



Working together to plan for the future

RESOLUTION NO. 11-2023

**FOR THE PURPOSE OF APPROVING REVISION 2 OF THE
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, Revision 1 of the FY2023 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 07-2023, dated December 19, 2022;

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 FY2023 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 FY2023 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 17th day of April 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 to FY2023 - Revision 2
Summary

Revision 1 FY2023 UPWP Revenues		4,310,925	Revision 1 FY2023 UPWP Expenses	4,310,925
1	FHWA grant funding for Safe Streets and Roads for All Action Plan	392,000	Professional Services to develop Safe Streets and Roads for All Action Plan	490,000
	Increase draw from fund balance to cover 20% match on Safe Streets and Roads for All Action Plan	98,000		
2	Increase interest revenue to reflect significant increases in rates for interest earned on cash balances; higher rates are expected to be sustained through end of fiscal year	25,341		
3			Increase bike counter supplies budget to cover cost of 4G upgrades needed for automatic data transmission	8,530
			Decrease unprogrammed local funds to be carried over to FY2024; this amount of local funds was programmed to cover bike counter supplies	(8,530)
4			Increase staff development budget to cover additional training for new staff	20,000
			Decrease unprogrammed FY2023 CPG funds to be carried over to FY2024; this amount of CPG funds was programmed for staff development	(20,000)
5			Add professional services to cover final payment to Travel Survey consultant. Billing from consultant was significantly delayed due to consultant staff turnover	15,148
			Decrease unprogrammed FY2023 CPG funds to be carried over to FY2024; this amount of CPG funds was programmed for travel survey	(15,148)
6			Add consultant support for a salary/benefit survey to assess market competitiveness of COMPASS' compensation package	10,000
7			Correct workdays of Government Affairs Coordinator so they are properly allocated to legislative expense and funded with local dollars; increase amount of unprogrammed FY2023 CPG funds resulting from adjustment	24,131
			Decrease unprogrammed local funds to be carried over to FY2024; this amount of local funds was applied to legislative expense	(8,790)
Recommended Adjustments to Revenues		515,341	Recommended Adjustments to Expenses	515,341
Adjusted Revenues - Revision 1		4,826,266	Adjusted Expenses - Revision 1	4,826,266

