



Working together to plan for the future

RESOLUTION NO. 14-2025

**FOR THE PURPOSE OF APPROVING THE FY2026 UNIFIED
PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, federal transportation planning guidelines under Title 23CFR require development of a Unified Planning Work Program that shows the programming of federal funds and includes references to all transportation planning efforts regardless of funding sources as a condition of receiving federal planning funds;

WHEREAS, the Community Planning Association of Southwest Idaho staff prepared the draft FY2026 Unified Planning Work Program and Budget and submitted it to the Finance Committee for their review; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to incorporate final funding and program allocations in the Unified Planning Work Program and Budget prior to the beginning of FY2026.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2026 Unified Planning Work Program and Budget, including reference to all transportation planning studies;

BE IT FURTHER RESOLVED, that the Community Planning Association of Southwest Idaho assures the appropriate necessary local matching funds are budgeted for the Unified Planning Work Program and Budget, Federal Transit Administration grants, Federal Highway Administration grants and all other grants and contracts as noted in the FY2026 Unified Planning Work Program and Budget of the Community Planning Association of Southwest Idaho, a copy of which is attached hereto and incorporated as an integral part of the Resolution; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to submit all related grant and contract applications, and sign all necessary documents for grant and contract purposes.

ADOPTED this 18th day of August 2025.

By: 
Debbie Kling, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

By: 
Craig Raborn, Executive Director
Community Planning Association
of Southwest Idaho

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2026 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2025 Rev 2 UPWP	FY2026 UPWP
GENERAL MEMBERSHIP		
Ada County	259,594	266,101
Ada County Highway District	259,594	266,101
Boise County	7,665	10,738
Canyon County	128,633	133,580
Canyon Highway District No. 4	50,240	53,163
City of Boise	110,254	111,792
City of Caldwell	32,371	34,219
City of Eagle	16,556	17,160
City of Garden City	5,899	6,054
City of Greenleaf	362	362
City of Kuna	13,884	14,881
City of Meridian	62,975	64,963
City of Melba	309	309
City of Middleton	5,816	6,159
City of Nampa	52,565	54,329
City of Notus	278	278
City of Parma	979	988
City of Star	8,981	9,863
City of Wilder	776	780
Subtotal	1,017,731	1,051,820
SPECIAL MEMBERSHIP		
Boise State University	10,100	10,500
Capital City Development Corporation	10,100	10,500
Idaho Department of Environmental Quality	10,100	10,500
Idaho Transportation Department	10,100	10,500
Valley Regional Transit	10,100	10,500
West Ada School District	10,100	10,500
Subtotal	60,600	63,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2025 K# 22998 Ada County	1,255,426	
CPG - FY2025 K# 22998 Canyon County	512,779	
CPG - FY2026 K# 23401 Ada County		1,274,450
CPG - FY2026 K# 23401 Canyon County		520,550
Sub Total CPG Grants	1,768,205	1,795,000
STBG-TMA & STBG-U - K# 22800; FY2025 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026/23313 Permanent Automated Counters	7,413	-
STBG TMA - K# 20271, CIM 2055	543,606	361,397
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	720,974	338,538
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	-
FHWA Regional Safety Action Plan	122,703	-
FHWA Spears	276,000	276,000
STBG-TMA K#22394 Big Data Purchase	138,990	-
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	111,192	77,834
Subtotal	2,394,371	1,360,474
OTHER REVENUE SOURCES		
Orthophotography - Participant Contributions FY25 Flight	125,000	125,000
Interest Income	60,000	60,000
Subtotal	185,000	185,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	5,425,907	4,455,294
Draw From Fund Balance (CIM Implementation Grants)	80,000	100,000
Draw From Fund Balance - CIM 2055 carry forward match	19,961	21,104
Draw From Fund Balance (match on PEL high capacity transit)	57,112	26,817
Draw From Fund Balance match on transportation funding study	1,866	-
Draw From Fund Balance (20% match safe streets and roads for all)	91,365	-
Draw From Fund Balance - 20% match on SS4A SPEARS		69,000
Draw From Fund Balance - match on carbon reduction strategy	13,212	-
Draw From Fund Balance - match waterway pathway plan	8,808	6,166
Draw From Fund Balance - match data purchase	11,010	-
Draw From Fund Balance - amortize expense annually	33,317	33,317
Draw From Fund Balance to cover shortfall	409,013	385,037
Subtotal	725,664	641,441
	6,151,571	5,096,735

