services \$ 2,138,091 Legal / Lobbying Equipment Purchases 19,840 Travel / Education Printing Public Involvement Carry-Forward Total Direct Cost: \$ 2,157,931 Total Cost: 2,958,012
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K22108	206,817	72,666		279,483	
CPG, K22494	402,785	141,520		544,305	
STP-TMA, K21889			156,767	156,767	
STBG-U, K23026			6,350	6,350	
STBG-TMA, K22395			55,596	55,596	
STBG-TMA, K19571			18,532	18,532	
STBG-TMA, K20271			5,780	5,780	
STBG-TMA, K13046			1,019,260	1,019,260	
CRP-TMA, K24233			166,788	166,788	
FHWA SS4A			392,000	392,000	
Local / Fund Bal	60,759	21,348	231,044	313,151	
Total:	670,361	235,534	2,052,117	2,958,012	

PROGRAM NO.		685	CLASSIFICATION:		Project
TITLE:		Resource Development/Funding			
TASK / PROJECT DESCRIPTION:		Develop a FY2025-2031 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 FY2024-2030 TIP. With consultant assistance, COMPASS staff 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 are 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 2050 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 ongoing maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, 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 Statewide Transportation Improvement Program (STIP), 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.			
FY2024 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 through prioritization process Develop the final FY2025-2031 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2024-2030 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 funding and programming 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: 650					
Salary \$ 318,637 Fringe 148,213 Overhead 40,381 Total Labor Cost: 507,231					
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	Professional Services \$ 245,000
	Ada	Canyon	Special	Total	Legal / Lobbying
CPG, K22108	\$ 516	181		\$ 697	Equipment Purchases
CPG, K22494	243,111	85,417		328,528	Travel / Education
STP-TMA, 20560			75,918	75,918	Printing
Other				-	Public Involvement 6,500
Local / Fund Bal	19,651	6,904	327,033	353,588	Meeting Support
					Other
Total:	\$ 263,278	\$ 92,502	\$ 402,951	\$ 758,731	Total Direct Cost: \$ 251,500
					685 Total Cost: \$ 758,731

PROGRAM NO.	701	CLASSIFICATION:	Service
TITLE:	General Membership Services		
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.		
FY2024 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows			Ongoing
Specifically requested assistance: FY2024 Member Requests; as ranked by RTAC Boise Estimating Population Density to Support Regional Transit Goals (6 days) Meridian Corridor Preservation Analysis (10 days) Notus Collector Street Rebuilds (10 days) Additional Member Requests Facilitate discussions among Canyon County roadway jurisdictions to determine support for a placing a county-wide local option registration fee on the ballot.			As Needed
LEAD STAFF: Mary Ann Waldinger			Expense Summary
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.			
ESTIMATED DATE OF COMPLETION: September-2024			Total Workdays: 115
Funding Sources			Salary \$ 66,014
			Fringe 30,706
Participating Agencies			Overhead 8,366
			Total Labor Cost: 105,086
CPG, K22108			DIRECT EXPENDITURES:
CPG, K22494			Professional Services
STP-TMA, 20560			Legal / Lobbying
Local / Fund Bal			Equipment Purchases
			Travel / Education
Total:			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			701 Total Cost: \$ 105,086

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).						
FY2024 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 END PRODUCT: Information assistance to the general public.						Expense Summary Total Workdays: 25 Salary \$ 13,950 Fringe 6,489 Overhead 1,768 Total Labor Cost: 22,206	
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES: \$ - Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			22,206	\$ 22,206			
Total:	\$ -	\$ -	\$ 22,206	\$ 22,206	703 Total Cost: \$ 22,206		

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.																				
FY2024 BENCHMARKS																						
MILESTONES / PRODUCTS																						
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing															
LEAD STAFF: Matt Stoll							<div>Expense Summary</div> <table><tr><td colspan="2">Total Workdays:</td><td>48</td></tr><tr><td>Salary</td><td>\$</td><td>27,372</td></tr><tr><td>Fringe</td><td></td><td>12,732</td></tr><tr><td>Overhead</td><td></td><td>3,469</td></tr><tr><td colspan="2">Total Labor Cost:</td><td>43,573</td></tr></table>	Total Workdays:		48	Salary	\$	27,372	Fringe		12,732	Overhead		3,469	Total Labor Cost:		43,573
Total Workdays:		48																				
Salary	\$	27,372																				
Fringe		12,732																				
Overhead		3,469																				
Total Labor Cost:		43,573																				
END PRODUCT: Ongoing staff liaison role to member agencies.																						
ESTIMATED DATE OF COMPLETION: September-2024																						
Funding Sources					Participating Agencies																	
	Ada	Canyon	Special	Total	Member Agencies																	
CPG, K22108				\$ -																		
CPG, K22494	29,877	10,497		40,374																		
Local / Fund Bal	2,367	832	-	3,199																		
Total:	\$ 32,244	\$ 11,329		\$ 43,573																		
					DIRECT EXPENDITURES:																	
					Professional Services \$ -																	
					Legal / Lobbying																	
					Equipment Purchases																	
					Travel / Education																	
					Printing																	
					Public Involvement																	
					Meeting Support																	
					Other																	
					Total Direct Cost: \$ -																	
					705	Total Cost:	\$ 43,573															