A	B	C	D	E	F	G	H	I	J
	COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO								
	FY2023 UNIFIED FINANCIAL WORK PROGRAM AND BUDGET - REVISION 2								
	REVENUE AND EXPENSE SUMMARY								
1	REVENUE	FY2023 Rev 1	FY2023 Rev 2		EXPENSE		FY2023 Final	FY2023 Rev 2	
2	GENERAL MEMBERSHIP				SALARY, FRINGE & CONTINGENCY				
3	Ada County	249,479	249,479		Salary		1,767,151	1,767,151	
4	Ada County Highway District	249,479	249,479		Fringe		822,100	822,100	
5	Canyon County	122,508	122,508		Contingency (Overtime, Bonus, and Sick Time Trade)		19,000	19,000	
6	Canyon Highway District No. 4	47,092	47,092		Subtotal		2,608,251	2,608,251	
7	Golden Gate Highway District No. 3				INDIRECT OPERATIONS & MAINTENANCE				
8	City of Boise	107,392	107,392		Indirect Costs		217,900	217,900	
9	City of Caldwell	29,298	29,298		Subtotal		217,900	217,900	
10	City of Eagle	14,973	14,973		DIRECT OPERATIONS & MAINTENANCE				
11	City of Garden City	5,749	5,749		620001, Demographics and Growth Monitoring		2,500	2,500	
12	City of Greenleaf	370	370		653001, Communication and Education		49,100	49,100	
13	City of Kuna	12,116	12,116		661001, Long-Range Planning		323,514	323,514	
14	City of Meridian	58,848	58,848		661005, Safe Streets and Roads for All		-	-	
15	City of Melba	256	256		661008, Bike Counter Management		58,800	58,800	
16	City of Middleton	4,727	4,727		685001, Transportation Improvement Program		6,000	6,000	
17	City of Nampa	48,112	48,112		685002, Project Development Program		115,632	115,632	
18	City of Notus	273	273		685004, CIM Implementation Grants		75,000	75,000	
19	City of Parma	935	935		702001, Air Quality Outreach		100,000	100,000	
20	City of Star	6,711	6,711		760001, Government Affairs (was Legislative Services)		18,000	18,000	
21	City of Wilder	714	714		801001, Staff Development		40,000	40,000	
22	Subtotal	959,032	959,032		820001, Committee Support		2,000	2,000	
23	SPECIAL MEMBERSHIP				836001, Regional Travel Demand Model		37,200	37,200	
24	Boise State University	9,600	9,600		836001, Regional Travel Demand Model		15,148	15,148	
25	Capital City Development Corporation	9,600	9,600		860001, Geographic Information System Maintenance		205,800	205,800	
26	Idaho Department of Environmental Quality	9,600	9,600		990001, Direct Operations and Maintenance		451,228	451,228	
27	Idaho Transportation Department	9,600	9,600		Subtotal		1,484,774	1,484,774	
28	Valley Regional Transit	9,600	9,600		TOTAL EXPENSE		4,310,925	4,310,925	
29	Subtotal	48,000	48,000						
30	GRANTS AND SPECIAL PROJECTS								
31	FHWA/FTA - Consolidated Planning Grants								
32	CPG - FY2022 K# 20640 Ada County (carryover from FY22 YE)	323,578	323,578						
33	CPG - FY2022 K# 20640 Canyon County (carryover from FY22 YE)	113,690	113,690						
34	CPG - FY2023 K# 22108: Ada County	1,280,846	1,280,846						
35	CPG - FY2023 K# 22108: Canyon County	450,027	450,027						
36	Sub Total CPG Grants	2,168,141	2,168,141						
37	STBG-TMA & STBG-U - K# 20560: FY2023 off-the-top funds for Planning	306,705	306,705						
38	STBG-U - K# 23026 Permanent Automated Counters	36,137	36,137						
39	STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3	55,596	55,596						
40	STP TMA - K# 19571, CIM 2050 (carryover from FY22 YE)	99,302	99,302						
41	STBG TMA - K# 20271, CIM Minor Update	169,568	169,568						
42	FHWA Safe Streets and Roads for All Action Plan	392,000	392,000	1					
43	Subtotal	667,308	1,059,308						
44	OTHER REVENUE SOURCES								
45	Idaho Department of Environmental Quality	55,000	55,000						
46	Ada County Air Quality Board	55,000	55,000						
47	Air Quality Operations - Management Fee	70,000	70,000						
48	Cities of Star and Nampa - Project Dev reimb; consultant refund	41,945	41,945						
49	Orthophotography - Participant Contributions	125,000	125,000						
50	Interest Income	9,000	34,341	2					
51	Subtotal	355,945	381,286						
52	TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	4,198,425	4,615,766						
53	Draw From Fund Balance (CIM Implementation Grants)	75,000	75,000						
54	Draw From Fund Balance (funds set aside for orthophotography flight)	37,500	37,500						
55	Draw From Fund Balance (20% match on Safe Streets for All Action Plan)	112,500	210,500	1					
56	Subtotal	225,000	323,000						
57	TOTAL REVENUE, ALL RESOURCES	4,310,925	4,826,266						
58	REVENUE AND EXPENSE SUMMARY								
59	TOTAL REVENUE	4,310,925	4,826,266						
60	LESS: TOTAL EXPENSES	4,310,925	4,826,266						
61	REVENUE EXCESS/(DEFICIT)	-	-						
62	TOTAL REVENUE, ALL RESOURCES	4,310,925	4,826,266						

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
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	49,100	24,000			1,300		23,800			
661001 Long-Range Planning	323,514	302,514								
661005 Safe Streets and Roads for All	490,000	490,000			2,000		19,000			
661008 Bike Counter Management	67,330		67,330							
685001 Transportation Improvement Program	6,000						6,000			
685002 Project Development Program	115,632	115,632								
685004 CIM Implementation Grants	75,000	75,000								
702001 Air Quality Outreach	100,000	100,000		18,000						
760001 Government Affairs	18,000									
801001 Staff Development	60,000			60,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	37,200	37,200								
838001 Travel Survey Data Collection	15,148	15,148								
860001 Geographic Information System Maintenance	205,800	162,500	43,300							
990001 Direct Operations / Maintenance	297,041									297,041
Consultant support for salary/benefits survey	10,000	10,000								
Migrate website from Dreamweaver	8,000	8,000								
New/replacement hardware and software	10,000		10,000							
Phone System (carry over)	20,000		20,000							
Workspace buildout (carry over)	18,000		18,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600		1,600							
NARC Executive Directors' Conf Sponsorship	10,000		10,000							
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.								7,000		
GRAND TOTAL	2,000,115	1,339,994	192,880	89,600	3,300	2,500	48,800	9,000	17,000	297,041

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY

CATEGORY	ACCOUNT CODE	FY2023 Final	FY2023 Rev 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	2,000	2,000
Employee Professional Membership	945	4,500	4,500
Postage	950	600	600
Telephone	951	14,000	14,000
Building Maintenance and Reserve for Major Repairs	955	63,550	63,550
Printing	960	1,500	1,500
Advertising	962	1,500	1,500
Audit	970	17,000	17,000
Insurance	971	17,250	17,250
Legal Services	972	5,000	5,000
General Supplies	980	3,500	3,500
Computer Supplies	982	9,000	9,000
Computer Software / Maintenance	983	29,500	29,500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	9,000	9,000
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		217,900	217,900

