

POLICY STATEMENT

Board Policy No. 2024-02

Adopted: August 19, 2024
By: COMPASS Board of Directors
Last Revision: None

Policy Statement:

Annual Regional Transportation Improvement Program Update

Purpose:

This policy is intended to guide programming during the annual transportation improvement program (TIP) update cycle.

Background:

The TIP is a five-to-seven-year budget (program), which is updated annually to add new projects and adjust project costs and timing of existing projects, when needed. All projects included in the TIP must be consistent with the regional long-range transportation plan, *Communities in Motion 2050* (CIM 2050). Some [priority projects](#)¹ or corridors are listed specifically in CIM 2050. Other types of priorities, such as safety or general operational improvements, are not listed in CIM by project. When this is the case, projects in the TIP must still be consistent with the identified priorities, goals, and vision of the plan.

The TIP is developed, and projects selected, following federal regulations ([Code of Federal Regulation \(CFR\) 450 C](#)²). Federal regulations require that metropolitan planning organizations follow the "Three C's": a continuing, cooperative, and comprehensive planning approach.

"... the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a TIP, that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter vanpool providers) fosters economic growth and development, and takes into consideration resiliency needs, while minimizing transportation-related fuel consumption and air pollution; and encourages continued development and improvement of metropolitan planning process..." (23 CFR.300)

¹ CIM 2050 Priority Projects: <https://cim2050.compassidaho.org/projects-and-priorities/project-priorities/>

² 23 CFR 450 C: <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450/subpart-C>

Programs Managed by COMPASS:

Federal funds for transportation projects are managed through the application process outlined in the [COMPASS Application Guide](#)³ each year. The following programs are managed by COMPASS:

Transportation Management Area (TMA) (Boise Urban Area):

- Surface Transportation Block Grant - TMA (STBG-TMA)
- Transportation Alternatives Program - TMA (TAP-TMA)
- Carbon Reduction Program - TMA (CRP-TMA)

Large Urban (LU) (Nampa Urban Area):

- STBG-LU
- CRP-LU

Adding new projects:

Adding new projects to the TIP shall follow program [guidance](#)⁴ provided by the Federal Highway Administration (FHWA).

The project selection process is outlined in the [COMPASS Application Guide](#)⁵ and updated each year. The Application Guide provides the scoring criteria, funding estimates for each program, and other expectations for ranking projects for inclusion in the TIP.

New projects should follow the [funding policy](#)⁶ for STBG funding, as set in CIM 2050, as closely as possible. As new plans are adopted, some portions of the TIP will have been budgeted under previous funding policies.

Adjusting the overall program:

As the TIP is updated each year, numerous changes are included in the program. The steps below provide priority order and structure to the development of the new program.

1. Add "off-the-top" projects, as provided in the CIM 2050 funding policy, in the STBG programs first.
2. Increase the construction phase of each project by 2% to cover inflation, as the program is structured using current costs.
3. Remove advanced construction funds and replace them with federal funds as much as possible to reduce the financial burden on sponsoring agencies.
4. Incorporate official requests for additional funding or timing changes to existing projects based on new estimates or negotiated contracts, as funding is available.
5. Add new projects with design and right-of-way phases in the early years, as funding permits.
 - In all programs located in the TMA area (Boise Urban Area), construction of new projects will typically enter the program in the last funding year or as preliminary

³ COMPASS Application Guide: <https://compassidaho.org/resourcedevelopment/#AppProcess>

⁴ FHWA program guidance webpage: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/guidance.cfm>

⁵ COMPASS Funding Application Guide: <https://compassidaho.org/resourcedevelopment/#AppProcess>

⁶ CIM 2050 Funding Policy: <https://cim2050.compassidaho.org/wp-content/uploads/2022/07/CIM2050FundingPolicyGoals.pdf>

development, with design and right-of-way phases in a funded year, as funds are available⁷.

- In the TMA, STBG, TAP, and CRP programs, funds may be mixed on individual projects, if eligible for the funding source.
- Projects in the Nampa Urban Area share Large Urban funds with other metropolitan planning organizations throughout the state and are managed through the Large Urban Balancing process. Construction of new projects must start in preliminary development and those projects are not eligible to move into a funded year until the project concept report is approved by the Idaho Transportation Department.

Programs Managed by Other Agencies:

The Idaho Transportation Department selects new state system projects to add to the TIP on an annual basis.

The Local Highway Technical Assistance Council (LHTAC) selects new projects for local agencies in Small Urban and Rural areas through various federal programs, such as the TAP program. LHTAC also selects new projects for local projects statewide, such as the bridge and safety programs. New projects are added annually or in an every-other-year cycle.

Valley Regional Transit selects new public transportation projects funded through the Federal Transit Administration. Most projects are continuations of existing operational and maintenance projects and are added as continuous projects.

The processes of working with the Idaho Transportation Department and Valley Regional Transit are outlined in the [Memoranda of Understanding \(MOU\)](#)⁸.

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⁷ Typically, the program is funded for four years, plus preliminary development. Projects in preliminary development advance to a funded year if possible before adding new projects to a funded year.

⁸ COMPASS Policies and MOUs: <https://compassidaho.org/policies-and-mous/>

POLICY STATEMENT

Board Policy No. 2024-01

Adopted: December 18, 2023
By: COMPASS Board of Directors
Last Revision: August 15, 2022

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 Improvement Program (STIP) update schedule. COMPASS works closely with ITD, Valley Regional Transit, and other member agencies to keep the TIP as accurate as possible throughout the fiscal year, as changes to projects are certain to occur.

Process:

A change is processed through an amendment, which requires approval by the COMPASS Board of Directors and public involvement, 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), Valley Regional Transit, or local agencies.
 - Balancing actions, following Urban or Transportation Management Area (TMA) balancing guidelines.
 - Other considerations:
 - Need a recommendation by the Regional Transportation Advisory Committee (RTAC) in most cases. The RTAC recommendation may be waived by the COMPASS Board of Directors or Executive Committee if the timing is limited.
 - Require a public comment period as noted in the attached matrix (page 3) and following procedures outlined in the COMPASS Participation Plan.
 - Require proof of programmatic financial constraint.
- Administrative Modifications
 - Triggered by:
 - Notification of changes from ITD, LHTAC, Valley Regional Transit, or local agencies.
 - Balancing actions, following Urban or TMA balancing guidelines.
 - Other considerations:
 - Could need a recommendation by RTAC.
 - Require proof of programmatic financial constraint.
 - Included as information items in next COMPASS Board packet.
 - Emailed to RTAC.

For the purposes of this policy, state or locally-funded “regionally significant” projects are treated the same as federal-aid projects. See the definition developed by the Interagency Consultation Committee (ICC) on Endnote iii, page 4.

The matrix on the following pages provides criteria that outline how COMPASS will process requested changes to one or more TIPs.

Previous Policy:

This policy replaces the TIP Amendment Policy approved by the COMPASS Board of Directors on August 15, 2022, policy number Board 2022-02.

Links to More Information:

Additional and related information can be found online.

