



Working together to plan for the future

(Draft) POLICY STATEMENT

~~No. Board 2021-01~~ **Board Policy No. 2024-XX**

Adopted: ~~February 22, 2021~~ XX
By: COMPASS Board of Directors
Last Revision: ~~February 25, 2019~~ February 22, 2021

Policy Statement:

Balancing Surface Transportation Block Grant Program (STBG), and Transportation Alternatives Program (TAP), and Carbon Reduction Program (CRP) Funds

Background:

~~STBG, and TAP, and CRP~~ funds are directly allocated to areas with populations over 200,000 (Transportation Management Areas [TMAs]). ~~These TMA~~ programs are managed by COMPASS, the metropolitan planning organization (MPO) for Ada and Canyon Counties. The COMPASS Regional Transportation Advisory Committee (RTAC) is responsible for balancing the programs and recommends/approves balancing actions. If a change triggers an amendment, the balancing actions are approved by the COMPASS Board of Directors.

STBG funds for areas with populations of 50,000 to 200,000 (large urban [LU] areas) are managed by the Idaho Transportation Department (ITD). The Large Urban Balancing Committee, which is made up of the MPO directors across the State of Idaho, is responsible for balancing the program. ~~The Urban Balancing Committee is made up of the MPO directors across the sState of Idaho (representing populations of 50,000 to 200,000) and a representative of the Local Highway Technical Assistance Council (representing agencies with populations of 5,000 to 50,000). The MPO directors provide change requests and recommend/approve balancing for the program. If a change triggers an amendment for projects in the Nampa Urban Area, the balancing actions are approved by the COMPASS Board of Directors.~~

CRP funds are directly allocated to each large urban area. The CRP program in the Nampa Urban Area is managed by COMPASS. RTAC is responsible for balancing the program and recommends/approves balancing actions. If a change triggers an amendment, the COMPASS Board of Directors approves the action.

TAP funds for areas with populations of 5,000 up to 200,000 are managed by the Local Highway Technical Assistance Council (LHTAC) and awarded through a competitive process. ~~that includes COMPASS staff are involved in this process by providing local scores for ment in projects within the COMPASS planning area boundary. TAP-These funds managed by ITD~~ are outside the purview of this policy.

Valley Regional Transit (-)

This policy provides direction-guidance to prioritize funds available through cost savings, programming changes, and ~~through~~ the End-of-Year and Redistribution Program for current-year projects.

Programming Available Funding in the Current Year and Transportation Improvement Program (TIP) Update:

As funding needs are known, sponsors ~~should~~ submit requests to COMPASS staff to add ~~the~~ projects to COMPASS' lists of funding needs. COMPASS maintains ~~two-three~~ lists:

- ~~—one for p~~Projects funded with TMA funds, processed through RTAC
- ~~P~~projects funded with CRP-LU funds, processed through RTAC
- ~~which is shared with RTAC, and one for P~~projects funded with STBG-LU Urban funds, which is used in the processed through the Large Urban Balancing process Committee.

~~The rationale of these priorities is to target funds towards current construction, and then use funds for design or right-of-way needs, to minimize the delay of scheduled projects.~~

Projects currently funded in the STBG, TAP, and CRP programs are the top priorities for funds to fully develop and build projects in the programs. Project needs in other programs may be funded with STBG, TAP, and CRP funds if projects meet program eligibility requirements and ~~if~~ no other projects currently in either these programs need funding at ~~that the~~ time.

To be processed through balancing, A all cost changes to ~~the~~ a project must be consistent with the original project scope.

COMPASS staff ~~will~~ recommends funding actions for both the TMA and LU ~~Large Urban~~ programs, based on the following order of priorities for balancing: ~~÷~~

1. Cover cost overruns/project needs in the construction phase, consistent with the original project scope, for projects in the STBG, ~~or~~ TAP, or CRP programs to cover cost changes consistent with the original project scope:
 - A. Construction that is already under contract
 - B. A higher than anticipated Engineer's estimate for construction scheduled in the current fiscal year
 - C. Higher than anticipated Additional land acquisition costs right-of-way for ongoing negotiations
2. Cover cost overruns/project needs for advanced construction¹ or procurement² needs in the STBG, TAP, or CRP programs to Either:
 - A. Remove or reduce an "advancedd construction" situation (~~where construction costs are spread over two or more funding years~~) on projects in the ~~STBG or TAP~~ programs)
 - B. Replace local funds for procurement under contract

¹ Advanced construction is a funding tool that allows a phase to be spread over multiple years. This tool may be used for any phase of the project and is called "construction" even if the costs are for the design phase.

² Procurement projects are generally transit-related, such as rolling stock or equipment purchases, as prioritized in the Transit Asset Management Plan, but can also be purchases such as bicycle/pedestrian counters.

C. Cover cost increases for procurement projects (generally transit-related projects, such as rolling stock or equipment purchases, as prioritized in the Transit Asset Management Plan)

3. Cover project needs/cost overruns/project needs/ in other phases, consistent with the original project scope, or advance a phase the right-of-way phase on projects in the STBG, or TAP, or CRP programs, including consistent with original project scope.:

A. Right-of-Way phase

B. Design phase

C. Advance the eConstruction phase

D. Planning projects or studies

E. Cover cost overruns/project needs/advance the design phase on projects in the STBG or TAP programs consistent with original project scope

Advance the construction phase on projects in the STBG or TAP programs

F.D. Cover cost overruns/project needs/advance planning projects/studies in the STBG or TAP programs consistent with original project scope

4. Cover cost overruns/project needs, consistent with the original project scope, or /advance a phase on projects in non-STBG, TAP, or CPR programs, including:-

A. Advance the in the econstruction phase phase on projects in non-STBG or TAP programs consistent with original project scope

B. Right-of-wWay phase

C. Design phase

D. Planning projects or studies

3. Cover cost overruns/projects needs/advance the right-of-way phase on construction projects in non-STBG or TAP programs consistent with original scope

4. Cover cost overruns/project needs/advance the design phase on projects in non-STBG or TAP programs consistent with original project scope

5. Cover cost overruns/project needs/advance planning projects in non-STBG or TAP programs consistent with original project scope

6.5. Add new projects as prioritized by the COMPASS Board of Directors

A. New projects should align with the goals, vision, and direction of the long-range transportation plan.

B. Construction for new projects is typically added in preliminary development (PD). Other phases of the project (design and right-of-way) may be added in earlier years of the program, if funds are available.

