



Funding Application Guide

(Approved by COMPASS Board August 28, 2017)

FY2019-2023



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Introduction

The Community Planning Association of Southwest Idaho (COMPASS) is accepting applications for the FY2019-FY2023 funding cycle, which begins October 1, 2018. Applications will be accepted in two phases. Phase I is a simple preliminary application requesting very basic information (see Page 3). The **Phase I application is mandatory for all** applications for funding sources managed through COMPASS (large and small, federal and other, as well as COMPASS staff time) and is **due no later than midnight, Monday, December 4, 2017**. All required attachments must also be received by the due date, or the application will not be considered for funding.

COMPASS staff will determine which funding sources each project may be eligible to receive. Projects qualified for federal funding will require a **Phase II application, due no later than midnight, Monday, January 22, 2018**. More information about the Phase II application is included on Page 4 of this guide.

Who Should Participate?

If your transportation project is in, runs through, or touches Ada and/or Canyon Counties, and you want to be considered for federal and/or COMPASS funding or staff time, you must submit an application through the COMPASS application process. See the COMPASS Planning Area map on Page 8.

Applications

Phase I Application

Phase I applications should be submitted for projects that are ready to compete for funding (e.g., have a well-defined project description, purpose and need statement, schedule, and cost estimate) AND for projects where assistance is needed to prepare for funding (Project Development Program assistance), or where COMPASS staff time is requested. Phase I applications also provide COMPASS staff with information on the transportation-related needs in your community, and those not funded will be added to the Resource Development Plan, which guides grant seeking efforts throughout the year. See page 6 for more information about these programs.

Phase I applications are due no later than midnight, Monday, December 4, 2017. Staff will accept applications at any time throughout the year for the next funding cycle.

In the application, describe the project, why it is needed, what stage of development it is in, how much it will cost, and how it will help fulfill performance measures established in *Communities in Motion 2040*, the regional long-range

transportation plan for Ada and Canyon Counties¹. COMPASS staff can provide assistance in completing project applications prior to the December 4, 2017, deadline.

All applications must be submitted through an online system,² which will track all steps of the application process, including correspondence and submittals.

All Phase I applications must include:

Basic Information

Project Title
Contact Information
Project Type
Project Location
Project Description
Purpose and Need for Project
Partners
Support
Inclusion in Plans/Approvals
Readiness
Right-Of-Way Ownership/Status
Project Status/Timeline/Schedule
Estimated Cost (including how cost was determined)
Funding/Match Available
Measuring Project Success
Local Ranking (if multiple applications are submitted)



Required Attachments

Letter Committing Matching Funds
Project Map/Sketch

Optional Attachments

Cover letter
Support letters

Phase II Application

COMPASS staff will review all Phase I applications to determine eligibility for various funding sources. If your project is eligible for federal-aid funding, you will be requested to submit a Phase II application, providing the additional details needed for a federal-aid project on the design, environmental process, and cost phasing of a project. Applications will be accepted only through the designated online system.



Phase II applications are due no later than midnight, Monday, January 22, 2018.

¹ *Communities in Motion 2040* performance measures:

<http://www.compassidah.org/documents/prodserve/PerformanceMeasuresBoardofficial.pdf>

² Staff is considering using ZoomGrants.

Phase II questions vary depending on eligibility for various funding sources and the type of project; required information is listed below. Links to forms and other information will be provided on the application.

All Projects

Attempts at Funding
 Safety Improvements
 Environmental Justice
 Economically Distressed Areas
 Environmental Considerations

Roadways/Bridges

Functional Classification
 Life Cycle Cost
 Condition/Sufficiency Rating
 Traffic Volume
 Freight Corridors
 Alternative Modes
 Congestion Mitigation

Planning and Special Studies

Local/Regional
 Mitigate Congestion
Communities in Motion 2040 Goals
 Federal Planning Requirements

Optional Attachments

Project Estimating Worksheet
 Additional Maps, Photos, or Letters of Support (included in Phase I [submission](#))

Alternative Transportation

Trip Purposes
 Land Purchase
 Connectivity
 Traffic Volumes (road, bicycle, pedestrian)
 Type of Improvements
 Appropriate Contacts
 Safety
 Customer Service and Mobility Support
 Ownership

Required Attachments

Idaho Transportation Department (ITD)
 Forms:
 0414 – Sub-Awardee Reporting
 1150– Project Cost Summary Sheet
 2435 – Local Federal-Aid Project Request
 COMPASS Form:
 A100 – Summary of Federal Requirements

Schedule

The application and ranking process includes several steps, with sufficient time for members of the Regional Transportation Advisory Committee (RTAC) to learn about projects, ask questions, and discuss with other staff within their agencies prior to comparing the projects.

