COMPASS Policies and Procedures for the Regional Transportation Improvement Program (TIP)

Board Policy No. TBD

- Adopted: (Date)
- By: COMPASS Board of Directors
- Last revision provided at the bottom of each section

Included in this Document:

Additional Information:

Transportation geographical distribution areas based on 2020 Census data:

- 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 (LU): 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 (SU): 5,000 – 49,999
  - Kuna, Middleton, and Star Small Urban Areas; three of 20 Small Urban areas in Idaho
- Rural: under 5,000

Programs 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 (shared responsibility with the Idaho Transportation Department [ITD])

Additional information:

- Idaho Transportation Department's (ITD's) Statewide Transportation Improvement Program (STIP) Amendment and Administrative Modification Process[1]
- COMPASS Public Involvement Plans[2]

Address questions to:

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[1] ITD's Amendment Process: https://itd.idaho.gov/stip/
[2] COMPASS Public Involvement Plans: https://compassidaho.org/public-involvement-plans/

Acronyms

Acronyms are used throughout this document. Some acronyms and terms have different meanings depending on the program that references them. The acronyms below refer to the use of the terms within this document.

Acronym	Meaning	Other Information
ACHD	Ada County Highway District	
ADA	Americans with Disabilities Act	
AUAB	Adjusted Urban Area Boundary	
CFR	Code of Federal Regulation	Federal interpretation of United States law.
CIM	*Communities in Motion*	The region's long-range transportation plan.
COMPASS	Community Planning Association of Southwest Idaho	
CRP	Carbon Reduction Program	
FHWA	Federal Highway Administration	
FY	Fiscal Year	In this context, the reference is to the federal fiscal year (October 1 through September 30)
ICC	Interagency Consultation Committee	An interagency committee that convenes when air quality conformity is necessary. Definitions previously established by this committee are used in this policy.
IDAPA	Idaho Administrative Procedures Act	Idaho administrative regulations.
ITD	Idaho Transportation Department	
LHTAC	Local Highway Technical Assistance Council	Statewide agency that provides federal and state transportation assistance to local agencies.
LU	Large Urban	Urban Area between 50,000 and 200,000 - Nampa Urban Area (Cities of Nampa and Caldwell and portions of unincorporated Canyon County).
MPO	Metropolitan Planning Organization	
NEPA	National Environmental Policy Act	
PD	Preliminary Development	No specific funding year – beyond the first five years of the TIP.
RTAC	Regional Transportation Advisory Committee	Makes recommendations to the COMPASS Board of Directors.
STBG	Surface Transportation Block Grant	Most flexible funding source through the Federal Highway Administration.

Acronym	Meaning	Other Information
STIP	Statewide Transportation Improvement Program	List of transportation projects at the statewide level. For urban areas, projects in the STIP are incorporated by reference from the urban areas’ TIPs.
SU	Small Urban	Urban Areas between 5,000 and 49,999 – Cities of Kuna, Middleton, and Star.
TAP	Transportation Alternatives Program	Technically referenced in law as STBG set-aside funds. This program is for non-motorized transportation (such as sidewalks).
TIP	Transportation Improvement Program	Budget of federally funded and regionally significant transportation projects at the regional level.
TMA	Transportation Management Area	Urban Area over 200,000 population - Boise Urban Area (Cities of Boise, Eagle, Garden City, and Meridian and portions of unincorporated Ada County).
USC	United States Code	United States law passed by Congress.
VRT	Valley Regional Transit	The transit authority for Ada and Canyon Counties.

Annual TIP Update Policy

Purpose:

This policy guides programming during the annual transportation improvement program (TIP) update cycle.

Background:

The TIP is a five-to-seven-year budget (program) of federally funded and regionally significant transportation projects that 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* (CIM*)*. Some priority projects[3] or corridors are listed specifically in CIM. 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.