PROGRAM NO.	760				CLASSIFICATION:	Service	
TITLE:	Government Affairs						
TASK / PROJECT DESCRIPTION:	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.						
FY2024 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 FY2024 legislative session Obtain Board endorsement of FY2024 legislative priorities Educate and advocate on FY2024 legislative priorities Evaluate possible legislative priorities for FY2025 legislative session Develop a booklet highlighting COMPASS' 2024 state legislative priorities for distribution to Idaho legislators							Oct-Nov Nov-Dec Dec-Apr May-Sep Oct-Dec
LEAD STAFF: Matt Stoll					Expense Summary		
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Total Workdays: 270		
					Salary \$ 172,774		
					Fringe 80,365		
					Overhead 21,895		
					Total Labor Cost: 275,034		
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			294,784	\$ 294,784			
Total:	\$ -	\$ -	\$ 294,784	\$ 294,784			
					Total Direct Cost: \$ 19,750		
					760	Total Cost: 294,784	

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 Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.																																																																																																														
FY2024 BENCHMARKS																																																																																																															
MILESTONES / PRODUCTS																																																																																																															
Staff training and development							Ongoing																																																																																																								
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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.					
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."					
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.							Ongoing
LEAD STAFF:						Amy Luft	
END PRODUCT:						Ongoing support of committees to promote involvement and communication.	
ESTIMATED DATE OF COMPLETION:						September-2024	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K22108	\$ 52,091	\$ 18,303		\$ 70,394			
CPG, K22494	64,074	22,512		86,586			
Local / Fund Bal	9,203	3,233	2,000	14,436			
Total:	\$ 125,368	\$ 44,048		\$ 171,416			
						Expense Summary	
						Total Workdays: 211	
						Salary	\$ 106,425
						Fringe	49,503
						Overhead	13,487
						Total Labor Cost:	169,416
						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: 171,416

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 capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.324 -- 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, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f) "The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."					
FY2024 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
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							Oct - Dec
Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey							Oct - Sept
Support ACHD's Capital Improvement Plan update							Jan - Apr
Provide technical and modeling support as needed for regional long range transportation plan							Ongoing
Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released							Oct-Aug
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						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: 191	
						Salary \$ 110,652	
						Fringe 51,469	
						Overhead 13,926	
						Total Labor Cost: 176,144	
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 67,200	
CPG, K22108 CPG, K22494	Ada	Canyon	Special	Total	Highway Districts		
				\$ -	Member Agencies		
	166,857	58,625		225,482	Federal Highways Administration		
				-	Idaho Transportation Department		
Local / Fund Bal	13,218	4,644		17,862	Valley Regional Transit		
					Department of Environmental Quality		
Total:	\$ 180,075	\$ 63,269	\$ -	\$ 243,344		Total Direct Cost: \$ 67,200	
						836 Total Cost: \$ 243,344	

PROGRAM NO.		842		CLASSIFICATION:		System Maintenance			
TITLE:		Congestion Management Process							
TASK / PROJECT DESCRIPTION:		Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.							
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.							
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."							
FY2024 BENCHMARKS									
MILESTONES / PRODUCTS									
Congestion Management and Travel Time Data									
Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2023						June-Sept			
Maintain the Congestion Management Process Technical Document						Ongoing			
Publish congestion management annual report to digital format (web map/story map)						June-Sept			
Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies						Ongoing			
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									
Maintain the regional ITS inventory and TSMO/ITS projects list						Ongoing			
Refine the integration of management and operation strategies and TSMO projects into the long range plan						Ongoing			
LEAD STAFF: Mary Ann Waldinger									
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis.						Expense Summary			
						Total Workdays:		75	
						Salary		\$ 43,449	
						Fringe		20,210	
						Overhead		5,506	
ESTIMATED DATE OF COMPLETION:						Total Labor Cost: 69,166			
September-2024									
Funding Sources					Participating Agencies				
CPG, K22108 CPG, K22494	Ada	Canyon	Special	Total	Highway Districts				
	47,426	16,663		\$ 64,089	Member Agencies				
Local / Fund Bal	3,757	1,320		5,077	Federal Highways Administration				
				-					
Total:	\$ 51,183	\$ 17,983	\$ -	\$ 69,166					
DIRECT EXPENDITURES:									
Professional Services									
Legal / Lobbying									
Equipment Purchases									
Travel / Education									
Printing									
Public Involvement									
Meeting Support									
Other									
Total Direct Cost:						\$ -			
842 Total Cost:						\$ 69,166			