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	21	19	2	41	83
620001	Demographics and Growth Monitoring	AM	-	39	7	-	46
620005	Safe and Accessible Transportation (development reviews)	AM	-	35	-	-	35
653001	Communication and Education	AL	8	10	175	-	193
	Long-Range Planning	AM					
661001	General Project Management	AM	14	596	60	-	670
661005	Safe and Accessible Transportation	AM	-	157	-	-	157
661008	Bike Counter Management	AM	-	304	-	-	304
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	11	364	43	-	418
685002	Project Development Program	MC	-	36	-	-	36
685003	Grant Research and Development	MC	8	170	10	-	188
685004	CIM Implementation Grants	MC	-	25	-	-	25
685005	Safe and Accessible Transportation (safety grant application)	TT	-	7	-	-	7
TOTAL PROJECTS			62	1,762	297	41	2,162
701001	Membership Services	AM	1	43	6	-	50
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	Public Services	MW	-	55	7	-	62
704001	Air Quality Operations	ML	67	-	12	49	128
705001	Transportation Liaison Services	MS	10	15	13	-	38
760001	Government Affairs	MS	38	-	215	-	253
TOTAL SERVICES			116	113	260	49	538
801001	Staff Development	ML	6	102	19	6	133
820001	Committee Support	ML	7	118	129	-	254
836001	Regional Travel Demand Model	MW	-	302	-	-	302
838001	Travel Survey Data Collection	MW	-	-	-	-	-
842001	Congestion Management Process	MW	-	137	-	-	137
842002	I-84 Corridor Operations Plan	MW	-	10	-	-	10
860001	Geographic Information System Maintenance	EA	-	374	-	-	374
860005	Safe and Accessible Transportation (mapping)	AM	-	18	-	-	18
TOTAL SYSTEM MAINTENANCE			13	1,061	148	6	1,228
TOTAL DIRECT			191	2,936	705	96	3,928
991001	Support Services Labor	ML	269	164	215	364	1,012
TOTAL INDIRECT/OVERHEAD			269	164	215	364	1,012
TOTAL LABOR			460	3,100	920	460	4,940

PROGRAM NO.	601	CLASSIFICATION:	Project
TITLE: UPWP Budget Development and Monitoring			
TASK / PROJECT DESCRIPTION:		Monitor and amend, as necessary, the FY2023 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 FY2024 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.	
FY2023 BENCHMARKS			
MILESTONES / PRODUCTS			
FY2023 UPWP		Ongoing As Needed	
Process and track revenues and expenditures for the FY2023 UPWP and related transportation grants			
Process required state and local agreements and other required paperwork for transportation grants			
Process and obtain Board approval of FY2023 UPWP revisions		As Needed	
Distribute revisions of the FY2023 UPWP to the Idaho Transportation Department for tracking purposes			
Distribute revisions of the FY2023 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval			
FY2024 UPWP Development		Nov Jan-Feb Mar Apr	
Develop process and schedule for the FY2024 UPWP			
Solicit membership input on possible transportation planning projects and associated needs for FY2024			
Submit Initial revenue assessment for FY2024 to the Finance Committee for input			
Obtain Board approval on FY2024 General and Special membership dues			
Present FY2024 UPWP		Jun Jul Aug Aug Aug	
Present draft FY2024 UPWP to Finance Committee for input and feedback			
Present draft FY2024 UPWP to Finance Committee for recommendation			
Submit FY2024 UPWP to Board for adoption			
Submit and obtain approval from Federal Highway Administration of FY2024 UPWP			
Distribute FY2024 UPWP to the Idaho Transportation Department and Federal Transit Administration			
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: FY2022 UPWP revisions; FY2023 UPWP; and maximize funding opportunities.		Total Workdays: 83	
		Salary \$ 43,919	
		Fringe 19,843	
		Overhead 5,961	
		Total Labor Cost: 69,724	
ESTIMATED DATE OF COMPLETION: September-2023		DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies	
CPG, K20640	Ada 3,700	Canyon 1,300	Special 5,000
CPG, K22108	21,908	7,698	29,606
STP-TMA, K20560	22,200	7,800	30,000
Local / Fund Bal	3,787	1,331	5,118
Total:	\$ 51,595	\$ 18,129	\$ - 69,724
		Member Agencies	
		Federal Highway Administration	
		Federal Transit Administration	
		Professional Services \$ -	
		Legal / Lobbying	
		Equipment Purchases	
		Travel / Education	
		Printing	
		Public Involvement	
		Meeting Support	
		Other	
		Total Direct Cost: \$ -	
		601 Total Cost: \$ 69,724	

