



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

*Working together to plan for the future*

# COMPASS Application Guide

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# Section 1: Background

## Introduction

Under the federal transportation act, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), the Community Planning Association of Southwest Idaho (COMPASS) is responsible for programming and maintaining a five-year Regional Transportation Improvement Program (TIP) within Ada and Canyon Counties, and for prioritizing and selecting projects to receive funds from these federal funding sources:

### Federal Highway Administration (FHWA) Funds

- Surface Transportation Program (STP)
- Transportation Alternatives Program (TAP)

### Federal Transit Administration (FTA) Funds

- Urbanized Area Formula Program (5307)
- Elderly and Persons with Disabilities (5310)
- Rural Area Formula Program (5311)
- Bus and Bus Facilities (5339)

Highway projects in urban areas in Ada and Canyon Counties must be submitted as part of the COMPASS application process. Highway projects in rural areas may voluntarily participate in the COMPASS Rural Prioritization Process<sup>1</sup>, and must also apply through the Local Highway Technical Assistance Council's (LHTAC) application process<sup>2</sup>.

All public transportation projects, wholly or partially located, or operated in Ada and/or Canyon Counties, must be submitted as part of the COMPASS application process. Public transportation projects in rural areas (including rural areas in Ada and/or Canyon Counties) must also apply through Idaho Transportation Department's (ITD) application process<sup>3</sup>.

ITD or Valley Regional Transit (VRT), COMPASS, and the project sponsor are partners in the delivery of federal-aid projects. The application is the first step of a project. Communication throughout the project is key to developing a successful project; project managers at ITD, VRT, and COMPASS will require additional information subsequent to the application, such as a submittal schedule, in order to

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<sup>1</sup> COMPASS Rural Prioritization Process:

<http://www.compassidaho.org/documents/prodserve/trans/FY14/RuralPrioritization.pdf>

<sup>2</sup> LHTAC Application Process: <http://lhtac.org/programs/>

<sup>3</sup> ITD Public Transportation Application Process:

[http://itd.idaho.gov/public\\_transportation/default.html](http://itd.idaho.gov/public_transportation/default.html)

program staff time for reviews in the development of the project. See additional ITD requirements online<sup>4</sup>.

COMPASS also manages two local programs:

- *Communities in Motion* (CIM) Implementation Grants
- Project Development Program

Projects in these funding categories will not be included in the TIP, but will follow a similar application process.

This guidebook provides guidance and background information on regional policies, submitting project applications, the application itself, and prioritization criteria. The policy guidance is derived from the vision, goals, and implementation strategies provided in *Communities in Motion 2040* (CIM 2040)<sup>5</sup>, the regional long-range transportation plan for Ada and Canyon Counties. Additional funding sources may be included in this process in the future.

## Development of the TIP

COMPASS produces a regional TIP for Ada and Canyon Counties. The list of projects in the TIP must be approved by the COMPASS and Idaho Transportation Boards of Directors. The U.S. Department of Transportation requires all projects in the TIP be derived from an approved long-range transportation plan (CIM 2040), meet air quality requirements<sup>6</sup>, and be financially constrained to the amount of funds expected to be available. The TIP contains all projects using federal transportation funds, as well as regionally significant projects,<sup>7</sup> regardless of funding source.

Projects included in the TIP may be funded with federal, state, and/or local funds. All federally funded projects must be prioritized and programmed through the processes described in this document. To comply with regional policies and federal and state requirements, the TIP will include:

- Projects awarded with federal funds allocated through COMPASS
- Projects using federal and state funds managed by ITD
- Projects of regional significance, regardless of funding source
- Projects from the previous year's TIP with remaining funds

The COMPASS TIP and ITD's Idaho Transportation Investment Program (ITIP) (the statewide equivalent of the COMPASS regional TIP) are both updated annually, and program (budget) projects for at least five years into the future.

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<sup>4</sup> ITD Guidelines for Local Public Agency Projects:

[http://itd.idaho.gov/manuals/Manual%20Production/LPA/lpa\\_cover.pdf](http://itd.idaho.gov/manuals/Manual%20Production/LPA/lpa_cover.pdf)

<sup>5</sup> CIM 2040: <http://www.compassidaho.org/prodserv/cim2040.htm>

<sup>6</sup> Northern Ada County is considered an air quality maintenance area; therefore, it must be demonstrated that transportation projects in this area conform to air quality plans.

<sup>7</sup> Definition of "Regionally Significant":

<http://www.compassidaho.org/comm/glossary.htm#R>

# COMPASS Planning Area

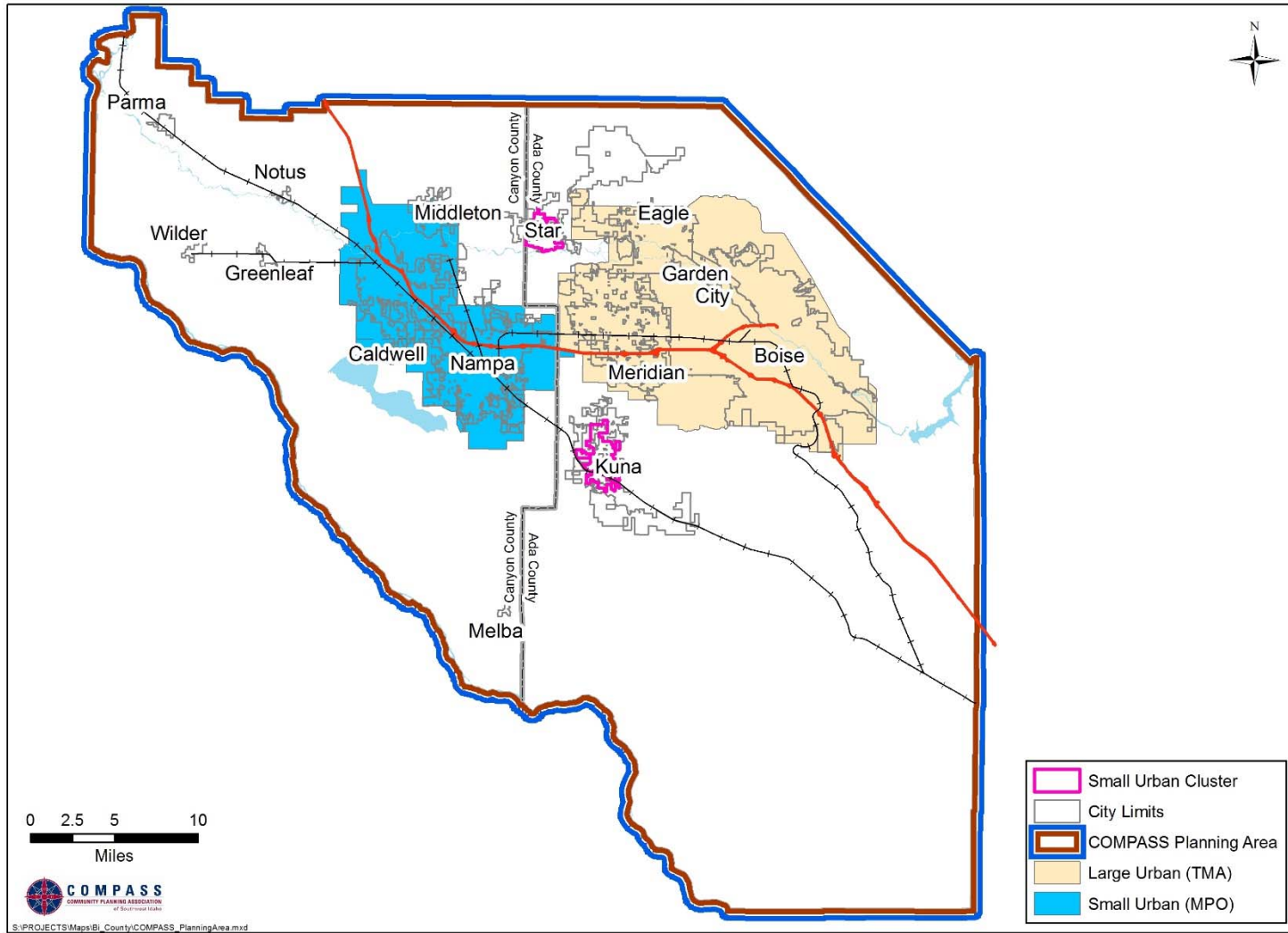


Figure 1. COMPASS Planning Area

## TIP Development Schedule

(Tentative, shown in an annual cycle. Dates for each year will be published):

- Call for Projects – Summer
- COMPASS Applications Due – November
- ITD and LHTAC Applications Due – Fall and Winter
- Scoring of Projects (COMPASS, VRT) – December
- Approval of Priorities (COMPASS, VRT) – February
- Public Comment (COMPASS) – August
- Final TIP Approval (COMPASS) – September
- Final ITIP Approval (ITD) – September
- Final Federal Approval - December

A detailed schedule is available on the COMPASS website<sup>8</sup>.