EXPENSE	FY2025 Rev 2 UPWP	FY2026 UPWP
SALARY, FRINGE & CONTINGENCY		
Salary	1,780,254	1,831,054
Payroll taxes and employee benefits	830,066	847,315
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,632,320	2,700,369
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	310,190	316,500
Subtotal	310,190	316,500
DIRECT OPERATIONS & MAINTENANCE		
653001, Communication and Education	61,250	48,100
661001, Long-Range Planning	867,093	474,025
661005, Safe Streets and Roads for All	456,825	345,000
661006, High Capacity Transit PEL	778,086	365,355
661008, Bike Counter Management	29,300	21,300
685001, Transportation Improvement Program	6,500	5,000
685002, Project Development Program	100,000	150,000
685003, Grant Research and Development	30,000	30,000
685004, CIM Implementation Grants	80,000	100,000
760001, Government Affairs	44,250	119,250
801001, Staff Development	50,000	45,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	300,000	60,000
860001, Geographic Information System Maintenance	191,080	175,500
990001, Direct Operations and Maintenance	212,677	139,336
Subtotal	3,209,061	2,079,866
TOTAL EXPENSE	6,151,571	5,096,735

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	6,151,571	5,096,735
LESS: TOTAL EXPENSES	6,151,571	5,096,735
REVENUE EXCESS/(DEFICIT)	-	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES												MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY26 CPG Ada County K#23401 (71%) 0% match AT ; 7.34% match other	FY26 CPG Lanyon County K# 23401 (29%) 0% match AT 7.34% match other	STP-TMA Off The Top K# 22800 7.34% match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	STBG-TMA Local Waterways Pathway Plans K# 23312; 7.34% Match	FHWA SS4A SPEARS 20% match	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurances	76	85,280	-	85,280	42,078	17,187	19,755					79,020	6,260			6,260	85,280
601002 Certification Review	28	31,804	-	31,804	20,923	8,546						29,469	2,335			2,335	31,804
620001 Demographics and Growth Monitoring	109	88,243	-	88,243	58,054	23,712						81,766	6,477			6,477	88,243
653001 Communication and Education (Local only) Long-Range Planning	291	228,809	48,100	276,909								-		276,909		276,909	276,909
661001 General Project Management	626	512,826	474,025	986,851	84,345	34,451	118,796	361,397		77,834		676,823	53,614	256,414		310,028	986,851
661002 Active Transportation	90	52,953	-	52,953	24,850	10,150	16,635					51,635	1,318			1,318	52,953
661005 Safe and Accessible Transportation	40	40,978	345,000	385,978	20,219	8,259	9,493				276,000	313,971	72,007			72,007	385,978
661006 High-Capacity Transit PEL	101	105,998	365,355	471,353	52,301	21,362	24,554		338,538			436,755	34,598			34,598	471,353
661008 Bike Counter Management Resource Development/Funding	225	133,536	21,300	154,836	65,889	26,912	30,934					123,735	9,801	21,300		31,101	154,836
685001 Transportation Improvement Program	398	323,738	5,000	328,738	163,026	66,588	74,994					304,608	24,130			24,130	328,738
685002 Project Development Program	21	21,052	150,000	171,052	109,070	44,550	4,877					158,497	12,555			12,555	171,052
685003 Grant Research and Development (Local Only)	187	183,699	30,000	213,699								-		213,699		213,699	213,699
685004 CIM Implementation Grants	18	17,979	100,000	117,979	8,871	3,623	4,165					16,659	1,320	100,000		101,320	117,979
	2,210	1,826,895	1,538,780	3,365,675	649,626	265,340	304,203	361,397	338,538	77,834	276,000	2,272,938	224,415	868,322	-	1,092,737	3,365,675
701001 Membership Services	73	75,759	-	75,759	48,064	19,632	2,502					70,198	5,561			5,561	75,759
702001 Boise County Services (Local Only)	33	29,945	-	29,945								-			29,945	29,945	29,945
703001 Public Services (Local Only)	12	12,294	-	12,294								-		12,294		12,294	12,294
705001 Transportation Liaison Services	55	60,277	-	60,277	39,655	16,197						55,852	4,425			4,425	60,277
760001 Government Affairs (Local Only)	92	126,177	119,250	245,427								-		245,427		245,427	245,427
	265	304,452	119,250	423,702	87,719	35,829	2,502	-	-	-	-	126,050	9,986	257,721	29,945	297,652	423,702
801001 Staff Development	126	114,309	45,000	159,309	75,202	30,716						105,918	8,391	45,000		53,391	159,309
820001 Committee Support	231	189,499	2,000	191,499	124,669	50,921						175,590	13,909	2,000		15,909	191,499
836001 Regional Travel Demand Model	100	102,446	60,000	162,446	80,153	32,739						112,892	8,942	40,612		49,554	162,446
842001 Congestion Management Process	96	98,348	-	98,348	48,526	19,821						68,347	5,414	24,587		30,001	98,348
860001 Geographic Information System Maintenance	415	363,588	175,500	539,088	208,555	85,184						293,739	23,266	97,083	125,000	245,349	539,088
860002 GIS - Orthophotography processing for sales	20	17,332	-	17,332								-		17,332		17,332	17,332
TOTAL DIRECT	988	885,522	282,500	1,168,022	537,105	219,381	-	-	-	-	-	756,486	59,922	226,614	125,000	411,536	1,168,022
990001 Direct Operations/Maintenance	-	-	139,336	139,336								-	-	109,281	30,055	139,336	139,336
991001 Support Services Labor	907	-	-	-								-	-			-	-
	907	-	139,336	139,336	-	-	-	-	-	-	-	-	-	109,281	30,055	139,336	139,336
GRAND TOTAL	4,370	3,016,869	2,079,866	5,096,735	1,274,450	520,550	306,705	361,397	338,538	77,834	276,000	3,155,474	294,323	1,461,938	185,000	1,941,261	5,096,735