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; 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> , and 5) developing a housing coordination plan to better integrate affordable housing, employment, and transportation planning.				
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...."				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>Population and Employment Estimates</u> Data collection and geocoding of building permits Complete 2022 employment data Complete 2022 Development Monitoring Report Complete 2023 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 Reconcile CIM 2050 preferred growth scenario with entitlements Develop population, housing, and employment forecasts for long-range transportation plan			Ongoing Ongoing Summer		
<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 Spring		
LEAD STAFF: Austin Miller			Expense Summary		
END PRODUCT: Demographic products: 1) 2023 population estimates; 2) 2022 employment estimates; 3) 2021 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; 6) development checklist report; and 7) housing coordination plan.					
			Total Workdays: 81		
			Salary \$ 31,990		
			Fringe 14,453		
			Overhead 4,342		
			Total Labor Cost: 50,785		
ESTIMATED DATE OF COMPLETION: September-2023			DIRECT EXPENDITURES:		
Funding Sources			Professional Services		
Participating Agencies			Legal / Lobbying		
CPG, K20640	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108	\$ 3,700	\$ 1,300		\$ 5,000	Housing authorities and other housing stakeholders
STP-TMA, K20560	6,937	2,437		9,374	
			35,000	35,000	
Local / Fund Bal	2,894	1,017		3,911	
Total:	\$ 13,531	\$ 4,754	\$ 35,000	53,285	
			Total Direct Cost: \$ 2,500		
			620	Total Cost: \$ 53,285	

PROGRAM NO.		653		CLASSIFICATION:		Project	
TITLE:		Communication and Education					
TASK / PROJECT DESCRIPTION:		The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
General		Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement, and potentially update, the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff				Ongoing Ongoing Ongoing	
Develop tools, such as electronic and print materials, designed for most effective means of communication		Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2022 annual report, annual budget summary, and annual communication summary Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate				Ongoing Ongoing Oct - Dec Ongoing Ongoing	
Education and community outreach		Develop and implement FY2023 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support Leadership in Motion awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested				Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing	
LEAD STAFF:		Amy Luft				Expense Summary	
END PRODUCT:		Public involvement in, and understanding of, transportation planning and related issues.				Total Workdays: 193	
						Salary \$ 77,437	
						Fringe 34,988	
						Overhead 10,511	
						Total Labor Cost: 122,936	
ESTIMATED DATE OF COMPLETION:		September-2023				DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies				Professional Services \$ 24,000	
Ada Canyon Special Total		Member Agencies				Legal / Lobbying	
CPG, K20640 STP-TMA, K19920						Equipment Purchases	
						Travel / Education	
						Printing 1,300	
						Public Involvement 23,800	
						Meeting Support	
						Other	
Local / Fund Bal						Total Direct Cost: \$ 49,100	
						653 Total Cost: 172,036	

DIRECT EXPENDITURES:	
Professional Services	\$ 24,000
Legal / Lobbying	
Equipment Purchases	
Travel / Education	
Printing	1,300
Public Involvement	23,800
Meeting Support	
Other	
Total Direct Cost:	\$ 49,100
653	Total Cost:
	172,036

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.					
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
General Project Management							
Work with the Regional Transportation Advisory Committee and the COMPASS Board of Directors to finalize and adopt CIM 2050						Oct-Dec	
Monitor legislative, funding, etc. changes and provide updates						Ongoing	
Draft work plan, schedule and budget for next plan update						June	
Integrate complete network policy to transportation planning and improvements						Oct-Sep	
Update environmental data for further analyses and mapping						Ongoing	
Integrate equitable and sustainable practices in transportation planning and to inform land use planning and decision-making						Oct-Sep	
Housing Coordination Plan							
Select consultant for housing coordination plan						Oct	
Partnership outreach and kickoff meeting						Winter	
Roadways							
Integrate results of congestion management process						Feb	
Identify barriers to and opportunities for increasing transportation resiliency						Oct-Sep	
Research needs and opportunities to deploy/expand electric vehicle charging infrastructure						Oct-Sep	
Develop Safe Streets and Roads for All Action Plan						Apr-Sep	
Freight							
Investigate freight first/last mile needs and impacts						Mar	
Identify needs and goals for rail freight in the region						Apr	
Assist member agencies in freight funding applications						Dec	
Follow up on past freight project implementation						Spring	
Integrate freight needs into Complete Network Policy implementation						Ongoing	
Active Transportation (bicycle and pedestrian)							
Integrate active transportation needs into Complete Network Policy implementation						Ongoing	
Develop regional pathway implementation/funding plan/strategy (including rails with trails)						Feb	
Investigate active transportation first/last mile needs						Mar	
Research regional safe-route needs and explore development of metrics						Apr	
Public Transportation							
Update High Capacity Transit Study for 2020/2050 data						Dec	
Continue high-capacity transit planning per COMPASS Board's direction						Oct-Sep	
Develop Park and Ride implementation plan						May	
Investigate transit-supportive infrastructure and transportation-land use nexus (includes first/last mile considerations)						Oct-Sep	
Performance Management							
Update asset management information as needed						Oct-Sep	
Update federally required performance targets as needed						Ongoing	
Complete TIP Achievement reporting process						Aug	
Document criteria for analyzing impact of long-term unfunded transportation needs on various travel modes and users						Oct-Sep	
Update Fiscal Impact Tool (FIT)						Summer	
Public Involvement							
Conduct public involvement according to the work plan						Ongoing	
Bike Counter Management							
Manage portable counter requests						Ongoing	
Manage permanent counter program and COMPASS Data Bike						Ongoing	
Manage and report data						Ongoing	
LEAD STAFF: Austin Miller							
END PRODUCT: Final and adopted <i>Communities in Motion 2050</i> plan, including financial forecast; workplan for next plan update; bicycle and pedestrian data; projects to address new planning emphasis areas and prepare for federal grant opportunities.							
Expense Summary							
Total Workdays: 1,131							
Salary \$ 464,648							
Fringe 209,936							
Overhead 63,069							
Total Labor Cost: 737,654							
ESTIMATED DATE OF COMPLETION: September-2023							
DIRECT EXPENDITURES:							
Professional Services \$ 792,514							
Legal / Lobbying							
Equipment Purchases 67,330							
Travel / Education							
Printing 2,000							
Public Involvement 19,000							
Meeting Support							
Carry-Forward							
Total Direct Cost: \$ 880,844							
661 Total Cost: 1,618,498							
Funding Sources							
Participating Agencies							
Member Agencies							
ITD							
FHWA							
FTA							
CPG, K20040 81,400 28,600 110,000							
CPG, K22108 424,397 149,112 573,509							
STBG-U, K20326 36,137 36,137							
STP-TMA, K19751 74,604 74,604							
STBG-TMA, K20271 169,568 169,568							
STBG-TMA, K22395 55,596 55,596							
FHWA SS4A 392,000 392,000							
Local / Fund Bal 59,757 20,997 126,330 207,084							
Total: 565,554 198,709 854,235 1,618,498							