## Federal Requirements

MAP-21 requires all projects using federal funds comply with applicable federal provisions such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), competitive bidding, and other contracting requirements.

It is imperative these federal requirements<sup>9, 10</sup> are considered when developing cost estimates and schedules for federal-aid applications.

## Reimbursement Program and Local Match

Although these programs are “grant” programs under federal regulations, funds are available only as reimbursements. Not only must project sponsors incur the cost prior to being reimbursed, but the only costs eligible for reimbursement are costs incurred after a project is approved by ITD, COMPASS, and FHWA or FTA. However, some expenses, such as design or land acquisition, may count towards local match if those expenses are included in the agreement **prior to using local funds for these purposes**.

Local match rates vary; however, *generally*, the federal or program/local match rates for projects are as listed below:

- FHWA funded projects: 92.66% federal / 7.34% local
- FTA funded operations projects: 50% federal / 50% local
  - FTA 5311 operations projects: 57.5% federal / 42.5% local
- FTA funded capital projects: 80% federal / 20% local
  - FTA 5311 capital projects: 92.66% federal / 7.34% local

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<sup>8</sup> TIP Calendar: <http://www.compassidaho.org/documents/prodserv/trans/FY14/FY2016-2020TIPCalendar.pdf>

<sup>9</sup> FHWA Federal Requirements: <http://www.fhwa.dot.gov/resources/legsregs/>

<sup>10</sup> FTA Federal Requirements: [http://www.fta.dot.gov/about/legislation\\_law.html](http://www.fta.dot.gov/about/legislation_law.html)



- CIM Implementation Grants: 92.66% program / 7.34% local
- Project Development Program: no local match (project managed by COMPASS in cooperation with sponsor)

Because there are exceptions to these match rates, always check federal requirements for specific match rates for specific projects. Note the local match includes the federal “sliding scale match” (local match rates are less for states with significant amounts of federal and state-owned land).

### Available Funding

The annual estimates shown in Table 1 are estimated for each program for the annual application cycle (based on FY2014 appropriations, using federal portion only, with no inflation factors).

**Table 1. Annual Estimates for the FY2017-2021 TIP**

	Large Urban	Small Urban	Rural	Anywhere in State
STP	\$8,209,699	*\$7,647,230	*\$11,341,584	*\$33,017,869
TAP	\$422,068	*\$835,744	*\$634,255	*\$1,892,067
FTA 5307	\$3,502,704	\$2,357,314	--	--
FTA 5310	\$259,246	\$222,714	**\$89,317	--
FTA 5311	--	--	**\$1,211,169	--
FTA 5339	\$375,324	\$251,889	**\$287,550	--
Total	\$12,769,041	\$11,314,891	\$13,563,875	\$34,909,936

\*Amount for category statewide; otherwise, amount specific to local program.

\*\*Amount for category district-wide.

Estimated programmed and available funding amounts by year are provided in Tables 3 – 9, Sections 2 and 3 of this document. Only funds that are not already programmed are available for application.

Available estimates for local programs are provided in Table 2. Please note that projects funded in these two programs are not included in the TIP.

**Table 2. Estimated Available Funds for Local Programs**

	*FY2017
CIM Implementation Grants	Unknown
Project Development Program	Unknown

\*Funds are expected to be approved in August 2016, as part of the COMPASS Unified Planning Work Plan and Budget.

### Applications

Application forms are provided as an Excel file. They can be downloaded from the COMPASS and VRT websites<sup>11</sup> or requested from COMPASS or VRT staff. Application

<sup>11</sup> Applications: <http://www.compassidaho.org/prodserv/transimprovement.htm> or [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org)

forms are available in August of each year, and are due no later than mid-November of each year. Deadlines will be published.

All applications will include the following basic information:

- Is the project consistent with CIM 2040?
- How does the project meet the CIM 2040 Vision, goals, or strategies?
- Has the sponsor committed available local match through a formal action, such as a resolution, meeting minutes, or letter?
- Has the sponsor committed to paying operating or maintenance costs through a formal action, such as a resolution, meeting minutes, or letter?
- Is the project located in an economically distressed area?
- Is the project located in an environmental justice consideration area?
- Did the environmental suitability analysis identify potential environmental considerations in the project area?
- Is the project purpose to add funds to or expand an existing project?
- Does the project include a partnership with another agency?
- Will the sponsor provide match above the requirement?
- Will the project eliminate or lessen safety hazards?
- Previous attempts to secure funding.

### Selection Process

Each program uses a paired comparison selection process (except the Project Development Program). A paired comparison process works by comparing each project to every other project in consideration within a funding program. When deciding which project is “better,” a scoring committee will compare projects based on specific criteria; each funding source has its own unique criteria, which are listed in Sections 2 through 4 of this document. Each member of the scoring committee will score each project, resulting in an average score for each project. Each project’s score is the sum of the number of times it was selected as “better” than the project it was compared against. A sample score sheet is shown *below* (count all letters circled in the entire table). The final recommendation is determined after discussion.

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>					

*Figure 2. Sample Paired Comparison Score Sheet*

This process provides a flexible method of prioritization that considers each project in a holistic way instead of against a rigid set of criteria. Support data are provided with each application for consideration by the scoring committee. Staff will also provide additional technical information for consideration.

While all prioritization will be conducted using the same type of paired comparison process, each project type has its own nuances. Specific details on the complete project selection process for each type of funding can be found in Sections 2 through 4.

## **Project Obligation**

COMPASS staff monitors the progress of all projects programmed in the TIP to ensure timely obligation of funds. An obligation report is provided to the Regional Technical Advisory Committee (RTAC) each month. Initiation of an obligation request depends on the phase and required documentation, as outlined below:

- Project sponsor requests a state/local agreement for design – initiating design obligation
- Approval of environmental documents and right-of-way plans
- Project sponsor requests obligation of right-of-way
- Approval of the plans, specifications, and engineer's estimate and state/local agreement for construction (local submittal must include a check for local match)
- ITD initiates obligation of construction

FHWA funds must be obligated the year they are programmed. Funds will NOT carry over, and funds typically are not available in future years to replace funding of a delayed project. If delayed, funds must either come from another programmed project or be placed in the first year that funds are available – usually four or five years later.

FTA funds may carry over, or delay, for up to five years (depending on the funding category) before they are “swept” (removed) from the program. Obligation of FTA funds occurs when the project is approved in the FTA grant system.

Local program funding is expected to be expended the year awarded. If necessary, the sponsoring agency may request an extension, which must be approved by the COMPASS Board.

### Loss of Unobligated FHWA Funds (End-of-Year “Sweep”)

**The deadline for obligations (any phase) is March 1** in the fiscal year for federal funding. If a project cannot meet the March 1 deadline, options for reprogramming are available. Requests for an extension for obligation must be approved by the COMPASS Board.

ITD “sweeps” unobligated FHWA funds near the end of the fiscal year and reprograms those funds to other projects to ensure the state does not lose federal funding. The hard deadlines listed below are for projects that receive an extended deadline from the COMPASS Board.

