



Working together to plan for the future

RESOLUTION NO. 09-2024

**FOR THE PURPOSE OF APPROVING REVISION 2 OF THE
FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, Revision 1 of the FY2024 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 05-2024, dated December 18, 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 2 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 2 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 15th day of April 2024.

APPROVED:

By: 

**Trevor Chadwick, 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 2
Summary

FY2024 UPWP Revenues		6,581,814	FY2024 UPWP Expenses	6,581,814
1			Reclassifying funds from "unprogrammed" carryover of CIM 2055 expenses to Resiliency Plan and Outreach.	(183,000)
2			Increasing CIM 2055 Professional Services budget for Resiliency Plan and FY24 Outreach.	183,000
3	Remove fund balance draw for FY2024 <i>Communities in Motion</i> Implementation grant withdrawn by Kuna.	(50,000)	City of Kuna withdrew its FY2024 <i>Communities in Motion</i> Implementation grant.	(50,000)
4	Increase draw from fund balance to cover additional IT costs	33,000	Increase indirect expenses to cover IT service costs for transition to new provider and server replacement project.	33,000
Recommended Adjustments to Revenues		(17,000)	Recommended Adjustments to Expenses	(17,000)
Adjusted Revenues - Revision 2		6,564,814	Adjusted Expenses - Revision 2	6,564,814

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 2 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2024 Rev 1 UPWP	FY2024 Rev 2 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	293,204	293,204
CPG - FY2023 K# 22108; Canyon County	103,017	103,017
CPG - FY2024 K# 22494 Ada County	1,315,790	1,315,790
CPG - FY2024 K# 22494 Canyon County	462,304	462,304
Sub Total CPG Grants	2,174,315	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	6,350
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	55,596	55,596
STP TMA - K# 19571, CIM 2050 (carryover)	18,532	18,532
STBG TMA - K# 20271, CIM 2055	502,437	502,437
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	1,019,260	1,019,260
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	392,000	392,000
Subtotal	2,467,668	2,467,668
OTHER REVENUE SOURCES		
TREDIS Contribution	19,800	19,800
Orthophotography - Participant Contributions	173,634	173,634
Air Quality Board FY2023 audit fees	5,500	5,500
Interest Income	50,000	50,000
Subtotal	248,934	248,934
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	5,923,493	5,923,493
Draw From Fund Balance (CIM Implementation Grants)	125,000	75,000
Draw From Fund Balance (match + 100K on PEL high capacity transit)	80,740	80,740
Draw From Fund Balance match on transportation funding study	20,185	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	13,212	13,212
Draw From Fund Balance to cover shortfall	321,184	354,184
Subtotal	658,321	641,321
	6,581,814	6,564,814

EXPENSE	FY2024 Rev 1 UPWP	FY2024 Rev 2 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	262,590	295,590
Subtotal	262,590	295,590
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	52,350	52,350
661001, Long-Range Planning	541,238	724,238
661005, Safe Streets and Roads for All	490,000	490,000
661006, High Capacity Transit PEL	1,100,000	1,100,000
661008, Bike Counter Management	26,693	26,693
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	75,000
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	202,160	202,160
990001, Direct Operations and Maintenance	830,425	647,425
Subtotal	3,635,816	3,585,816
TOTAL EXPENSE	6,581,814	6,564,814

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	6,581,814	6,564,814
LESS: TOTAL EXPENSES	6,581,814	6,564,814
REVENUE EXCESS/(DEFICIT)	-	-

