

MEMORANDUM OF UNDERSTANDING
Between
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO (COMPASS)
And
VALLEY REGIONAL TRANSIT (VRT)

PURPOSE

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into this 7th day of January, 2025, by the Community Planning Association of Southwest Idaho, hereinafter referred to as "COMPASS," and Valley Regional Transit, hereinafter referred to as "VRT." COMPASS and VRT be collectively referred to in this MOU as the "Parties" or the "Agencies."

The purpose of this MOU is to identify and define the process by which COMPASS, the regional metropolitan planning organization, and VRT, the regional transit authority, will coordinate and conduct public transportation planning within Ada and Canyon Counties, Idaho.

This MOU represents a commitment by both agencies to use teamwork and foster positive relationships to develop and deliver high quality plans and projects to improve the public transportation system and meet the needs of Ada and Canyon County residents. COMPASS and VRT will coordinate on planning and programming activities within their joint planning/service area of Ada and Canyon Counties. While this MOU provides a formal framework for the agencies to collaborate and coordinate, it should be regarded as describing the minimum level of cooperation, with the goal of broader partnership.

The partnering process recognizes that each agency has a unique role to play and requires understanding and respect for each agency's specific goals, processes, and requirements. In addition to the overall goal of improving the public transportation system, partnering, coupled with open, ongoing communication, leads to additional positive outcomes, including innovative solutions, stronger relationships among staff, and reduced delays.

1. BASIS FOR ORGANIZATION AND BOUNDARIES

1.1 Authorities

Metropolitan Planning Organization (MPO)

COMPASS, a joint powers entity in accordance with Title 67, Chapter 23, Idaho Code, is the single metropolitan planning organization (MPO) designated by the Governor of Idaho to fulfill the requirements of Title 23 USC 134 and Title 49 USC 5303 (23 CFR 450.310) to establish a planning entity for urban areas defined as "a geographic area with a population of 50,000 or more, as designated by the Bureau of Census" (23 USC 134(b)(7) and 23 CFR 450.310(a)).

COMPASS has the legal authority to enter into this agreement per Section 67-2328, Idaho Code, and any other provisions of state or federal law, regulation or policy directly pertaining to this MOU.

Regional Transit Authority

VRT is the duly established regional public transportation entity under Idaho Code, Chapter 21, Title 40 and as a result of the approval of voters in Ada and Canyon Counties in November 1998, with exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs in Ada and Canyon County, except those under the jurisdiction of public school districts or law enforcement agencies.

VRT has the legal authority to enter into this agreement per section 40-2108, Idaho Code, to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act.

1.2 Boundaries

Per COMPASS' Joint Powers Agreement, the agency may conduct planning in any of the 10 counties in southwest Idaho. Idaho Code 40-2091 gives VRT exclusive jurisdiction regarding the coordination of public transportation services within Ada and Canyon Counties.

This MOU applies only to activities in areas where COMPASS' planning area and VRT's service area overlap.

1.3 Ability to Contract and Receive Grants

COMPASS, under the authority of Title 67, Chapter 23, Idaho Code, is empowered to make and enter contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its purpose and functions.

VRT is empowered under Chapter 21, Title 40 of Idaho Code (40-2108) to raise and expend funds and to enter into contracts.

2. PARTNERING

2.1 Mutual Support

Each agency will make a good faith effort to support the other's activities and work products by sharing data, responding to requests for assistance or information in a timely manner, and providing other assistance as requested.

Both agencies agree to use consistent data, modeling, and assumptions in their planning processes and products, including, but not be limited to:

- COMPASS' demographic estimates and forecasts
- Outputs from COMPASS' regional travel demand model
- GIS data layers
- Mutually selected public transportation planning software, subject to annual Board appropriation
- Communications, marketing, and public participation efforts
- Other data, modeling inputs/outputs, and assumptions as appropriate

2.2 Ongoing Communication

To help facilitate this process, senior COMPASS and VRT staff will meet quarterly to discuss current and upcoming projects, potential issues of concern, and other topics as needed. The agencies will alternate yearly to take the lead in scheduling, organizing, hosting, and facilitating the meetings, including developing the agenda and distributing meeting notes, if needed.

2.3 Issue Resolution

COMPASS and VRT share a commitment to adhere to the responsibilities outlined in this MOU and its appendices, and when needed, to address and resolve issues and problems promptly and at the lowest level possible. However, both agencies recognize that this commitment does not guarantee that all issues will be resolved easily. Therefore, the agencies agree on the escalation levels and process outlined below.

1. Staff level to staff level
2. Team lead to team lead
3. Director to Chief
4. Executive Director to CEO

Every effort will be made to resolve issues in a timely manner and at the lowest level possible. As resolutions are elevated, lower-level staff will be informed and involved as necessary. If issues are not resolved within three months, the Executive Director and CEO will meet to determine whether and how to elevate the issue to Executive Committee/Executive Board and/or Board of Directors level.

3. PLANS AND PROGRAMS

3.1 Relationship among Planning and Programming Products

COMPASS and VRT each have their own unique role in planning the future public transportation system for Ada and Canyon Counties. COMPASS is tasked with long-range (20 years+) multimodal transportation planning and with developing and managing the regional transportation improvement program (TIP), which includes public transportation projects. VRT, on the other hand, develops shorter-range plans, asset management plans, service plans, and more, as well as its annual Program of Projects, which feeds into COMPASS' TIP.

The plans and programs developed by both agencies are intricately linked and feed into one other. It is imperative that the two agencies work closely together on these plans to ensure their consistency and cohesiveness.

Each of these plans and programs are briefly described below; details outlining roles, responsibilities, and timelines for each can be found in the appendices of this MOU.

Regional Long-Range Transportation Plan

Definition/Purpose: COMPASS develops a regional long-range transportation plan for its planning area every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies, including public transportation projects/studies, for the next 5 – 20+ years. See Appendix A.

