

COMPASS Regional Transportation Improvement Program (TIP) Amendment Policy
Approved by COMPASS Board December 17, 2007. Amended February 25, 2008, December 20, 2010,
April 21, 2014, and December 21, 2015.

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 FHWA to FTA or vice versa	X			
7. If project total increases > 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. Mirroring of existing TIP with the new TIP for alignment of 1st Quarter obligations, after COMPASS Board approval of the new TIP		X		
10. Increase project total using local funds		X		
11. Changes through the End-of-Year program funded by ITD, after COMPASS Board approval of priorities		X		
12. Any change not specifically listed above that does not trigger an Amendment		X		
NO ACTION REQUIRED				
13. Spelling or grammar corrections				X
14. Add detail or clarification to the description, if the scope of the project is not affected				X
15. Change match rate, if the total is not affected by the change				X
16. Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
17. Clarify title of the project if scope is not affected				X

***Definition of "significant"**

- Construction: termini change greater than ¼ mile. Scope change that is inconsistent with the 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 of use of funds, such as changing from a capital project to an operations project.
- If significance is unclear, the COMPASS Executive Director will determine.

For the purposes of the TIP, state funds are treated the same as federal-aid funds.

Changes to projects obligated in previous years, but not included in the current TIP, may be processed according to the policies above, except policy #1. These projects will be processed as an existing project.

Action required:

- Amendments – COMPASS Board approval, via action item in Board packet.
 - Urban, TMA, and/or FTA Balancing Guidelines will be followed
 - Could require notification of the Interagency Consultation Committee (ICC), if change triggers an amendment in the air quality conformity demonstration – up to 60 days
 - Public comment period – open for minimum 15 days
- Administrative Modification – COMPASS Executive Director's approval.
 - Urban, TMA, and/or FTA Balancing Guidelines will be followed
 - Included as information item in next COMPASS Board packet, and emailed to RTAC.

Link to Public Involvement webpage: <http://www.compassidaho.org/people/publicinvolvement.htm>

Link to ICC webpage: <http://www.compassidaho.org/people/icc.htm>

Link to Glossary of Terms: <http://www.compassidaho.org/comm/glossary.htm>

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