Process:

The TIP is developed, and projects selected, following federal regulations (23 Code of Federal Regulation (CFR) 450 C [4]). 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)

Programs Managed by *COMPASS*

COMPASS manages certain federal funds for transportation projects, and projects are solicited through the application process outlined in the COMPASS Application Guide[5] each year. The following programs are managed by COMPASS:

TMA:

- STBG-TMA
- TAP-TMA
- CRP-TMA

[3] CIM 2050 Priority Projects: https://cim2050.compassidaho.org/projects-and-priorities/project-priorities/
[4] 23 CFR 450 C: https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450/subpart-C
[5] COMPASS Application Guide: https://compassidaho.org/resourcedevelopment/#AppProcess

LU:

- STBG-LU
- CRP-LU

Adding new projects

Guidance[6] provided by the Federal Highway Administration (FHWA) describes how new projects shall be added to the TIP each year.

COMPASS' specific project selection process is outlined in the COMPASS Application Guide[7] and updated annually. 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 for STBG funding, as set in CIM, 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 in the STBG programs to the last year of the TIP, as provided in the CIM funding policy.
2. Increase the construction phase of each project and Off-the-Top projects by the inflation rate (as determined by ITD and COMPASS annually) to cover inflation.
3. Remove advanced construction funds and replace them with federal funds as much as possible.
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 development (PD), with design and right-of-way phases in a funded year, as funds are available[8].
    - In the TMA, STBG, TAP, and CRP programs, projects may include a mixture of funds if eligible for the funding source.
    - Projects in the Nampa Urban Area share LU funds with other metropolitan planning organizations (MPOs) throughout the state and are managed through the Urban Balancing process. Construction of new projects must start in PD, and

[6] FHWA program guidance webpage: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/guidance.cfm

[7] COMPASS Funding Application Guide: https://compassidaho.org/resourcedevelopment/#AppProcess

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

those projects are not eligible to move into a funded year until the project concept report is approved by ITD.

Programs Not Managed by COMPASS

ITD selects new state system projects to add to the TIP on an annual basis.

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 ITD and Valley Regional Transit are outlined in Memoranda of Understanding[9].

Previous Policy:

This policy replaces policy 2024-02, approved by the COMPASS Board of Directors on August 19, 2024.

[9] COMPASS Policies and MOUs: https://compassidaho.org/policies-and-mous/

Amendment Policy

Purpose:

This policy guides the process for amending or modifying the TIP.

Background:

COMPASS updates the TIP on an annual basis, similar to ITD's Statewide Transportation Improvement Program (STIP) update schedule. COMPASS works closely with ITD, Valley Regional Transit (VRT), 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 and may require public involvement (Table 1).

Amendments

- Triggered by:
  - Notification of changes from ITD, the Local Highway Technical Assistance Council (LHTAC), VRT, or local agencies.
  - Balancing actions, following LU or TMA balancing guidelines.
- Other considerations:
  - Most actions require a recommendation from the Regional Transportation Advisory Committee (RTAC). However, the RTAC recommendation may be waived by the COMPASS Board of Directors or Executive Committee if timing is limited.
  - Some actions require a public comment period as noted in the attached matrix (see below), following procedures outlined in the COMPASS Participation Plan[10].
  - All actions require proof of programmatic financial constraint.

Administrative Modifications

- Triggered by:
  - Notification of changes from ITD, LHTAC, VRT, or local agencies.
  - Balancing actions, following LU or TMA balancing guidelines.
- Other considerations:
  - Actions may need a recommendation from RTAC.
  - All actions require proof of programmatic financial constraint.
  - All actions will be included as information items in the next COMPASS Board of Directors' meeting packet.
  - All actions will be emailed to RTAC.

For the purpose 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 note iii, below. The matrix on the following pages provides criteria that outline how COMPASS will process requested changes to one or more TIPs.

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[10] COMPASS Participation Plan: https://compassidaho.org/public-involvement-plans/#PPP

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.

Table 1 - Amendment Criteria

Type of Action		Amendment	Administrative Modification
Action Required	**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, remove, make a major change** or **advance or delay** funds not within the first four years of the program to to/from any year in the TIP, if the project is considered "exempt" per 40 USC 93.126 [ii] and is not regionally significant [iii]	X		X
3. Make **major changes** [iv] 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 OR the percentage change is at least 30% AND at least $1,000,000. b. Major [v] change to project scope. c. Major [vi] change to project location limits.	X	X	
4. **Advance** or **delay** funds if not within the first four years of the program [vii].	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. 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 before the programmed year.			X
7. **Changes** within a "Suite of Projects" that fit the 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.
    - If the project is administered by ITD or LHTAC, the criteria above will be followed.
- After construction funds are obligated.