Valley Regional Transit's Long-Range Transit Plan (*Valley Connect*)

Definition/Purpose: The purpose of Valley Regional Transit's Long-Range Transit Plan is to lay out future transit routes, other transportation services, and fleet and facility upgrades that will be necessary to meet the travel demands of the growing population of the Treasure Valley. The plan will outline how VRT will advance the region's vision for public transit and public mobility and inform the development of the Transportation Development Plan and *Communities in Motion*. See Appendix B.

Transportation Development Plan

Definition/Purpose: The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The TDP outlines a service implementation plan and capital improvement program, as well as mobility support investments, that will guide VRT's investments in the coming years. See Appendix C.

Regional Transportation Improvement Program

Definition/Purpose: Annually, in cooperation with VRT, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's long-range transportation plan. Therefore, projects in the TIP should first be identified as priorities in the long-range transportation plan. See Appendix D.

Transit Asset Management Plan

Definition/Purpose: The Transit Asset Management Plan (TAM) is a tool to achieve and maintain a state of good repair for all public transportation assets in the region. This includes the strategic and systemic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost effective, and reliable transportation. VRT is a Tier II provider that manages less than 101 vehicles across all fixed routes or in non-fixed route mode. See Appendix E.

Coordinated Public Transit-Human Services Transportation Plan ("Coordinated Plan")

Definition/Purpose: A Coordinated Plan is required for project proposals to be eligible to receive funding from the Federal Transit Administration's (FTA's) Section 5310 program - Enhanced Mobility of Seniors and Individuals with Disabilities. The Coordinated Plan identifies the unmet transportation needs of target populations (persons with disabilities, persons with low incomes, and older adults, at a minimum), provides strategies to meet these needs, and prioritizes transportation services for funding and implementation. See Appendix F.

Program of Projects

Definition/Purpose: The Program of Projects (POP) is the list of federally funded public transportation projects in VRT's annual budget; the projects are also included in COMPASS' transportation improvement program (TIP). See Appendix G.

Service Changes/Implementation

Definition/Purpose: Valley Regional transit will regularly make changes to service. Service changes are how all transit service and plans are implemented. Incremental route adjustments and timing changes within current budgets will be undertaken internally within VRT and require less extensive processes and will include reports of any changes to COMPASS at least annually. Periodically, those changes will be extensive, as such, those service changes come at the end of an extensive planning process that considers long-term goals, public input, available funding, and current route performance including productivity and on-time performance. Those changes will include more robust communication between VRT and COMPASS. See Appendix H.

Unified Planning Work Program (UPWP)

Definition/Purpose: The UPWP is COMPASS' annual statement of work identifying the planning priorities and activities to be carried out within COMPASS' planning area. See Appendix I.

Planning Efforts, Studies, and Related Projects

Definition/Purpose: COMPASS and VRT conduct planning studies as part of their planning processes. COMPASS and VRT should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit. See Appendix J.

4. GENERAL PROVISIONS

4.1 Effective Date

This MOU shall become effective upon signature of the Executive Director of COMPASS and the CEO of VRT, whichever is most recent. This MOU shall remain in full force and effect from the effective date for a period of five (5) years unless it is amended or terminated by either Party as provided in this MOU. This MOU supersedes and replaces any existing memoranda of understanding.

4.2 Termination

Prior to providing notice of termination of this MOU, the Parties shall follow the process described in the Issue Resolution provision of this MOU. In the event the issue resolution process fails to produce a resolution, either Party may terminate this MOU at any time, with or without cause, upon ninety (90) calendar days prior written notice to the other Party specifying the date of termination.

Between the date written notice of termination is provided and the termination date, COMPASS and VRT shall develop a written Termination Agreement to be signed by the Parties. The Termination Agreement shall identify and allocate between the Parties all responsibilities, obligations, liabilities, and procedures that must be honored up to and after the termination date.

4.3 Amendments

This MOU may be extended, amended, changed, or modified upon written agreement of the Parties. However, no extension, amendment, change, or modification of this MOU shall be effective unless in writing and executed by both Parties.

4.4 Governing Law and Severability

This MOU shall be construed in accordance with and governed by the laws of the State of Idaho. Any action to enforce the provisions of this MOU shall be brought in state district court in Boise, Ada County, Idaho. In the event any term of this MOU is held to be invalid or unenforceable by a court, the remaining terms of the MOU will remain in force and the Parties may re-negotiate the terms affected by the severance in accordance with the process for amendments and modifications provided in the MOU.

4.5 Officials, Agents, and Employees of Client Not Personally Liable

It is agreed by and between the Parties hereto that in no event shall any official, officer, employee, or agent of the VRT or COMPASS be in any way liable or responsible for any covenant or agreement, whether expressed or implied, nor for any statement, representation or warranty made in or in connection with this MOU. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of VRT or COMPASS shall have any personal liability or responsibility under this MOU, and the sole responsibility and liability for the performance of this MOU and all of the provisions and covenants contained in this MOU shall rest in and be vested with VRT and COMPASS.

4.6 Limitations

Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory responsibilities of COMPASS or VRT in performing functions granted to them by law.

Nothing in this MOU shall be construed as requiring either entity to expend any sum in excess of its respective appropriation.

Each provision of this MOU is subject to the laws and regulations of the State of Idaho and of the United States.

Neither Party shall be required to provide indemnification of the other Party.

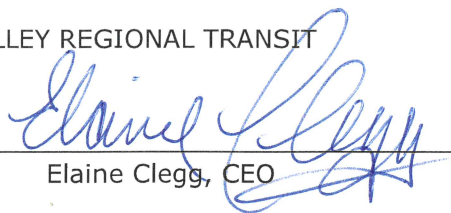
Nothing in this MOU shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests.

COMPASS and VRT shall maintain and protect all confidential information as may be required by state and federal law and regulations. The Parties mutually acknowledge that any records or documents shared between the two Parties may be open to public inspection and copying unless exempt under the Idaho Public Records Act (Idaho Code section 74-102 *et seq.*) The obligations under this section shall survive termination of this MOU.