TOTAL REVENUE, ALL RESOURCES

**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 Canyon County K# 22494 (26%) 20% match safety; 7.34% match	STP-TMA Off The Top K# 21889 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/FB	Other Revenue	Total Local & Other		
601001	UPWP/Budget Development and Federal Assurances	108	107,972	-	107,972			55,731	19,581	24,735								100,047	7,925			7,925	107,972	
620001	Demographics and Growth Monitoring	143	118,117	2,500	120,617			62,682	22,023	27,059								111,764	8,853			8,853	120,617	
620005	Safe and Accessible Transportation (development reviews)	32	18,145	-	18,145	2,656	933	8,086	2,841									14,516	3,629			3,629	18,145	
653001	Communication and Education Long-Range Planning	236	161,716	52,350	214,066															214,066		214,066	214,066	
661001	General Project Management	640	431,034	724,238	1,155,272	188,563	66,252	222,483	78,170	98,743		55,596	18,532	175,348		166,788		1,070,475	84,797			84,797	1,155,272	
661005	Safe and Accessible Transportation (SS4A Action Plan)	138	124,722	490,000	614,722	18,254	6,414	55,581	19,529								392,000	491,778	122,944			122,944	614,722	
661006	High-Capacity Transit PEL	188	143,161	1,100,000	1,243,161			73,894	25,963	32,796					1,019,260			1,151,913	91,248			91,248	1,243,161	
661008	Bike Counter Management Resource Development/Funding	212	110,127	26,693	136,820			56,844	19,972	25,228	6,350							108,394	8,586	19,840		28,426	136,820	
685001	Transportation Improvement Program	394	292,011	6,500	298,511			155,182	54,523	66,895								276,600	21,911			21,911	298,511	
685002	Project Development Program	29	25,756	100,000	125,756			81,863	28,763	5,900								116,526	9,230			9,230	125,756	
685003	Grant Research and Development	204	177,990	20,000	197,990															197,990		197,990	197,990	
685004	CIM Implementation Grants	16	13,633	75,000	88,633			7,037	2,472	3,123								12,632	1,001	75,000		76,001	88,633	
685005	Safe and Accessible Transportation (CMF)	7	3,523	-	3,523	516	181	1,570	551									2,818	705			705	3,523	
TOTAL PROJECTS		2,347	1,727,907	2,597,281	4,325,188	209,989	73,780	780,953	274,388	284,479	6,350	55,596	18,532	175,348	1,019,260	166,788	392,000	3,457,463	360,829	506,896	-	867,725	4,325,188	
701001	Membership Services	115	106,263	-	106,263			56,415	19,822	22,226								98,463	7,800			7,800	106,263	
703001	Public Services	25	22,455	-	22,455															22,455		22,455	22,455	
705001	Transportation Liaison Services	48	44,061	-	44,061			30,211	10,615									40,826	3,235			3,235	44,061	
760001	Government Affairs	270	278,114	19,750	297,864															297,864		297,864	297,864	
TOTAL SERVICES		458	450,893	19,750	470,643	-	-	86,626	30,437	22,226	-	-	-	-	-	-	-	139,289	11,035	320,319	-	331,354	470,643	
801001	Staff Development	153	116,337	50,000	166,337	31,123	10,934	82,933	29,138									154,128	12,209			12,209	166,337	
820001	Committee Support	211	171,314	2,000	173,314	52,092	18,303	65,375	22,970									158,740	12,574	2,000		14,574	173,314	
836001	Regional Travel Demand Model	191	178,117	67,200	245,317			168,209	59,101									227,310	18,007			18,007	245,317	
842001	Congestion Management Process	75	69,941	-	69,941			47,957	16,850									64,807	5,134			5,134	69,941	
860001	Geographic Information System Maintenance	337	264,489	202,160	466,649			83,737	29,420									113,157	9,396	170,462	173,634	353,492	466,649	
TOTAL SYSTEM MAINTENANCE		967	800,198	321,360	1,121,558	83,215	29,237	448,211	157,479	-	-	-	-	-	-	-	-	718,142	57,320	172,462	173,634	403,416	1,121,558	
990001	Direct Operations / Maintenance	-	-	647,425	647,425									327,089				327,089	25,910	219,126	75,300	320,336	647,425	
991001	Support Services Labor	1,012	-	-	-																	-	-	
999001	Indirect Operations/Maintenance	-	-	-	-																	-	-	
TOTAL INDIRECT/OVERHEAD		1,012	-	647,425	647,425	-	-	-	-	-	-	-	327,089	-	-	-	-	327,089	25,910	219,126	75,300	320,336	647,425	
GRAND TOTAL		4,784	2,978,998	3,585,816	6,564,814	293,204	103,017	1,315,790	462,304	306,705	6,350	55,596	18,532	502,437	1,019,260	166,788	392,000	4,641,983	455,094	1,218,803	248,934	1,922,831	6,564,814	

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 2 - 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	189,238	189,238								1,2
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	75,000	75,000								3
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	353,000									353,000 1,2
	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		3,585,816	2,737,791	360,325	69,600	3,700	2,500	30,850	9,800	18,250	353,000

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 2 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2024 Rev 1	FY2024 Rev 2
Professional Services	930	30,000	63,000
Equipment Repair / Maintenance	936	500	500
Publications	943	2,500	2,500
Employee Professional Membership	945	3,500	3,500
Postage	950	900	900
Telephone	951	19,800	19,800
Building Maintenance and Reserve for Major Repairs	955	65,565	65,565
Printing	960	1,500	1,500
Advertising	962	3,000	3,000
Audit	970	20,000	20,000
Insurance	971	25,825	25,825
Legal Services	972	5,000	5,000
General Supplies	980	7,500	7,500
Computer Supplies	982	14,000	14,000
Computer Software / Maintenance	983	35,000	35,000
Vehicle Maintenance	991	8,500	8,500
Utilities	992	13,500	13,500
Local Travel	993	1,000	1,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		262,590	295,590