PROGRAM NO.	685	CLASSIFICATION:	Project			
TITLE:		Resource Development/Funding				
TASK / PROJECT DESCRIPTION:		Develop a FY2024-2030 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 FY2023-2029 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan 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.				
FY2023 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 FY2024-2030 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2023-2029 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 Total Workdays: 674 Salary \$ 297,078 Fringe 134,225 Overhead 40,324 Total Labor Cost: 471,628			
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.						
ESTIMATED DATE OF COMPLETION: September-2023			DIRECT EXPENDITURES:			
Funding Sources			Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ 190,632
CPG, K20640	\$ 2,590	910		\$ 3,500		Legal / Lobbying
CPG, K22108	129,483	45,494		174,978		Equipment Purchases
STP-TMA, K20560			200,000	200,000		Travel / Education
				-		Printing
Local / Fund Bal	22,194	7,798	259,791	289,782		Public Involvement 6,000
				-		Meeting Support
				-		Other
Total:	\$ 154,267	\$ 54,202	\$ 459,791	\$ 668,260		Total Direct Cost: \$ 196,632
					685	Total Cost: \$ 668,260

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.		
FY2023 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: FY2023 Member Requests; as ranked by RTAC CHD4 - CIP Development, Sub Dist 2&3, and Updates to Mid-Star Area (11 workdays)			As Needed
			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-2023			Total Workdays: 50
			Salary \$ 24,878
			Fringe 11,240
			Overhead 3,377
			Total Labor Cost: 39,495
			DIRECT EXPENDITURES:
			Professional Services
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			701 Total Cost: \$ 39,495

PROGRAM NO.	702				CLASSIFICATION:	Service	
TITLE:	Air Quality Outreach						
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through coordinating a multi-agency outreach and education program.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code (effective until July 1, 2023), which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u>						
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
Outreach Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air pollution							Ongoing
LEAD STAFF: Amy Luft END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air pollution through assisting DEQ and the Air Quality Board in outreach and communication efforts.						Expense Summary Total Workdays: 7 Salary \$ 6,299 Fringe 2,846 Overhead 855 Total Labor Cost: \$ 10,000	
ESTIMATED DATE OF COMPLETION:					September-2023		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Department of Environmental Quality		
				\$ -	Ada County Air Quality Board		
DEQ/AQB			110,000	110,000			
Total:	\$ -	\$ -	\$ 110,000	\$ 110,000			
					DIRECT EXPENDITURES: Professional Services \$ 100,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 100,000		
					702	Total Cost: \$ 110,000	

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).					
FY2023 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: 62 Salary \$ 29,601 Fringe 13,374 Overhead 4,018 Total Labor Cost: 46,993
ESTIMATED DATE OF COMPLETION: September-2023						DIRECT EXPENDITURES: \$ -
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			46,993	\$ 46,993		
Total:	\$ -	\$ -	\$ 46,993	\$ 46,993		
					Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
					Total Direct Cost: \$ - 703 Total Cost: \$ 46,993	

