

Application Supplemental

FY2022-2028 COMPASS Application Guide

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2022 COMPASS Funding Application Phase I

All applications must be submitted through APPLY, the online application system.

Guidance language is provided below. If you are unsure how to answer a question, see the blue text below each question. Note character limits in each section.

Project Title:

Provide a short, but descriptive title that accurately reflects your project.

PRIORITY

- 1. Indicate the priority of this application compared to all of your agency's other applications to be submitted through COMPASS during the current fiscal year:**

Project Rank: _____

Total # of applications to be submitted to COMPASS during the current year: _____

If your agency has multiple applications, the application reviewers want to know what your local priorities are in order to respect your wishes in the final ranking (i.e., we do not want your #10 local priority to end up as the #1 project for the region).

PROJECT TYPE

- 2. Select all that apply:**

Capital/Construction: Road/Bridge/Design/Signs, etc.	<input type="checkbox"/>
Public Transportation: Vehicles/Equipment/Maintenance/Operations	<input type="checkbox"/>
Active Transportation: Bicycle/Pedestrian	<input type="checkbox"/>
Planning: Plans/Studies/Education/Outreach	<input type="checkbox"/>
Special Groups: Youth/Seniors/Disabled/Environmental Justice	<input type="checkbox"/>
Technology/Data	<input type="checkbox"/>
Project Development Program (Consultant cost up to \$25K)	<input type="checkbox"/>
CIM Implementation Grant Program (Reimbursement up to \$25K)	<input type="checkbox"/>
Staff Assistance Only	<input type="checkbox"/>
Other (If Other, please describe - 140 character limit):	<input type="checkbox"/>

This question is determining the type of project you are submitting. The project may only fit into one category type but please review all of them. This information feeds into the grants database, where special groups and specialty funding may exist.

PROJECT LOCATION

3. Describe the location of the project:

Be specific and indicate if in a downtown or major activity center. (You will be required to attach a map to this application.) (1,000 character limit)

Details here are important. Pretend you are explaining the location to your mother, who has visited a lot, but lives elsewhere. Remember, the application reviewer probably does not know as much about your jurisdiction as you might think.

PROJECT DESCRIPTION

4. Describe the total project in detail:

Specify which parts this funding will cover. (3,000 character limit)

This is the introduction to your project's story...make it count! Keep in mind that the application reviewer will likely know nothing about this project. Why is it important? Is your jurisdiction putting a lot of "skin in the game"? If not, there is probably a reason. Explain that. Will the funding be used for design and construction? Maybe you just have an idea that you need developed? Describe the project in such a way that the application reviewer will understand what the project includes and what it will accomplish.

Provide a brief project description to be used in the Paired Comparison Matrix. (200 character limit)

This is what RTAC will see during the paired comparison process.

PURPOSE AND NEED

5. Describe why this project is important to your agency, as well as the region: (1,000 character limit)

You should have a clear purpose and need statement for your project. Why is this project important to your agency or the region? How did you figure out that it was important? What problem will the project correct? Be very clear and concise.

PROJECT FUNDING

6. Provide a total cost estimate and amount requested for the following project tasks or activities:

No match required for Project Development Program.

Amount requested should be the total cost estimate minus the anticipated match.

Task	Cost Estimate	Amount Requested
Design (including environmental/planning)	\$	\$
Right-of-Way acquisition	\$	\$
Construction/Procurement	\$	\$
Non-Construction projects only (studies/plans)	\$	\$
TOTALS	\$	\$

With this question, you should demonstrate that you have a good idea about the project cost. However, this is a preliminary budget. If you continue in the process for federal-aid funding, you will provide a much more detailed budget in Phase II.

If your intent is to obtain federal dollars, remember to include costs for Idaho Transportation Department/Local Highway Technical Assistance Council (LHTAC) review time, environmental aspects, etc.

Please use the COMPASS Estimating Worksheet to help determine costs, especially if the project is expected to be funded with federal funds. The worksheet can be found online: <http://www.compassidaho.org/prodserv/resourcedev.html>.