- ITD’s STIP/TIP Amendment and Administrative Modification Process: <https://itd.idaho.gov/funding/>
- COMPASS Public Involvement Process: <https://compassidaho.org/public-involvement-plans/>
- TIP Policies and Procedures: <https://compassidaho.org/resourcedevelopment/#FundPol>

Type of Action		Amendment	Administrative Modification
Action Required	Includes Public Involvement ⁱ	BOARD ACTION	STAFF ACTION (No Board Action)
1. Add or remove a regionally significant, non-exempt project to/from any year in the TIP	X	X	
2. Add or remove non-regionally significant, exempt a project to/from any year in the TIP, if the project is considered "exempt" per 40 USC 93.126ⁱⁱ and is not regionally significant ⁱⁱⁱ	X		X
3. Make major changes to any project in any year in the TIP using the following guidelines: a. The project's total project cost changes by at least \$5,000,000 <u>OR</u> the percentage change is at least 30% <u>AND</u> at least \$1,000,000. b. Major ^{iv} change to project scope. c. Major ^v change to project location limits.	X	X	
4. Advance or delay funds if all funds are not within the first four years of the program. ^{vi}	X	X	
5. Add or remove a project to/from a current TIP during the period between approval of a new TIP by the COMPASS Board and federal agencies. Additional public comment is not required if the project was provided for public comment during the development of the new TIP. ^{vii} Proof of fiscal constraint is required.	X	X	
6. Changes other than those categorized as major changes in #3 above, such as minor cost changes, advances, and delays to projects within the first four years of the TIP; name changes; and advanced construction in the year prior to the programmed year.			X
7. Changes within a "Suite of Projects" that fit criteria within the overall corridor ^{viii}			X

No action is needed in the following circumstances:

- Changes less than \$100,000.
- Projects that fall under the Emergency Relief Program ([23 USC 125^{ix}](#)) for Permanent Repair within the first 270 days post-disaster. After that time, they follow the modification criteria above.
- Changes to an improvement type that do not impact funding, scope of project, or trigger an amendment.
- Release of funds due to project closeout, reconciling differences between engineer's estimate and award amounts, and project cost savings.
- Projects funded through the Federal Lands Access Program or Federal Lands Transportation Program, unless administered by ITD or LHTAC, will be included in the TIP.
- After construction funds are obligated.

Endnotes

ⁱ If ITD is soliciting public comment for the same changes to be made to the STIP or if the sponsoring agency has already solicited public comment on the project, an additional public comment period may not be required. The need for public comment is determined by the COMPASS Executive Director after review of a description of the sponsoring agency's process. If approved by the Executive Director, a description of ITD's or the sponsoring agency's public comment process and comments received will be provided with the action.

ⁱⁱ Definition of "exempt" – generally roadway projects that are operational in nature, most public transportation projects, bicycle and pedestrian facilities, and other activities that are not directly related to roadway construction. (Additional detail provided in 40 USC 93.126: <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-93/subpart-A/section-93.126>)

ⁱⁱⁱ **Regionally Significant Projects**

Regional emissions analyses, for the purpose of demonstrating transportation conformity of a TIP or long-range plan, must include all regionally significant and/or federally funded projects in the nonattainment or maintenance area.

40 CFR 93.10115 defines a regionally significant project as:

... a transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

Idaho Administrative Code (IDAPA 58.01.01.566) further defines a regionally significant project as:

A transportation project, other than an exempt project, that is on a facility which serves regional transportation needs... and would normally be included in the modeling of a metropolitan area's transportation network, including, at a minimum:

- a. All principal arterial highways;
- b. All fixed guideway transit facilities that offer an alternative to regional highway travel; and
- c. Any other facilities determined to be regionally significant through Section 570, interagency consultation.

The ICC maintains discretionary authority in interpreting and applying these definitions to the area's transportation programs, plans, and projects. Definitions for regionally significant road projects and regionally significant transit projects, as developed by the ICC, are below. For the purposes of this conformity determination, all applicable roadway projects, despite their significance, were included in the travel demand model networks.

Regionally Significant Roadway Project Definition

On January 30, 2002, the ICC developed the following definition of a "Regionally Significant" transportation project:

A transportation project in Ada County, Idaho is designated "Regionally Significant" if:

- (a) the project is for the improvement of either:
 - (i) a principal arterial or higher functional classification; or
 - (ii) a minor arterial which will have a twenty (20) year projected traffic volume of at least 45,000 vehicles a day after completion of the project; and
- (b) the project will add at least one new continuous vehicular lane which either:
 - (i) extends from one intersecting principal or minor arterial to another intersecting principal or minor arterial; or
 - (ii) in the case of an interstate, extends from the on-ramp of one interstate interchange to a point beyond the off-ramp of the next adjacent interstate interchange.

Regionally Significant Transit Project Definition

On August 31, 2005, the ICC adopted the following definition of a "Regionally Significant" transit project:

A transit project in Ada County, Idaho is designated "Regionally Significant" if the transit project:

- (a) has the potential to change the vehicle demand of an existing roadway classified as a principal arterial or higher by 400 vehicles per hour, or 4,000 vehicles per weekday; and
- (b) is a transit service or facility that provides services to (or connects) at a minimum:
 - (i) two counties and;
 - (ii) three incorporated cities

Exempt Projects

Pursuant to 40 CFR 93.12617 (Exempt Projects), certain projects listed in a TIP or long-range transportation plan may proceed even in the absence of a conformity finding/demonstration. Exempt projects include highway safety or mass transit projects, landscaping projects, roadway rehabilitation and repair projects, transportation enhancement projects, and transportation planning activities that do not lead directly to construction. However, the exempt projects listed in 40 CFR 93.126 are not considered exempt if the ICC concludes that they may have an adverse impact on air quality.

In addition, 40 CFR 93.12718 (Projects Exempt from Regional Emissions Analyses) considers projects, such as intersection signalization, changes in alignment, bus terminals, and transit transfer points, exempt from regional emissions analyses. However, these projects must demonstrate project-level conformity if they meet the requirements of 40 CFR 93.123(b)(1)19. This is determined through consultation. As with the types of exempt projects listed in 40 CFR 93.126, the projects listed in 40 CFR 93.127 may not be considered exempt if the ICC concludes they may have an adverse impact on air quality.

Transportation Control Measures

As per 40 CFR 93.113(c)20, in order for a TIP or long-range transportation plan to be conforming, it cannot interfere with the implementation of any transportation control measures. There are no transportation control measures requiring implementation in the PM10 maintenance plan. Therefore, the TIP and long-range transportation plan meet the requirements of 40 CFR 93.113(c).

^{iv} Definition of “major” –

- Construction: 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, but not limited to, a change in multi-modal improvements, increase or decrease in number of lanes, or change the type of intersection (e.g., traditional vs. roundabout).
- If the significance is unclear, the COMPASS Executive Director will determine.

^v Definition of “major” –

- Construction: termini change greater than ¼ mile or the location does not meet the expectations of the public.
- If the significance is unclear, the COMPASS Executive Director will determine.

^{vi} Beyond the first four years – federal agencies only acknowledge the program's first four years; therefore, any changes to funds into or out of the program's first four years are considered a major change and require public comment and Board action.