PROGRAM NO.	704				CLASSIFICATION:	Service																					
TITLE:	Air Quality Operations																										
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor support for the administrative needs of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.																										
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Assisting COMPASS's members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing administrative support to the Air Quality Board for its operating functions enables the Air Quality Board to perform its functions in a more cost-effective manner.																										
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.																										
FY2023 BENCHMARKS																											
MILESTONES / PRODUCTS																											
General Administration Provide meeting coordination, materials, and follow-up to the Board Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Financial Management Close FY2022 financial records and begin FY2023 Provide annual audit support and complete financial reports Complete AQB annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board Maintain inventory of furniture, equipment, hardware and software Information Technology Work with software provider to meet program needs and implement improvements and updates Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position							Ongoing As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing																				
LEAD STAFF: Meg Larsen End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.					Expense Summary Total Workdays: 128 Salary \$ 74,502 Fringe 33,661 Overhead 10,113 Total Labor Cost: 118,276																						
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -																						
<table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Air Quality Board</td> <td></td> <td></td> <td>\$ 118,276</td> <td>\$ 118,276</td> </tr> <tr> <td>Total:</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 118,276</td> <td>118,276</td> </tr> </tbody> </table>					Funding Sources				Participating Agencies		Ada	Canyon	Special	Total	Air Quality Board			\$ 118,276	\$ 118,276	Total:	\$ -	\$ -	\$ 118,276	118,276	704 Total Cost: \$ 118,276		
Funding Sources				Participating Agencies																							
	Ada	Canyon	Special	Total																							
Air Quality Board			\$ 118,276	\$ 118,276																							
Total:	\$ -	\$ -	\$ 118,276	118,276																							

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.					
FY2023 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: 38
							Salary \$ 21,109
							Fringe 9,537
							Overhead 2,865
							Total Labor Cost: 33,511
ESTIMATED DATE OF COMPLETION:				September-2023			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20640	\$ 7,400	\$ 2,600		\$ 10,000			
CPG, K22108	15,578	5,473		21,051			
STP-TMA, K20560							
Local / Fund Bal	1,820	640		2,460			
Total:	\$ 24,798	\$ 8,713		\$ 33,511			
					DIRECT EXPENDITURES:		
					Professional Services \$ -		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
					Total Direct Cost: \$ -		
					705	Total Cost: \$	33,511

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.						
FY2023 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 FY2023 legislative session Obtain Board endorsement of FY2023 legislative priorities Educate and advocate on FY2023 legislative priorities Evaluate possible legislative priorities for FY2023 legislative session							Oct-Nov Nov-Dec Dec-Apr May-Sep
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: 253		
					Salary \$ 141,363		
					Fringe 63,871		
					Overhead 19,188		
					Total Labor Cost: 224,422		
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			242,422	\$ 242,422			
Total:	\$ -	\$ -	\$ 242,422	\$ 242,422			
					Total Direct Cost: \$ 18,000		
					760 Total Cost: 242,422		