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 2 - 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 Process and track revenues and expenditures for the FY2024 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants Process and obtain Board approval of FY2024 UPWP revisions 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 Develop process and schedule for the FY2025 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2025 Submit initial revenue assessment for FY2025 to the Finance Committee for input Obtain Board approval on FY2025 General and Special membership dues Present FY2025 UPWP Present draft FY2025 UPWP to Finance Committee for input and feedback Present draft FY2025 UPWP to Finance Committee for recommendation Submit FY2025 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2025 UPWP Distribute FY2025 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 Monitor federal changes through the Federal Register						Ongoing As Needed As Needed Nov Jan-Feb Mar Apr Jun Jul Aug Aug Aug Ongoing Ongoing	
LEAD STAFF: Meg Larsen					Expense Summary		
END PRODUCTS: FY2024 UPWP revisions; FY2025 UPWP; and maximize funding opportunities.					Total Workdays: 108		
					Salary \$ 66,943		
					Fringe 30,340		
					Overhead 10,689		
					Total Labor Cost: 107,972		
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K22108					Federal Highway Administration		
CPG, K22494	55,731	19,581		\$ 75,312	Federal Transit Administration		
STP-TMA, 20560			24,735	24,735			
Local / Fund Bal	4,415	1,551	1,959	7,925			
Total:	\$ 60,146	\$ 21,132	\$ 26,694	107,972			
					Total Direct Cost: \$ -		
					601	Total Cost: \$ 107,972	

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 modelling, 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					
Population and Employment Estimates			Ongoing Mar Mar Apr		
Data collection and geocoding of building permits					
Complete 2023 employment data					
Complete 2023 Development Monitoring Report					
Complete 2024 population estimates and receive Board acceptance					
Development Forecasting, Tracking, and Reconciliation			Ongoing Aug Jan-Aug Dec Jan-Aug Aug		
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					
Demographics Support			Ongoing Ongoing Ongoing Mar		
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					
LEAD STAFF: Austin Miller					
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			Expense Summary		
			Total Workdays: 175		
			Salary \$ 84,482		
			Fringe 38,290		
			Overhead 13,490		
			Total Labor Cost: 136,262		
ESTIMATED DATE OF COMPLETION: September-2024			DIRECT EXPENDITURES:		
Funding Sources			Professional Services		
Participating Agencies			Legal / Lobbying		
			Equipment Purchases		
			Travel / Education		
			Printing		
			Public Involvement		
			Meeting Support		
			Other 2,500		
			Total Direct Cost: \$ 2,500		
			620 Total Cost: \$ 138,762		
CPG, K22108	Ada	Canyon	Special	Total	Member Agencies
CPG, K22494	\$ 2,656	\$ 933		\$ 3,589	Housing authorities and other housing stakeholders
STP-TMA, 20560	70,768	24,864		95,632	
			27,059	27,059	
Local / Fund Bal	8,056	2,283	2,143	12,482	
Total:	\$ 81,480	\$ 28,080	\$ 29,202	\$ 138,762	

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							
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							
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 \$ 100,264	
						Fringe 45,442	
						Overhead 16,010	
						Total Labor Cost: 161,716	
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	
						Total Cost: 214,066	
						653	
						653	