October 16, 2017	Call for Projects
December 4, 2017	Phase I Applications due
January 22, 2018	Phase II Applications due
February 14, 2018	Optional RTAC workshop for detailed application information and discussion
February 16, 2018	COMPASS staff responds in writing to questions raised during the workshop
February 28, 2018	RTAC completes paired comparison process for federal-aid and <i>Communities in Motion</i> Implementation Grants
March 14, 2018	Optional RTAC workshop to review staff funding recommendations based on ranking of applications
April 3, 2018	RTAC meeting to review and recommend approval of draft program funding recommendations

Ranking

COMPASS will host an optional workshop for RTAC members to learn about all applications and provide an opportunity to request additional information on each project. Staff will provide a matrix of summary information for all applications based on information provided in Phase I and Phase II applications, as well as analytical data, as appropriate. COMPASS staff will respond to questions raised during the workshop via email one to two days after the workshop.



RTAC members will then review all applications eligible for federal-aid or *Communities in Motion* Implementation Grant funding using a paired comparison method. This will be completed online by individual RTAC members at their convenience between Monday, February 19 and Wednesday, February 28, 2018.

A.	<u>3</u>	A/B	A/C	A/D	A/E	A/F
B.	<u>4</u>	B/C	B/D	B/E	B/F	
C.	<u>2</u>	C/D	C/E	C/F		
D.	<u>5</u>	D/E	D/F			
E.	<u>0</u>	E/F				
F.	<u>1</u>					

Sample Ranking Sheet of Paired Comparisons

The paired comparison process compares each project with every other project. When deciding which of the two projects is “better,” RTAC members will compare them based on analytical data related to performance measures and the vision in *Communities in Motion 2040*. COMPASS staff will complete a summary sheet (matrix) that provides an “at-a-glance” view of information included in the Phase I and Phase II applications to assist in the comparison process.

COMPASS staff will calculate each application’s rank using the sum of the number of times it was selected as “better” than the project it was compared against. A sample comparison sheet is shown above.

The following represents the initial comparisons and ranking of an individual RTAC member based on the example above; the “number of times selected” refers to the total number of times a project was selected (circled) when compared to another project.

Project Reference	# of Times Selected	Ranking
D.	5	1
B.	4	2
A.	3	3
C.	2	4
F.	1	5
E.	0	6
Total	15	

Once all RTAC comparisons are received, each individual’s comparison selections will be entered, totaled, and ranked for the initial discussion for RTAC recommendation. The ranking sheet would resemble the following table if there were six RTAC members, with **red numbers** representing the number of times each

reviewer selected that project over another project. Projects are ranked and ordered below based on the number of times a project was selected.

Project Reference	RTAC Member #1	RTAC Member #2	RTAC Member #3	RTAC Member #4	RTAC Member #5	RTAC Member #6	Total # of Selections	Ranking
B.	4	0	6	1	5	4	20	1
D.	5	0	3	2	5	4	19	2
A.	3	6	2	0	1	4	16	3
C.	2	3	1	5	1	3	15	4
F.	1	5	1	5	0	0	12	5
E.	0	1	2	2	3	0	8	6
Total	15	15	15	15	15	15	90	

The number of comparisons grows exponentially as more applications are added to the list. Therefore, depending on the number of applications received, COMPASS staff may divide the comparisons into groups, such as by funding source, to ease the efforts of RTAC members. If a project is eligible for multiple funding sources, that project will be included in all applicable groups. The final ranking would result in multiple sets of rankings across all applications.