SIGNATURES:

VALLEY REGIONAL TRANSIT

By

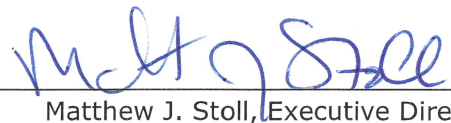

Elaine Clegg, CEO

Date

1-7-25

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

By


Matthew J. Stoll, Executive Director

Date

1-7-2025

Appendix A. COMPASS' Regional Long-Range Transportation Plan

Definition/Purpose: COMPASS develops a regional long-range transportation plan for its planning area every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies, including public transportation projects/studies, for the next 5 – 20+ years.

Applicable Federal Regulations: 23 CFR 450.324

Trigger for Updating or Amending the Long-Range Transportation Plan:

- Update
 - Scheduled five-year update cycle
- Periodic Amendments
 - Changes in federal laws
 - Changes in available funding for projects identified in the plan
 - Unanticipated substantive changes

Process and Responsibilities:

COMPASS	Timing*	VRT
<p>Develop the scope of work for the plan update, establish the growth forecast for the horizon year, and develop an initial financial forecast to the horizon year.</p> <p>Potentially solicit public input^.</p> <p>Coordinate with VRT to set state of good repair targets for transit capital and update Transit Asset Management (TAM) performance measures, as needed.</p>	<p>Year 1</p>	<p>Review, provide feedback, recommend, and approve the scope of work, growth forecast, and financial forecast as part of COMPASS workgroups, the Regional Transportation Advisory Committee (RTAC), and the Board of Directors.</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance on VRT's system in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Coordinate with COMPASS to update the TAM plan (Appendix D).</p>
<p>Establish the horizon-year growth and transportation vision, determine plan goals, conduct needed studies and analyses, and update the financial forecast, as needed.</p> <p>Potentially solicit public input^.</p>	<p>Year 2</p>	<p>Review, provide feedback, recommend, and approve the growth and transportation vision and plan goals as part of COMPASS workgroups, RTAC, and the Board of Directors; collaborate on studies as appropriate.</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Coordinate with COMPASS on the development of the Valley Connect plan (Appendix B).</p>
<p>Conduct needed studies and analyses, update the financial forecast, as needed, and establish the plan's funding policy.</p> <p>Potentially solicit public input^.</p> <p>Establish prioritization processes for all transportation needs based on performance-based planning principles, the congestion management process, equity considerations, and other factors.</p>	<p>Year 3</p>	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Review, provide feedback, recommend, and approve the funding policy as part of RTAC and the Board of Directors; collaborate on studies as appropriate.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Review, provide feedback, recommend, and approve the prioritization process as part of COMPASS workgroups, RTAC, and the Board of Directors.</p>

COMPASS	Timing*	VRT
<p>Update the financial forecast, as needed.</p> <p>Prioritize funded projects and unfunded needs across all modes using the approved prioritization processes.</p> <p>Specifically for public transportation projects:</p> <ul style="list-style-type: none"> • Work with VRT, RTAC, and the Public Transportation Workgroup. • Use Valley Connect and VRT's Transportation Development Plan (TDP) to inform prioritization of funded and unfunded projects. • Share the draft prioritized funded and unfunded public transportation project lists with VRT. <p>Identify the scope, location, timing, and cost of needed transportation improvements out to the horizon year of the plan (all modes, funded and unfunded projects, studies).</p> <p>Potentially solicit public input^.</p>	Year 4	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Prioritize funded projects and unfunded needs across all modes using the approved prioritization processes as a member of RTAC and COMPASS workgroups.</p> <p>Share the draft prioritized funded and unfunded public transportation project lists with the VRT Board for acceptance.</p> <p>Approve the prioritized funded and unfunded lists as a member of the COMPASS Board of Directors.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p>
<p>Write the draft plan and associated documents.</p> <p>Solicit public comment on the draft plan (30 days minimum)^.</p> <p>Update the draft plan based on public feedback; request RTAC recommendation and Board of Directors' adoption of the final plan.</p>	Year 5	<p>Provide input into, and assist with, soliciting public comment on the draft plan through COMPASS' Public Participation Workgroup.</p> <p>Recommend and adopt the final plan as a member of RTAC and the COMPASS Board of Directors.</p>
<p>Implement the plan through conducting studies, developing plans, and funding projects as identified in the plan; collaborate with VRT as appropriate on studies, plans, seeking funding, and funding projects.</p> <p>Amend the plan as needed to meet new federal requirements, add new funded projects, or address other substantive changes as they arise; follow TIP amendment process.</p>	Periodically/ Ongoing	<p>Collaborate with COMPASS as appropriate on studies, plans, seeking funding, and funding projects.</p> <p>Notify COMPASS of any unfunded projects proposed for funding or changes to funded projects within five days of the decision to move forward to allow for timely plan amendments.</p>

**Each long-range plan update is unique, and the exact timing and nature of each step varies; therefore, the process described above is illustrative only*

^Public involvement is guided by COMPASS' Participation Plan and occurs at multiple stages of the development process; exact timing, methods, and topics varies from plan to plan, but always include a minimum 30-day public comment period on the draft plan

Final Product:

- A fiscally constrained multimodal regional long-range transportation plan that outlines regional needs to the horizon year and meets all federal planning requirements.

Appendix B. VRT’s Long-Range Transit Plan (*Valley Connect*)

Definition/Purpose: The purpose of the *Valley Connect* plan is to lay out future transit routes, other transportation services, and fleet and facility upgrades that will be necessary to meet the travel demands of the growing population of the Treasure Valley. The plan will outline how VRT will advance the region’s vision for public transit and public mobility and inform the development of the Transportation Development Plan and *Communities in Motion*.