PROGRAM NO.		860		CLASSIFICATION:		System Maintenance	
TITLE:		Geographical Information System Maintenance (GIS)					
TASK / PROJECT DESCRIPTION:		Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		GIS data and technology are used for Internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:		Federal Code 23 CFR § 450.324 (f)-- 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...."					
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide GIS Data Maintenance and Support for COMPASS Projects Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS							Ongoing
GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings							Quarterly/as needed
Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data							Quarterly/as needed
Regional Data Center Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets							Ongoing
Transportation Improvement Program Provide ongoing support							Ongoing
2023 Orthophotography Project Finalize 2023 orthophotography acquisition Distribute final data products to participants							December
2024 Orthophotography Project Conduct 2024 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding							March - October
LEAD STAFF: Eric Adolfson						Expense Summary	
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.						Total Workdays: 337	
						Salary \$ 164,309	
						Fringe 76,428	
						Overhead 20,823	
						Total Labor Cost: 261,559	
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 125,000	
	Ada	Canyon	Special	Total	All Member Agencies	Legal / Lobbying	
CPG, K22108				\$ -		Equipment Purchases 77,160	
CPG, K22494	99,340	34,904		134,244		Travel / Education	
				-		Printing	
				-		Public Involvement	
				-		Meeting Support	
Local / Fund Bal	7,870	2,765	318,840	329,475		Other	
				-		Carry-Forward	
Total:	\$ 107,210	\$ 37,669	\$ 318,840	\$ 463,719		Total Direct Cost: \$ 202,160	
						860	Total Cost: 463,719

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.						
FY2024 BENCHMARKS							
				MILESTONES / PRODUCTS			
Provide local dollars for expenditures not federally funded. Planned FY2024 equipment and software expenditures Network server replacement Staff hardware replacement Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software Planned FY2024 buildout of remaining work spaces				Ongoing			
LEAD STAFF:				Meg Larsen		Expense Summary	
END PRODUCT:				Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.		Total Workdays: 0 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION:				September-2024		DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
STBG-TMA, K20271			496,657	\$ 496,657			
Other				-			
Local / Fund Bal			333,768	333,768			
Total:	\$ -	\$ -	\$ 830,425	\$ 830,425	Professional Services 5,500 Legal / Lobbying \$ 17,000 Equipment Purchases 263,325 Travel / Education 1,600 Printing Public Involvement Meeting Support 7,000 Carry Forward 536,000 Total Direct Cost: \$ 830,425		
					990	Total Cost: \$ 830,425	

PROGRAM NO.	991	CLASSIFICATION:	Indirect / Overhead
TITLE:		Support Services Labor	
TASK / PROJECT DESCRIPTION:		To provide labor to support the ongoing administrative functions of COMPASS. 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:		To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.	
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements. Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.	
FY2024 BENCHMARKS			
MILESTONES / PRODUCTS			
General Administration		Aug	
Review standing agreements		As needed	
Conduct appropriate procurement processes and prepare contracts, as needed		As needed	
Update COMPASS operational policies as needed		Ongoing	
Monitor general workplace and personnel needs		Ongoing	
Provide administrative assistance for agency needs			
Personnel Management		As needed	
Prepare and complete recruitment processes			
Conduct employee annual evaluations			
Renew insurance policies			
Pursue FY2024 benefit options			
Financial Management		Oct-Nov	
Close FY2023 financial records and begin FY2024		Oct-Dec	
Provide annual audit support and complete financial reports		Jan	
Complete COMPASS annual Audit Report		Jan	
Prepare and distribute year-end payroll reports		Quarterly	
Complete budget variance information and report to the Finance Committee quarterly		Ongoing	
Maintain inventory of furniture, equipment, hardware and software			
Information Technology		Ongoing	
Manage Information Technology consultant and coordinate work efforts			
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			
Maintain security and integrity of IT systems, and perform appropriate back ups			
Coordinate systems with member agencies		Oct - Dec	
LEAD STAFF: Meg Larsen		Expense Summary	
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.		Total Workdays: 1,012	
		Salary \$ -	
		Fringe -	
		Overhead -	
		Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2024		DIRECT EXPENDITURES:	
Funding Sources		Professional Services \$ -	
Participating Agencies		Legal / Lobbying	
Member Agencies		Equipment Purchases	
Idaho Transportation Department		Travel / Education	
		Printing	
		Public Involvement	
		Meeting Support	
		Other	
Total:		Total Direct Cost: \$ -	
		Total Cost: \$ -	
		991	