

POLICY STATEMENT

No. Board 2019-02

Adopted: February 25, 2019
By: COMPASS Board of Directors
Last Revision: December 21, 2015

Policy Statement:

COMPASS Regional Transportation Improvement Program (TIP) Amendments

Background:

COMPASS updates the TIP on an annual basis, similar to the Idaho Transportation Department's (ITD's) Statewide Transportation Investment Program (STIP) update schedule. COMPASS works closely with ITD, Valley Regional Transit, and member agencies to keep the TIP as accurate as possible throughout the fiscal year, as changes to projects are certain to occur.

Process:

Changes are processed either through an amendment, which requires approval by the COMPASS Board of Directors and possibly public involvement, depending on the nature of the change, or an administrative modification, which requires approval by the COMPASS Executive Director.

- Amendments
 - Triggered by:
 - Notification of changes from ITD, the Local Highway Technical Assistance Council (LHTAC), or Valley Regional Transit
 - Balancing actions, following Urban or Transportation Management Area (TMA) Balancing Guidelines
 - Other considerations:
 - Could require notification of the Interagency Consultation Committee, if change triggers an amendment to the air quality conformity demonstration – up to 60 days
 - Could require a public comment period – open for minimum 15 days
- Administrative Modifications
 - Triggered by:
 - Notification of changes from ITD, LHTAC, or Valley Regional Transit
 - Balancing actions, following Urban or TMA Balancing Guidelines
 - Other considerations:
 - Included as information item in next COMPASS Board packet
 - Emailed to Regional Transportation Advisory Committee

For the purposes of the TIP, state funds are treated the same as federal-aid funds. Therefore, projects funded with state funds follow the process outlined here.

Changes to projects obligated in previous years, but not included in the current TIP, will be processed as existing projects.

The process matrix on the next page provides criteria to determine how a requested change is processed in the TIP.

Previous Policy:

This policy replaces the original TIP Amendment Policy approved by the COMPASS Board of Directors on December 17, 2007, and amended on February 25, 2008, December 10, 2010, April 21, 2014, and December 21, 2015. There was no policy number on the original policy.

Links to More Information:

Additional information about related information can be found on the COMPASS website.

- Link to Glossary of Terms: <http://www.compassidaho.org/comm/glossary.htm>
- Link to ITD's STIP/TIP Amendment and Administrative Modification Process: https://apps.itd.idaho.gov/apps/Fund/stip2018/amendments/STIP_TIP_Amendment_Modification_Process.pdf
- Link to Interagency Consultation Committee webpage: <http://www.compassidaho.org/people/icc.htm>
- Link to Public Involvement webpage: <http://www.compassidaho.org/people/publicinvolvement.htm>
- Link to TIP policies and procedures: <http://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

Process Matrix

Tasks	Amendment	Administrative Modification	Needs Public Involvement	No Action Needed
AMENDMENTS				
1. Add new project	X		X	
2. Remove project	X		X	
3. Advance or delay funds across fiscal years outside the first four years of the program	X			
4. Significant* change to project termini or scope	X		X	
5. Change that affects air quality conformity demonstration	X		X	
6. Transfer funding from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) or vice versa	X			
7. Change in project costs, if project total increases by more than 30% or \$2,000,000, whichever is less, with minimum change amount of \$25,000	X			
8. Conversion of funds from local to federal using limitations in #7	X			
ADMINISTRATIVE MODIFICATIONS				
9. Mirror existing TIP with a new TIP to align first quarter obligations, after COMPASS Board of Directors' approval of the new TIP		X		
10. Changes within a "Suite of Projects" that fit criteria within the overall corridor**		X		
11. COMPASS changes through the End-of-Year program and redistribution funded by ITD, after COMPASS Board of Directors' approval of local priorities		X		
12. ITD changes through the End-of-Year program and redistribution***		X		
13. Action for an emergency situation ****		X		
14. Any change not specifically listed above that does not trigger an amendment		X		
NO ACTION REQUIRED				
15. Spelling or grammatical corrections				X
16. Add detail or clarification to the description, if the scope of the project is not affected				X
17. Change match rate, if the total is not affected by the change				X
18. Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
19. Clarify title of the project if scope is not affected				X

*Definition of "significant"

- Construction: termini change greater than ¼ mile, or scope change that is inconsistent with the National Environmental Policy Act (NEPA) documentation or will alter the NEPA determination, or that would be functionally different from current expectations, such as a change in multi-modal improvements, increase or decrease in number of lanes, or change the type of intersection (traditional vs. roundabout).
- Public transportation: change in use of funds, such as changing from a capital project to an operations project.
- If significance is unclear, the COMPASS Executive Director will determine.

**A "Suite of Projects" includes projects that started as one key number for improvements to an overall corridor and later split into multiple key numbers for efficiency in design and management.

***ITD changes for the end-of-year program and redistribution could fluctuate until the last minute. This policy allows for waiver of possible amendment criteria in order to allow flexibility at the end of the fiscal year. The COMPASS Board of Directors will be notified of action via email.

****Emergency situation to be determined by COMPASS Executive Director. An example: action taken to begin work on a project due to extenuating circumstances, such as damage to a facility due to extreme weather or a vehicle crash. The COMPASS Board of Directors will be notified of action via email.