^{vii} Public comment on these projects would be solicited as part of the public comment period on the new TIP. These projects are highlighted in the “major changes list,” provided to the public during the public comment period to showcase significant changes between a current TIP and the proposed new TIP.

^{viii} A “Suite of Projects” includes projects that started as one key number for improvements to an overall corridor and later were split into multiple key numbers for efficiency in design and management.

^{ix} Details about qualifications of emergency relief provided in 23 USC 125:

<https://www.govinfo.gov/content/pkg/USCODE-2021-title23/pdf/USCODE-2021-title23-chap1-sec125.pdf>.

POLICY STATEMENT

Board Policy No. 2024-03

Adopted: August 19, 2024
By: COMPASS Board of Directors
Last Revision: February 22, 2021

Policy Statement:

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

Background:

STBG, TAP, and CRP funds are directly allocated to areas with populations over 200,000 (Transportation Management Areas [TMAs]). 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 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 up to 200,000 are managed by the Local Highway Technical Assistance Council (LHTAC) and awarded through a competitive process. COMPASS staff are involved in this process by providing local scores for projects within the COMPASS planning area boundary. These funds are outside the purview of this policy.

This policy provides guidance to prioritize funds available through cost savings, programming changes, and 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 submit requests to COMPASS staff to add projects to COMPASS' lists of funding needs. COMPASS maintains three lists:

- Projects funded with TMA funds, processed through RTAC
- Projects funded with CRP-LU funds, processed through RTAC

- Projects funded with STBG-LU funds, processed through the Large Urban Balancing Committee

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 no other projects currently in these programs need funding at the time.

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

COMPASS staff recommend funding actions for both the TMA and LU 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, TAP, or CRP programs to cover cost changes:
 - 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 land acquisition costs
2. Cover cost overruns/project needs for advanced construction¹ or procurement² needs in the STBG, TAP, or CRP programs to:
 - A. Remove or reduce an "advanced construction" situation
 - B. Replace local funds for procurement under contract
 - C. Cover cost increases for procurement projects
3. Cover cost overruns/project needs in other phases, consistent with the original project scope, or advance a phase on projects in the STBG, TAP, or CRP programs, including:
 - A. Right-of-Way phase
 - B. Design phase
 - C. Construction phase
 - D. Planning projects or studies
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 construction phase
 - B. Right-of-way phase
 - C. Design phase
 - D. Planning projects or studies
5. Add new projects as prioritized by the COMPASS Board of Directors

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.

- 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-LU is approximately \$6.2 million for the Nampa Urban Area. Projects are added in coordination with the Large Urban Balancing Committee.
 - o 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.
 - o 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 before the RTAC meeting.
- The COMPASS Executive Director will determine how projects in the other LU programs will be prioritized for the balancing process, after discussions with sponsor agencies involved in the tie.

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

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

STBG, 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 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 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 deposit for local match, before August 1 of the programmed year.

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, or CRP funds if projects meet program eligibility requirements and no other projects currently in the programs need funding at that time.

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

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

1. Obtain 100% of the estimated allocations³ in each program.
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-way phase
 - E. Design phase
 - F. Planning projects or studies
3. Cover cost overruns/project needs or advance project phases in non-STBG, TAP, or CRP programs.
 - A. Construction phase
 - B. Right-of-way phase
 - C. Design phase
 - D. Planning/Studies

Only public transportation projects that do not 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:

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

Previous Policy:

This policy replaces policy 2021-01, approved by the COMPASS Board of Directors on February 22, 2021.

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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%.

POLICY STATEMENT

Board Policy No. 2024-04

Adopted: August 19, 2024
By: COMPASS Board of Directors
Last Revision:

Policy Statement:

Federal Highway Funding Eligibility

Purpose:

This policy is intended to provide guidance and sideboards for programming federal highway funding in the COMPASS planning area for programs administered by COMPASS. The Federal Highway Administration (FHWA) provides criteria to guide where different types of funding may be used. The COMPASS Board of Directors provides direction for COMPASS' project selection process and is allowed to use more stringent criteria than provided by the FHWA.

Census 2020 changed the boundaries of several geographies in the COMPASS planning area. This policy clarifies which areas may compete for specific funding sources and how project eligibility is determined.

Background

Federal funds for transportation projects are administered through the application process outlined in the [COMPASS application guide](#)¹ each year. The following programs are administered by COMPASS:

- Surface Transportation Block Grant (STBG)
- Transportation Alternatives Program (TAP)
- Carbon Reduction Program (CRP)

Funding eligibility for these programs is based on the 2020 Census urban area designations (see map, page 3):

- Transportation Management Area (TMA): over 200,000
 - Boise Urban Area, Ada County; only TMA in Idaho
 - Includes the Cities of Boise, Eagle, Garden City, and Meridian
- Large Urban: 50,000 – 200,000
 - Nampa Urban Area, Canyon County; one of six Large Urban areas in Idaho
 - Includes the Cities of Nampa and Caldwell
- Small Urban: 5,000 – 49,999
 - Kuna, Middleton, and Star Small Urban Areas; three of 20 Small Urban areas in Idaho
- Rural: under 5,000

¹ COMPASS Application Guide: <https://compassidaho.org/resourcedevelopment/#AppProcess>

COMPASS administers the STBG and CRP programs in the TMA and Large Urban areas, as well as the TAP program in the TMA. Small Urban and Rural projects are selected by other agencies and are not included in this policy.

Eligibility

Per federal code^{2 3}, TMA funds can be used anywhere within the COMPASS planning area boundary; however, Large Urban funds may only be used within the Nampa Urban Area. This policy provides additional sideboards to the federal code regarding the TMA funds:

- TMA funds are eligible in Ada County only, except on shared corridors along the Ada/Canyon County line.

COMPASS follows project eligibility qualifications provided by the FHWA for all programs with no additional limitations, as provided in [FHWA Program Guidance](#)⁴.

Projects for sidewalks and pathways that need to acquire property may be difficult because land acquisition for these projects must be through a cooperative agreement with the landowner. Sidewalk and pathway projects with right-of-way needs will include significant time between the right-of-way and construction phases. COMPASS staff are directed to monitor these projects closely.

Previous Policy:

This policy replaces policies 2019-04 and 2019-05, approved by the COMPASS Board of Directors on February 25, 2019.

