

**Transportation Improvement Program (TIP) Amendment Policy**  
**Approved by COMPASS Board December 17, 2007, Amended February 25, 2008, December 20, 2010**

<b>Type of Amendment</b>	<b>Components</b>	<b>Action Required</b>	<b>Method of Public Involvement</b>	<b>Other Considerations</b>
Major Amendment	<ul style="list-style-type: none"> <li>• Add new project, unless the project is grouped</li> <li>• Remove project, unless the project is grouped</li> <li>• Extend or reduce project termini (if the change triggers an air quality conformity amendment)</li> <li>• Change that affects air quality conformity demonstration</li> <li>• Shift funds across fiscal years, unless the project is grouped</li> <li>• Change in funding across modes (i.e. funding source changes from highway to transit or vice versa), unless the project is grouped</li> </ul>	<p>Interagency Consultation Committee (ICC) Approval (if required)</p> <p>RTAC Recommendation</p> <p>Board Approval**</p> <p>(via action item in packet)</p>	<p>Amendment must be noticed if adding, removing or sometimes increasing the scope of the project, unless the project is grouped. An amendment to the air quality conformity demonstration may be part of the notice. (Fifteen day comment period.)</p>	<p>If project adds capacity or changes the construction year of a capacity project in Northern Ada County, the air quality conformity demonstration may be affected. An additional 2-8* weeks is required to process an amendment to the air quality conformity demonstration.</p>
Administrative Modification	<ul style="list-style-type: none"> <li>• Shift funds within the same project and fiscal year</li> <li>• Shift funds between projects sponsored by the same or different agencies within the same year (results of balancing process)</li> <li>• Add new bridge replacement or rehabilitation project with bridge funds (safety or rehabilitation only)</li> <li>• Add new safety project with safety funds</li> <li>• Transit budgetary adjustments</li> <li>• Add or adjust congressionally- or federally-approved discretionary projects</li> <li>• Reduce termini or scope due to shortage of funds (if the change does not trigger an air quality conformity amendment)</li> <li>• Change in funding source</li> <li>• Change in key number</li> <li>• Change in responsible agency with original sponsor's approval</li> <li>• All changes to grouped projects unless the change affects the final grouped total.</li> </ul>	<p>Executive Director Approval**</p> <p>(via Executive Director's report)</p>	<p>None</p>	<p>All jurisdictions in Ada County will be notified of FMA Balancing meetings.</p>

\*GARVEE-related project changes require 2-4 weeks for the ICC approval process. Changes can be handled through an email notice, per ICC policy. Non-GARVEE-related project changes require a 30-day notification and formal ICC meeting, extending the approval process to 6-8 weeks.

\*\*Staff will post amendment changes to the website within 15 days of approval.