How cost was determined:

Describe how you arrived at the cost estimates (previous similar project, design complete, etc.). *(300 character limit)*

7. Provide the amount and source of match:

A minimum match of 7.34% is required for most programs. No match is required for Project Development Program. Please contact COMPASS if you need match information specific to your project. (300 character limit)

This information shows that you, as the applicant, understand local match requirements and have resources to meet minimum requirements; it also provides a chance for your agency to make your project even more competitive by providing more local funding than is required.

Provide how much local funding your agency will allocate towards the project. In most cases there is a minimum requirement, but your agency can put as much local funding towards a project as it desires. Be sure to include the source, such as city general budget, Community Development Block Grant (CDBG), or other sources. Many times, another federal source is not eligible to be used as local match, but it depends. Contact COMPASS staff if you have questions.

8. Indicate whether your project can be phased:

If yes, briefly explain and provide amounts. Total of all phases should equal total Cost Estimate in Question 6 above. (300 character limit each phase)

Sometimes, a project ranks very high, but there is just not enough funding to fund the project as requested. If we run into this issue, could we partially fund your project? We are trying to determine if you can accept less than what you asked for either by phasing the project or by your agency providing more local/other funding, if necessary.

PARTNERS/SUPPORT

The following three questions demonstrate the level of support you already have for the project.

9. Describe jurisdictional agencies and other partners and their role in the project: (400 character limit)

This will determine agency and partner support and how others will be involved in the project. The answer could include multiple departments within your agency as well as multiple agencies with a defined role in project development or use. These could include non-governmental agencies...maybe a retail establishment, a church, or non-profit organization, and those providing additional match.

10. Describe any general public support generated: (400 character limit)

Has some sort of public support been generated for this project? Explain how that process occurred and what type of support was generated. Is it a group of businesses, a developer, a citizens group, etc., or general public outreach?

11. Describe ownership and status of right-of-way: (400 character limit)

Who actually owns the right-of-way? For instance, in Ada County, most sidewalks are owned by the Ada County Highway District. In Canyon County, a sidewalk or other facility may be owned by a school district, other public agency, or a private organization or citizen. If an agency submits an application that includes a facility they do not own, we want to make sure the agency, person, or organization who actually owns the facility is involved.

READINESS TO PROCEED

12. Indicate which of the following elements are required for this project by stating the PERCENT COMPLETE:

PROJECT READINESS	%
Idea/concept	
Identified in local or regional plan	
Public/stakeholder involvement	
Formal approval by agency leaders	

Preliminary design (up to 30% of design)	
Concept report	
Environmental evaluation	
Right-of-way or easements	
Final design	
Plans, Specifications, and Engineering (PS&E)	

Answer these as best as possible based on how much work has already been done on your project. For example, if you are seeking Project Development Program funds, you would put 100% in “Idea/concept” and 0% in all the others unless you have completed some work in those areas. However, if you have already had a Project Development Program pre-concept report completed for your project, you would mark 100% for idea and preliminary design, and possibly other categories as well.

Maybe you have already reached out for public involvement because the project will help alleviate a public concern – determine the percentage of public involvement completed. If you have already designed the project, and now want construction dollars, you may be able to include 100% on all phases. However, make sure the design work meets federal standards, if necessary (depends on the type of funds you are seeking).

13. List the earliest year your project could start and the latest year it could start and still be beneficial; explain: (400 character limit)

In an ideal world, when would be the best year to fund your project (design and/or construction)? And, when is the very latest that it would still make sense to fund your project? There are situations where a project no longer makes sense if it does not occur within a certain time frame. We are trying to determine if we can make your project funding work within our programs.

Keep in mind that the federal-aid programs are typically already fully programmed at least four to five years out and our local COMPASS programs are only for the upcoming fiscal year. If RTAC prioritizes your project highly, we will do what we can to fund the project in the year requested, or as close as possible. If you need help managing expectations on possible timing of your project, please contact COMPASS staff.