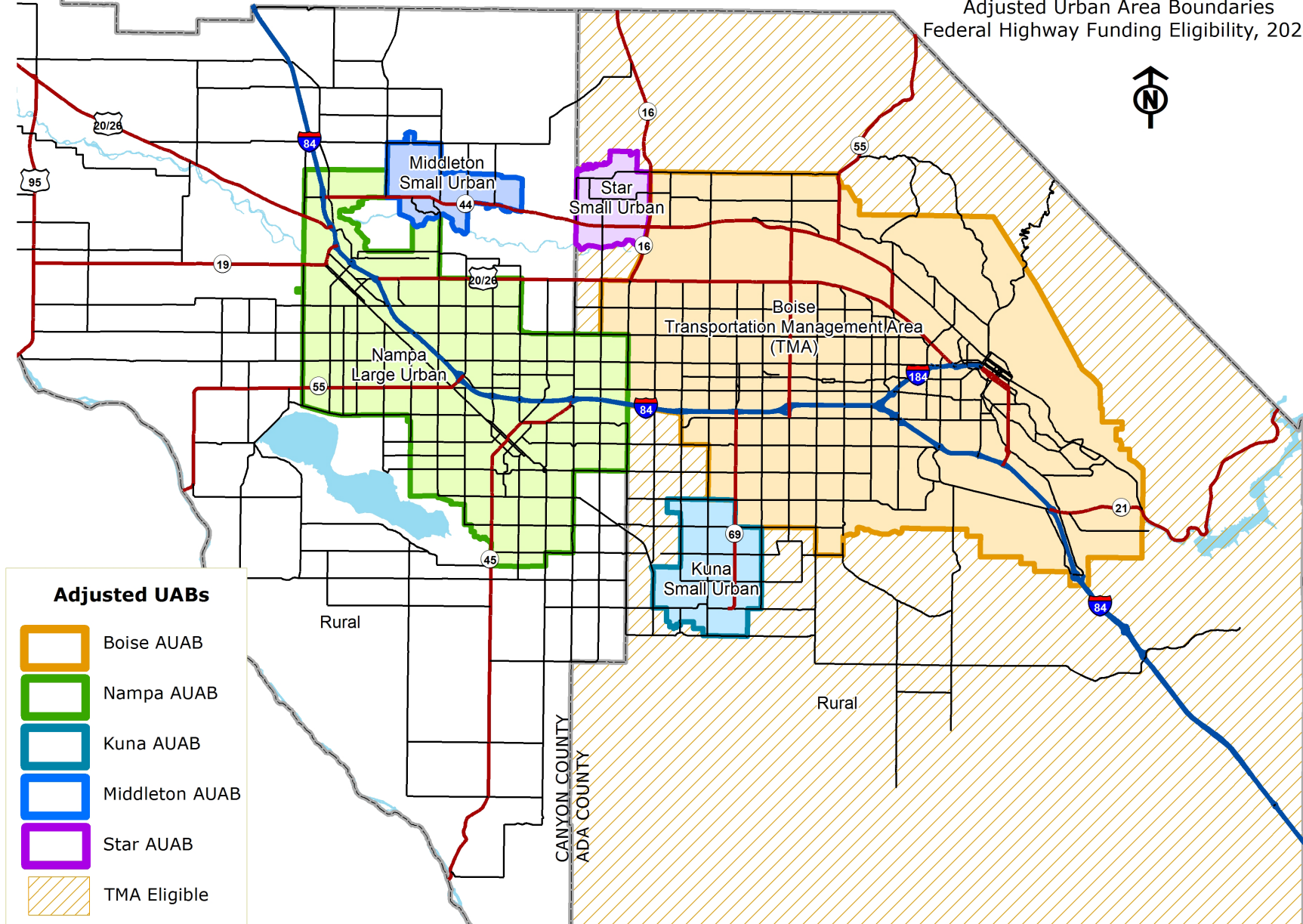
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² 23 USC 133 (d)(2): <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section133&num=0&edition=prelim>

³ 23 USC 175 (e)(2) : <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section175&num=0&edition=prelim>

⁴ FHWA Program Guidance: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/guidance.cfm>

COMPASS Planning Area
Adjusted Urban Area Boundaries
Federal Highway Funding Eligibility, 2024



Adjusted UABs

-  Boise AUAB
-  Nampa AUAB
-  Kuna AUAB
-  Middleton AUAB
-  Star AUAB
-  TMA Eligible

Communities in Motion 2050 Funding Policy and Goals

Funding Policy

Use anticipated available funding in Ada and Canyon Counties to strategically address regional priorities as identified in the regional long-range transportation plan.

Focus federal formula funds in Ada County (Surface Transportation Block Grant – Transportation Management Area [STBG-TMA]) to maintain the existing transportation network and fill gaps in the alternative transportation system. Use new available funding to strategically address regional priorities.

Use federal formula funds in Canyon County (STBG-Urban) to address regional priorities as identified in the regional long-range transportation plan.

Funding Goals

STBG-TMA (Boise Urbanized Area) – shown below using dollar amounts as examples, based on the FY2022 estimated available amount of \$10,814,000.

Off-the-Top	Policy Amount	Illustrative Amount	Illustrative Running Total Remaining
Estimated Available			\$10,814,000
COMPASS*	\$232,000		\$10,582,000
Ada County Highway District (ACHD) Commuteride	\$220,000		\$10,362,000
Safe Routes to School Education Program (Ada)	\$280,000		\$10,082,000
Split of Remaining Funds			
Local Network Improvements**	72%	\$7,259,040	\$2,822,960
Pathways (state highway or off-network)***	12%	\$1,209,840	\$1,613,120
Public Transportation Capital	13%	\$1,310,660	\$302,460
Studies and Special Projects	3%	\$302,460	\$0

STBG-Urban (Nampa Urbanized Area) – shown below using dollar amounts as examples, based on the FY2022 estimated available amount of \$1,924,035.

Off-the-Top	Policy Amount	Illustrative Amount	Illustrative Running Total Remaining
Estimated Available			\$1,924,035
COMPASS*	\$99,000		\$1,825,035
ACHD Commuteride	\$55,000		\$1,770,035
Safe Routes to School Education Program (Canyon)	\$50,000		\$1,720,035
Split of Remaining Funds			
Local Network Improvements**	85%	\$1,462,030	\$258,005
Alternative Transportation Capital	12%	\$206,404	\$51,601
Studies and Special Projects	3%	\$51,601	\$0

Gray highlight = illustrative information based on FY2022 estimates

*COMPASS Off-the-Top is \$331,000 total, and divided between Boise Urbanized Area and Nampa Urbanized Area funds based on 70/30 split in population (Boise Urbanized Area/Nampa Urbanized Area)

** See definition of local network improvements below

*** If application not sought or funds remains, funds split equally between local network improvements and public transportation capital

The funding splits will be calculated as a five-year rolling average to allow flexibility for a larger project in any of the categories to move forward and remain consistent with the policy.

Local Network Improvements - Includes all capital improvements to "maintain and improve the infrastructure and operational performance on the current system."

Work may include:

- Overlays, rehabilitation, or rebuilds on a roadway
- Transportation improvements that save lives
- Filling gaps on on-system bicycle/pedestrian facilities (including crosswalks and adding/widening shoulders)
- Compliance with the Americans with Disabilities Act
- Improvements to the intelligent transportation system and similar operations systems
- Specific to Ada County:
 - Through-lane capacity is not eligible, except in cases of unanticipated funding opportunities.
- Specific to Canyon County:
 - Eligible for projects to maintain and add capacity.

Projects should reflect strategies outlined in the COMPASS Congestion Management Process, which can be found on the COMPASS website: www.compassidaho.org/prodserv/cms-intro.htm.