For FHWA funds, the paperwork listed below must be approved for a project to be considered “obligated.” The paperwork and local match must be submitted prior to

the dates shown in order for all approvals to be made in time for obligation; unobligated funds will be swept one month later.

- June 1: Paperwork due for design funds
  - design, environmental review, and right-of-way acquisition
  - state/local agreement for design
  - ITD will sweep unobligated funds on July 1
- July 1: Paperwork due for construction funds
  - construction and utility
  - plans, specifications, and engineer's estimate
  - state/local construction agreement and local match
  - ITD will sweep unobligated funds on August 1

## Section 2: FHWA Funds Selection Process

### General Application Requirements

Completed applications for all FHWA funds must contain the following items:

- Application<sup>12</sup>
- Resolution or similar agency document supporting the project, confirming commitment of local match, and committing to maintain the project once complete
- Checklist for project development<sup>13</sup>
- Proposed project schedule
- Project Cost Summary Sheet, ITD Form 1150<sup>14</sup>
- Local Federal-Aid Project Request, ITD Form 2435<sup>15</sup>
- Sub-Awardee Reporting For the Federal Funding Accountability and Transparency Act (FFATA), ITD Form 0414<sup>16</sup>, if applicable
- Maps and/or photos, if applicable

### Surface Transportation Program (STP)

Typically, STP funds are used on roadways that are federally-classified as collectors, arterials, or interstates<sup>17</sup>; however, STP funds can be used for a variety of other types of activities. Eligible activities can be found in 23 USC 133(b)<sup>18</sup>.

STP funds are divided into funds for large urban areas (Boise Urbanized Area/Transportation Management Area [TMA]; STP-TMA), small urban areas (Nampa Urbanized Area and small urban clusters; STP-U), rural areas (STP-R), and state projects (not included in this application process). See Figure 3 for a visual demonstration of these geographies.

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<sup>12</sup> Applications: <http://www.compassidaho.org/prodserve/transimprovement.htm> or [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org)

<sup>13</sup> Project Development Checklist: <http://www.compassidaho.org/prodserve/transimprovement.htm>

<sup>14</sup> ITD Form 1150: <http://www.compassidaho.org/documents/prodserve/trans/ITD1150.pdf>

<sup>15</sup> ITD Form 2435: <http://www.compassidaho.org/documents/prodserve/trans/ITD2435.pdf>

<sup>16</sup> ITD Form 0414: <http://www.compassidaho.org/documents/prodserve/trans/FY14/ITD-0414.pdf>

<sup>17</sup> Federal Functional Classification Map: <http://www.compassidaho.org/prodserve/functionalmaps.htm>

<sup>18</sup> STP Eligible Activities: <http://www.gpo.gov/fdsys/pkg/USCODE-2010-title23/pdf/USCODE-2010-title23-chap1-sec133.pdf>

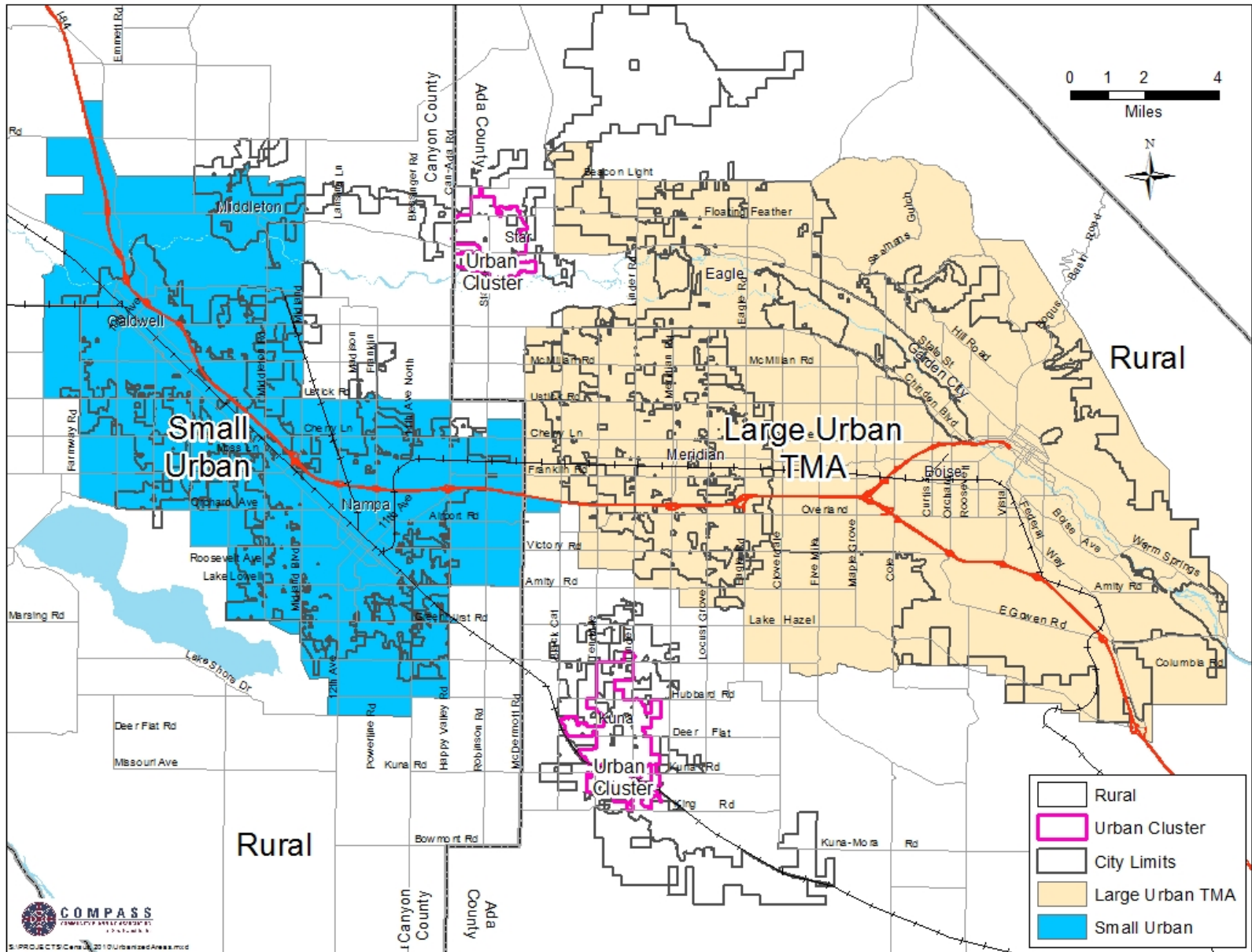


Figure 3. FHWA Funding Geographies  
 (See map on page 3 for entire COMPASS Planning Area)

Parameters for STP funding is based on the proposed use, and geographic area. Important items to note include: STP-TMA

- Funds are directly allocated to areas with a population over 200,000 (a TMA). The Boise Urbanized Area is the only TMA in the state of Idaho.
- Funds should be focused and programmed within the TMA - in the Cities of Boise, Eagle, Garden City, and Meridian and portions of unincorporated Ada County; however, funds may also be programmed anywhere in the metropolitan planning area boundary<sup>19</sup> with COMPASS Board approval.
- Applications and programming are managed by COMPASS.
- ITD provides oversight for project design and construction.

#### STP-U

- Funds are jointly allocated to areas with populations between 5,000 and 200,000.
- Funds may be programmed in the Nampa Urbanized Area, which includes the Cities of Nampa, Caldwell, and Middleton, portions of unincorporated Canyon County, and portions of Nampa Highway District #1 and Canyon Highway District #4.
- STP-U funds may also be programmed in the City of Kuna and the City of Star, as they are considered "urban clusters" by the U.S. Census Bureau.
- Applications and project prioritization are managed by COMPASS; in the Cities of Kuna and Star, the application process is conducted by LHTAC.
- Programming is conducted through a statewide Urban Balancing Committee.
- ITD or LHTAC provides oversight for project design and construction.

