

Funding Policy and Procedures Supplemental

FY2022-2028 COMPASS Application Guide

Several policies affect how funding is allocated once applications are ranked. These policies should be considered as an agency is developing its applications.

Federal-Aid Funding Policy

On October 23, 2017, the COMPASS Board of Directors approved a funding policy for *Communities in Motion 2040 2.0*, the regional long-range transportation plan for Ada and Canyon Counties:

Use federal funds to maintain the existing transportation system and to strategically address regional priorities as identified in the regional long-range transportation plan.

The policy went into effect when *Communities in Motion 2040 2.0* was adopted on December 17, 2018.

The Surface Transportation Block Grant program (STBG) funding policy was originally adopted by the COMPASS Board of Directors in July 2014 as part of *Communities in Motion 2040*, the previous long-range transportation plan. This policy directs STBG funding in the Boise and Nampa Urbanized Areas¹ (see map in the **"Federal Funding Sources Supplemental"**) to be programmed (budgeted) as follows:

Specific "off-the-top" funds for each urbanized area:

- \$220,000 for Ada County Highway District's (ACHD's) Commuteride program in the Boise Urbanized Area and \$55,000 in the Nampa Urbanized Area
- \$232,000 for COMPASS planning in the Boise Urbanized Area and \$99,000 in the Nampa Urbanized Area

Percentage splits of remaining funding:

- 82% for roadway maintenance projects (also includes bridges and intelligent transportation systems)
- 15% for public or alternative (non-motorized alternatives such as bicycle and pedestrian) transportation maintenance projects
- Up to 3% for planning or special projects

The funding split will be calculated as a five-year rolling average to allow flexibility for a larger project in any of the categories to move forward and still remain consistent with the policy. An illustration of these percentage splits using the approximate amount of local STBG funding available, based on FY2021 estimated funding levels, is provided below (amounts include required local match):

¹ STP-Rural funding is managed by the Local Highway Technical Assistance Council, and must follow their funding policies.

	Approximate Funds per Year	Commuteride and COMPASS	Roadway Maintenance (82%)	Public or Alternative Transportation Maintenance (15%)	Studies/ Special Projects (3%)
Boise Urbanized Area	\$10,887,000	\$220,000 \$232,000	\$8,557,000	\$1,565,000	\$313,000
Nampa Urbanized Area	\$1,914,000	\$55,000 \$99,000	\$1,443,000	\$264,000	\$53,000

Programs are often fully programmed for the next five years, so new projects are typically placed in Preliminary Development.

Maintenance for roadways includes preservation and restoration work that does not widen the road with more traffic lanes.

In the Boise Urbanized Area, roadway maintenance funds are set aside for ACHD's maintenance program. In the Nampa Urbanized Area, the roadway maintenance funds are distributed on a five-year rolling average among five highway agencies – Canyon Highway District No. 4, City of Caldwell, City of Nampa, City of Middleton, and Nampa Highway District No. 1 – based on needs cooperatively agreed upon by these agencies.

Maintenance for public/alternative transportation includes repairing and replacing existing vehicles, equipment, or facilities needed to operate the existing system.

Safe Routes to Schools coordination is a top priority for the area. The Transportation Alternatives Program (TAP) specifically includes funding for this coordination. The COMPASS Board of Directors allocates TAP funds in the Boise Urbanized Area and determines TAP priorities for the Nampa Urbanized Area, but TAP funds are not allocated through this policy. Additional resources for Safe Routes to Schools can be applied for through the STBG's Special Projects category.

Bike lanes and sidewalks can be included as projects under the roadway, public/alternative transportation, and/or studies/special projects categories, depending on the nature of the project.

Deadline for Obligation of Federal Funds

The deadline for obligation of funding (any phase) is March 1 of the fiscal year for federal funding. A project is considered "obligated" when all necessary paperwork, payments, and/or agreements are reviewed, signed, and approved by the federal agency.

On August 17, 2015, the COMPASS Board of Directors approved the deadline of March 1 for obligations of projects in programs managed by COMPASS:

- Surface Transportation Block Group program - Transportation Management Area (Boise Urbanized Area)

- Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)
- Surface Transportation Block Group program – Urban (Nampa Urbanized Area)

The Idaho Transportation Department (ITD) “sweeps” unobligated funds in Federal Highway Administration programs near the end of the fiscal year and reprograms those funds to other projects to ensure the state does not lose federal funding.

If a project is unable to be fully obligated by the March 1 deadline, the project sponsor may apply for an extension from the COMPASS Board of Directors. However, there is no guarantee that an extension will be granted.

In addition to the COMPASS obligation deadline of March 1, the following deadlines were established by ITD. These dates apply to all projects, even if granted an extension to the COMPASS March 1 deadline.

- July 1: Deadline for design and right-of-way funds
 - Design:
 - State/local agreement for design
 - Check for required/agreed local match
 - Right-of-way/land acquisition:
 - Design
 - Environmental approval
 - Right-of-way plans
- August 1: Deadline for construction and utility funds
 - Plans, specifications, and engineer’s estimate package
 - State/local agreement for construction
 - Check for required/agreed local match

Formal Policies

The COMPASS Board of Directors adopted several policies to guide COMPASS staff and the Regional Transportation Advisory Committee in project selection and program balancing recommendations. These policies are available [online](#)² (under Regional Transportation Improvement Program):

- Balancing Surface Transportation Program (STP) and Transportation Alternative Program (TAP) Funds
- COMPASS Regional Transportation Improvement Program (TIP) Amendments
- Transportation Management Area (TMA) Funding Eligibility Policy
- Transportation Alternatives Program – Transportation Management Area (TAP-TMA) Program Eligibility

Policies are updated throughout the year. The most up-to-date version of each can be found at the link above.

² Resource Development and Funding webpage: <https://www.compassidaho.org/prodserv/resourcedev.html>

Internal Procedures

The COMPASS Executive Director approved procedures to provide clarity and guidance to COMPASS staff and member agency staff regarding day-to-day processes. The following procedures are available [online](#)³ (under Regional Transportation Improvement Program):

- COMPASS Procedure for TIP Amendments/Modifications
- COMPASS Procedure for March 1 Deadline for Obligation of Local Federal-Aid Projects
- COMPASS Procedure for Resource Development Plan
- COMPASS Procedure for Project Development Program
- COMPASS Procedure for *Communities in Motion* Implementation Grant Program

Procedures are updated throughout the year. The most up-to-date version of each can be found at the link above.

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³ Resource Development and Funding webpage: <https://www.compassidaho.org/prodserv/resourcedev.html>