COMPASS Rural Prioritization Process for Ada and Canyon Counties 2026

Rural Prioritization Process

All rural agencies in Ada and Canyon Counties agreed upon a rural project prioritization process in the fall of 2012. The COMPASS Board of Directors approved the rural prioritization process on August 20, 2012. COMPASS staff will update the rotational schedule outlined below each year, with the final determinations made at the Annual Rural Prioritization Work Group meeting.

Rural roadway jurisdictions in the two-county area:

- Ada County Highway District (rural portions)
- City of Greenleaf
- City of Parma
- City of Melba
- City of Notus
- City of Wilder
- Golden Gate Highway District Number 3
- Highway District Number 4
- Nampa Highway District Number 1
- Notus-Parma Highway District Number 2

The process includes five funding slots for the prioritization rotation schedule. Each rural city shares a slot evenly with a highway district. A map of the highway districts and city jurisdictions in Canyon County is shown on page 4. Ada County no longer includes rural cities; therefore, ACHD will partner with a Canyon County rural city.

- Slot 1 - City of Greenleaf and Ada County Highway District
- Slot 2 - City of Melba and Nampa Highway District Number 1
- Slot 3 - City of Notus and Highway District Number 4
- Slot 4 - City of Parma and Notus-Parma Highway District Number 2
- Slot 5 - City of Wilder and Golden Gate Highway District Number 3

The outcome of this process could fund each jurisdiction every ten years for each of LHTAC's rural funding categories:

- Surface Transportation Block Grant – Rural (STBG-Rural)
- Local Rural Highway Investment Program (LRHIP) construction
- LRHIP signs
- LRHIP planning

The order of priority will also rotate between the funding categories to allow an application for the "lead" jurisdiction in each slot every year. If the "lead" jurisdiction is not ready to apply for a project during their given year for a category, they may opt to allow the partner jurisdiction to apply in their place. If neither jurisdiction is ready to apply for a project, that slot will delay one year and allow the next slot to apply. The lead jurisdiction may develop a joint application with

other jurisdictions at their discretion. Additional flexibility is available during the Annual Rural Prioritization meeting.

FY2026 Rotational Schedule (for FY2028 LHRIP funding):

STBG-Rural	LRHIP Construction	LRHIP Signs	LRHIP Planning*
Notus	HD4	ACHD	Wilder
ACHD	NHD	HD4	Melba
Melba	ACHD	Parma	Notus
NPHD	Wilder	Melba	NPHD
Wilder	Parma	GGHD	HD4
Greenleaf	Melba	Greenleaf	
NHD	GGHD	NPHD	
Parma	Greenleaf	Wilder	
GGHD	NPHD	Notus	
HD4	Notus		

(*NOTE: some agencies removed, as they are not eligible or opt out of the program and agencies are only eligible for updates to their transportation plan every 10 years)

Original FY2012 Rotational Schedule (with notes):

STBG-Rural	LRHIP Construction	LRHIP Signs	LRHIP Planning	LRHIP Federal-aid Match
GGHD	HD4	Greenleaf	NPHD (2006 and 2017)	GGHD
Notus	GGHD	Melba	HD4 (2017)	HD4
ACHD	NPHD	Notus	Melba (2013 with NHD)	
	NPHD			
Melba	NHD	Parma	Notus (2014)	
NPHD	ACHD	Wilder	NHD (2006, 2013 and 2026)	
Wilder	Notus	ACHD	GGDH (2009) (2023)	
	Notus			
HD4	Wilder	HD4	Parma (2010) (2025)	
Greenleaf	Parma	NPHD	Wilder (2011)	
NHD	Melba	GGHD	Greenleaf (2012 and 2025)	
Parma	Greenleaf			

Color code for year selected for funding (based on year of LHTAC selection)

2013	2014	2016	2017	2018	2019	2020	2021	2023	2024	2025	2026
------	------	------	------	------	------	------	------	------	------	------	------

- Date for funded plans = date of plan
- Federal-aid local match is on an as-needed and able-to-schedule basis.

Additional Guidance for the Process:

- Any jurisdiction can apply for funds, but the top three slots in each category are encouraged to apply. Top priorities receive up to 10 additional points in LHTAC's process.

- If a lead jurisdiction is listed within the top three slots in more than one funding category, that jurisdiction selects which category has priority and offers the other to its partner jurisdiction. Additional adjustments can also be made at the Annual Rural Prioritization Meeting.
- An Annual Rural Prioritization Work Group meeting will be held each August. All rural jurisdictions are encouraged to participate.
- Priorities start with the outlined "slot" system but may be adjusted based on agency needs at the Annual Rural Prioritization Work Group meeting. All jurisdictions will be requested to sign the priority recommendation to the COMPASS Board.
- The COMPASS Board of Directors will be requested to adopt a Resolution listing the priorities recommended at the Annual Rural Prioritization Work Group meeting. The Resolution will serve as official regional support for priorities in each application.
- If a jurisdiction is awarded funds, that jurisdiction goes to the bottom of the list in the category funded.

Definitions:

For this document, the following definitions apply:

Rural Prioritization Work Group – A work group that meets annually to recommend priorities, based on the prioritization process and agency needs, for the next rural application cycle. The meeting will take place in August each year.

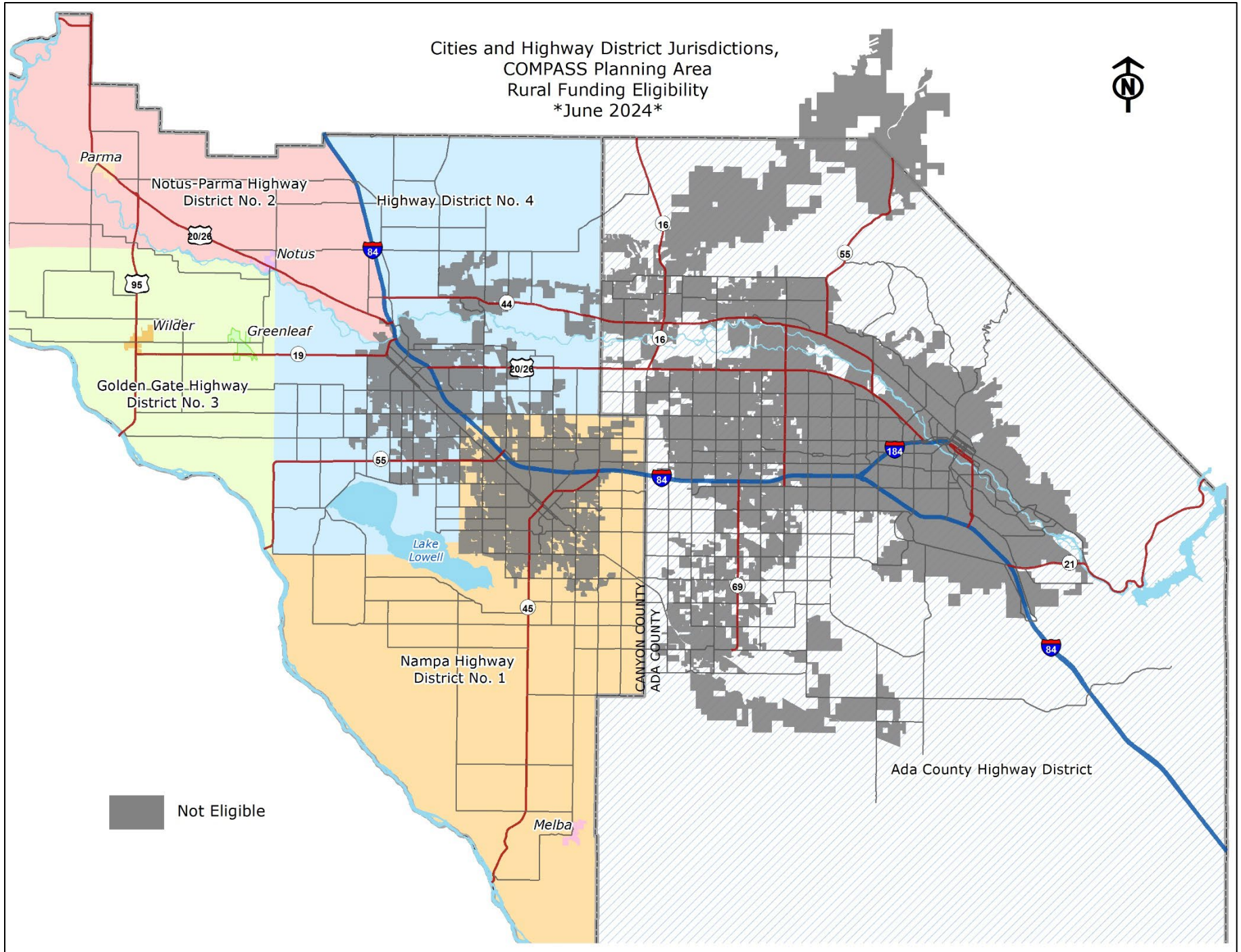
Joint Application – An application including two or more jurisdictions, at the discretion of the lead jurisdiction.