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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. The TIP must include all regionally significant and/or federally funded projects.

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.

Although the Interagency Consultation Committee (ICC), developed under Idaho Administrative Code (IDAPA 58.01.01.566) when the region was considered an air quality maintenance area, is no longer required, the ICC developed clarifying language to determine regional significance, and COMPASS continues to use this definition:

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.

Regionally Significant Roadway Project
On January 30, 2002, the ICC further defined a “Regionally Significant” roadway project as:

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
On August 31, 2005, the ICC further defined a “Regionally Significant” transit project as:

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

iv. The COMPASS Executive Director will determine the significance of a major change and may waive the public comment period and/or Board approval if the changes do not change the public’s expectations of the project and elevating the action to an amendment would cause confusion.

v. Definition of “major” scope change –
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.

vi. Definition of “major” terminus change –
Construction: a change in the project termini greater than ¼ mile or to a location does not meet the original intent of the project. If the significance is unclear, the COMPASS Executive Director will determine.

vii. 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.

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 are provided in 23 USC 125 (https://www.govinfo.gov/content/pkg/USCODE-2021-title23/pdf/USCODE-2021-title23-chap1-sec125.pdf).

Balancing Policy

Purpose:

This policy guides the prioritization of funds available through cost savings, programming changes, and the End-of-Year and Redistribution Program for current-year projects in programs managed by COMPASS.

Background:

STBG, TAP, and CRP funds are directly allocated to areas with populations over 200,000, referred to as TMAs. TMA programs are managed by COMPASS, the MPO for Ada and Canyon Counties. RTAC is responsible for balancing these programs and recommends balancing actions. If a change triggers an amendment, the balancing actions must be approved by the COMPASS Board of Directors.

STBG funds for areas with populations of 50,000 to 200,000 (LU) are managed by ITD. The Urban Balancing Committee, made up of the MPO directors across the State of Idaho, is responsible for balancing the STBG-LU program. If a change triggers an amendment for projects in the Nampa Urban Area, the balancing actions must also be 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 ITD in coordination with COMPASS. RTAC is responsible for balancing the program and recommends balancing actions. If a change triggers an amendment, the action must be approved by the COMPASS Board of Directors. If a change triggers an administrative modification, the action may be approved by the COMPASS Executive Director.

TAP funds for areas with populations of up to 200,000, as well as funds designated for "anywhere" in the state, are managed by LHTAC and awarded through a statewide competitive process. COMPASS staff are involved in this process by providing local scores for projects within the COMPASS planning area boundary. Those funds are outside the purview of this policy.

Process:

Programming Available Funding

As funding needs are known, sponsors submit requests to COMPASS staff to add projects to COMPASS's list 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 Urban Balancing Committee

Projects needing additional funding that are currently funded in the STBG, TAP, and CRP programs are the top priorities when additional funding becomes available. Project needs in other programs may be funded with STBG, TAP, and CRP funds if the projects meet program eligibility requirements and no other projects currently in these programs need funding at the time.

To be processed through balancing as a general cost increase, **changes to a project must be consistent with the original project scope**. Increases not consistent with the original scope may still be considered, but at a lower priority level, and could require approval via the amendment process and/or an opportunity for the public to comment on the scope change.

These priorities are developed to minimize the delay of scheduled projects by focusing funds on current construction, then design and right-of-way, to minimize the delay of scheduled projects.

COMPASS staff review funding requests for both the TMA and LU programs, then recommend funding actions, based on the following priority order:

1. Cover cost overruns/project needs in the construction phase for projects in the STBG, TAP, or CRP programs, in the following priority order:
   A. A change order on a construction project that is already under contract or an increased cost on a construction project programmed in the current fiscal year
   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 construction[11] or procurement[12] in the STBG, TAP, or CRP programs, in the following priority order:
   A. Remove or reduce an "advanced construction" situation
   B. Replace local funds for procurement under contract, if appropriate
   C. Cover higher-than-anticipated cost for procurement projects
3. Cover cost overruns/project needs and/or advance funds for projects in the STBG, TAP, or CRP programs, in the following priority order:
   A. Right-of-way phase
   B. Design phase
   C. Construction phase (advance funds)
   D. Planning projects or studies
4. Cover cost overruns/project needs and/or advance funds for projects in <u>non</u>-STBG, TAP, or CPR programs, in the following priority order:
   A. A change order on a construction project that is already under contract or increased cost on a construction project programmed in the current fiscal year
   B. Right-of-way phase
   C. Design phase

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[11] 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.