Applicable Federal Regulations: None

Trigger for Updating or Amending the Plan:

- Update
 - Every five years, with a two-year process.
 - Align timing so that *Valley Connect* is adopted two years prior to the adoption of COMPASS’ regional long-range transportation plan
- Periodic Amendments
 - As new studies or plans are developed that change conditions
 - Significant growth or employment changes
 - Significant changes in funding

Process and Responsibilities:

COMPASS	Timing	VRT
Provide feedback on the scope of work and work with VRT to accommodate technical service requests, to the extent possible.	Year 1	Develop scope of work for plan update. Solicit feedback from partners, including COMPASS. Work with COMPASS to identify the scope and schedule for technical assistance needed.
	Year 1	Follow procurement process and select consultant. Appoint steering committee, including a COMPASS representative.
Participate in committee meetings and provide comments to VRT. Provide data and technical support to VRT as identified in the scope of work.	Years 1-2	Provide available data, studies, and plans to consultant. Schedule committee meetings and keep VRT Board informed of progress. Conduct planning process and public engagement.
	Year 2	Adopt the plan.
Incorporate new routes and services into the long-range transportation plan. Conduct COMPASS Public Transportation Workgroup meetings to identify elements from <i>Valley Connect</i> including routes, services, and infrastructure that should be in funded and unfunded scenarios for the term of the long-range plan (20+ year horizon).	Two years prior to adoption of updated long-range transportation plan	Review <i>Valley Connect</i> as part of the long-range transportation plan update to identify new routes, services and infrastructure to incorporate in the long-range transportation plan. Work with the COMPASS Public Transportation Workgroup to identify elements from <i>Valley Connect</i> for inclusion in the long-range transportation plan.
	Every two years	Review <i>Valley Connect</i> for projects (routes, services, fleet, or facilities) that are a high priority, have local funding support, or need to be considered for Transportation Development Plan updates.

Final Product:

- A narrative document that outlines a future vision for public transportation and includes goals and objectives, route scenarios based on growth, and chapters providing guidance on other transportation services and topics contributing to transit planning.

Appendix C. VRT's Transportation Development Plan

Definition/Purpose: The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The TDP outlines a service implementation plan and capital improvement program, as well as mobility support investments, that will guide VRT's investments in the coming years.

Applicable Federal Regulations: None

Triggers for Updating Plan:

- Scheduled update, every one or two years (one-year process)

Process and Responsibilities:

COMPASS	Timing	VRT
	Winter/Spring	Discuss anticipated projects for the next five years with partners. The next years projects and costs serve as the foundation for beginning the annual budget process. Coordinate internally on anticipated projects, budget, and match.
Score projects using the process outlined in the annual COMPASS Application Guide; provide scores to VRT to inform project prioritization in the TDP.	Spring	Share draft TDP project list with COMPASS for scoring. Prioritize routes, services, fleet, facilities, and other projects identified in the TDP; use local funding support and COMPASS scoring to inform prioritization. Identify local and federal funding assumptions, including whether any changes would be needed in the TIP.
Incorporate new routes and services in COMPASS' TIP (document), travel demand model, and transit planning software.	Summer	Develop preliminary budgets for each year and adjust the cost allocation model as needed. Move projects to various years to align with expected VRT budget.
Provide opportunities for VRT to update COMPASS' Public Transportation Workgroup on development of the TDP.	Summer	Periodically update the COMPASS Public Transportation Workgroup on the development of the TDP and solicit public input.
Include unfunded projects (from previous fall/spring applications) in the COMPASS Resource Development Plan; request RTAC review and recommendation and COMPASS Board of Directors adoption.	Summer/Fall	Review, recommend, and approve COMPASS' Resource Development Plan as a member of the RTAC and COMPASS Board of Directors.
	Fall	Adopt the fiscal year budget and adjust TDP as necessary. Adopt TDP.
	During COMPASS funding application periods; annually in late fall and spring	Submit Phase I (and Phase II if needed) funding applications for prioritized projects, as identified above.
Provide an opportunity for VRT to update COMPASS' Public Transportation Workgroup and RTAC on the newly adopted TDP and discuss local priorities.	Winter	Update to the COMPASS Public Transportation Workgroup and RTAC on the newly adopted TDP and discuss local priorities.
Provide grant research, writing, letters of support, and other assistance to obtain grants for VRT projects identified in the Resource Development Plan.	Ongoing	Request grant application assistance for projects identified in the Resource Development Plan. Submit requests for assistance a minimum of two weeks prior to due dates.

Final Product:

- A fiscally constrained five-year plan with annual projects including total expenses, and directly generated, local and federal revenues.

Appendix D. Regional Transportation Improvement Program

Definition/Purpose: Annually, in cooperation with VRT, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's long-range transportation plan. Therefore, projects in the TIP should first be identified as priorities in the long-range transportation plan.

VRT also develops a five-year Transportation Development Plan (TDP) and annual Program of Projects (POP). The POP is referenced in TIP project descriptions for more detailed information.

Applicable Federal Regulations: 23 CFR 450.326

Triggers for Updating or Amending the TIP:

- Annual Update
 - Annual process
- Periodic Amendments
 - Changes in the scopes of funded projects, as defined in the COMPASS TIP amendment policy¹
 - Unanticipated needs or funding that necessitate adding or removing projects
 - Changes in federal or state laws or regulations

Process and Responsibilities – Annual Update:

COMPASS	Timing	VRT
<p>Prepare for update and call for projects, including:</p> <ul style="list-style-type: none"> • Updating COMPASS' application guide. • Holding joint meetings with COMPASS/VRT member agencies to discuss needs and the application process. 	<p>Summer/fall</p>	<p>Participate in COMPASS' process by:</p> <ul style="list-style-type: none"> • Recommending and approving the application guide as a member of the Regional Transportation Advisory Committee (RTAC) and COMPASS Board of Directors. • Participating in joint meetings with COMPASS/VRT member agencies. • Provide COMPASS with a list of priority transit corridors; update as needed.
<p>Develop TIP project list: Re-share project scores previously developed for the TDP (Appendix C) with VRT to inform project applications. Solicit funding applications from VRT for programs managed by COMPASS* (Funding assumptions and criteria are described in the long-range transportation plan funding policy and annual application guide). Work with RTAC:</p> <ul style="list-style-type: none"> • Identify projects on priority transit corridors (using the list from above); share with VRT for input • Prioritize applications for projects in the COMPASS planning area using criteria in the COMPASS Application Guide • Develop a funding plan. • Incorporate any project applications that were not prioritized for TIP inclusion into the Resource Development Plan. <p>Review the draft TIP project list with RTAC and the COMPASS Board of Directors prior to public comment; share project scores for all projects, including VRT projects (scored during TDP process) Compare the draft TIP (Appendix C) to the TDP to ensure alignment.</p>	<p>November – June</p>	<p>Participate in COMPASS' process:</p> <ul style="list-style-type: none"> • Review proposed projects on priority transit corridors; provide input as appropriate. • Prioritize local projects in the COMPASS planning area, approve initial prioritization, and approve the funding plan for programs managed by COMPASS as a member of RTAC • No later than April 1, provide COMPASS with VRT's draft project list from the TDP and POP (see Appendices C and G), including new projects, changes to existing projects, and carry-over funding. • Review COMPASS' draft TIP as a member of RTAC and the COMPASS Board corridors. <p>Compare the TDP (Appendix C) to the draft TIP to ensure alignment.</p>
<p>Develop the TIP report to accompany the TIP project list; include demonstration of fiscal constraint and performance measure targets and analyses from the previous year.</p>	<p>June - September</p>	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast (June; within 2 weeks of request).</p>

¹ COMPASS: <https://compassidaho.org/resourcedevelopment/#FundPol>

COMPASS	Timing	VRT
<p>Solicit public comment on the draft TIP</p> <ul style="list-style-type: none"> Align timing with VRT's POP public comment period and co-promote whenever possible. Share comments received on VRT projects with VRT within 10 days of close of comment period. 	July; minimum 30 days	<p>When asked, provide responses to COMPASS regarding questions/comments from the public within three business days of receipt when possible.</p> <p>Solicit public comment on the draft POP</p> <ul style="list-style-type: none"> Align timing with COMPASS' TIP public comment period and co-promote whenever possible. Share comments received on projects in the POP with COMPASS within 10 days of close of comment period.
Recommend and approve the final TIP project list	August-September	Recommend the TIP project list as a member of RTAC and approve as a member of the COMPASS Board of Directors.
Submit final TIP report to ITD	September	Receive approved TIP project list from COMPASS and finalize VRT budget materials.
<p>Compile the annual list of projects, showing obligation status of all projects with programmed funding in the previous fiscal year.</p> <p>Post on COMPASS website no later than December 31.</p> <p>Update TIP amendment policy as needed; work with RTAC and COMPASS Board of Directors for review/recommendation/approval.</p>	November / December	Provide COMPASS with transit project obligation data for inclusion in annual list of projects (November, within two weeks of request).
	As needed	Recommend and approve updates to COMPASS' TIP amendment policy as a member of RTAC and the COMPASS Board of Directors.

Process and Responsibilities – Amendments and Modifications:

COMPASS	Timing	VRT
<p>Incorporate VRT's project needs regarding scope changes or funding and process changes through the balancing process, an amendment, or administrative modification, as appropriate. Needs will be added to the Needs List.</p>	Ongoing	Notify COMPASS when needs arise (typically by submitting an official letter of request) to change the scope of a project or when funding needs are realized to amend the TIP and other documents as needed. The notification should include a brief description and the funding source desired.
<p>Determine the type of action needed per COMPASS' amendment policy within three days and develop action plan; share with VRT.</p> <p>Follow one of the two processes in italics below; details outlined in COMPASS' TIP amendment policy</p>	Upon receipt of all needed information	
<p><i>Administrative Modification:</i> Prepare documentation for COMPASS Executive Director signature.</p>	Monthly	
<p><i>Amendment:</i> Solicit public comment.</p> <p>Process amendment through RTAC for recommendation and the COMPASS Board for approval.</p>	Total: 6 – 8 weeks, including public comment COMPASS Board adoption: even numbered months	<p>Review public comment materials to ensure the intent of the change is captured.</p> <p>Assist in promoting public comment, when amendment includes a VRT project.</p> <p>Attend RTAC and COMPASS Board of Directors' meeting to respond to questions, if asked, concerning the proposed changes. Share any known questions or concerns with COMPASS staff prior to the meetings.</p>
Enter obligations or changes to COMPASS-managed or transit programs into ITD's project database.	Within 10 business days of approvals	Notify VRT staff that project changes that have been entered.
Keep all programs balanced	Ongoing	Understand COMPASS policies and how VRT's projects are considered in the process Participate in balancing actions through involvement in RTAC
Facilitate funding through the End-of-Year and Redistribution Programs ²	Annually; May - August	Participate in the End-of-Year and Redistribution Program through involvement in RTAC and the COMPASS Board ²

² End-of-Year and Redistribution is limited regarding transferring funds to FTA. Only projects that could remain within FHWA oversight will be considered for these programs.

*Programs managed by COMPASS include:

- Carbon Reduction Program (CRP) (Transportation Management Area [TMA], Large Urban [LU])
- Planning programs (TMA, LU)
- Surface Transportation Block Grant (STBG) (TMA, LU)
- Transit Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310) (SU)
- Transit Bus and Bus Facilities Program (5339) (SU)
- Transportation Alternatives Program (TAP) (TMA)

Final Product:

- Regional transportation improvement programs, including project lists, reports, and Board resolutions.

Appendix E. VRT's Transit Asset Management Plan

Definition/Purpose: The Transit Asset Management Plan (TAM) is a tool to achieve and maintain a state of good repair for all public transportation assets in the region. This includes the strategic and systemic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost effective, and reliable transportation. VRT is a Tier II provider that manages less than 101 vehicles across all fixed routes or in non-fixed route mode.