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
653001 Communication and Education	48,100	26,500			700		20,900			
661001 Long Range Planning: CIM 2055	474,025	186,500								287,525
661005 LRP: SS4A SPEARS	345,000	345,000								
661006 LRP: PEL High Capacity Transit	365,355	365,355								
661008 Bike Counter Maintenance	21,300		21,300							
685001 Transportation Improvement Program	5,000						5,000			
685002 Project Development Program	150,000	150,000								
685003 Grant Research and Development	30,000	30,000								
685004 CIM Implementation Grants	100,000	100,000								
760001 Government Affairs	119,250	100,000		18,000					1,250	
801001 Staff Development	45,000			45,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	60,000	60,000								
860001 Geographic Information System Maintenance	175,500	125,000	50,500							
990001 Direct Operations / Maintenance										
Website Maintenance	2,000	2,000								
New/replacement hardware and software	6,000		6,000							
Transit network planning software	22,844		22,844							
TIP Software	20,000		20,000							
TREDIS Renewal, CUBE Pattens software	59,442		59,442							
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.	10,450						3,450	7,000		
GRAND TOTAL	2,079,866	1,490,355	180,086	64,600	700	-	29,350	9,000	18,250	287,525

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2026 UNIFIED PLANNING WORK PROGRAM AND BUDGET
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2025 Rev 2	FY2026
Professional Services	930	71,700	79,000
Equipment Repair / Maintenance	936	510	500
Publications	943	2,570	2,500
Employee Professional Membership	945	3,600	2,500
Postage	950	920	600
Telephone	951	16,000	17,100
Building Maintenance and Reserve for Major Repairs	955	69,800	72,000
Printing	960	1,540	4,000
Advertising	962	3,090	3,000
Audit	970	22,000	24,000
Insurance	971	26,590	27,000
Legal Services	972	5,000	5,000
General Supplies	980	7,720	5,000
Computer Supplies	982	14,420	10,000
Software Subscriptions and Licensing	983	36,050	43,000
Vehicle Maintenance	991	8,750	3,000
Utilities	992	13,900	11,300
Local Travel	993	1,030	2,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		310,190	316,500