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.																																																																																																																																																																					
FY2023 BENCHMARKS																																																																																																																																																																						
MILESTONES / PRODUCTS																																																																																																																																																																						
Staff training and development							Ongoing																																																																																																																																																															
<table border="1"> <tr> <td colspan="5">LEAD STAFF: Meg Larsen</td> <td colspan="3">Expense Summary</td> </tr> <tr> <td colspan="5" rowspan="5"> 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. </td> <td colspan="3">Total Workdays: 133</td> </tr> <tr> <td colspan="3">Salary \$ 59,303</td> </tr> <tr> <td colspan="3">Fringe 26,794</td> </tr> <tr> <td colspan="3">Overhead 8,049</td> </tr> <tr> <td colspan="3">Total Labor Cost: 94,146</td> </tr> <tr> <td colspan="5">ESTIMATED DATE OF COMPLETION: September-2023</td> <td colspan="3">DIRECT EXPENDITURES:</td> </tr> <tr> <td colspan="5"> <table border="1"> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> <tr> <td>CPG, K20640</td> <td>\$ 22,200</td> <td>\$ 7,800</td> <td></td> <td>\$ 30,000</td> </tr> <tr> <td>CPG, K22108</td> <td>83,496</td> <td>29,336</td> <td></td> <td>112,832</td> </tr> <tr> <td>STP-TMA, K20560</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Local / Fund Bal</td> <td>8,372</td> <td>2,942</td> <td></td> <td>11,314</td> </tr> <tr> <td>Total:</td> <td>\$ 114,068</td> <td>\$ 40,078</td> <td>\$ -</td> <td>\$ 154,146</td> </tr> </table> </td> <td colspan="3"> Federal Highway Administration Federal Transit Administration </td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Professional Services \$ -</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Legal / Lobbying</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Equipment Purchases</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Travel / Education 60,000</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Printing</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Public Involvement</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Meeting Support</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Other</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">Total Direct Cost: \$ 60,000</td> </tr> <tr> <td colspan="5"></td> <td colspan="3">801 Total Cost: \$ 154,146</td> </tr> </table>								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: 133			Salary \$ 59,303			Fringe 26,794			Overhead 8,049			Total Labor Cost: 94,146			ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:			<table border="1"> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> <tr> <td>CPG, K20640</td> <td>\$ 22,200</td> <td>\$ 7,800</td> <td></td> <td>\$ 30,000</td> </tr> <tr> <td>CPG, K22108</td> <td>83,496</td> <td>29,336</td> <td></td> <td>112,832</td> </tr> <tr> <td>STP-TMA, K20560</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Local / Fund Bal</td> <td>8,372</td> <td>2,942</td> <td></td> <td>11,314</td> </tr> <tr> <td>Total:</td> <td>\$ 114,068</td> <td>\$ 40,078</td> <td>\$ -</td> <td>\$ 154,146</td> </tr> </table>					Funding Sources				Participating Agencies		Ada	Canyon	Special	Total	CPG, K20640	\$ 22,200	\$ 7,800		\$ 30,000	CPG, K22108	83,496	29,336		112,832	STP-TMA, K20560					Local / Fund Bal	8,372	2,942		11,314	Total:	\$ 114,068	\$ 40,078	\$ -	\$ 154,146	Federal Highway Administration Federal Transit Administration								Professional Services \$ -								Legal / Lobbying								Equipment Purchases								Travel / Education 60,000								Printing								Public Involvement								Meeting Support								Other								Total Direct Cost: \$ 60,000								801 Total Cost: \$ 154,146		
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PROGRAM NO.		820		CLASSIFICATION:		System Maintenance	
TITLE:		Committee Support					
TASK / PROJECT DESCRIPTION:		To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.					
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups							Ongoing
LEAD STAFF: Meg Larsen							Expense Summary
END PRODUCT: Ongoing support of committees to promote involvement and communication.							
ESTIMATED DATE OF COMPLETION: September-2023							
Funding Sources				Participating Agencies			
				Member Agencies			
CPG, K20640	\$ 29,600	\$ 10,400		\$ 40,000			
CPG, K22108	87,422	30,716		118,138			
STP-TMA, K20560							
Local / Fund Bal	9,270	3,257		12,527			
Total:	\$ 126,292	\$ 44,373		\$ 170,665			
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:							170,665

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 metropolttan planning area over the period of the transportation plan;..."				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Maintain and update traffic count database			Ongoing		
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)			Ongoing		
Provide travel demand modeling assistance to support member agency needs and special projects			Ongoing		
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan			Apr - Jul		
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program			Oct - Aug		
Reconcile demographic data and integrate in the current and forecast years of the regional model			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					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.			Expense Summary		
			Total Workdays: 302		
			Salary \$ 158,284		
			Fringe 71,516		
			Overhead 21,485		
			Total Labor Cost: 251,285		
ESTIMATED DATE OF COMPLETION: September-2023			DIRECT EXPENDITURES:		
			Professional Services \$ 37,200		
			Legal / Lobbying		
			Equipment Purchases		
			Travel / Education		
			Printing		
			Public Involvement		
			Meeting Support		
			Other		
			Total Direct Cost: \$ 37,200		
			836 Total Cost: \$ 288,485		
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	
CPG, K20640	\$ 37,000	\$ 13,000		\$ 50,000	Highway Districts
CPG, K22108	146,010	51,301		197,310	Member Agencies
STP-TMA, K20560			20,000	20,000	Federal Highways Administration
					Idaho Transportation Department
					Valley Regional Transit
					Department of Environmental Quality
Local / Fund Bal	15,669	5,505		21,175	
Total:	\$ 198,679	\$ 69,806	\$ 20,000	\$ 288,485	

PROGRAM NO.		838		CLASSIFICATION:		System Maintenance	
TITLE:		Travel Data Survey					
TASK / PROJECT DESCRIPTION:		Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The model outputs are used to test and plan transportation projects, support Ada County Highway District's Impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic Impact studies, provide area of influence, and respond to various special member requests.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.322 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
Key Elements							April
Process final payment on Travel Data Survey Collection completed in fiscal year 2022							
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.							
ESTIMATED DATE OF COMPLETION: September-2022							DIRECT EXPENDITURES:
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Highway Districts		
CPG, K22108	\$ 10,387	\$ 3,649		\$ 14,037	Member Agencies		
CPG, K20640				-	Federal Highways Administration		
				-	Idaho Transportation Department		
				-	Valley Regional Transit		
Local / Fund Bal	824	288		1,112	Department of Environmental Quality		
				-			
Total:	\$ 11,211	\$ 3,937	\$ -	\$ 15,148			
							Total Direct Cost: \$ 15,148
							838 Total Cost: \$ 15,148

