

COMPASS Procedure for Project Development Program

Approved December 2018

The Project Development Program was created to position the region to successfully compete for funding by transforming member agency ideas into well-defined projects with purpose and need statements, environmental scans, public involvement plans, and accurate cost estimates. This program helps ensure that applications are not submitted in a competitive process with premature concepts or cost estimates, which could result in escalating costs, missed milestones, and scope creep. It also confirms that locations for projects are secured, environmental considerations are reviewed, and major stakeholders are consulted.

Well-defined and scoped projects that are grant-ready strengthen applications and are more likely to be delivered on time and on budget. Projects entering the Project Development Program one year will be ready to submit grant applications and compete for funds the following year.

Applications:

COMPASS general or special member agencies are eligible to apply for Project Development Program assistance. Applications must be received by the Phase I application deadline(s) to be considered for selection for the program during the following fiscal year. The maximum amount available for any one project is \$25,000. Members have the option of providing additional funds to cover a larger scope.

Prioritization Criteria:

The following criteria will be used by the Regional Transportation Advisory Committee (RTAC) to prioritize applications:

1. Does the project fit the intent and timeline of the Project Development Program?
2. Does the project help achieve the goals and performance measures of *Communities in Motion*?
3. Is the project included in or does it conform to a locally adopted plan?
4. Is it reasonable to assume the project can be funded through available sources once project development is complete?

Ranking:

Project ranks will be based on the results of the RTAC project prioritization process. RTAC will recommend projects for funding based on the final rankings and the amount of funding available each year. The RTAC recommendation will be provided to the COMPASS Board of Directors, who will make the final determination.

Region-wide Implementation:

Every effort will be made to award at least one project in each county during any fiscal year. If all the awarded projects in a fiscal year are in the same county, applications received from agencies in the other county will receive preference the next year.

Consultants:

Consulting firms with a wide range of expertise are pre-screened by COMPASS every three years and enter a Professional Service Agreement for on-call project development work in partnership with COMPASS. Projects selected for the program will

be matched with a consulting firm with the appropriate expertise, based on the type of work required. Every effort will be made to ensure all on-call consultants have the opportunity to participate in the program during their three-year on-call contract period, provided they are qualified for the selected projects.

Consultant invoices presented to COMPASS for payment must be accompanied by a detailed summary of activities accomplished during the billing period. Final reports must be in a format designated by COMPASS staff and detailed in the scope of work.

Scope and Budget:

COMPASS will work with both the member agency and the consultant to come to an agreement on an appropriate scope of work for each project, based on the established scope of work template (attached), and to arrive at a consensus on the budget. Once a verbal agreement is reached on the contents of the scope of work and budget, the COMPASS Director of Operations will develop a task order to be signed by the COMPASS Executive Director and the consulting firm. This task order will contain the start and end dates for the project and include the scope of work and budget.

Project Manager and Project Team:

COMPASS staff will function as the project manager and serve as the liaison between the member agency and the consultant. Member agencies providing additional funding beyond the first \$25,000 of consultant costs may designate a key team member to work closely with the COMPASS project manager. The project manager will assemble the project team, comprised of agencies and individuals who are identified as key stakeholders in the project. The project team will also include the member agency who submitted the application, the consultant, and the project manager. The project manager will facilitate information flow between the consultant and the project team, secure a location for project team meetings, distribute agendas and draft reports, collect team comments, and ensure compliance with the task order as well as the member agency’s satisfaction with the final report. The project manager will also verify and process consultant invoices and publish the final report.

Reporting:

COMPASS staff will provide a report to RTAC and the COMPASS Board of Directors annually outlining the status of projects selected for the Project Development Program.

Project Development Timeline:

| Date | Action | By Whom |
|------------------------------------|---|----------------------------|
| Prior to Grant Fiscal Year: | | |
| December and April | Submit Phase I applications | Grant applicant |
| May | Participate in workshop to review applications | RTAC |
| May | Prioritize applications | RTAC |
| June | Recommend project funding for COMPASS Board of Directors approval | RTAC |
| August | Approve project funding | COMPASS Board of Directors |

| Date | Action | By Whom |
|------------------------------|---|--|
| Grant Fiscal Year: | | |
| October-November | Select consultant, finalize scope of work and budget, identify project team | COMPASS, grant recipient, and consultant |
| October-November | Develop consultant task order with budget; schedule kickoff meeting | COMPASS, grant recipient, and consultant |
| September 15 | Submit final report | Consultant |
| September 25 | Submit final billing | Consultant |
| Following Grant Fiscal Year: | | |
| December | Submit Phase I application for project construction | Grant recipient |

Project Delays:

Consultants should schedule their work carefully, as extensions to the required completion date listed in the task order are not guaranteed. Should unforeseen difficulties arise that could delay a project's completion, the consultant must notify the project manager no less than 45 days prior to the task order expiration date. The request must provide sufficient detail for consideration of approval by the COMPASS Executive Director.

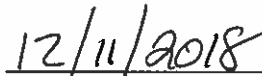
Additional Information:

For questions, contact Kathy Parker, Principal Planner, at (208) 475-2240 or kparker@compassidaho.org.

COMPASS Project Development Program Procedure Approved:



 Matthew J. Stolly, Executive Director



 Date

Attachments:

1. [Scope of Work Template](#)
2. [Sample Task Order](#)