Applicable Federal Regulations: 49 U.S.C. Chapter 53, 49 C.F.R. Part 625

Triggers for Updating or Amending the Plan:

- Regular Updates
 - Every four years: Update TAM Plan including aspirational performance targets
 - Annually: Conduct inventory and assessment of assets and reconfirm performance targets.
- Periodic Amendments
 - If scores are too far above or below the target and need re-adjustment
 - As federal rules change
 - When VRT manages over 101 vehicles and becomes Tier I
 - Changes in policies or industry best practices

Process and Responsibilities:

COMPASS	Timing	VRT
	Spring (annual)	Conduct annual inventory of rolling stock, facilities, and equipment belonging to VRT and members of the group plan (Ada County Highway District Commuteride, Boise State University, WITCO).
	Spring (at least every four years)	Review performance targets and reset as needed.
Provide the opportunity for VRT to share the performance targets with COMPASS' Public Transportation Workgroup (PTWG) for feedback.	Summer (annual)	Report performance targets for the upcoming year to the VRT Board and COMPASS PTWG. Report previous years' scores and targets to the Federal Transit Administration's (FTA's) National Transit Database. Provide annual asset scoring for acceptance and performance targets for approval to the VRT Board. Submit TAM scoring and performance targets to COMPASS.
Provide updated aspirational TAM targets, when changes are made, to the COMPASS Board for acceptance.	Summer/fall (at least every four years)	Recommend new aspirational TAM targets to the VRT and COMPASS Boards. Submit the finalized TAM plan to the FTA.
Include TAM scoring and performance targets in the COMPASS Change in Motion scorecard (every two years).	Fall (every two years)	

Final Products:

- A plan that sets criteria for prioritizing replacement of rolling stock, facilities, and equipment.
- An annual inventory of public transportation assets and performance targets.

Appendix F. Coordinated Public Transit-Human Services Transportation Plan ("Coordinated Plan")

Definition/Purpose: A Coordinated Plan is required for project proposals to be eligible to receive funding from the Federal Transit Administration's (FTA's) Section 5310 program - Enhanced Mobility of Seniors and Individuals with Disabilities. The Coordinated Plan identifies the unmet transportation needs of target populations (persons with disabilities, persons with low incomes, and older adults, at a minimum), provides strategies to meet these needs, and prioritizes transportation services for funding and implementation.

Applicable Federal Regulations: 49 U.S.C. 5310

Trigger for Updating or Amending the Coordinated Plan:

- Update
 - Scheduled five-year update cycle
 - 12-month process; begins in Year 4 of the development of the regional long-range transportation plan and culminates with adoption in Year 5 of the development of the long-range transportation plan (Appendix A)
- Periodic Amendments
 - Changes in federal laws
 - Unanticipated substantive changes within the region

Process and Responsibilities:

COMPASS	Timing*		VRT
	Coordinated Plan	Long-Range Transportation Plan Update Cycle	
No significant activity.	NA	Years 1 and 2	No significant activity.
Lead agency (COMPASS or VRT) develops a scope of work and project schedule in coordination with the other agency.	NA	Year 3	Lead agency (VRT or COMPASS) develops a scope of work and project schedule in coordination with the other agency.
Lead agency initiates update per the project schedule in coordination with the other agency.	Month 1	Year 4	Lead agency initiates update per the project schedule in coordination with the other agency.
	≈ Month 2		Update list of existing transportation services, programs, and providers.
With VRT, work with VRT's Regional Advisory Council (RAC) to identify transportation needs of target populations.	≈ Months 3 - 5		With COMPASS, work with the RAC to identify transportation needs of target populations.
With VRT, work with the RAC to identify and prioritize strategies, activities, and/or projects in the plan.	≈ Months 6 - 8		With COMPASS, work with the RAC to identify and prioritize strategies, activities, and/or projects in the plan.
Lead agency develops draft plan in coordination with the other agency and reviews with VRT's RAC and COMPASS' Regional Transportation Advisory Committee (RTAC).	≈ Month 9		Lead agency develops draft plan in coordination with the other agency and reviews with RAC and RTAC.
Lead agency develops a public participation plan in coordination with the other agency and reviews it with RAC and COMPASS' Public Participation Workgroup.	≈ Month 9		Lead agency develops a public participation plan in coordination with the other agency and reviews it with RAC and COMPASS' Public Participation Workgroup.
Lead agency conducts public and stakeholder outreach on the draft plan; other agency provides support as needed.	≈ Month 10		Lead agency conducts public and stakeholder outreach on the draft plan; other agency provides support as needed.
Participate as a key partner in the development of the plan.	≈ Month 11		Present the draft Coordinated Plan to the RAC for recommendation to VRT Board.

COMPASS	Timing*		VRT
	Coordinated Plan	Long-Range Transportation Plan Update Cycle	
Present the draft Coordinated Plan to RTAC for recommendation to the COMPASS Board.	≈ Month 11	Year 4	Review, discuss, and vote on the plan as a member of RTAC.
Participate as a key partner in the development of the plan.	≈ Month 11		Lead agency initiates update per the project schedule in coordination with the other agency.
Present the Coordinated Plan to COMPASS Board of Directors for adoption	≈ Month 12		Review, discuss, and vote on the plan as a member of the COMPASS Board
Work with VRT to determine the lead agency responsible for developing the <u>next</u> Coordinated Plan.	NA	Year 5	Work with COMPASS to determine the lead agency responsible for developing the <u>next</u> Coordinated Plan.

* The Coordinated Plan is developed to align with the timing of the regional long-range transportation plan (*Communities in Motion*), which is updated on a five-year cycle. This column reflects the timing of the Coordinated Plan itself as well as in relation to the long-range plan.

Final Product:

- A Coordinated Public Transit-Human Services Transportation Plan for Ada and Canyon Counties that identifies the transportation needs of target populations and prioritizes strategies to meet those needs.

Appendix G. VRT's Program of Projects

Definition/Purpose: The Program of Projects (POP) is the list of federally funded public transportation projects in VRT's annual budget; the projects are also included in COMPASS' transportation improvement program (TIP).