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2026 UNIFIED PLANNING WORK PROGRAM AND BUDGET
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	RESOURCE DEVELOPMENT	TECHNICAL SERVICES	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	MS	34	-	5	3	3	31	76
601002	Certification Review	AL	8	8	2	4	6	-	28
620001	Demographics and Growth Monitoring	AM	-	75	-	24	10	-	109
653001	Communication and Education (Local only)	AL	10	18	9	4	250	-	291
	Long-Range Planning	AM	-	-	-	-	-	-	-
661001	General Project Management	AM	10	505	8	70	33	-	626
661002	Active Transportation	AM	-	90	-	-	-	-	90
661005	Safe and Accessible Transportation	HM	-	-	-	40	-	-	40
661006	High-Capacity Transit PEL	LK	5	88	-	5	3	-	101
661008	Bike Counter Management	AM	-	225	-	-	-	-	225
	Resource Development/Funding	-	-	-	-	-	-	-	-
685001	Transportation Improvement Program	TT	12	-	353	5	28	-	398
685002	Project Development Program	MC	-	-	21	-	-	-	21
685003	Grant Research and Development (Local Only)	MC	10	-	152	10	15	-	187
685004	CIM Implementation Grants	MC	-	-	18	-	-	-	18
TOTAL PROJECTS			89	1,009	568	165	348	31	2,210
701001	Membership Services	MW	5	5	13	40	10	-	73
702001	Boise County Services (Local Only)	TT	-	-	21	4	8	-	33
703001	Public Services (Local Only)	MW	-	-	-	10	2	-	12
705001	Transportation Liaison Services	TT	16	13	7	5	14	-	55
760001	Government Affairs (Local Only)	AL	65	-	-	-	27	-	92
TOTAL SERVICES			86	18	41	59	61	-	265
801001	Staff Development	MS	18	35	22	15	22	14	126
820001	Committee Support	AL	10	28	24	10	159	-	231
836001	Regional Travel Demand Model	MW	-	-	-	100	-	-	100
842001	Congestion Management Process	MW	-	-	-	96	-	-	96
860001	Geographic Information System Maintenance	EA	-	-	-	415	-	-	415
860002	GIS - Orthophotography processing for sales	EA	-	-	-	20	-	-	20
TOTAL SYSTEM MAINTENANCE			28	63	46	656	181	14	988
TOTAL DIRECT			203	1,090	655	880	590	45	3,463
991001	Support Services Labor	MS	257	60	35	40	100	415	907
TOTAL INDIRECT/OVERHEAD			257	60	35	40	100	415	907
TOTAL LABOR			460	1,150	690	920	690	460	4,370

PROGRAM NO.	601	CLASSIFICATION:	Project
TITLE: UPWP Budget Development and Monitoring			
TASK / PROJECT DESCRIPTION:		Monitor and amend, as necessary, the FY2026 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 FY2027 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.	
FY2026 BENCHMARKS			
MILESTONES / PRODUCTS			
FY2026 UPWP		Ongoing As Needed	
Process and track revenues and expenditures for the FY2026 UPWP and related transportation grants			
Process required state and local agreements and other required paperwork for transportation grants			
Process and obtain Board approval of FY2026 UPWP revisions		As Needed	
Distribute revisions of the FY2026 UPWP to the Idaho Transportation Department for tracking purposes			
Distribute revisions of the FY2026 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval			
FY2027 UPWP Development		Nov Jan-Feb Mar Apr	
Develop process and schedule for the FY2027 UPWP			
Solicit membership input on possible transportation planning projects and associated needs for FY2027			
Submit initial revenue assessment for FY2027 to the Finance Committee for input			
Obtain Board approval on FY2027 General and Special membership dues			
Present FY2027 UPWP		Jun Jul Aug Aug Aug	
Present draft FY2027 UPWP to Finance Committee for input and feedback			
Present draft FY2027 UPWP to Finance Committee for recommendation			
Submit FY2027 UPWP to Board for adoption			
Submit and obtain approval from Federal Highway Administration of FY2027 UPWP			
Distribute FY2027 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			
Certification Review		Mar Mar Apr Jul Aug Aug Aug	
Work with federal agencies to set up review			
Respond to questions and prepare materials for submission prior to in-person review			
Host the certification review team for the certification review			
Receive final report and prepare necessary responses			
Inform the COMPASS Board of Directors of the certification review			
Develop corrective action plan as necessary			
LEAD STAFF: Meg Sonnen		Expense Summary	
END PRODUCTS: FY2026 UPWP revisions; FY2027 UPWP; completed certification review. Maximize funding opportunities.		Total Workdays: 104	
		Salary \$ 71,917	
		Fringe 32,884	
		Overhead 12,283	
		Total Labor Cost: 117,084	
ESTIMATED DATE OF COMPLETION: September-2026		DIRECT EXPENDITURES:	
Funding Sources		Professional Services \$ -	
Participating Agencies		Legal / Lobbying	
Member Agencies		Equipment Purchases	
Federal Highway Administration		Travel / Education	
Federal Transit Administration		Printing	
		Public Involvement	
		Meeting Support	
		Other	
Total: \$ 67,993 \$ 27,771 \$ 21,320 117,084		Total Direct Cost: \$ -	
601		Total Cost: \$ 117,084	