[12] 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.

D. Construction phase (advance funds)
E. Planning projects or studies

5. Add new projects or change the scope of an existing project as recommended by RTAC. The COMPASS Board of Directors will be required to approve the action, unless it is considered "exempt."
   - New projects should align with the goals, vision, and direction of the long-range transportation plan.
   - Construction for new projects is typically added in PD. Other phases of the project (design and right-of-way) may be added in earlier years of the program if funds are available.
   - The limit for PD in STBG-TMA is two times the projected funding allocation in the last year of the program.
   - The limit for PD in STBG-LU is approximately $6.4 million for the Nampa Urban Area. Projects are added in coordination with the 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. Staff may suggest priorities if other factors, such as the TIP update, could affect the outcome of balancing.
  - Sponsor agencies are requested to prioritize their own project needs 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 LU programs will be prioritized for the balancing process, after discussions with sponsor agencies involved in the tie.

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 of Program Requests

End-of-Year funds are funds "swept" by ITD from local projects when they are unable to obligate before ITD's deadlines: July 1 for design or right-of-way and August 1 for construction. These funds are then made available to projects that are ready to obligate immediately.

Similarly, funds swept from other states are redistributed to states that can use them immediately, including the State of Idaho. These funds are allocated across the state using ITD's formula in IT Board Policy 4028[13] 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.

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 allocations[14] in each program.
2. Cover cost overruns/project needs or advance project funds in STBG, TAP, or CPR programs consistent with the original project scope:
   A. Higher than anticipated cost for the construction phase of a project funded 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 and/or advance project funds in non-STBG, TAP, or CRP programs consistent with the original project scope.
   A. Construction phase
   B. Right-of-way phase
   C. Design phase
   D. Planning projects or 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.

[13] IT Board Policy 4028: https://itd.idaho.gov/wp-content/uploads/2025/09/B4028.pdf

[14] 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%.

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.

Federal Highway Funding Eligibility Policy

Purpose:

This policy guides programming of federal highway funding in the COMPASS planning area for programs administered by COMPASS.

Background:

FHWA provides criteria to guide where (geographically) different types of funding may be used. The COMPASS Board of Directors provides direction for COMPASS's project selection process and is allowed to use more stringent criteria than provided by the FHWA.

This policy defines which areas may compete for specific funding sources and how project eligibility is determined for the programs managed by COMPASS.

Funding eligibility for these programs is based on the 2020 Census urban area designations (see map at the end of this section):

- TMA: over 200,000
- LU: 50,000 – 200,000
- Small Urban (SU): 5,000 – 49,999
- Rural: under 5,000

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

Process:

Eligibility

Per federal code[15] [16], TMA funds can be used anywhere within the COMPASS planning area; however, the COMPASS Board of Directors has chosen to restrict the use of TMA funds to projects in Ada County, except on shared corridors along the Ada/Canyon County line.

Per federal code, LU funds may only be used within the Nampa Urban Area.

COMPASS follows project eligibility qualifications provided by the FHWA for all programs with no additional limitations, as provided in FHWA Program Guidance[17].

Idaho Code Title 7, Chapter 7-701A[18] limits and restricts the use of eminent domain for trails, paths, greenways or other ways for walking, running, hiking, bicycling, or equestrian use, unless adjacent to a highway, road, or street.

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[15] 23 USC 133 (d)(2): https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section133&num=0&edition=prelim