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						
<u>General Project Management</u> Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study		Ongoing Oct-Mar May-June				
<u>Land Use</u> Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans		Oct Ongoing				
<u>Active Transportation (bicycle and pedestrian)</u> Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process		FY24-FY25				
<u>Freight</u> Update freight study Develop freight rail analysis		FY24-FY25				
<u>Public Transportation</u> 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				
<u>Roadways</u> Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy		FY24-FY25				
<u>Safety</u> Develop regional safety action plan		FY24-FY25				
<u>Equity</u> Analysis of transportation underfunding Update disadvantaged groups needs analysis		FY24-FY25				
<u>Environment, Natural Resources, and Resiliency</u> Update environmental mitigation strategies Develop resiliency improvement plan		FY24-FY25				
<u>Economic Activity</u> Update travel and tourism		FY24-FY25				
<u>Emerging technology and security</u> Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study		FY24-FY25				
<u>Performance Management</u> Update asset management information as needed Update federally required performance targets as needed		Mar Ongoing				
<u>Public Involvement</u> Conduct public involvement according to the work plan		Ongoing				
<u>Bike Counter Management</u> 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</i> 2055; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.		Total Workdays: 1,178				
		Salary \$ 501,607				
		Fringe 227,341				
		Overhead 80,095				
		Total Labor Cost: 809,044				
ESTIMATED DATE OF COMPLETION:		September-2024				
Funding Sources		Participating Agencies				
	Ada	Canyon	Special	Total	Member Agencies	DIRECT EXPENDITURES:
CPG, K22108	206,817	72,666		279,483	ITD	Professional Services \$ 2,321,091
CPG, K22494	408,802	143,634		552,436	FHWA	Legal / Lobbying
STP-TMA, K21889			156,767	156,767	FTA	Equipment Purchases 19,840
STBG-U, K23026			6,350	6,350	Housing authorities and other housing stakeholders	Travel / Education
STBG-TMA, K22395			55,596	55,596		Printing
STBG-TMA, K19571			18,532	18,532		Public Involvement
STBG-TMA, K20271			175,348	175,348		Carry-Forward
STBG-TMA, K13046			1,019,260	1,019,260		
CRP-TMA, K24233			166,788	166,788		
FHWA 5S4A			392,000	392,000		
Local / Fund Bal	65,483	19,645	242,287	327,415		Total Direct Cost: \$ 2,340,931
Total:	681,102	235,945	2,232,928	3,149,975		661 Total Cost: 3,149,975

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	
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.		Expense Summary	
		Total Workdays: 650	
		Salary \$ 318,006	
		Fringe 144,129	
		Overhead 50,778	
		Total Labor Cost: 512,913	
ESTIMATED DATE OF COMPLETION:		September-2024	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special Total
CPG, K22108	\$ 516	181	\$ 697
CPG, K22494	245,652	86,309	331,961
STP-TMA, 20560			75,918
Other			-
Local / Fund Bal	19,857	6,976	279,004
			305,837
Total:	\$ 266,025	\$ 93,466	\$ 354,922 \$ 714,413
		DIRECT EXPENDITURES:	
		Professional Services \$ 195,000	
		Legal / Lobbying	
		Equipment Purchases	
		Travel / Education	
		Printing	
		Public Involvement 6,500	
		Meeting Support	
		Other	
		Total Direct Cost: \$ 201,500	
		685 Total Cost: \$ 714,413	

[illegible]

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							
Provide assistance to public and non-member entities, as requested, in the areas of: 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 \$ 13,922 Fringe 6,310 Overhead 2,223 Total Labor Cost: 22,455		
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			22,455	\$ 22,455			
Total:	\$ -	\$ -	\$ 22,455	\$ 22,455			
					703 Total Cost: \$ 22,455		

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					
END PRODUCT: Ongoing staff liaison role to member agencies.					Expense Summary
					Total Workdays: 48
					Salary \$ 27,318
					Fringe 12,381
					Overhead 4,362
					Total Labor Cost: 44,061
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources					Professional Services \$ -
Participating Agencies					Legal / Lobbying
Member Agencies					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
CPG, K22108					705
CPG, K22494					Total Cost: \$ 44,061
Local / Fund Bal					
Total:					

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 END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Expense Summary Total Workdays: 270 Salary \$ 172,431 Fringe 78,150 Overhead 27,533 Total Labor Cost: 278,114
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Local / Fund Bal			297,864	\$ 297,864	
Total:	\$ -	\$ -	\$ 297,864	\$ 297,864	
					Professional Services Legal / Lobbying \$ 1,250 Equipment Purchases Travel / Education 18,000 Printing 500 Public Involvement Meeting Support Other Total Direct Cost: \$ 19,750
					760 Total Cost: 297,864

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	
LEAD STAFF: Meg Larsen						Expense Summary	
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.						Total Workdays: 153	
						Salary \$ 72,129	
						Fringe 32,691	
						Overhead 11,517	
						Total Labor Cost: 116,337	
ESTIMATED DATE OF COMPLETION: September-2024				DIRECT EXPENDITURES:			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Federal Highway Administration		
CPG, K22108	\$ 31,123	\$ 10,934		\$ 42,057	Federal Transit Administration		
CPG, K22494	82,933	29,138		112,071			
Local / Fund Bal	9,035	3,174		12,209			
Total:	\$ 123,091	\$ 43,246	\$ -	\$ 166,337			
					Total Direct Cost: \$ 50,000		
					801 Total Cost: \$ 166,337		