T:\FY25\900 Operations\Board\2025 Board Packets\August 2025\[V B 4 FY2026 - Program Worksheets.xlsx]Check figures

PROGRAM NO.	620	CLASSIFICATION:		Project	
TITLE:		Demographics and Growth Monitoring			
TASK / PROJECT DESCRIPTION:		To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.			
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .			
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.324 -- 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;..."			
FY2026 BENCHMARKS					
MILESTONES / PRODUCTS					
Population and Employment Estimates Data collection and geocoding of building permits Complete 2025 employment data Complete 2025 Development Monitoring Report Complete 2026 population estimates and receive Board acceptance				Ongoing Mar Mar Apr	
Development Forecasting, Tracking, and Reconciliation Update preliminary plat files and other entitled development				Ongoing	
Demographics Support Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report				Ongoing Ongoing Ongoing Mar	
LEAD STAFF:		Austin Miller		Expense Summary	
END PRODUCT: Demographic products: 1) 2026 population estimates; 2) 2025 employment estimates; 3) 2025 Development Monitoring Report updated; 4) annual demographic reconciliation; and 5) development checklist report					
Total Workdays:					109
Salary \$					54,202
Fringe					24,784
Overhead				9,258	
Total Labor Cost:				88,243	
ESTIMATED DATE OF COMPLETION:		September-2026		DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
Funding Sources		Participating Agencies			
CPG, K23401	Ada	Canyon	Special		Total
	\$ 58,054	\$ 23,712			\$ 81,766
Local Match					-
	4,599	1,878	-		6,477
Total:	\$ 62,653	\$ 25,590	\$ -		88,243
620	Total Cost:				\$ 88,243

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.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
<u>General</u> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff							Ongoing Ongoing Ongoing Ongoing
<u>Develop tools, such as electronic and print materials, designed for most effective means of communication</u> Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2026 annual report, annual budget summary, and annual communication summary Write and distribute the monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate Continue to produce the "In Motion" COMPASS podcast							Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
<u>Education and community outreach</u> Develop and implement the FY2026 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 the Leadership in Motion awards program Plan and host the annual "COMPASS 101" workshop Present information about COMPASS and our programs to stakeholders and community groups as requested Continue to lead an interagency "Good Move" regional safety education campaign							Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Ongoing Ongoing
LEAD STAFF: Amy Luft						Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.							
						Total Workdays: 291	
						Salary \$ 140,542	
						Fringe 64,263	
						Overhead 24,004	
						Total Labor Cost: 228,809	
ESTIMATED DATE OF COMPLETION:				September-2026		DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 26,500	
Local Funds/FB	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
				\$ -		Equipment Purchases	
						Travel / Education	
						Printing 700	
						Public Involvement 20,900	
					Meeting Support		
					Other		
					Total Direct Cost: \$ 48,100		
	\$ -	\$ -	\$ 276,909	\$ 276,909	653	Total Cost: 276,909	

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.				
FY2026 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>General Project Management</u> Monitor legislative, funding, etc. changes and provide updates Update financial analysis Update <i>Communities in Motion 2050</i> if needed			Ongoing Oct-Mar Ongoing		
<u>Land Use</u> Review comprehensive plans			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			FY25-FY26		
<u>Freight</u> Incorporate freight into project prioritization Develop freight rail analysis			FY25-FY26		
<u>Public Transportation</u> Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Monitor park and ride usage, per coordination plan			FY25-FY26		
<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			FY25-FY26		
<u>Safety</u> Coordinate Safe Pedestrian Intersection Prioritization for Enhanced Road Safety supplemental planning			FY25-FY26		
<u>Equity</u> Analysis of transportation underfunding Update equity index			FY25-FY26		
<u>Environment, Natural Resources, and Resiliency</u> Update environmental mitigation strategies Develop resiliency improvement plan			FY25-FY26		
<u>Economic Activity</u> Update travel and tourism			FY25-FY26		
<u>Emerging technology and security</u> Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study			FY25-FY26		
<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>Housing</u> Update Housing Resources web page Organize relevant presentations to Affordable Housing Advisory Workgroup Update Housing Underproduction and Needs Analysis App			Ongoing Nov		
<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 Total Workdays: 1,082 Salary \$ 519,818 Fringe 237,688 Overhead 88,784 Total Labor Cost: 846,291		
END PRODUCT: Continue development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.					
ESTIMATED DATE OF COMPLETION: September-2026					
DIRECT EXPENDITURES:					
Professional Services \$ 896,855					
Legal / Lobbying					
Equipment Purchases 21,300					
Travel / Education					
Printing -					
Public Involvement -					
Carry-Forward 287,525					
Total Direct Cost: \$ 1,205,680					
661 Total Cost: 2,051,971					
Funding Sources					
Participating Agencies					
CPG, K23401	Ada	Canyon	Special	Total	Member Agencies
CPG, K23401 NO MATCH	222,754	90,984		313,738	ITD
STP-TMA, 22800	24,850	10,150		35,000	FHWA
STBG-TMA, K20271			200,412	200,412	FTA
STBG-TMA, K13046			361,397	361,397	Housing authorities and other housing stakeholders
STBG-TMA, K23312			338,538	338,538	
SS4A			77,834	77,834	
			276,000	276,000	
				-	
				-	
				-	
				-	
Local Match	17,645	7,207	146,486	171,338	
Fund Balance/Other			277,714	277,714	
Total:	265,249	108,341	1,678,381	2,051,971	