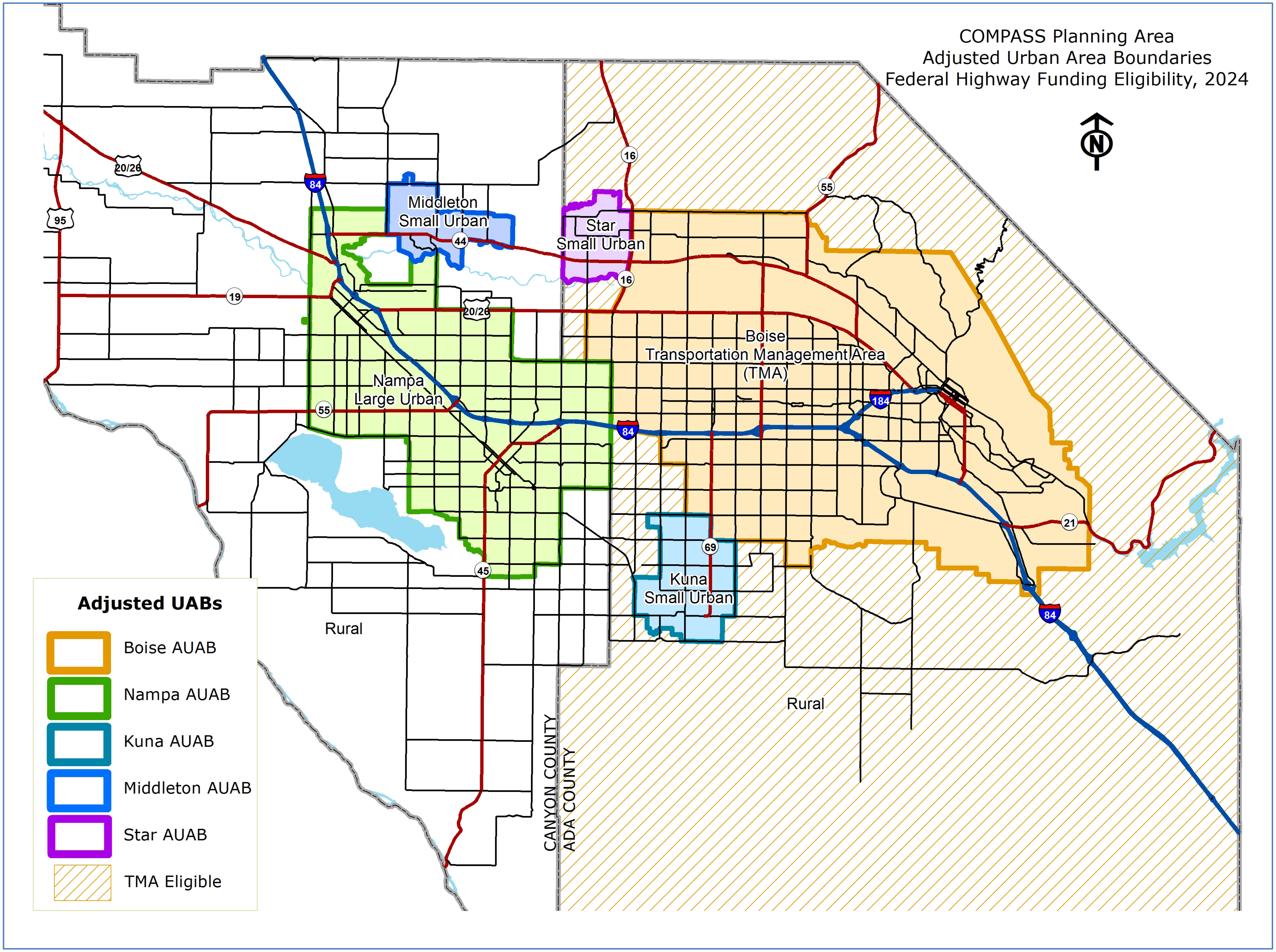
[16] 23 USC 175 (e)(2) : https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section175&num=0&edition=prelim

[17] FHWA Program Guidance: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/guidance.cfm

[18] Idaho Code Title 7, Chapter 7-701A: https://legislature.idaho.gov/statutesrules/idstat/Title7/T7CH7/SECT7-701A/

Previous Policy:

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


COMPASS Planning Area
Adjusted Urban Area Boundaries
Federal Highway Funding Eligibility, 2024
N
Middleton Small Urban
Star Small Urban
Boise Transportation Management Area (TMA)
Nampa Large Urban
Kuna Small Urban
Rural
Rural
CANYON COUNTY
ADA COUNTY
84
184
20/26
95
19
55
44
16
45
69
21
Adjusted UABs
Boise AUAB
Nampa AUAB
Kuna AUAB
Middleton AUAB
Star AUAB
TMA Eligible

Funding Policy

Purpose:

This policy guides priorities for programming STBG funds in the COMPASS planning area.