Once the projects are ranked, COMPASS staff will present the comparison tables and initial rankings to RTAC for discussion during the RTAC meeting on April 23, 2018. Ties will be broken through discussion. The final ranking recommendation will be made after ties are broken and the results of the paired comparison process are discussed and agreed upon.

Programming

COMPASS staff will match the application with appropriate funding sources based on final ranking order, eligibility for funding, project readiness, and funds available over the next five years, plus Preliminary Development.

If a project is “programmed” (or budgeted) in a federal program, your agency must follow all federal-aid program requirements. You will be required to acknowledge that you understand these requirements while submitting the Phase II (federal-aid) application by attaching COMPASS Form A100. If you need assistance identifying federal-aid requirements, please contact COMPASS staff.

Applications that cannot be matched to a funding category will be included in the COMPASS Resource Development Plan. COMPASS staff will research other funding opportunities throughout the year, and provide information to you if a funding source that matches your project is located.

Funding Sources Available

COMPASS manages many different funding sources, both federal and non-federal. The following are the main funding sources staff considers when programming funds:

Federal Highway Administration

- Surface Transportation Program (STP)
 - Transportation Management Area (TMA) (Boise Urbanized Area)
 - Urban (Nampa Urbanized Area)
- Transportation Alternatives Program (TAP) - TMA

COMPASS

- Communities in Motion (CIM) Implementation Grant
- Project Development Program

Programs under the Federal Highway Administration must follow federal requirements for project development and construction.

While COMPASS considers all funding for inclusion in the TIP, Valley Regional Transit (VRT), as the designated recipient, prioritizes all Federal Transit Administration (FTA) funds. RTAC will consider VRT's proposed program priorities for recommendation of COMPASS Board approval at the April 3, 2018 meeting.

COMPASS staff can also assist you with applications through programs managed by other agencies, such as ITD, the Local Highway Technical Assistance Council (LHTAC), and VRT.

COMPASS programs have much less stringent rules than federal programs; however, the applicant must be a member of COMPASS to receive funding. *Communities in Motion* Implementation Grants provide a funding source for small projects that implement the *Communities in Motion 2040* goals and vision. The Project Development Program takes an idea for a project and develops the scope, cost, and other information needed for a more formal application later.

Amounts of Federal Funding Available

Following are the *estimated* amounts remaining for programming per year for the programs managed by COMPASS in the FY2019-2023 application cycle:

Program	FY2019	FY2020	FY2021	FY2022	FY2023	*PD
**STP-TMA Alternative Maintenance	\$22,000	\$31,000	\$31,000	\$31,000	\$0	\$1,449,000
STP-TMA Studies/Special Projects	\$16,000	\$57,000	\$0	\$0	\$85,000	\$0
***STP-Urban Highway Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,343,000 \$1,343,000
***STP-Urban Alternative Transportation Maintenance	\$0	\$0	\$0	\$0	\$0	\$246,000 \$246,000
***STP-Urban Studies/Special Projects	\$0	\$0	\$0	\$0	\$0	\$49,000 \$49,000
TAP-TMA	\$10,000	\$11,000	\$7,000	\$8,000	\$443,000	\$39,000
Communities in Motion Implementation Grants	****\$50,000	Uncertain	Uncertain	Uncertain	Uncertain	Uncertain
Project Development	****\$75,000	Uncertain	Uncertain	Uncertain	Uncertain	Uncertain

*PD=Preliminary Development (funds may be spent on project design, but construction is planned beyond FY2023)

**Surface Transportation Program – Transportation Management Area (STP-TMA). See the COMPASS TMA Funding Eligibility Policy³.

***Assumes projects currently scheduled in preliminary development are able to advance to a funded year. These funds are shared by small urban areas statewide with no specific allocations to an individual area. Design will be scheduled for new projects as early as funds are available, as limited amounts are available in each year.