PROGRAM NO.		685		CLASSIFICATION:		Project	
TITLE:		Resource Development/Funding					
TASK / PROJECT DESCRIPTION:		Develop a FY2027-2033 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies to fund transportation projects. Process amendments and provide project tracking and monitoring for the FY2026-2032 TIP. With consultant assistance, COMPASS staff will assist member agencies in transforming project ideas 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 for 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, assist in funding improvements and maintenance of the transportation system, and assist member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450.326, 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 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 also scrutinized in the federal Certification Review.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program						Oct-Sept	
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 a prioritization process							
Develop the final FY2027-2033 Regional Transportation Improvement Program							
Incorporate reporting methods for federal performance targets, prior to deadlines							
Monitor, track, and process changes to the FY2026-2032 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							
685002 Project Development Program						Oct-Sept	
Award projects through a prioritization process							
Select, contract with, and manage consultants							
Manage project development teams							
Review/revise, approve, and disseminate reports							
685003 Grant Research and Development						Oct-Sept	
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, such as INFRA, RAISE, etc.							
685004 CIM Implementation Grants						Oct-Sept	
Award projects through a prioritization process							
Administer contracting/reporting/billing processes							
Manage projects to ensure completion on time and on budget							
LEAD STAFF: Toni Tisdale						Expense Summary	
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.						Total Workdays: 624	
						Salary \$ 335,658	
						Fringe 153,480	
						Overhead 57,330	
						Total Labor Cost: 546,468	
ESTIMATED DATE OF COMPLETION: September-2026						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K23401	\$ 280,967	114,761		\$ 395,728	Professional Services \$ 280,000		
STP-TMA, 22800			84,036	84,036	Legal / Lobbying		
				-	Equipment Purchases		
				-	Travel / Education		
				-	Printing		
Local Match	22,257	9,091	6,657	38,004	Public Involvement 5,000		
Fund Balance/Other			313,700	313,700	Meeting Support		
				-	Other		
				-			
Total:	\$ 303,224	\$ 123,852	\$ 404,393	\$ 831,468	Total Direct Cost: \$ 285,000		
					685 Total Cost: \$ 831,468		

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.			
FY2026 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: State Highway 69 Southern Extension to I-84 Black's Creek Interchange (planning-level connevity study)* *ITD funded this study, kickoff anticipated August 2025			As Needed		
			Aug-Apr		
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.			Expense Summary		
			Total Workdays: 73		
			Salary \$ 46,534		
			Fringe 21,278		
			Overhead 7,948		
			Total Labor Cost: 75,759		
ESTIMATED DATE OF COMPLETION: September-2026			DIRECT EXPENDITURES:		
Funding Sources			Professional Services		
Participating Agencies			Legal / Lobbying		
CPG, K23401	Ada	Canyon	Special	Total	Member Agencies
STP-TMA, 22800	\$ 48,064	\$ 19,632		67,696	ITD
			2,502	2,502	ACHD
				-	Canyon County
					Ada County
					Highway District 4
Local Match	3,807	1,555	198	5,561	Cities of Middleton, Caldwell, Star, Eagle and Kuna
				-	
Total:	\$ 51,871	\$ 21,187	\$ 2,700	\$ 75,759	
			Total Direct Cost: \$ -		
			701	Total Cost: \$ 75,759	