Applicable Federal Regulations: 49 U.S.C. 5307

Triggers for Updating or Amending the Program:

- Update
 - Annually
- Periodic Amendments or Modifications
 - As funding changes
 - When required by federal review

Process and Responsibilities:

COMPASS	Timing	VRT
Provide VRT with draft program totals (by key number) from the draft TIP (Appendix D).	Spring	Develop the draft POP based on the draft federal budget for the upcoming fiscal year, then compare the draft TIP program totals from COMPASS to budgetary needs.
Ensure key numbers and funding amounts in the TIP for the upcoming fiscal year match the POP.	May/Spring	Submit draft POP, referenced by key number, to COMPASS for inclusion in the draft TIP for the upcoming fiscal year. Ensure funding amounts in the POP for the upcoming fiscal year match the TIP.
Solicit public comment on the draft TIP <ul style="list-style-type: none"> • Align timing with VRT's POP public comment period and co-promote whenever possible. • Share comments received on VRT projects with VRT within 10 days of close of comment period. 	July; minimum 30 days	When asked, provide responses to COMPASS regarding questions/comments from the public within three business days of receipt when possible. Solicit public comment on the draft POP <ul style="list-style-type: none"> • Align timing with COMPASS' TIP public comment period and co-promote whenever possible. • Share comments received on projects in the POP with COMPASS within 10 days of close of comment period.
Incorporate comments from the public, as appropriate.	August	Incorporate comments from the public, as appropriate.
	Summer/Fall	Create project sheets for federally funded projects based on the TIP totals.
	Fall/Winter	Build federally funded grants in TRAMS based on project sheets and budget.
Incorporate carry-over changes in the updated TIP.	October-November	Review needed carryover projects/ funds based on obligations that were not approved in the previous fiscal year. Update the POP and notify COMPASS.
	Winter	Request VRT Board adoption. Post adopted POP online.
Provide monthly obligation updates to RTAC as information.	Monthly	Update the current year POP with submittals and obligations for RTAC review.

Final Product:

- A detailed, one-year list of federally funded transit projects.

Appendix H. VRT Service Changes/Implementation

Definition/Purpose: Valley Regional transit will regularly make changes to service. Service changes are how all transit service and plans are implemented. Incremental route adjustments and timing changes within current budgets will be undertaken internally within VRT and require less extensive processes and will include reports of any changes to COMPASS at least annually. Periodically, those changes will be extensive, as such, those service changes come at the end of an extensive planning process that considers long-term goals, public input, available funding, and current route performance including productivity and on-time performance. Those changes will include more robust communication between VRT and COMPASS.

Applicable Federal Regulations: 49 U.S.C. 5307 (c)(1)(I), FTA Circular 4702.1B and 9030.1E

Trigger for conducting service changes:

- Regular
 - Adjustments to travel times
 - Adjustments to routing on existing services
- Planned
 - Implementation of new services
 - Increases in service levels
 - Network restructures
 - Discontinuation of services
 - Changes in funding levels
 - Changes to the road network
 - Long-term road construction impacts
- Unplanned
 - Unanticipated changes in funding levels
 - Emergency changes to the road network
 - Discontinuation of services
 - Changes in costs
 - Safety concerns

Process and Responsibilities for Planned Changes*:

COMPASS	Timing**	VRT
	32-24 months before	Review projects in the Transportation Development Plan (TDP) with all funding partners. Confirm funding assumptions and service needs. If new projects are identified from Valley Connect, COMPASS' long range plan, or unanticipated current needs, add those projects to the TDP. Communicate planned services with the Federal Transit Administration (FTA) and COMPASS.
	20 months before	Confirm funding priorities with funding partner and work with funding partner to ensure funding change is included in the up-coming fiscal year's budget building process.
Provide comments during public involvement, if applicable.	17 months before	Conduct first round of public outreach about planned changes. Identify potential environmental review requirements of planned service change. Evaluate Title VI implications of service changes. Communicate potential service changes with FTA.
	14 months before	Prepare final draft of changes based on initial round of public and stakeholder comment. Solicit final round of comments. Begin environmental review processes if possible.
Review public comments for implications to the long-range transportation plan.	11 months before	Review public and stakeholder feedback and finalize service changes for VRT Board consideration. Re-evaluate any Title VI implications if necessary.
	8 months before	Provide public comments to COMPASS. Adopt service change begin implementation processes including any remaining required environmental reviews. Communicate final service changes with FTA.

COMPASS	Timing**	VRT
<p>Update route geography in COMPASS' travel demand model and transit planning software.</p> <p>Update the long-range transportation plan and/or transportation improvement program with new projects, if necessary.</p> <p>Identify the impact of new projects on long-term funded public transportation projects in the long-range transportation plan.</p>	2-6 months before	Begin final public outreach and notifications.
	Post change	<p>Provide COMPASS with all updated routing details, stop locations, route schedules, etc., including timing of implementation.</p> <p>Provide details of any new VRT projects using federal funds. Identify the impact of new projects on long-term funded public transportation projects in the long-range transportation plan.</p>

**Regular changes do not require this extensive of outreach/coordination efforts. All regular changes will be reported to COMPASS each year. Unplanned changes, including those that result from unanticipated funding levels, may be implemented in a shorter timeframe. VRT will take all steps to ensure services are successfully coordinated with COMPASS prior to implementation.*

***Each service change implementation is unique, and the exact timing and nature of each step varies; therefore, the process described above is intended to be illustrative or typical.*

Final Product:

- New service and infrastructure in operation.

Appendix I. COMPASS' Unified Planning Work Program (UPWP)

Definition/Purpose: The UPWP is COMPASS' annual statement of work identifying the planning priorities and activities to be carried out within COMPASS' planning area.

Applicable Federal Regulations: 23 CFR 450.308

Triggers for Updates:

- Annual update:
 - Sufficient time to prepare for COMPASS' Board of Directors adoption in August of each year, to ensure adequate time for ITD and federal approval by October 1; this process typically begins in January/February.
- Periodic revisions:
 - Proposed changes to the COMPASS budget, planning priorities, or planned activities, or new regional studies implemented in the COMPASS planning area.