Background:

On October 18, 2021, the COMPASS Board of Directors approved the funding policy for CIM 2050, the current regional long-range transportation plan. The policy informs the funding projections not only for CIM 2050 but is also used continually to guide budgeting decisions in the TIP.

The COMPASS Board of Directors amended the policy to increaseOff-the-Top funds to account for inflation on April 27, 2026.

Process:

Strategically address regional priorities in Ada and Canyon Counties using anticipated federal formula funding as identified in the regional long-range transportation plan.

Focus STBG-TMA funds in the Boise Urban Area to maintain the existing transportation network and fill gaps in the alternative transportation system. New program funds or competitive grants may be used to strategically address regional priorities.

Focus STBG-LU in the Nampa Urban Area to address regional priorities as identified in the regional long-range transportation plan.

Funding Goals (updated April 2026)

STBG-TMA – shown below using dollar amounts as examples, based on the FY2027 estimated available amount of $13,640,000.

Off-the-Top	**Policy Amount**	**Illustrative Amount**	**Illustrative Running Total Remaining**
Estimated Available			$13,640,000
COMPASS*	$343,000		$13,297,000
Ada County Highway District (ACHD) Commuteride	$337,000		$12,960,000
Safe Routes to School Education Program (Ada)	$286,000		$12,674,000
Split of Remaining Funds			
Local Network Improvements**	72%	$9,125,280	$3,548,720
Pathways (state highway or off-network)***	12%	$1,520,880	$2,027,840
Public Transportation Capital	13%	$1,647,620	$380,220
Studies and Special Projects	3%	$380,220	$0

STBG-LU – shown below using dollar amounts as examples, based on the FY2027 estimated available amount of $3,200,000.

Off-the-Top	**Policy Amount**	**Illustrative Amount**	**Illustrative Running Total Remaining**
Estimated Available			$3,200,000
COMPASS*	$144,000		$3,056,000
ACHD Commuteride	$82,500		$2,973,500
Safe Routes to School Education Program (Canyon)	$51,000		$2,922,500
Split of Remaining Funds			
Local Network Improvements**	85%	$2,484,125	$438,375
Alternative Transportation Capital	12%	$350,700	$87,675
Studies and Special Projects	3%	$87,675	$0

Gray highlight = illustrative information based on FY2027 estimates
*COMPASS Off-the-Top is divided between Boise Urban Area and Nampa Urban Area funds based on 70/30 split in population (Boise Urban Area/Nampa Urban Area)
** See definition of local network improvements below
*** If application not sought or funds remain, 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 in 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[19].

Previous Policy:

This policy replaces approval of the funding policy, as amended, by the COMPASS Board of Directors on April 27, 2026.

[19] COMPASS Congestion Management Process: https://compassidaho.org/congestion-management/

Rural Prioritization Process Policy (MPO Area)

Purpose:

This policy guides the process for prioritizing rural funding applications in the MPO area (within the COMPASS Planning Area Boundary - Ada and Canyon Counties) that will be submitted to LHTAC.

Background:

All rural agencies with roadway jurisdiction 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.

Definitions:

For this policy, 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.

Process:

Rural roadway jurisdictions within the planning area boundary:

- 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 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: only eligible for updates 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 NPHD	Notus	Melba (2013 with NHD)	
Melba	NHD	Parma	Notus (2014)	
NPHD	ACHD	Wilder	NHD (2006, 2013 and 2026)	
Wilder	Notus Notus	ACHD	GGDH (2009) (2023)	
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.
- Per LHTAC, limit one (1) project application per local highway jurisdiction in the LRHIP program.

Summary of LHTAC programs:

Federal aid is available through LHTAC for the following programs in rural areas and cities with populations below 5,000. More details are available at www.lhtac.org/programs, and a map of eligible locations is provided on page 28.

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/.