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).				
FY2026 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide assistance to public, member agencies outside the metropolitan planning area, and non-member entities, as requested: 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 and member agencies outside the metropolitan planning area.			
		Expense Summary Total Workdays: 45 Salary \$ 25,944 Fringe 11,863 Overhead 4,431 Total Labor Cost: 42,239			
ESTIMATED DATE OF COMPLETION:		September-2026			
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Fund Balance/Other	-	-	42,239	\$ 42,239	
Total:	\$ -	\$ -	\$ 42,239	\$ 42,239	
		DIRECT EXPENDITURES: \$ - Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other			
		Total Direct Cost: \$ -			
		703 Total Cost: \$ 42,239			

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.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing
LEAD STAFF: Craig Raborn END PRODUCT: Ongoing staff liaison role to member agencies.							Expense Summary Total Workdays: 55 Salary \$ 37,024 Fringe 16,929 Overhead 6,324 Total Labor Cost: 60,277
ESTIMATED DATE OF COMPLETION:				September-2026			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K23401	\$ 39,655	\$ 16,197		\$ 55,852			
				-			
				-			
Local Match	3,141	1,283		4,424			
	-			-			
Total:	\$ 42,796	\$ 17,480		\$ 60,277			
				DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other			
				Total Direct Cost: \$ - 705 Total Cost: \$ 60,277			

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.					
FY2026 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Obtain COMPASS Board approval of 2026 federal legislative priorities Educate and advocate on 2026 federal legislative priorities Work with COMPASS Executive Committee to identify 2027 federal priorities and positions Obtain COMPASS Board approval of 2027 federal legislative priorities State Legislative Priorities Educate and advocate on 2026 legislative priorities Work with Executive Committee to identify possible priorities and position statements for 2027 legislative session Obtain Board endorsement of 2027 legislative priorities						Oct Oct-Aug Apr-Jul Aug Ongoing Apr-Aug Aug
LEAD STAFF: Craig Raborn END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Expense Summary Total Workdays: 92 Salary \$ 77,502 Fringe 35,438 Overhead 13,237 Total Labor Cost: 126,177	
ESTIMATED DATE OF COMPLETION: September-2026					DIRECT EXPENDITURES:	
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
Local Funds/FB			245,427	\$ 245,427		
Total:	\$ -	\$ -	\$ 245,427	\$ 245,427	Professional Services 100,000 Legal / Lobbying \$ 1,250 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other	
					Total Direct Cost: \$ 119,250 760 Total Cost: 245,427	

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.					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Staff training and development							Ongoing
LEAD STAFF: Meg Sonnen							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: 126
							Salary \$ 70,212
							Fringe 32,105
							Overhead 11,992
							Total Labor Cost: 114,309
ESTIMATED DATE OF COMPLETION: September-2026							DIRECT EXPENDITURES:
Funding Sources				Participating Agencies			Professional Services \$ -
CPG, K23401	Ada	Canyon	Special	Total	Federal Highway Administration Federal Transit Administration		Legal / Lobbying
	75,202	30,716		\$ 105,918			Equipment Purchases
Local Match	5,957	2,433		8,390			Travel / Education
Local Funds/FB			45,000	45,000			Printing
				-			Public Involvement
							Meeting Support
							Other
Total:	\$ 81,159	\$ 33,149	\$ 45,000	\$ 159,309			Total Direct Cost: \$ 45,000
	801	Total Cost: \$ 159,309					

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."					
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.							Ongoing
LEAD STAFF:						Amy Luft	
END PRODUCT:						Ongoing support of committees to promote involvement and communication.	
ESTIMATED DATE OF COMPLETION:						September-2026	
Funding Sources					Participating Agencies		
CPG, K23401	Ada	Canyon	Special	Total	Member Agencies		
	124,669	50,921		\$ 175,590			
Local Match	9,876	4,034		13,909			
Local Funds/FB			2,000	2,000			
				-			
Total:	\$ 134,545	\$ 54,955	\$ 2,000	\$ 191,499			
					Expense Summary		
					Total Workdays: 231		
					Salary \$ 116,396		
					Fringe 53,223		
					Overhead 19,880		
					Total Labor Cost: 189,499		
					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: 191,499	