#### STP-R

- Funds are allocated to areas with populations under 5,000.
- Projects are prioritized regionally through a voluntary COMPASS process<sup>20</sup>.
- Applications are submitted directly to LHTAC every other year in the fall.
- LHTAC provides oversight for project programming, design, and construction.

#### Funding Policy

Transportation funds in the state of Idaho, and specifically the COMPASS planning area, are severely limited. To ensure the best use of these limited funds, the

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<sup>19</sup> STP-TMA Eligible Appropriation: <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title23/pdf/USCODE-2011-title23-chap1-sec133.pdf>

<sup>20</sup>COMPASS Rural Prioritization Process: <http://www.compassidaho.org/documents/prodserv/trans/FY14/RuralPrioritization.pdf>



COMPASS Board directed staff to focus federal funds allocated through CIM 2040 on maintaining the existing transportation system. This directive includes the ability to fund safety improvements, fill gaps in sidewalks, and provide limited improvements to public transportation services where it is feasible, but does not allow federal funds to be used for large expansion projects.<sup>21</sup>

STP funds are programmed for five years, plus preliminary development (PD)<sup>22</sup>. Projects typically enter the TIP in PD, and are programmed after the project concept is approved and when funds become available. Therefore, projects will usually not be funded for construction until approximately six to seven years after the application is submitted, assuming all programmed projects progress on schedule.

CIM 2040 specifies how funds will be divided in the STP-TMA and STP-U programs (see Chapter 6, starting on page 6-18<sup>23</sup>). Off-the-top funds are reserved for Ada County Highway District (ACHD), Commuteride, and COMPASS planning each year. Remaining funds are divided as follows:

- 82% for roadway maintenance
- 15% for alternative transportation maintenance
- 3% for studies and special projects

Beginning in FY2019, funds were set aside using these targets, as the prior years were already programmed according to a previous policy.

In the STP-TMA, all roadway maintenance funds are allocated to ACHD, since it has jurisdiction over all roadways in the Boise Urbanized Area. No application is required from ACHD to program these funds. Applications for planning and special studies will also be accepted.

Table 3 shows the funds programmed for maintenance projects and planning/special studies (amounts include required local match, and are approximate). Applications will be accepted for funds three years prior to funding becoming available.

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<sup>21</sup> Focus on Maintenance: <http://www.compassidaho.org/prodserv/cim2040.htm#Plan> (Chapter 11)

<sup>22</sup> Preliminary Development is beyond the last funded year. Development can begin before construction is included in a funded year.

<sup>23</sup> STP Funding Division: <http://www.compassidaho.org/prodserv/cim2040.htm#Plan> (Chapter 6)



**Table 3. STP-TMA Programmed Funds, FY2019, FY2020 and PD**

	<b>FY2019</b>	<b>FY2020</b>	<b>PD (FY2021)</b>	<b>PD (FY2022)</b>
Roadway Maintenance (plus \$425,000 for design two years prior)	*\$3,985,000	\$5,878,000	\$5,878,000	\$5,878,000
Alternative/Public Transportation Maintenance	\$1,160,000	\$1,160,000	\$1,160,000	\$1,160,000
Planning/Special Studies	\$0	\$214,000	\$232,000	\$232,000

\*Set-aside for roadway maintenance is less in FY2019 because it was adjusted in a previous year to cover cost overages on a capital project.

Gray text means funds are not available for this application cycle.

Required local match = at least 7.34% of project.

In the STP-U program, the roadway maintenance funds will be distributed on a five-year rolling average among five agencies – Canyon Highway District No. 4, City of Caldwell, City of Nampa, City of Middleton, and Nampa Highway District No. 1 – based on arterial lane miles. Applications for planning and special studies will also be accepted.

Table 4 shows the funds programmed for maintenance projects and planning/special studies (amounts include required local match, and are approximate). Applications projects under these categories will be accepted three years prior to funding becoming available.

**Table 4. STP-Urban Programmed Funds, PD**

	<b>PD (possibly FY2021)</b>	<b>PD (possibly FY2022)</b>
Roadway Maintenance (program design two years prior)	\$1,289,000	\$1,289,000
Alternative/Public Transportation Maintenance (program design two years prior if applicable)	\$236,000	\$236,000
Planning/Special Studies	\$47,000	\$47,000

Gray text means funds are not available for this application cycle.

Required local match = at least 7.34% of project.

## STP Selection Criteria

While roadway maintenance funds within the TMA are not prioritized by COMPASS, all other types of applications in the Nampa Urbanized Area and the TMA are prioritized through COMPASS. When deciding which project is “better” using the paired comparison process, the scoring committee considers the following criteria:

### Roadway/Bridge Maintenance:

- Is the project on a roadway classified as a collector or above on the 2020 federal functional classification map<sup>24</sup>?
- What is the life cycle cost? Explain method.
- What is the pavement index or bridge sufficiency rating? (provide source)
- What is the current roadway volume? (average annual daily trips or a sample traffic count for weekday [Tuesday, Wednesday, or Thursday])<sup>25</sup>
- Is the project on a freight corridor identified in CIM 2040<sup>26</sup>?
- Are there land use issues that indicate a need to consider alternative modes of transportation? Explain.
- Does the project include Intelligent Transportation System (ITS) improvements or modifications, as prioritized in the *Treasure Valley Transportation System: Operations, Management, and ITS Plan*<sup>27</sup>?
- Does the project include elements that mitigate congestion, as specified in the Congestion Management Process and travel time data<sup>28</sup>? Explain.
- Which CIM 2040 Performance Measures are relevant? How?

### Alternative Transportation Maintenance:

- How is the project for bus, equipment, or facility replacement consistent with the Transportation Service Coordination Plan for Ada and Canyon Counties<sup>29</sup>? Please explain.
- Does the project support and/or maintain successful/critical service operations? How?
- How does the project support the existing transportation services?
- What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project? If relevant.

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<sup>24</sup> Functional Classification Map: <http://www.compassidaho.org/prodserv/func-maps.htm>

<sup>25</sup> Traffic Counts: [http://www.compassidaho.org/prodserv/traffic\\_counts.htm](http://www.compassidaho.org/prodserv/traffic_counts.htm)

<sup>26</sup> Freight Corridors:

<http://www.compassidaho.org/documents/prodserv/trans/FreightCorridorMap.pdf>

<sup>27</sup> *Treasure Valley Transportation System: Operations, Management, and ITS Plan*:

[http://www.compassidaho.org/documents/prodserv/airquality/TreasureValleyTSMO\\_Plan\\_March2014.pdf](http://www.compassidaho.org/documents/prodserv/airquality/TreasureValleyTSMO_Plan_March2014.pdf)

<sup>28</sup> Congestion Management Plan: <http://www.compassidaho.org/prodserv/cms-intro.htm>

<sup>29</sup> Transportation Service Coordination Plan for Ada and Canyon Counties:

<http://www.compassidaho.org/documents/prodserv/trans/TSCP2014Final.pdf>

- If seeking vehicle replacement, does agency have a capital replacement plan that supports the application for a new vehicle? (Capital equipment and vehicles well beyond their useful life and requiring significant maintenance to keep operating, will take priority over other capital equipment requests.)
- Which CIM 2040 Performance Measures are relevant? How?
- Does the project have dedicated right-of-way, or will it need to be purchased?
- Does the project have a local or regional scope?
- Does the project benefit the existing transportation system?
- Is the project identified in an adopted local plan specifically?
- If seeking federal funds, has agency discussed this project with ITD District 3 TAP Coordinator for suggestions about the budget and timeline?
- Which CIM 2040 Performance Measures are relevant? How?

#### Public Transportation Maintenance:

##### Support and Maintain Successful/Critical Service Operation:

- How does the project support the existing transportation services?
- What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project?
- If you are seeking vehicle replacement, do you have a capital replacement plan that supports your application for a new vehicle? (Capital equipment and vehicles well beyond their useful life and requiring significant maintenance to keep operating, will take priority over other capital equipment requests.)

