Funding Application Guide

FY2021-2027

Approved by COMPASS Board of Directors June 17, 2019
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**Introduction**

The Community Planning Association of Southwest Idaho (COMPASS) serves as a regional forum for making decisions about transportation and related planning, and sets priorities for spending federal transportation funds. COMPASS accepts applications annually for funding for transportation projects; the FY2021-2027 funding period begins October 1, 2020.

**Eligibility**

Any agency with a transportation project that is in, runs through, or touches Ada and/or Canyon Counties is eligible to apply.

**Application Process**

Applications to COMPASS are accepted in two phases.

**Phase I Application**

A Phase I application is a simple preliminary application requesting very basic information and is **mandatory for all** applications for funding sources managed through COMPASS for:

- Large or small projects
- Projects requesting federal or non-federal funding
- Projects ready to compete for funding
- Projects in need of assistance to prepare to compete for funding (Project Development Program)
- Projects in need of any other COMPASS staff assistance

**All Phase I applications are due no later than midnight, Monday, December 2, 2019.** An additional opportunity to submit a Phase I application for a *Communities in Motion* (CIM) Implementation Grant or Project Development Program assistance only will be available during April 2020. See more details below in the schedule starting on page 4.

Phase I applications provide COMPASS staff with information on the transportation-related needs in each community. Those projects are then included in the COMPASS Resource Development Plan, which guides grant-seeking efforts throughout the year.

**Phase I Content**

Phase I applications may include, but are not limited to:

- Project Title
- Local Ranking (if multiple applications are submitted)
- Project Type
- Project Location (map/sketch is a required attachment)
- Project Description
- Purpose and Need for Project
- Estimated Cost (including how cost was determined)
- Previous Attempts at Funding, and Available Match
- Phasing
- Right-Of-Way Ownership/Status
- Project Partners
- Support Letter (an optional attachment)
- Project Readiness
- Conformance with Plans
- Compliance with CIM 2040 2.0 Performance Measures

**Required Attachments**: Project Map/Sketch

**Optional Attachments**: Cover Letter, Support Letters

*All required attachments must be received by the due date or the application will not be considered for funding. Match commitment letters are required for federal-aid applications in December, but not until April for non-federal applications (even if the application is submitted in December).

See the "Application Supplemental" for a sample application and guidance. COMPASS staff can provide technical assistance in completing project applications prior to the December 2 and April 23 deadlines (see “Schedule,” page 4).

**Projects/Funding Source Match**
COMPASS staff reviews all Phase I applications to determine eligibility for various funding sources. If a project is eligible for a federal funding source, the applicant will be directed by COMPASS staff to submit a **Phase II** application to provide the additional details needed for a federal-aid project.

**Phase II Application**
Phase II applications require additional project information (see page 3).
- Required for projects eligible for federal funding sources
- **Due no later than noon on Tuesday, January 21, 2020.**

Information requested varies depending on project types, which include:
- Roadways and Bridges
- Alternative Transportation
- Planning and Special Projects

Links to forms and other information required to complete the application are provided within the online application.
Phase II Content
Information requested in Phase II depends on the type of project and may include, but is not limited to:

All Projects:
- Local or regional scope
- Modes and connectivity
- Complete Streets
- Safety improvements
- Traffic volumes (road, bicycle, pedestrian)
- Congestion mitigation
- Environmental Justice areas
- Economically Distressed areas
- Environmental considerations

Alternative Transportation:
- Trip purposes
- Land ownership
- Appropriate contacts
- Vehicle replacement
- Customer service and mobility support

Planning and Special Projects:
- Federal requirements

Roadways/Bridges:
- Functional classification
- Life cycle cost
- Pavement condition index
- Bridge sufficiency rating
- Freight corridors
- Intelligent Transportation System (ITS) Improvements

Optional Attachments:
- Project estimating worksheet
- Additional maps, photos, or letters of support not included in Phase I application (Please ensure graphics make sense to someone not familiar with your project.)

Required Attachments*:
- Match commitment letter
- Idaho Transportation Department forms 0414, 1150, 2435
- COMPASS form A100

*All required attachments must be received by the due date or the application will not be considered for funding.

Online Application
All applications must be submitted through the designated online system which tracks all steps of the application process, including correspondence and submittals.

Application Assistance
COMPASS staff provides assistance to COMPASS members for all types of funding applications, whether or not the funding source is managed by COMPASS. Non-COMPASS sources include, but are not limited to: various federal funding programs, Idaho Transportation Department, the Local Highway Technical Assistance Council,
and Valley Regional Transit, as well as foundations and other funding sources. See “Application Assistance Supplemental” for details.

## Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>October 15, 2019</td>
<td>Call for Projects</td>
</tr>
<tr>
<td>December 2, 2019</td>
<td>Phase I Applications Due by midnight</td>
</tr>
<tr>
<td>December 9, 2019</td>
<td>COMPASS Staff requests Phase II Applications</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>Phase II Applications Due by noon</td>
</tr>
<tr>
<td>April 3, 2020</td>
<td>Call for Projects for COMPASS Funding (CIM Implementation Grants and Project Development Program)</td>
</tr>
<tr>
<td>April 23, 2020</td>
<td>Phase I Applications Due (second opportunity) by midnight</td>
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## Federal-Aid Funding

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 5, 2020</td>
<td>Optional Regional Transportation Advisory Committee (RTAC) workshop for detailed application information and discussion of federal-aid applications</td>
</tr>
<tr>
<td>February 3-14, 2020</td>
<td>RTAC completes an online paired comparison process for federal-aid funding</td>
</tr>
<tr>
<td>February 26, 2020</td>
<td>RTAC recommends federal-aid rankings</td>
</tr>
<tr>
<td>February 28, 2020</td>
<td>Federal obligation deadline for existing projects in programs managed by COMPASS</td>
</tr>
<tr>
<td>March 4, 2020</td>
<td>Optional RTAC workshop to review staff recommendations for federal-aid funding based on initial RTAC ranking</td>
</tr>
<tr>
<td>March 18, 2020</td>
<td>RTAC recommends draft federal-aid programming (budget)</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>RTAC recommends Draft FY2021-2027 TIP, including federal-aid programs</td>
</tr>
<tr>
<td>October 19, 2020</td>
<td>COMPASS Board of Directors approves FY2021-2027 TIP, including federal-aid programs</td>
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## CIM Implementation Grant and Project Development Programs:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 3, 2020</td>
<td>Call for Projects for COMPASS Funding (CIM Implementation Grants and Project Development Program)</td>
</tr>
<tr>
<td>April 23, 2020</td>
<td>COMPASS Funding Phase I Applications Due</td>
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### CIM Implementation Grant and Project Development Programs:

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 6, 2020</td>
<td>Optional RTAC workshop for detailed application information and discussion of CIM Implementation Grant and Project Development Program applications</td>
</tr>
<tr>
<td>May 11-21, 2020</td>
<td>RTAC completes paired comparison process for CIM Implementation Grants and Project Development Program projects</td>
</tr>
<tr>
<td>June 24, 2020</td>
<td>RTAC reviews rankings and recommends CIM Implementation Grants and Project Development Program projects</td>
</tr>
<tr>
<td>August 17, 2020</td>
<td>COMPASS Board of Directors approves CIM Implementation Grants and Project Development Program projects</td>
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Please note that dates could change due to scheduling conflicts or as new information becomes available.

### Ranking

RTAC members review and rank all applications using a paired comparison process, which evaluates each project individually against every other project eligible for a specific funding source. See the “Ranking Supplemental” for details.

### Funding Sources and Programming

COMPASS manages many different funding sources, both federal and non-federal. Applications are matched with appropriate funding sources based on eligibility for each source and project readiness. RTAC then makes recommendations for funding based on the ranking order resulting from paired comparisons.

#### Federal Funding

Federal funding is programmed for up to five years, plus “preliminary development” (PD) in the sixth and seventh year to fund design for projects scheduled to be constructed in later years. Most available funds are in preliminary development.

See “Federal Funding Sources Supplemental” for details on federal funding, including the amount of funds estimated to be available (not yet programmed) for each year, as well as links to federal program guidance.

While COMPASS coordinates all funding for inclusion in the Regional Transportation Improvement Program, Valley Regional Transit (VRT), as the designated Federal Transit Administration recipient, prioritizes all Federal Transit Administration funds. RTAC reviews VRT’s proposed program priorities for recommendation of COMPASS Board of Directors approval. Contact VRT’s Planning Programmer for assistance.
COMPASS Funding
COMPASS provides funding directly to COMPASS member agencies for transportation projects. These programs have much less stringent rules than federal programs and include:

- **Communities in Motion Implementation Grants** of up to $25,000 for projects that implement the goals and vision of CIM 2040 2.0.
  Projected annual available amount: $50,000

- The **Project Development Program** which transforms member agency needs into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement plans to ensure readiness for funding applications.
  Projected annual available amount: $75,000

**Funding Policy**
The COMPASS Board of Directors has provided policy and guidance information to assist COMPASS staff in programming federal and non-federal funds. See “Funding Policies and Procedures Supplemental” for details.

**More Information**
To learn more about the COMPASS application process, please contact:
- Toni Tisdale at ttisdale@compassidaho.org or 208/475-2238
- Kathy Parker at kparker@compassidaho.org or 208/475-2240
- Daniel Hernandez at dhernandez@compassidaho.org or 208/475-2237

**Supplemental Information Attachments**
- Application Supplemental (Sample application)
- Application Assistance Supplemental
- Ranking Supplemental
- Federal Funding Sources Supplemental
- Funding Policies and Procedures Supplemental