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..."				
FY2023 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 2022					June-Sept	
Complete Tier 2 analysis for the 2022 Congestion Management Annual Report using INRIX travel time data					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	
I-84 Corridor Operations Plan						
Complete I-84 Corridor Operations Plan HOV Analysis					Oct-Dec	
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
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.					Total Workdays: 147	
					Salary \$ 77,046	
					Fringe 34,811	
					Overhead 10,458	
					Total Labor Cost: 122,314	
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:	
Funding Sources					Professional Services	
Participating Agencies					Legal / Lobbying	
CPG, K20640					Equipment Purchases	
CPG, K22108					Travel / Education	
STP-TMA, K20560					Printing	
Local / Fund Bal					Public Involvement	
					Meeting Support	
					Other	
Total:					Total Direct Cost: \$ -	
					842 Total Cost: \$ 122,314	

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;..."				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Maintain and update traffic count database			Ongoing		
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)			Ongoing		
Provide travel demand modeling assistance to support member agency needs and special projects			Ongoing		
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan			Apr - Jul		
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program			Oct - Aug		
Reconcile demographic data and integrate in the current and forecast years of the regional model			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.					
ESTIMATED DATE OF COMPLETION: September-2023					
Funding Sources					
Participating Agencies					
CPG, K20640	Ada	Canyon	Special	Total	Highway Districts
CPG, K22108	\$ 37,000	\$ 13,000		\$ 50,000	Member Agencies
STP-TMA, K20560	146,010	51,301		197,310	Federal Highways Administration
			20,000	20,000	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	15,669	5,505		21,175	Department of Environmental Quality
				-	
Total:	\$ 198,679	\$ 69,806	\$ 20,000	\$ 288,485	
					DIRECT EXPENDITURES:
					Professional Services \$ 37,200
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 37,200
					836 Total Cost: \$ 288,485

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.																																														
FY2023 BENCHMARKS																																															
MILESTONES / PRODUCTS																																															
Provide local dollars for expenditures not federally funded.							Ongoing																																								
LEAD STAFF: Meg Larsen END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Expense Summary Total Workdays: 0 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -																																										
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:																																										
<table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K20640</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CPG, K22108</td> <td>185,400</td> <td>65,141</td> <td>24,698</td> <td>\$ 250,541</td> </tr> <tr> <td>STP-TMA, K20560</td> <td></td> <td></td> <td></td> <td>24,698</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td>36,313</td> <td>36,313</td> </tr> <tr> <td>Local / Fund Bal</td> <td>16,135</td> <td>5,669</td> <td>99,535</td> <td>121,339</td> </tr> <tr> <td>Total:</td> <td>\$ 201,535</td> <td>\$ 70,810</td> <td>\$ 160,546</td> <td>\$ 432,891</td> </tr> </tbody> </table>					Funding Sources				Participating Agencies		Ada	Canyon	Special	Total	CPG, K20640					CPG, K22108	185,400	65,141	24,698	\$ 250,541	STP-TMA, K20560				24,698	Other			36,313	36,313	Local / Fund Bal	16,135	5,669	99,535	121,339	Total:	\$ 201,535	\$ 70,810	\$ 160,546	\$ 432,891	Member Agencies Professional Services 18,000 Legal / Lobbying \$ 17,000 Equipment Purchases 82,250 Travel / Education 11,600 Printing Public Involvement Meeting Support 7,000 Carryforward 297,041 Total Direct Cost: \$ 432,891		
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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>	
FY2023 BENCHMARKS			
		MILESTONES / PRODUCTS	
General Administration			
Review standing agreements		Aug	
Conduct appropriate procurement processes and prepare contracts, as needed		As needed	
Update COMPASS operational policies as needed		As needed	
Monitor general workplace and personnel needs		Ongoing	
Provide administrative assistance for agency needs		Ongoing	
Personnel Management		As needed	
Prepare and complete recruitment processes			
Conduct employee annual evaluations			
Renew insurance policies			
Pursue FY2023 benefit options			
Financial Management			
Close FY2022 financial records and begin FY2023		Oct-Nov	
Provide annual audit support and complete financial reports		Oct-Dec	
Complete COMPASS annual Audit Report		Jan	
Prepare and distribute year-end payroll reports		Jan	
Complete budget variance information and report to the Finance Committee quarterly		Quarterly	
Maintain inventory of furniture, equipment, hardware and software		Ongoing	
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			
Migrate COMPASS website from Dreamweaver to a new platform		Oct - Dec	
LEAD STAFF: Meg Larsen			
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.			
		Expense Summary	
		Total Workdays: 1,012	
		Salary \$ -	
		Fringe -	
		Overhead -	
		Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2023		DIRECT EXPENDITURES:	
		Professional Services \$ -	
		Legal / Lobbying	
		Equipment Purchases	
		Travel / Education	
		Printing	
		Public Involvement	
		Meeting Support	
		Other	
		Total Direct Cost: \$ -	
		Total Cost: \$ -	
		991	
		Total Cost: \$ -	