##### Maximize the Use of Available Resources:

- *Modes*: Is the project the most effective transportation mode(s) for the situation?
- *Cost Efficiency*: Is the proposed project the most cost efficient way to meet the need?
- *Ridership*: Are the proposed services structured to accommodate multiple passengers?
- *Sustainability*: Is it a one-time project? If not, what is the plan for ongoing funding and operations?

##### Support Affordable Transportation Options:

- *Affordability* (if applicable): Will the anticipated costs (fares) to the targeted customers be the most affordable option compared to other optional transportation modes?

##### Support Accessible Transportation Options

- Does the project improve accessible transportation options for persons with disabilities?

- Does the project provide mode choice?

Improve Safety and Security:

- How does the project improve or maintain safety and security of the transportation system?

Improve Customer Service:

- How will the project improve customer service and mobility support?

Alternative Transportation Maintenance (pathway, sidewalk, or bike path):

- How does the project tie into the regional pathway system and connect to activity centers?
- Does the facility serve or connect multiple modes?
- Does the project provide connections to a transit route?
- Does the project rebuild, rehabilitate, or fill a gap in the existing system?
- Which CIM 2040 Performance Measures will be improved by this project? How?

Planning/Special Studies:

- Does the project have a local or regional scope?
- Will the project lead to improvements that could mitigate congestion? How?
- Will the project lead to improvements to help achieve other goals in CIM 2040, such as economic development, protecting agriculture land or open spaces, or other?<sup>30</sup>
- Does the project include multiple modes?
- Is the project needed to meet or exceed federal requirements?
- Will the project provide information for federally required planning elements?
- Which CIM 2040 Performance Measures are relevant? How?

### Scoring Committee

RTAC scores the applications and recommends priorities for funding of new projects to the COMPASS Board for development of the TIP.

After COMPASS Board approval, only those projects that can be funded with the available amount of funding will move forward for programming.

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<sup>30</sup> CIM 2040 Goals: <http://www.compassidaho.org/prodserv/cim2040.htm#Plan> (Chapter 1)

## Transportation Alternatives Program (TAP)

TAP funds are used for a variety of alternative transportation activities, such as facilities for pedestrians, bicycles, and other non-motorized forms of transportation; construction of turnouts, overlooks, and viewing areas; or community improvements (inventory or removal of outdoor advertising). Eligible activities and applicants can be found in 23 USC 213(b)<sup>31</sup>.

Each state receives dedicated TAP funding. A sub-apportionment for the Recreational Trails Program may be taken off-the-top of each state's total TAP funding. In FY2013 through FY2015, the state of Idaho allowed the sub-apportionment for the Recreational Trails Program. Of the remaining balance, 50% is sub-allocated to areas based on population, while the other 50% may be obligated to any area of the state. The divisions based on population are separated into three categories:

1. Areas of the state with population over 200,000 – Boise Urbanized Area (TAP-TMA). Funds should be focused and programmed within the TMA - in the Cities of Boise, Eagle, Garden City, and Meridian and portions of unincorporated Ada County; however, funds may also be programmed anywhere in the metropolitan planning area boundary<sup>32</sup> with COMPASS Board approval. This funding is programmed by COMPASS.
2. Areas of the state with populations between 5,000 and 200,000.
3. Areas of the state with populations less than 5,000.

The TAP-TMA is programmed for five years, plus PD. Projects enter the program in PD, unless funds are available in a specific year. Therefore, projects will usually not be funded for construction for approximately six to seven years after the application is submitted, assuming all projects already programmed progress on schedule. TAP-Statewide is programmed by ITD on an annual basis for one to two years at a time.

Table 5 shows the amount of TAP-TMA funds currently available.

**Table 5. TAP-TMA Approximate Funding Levels, FY2021 and PD**

	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2021</b>	<b>PD</b>
TAP-TMA	\$34,000	\$13,000	\$15,000	\$410,000	\$842,000

Required local match = at least 7.34% of project.

ITD does not require local prioritization for non-TMA TAP applications. Therefore, the prioritization process described below only applies to TAP-TMA projects.

<sup>31</sup> TAP Eligible Activities: <http://www.gpo.gov/fdsys/pkg/USCODE-2012-title23/pdf/USCODE-2012-title23-chap2-sec213.pdf>

<sup>32</sup> TAP-TMA Eligible Appropriation: <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section213&num=0&edition=prelim>

## TAP-TMA Selection Criteria

When deciding which project is “better” using the paired comparison process, the scoring committee will consider the following criteria:

- Is the project consistent with CIM 2040<sup>33</sup>?
- How does the project meet the CIM 2040 Vision, goals, or strategies?
- Has the sponsor committed available local match through a formal action, such as a resolution or meeting minutes?
- Has the sponsor committed to paying operating or maintenance costs through a formal action, such as a resolution or meeting minutes?
- Is the project located in an economically distressed area<sup>34</sup>?
- Is the project located in an environmental justice consideration area<sup>35 36</sup>?
- Did the environmental suitability analysis<sup>37</sup> identify potential environmental considerations in the project area?
- Does this application include additional funds for an existing project?
- Does the project include a partnership with another agency?
- Will the sponsor provide match above the minimum requirement?
- Will the project eliminate or lessen safety hazards?
- Is there demonstrated support from the general public, local agencies, and/or non-profit organizations for the project?
- Does the project have dedicated right-of-way, or will it need to be purchased?
- Does the project have a local or regional scope?
- Does the project benefit the existing transportation system?
- Is the project identified in an adopted local plan specifically?
- If seeking federal funds, has agency discussed this project with ITD District 3 TAP Coordinator for suggestions about the budget and timeline?
- Which CIM 2040 Performance Measures are relevant? How?

## Scoring Committee

An ad-hoc subcommittee of three to five RTAC members will score the applications and make a recommendation to RTAC as a whole. Staff members from COMPASS are prohibited from participating as voting members on the subcommittee. Because of the comparative nature of the process, each agency is limited to one vote in the scoring process. If a member on the scoring subcommittee submits an application, that member is allowed to score his/her own project; however, subcommittee

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<sup>33</sup> CIM 2040: <http://www.compassidaho.org/prodserv/cim2040.htm>

<sup>34</sup> Economically Distressed Area:  
<http://www.fhwa.dot.gov/economicrecovery/guidancedistressed.htm>

<sup>35</sup> Environmental Justice Minority:  
<http://www.compassidaho.org/documents/people/EJDataMinority2010.pdf>

<sup>36</sup> Environmental Justice Low Income:  
<http://www.compassidaho.org/documents/people/EJDataLowInc2010.pdf>

<sup>37</sup> Environmental Suitability Analysis:  
<http://www.compassidaho.org/prodserv/cim2040.htm#Plan>; see Chapter 9

members must reveal their votes. COMPASS staff tests the scores for biases in the process and reports the analysis to RTAC. RTAC recommends the project priorities for COMPASS Board approval.

After COMPASS Board approval, only those projects that can be funded with the available amount of funding will move forward for programming.

## Section 3: FTA Funds Selection Process

### About Valley Regional Transit and ValleyRide

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon Counties, Idaho. Its main responsibilities are the delivery of safe, effective and efficient services, coordination of regional providers and services, and to encourage the private sector in service delivery.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. VRT also contracts for public transportation services in Nampa/Caldwell and between Ada County and Canyon County. All of these bus services are operated under the name ValleyRide. More information about VRT history, governance structure, projects, and reports can be found on the website<sup>38</sup>.

### General Application Requirements

The application process for FTA requires coordination of projects as much as possible, as funds are extremely limited.

All applications for FTA funds must contain the following items:

- Application<sup>39</sup>
- Resolution or similar agency document supporting the project, confirming commitment of local match, and committing to maintain the project once complete
- Budget
- Proposed project schedule
- Project map, if applicable

Applications requesting rural funds in any FTA funding category must be submitted as part of the COMPASS process and ITD process<sup>40</sup>.

Note: Any rural project within Ada and Canyon Counties submitted directly to ITD without participating in the COMPASS process will not be considered an eligible project by ITD.