Lead Jurisdiction – The partner jurisdiction with top priority for the slot.

Partners – The two jurisdictions that share a slot.

Slot – The placeholder for a specific set of partners.

Cities and Highway District Jurisdictions,
COMPASS Planning Area
Rural Funding Eligibility
June 2024



Local Highway Technical Assistance Council (LHTAC)

Please note dates listed below are tentative and subject to change.

Rural Programs

Federal aid is available for the following programs to rural areas and cities with populations below 5,000 through LHTAC. LHTAC requests local regions prioritize projects prior to submitting applications. More details are available at www.lhtac.org/programs.

Surface Transportation Block Grant – Rural (STBG-R)

Eligible use of funds:

1. Construction
2. Reconstruction or rehabilitation of roadways functionally classified by the Federal Highway Administration as arterial or rural major collectors with a small percentage allowed for minor collectors.

Applications due: January 2027

Qualifications for the STBG-R program:

- 7.34% local match requirement
- LHTAC will accept applications every other year and award two years' worth of projects with each cycle.
- Targeting total project cost up to \$3 million (design and construction)
- Requests over \$3 million in total awards will receive a penalty in the scoring system.
 - For each \$200,000 requested over \$3 million, one point is deducted from the applicant's total score.
- No awards over \$5 million total cost. (Local agency may provide additional local funds if over \$5 million.)

Local Rural Highway Investment Program (LRHIP)

The Idaho Transportation Board, in conjunction with the Idaho Transportation Department (ITD) and LHTAC, developed this program to assist rural cities, counties, and highway districts to improve the investment in their highway and street infrastructure. The program is funded through an exchange of STBG-Rural funds by LHTAC with ITD at \$0.80 per \$1.00 of rural funds for a total of \$4 million in state funds. There are no federal requirements or local match attached to this program. This application cycle is for FY2026 funds.

Funds are expected to be used within three fiscal years of the award.

Applications due: November through December 2026

See current application for eligible use of funds and program criteria, as well as a list of ineligible jurisdictions and the "hiatus" list - <http://lhtac.org/programs/lrhip/>.

Four types of projects are identified:

1. **Construction Projects** – limited to a maximum of \$150,000. Projects must include roadway work. Projects exclusively for pedestrian improvements are not eligible. A one-year hiatus will be applied to jurisdictions that received construction funding in the previous application cycle.
2. **Federal-aid Match Construction Projects** – can be used towards STBG-Rural, Bridge, and/or other Federal funding. The project must already be awarded the Federal-aid project, included in the TIP, and be scheduled for construction within the next two years (from the grant fiscal year). Limited to \$150,000. Counted as an LRHIP construction project for the "hiatus" list.
3. **Transportation Planning** - Funds used to hire a consulting licensed engineer or transportation planner to complete a new Transportation Plan (limited to \$50,000) or update an original Transportation Plan that is 10 years old or older (limited to \$30,000). Plans must include an Asset Management Plan if one is not already in place at the agency.
4. **Sign Projects** - include sign replacement and upgrade projects to bring warning and regulatory signs, signposts, and pavement markings up to Manual on Uniform Control Devices (MUTCD) standards. Limited to \$30,000 award.

LIMIT one (1) project application in the LRHIP program for each local highway jurisdiction.

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COMPASS Procedure to Request Changes to the Regional Transportation Improvement Program (TIP)

Approved January 10, 2025

COMPASS' TIP is a five-to-seven-year budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. It is updated annually but can be changed through administrative modifications or amendments more frequently to incorporate near-term changes to projects.

COMPASS staff will process TIP administrative modifications and amendments once per month. Staff will request approval of amendments at regularly scheduled COMPASS Board of Directors meetings, held in even-numbered months.

All information required to process the change request MUST be received from the requesting agency before the corresponding deadline (below), or the action will be delayed to the next month or next COMPASS Board meeting.

Change requests for projects using Surface Transportation Block Grant (STBG), Transportation Alternatives Program (TAP), or Carbon Reduction Program (CRP) program funding in the Transportation Management Area (TMA) or using CRP-Large Urban (LU) program funding in the Nampa Urban Area will be recommended or approved by the Regional Transportation Advisory Committee (RTAC).

Change requests for projects using STBG-LU program funding will be recommended or approved by the Urban Balancing Committee, a statewide committee made up of Idaho's six metropolitan planning organizations.

Change requests for projects managed by the Idaho Transportation Department (ITD), the Local Highway Technical Assistance Council (LHTAC), or Valley Regional Transit (VRT) must be submitted to COMPASS staff to determine how the change should be processed. If COMPASS Board of Directors' approval is needed to process the change, the action will be brought to RTAC for a recommendation of approval to the COMPASS Board of Directors.

The [TIP Amendment Policy](#)¹ will be followed for processing all requests.

See pages 2 and 3 of this document for submittal requirements.

Administrative Modifications

Deadline: First Friday of the month

Staff will develop administrative modification materials on the following Monday, review them on Tuesday, submit them for COMPASS Executive Director's signature on Wednesday, and forward approved documents to ITD by Friday, or as close to this schedule as possible.

¹ Link to TIP Amendment Policy: <https://compassidaho.org/resourcedevelopment/#Fed>

Some administrative modifications may require a public comment period. These will be processed as expeditiously as possible, after public comment is obtained.