****Based on historically-approved amounts.

More Information

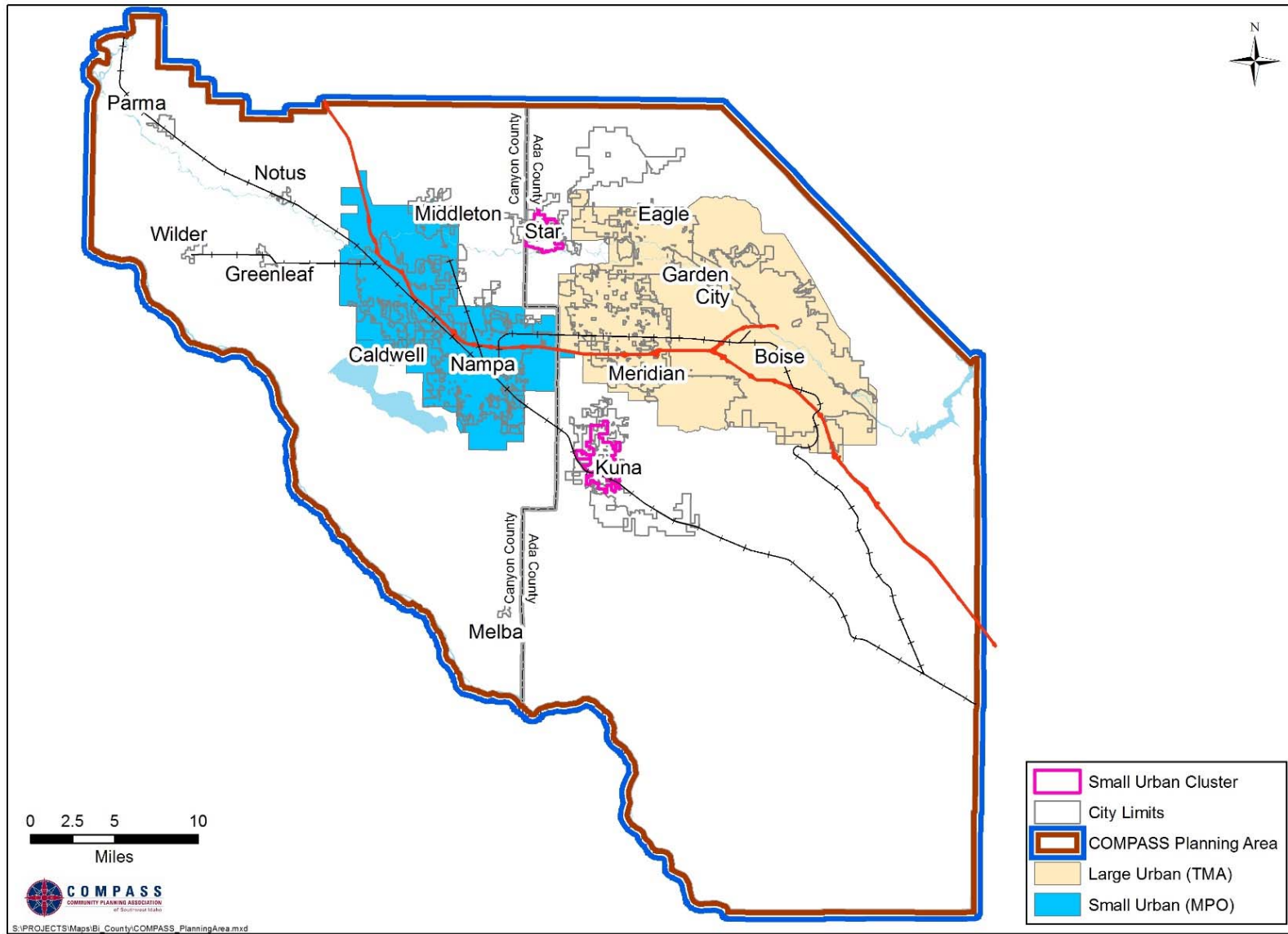
If you want to learn more about the COMPASS application cycle, and the additional requirements if your project receives federal funding, please contact Toni Tisdale at ttisdale@compassidaho.org or 475-2238, or Kathy Parker at kparker@compassidaho.org or 475-2240.

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³ TMA Funding Eligibility Policy:

<http://www.compassidaho.org/documents/prodserve/trans/TMApolicy.pdf>

COMPASS Planning Area Map



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Miles



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