PLANNING DOCUMENTS

14. Indicate whether this project conforms with a local or regional plan: If yes, list the plan. (300 character limit)

This information will provide the knowledge of how well thought-out the project is. If it is important to your jurisdiction, it should be a high priority and included in a

local or regional plan. However, some projects are really too small to be specifically included by name. If this is the case, it may still be “consistent with” the goals or concepts included in a plan. Provide references to those plans. Be sure to include the approval dates.

If it is available, you might even include that this project or concept has been included in the plan for many years.

MEASURING PROJECT SUCCESS

15. Select the performance measures that apply to this project: (These are examples only and not exhaustive.) Select **no more than five boxes** that represent your project. More details about performance measures can be found in the [Performance Measure \(TIP Achievement\) section of the TIP \(page 10\)](#).

CATEGORY	EXAMPLES (not limited to these)	
Maintenance	<ul style="list-style-type: none"> • Overlays or chip seals • Preventive maintenance on vehicles 	
Transportation Infrastructure	<ul style="list-style-type: none"> • Bridge repair or rebuild • Bus or van replacement • Increased bus service 	
Congestion Reduction/ System Reliability	<ul style="list-style-type: none"> • Add park and ride spaces • Increase vanpool service • Increase opportunities to walk and ride bicycles 	
Freight Movement and Economic Vitality	<ul style="list-style-type: none"> • Safety or capacity improvements to decrease congestion for freight 	
Transportation Safety	<ul style="list-style-type: none"> • Safety projects for autos, sidewalks, bicycle paths, or public transportation services or facilities (such as bus stops or transfer stations) 	
Environmental Sustainability	<ul style="list-style-type: none"> • Additional public transportation service • New sidewalks or pathways • Signalization improvements to improve traffic flow 	
Land Use	<ul style="list-style-type: none"> • Improve quality of living in downtown, major activity center, or infill areas 	
Housing	<ul style="list-style-type: none"> • Widen a congested road to increase access to employment opportunities 	
Community Infrastructure	<ul style="list-style-type: none"> • New sidewalks in urban areas 	
Health	<ul style="list-style-type: none"> • Add connectivity and accessibility option to parks, schools, grocery stores 	
Open Space	<ul style="list-style-type: none"> • New or improved connections or access to parks and pathway amenities or the greenbelt 	
Farmland	<ul style="list-style-type: none"> • Does not negatively impact farmland 	
Support	<ul style="list-style-type: none"> • Planning projects • Staff salary 	

CATEGORY	EXAMPLES (not limited to these)	
	<ul style="list-style-type: none"> • Technology improvements • Public transportation operations 	
Other		

This section helps tie your project to the *Communities in Motion 2040 2.0* (CIM 2040 2.0) performance measures. Your project should have ties to at least one of these categories in order to fit the intent of CIM 2040 2.0. Be sure to go to the link because more information is included than just the examples provided here. Limit your selections to the top five categories (or preferably fewer).

NOTE:

- **Attach no more than two map/sketch pages (required)**
 - Please ensure graphics make sense to someone not familiar with your project.
- **Attach no more than three one-page support letters (optional)**
- **Cover letters (optional) may not exceed one page**
- **Match commitment documentation for local non-federal funding (CIM Implementation Grant and Project Development Programs) is not due until the second round deadline on May 4, 2021.**

2022 COMPASS Funding Application

Phase II

Project Title:

Agency Name:

1. Select whether the scope of the project is local or regional in nature:

Place an X in the box that represents your project.

Local	<input type="checkbox"/>
Regional	<input type="checkbox"/>

Check one or the other, depending on the nature of the project. Local is within your own jurisdiction. Regional is a project that spans multiple jurisdictions.

2. Indicate which modes of transportation your project will include or connect with:

Place an X in the boxes that represent your project.