Amendments

Deadline: As soon as information is known

Staff will develop a public notification plan and materials. The public comment period will be open for 10 to 15 days minimum, depending on the request. Timing will be determined to align with the RTAC meeting schedule so that the public comment period is completed before RTAC receives the amendment for action. RTAC will review the requests as well as public comments received and make a recommendation to the COMPASS Board of Directors. If recommended for approval, the item will be brought to the COMPASS Board of Directors for action at the next regularly scheduled Board meeting.

If there is a compelling reason that approval is needed before the next scheduled COMPASS Board meeting, the COMPASS Executive Director may opt to request approval from the COMPASS Executive Committee at its next monthly meeting. This action would need to be ratified by the COMPASS Board of Directors at the next regular Board of Directors' meeting.

Meeting Schedules

The COMPASS Board of Directors meets on the fourth Monday of February, and the third Monday of April, June, August, October, and December.

RTAC meets the fourth Wednesday of each month except for August, when it is held early in the month to accommodate approval of the annual TIP update, and March, November, and December, when meetings are often moved due to holidays and spring break. Meeting dates could change to avoid conflicts.

The Urban Balancing Committee typically meets the first Thursday of February, April, July, and November; however, meeting dates are subject to the availability of the committee members.

General Requirements

When requesting changes to a project listed in the TIP, the project sponsor shall provide the following information via email or letter:

- Key Number of the project that requires the change
- Project title
- Project sponsor
- Explanation of the revision (e.g., delay or advance a phase of the project)
- Brief explanation regarding why the change is needed
- If the request is for the balancing process, state that the request is for consideration during the balancing process

- An official request letter requesting additional federal funds (if STBG-TMA, TAP-TMA, CRP-TMA, STBG-LU, CRP-LU, or Federal Transit Administration funding is involved in the request; see below)

Projects sponsored by ITD are exempt from using this format.

Additional Requirements

Requests requiring balancing action through RTAC or the Large Urban Balancing processes require additional time, and in some cases, additional information.

Official Request Letter

An official request letter signed by the sponsor agency's board, council, or commission, or a designee approved by the COMPASS Executive Director, is required under the following circumstances:

- Request to add a new project to the federal-aid program
 - Including requests to use STBG-TMA, STBG-LU, TAP-TMA, CRP-TMA, or CRP-LU funds, when a project was originally funded through a different program(s)
- Request to remove a project from the TIP
- Request to increase federal-aid funding on an existing project
 - Including requests to convert local funds to federal-aid funds, unless the local funds are already budgeted as "Advanced Construction (Local)"
- Request to significantly change the scope of the project
 - See definition of a "significant" scope change in the [TIP Amendment Policy](#)²

Address the letter to:

Mr. Matt Stoll
Executive Director
Community Planning Association of Southwest Idaho
700 NE 2nd Street, Suite 200
Meridian, ID 83642

The letter and any accompanying documentation should be sent via email to mstoll@compassidaho.org and copy Toni Tisdale at ttisdale@compassidaho.org.

The letter should include the following:

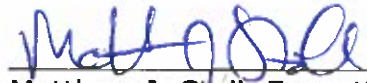
- Name of project(s) and key number(s)
- Nature of the request and why it is needed
- Schedule of how funds will be obligated, including all phases of the project affected by the action
- Statement that the elected body of the organization is aware of the request

² Link to TIP Amendment Policy: <https://compassidaho.org/resourcedevelopment/#Fed>

Additional Information

Address questions to Sherone Sader at ssader@compassidaho.org or 208/475-2237 or Toni Tisdale at ttisdale@compassidaho.org or 208/475-2238.

COMPASS Procedure to Request Changes to the TIP Approved:



Matthew J. Stoll, Executive Director

1-10-2025
Date

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COMPASS Procedure to Request an Extension of the Obligation Deadline

Approved January 10, 2025

On August 17, 2015, the COMPASS Board of Directors approved a March 1 deadline for the obligation of any phase of local federal-aid projects programmed in the current fiscal year. This deadline is highlighted in the annual COMPASS Application Guide to ensure applicants are aware of the requirements before applying for funds. This procedure provides additional information and clarifying instructions for the delivery of all local federal-aid projects funded through programs *managed by COMPASS*.

Purpose of March 1 Deadline

The intent of the March 1 deadline is to maintain funds in the COMPASS planning area and allow flexibility in programming in case a final estimate or project bid is higher or lower than expected.

The Idaho Transportation Department (ITD) has strict deadlines for obligation of funds. ITD will “sweep” funds from projects that do not meet their deadlines and reprogram the funds to other projects that are ready for obligation. ITD’s deadlines are July 1 for design and right-of-way funds and August 1 for construction funds. The COMPASS deadline for obligation is earlier than the ITD sweep to allow time to reprogram funds before they are swept.

It typically takes four to eight weeks for funds to be obligated after final documentation is submitted to ITD or the Local Highway Technical Assistance Council (LHTAC). Therefore, it is recommended that all final documentation be submitted by January 1 to obligate funds by the March 1 deadline; earlier submittal is encouraged.

Programs Subject to the March 1 Deadline

This procedure addresses the delivery of projects in the following programs managed by COMPASS:

- Surface Transportation Block Grant – Transportation Management Area (STBG-TMA)
- Surface Transportation Block Grant – Large Urban (STBG-LU)
- Transportation Alternatives Program – Transportation Management Area (TAP- TMA)
- Carbon Reduction Program – Transportation Management Area (CRP-TMA)
- Carbon Reduction Program – Large Urban (CRP-LU)

While this procedure only addresses programs managed by COMPASS, COMPASS staff will continue to track and monitor local delivery of all federal-aid programs in the COMPASS planning area. For programs not managed by COMPASS, the sponsor must adhere to delivery and reporting deadlines as required by the managing agency — ITD, LHTAC, or Valley Regional Transit, as appropriate.

Request to Extend the March 1 Deadline

If an agency becomes aware it will not be able to meet the March 1 obligation deadline, the agency must submit an official request to COMPASS to extend the deadline for project obligation.

A formal letter signed by a representative of the sponsor agency's board, council, commission, or a designee approved by the COMPASS Executive Director, is required, and **must be submitted no later than March 1**. The letter should be addressed to:

Mr. Matt Stoll
Executive Director
Community Planning Association of Southwest Idaho
700 NE 2nd Street, Suite 200
Meridian, ID 83642

The letter and any accompanying documentation should be sent via email to mstoll@compassidaho.org and copy Toni Tisdale at ttisdale@compassidaho.org.

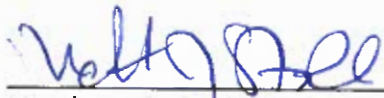
The letter must include the following information:

- The project(s) title(s) and key number(s)
- Brief explanation of why the project(s) will not be able to obligate by March 1
- Expected date(s) of final documentation submittal
 - Design
 - State/Local Agreement for design
 - Payment for local match
 - Right-of-way acquisition
 - Environmental approval; the approval date must be within two months of obligation of right-of-way funds
 - Construction
 - Plans, specifications, and engineer's estimate package (PS&E)
 - State/Local Agreement for construction
 - Payment for local match
 - An environmental re-evaluation must be made within two months of final submittal
- Expected date of obligation
- Statement that the elected body of the organization is aware of the request

The COMPASS Board of Directors will consider extension requests in the April COMPASS Board of Directors meeting.