All public transportation projects programmed into the TIP must follow ITD's or VRT's guidance for tracking and reimbursements<sup>41</sup>, as well as FTA rules and regulations<sup>42</sup>.

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<sup>38</sup> VRT website: <http://www.valleyregionaltransit.org/>

<sup>39</sup> Application: <http://www.compassidaho.org/prodserv/transimprovement.htm> or [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org)

<sup>40</sup> ITD public transportation website: [http://itd.idaho.gov/public\\_transportation/default.html](http://itd.idaho.gov/public_transportation/default.html)

<sup>41</sup> VRT's Program Management Plan: coming soon!



## Large and Small Urban Areas Public Transportation Funding

VRT is responsible for coordinating public transportation investments that use public transportation funding.

Funds are available for programming in the large urban<sup>43</sup> and small urban<sup>44</sup> areas for FTA 5307, FTA 5310, and FTA 5339 funding categories. Funds are eligible for capital, operating, mobility management and acquisition of service. Details on each program can be found in FTA circulars and fact sheets<sup>45</sup>. Funds are also available for programming in the rural areas for FTA 5310, FTA 5311, and FTA 5339 funding categories.

Each of these funding categories (except FTA 5311) has funds specifically designated to the large urban and small urban areas. VRT is the direct recipient for large urban funds and FTA 5307 Small Urban funds. Projects will be prioritized through a coordinated effort by COMPASS and VRT. VRT provides oversight on all projects using large urban funds and FTA 5307 Small Urban funds. Funding/sub-recipient agreements are between the sponsor and VRT.

ITD is the direct recipient for rural and small urban funds, except FTA 5307 Small Urban funds, as noted above. COMPASS and VRT committees prioritize small urban projects; however, ITD provides oversight of these funds. Funding agreements are between the sponsor and ITD.

### Funding Policy

Large urban and small urban funds are used first for necessary operations, maintenance, and capital needs of the existing public transportation system in the region. Remaining funds, if any, are available for other agencies and organizations through this application process.

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<sup>42</sup> VRT Program Management Plan: coming soon!

<sup>43</sup> Large Urban (population > 200,000) is equal to the Boise Urbanized Area and includes the Cities of Boise, Eagle, Garden City, and Meridian and portions of unincorporated Ada County.

<sup>44</sup> Small Urban (population 50-200,000) is equal to the Nampa Urbanized Area and includes the Cities of Nampa, Caldwell, and Middleton and portions of unincorporated Canyon County

<sup>45</sup> FTA Circulars: <http://www.fta.dot.gov/about/13716.html> or FTA fact sheets: <http://www.fta.dot.gov/grants/13093.html>

The dollar amounts shown in Table 6 are *estimated* to be available for application during the FY2016-FY2020 update cycle based on actual FY2014 appropriations. Actual funding amounts will not be known until an appropriation bill is passed by Congress for the funding year. FTA funds can be carried over between two and five years beyond the appropriation (time limits depend on funding source).

**Table 6. Estimated Large and Small Urban FTA Available \*Funding Amounts, FY2016-FY2021**

	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
FTA 5307 Large Urban	\$0	\$45,000	\$44,000	\$44,000	\$44,000	\$44,000
FTA 5307 Small Urban	\$44,000	\$653,000	\$1,013,000	\$991,000	\$991,000	\$991,000
FTA 5310 Large Urban	\$36,000	\$259,000	\$259,000	\$259,000	\$259,000	\$259,000
FTA 5310 Small Urban	\$161,000	\$223,000	\$223,000	\$223,000	\$223,000	\$223,000
FTA 5339 Large Urban	\$0	\$40,000	\$40,000	\$37,000	\$37,000	\$37,000
FTA 5339 Small Urban	\$7,000	\$252,000	\$252,000	\$252,000	\$252,000	\$252,000

\*shown as federal portion only

Public transportation programming worksheets are available upon request to verify funding availability.

Table 7 shows specific match requirements for each program, based on sliding-scale match:

**Table 7. Large and Small Urban Public Transportation \*Match Rates by Program**

<b>Program</b>	<b>Phase</b>	<b>Federal Portion</b>	<b>Required Local Portion</b>
5307	Capital and Mobility Management	80%	20%
	Operating	50%	50%
5310	Capital and Purchase/Acquisition of Service	80%	20%
	Operating	50%	50%
5339	Capital	80%	20%

\*Exceptions could apply see FTA Circulars for more detailed information<sup>46</sup>

<sup>46</sup> FTA Circulars: <http://www.fta.dot.gov/13716.html>

## Rural Public Transportation Funding

Funds are available for programming in rural areas for FTA 5310, FTA 5311, and FTA 5339 funding categories. Funds are eligible for capital, operating, mobility management, and acquisition of service. Details about each program can be found in the FTA circulars and fact sheets<sup>47</sup>.

These funds are specifically designated for rural areas. ITD is the direct recipient of rural funds, though projects will first be locally prioritized through a cooperative effort by COMPASS and VRT. COMPASS will forward the local priorities to ITD for consideration; however, the final recommendation for rural funds is made by the Public Transportation Advisory Council, with the final decision by the Idaho Transportation Board. ITD oversees agreements and management of FTA rural funds.

No applications will be taken for the rural programs in the state in this application cycle unless funds become available through cost savings. In this event, ITD will call for an open statewide competitive process for those funds. Rural applications are expected to be accepted next cycle for two-years of awards.

Table 8 shows specific match requirements for each program, based on sliding-scale match:

**Table 8. Rural Public Transportation \*Match Rates by Program**

Program	Phase	Federal Portion	Required Local Portion
5310	Capital and Purchase/Acquisition of Service	80%	20%
	Operating	50%	50%
5311	Capital, Mobility Management, and Preventive Maintenance	92.66%	7.34%
	Operating	57.5%	42.5%
	Administrative (Subrecipient)	80%	20%
5339	Capital	80%	20%

\*Exceptions could apply see FTA Circulars for more detailed information<sup>46</sup>

## Public Transportation Selection Criteria

When deciding which project is “better” using the paired comparison process, the scoring committee will consider the following criteria (consistent with the Transportation Service Coordination Plan for Ada and Canyon Counties<sup>48</sup>):

<sup>47</sup> FTA Circulars) <http://www.fta.dot.gov/about/13716.html> or FTA fact sheets: <http://www.fta.dot.gov/grants/13093.html>

<sup>48</sup> Transportation Service Coordination Plan for Ada and Canyon Counties: <http://www.compassidaho.org/documents/prodserv/trans/TSCP2014Final.pdf>

#### Support and Maintain Successful/Critical Service Operation:

- How does the project support the existing transportation services?
- What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project?
- If you are seeking vehicle replacement, do you have a capital replacement plan that supports your application for a new vehicle? (Capital equipment and vehicles well beyond their useful life and requiring significant maintenance to keep operating, will take priority over other capital equipment requests.)

#### Maximize the Use of Available Resources:

- *Modes*: Is the project the most effective transportation mode(s) for the situation?
- *Cost Efficiency*: Is the proposed project the most cost efficient way to meet the need?
- *Ridership*: Are the proposed services structured to accommodate multiple passengers?
- *Sustainability*: Is it a one-time project? If not, what is the plan for ongoing funding and operations?

#### Support Affordable Transportation Options:

- *Affordability* (if applicable): Will the anticipated costs (fares) to the targeted customers be the most affordable option compared to other optional transportation modes?

#### Support Accessible Transportation Options:

- Does the project improve accessible transportation options for persons with disabilities?
- Does the project provide mode choice?

#### Expand Service Operations:

- Is the project supported through an existing planning document such as valley**connect** or *Communities in Motion 2040*?
- Does the project enhance or provide connections to existing services?
- Is the project supported by one or more strategies in the Transportation Service Coordination Plan for Ada and Canyon Counties<sup>48</sup>?

#### Improve Safety and Security:

- How does the project improve or maintain safety and security of the transportation system?