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							<div>Expense Summary</div> <div>Total Workdays: 211</div> <div>Salary \$ 106,215</div> <div>Fringe 48,139</div> <div>Overhead 16,960</div> <div>Total Labor Cost: 171,314</div> <div>DIRECT EXPENDITURES:</div> <div>Professional Services \$</div> <div>Legal / Lobbying</div> <div>Equipment Purchases</div> <div>Travel / Education</div> <div>Printing</div> <div>Public Involvement</div> <div>Meeting Support 2,000</div> <div>Other</div> <div>Total Direct Cost: \$ 2,000</div> <div>820 Total Cost: 173,314</div>
END PRODUCT: Ongoing support of committees to promote involvement and communication.							
ESTIMATED DATE OF COMPLETION: September-2024							
Funding Sources					Participating Agencies		
					Member Agencies		
CPG, K22108	\$ 52,091	\$ 18,303		\$ 70,394			
CPG, K22494	65,375	22,970		88,345			
Local / Fund Bal	9,305	3,269	2,000	14,574			
Total:	\$ 126,771	\$ 44,542		\$ 173,314			

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 \$ 110,433	
						Fringe 50,051	
						Overhead 17,634	
						Total Labor Cost: 178,117	
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 67,200	
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying	
CPG, K22108				\$ -	Member Agencies	Equipment Purchases	
CPG, K22494	168,209	59,101		227,310	Federal Highways Administration	Travel / Education	
				-	Idaho Transportation Department	Printing	
				-	Valley Regional Transit	Public Involvement	
Local / Fund Bal	13,325	4,683		18,007	Department of Environmental Quality	Meeting Support	
						Other	
Total:	\$ 181,534	\$ 63,784	\$ -	\$ 245,317		Total Direct Cost: \$ 67,200	
						836 Total Cost: \$ 245,317	

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							
Maintain the Congestion Management Process Technical Document							
Publish congestion management annual report to digital format (web map/story map)							
Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies							
June-Sept							
Ongoing							
June-Sept							
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							
Refine the integration of management and operation strategies and TSMO projects into the long range plan							
Ongoing							
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.							
ESTIMATED DATE OF COMPLETION: September-2024							
Expense Summary							
Total Workdays: 75							
Salary \$ 43,363							
Fringe 19,653							
Overhead 6,924							
Total Labor Cost: 69,941							
DIRECT EXPENDITURES:							
Professional Services							
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
Total Direct Cost: \$ -							
842 Total Cost: \$ 69,941							
Funding Sources							
Participating Agencies							
CPG, K22108							
CPG, K22494							
Local / Fund Bal							
Total:							
Ada Canyon Special Total Highway Districts Member Agencies Federal Highways Administration							
Total: \$ 51,756 \$ 18,185 \$ - \$ 69,941							

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 Adolphson		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 \$ 163,983			
		Fringe 74,321			
		Overhead 26,184			
		Total Labor Cost: 264,489			
ESTIMATED DATE OF COMPLETION: September-2024		DIRECT EXPENDITURES:			
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	All Member Agencies
CPG, K22108				\$ -	
CPG, K22494	83,737	29,420		113,157	
				-	
				-	
Local / Fund Bal	6,953	2,443	344,096	353,492	
				-	
Total:	\$ 90,690	\$ 31,863	\$ 344,096	\$ 466,649	
					Professional Services \$ 125,000
					Legal / Lobbying
					Equipment Purchases 77,160
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Carry-Forward
					Total Direct Cost: \$ 202,160
					860 Total Cost: 466,649

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:				Expense Summary			
Meg Larsen				Total Workdays: 0			
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Salary \$ -			
				Fringe -			
				Overhead -			
				Total Labor Cost: \$ -			
ESTIMATED DATE OF COMPLETION:				September-2024			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
STBG-TMA, K20271			327,089	\$ 327,089			
Other Local / Fund Bal			320,336	320,336			
Total:	\$ -	\$ -	\$ 647,425	\$ 647,425			
				DIRECT EXPENDITURES:			
				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 353,000			
				Total Direct Cost: \$ 647,425			
				990 Total Cost: \$ 647,425			

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:	<p>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.</p> <p>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.</p>		
FY2024 BENCHMARKS			
MILESTONES / PRODUCTS			
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs			Aug As needed As needed Ongoing Ongoing
Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2024 benefit options			As needed
Financial Management Close FY2023 financial records and begin FY2024 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software			Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing
Information Technology 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			Ongoing 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.			
ESTIMATED DATE OF COMPLETION: September-2024			Total Workdays: 1,012
Funding Sources			Salary \$ -
			Fringe -
Participating Agencies			Overhead -
			Total Labor Cost: \$ -
DIRECT EXPENDITURES:			Professional Services \$ -
Member Agencies Idaho Transportation Department			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
Total Direct Cost: \$ -			
Total: \$ - \$ - \$ - \$ -			991 Total Cost: \$ -