Mode	Primary (Focus)	Secondary
Automobile	<input type="checkbox"/>	<input type="checkbox"/>
Freight	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian	<input type="checkbox"/>	<input type="checkbox"/>
Public transportation	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

These are the modes that will be accommodated by your project. Primary and secondary options are provided in case one mode is more or less of a focus than others. You could have one to two selections for primary (for example: bicycle and pedestrian).

3. Explain how the project will support or connect with the mode(s) selected in Question #2:

Provide proximity to public transportation or other existing transportation services. (1000 character limit)

With this answer you are explaining how and to what extent multiple modal connections are made. It helps you tell the story about the modal aspect of your project. Depending on proximity to a public transportation stop, a project may be

eligible for multiple funding sources. This information will also help COMPASS staff determine funding eligibility.

4. Describe how the COMPASS Complete Streets Policy is incorporated into this project: [\(COMPASS Complete Streets Policy\)](#) **(500 character limit)**

Please review the COMPASS Complete Streets Policy and explain how this project complies, in detail. If the project does not contain any aspects of the Complete Streets Policy, explain why not.

5. Explain how this project maintains or improves safety and security of the transportation system:

*Provide information on crashes or incidents at this location. In addition, list all applicable Crash Modification Factors (CMF) [\(Crash Modification Factor Clearinghouse\)](#). **(300 character limit)***

You have already described your project. Focus on safety and security in this section, especially related to crashes. Be sure to note the severity of crashes and the mode(s) affected. Especially provide information related to crashes that resulted in fatalities and severe injuries. Any details you can share will provide more of the background of this project and help others understand why it is important to your jurisdiction.

Also, list any Crash Modification Factors that apply to this project. At a minimum please include the CMF ID. This information will help you determine if your project is really making the impact you believe it will, based on how the same type of improvements affected other projects.

To use the Clearinghouse: Click on the CMF link above and enter a keyword describing your project's safety measure in the search box, such as "median," then click Search CMFs. Next, find the CMF that most closely matches your project and record the CMF ID, as well as the CMF value here. You may also choose to explain your choice of CMF or your reasoning if it shows an increase in crashes (anything with a value over 1.0). Contact Tevrin Fuller at COMPASS at 208-475-2237, or tfuller@compassidaho.org, if you need help using this site. He can walk you through the process!

6. Provide the current traffic volumes for your project area:

If available, include average daily traffic or a sample traffic count for weekday (Tuesday, Wednesday, or Thursday). Refer to the [COMPASS Traffic Count](#) web page (contains road, bicycle, and pedestrian counts) or contact COMPASS staff for assistance.

Mode	Volume/Time Period
Automobile	
Bicycle	
Pedestrian	

Please fill in the total counts and time period for each mode, as applicable. See next question for additional information.

7. Include an explanation of the method used to collect counts and the anticipated change in volume as a result of this project, if applicable: (800 character limit)

Regarding the answers in Question #6, how did you get these numbers? Examples: COMPASS reports on the website or special counts, hand count by city staff/volunteers, etc. This allows others to understand the accuracy of the counts, as well as the time period they were taken. If counts are older, explain if your staff would expect significant differences if the count were to occur today. Also elaborate on the changes your staff expects to see as a result of this project.

8. Explain how the facility is currently congested and how this project will mitigate the congestion issues, if applicable: Include as much data as possible. (800 character limit)

This section allows you to tell the rest of the story about congestion issues. Maybe there are factors very specific to this project that the application reviewers should know. For instance, is bicycle crossing traffic very high at a certain intersection? Or is truck traffic extreme due to manufacturing or distribution facilities within a half mile? Or is it the number two most congested intersection in the state, based on traffic counts? Or maybe congestion is prevalent at a specific time of day or even season? Are there medical needs (e.g., an emergency room nearby) that could be affected by congestion? *Contact COMPASS staff if further assistance is needed.*

9. Indicate if the project is located in an Environmental Justice (EJ) Consideration or Economically Distressed (ED) Area:

Place an X in the box that represents information shown in the map. (EJ/ED Info Map)

	Yes	No	Partial
EJ Minority Populations			
EJ Low Income			
Economically Distressed			

Please see the link to Environmental Justice and Economically Distressed areas map and information. Answer these questions based on the information provided on the map. Contact COMPASS staff if you need help navigating the map.

