

COMPASS Procedure for Resource Development Plan

Approved March 2018

The intent of resource development efforts is to increase the amount of outside resources being invested in the Treasure Valley to implement the regional long-range transportation plan, *Communities in Motion*. The Resource Development Plan is generated annually to provide transparency and obtain COMPASS Board of Directors approval of funding pursuits for the year.

The plan includes member agency projects submitted through Phase I applications in response to the COMPASS call for projects, as well as major project areas each member intends to focus on during the coming year. The plan also includes COMPASS staff efforts needing outside supplementary funding, as well as a list of potential funding sources.

Approval:

The plan is updated annually and reviewed by the Regional Transportation Advisory Committee for a recommendation to the COMPASS Board of Directors for approval.

Priorities:

Resource development staff focus efforts in the following order:

- Projects on the prioritized list of unfunded needs included in *Communities in Motion*, the regional long-range transportation plan
- Projects that have a completed pre-concept report through the COMPASS Project Development Program
- Projects listed in the current year Resource Development Plan

Project Carryover:

Any project previously included in the Resource Development Plan that has yet to receive funding will remain in the plan until the member agency requests or approves its removal. COMPASS resource development staff will review every project listed in the plan with member agency staff at the annual fall outreach meetings to determine whether previously identified projects should remain in the plan. Current Phase I applications will be required for each year the project remains in the plan.

Projects/Focus Areas Not in Resource Development Plan:

Not all sources of funding or project needs are known by COMPASS or member agencies prior to the development of the annual plan. Thus, members may have projects not submitted through the Phase I application process or outside of their focus areas that surface throughout the year. Member agency requests for grant funding assistance or a letter of support from COMPASS for any project or focus area not included in the approved plan must be submitted in writing via email to the Executive Director for approval at mstoll@compassidaho.org, with a copy to kparker@compassidaho.org. Requests should include the following information:

- Project title and brief project description
- Reason project was not included in the plan
- Name of funding source and deadline
- Type of assistance requested
- Date requested assistance must be received by member agency

COMPASS Internal Review:

Any grant prepared by COMPASS staff for a COMPASS project must be reviewed by the communication staff and the Executive Director prior to submittal. As soon as resource development staff begin work on a grant application requiring internal review, the following information is provided to the communications staff and the Executive Director:

- Application due date
- Approximate date communications staff will receive draft for review (goal is five days prior to deadline)
- Approximate date Executive Director will receive draft for review (goal is three days prior to deadline)
- Estimated number of pages needing review
- Link to the grant information/requirements

If a member agency requests assistance with a grant application effort, an internal review is not required; however, a review may occur as time permits.

COMPASS Assistance:

Types of grant assistance provided by resource development staff include letters of support and grant assistance such as research, eligibility determination, writing, review, and management.

Requests for letters of support must be submitted to COMPASS no later than seven days prior to the date the member needs the signed letter returned to them.

Requests should be sent to kparker@compassidaho.org. Exceptions to the seven-day advance notice must be approved by the Executive Director.

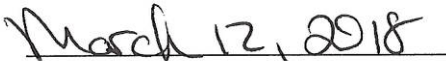
Additional Information:

For questions, contact Kathy Parker at 208/475-2240 or kparker@compassidaho.org.

COMPASS Resource Development Plan Procedure Approved



Matthew J. Stoll, Executive Director



Date

Attachment: [Resource Development Plan](#)