

COMPASS Procedure for CIM Implementation Grant Program

Approved March 2018

Program Intent:

The COMPASS Board of Directors instituted the *Communities in Motion* (CIM) Implementation Grant Program to help achieve the goals and performance measures of the region's long-range transportation plan, *Communities in Motion* (CIM). CIM Implementation Grants will be directed toward projects in three task areas:

- Provide better access to public transportation, bicycle, and pedestrian facilities to offset congestion
- Invest in town centers, main streets, and existing infrastructure as identified in CIM
- Develop specific area plans for activity centers consistent with CIM and with planned integration of alternative transportation systems

Applicants and Partnerships:

COMPASS general or special member agencies may apply for grants under this program. However, other agencies may participate on a project team. Any COMPASS member agency whose jurisdiction overlaps or is adjacent to the project, including ex-officio members, must be given an opportunity to participate in the project.

Project Location:

Proposed projects must be located in and/or have a direct impact on a downtown area or major activity center (described by applicant) and be consistent with a local plan regarding that area.

Project Type:

The types of projects that fulfill the intent of this program include, but are not limited to, infrastructure/construction, subarea plans, regulatory tools, economic/market analyses, and concepts/designs for local projects that can reasonably be assumed to be constructed within two years. A grant may fund a stand-alone project or a phase or component of a larger project that meets the goals of the program.

The program may be used to leverage local funds for any project that can be completed by September 15 of the grant fiscal year and is not intended to provide federal matching funds. Ineligible activities include agency operations and larger scale projects, such as large trail or corridor plans, city-wide code upgrades, comprehensive plan updates, or typology studies.

Prioritization Criteria:

Successful projects will contribute to implementation of CIM regarding transportation, land use, housing, community infrastructure, health, economic development, open space, or farm land. Projects should also contribute toward progress in reaching established [performance measures](#).

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

1. Does the project help achieve the goals and performance measures of CIM?
2. Is the project within a defined downtown area or major activity center?
3. Is the project included in or does it conform with a local identified plan?
4. Is the requested amount no more than 50% of the total available for any fiscal year, unless granted an exception by RTAC?

Ranking:

RTAC members will rank the applications and recommend projects for funding based on prioritization criteria and the amount of funding available each year. The RTAC recommendation will be provided to the COMPASS Board of Directors, who will approve projects for funding.

Region-wide Implementation:

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

Project Schedule:

After COMPASS Board of Directors' approval of grant awards, the COMPASS Director of Operations will develop a Grant Agreement (with the COMPASS Phase I application attached) to be signed by the COMPASS Executive Director and the member agency. The grant recipient is expected to commence work on the project in a timely manner following the execution of the Grant Agreement (sample attached) to allow sufficient time for the project to be completed no later than September 15 of the grant fiscal year.

Members are encouraged to plan carefully and schedule project activities to ensure the project is completed within the required time frame. Any requests for an extension of the required completion date are discouraged, but must be submitted to Matt Stoll, Executive Director, at mstoll@compassidaho.org with a copy to Kathy Parker at kparker@compassidaho.org no less than 45 days prior to the expiration of the Grant Agreement. The request must provide sufficient detail for Executive Director consideration.

Funding and Reimbursement:

CIM Implementation Grants are a reimbursement program; however, any costs incurred prior to the effective date of the Grant Agreement between COMPASS and the recipient will not be reimbursable.

Grant recipients must supply a match of at least 7.34% of the project cost. If using in-kind expenses as match, labor and other contributions must be tracked and reported in detail. Supplies or use of recipients' equipment are not permitted as in-kind match under this program.

Grant recipients are expected to employ best accounting practices to track project expenses, including in-kind match, and invoice COMPASS for reimbursements. Recipients must demonstrate payment of project costs incurred prior to submitting an invoice requesting reimbursement. COMPASS will provide reimbursement of invoices within 30 days of receipt, provided all required documentation is attached.

If a project in the CIM Implementation Grant Program experiences cost overruns, the member agency may apply to COMPASS for additional reimbursement only after the final report has been submitted. Members must submit a form provided by COMPASS (attached) and provide sufficient detail for consideration by the Executive Director, including verification the required match amount was provided. Requests for reimbursement for cost overruns of more than 30% of the original grant amount, or greater than \$5,000, must be approved by the COMPASS Board of Directors.

Members are encouraged to budget carefully, as in most cases, the CIM Implementation Grant Program is fully exhausted each year and does not have excess funds to authorize cost overrun reimbursements.

Reporting:

Grant recipients are required to submit monthly reports to Kathy Parker at kparker@compassidaho.org throughout the life of the project regardless of whether a request for reimbursement is submitted. Reporting begins 30 days following the Grant Agreement effective date and is due by the 10th of each month. Reports shall include activities conducted during the reporting period, plans for the upcoming period, and whether the project is on time and on budget. The final report must include a summary of activities accomplished, including plans produced or photos of the completed project, as applicable, and should be submitted no later than September 25 of the grant fiscal year.

COMPASS staff will provide a report to RTAC and the COMPASS Board of Directors annually regarding the status of CIM Implementation Grant projects.

CIM Implementation Grant Timeline:

Date	Action	By Whom
Prior to Grant Fiscal Year:		
December	Phase I application deadline	Grant applicant
March	RTAC workshop to review applications	RTAC
March/April	Applications prioritized	RTAC
April	Funding recommendation for Board approval	RTAC
June	Funding approval	COMPASS Board of Directors

Grant Fiscal Year:		
October	Grant Agreements processed	COMPASS staff and grant recipient
Monthly	Reports due by 10 th of each month	Grant recipient
September 15	Project completion deadline	Grant recipient
September 25	Final report and invoice deadline	Grant recipient


Additional Information:

For questions, contact Kathy Parker at 208/475-2240 or kparker@compassidaho.org.

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 Matthew J. Stoll, Executive Director



 Date

Attachments: [Sample Grant Agreement](#)
[Cost Overrun Reimbursement Form](#)