



Funding Application Guide

FY2022-2028

(Approved August 17, 2020)



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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 setting priorities for spending federal transportation funds. COMPASS accepts applications annually for funding for transportation projects; the FY2022-2028 funding period begins October 1, 2021.

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

Phase I applications are due no later than midnight, Monday, December 7, 2020. An additional opportunity to submit Phase I applications for *Communities in Motion* (CIM) Implementation Grants or Project Development Program assistance only will be available during April 2021. See more details 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 required)

- Project Description
- Purpose and Need for Project
- Estimated Cost (including how cost was determined)
- Match Commitment Documentation (not needed for Project Development Program unless agency chooses to provide matching funds)
- Phasing
- Right-Of-Way Ownership/Status
- Project Partners
- Project Readiness
- Conformance with Plans
- Support CIM 2040 2.0 Performance Measures
- Cover Letter (optional)
- Support Letters (optional)

All required items 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 May for CIM Implementation Grant 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 7, 2020; January 19, 2021; and May 4, 2021 deadlines (see “Schedule,” page 4).

Projects/Funding Source Match

COMPASS staff will review all Phase I applications to determine eligibility for various funding sources. If a project is eligible for a federal funding source, COMPASS staff will notify the applicant, who will then need 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 19, 2021**

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

Roadways/Bridges:

- Functional classification
- Life cycle cost
- Pavement condition index
- Bridge sufficiency rating
- Freight corridors
- Intelligent Transportation System (ITS) improvements

Required Attachments*:

- 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, some federal funding programs, Idaho Transportation Department, the Local Highway Technical Assistance Council, and Valley Regional Transit (VRT), as well as foundations and other funding sources. See **“Application Assistance Supplemental”** for details.

Alternative Transportation:

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

Planning and Special Projects:

- Federal requirements



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.)

Schedule

General Application Schedule	
October 14, 2020	Call for Projects
December 7, 2020	Phase I Applications Due by Midnight
December 14, 2020	COMPASS Staff requests Phase II Applications
January 19, 2021	Phase II Applications Due by Noon
April 7, 2021	Second Call for Projects for COMPASS Funding (CIM Implementation Grants and Project Development Program)
May 4, 2021	Phase I Applications Due (second opportunity) by Midnight

Federal-Aid Funding	
February 3, 2021	Optional Regional Transportation Advisory Committee (RTAC) workshop for detailed application information and discussion of federal-aid applications
February 3-16, 2021	RTAC completes online paired comparison process for federal-aid funding
February 24, 2021	RTAC recommends federal-aid rankings
March 3, 2021	Optional RTAC workshop to review staff recommendations for federal-aid funding based on initial RTAC ranking
March 17, 2021	RTAC recommends draft federal-aid programming (budget)
September 22, 2021	RTAC recommends Draft FY2022-2028 Regional Transportation Improvement Program (TIP), including federal-aid programs
October 18, 2021	COMPASS Board of Directors approves FY2022-2028 TIP, including federal-aid programs

CIM Implementation Grant and Project Development Programs:	
April 7, 2021	Second Call for Projects
May 4, 2021	Phase I Applications Due by Midnight
May 12, 2021	Optional RTAC workshop for detailed application information and discussion of CIM Implementation Grant and Project Development Program applications

CIM Implementation Grant and Project Development Programs:	
May 12-24, 2021	RTAC completes paired comparison process for CIM Implementation Grants and Project Development Program
July 28, 2021	RTAC reviews rankings and recommends CIM Implementation Grants and Project Development Program projects
August 16, 2021	COMPASS Board of Directors approves CIM Implementation Grants and Project Development Program projects

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 for the application process 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 TIP, VRT, as the designated recipient for Federal Transit Administration funds, prioritizes all Federal Transit Administration funds designated in the area. 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.

- **Communities in Motion Implementation Grants** of up to \$25,000 for projects that implement the goals and vision of CIM 2040 2.0.
 - Funds are budgeted annually by the COMPASS Board of Directors using local funds collected from membership dues.
 - This local program has less stringent rules than federal-aid programs.
 - Projected annual available amount: \$50,000
- The **Project Development Program** transforms member agency needs into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement information to ensure readiness for funding applications. \$25,000 maximum per project.
 - Funds are budgeted annually by the COMPASS Board of Directors using federal-aid funds from the COMPASS Consolidated Planning Funds. Required match is covered with local funds collected from membership dues.
 - All federal guidelines related to planning projects apply.
 - 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 208/816-1559
- Teverin Fuller at tfuller@compassidaho.org or 208/475-2237

Supplemental Information Attachments

- I. Application Supplemental (Sample application)
- II. Application Assistance Supplemental
- III. Ranking Supplemental
- IV. Federal Funding Sources Supplemental
- V. Funding Policies and Procedures Supplemental