Questions should be directed to Toni Tisdale at ttisdale@compassidaho.org or 208/475-2238.

COMPASS Procedure to Request an Extension of the Obligation Deadline Approved:



Matthew J. Stoll, Executive Director



Date

Rule Book

MPO STBG - Large Urban Committee Meetings

As approved April 4, 2024

The members of the Surface Transportation Block Grant (STBG)-Large Urban Committee (Committee) include:

ITD District	MPO	Urban Area
1	Kootenai Metropolitan Planning Organization (KMPO)	Coeur d'Alene
2	Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)	Lewiston, Idaho and Clarkston, Washington
3	Community Planning Association of Southwest Idaho (COMPASS)	Nampa
4	Magic Valley Metropolitan Planning Organization (MVMPO)	Twin Falls
5	Bannock Transportation Planning Organization (BTPO)	Pocatello
6	Bonneville Metropolitan Planning Organization (BMPO)	Idaho Falls

Rule Number 1 (Spend all funds)

It is the intent of this Committee to expend all money made available to it through the Idaho Transportation Board on an annual basis.

Rule Number 2 (Balancing)

(Revised 2/5/15, 2/1/18, 2/4/21, 4/8/21)

When obligation authority (funds) becomes available due to a change in the anticipated project cost or project schedule, the Committee will collectively determine how these funds will be distributed to other projects in need.

The philosophy of this reprogramming will be to target the funds toward construction of current-year projects, then use the funds for design or right-of-way needs in an effort to minimize the delay of scheduled projects within the ITIP. Planning will be the third priority. Project needs will be considered for the current fiscal year first followed by projects in the subsequent fiscal year and then future years, chronologically.

The general priority for reprogramming funds is:

1. First priority will be given to agencies with the lowest percentage of balance to add projects

2. Projects over budget (current year) will be considered on a case-by-case basis
3. Future-year project design or right-of-way costs
4. Planning projects or an increase of the set-aside account
5. Advancement of future construction projects

All reprogramming decisions are at the discretion of the Committee; the suggested reprogramming priority is not promised to any specific project. Post-Award expenses for completed projects or projects under construction should be the primary responsibility of the Sponsor. If a Post-Award project warrants special consideration, the Committee may entertain a request from the sponsor.

Committee members retain the authority to adjust funding categories within a project budget in a fiscal year. There can be no net change in the funding total for that given year.

If needed, balancing decisions may be made monthly through a teleconference of voting members.

Rule Number 3 (Eligibility)

STBG-Large Urban funds should first be used in the Large Urban program, however, they could be used in other programs, if no other projects are ready to use them at the appropriate time.

Rule Number 4 (Timeline)

It is the intent of this Committee to balance the program over a five (5) year time frame.

Rule Number 5 (Change orders)

Prior year cost over-runs (change orders) on a project not exceeding 5% of the construction cost (originally obligated project funds) can be processed without approval of the STBG-Large Urban Committee. (Sponsor covers if above contingency. If Sponsor cannot cover, request comes to Urban Balancing. Decision by email or virtually.

Rule Number 6 (Moving construction to funded year)

ITD form 783, Concept Report, needs to be approved before moving construction funds from Preliminary Development into a given construction year.

Rule Number 7 (Annual program levels) (removed 4/4/24)

Rule Number 8 (T2 Center)

(Revised 2/15/06, 1/1/09, 4/4/24)

For the operation of the Idaho T2 Center at the Local Highway Technical Assistance Council (LHTAC), STBG-Large Urban funds in the amount of \$52,700 will be utilized to match the Federal-aid Highway Appropriation. When the match is required above \$52,700, a review will be made on an annual basis for the additional funding. This funding is split between the Large Urban, Small Urban, and Rural STBG programs.

Rule Number 9 (Membership and chair rotation)

(Revised 2/1/18, 4/4/24)

The voting membership in this committee includes BMPO, BTPO, COMPASS, KMPO, LCVMPPO, and MVMPO. Each will have one (1) vote. The position of the Chair will rotate among all members, generally in alphabetical order, unless determined otherwise necessary by the Committee.

Rule Number 10 (PD limits)

(Revised 2/4/21, 4/8/21, 4/4/24)

New projects can only be added to Preliminary Development (PD) when the annual allocation in that jurisdiction is less than two times the annual available funding or five million dollars, whichever is greater.

Rule Number 11 (Running balance)

The Committee will track urban funds to the urbanized areas based on population and will keep a running balance of moneys spent, using amounts from the most recent five years programmed and five years prior (known as the “ten-year average”).

Rule Number 12 (Minutes)

(Revised 4/4/24)

The Committee must follow the protocol when it comes to reviewing the minutes:

- The minutes will be drafted by the recording secretary and sent to the Chair for review.
- The minutes will be included in the next meeting packet for approval.

Rule Number 13 (Set-aside funds)

Funds set aside in out years of the program for cost increases, preliminary engineering, and right-of-way can only be used for those purposes.

Rule Number 14 (Timing of balancing actions)

(Revised 4/4/24)

In April, discussions about active-year projects will be the primary concern. However, design and right-of-way issues which may prevent project delays may be considered. In April, the Committee can then look at out-years.

Rule Number 15 (End-of-Year)

In July, the Committee will develop an end-of-year plan to obligate all funds.

Rule Number 16 (Update)

(Revised 4/4/24)

In April, updates to the program update will be determined. Idaho Transportation Department (ITD) staff will provide the estimated amount available for each year of the program. Each member agency will provide ITD with preliminary needs and new project requests by mid-March.

The philosophy of the update will be to target available funds toward near-term construction, then use funds for design or right-of-way, in an effort to minimize the delay of scheduled projects.

The general priority for programming the update is:

1. First priority will be given to agencies with the lowest percentage of balance in the ten-year average to cover funding needs and/or add projects to a funded year.
 - a. Discussion will begin with critical needs to understand all agency's top priorities prior to the first action.
 - b. The order of action will start with the need of the agency with the lowest balance and move through each agency one-by-one until funds are no longer available.
 - c. Adding construction projects will follow Rules #6 and #10.
 - i. Design and right-of-way on new construction projects should be programmed as early in the program as possible.
2. Projects over budget will be considered on a case-by-case basis.
 - a. Per ITD Administrative Policy 5028 (2013), if the engineer's estimate for an approved project exceeds the annual allocation, the sponsoring agency must work with LHTAC (and)/or the MPO to:
 - i. Make up the difference with local funds
 - ii. Defer the project to a later year when there are sufficient available apportionments in the appropriate program to cover the federal share of the cost
 - iii. Reduce the scope of the project by eliminating bid items, or phasing the project
 - iv. Identify other unused apportionments
 - b. Only projects already in the STBG-Large Urban program will be considered for additional funding.
3. Strategies to eliminate or reduce advanced construction situations are also a priority.