C. The limit for PD in STBG-TMA is two times the projected funding allocation in the last year of the program.

D. The limit for PD in STBG-Urban-LU is \$5,000,000 per metropolitan planning organization approximately \$6.2 million for the Nampa Urban Area or the Local Highway Technical Assistance Council. Projects are added in coordination with the Large Urban Balancing Committee.

- The construction phase may not advance into a funded year until the concept report is approved by ITD.

If there is a tie using the above prioritization criteria:

- RTAC will determine how the TMA or CRP-LU programs will be balanced, without a recommendation from COMPASS staff.
 - Sponsor agencies are requested to prioritize project needs within their list of projects to assist RTAC in the event of a tie and/or provide the timing and importance of the needs ~~prior to~~before the RTAC meeting.
- The COMPASS Executive Director will determine how projects in the other LUarge Urban programs will be prioritized for the balancing process, after discussions with sponsor agencies involved in the tie.

The rationale for these priorities is to target focus funds on towards current construction, and then use funds for design ~~or~~ and right-of-way needs, to minimize the delay of scheduled projects.

Capital improvements for alternative transportation, such as bus or van replacements, are considered "construction" projects.

STBG, ~~and~~ TAP, and CRP programs should balance as close to 100% of the estimated allocation as possible, without going over the estimated allocation.

As funds are released from projects based on cost savings or project closeout, the local match portion may be used on other projects sponsored by the same agency after submitting requesting a Transfer Local Match Request Form. COMPASS staff will coordinate with member agency staff to submit requests.

Prioritizing End-of-Year and Redistribution Program Requests:

End-of-Year funds are funds "swept" by ITD from local projects when they are unable to obligate ~~prior to~~before deadlines: July 1 for design or right-of-way and August 1 for construction.

Redistribution funds coming to the State of Idaho from other states are allocated using ITD's formula and distributed to the appropriate programs.

End-of-Year and Redistribution Program funds are first made available to projects within each program. If there are not enough projects in the program ready for obligation, funds may become available for projects funded through other programs.

The COMPASS Board of Directors approves the priority order of requests submitted for consideration of funding through the End-of-Year and Redistribution Program, based on the rationale of "construction first." Projects must be ready for obligation and advertisement (when appropriate), including submittal of all agreements, and a check deposit for local match, ~~prior to~~before August 1 of the programmed year.

Projects currently funded in the STBG, ~~and~~ TAP, and CRP programs are the top priorities for funds ~~in order to~~to fully develop and build projects in the programs. Project needs in other programs may be funded with STBG, ~~and~~ TAP, or CRP funds if projects meet program eligibility requirements and ~~if~~ no other projects currently in either the programs need funding at that time.

To use End-of-Year and Redistribution Program funds, All cost changes to thea project must be consistent with the original project scope.

COMPASS staff recommends funding priorities ~~other~~ for both the TMA and LUarge Urban programs, based on the following order of priorities for the End-of-Year and Redistribution Program:

The priority order is:

~~1. Obtain 100% of the estimated allocations³ in each program.~~

~~1.~~

~~Congress historically limits obligation authority to 92% to 97% of the estimated allocation~~

~~2. Cover cost overruns/project needs or /advance a phase on projects in STBG, TAP, or CPR programs.~~

~~A. Construction phase in the current funding year~~

~~B. Any phase from a previous year, currently under contract~~

~~C. Advance the construction phase~~

~~D. Right-of-wWay phase~~

~~E. Design phase~~

~~F. Planning projects or studies~~

~~2. Cover cost overruns/project needs on projects obligated in a previous year or currently under contract~~

~~3. Advance the construction phase of projects~~

~~4. Cover cost overruns/project needs/advance the right-of-way phase on projects in the STBG or TAP programs.~~

~~5. Cover cost overruns/project needs/advance the design phase on projects in the STBG or TAP programs~~

~~6. Cover cost overruns/projects needs/advance planning projects in the STBG or TAP programs~~

~~7.3. Cover cost overruns/project needs or /advance project phases in non-STBG, ~~or~~ TAP, or CRP programs.~~

~~A. Construction phase~~

~~B. Right-of-wWay phase~~

~~C. Design phase~~

~~D. Planning/Studies~~

Only public transportation projects that do not ~~requiring-require~~ funds to transfer to the Federal Transit Administration are eligible for this program because the deadline for a transfer is approximately June 1. The End-of-Year and Redistribution Program occurs in late August and early September.

Adjustments within a project:

³ Congress historically limits obligation authority to as little as 66% of the estimated allocation in the STBG and CRP programs. The TAP program is not subject to the obligation limitation and is funded at 100%.

Sponsoring agencies may adjust funding among funding categories within a project budget in a fiscal ~~year, if~~year if there is no net change to the funding total for the year of change.

Previous Policy:

This policy replaces policy ~~19-03~~2021-01, approved by the COMPASS Board of Directors on ~~February 25, 2019~~February 22, 2021.

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