#### Improve Customer Service:

- How will the project improve customer service and mobility support?

## **Scoring Committee**

A subcommittee of VRT's Regional Coordination Council (RCC) will score the applications. Staff members from COMPASS and VRT are prohibited from participating as voting members on the subcommittee. Because of the comparative nature of the process, each agency is limited to one vote in the scoring process. If a member on the scoring subcommittee submits an application, that member is allowed to score his/her own project; however, subcommittee members must reveal their votes. COMPASS staff tests the scores for biases in the process and reports the analysis to RCC and RTAC.

The RCC subcommittee will make priority and funding recommendations of new projects to the full RCC, shown by funding source. That recommendation will be recommended by the VRT Executive Board Committee, with approval by the VRT Board of Directors. In a concurrent COMPASS process, the RCC recommendation will also be forwarded to RTAC for consideration and recommendation to the COMPASS Board, who will make the final decision. After the priority recommendations are decided by the COMPASS and VRT Boards, only those projects that can be funded with the available amount of funding will move forward for programming. Staff will forward rural priorities to ITD staff for consideration in the statewide rural prioritization process.

## Section 4: Local Programs Selection Process

### Local Programs Application Requirements

Completed applications for local programs are less stringent than the federal programs. Details of requirements are provided for each program individually.

### CIM Implementation Grant

COMPASS develops, or updates, a regional long-range transportation plan for Ada and Canyon Counties every four years. CIM 2040 was adopted on July 21, 2014.

In November 2013, the COMPASS Board of Directors voted to institute and fund the Implementation Grant Program to support COMPASS member agencies in implementing CIM 2040. The program provides direct support to member agencies for locally important projects that also reinforce regional goals in CIM 2040 (see Appendix A). This program helps address three of the tasks approved by the Board to accompany the goals and performance measures of the plan:

- Provide better access to public transportation, bicycle, and pedestrian facilities to offset congestion.
- Invest in town centers, main streets, and existing infrastructure as identified in CIM 2040.
- Develop specific area plans for activity centers consistent with CIM 2040 and with planned integration of alternative transportation systems.

The CIM 2040 Vision illustrates a preferred growth scenario and enhanced development patterns in downtown areas and other activity centers (see Appendix B). Grants will be directed toward projects in these areas.

### General Application Requirements

1. Application<sup>49</sup>
2. Project costs, estimate sources, amount requested, and available match (cash and in-kind)
3. Commitment/support letter(s)
4. Proposed project schedule
5. Maps and/or photos, if applicable

### Applicants and Partnerships

COMPASS general or special member agencies may apply for grants under this program. However, other agencies may participate on a project team.

1. If a proposed project directly impacts private property or a facility under another agency's jurisdiction, the grant application must include a letter of support from the property owner or administering agency. Support letters from other interested parties are encouraged, but not required.

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<sup>49</sup> Applications: <http://www.compassidaho.org/prodserv/transimprovement.htm> or [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org)

2. Any COMPASS member agency whose jurisdiction overlaps or is adjacent to the project, including ex-officio members, must be given an opportunity to participate in the project.
3. If a grant is awarded for consultant planning services, a recipient agency may request COMPASS administer a contract on its behalf. At that time, COMPASS labor for contract administration will be programmed into the COMPASS annual budget<sup>50</sup> as needed.

### Project Location

Proposed projects must be located in and/or have a direct impact on a downtown area or a major activity center.

1. Downtown area projects must impact the downtown area (or small city town center) defined in the appropriate adopted comprehensive plan or downtown area plan and consistent with the CIM 2040 Vision<sup>51</sup>.
2. Other projects must be in major activity centers to be eligible for this program; the major activity center must be described in the appropriate adopted comprehensive plan and be consistent with the CIM 2040 Vision, shown on the Vision map<sup>52</sup> as *Mixed Use* or *Transit Oriented Development*.
3. The corresponding downtown area or major activity center will be identified in the grant application.

### Project Type

The types of projects that would fulfill the tasks listed above include (but are not limited to) plans, regulatory tools, economic/market analyses, concepts/designs (including engineering/architecture, etc.), and construction.

1. A grant may fund a stand-alone project, or a phase or component of a larger project that meets the goals of the program.
2. Ineligible activities include agency operations and generic or larger scale projects, such as a trail or corridor plan, sub-area plan, city-wide code upgrade, comprehensive plan element, or typology study.

### Funding

Applicant agencies will supply a match of at least 7.34% of the project cost. In-kind contributions of labor/staff time may be included in the project match. Agencies are encouraged to use this program to leverage local funds and/or federal funds.

1. Volunteer/community time and/or staff labor may be used for in-kind match.
2. All labor hours will be valued at a regional average wage<sup>53</sup> of \$19.74/hour.
3. A letter of commitment from the applicant, as well as any entity supplying matching funds or labor, is required with each grant applications.

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<sup>50</sup> The annual budget is officially known as the Unified Planning and Work Program (UPWP).

<sup>51</sup> CIM 2040 Vision: [http://www.compassidaho.org/prodserv/cim2040\\_scenarioplanning.htm](http://www.compassidaho.org/prodserv/cim2040_scenarioplanning.htm)

<sup>52</sup> CIM 2040 Vision map: [http://www.compassidaho.org/documents/prodserv/CIM2040/Map\\_Final.pdf](http://www.compassidaho.org/documents/prodserv/CIM2040/Map_Final.pdf)

<sup>53</sup> Per the Idaho Department of Labor *Occupational Employment and Wage Survey 2014*, the average/mean hourly wage for the Boise-Nampa metropolitan area in 2014 was \$19.74/hour. <http://lmi.idaho.gov/Portals/0/2014/OES/Boise-City-Nampa-MSA-2014.pdf>

4. Other contributions, such as supplies or use of equipment, are not permitted as in-kind match under this program.

Preference will be given to projects that meet one or more of the criteria listed below.

1. The project **does not qualify** for annual Federal Highway Administration or Federal Transit Authority grant programs.
2. The project **qualifies** for Federal Highway Administration or Federal Transit Authority grant programs, but previous applications to fund the project have been denied.
3. The project was not funded/completed by the applicant because of economic or other difficulties.
4. Project is leveraging multiple funding sources.

### Payments

This is a reimbursement program, as described in Section 1. Applicants must incur the cost of the project prior to being reimbursed.

1. Costs must be incurred after COMPASS Board approval of the grant<sup>54</sup> to be eligible for reimbursement.
2. COMPASS will reimburse recipient invoices within 30 days of receipt.
3. Grant recipients will employ best accounting practices to track project expenses and invoice COMPASS for reimbursements. If using in-kind match, recipient will track and report labor contributions (see *Standards* and *Reporting* sections below).

### Region-wide Implementation

It is assumed that applications will be submitted for eligible projects in both Ada and Canyon Counties.

1. If more than one grant is awarded in any fiscal year, there will be at least one grant awarded in each county, if possible.
2. If only one grant is awarded in a fiscal year, or if all the awarded grants in a fiscal year are in the same county, applications received from agencies in the other county will have preference in the next grant cycle.

### CIM Implementation Grant Program Prioritization Criteria

To what level does the project address the following?

1. Relation to CIM 2040 goals<sup>64</sup> and performance measures<sup>65</sup>
2. Relation to CIM 2040 tasks listed above
3. Relation to CIM 2040 Vision, major activity centers or approved comprehensive plans/downtown area plans
4. Previous attempts to secure funding

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<sup>54</sup> See Program Timeline section.



If the proposed project does not clearly satisfy a particular criteria, applicants should include or attach additional information to clarify the need for the project.

Successful projects will contribute to multiple goals of CIM 2040<sup>55</sup>. Proposals will indicate which approved goals it addresses in transportation, land use, housing, community infrastructure, health, economic development, open space, or farm land.

Applicants should also demonstrate that a project's implementation will contribute to an established performance measure(s)<sup>56</sup>. If so, the requirement for supporting multiple goals may be reduced.