10. Provide explanation, if necessary, based on your answer to Question #9: (300 character limit)

You only need to provide details here if necessary. If you had to check the “partial” box, but the overwhelming majority was “yes,” explain that. If you have information about low income or economically distressed areas that is significantly

different than what the COMPASS map shows, please explain, and be sure to source the information. If you have nothing to add, insert "N/A."

11. If the COMPASS environmental suitability analysis identified potential environmental considerations in the project area, please explain:
(Environmental Considerations Map) (500 character limit)

Please review the COMPASS Environmental Considerations Map and answer accordingly. The map provides very detailed information about possible environmental issues in the vicinity of your project. If you know other information, please share that as well and document the source. Please contact COMPASS staff if you need help navigating the map.

12. (Optional) Provide any other relevant information regarding this project:

Other specific information is requested based on your project type. If you cannot tell the entire story about your project within the preceding questions, please return here and add content needed to complete your story. You do not need to repeat anything from Phase I or elsewhere in this application. (2000 character limit)

This section provides another opportunity to expand on the story of your project. If you have nothing more to add, insert "N/A." Or if you need even more room, continue the story in your cover letter (which is optional) and note that here. Just remember that the people ranking projects will be reading many applications. Keep the story as short as possible, while providing enough detail for someone who knows nothing of your project to understand why it is important to your jurisdiction (and the region as a whole).

Attachment Check List

Please include the following:

- Resolution, letter, or minutes of applicant's governing body approving the submittal of this application, including a commitment to provide necessary local match, the ability to cover cost overruns, and maintenance and/or operation of the project once complete.
- Project Estimating Worksheet ([Link](#))
- Idaho Transportation Department (ITD) forms - available online ([Link](#)):
 - 0414 – Sub-Awardee Reporting for the Federal Funding Accountability and Transparency Act (FFATA)
 - 1150 – Project Cost Summary Sheet
 - 2435 – Local Federal-Aid Project Request
- COMPASS Form FA100 – Summary of Federal Requirements ([Link](#))
- Maps, photos, or letters of support (only if additional to Phase I)

The next sets of questions pertain to specific project types.

Please fill out only the section that pertains to your project!

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Roadway and Bridge Maintenance

13. Select the functional classification of the roadway segment on the 2025 Federal Functional Classification Map:

Place an X in the box that represents your project. ([Functional Classification Map](#))

Interstate	
Proposed Interstate	
Principal Arterial	
Proposed Principal Arterial	
Minor Arterial	
Proposed Minor Arterial	
Collector	

Please check the Functional Classification Map and select the proper classification accordingly. The linked map includes official federal functional classifications as reported by ITD; however, some arterials and collectors may not appear. If you need assistance, please contact COMPASS staff.

14. Provide the life cycle cost:

Include the expected life cycle cost of your project and briefly explain the method used. **(500 character limit)**

In addition to providing the life cycle cost, explain how your agency determines life cycle cost for a roadway or bridge. Include sources and links, if appropriate.

15. List the pavement condition index and/or bridge sufficiency rating:

Provide sources used to make your determination. ([LHTAC Interactive Bridge Map](#)) **(500 character limit)**

Provide the pavement condition index and/or bridge sufficiency rating, if applicable to your project. Include the source of the information and a brief explanation for the application reviewer to understand the method.

16. Indicate whether the project is located on a freight corridor identified in CIM 2040 2.0:

Place an X in the box that represents your project. ([Freight Corridors, page 6](#))

Yes	
No	
Partial	

Please review the link to freight corridors in CIM 2040 2.0 and select whether your project is on an identified freight corridor. If only part of the project is on a freight corridor, select "partial."