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;..."					
FY2026 BENCHMARKS							
				MILESTONES / PRODUCTS			
Key Elements							
Maintain and update traffic count database						Ongoing	
Maintain the structure and integrity of the regional travel demand model for 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 technical and modeling support as needed for regional long range transportation plan						Ongoing	
Complete the process with ITD to update of the Statewide Functional Classification Systems for approval by the subcommittee, IT Board, and FHWA - Boise Division						Oct-Dec	
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: 100			
				Salary \$ 62,925			
				Fringe 28,773			
				Overhead 10,748			
				Total Labor Cost: 102,446			
ESTIMATED DATE OF COMPLETION: September-2026				DIRECT EXPENDITURES:			
Funding Sources				Participating Agencies			
CPG, K23401				Highway Districts			
Ada 80,153				Member Agencies			
Canyon 32,739				Federal Highways Administration			
Special				Idaho Transportation Department			
Total \$ 112,892				Valley Regional Transit			
Local Match 6,349				Department of Environmental Quality			
Local Funds/FB 2,593							
40,612							
8,943							
40,612							
Total: \$ 86,502				Total Direct Cost: \$ 60,000			
\$ 35,332				Total Cost: \$ 162,446			
\$ 40,612				836			
\$ 162,446							

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..."		
FY2026 BENCHMARKS			
MILESTONES / PRODUCTS			
<u>Congestion Management and Travel Time Data</u>			
Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2025			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
<u>NPMRDS Travel Time Data and Process</u>			
Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets			Ongoing
<u>Transportation System Management and Ops (TSMO) and ITS Plan Update</u>			
Maintain the regional ITS inventory and TSMO/ITS projects list			Ongoing
Refine the integration of management and operation strategies and TSMO projects into the long range plan			Ongoing
LEAD STAFF: Mary Ann Waldinger			Expense Summary
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), updated TSMO/ITS projects list and inventory.			
ESTIMATED DATE OF COMPLETION: September-2026			Total Workdays: 96
			Salary \$ 60,408
			Fringe 27,622
			Overhead 10,318
			Total Labor Cost: 98,348
			DIRECT EXPENDITURES:
			Professional Services
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			842 Total Cost: \$ 98,348

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...."			
FY2026 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 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 Maintain and improve functionality of Regional Data Center technologies					Ongoing
Transportation Improvement Program Provide ongoing support					Ongoing
2025 Orthophotography Project Finalize processing on 2025 orthophotography acquisition Distribute final data products to participants					December
2026 Orthophotography Project Conduct 2026 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding					March - October
LEAD STAFF: Eric Adolfson					Expense Summary
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					
ESTIMATED DATE OF COMPLETION: September-2026					TOTAL WORKDAYS: 435
					Salary \$ 233,973
					Fringe 106,985
					Overhead 39,962
					TOTAL LABOR COST: 380,920
ESTIMATED DATE OF COMPLETION: September-2026					DIRECT EXPENDITURES:
					Professional Services \$ 125,000
					Legal / Lobbying
					Equipment Purchases 50,500
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Carry-Forward
					TOTAL DIRECT COST: \$ 175,500
					860 TOTAL COST: 556,420
Funding Sources		Participating Agencies			
CPG, K23401	Ada	Canyon	Special	Total	
	\$ 208,555	\$ 85,184		\$ 293,739	
				-	
				-	
				-	
Local Match	16,521	6,748		23,268	
Fund Balance/Other			239,415	239,415	
				-	
Total:	\$ 225,076	\$ 91,932	\$ 239,415	\$ 556,420	

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.						
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide local dollars for expenditures not federally funded. Planned FY2026 equipment and software expenditures Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software							Ongoing
LEAD STAFF: Meg Sonnen 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-2026					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K22108				\$ -			
CPG, K22494				-			
Fund Balance/Other			139,336	139,336			
Total:	\$ -	\$ -	\$ 139,336	\$ 139,336			
					Total Direct Cost: \$ 139,336 990 Total Cost: \$ 139,336		

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>						
FY2026 BENCHMARKS							
MILESTONES / PRODUCTS							
<p>General Administration 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 As needed As needed Ongoing Ongoing</p> <p>Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2026 benefit options As needed</p> <p>Financial Management Close FY2025 financial records and begin FY2026 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</p> <p>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</p>							
LEAD STAFF: Meq Sonnen					Expense Summary		
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 907		
					Salary \$ -		
					Fringe -		
					Overhead -		
					Total Labor Cost: \$ -		
ESTIMATED DATE OF COMPLETION: September-2026					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Idaho Transportation Department Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
				\$ -			
				-			
				-			
Total:	\$ -	\$ -		\$ -	Total Direct Cost: \$ -		
					991	Total Cost: \$ -	

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