Process and Responsibilities:

COMPASS	Timing	VRT
Solicit other member agency projects for the upcoming fiscal year when over five days of COMPASS assistance is anticipated.	February	Assist COMPASS with ensuring accurate scope, timing, etc., are reflected for VRT projects, if any.
Work with the Regional Transportation Advisory Committee (RTAC) to prioritize member agency project requests. Update five-year projections of planned activities and present to the COMPASS Finance Committee.	March	Participate in the prioritization process as a member of RTAC.
Present the draft UPWP to the Finance Committee for review. Request a list of ongoing and completed studies from VRT for inclusion in the UPWP and the COMPASS website. Request the Public Transportation Supplement for the UPWP.	June	
Present the draft UPWP to the Finance Committee for recommendation to the COMPASS Board.	July	Provide COMPASS with the list of ongoing and completed studies for inclusion in the UPWP and the COMPASS website.
Present the UPWP to the COMPASS Board for approval. Submit the Board-approved UPWP to the Idaho Transportation Department's (ITD's) Planning and Development Services office for approval.	August	Review, discuss, and vote on the UPWP as a member of the COMPASS Board of Directors. Provide COMPASS with the Public Transportation Supplement for inclusion in the UPWP, including workdays, expenditures, and revenues.
Revise as needed; submit to the Finance Committee for recommendation and COMPASS Board of Directors for approval.	As needed, based on triggers	Review, discuss, and vote on the revised UPWP as a member of the COMPASS Board of Directors.
Submit the revised Board-approved UPWP to ITD's Planning and Development Services office for approval.	Within one week of Board approval	

Final Product:

- Complete, adopted UPWP document, including a signed resolution.

Appendix J. Planning Efforts, Studies, and Related Projects

Definition/Purpose: COMPASS and VRT conduct planning studies as part of their planning processes. COMPASS and VRT should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit.

Applicable Federal Regulations: 23 CFR 450.318

Triggers:

- Scheduled development or update of regional plans, studies, or related projects
- Needs identified through other planning processes, requests or direction from other government bodies, or changes to policies, development patterns, funding, etc.
- Changes in federal laws
- Availability of competitive grants or new funding sources

COMPASS	Timing	VRT
<p>Initiate discussions with VRT staff independently and through the Regional Transportation Advisory Committee (RTAC) to identify needed public transportation planning studies within the time frame of the next long-range transportation plan (Appendix A).</p>	<p>During long-range transportation plan update</p>	<p>Identify needed funded and unfunded public transportation planning studies and share with COMPASS for inclusion in the long-range transportation plan.</p>
<p>Review identified planning studies with RTAC; work with VRT (or study sponsor, if not COMPASS or VRT) to identify the appropriate type of study and level of effort; identify as short-term programmed, long-term funded, or unfunded; prioritize as appropriate.</p> <p>Include in the long-range transportation plan, based on information above.</p>	<p>During long-range transportation plan update</p>	<p>Work with COMPASS (or study sponsor, if not COMPASS or VRT) to identify the appropriate type of study and level of effort.</p> <p>Participate in review, prioritization, etc., as a member of RTAC.</p> <p>Recommend and approve priority funded and unfunded studies to be included in the long-range transportation plan as a member of RTAC and the COMPASS Board of Directors. Include all funded studies in the Transportation Development Plan (TDP).</p>
<p>When funded, add to COMPASS' regional transportation improvement program (TIP) following the standard TIP update or amendment process.</p> <p>Include in the list of regional studies in COMPASS' Unified Planning Work Program and Budget (UPWP; Appendix I).</p>	<p>During annual TIP/POP update or amendment process</p>	<p>When funded, if it is a VRT study, add to VRT's Program of Projects (POP) and notify COMPASS, as needed, for inclusion in the UPWP.</p>
<p>Develop project scopes and prioritize projects for COMPASS assistance for inclusion in COMPASS' UPWP if COMPASS assistance is anticipated in the next fiscal year, following the standard UPWP process; include studies in the list of regional studies in the UPWP.</p>	<p>February – August</p>	<p>Work with COMPASS staff to confirm scope, needed assistance, and estimated number of COMPASS workdays for VRT projects, when COMPASS assistance is anticipated.</p> <p>Participate in UPWP development and approval, following the standard UPWP process.</p> <p>Provide COMPASS with a list and URLs of ongoing and completed studies for the COMPASS UPWP when requested.</p>

COMPASS	Timing	VRT
<p>Coordinate with VRT on COMPASS-managed public transportation studies and related projects. Coordination may include co-managing projects, including VRT staff on project-related committees and workgroups, and requesting VRT input and review.</p> <p>Provide assistance to VRT for VRT-managed public transportation studies and other projects as requested, including grant writing/letters of support, modeling, benefit/cost analyses, data, and GIS analysis in a timely manner.</p> <p>Provide VRT with COMPASS' official, approved demographic, roadway, and transit data, and land use assumptions for Ada and Canyon Counties, for use in planning studies and related projects.</p> <p>Share results of planning studies and related projects with VRT.</p>	Ongoing	<p>Coordinate with COMPASS on VRT-managed planning studies and related projects. Coordination may include co-managing projects, including COMPASS staff on project-related committees and workgroups, and requesting COMPASS input and review.</p> <p>Provide assistance, including data and background information, to COMPASS for COMPASS-managed planning studies and other projects as requested in a timely manner.</p> <p>Work with COMPASS to ensure plans and studies in Ada and Canyon Counties use COMPASS' official, approved demographic, roadway, and transit data, and land use assumptions.</p> <p>Share results of planning studies and related projects with COMPASS.</p>
<p>Work with the Idaho Transportation Department (ITD) to ensure that COMPASS-assisted VRT grant applications are provided to ITD to submit to the Idaho Division of Financial Management (DFM) prior to submission to the grantor.</p>	Ongoing	<p>Ensure that VRT grant applications are submitted to DFM for approval via ITD; provide DFM/ITD acknowledgement response to COMPASS.</p>

Final Products:

- Planning studies included in the long-range transportation plan, TIP, UPWP, TDP, and POP.
- Completed regional public transportation planning studies and other related projects developed with mutual cooperation and input.