17. Explain if this project includes Intelligent Transportation System (ITS) improvements or modifications: (800 character limit)

(Treasure Valley Transportation System: Operations, Management and ITS Plan)

Please review the link to the ITS Plan to determine if this project is listed. Explain the priority of the project in the plan and how it will benefit the overall transportation system.

Alternative Transportation

18. Select the primary trip purposes for this project:

Place an X in the boxes that represent your project.

Nutrition/Groceries	<input type="checkbox"/>
Shopping	<input type="checkbox"/>
Health/Medical	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Civic Engagement	<input type="checkbox"/>
Recreation	<input type="checkbox"/>
Education	<input type="checkbox"/>
Other: (140 character limit)	<input type="checkbox"/>

Please mark the primary trip purposes. Limit your selection(s) to those purposes that will be used most with the service or facility.

19. Indicate status of land acquisition:

Place an X in the box that represents your project.

Project does not need land purchase	<input type="checkbox"/>
Sponsor owns dedicated right-of-way for the project	<input type="checkbox"/>
Project requires land purchase	<input type="checkbox"/>
Project requires easements from individual land owners	<input type="checkbox"/>
Project requires agreements for right-of-way from a separate agency	<input type="checkbox"/>
Other: (140 character limit)	<input type="checkbox"/>

With this question, we are trying to determine where you are in the land acquisition process and what may be expected of the project, especially for time and budget. A

federal-aid project requires a right-of-way certificate. We are trying to determine the level of complexity to obtain the certificate.

20. If eligible for Transportation Alternative Program (TAP) funding, explain whether you have discussed this project with the LHTAC TAP Coordinator for suggestions about budget and timeline:

Please explain and provide dates of contact. (500 character limit)

LHTAC will manage all new local projects in the TAP program. (ITD will still manage projects located on the state system.) It is required that you receive input on your project, budget estimates, and timeline from LHTAC before you apply for a TAP-eligible project. We want to ensure the best possible information going into your project, and ensure you have budgeted enough funding and time for your project.

The LHTAC TAP Coordinator will cover the background of the project and point out possible budgetary issues or time constraints your project may encounter. The federal process is often more complicated than expected and may require additional processes, such as a cultural report, which will take extra time to complete.

Be sure to build time into your application schedule to review your project and budget with LHTAC staff.

21. PUBLIC TRANSPORTATION: Specify if the project seeks vehicle replacement and explain the strategy used to determine that a replacement is necessary (useful life, mileage, etc):

Is the project listed in Valley Regional Transit's Transit Asset Management Plan? (Contact Valley Regional Transit staff for information.) If not, is the asset listed in a local plan? Please identify the plan and page.

(255 character limit)

The intent is for all vehicle replacement projects to be vetted through a process where most needed vehicles are funded first, based on the service life of the vehicle, condition, and mileage. The Transit Asset Management Plan is posted online at www.valleyregionaltransit.org/about-us (under Resources). Please contact Valley Regional Transit at 208-258-7707 for additional information.

22. PUBLIC TRANSPORTATION: Identify aspects of this project that address customer service and mobility support:

Are there aspects of the project specific to meeting mobility goals and/or that address customer service shortfalls? (255 character limit)

Customer service is a major role for public transportation, but not always easy to explain within a project application. Please provide information regarding how the project addresses a customer service issue, if applicable. If you have nothing to add regarding customer service, please insert "N/A."

Planning and Special Projects

NOTE: The other questions that had been in this section were moved to the general section because they applied to all project categories.

23. Explain if the project is needed to meet or exceed federal requirements:

Provide an explanation to your answer, including if the project provides information or background for federally-required planning elements. Federal requirements can be found in the Code of Federal Regulations, sections 23 and 49.

(500 character limit)

This question is mainly for projects that COMPASS staff applies for to provide information/data for federally-required planning elements; however, it could apply to other agencies as well. The response should include a reference to federal code or guidance. If it does not apply to your project, please insert "N/A."

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