The following criteria will be used by a subcommittee of RTAC to prioritize applications:

1. How well does the project fit the goals/intent of the CIM Implementation Grant Program?
2. Is the project clearly contributing to the goals and performance measures for CIM 2040?
3. Does the project clearly fit within a defined downtown area or major activity center?
4. Is there demonstrated support from the general public and other agencies or organizations?
5. Is the project part of an identified local (COMPASS member agency) plan?
6. Does the supplemental information provided by the applicant adequately address the appropriate questions?
7. Is the project leveraging other funds?

### Commencement and Completion

Grant recipient(s) selected must commence action on the funded project by the end of the fiscal year. After that time, if the project is not initiated, the COMPASS Board may extend the time for the recipient, expunge the grant award, or expunge the award and allocate the unused funds to another grant in this program.

Expenses for project reimbursements may not be incurred before completion of the Grant Agreement. Projects must also be completed by the date agreed in the Grant Agreement, typically within one year from project commencement.

### Standards

Grant recipients will follow best practices and their own adopted standards for accounting, contracting, construction, building and permitting, etc. This may include

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<sup>55</sup> CIM Goals:

[http://www.compassidaho.org/documents/prodserv/CIM2040/final/CIM2040\\_Goals\\_Obj\\_Tasks\\_Policies\\_July2014.pdf](http://www.compassidaho.org/documents/prodserv/CIM2040/final/CIM2040_Goals_Obj_Tasks_Policies_July2014.pdf)

<sup>56</sup> CIM Performance Measures:

<http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf>

*Generally Accepted Accounting Principles, Manual on Uniform Traffic Control Devices, Idaho Traffic Manual, or other recognized publications or programs.*

1. If the recipient agency does not have adopted standards relevant to the awarded project or to fulfill the grant, it will consult with COMPASS and/or project partners for a recommendation.
2. If the project directly impacts another COMPASS member agency's property or facility, the project must also satisfy the standards of the affected agency. See also Eligible Applicants and Partnerships, above.
3. If the recipient agency does not have the resources to administer the project in a timely manner, it may request an appropriate partner agency or COMPASS to administer all or part of the project or contract.
4. Prior to commencing work on a funded project, the recipient agency will assure that best practices and approved standards will be followed. This can be part of the funding agreement/memorandum of understanding with COMPASS. See also Reporting, below.
5. Before a grant is awarded for construction (or similar activities), the applicant agency will demonstrate its ability to maintain the improvement.

### Reporting

Grant recipients will submit monthly reports through the life of the project.

1. Reports shall include a status statement, including project progress or delays.
  - a. Reports may be submitted to COMPASS staff via mail or email.
  - b. COMPASS staff will assist recipient, as needed, in documenting project process.
2. COMPASS staff will generate reports for the COMPASS Board with status updates on grant-funded projects.
3. Reporting will commence with the initiation of the grant and are required each month during the duration of the grant – regardless of the submission of costs to be reimbursed.
4. Upon completion of the project a final report will be submitted to the COMPASS Board, and a presentation will be made to the Board at its next regular monthly meeting. The final report will include statements from the recipient assuring that applicable standards and best practices were followed (see *Standards*, above).
5. A status report or a summary of the final report, of each funded project, will be included in the following *Communities in Motion* annual Performance Monitoring Report, prepared by COMPASS.

## Annual CIM Implementation Grant Program

<b>Date</b>	<b>Action</b>	<b>By Whom</b>
November	Application deadline	Grant Applicants
December	Review applications	COMPASS
January	Prioritize applications, make recommendation to RTAC	RTAC Subcommittee
February	Make recommendation to COMPASS Board	RTAC
June-August	Approve annual budget and program allocation	COMPASS Board
June-August	Award grant(s) <i>(if program allocation approved)</i>	COMPASS Board
July-August	Commence grant agreement(s)	COMPASS and Grant Recipient(s)
October	Commence projects	Grant Recipient(s)

### Scoring Committee

An ad-hoc subcommittee of three-to-five RTAC members will score the applications and make a recommendation to RTAC as a whole. Staff members from COMPASS are prohibited from participating as voting members on the subcommittee. Because of the comparative nature of the process, each agency is limited to one vote in the scoring process. If a member on the scoring subcommittee submits an application, that member is allowed to score his/her own project; however, subcommittee members must reveal their votes. COMPASS staff tests the scores for biases in the process and reports the analysis to RTAC. RTAC makes a recommendation of the project priorities to the COMPASS Board, who makes the final determination of priorities.

After the priority recommendations are approved by the COMPASS Board, only those projects that can be funded with the available amount of funding will move forward for programming.

### **Project Development Program**

COMPASS staff, along with a consultant, will assist member agencies in taking project ideas and translating them into well-defined projects with cost estimates, purpose and need statements, environmental scans and public information plans. Work will be done in a manner that allows the planning process to be contributory to later phases of the project.

The program will produce “application ready” projects to submit for grants – local, state, federal, or private. The goals of the program include:

- Realize additional funding in the region
- Implement requested projects by member agencies

- Leverage local dollars

Assistance is often needed in developing project concepts to receive funding and/or to be successfully implemented. Well defined and scoped projects, with accurate project costs and schedules, strengthen grant applications with better correlation to CIM 2040 goals and performance measures, and increase the probability of projects to be delivered on time and on budget. Other observations:

- Grant opportunities arise and project ideas exist but are not completely developed to qualify for funding, or a project is not cohesive enough to meet qualifications.
- Locations for projects are not secured, environmental considerations have not been vetted, or all stakeholders have not been consulted.

Applications are often submitted with premature concepts and cost estimates, resulting in escalating costs, missed milestones, and scope creep.

### General Application Process

1. Application
2. Support letter(s), especially if other agencies are impacted
3. Proposed project schedule, if applicable
4. Maps and/or photos, if applicable

### Project Development Program Selection Criteria

The criteria for this program are project readiness and geographic distribution. COMPASS staff will select the projects and the consultants. If there is a high demand and competition for the service, the COMPASS staff recommendations will go to RTAC and the Board.

### Annual Project Development Program Timeline

<b>Date</b>	<b>Action</b>	<b>By Whom</b>
November	Application deadline	Grant Applicants
December–January	Review applications and select projects	COMPASS
August 2016	*Select consultant and develop scope of work	COMPASS
October 2016	Commence project development	Consultant(s)

\*upon approval of funding

## Section 5: Acronyms

ACHD	Ada County Highway District
ADA	Americans with Disabilities Act
CIM	Communities in Motion (the regional long-range transportation plan)
COMPASS	Community Planning Association of Southwest Idaho
FFATA	Federal Funding Accountability and Transparency Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTA 5307	Urbanized Area Formula Program for public transportation
FTA 5310	Elderly and Persons with Disabilities program for public transportation
FTA 5311	Rural Areas Formula Program funds for public transportation
FTA 5339	Bus and Bus Facilities public transportation funds
FY	Fiscal Year (federal fiscal year runs October 1 through September 30)
ITD	Idaho Transportation Department
ITIP	Idaho Transportation Investment Program
ITS	Intelligent Transportation System
LHTAC	Local Highway Technical Assistance Council
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century (Transportation Authorization)
MPO	Metropolitan Planning Organization
PD	Preliminary Development
RCC	Regional Coordination Council
RTAC	Regional Technical Advisory Committee
STP	Surface Transportation Program
STP-R	Surface Transportation Program for Rural areas (under 5,000 population)
STP-TMA	Surface Transportation Program in the Transportation Management Area (over 200,000 population)
STP-U	Surface Transportation Program for Urban areas (between 5,000 and 200,000 population)
TAP	Transportation Alternatives Program
TAP-TMA	Transportation Alternatives Program in the Transportation Management Area (over 200,000 population)
TIP	Transportation Improvement Program
TMA	Transportation Management Area (urbanized area over 200,000 population)
VRT	Valley Regional Transit

A more comprehensive glossary is available on the COMPASS website<sup>57</sup>.

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<sup>57</sup> COMPASS Glossary: <http://www.compassidaho.org/comm/glossary.htm>