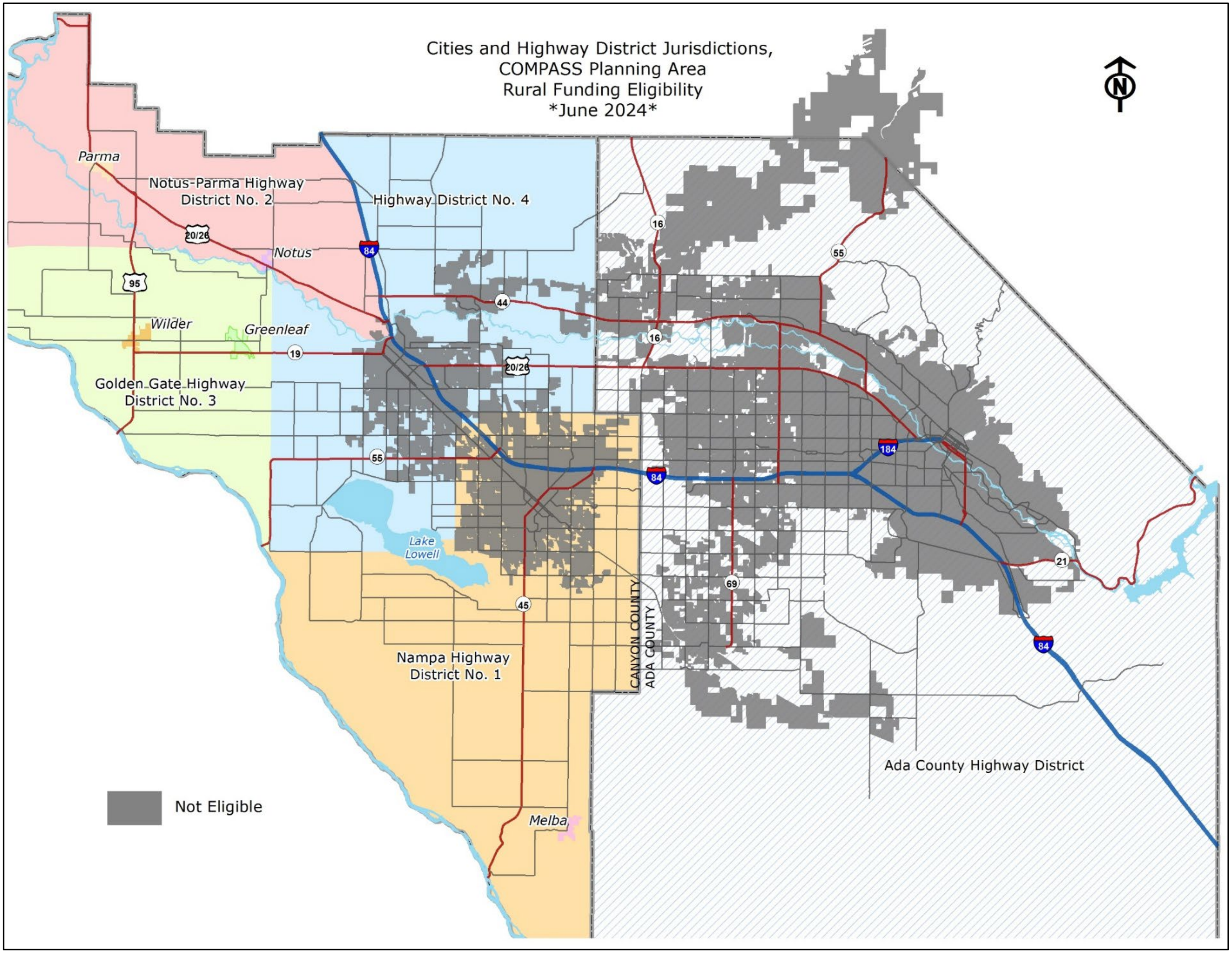
Types of projects and qualifications:
- **Construction Projects** – limited to a maximum of $150,000. Projects must include roadway work. Projects exclusively for pedestrian improvements are not eligible. A one-year hiatus will be applied to jurisdictions that received construction funding in the previous application cycle.
- **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.
- **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.

- **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.

Previous Policy:

This policy replaces the Rural Prioritization Process, approved by the COMPASS Board of Directors on August 20, 2012, and amended on June 16, 2025.


Cities and Highway District Jurisdictions,
COMPASS Planning Area
Rural Funding Eligibility
June 2024
N
Parma
Notus-Parma Highway
District No. 2
Highway District No. 4
Notus
Wilder
Greenleaf
Golden Gate Highway
District No. 3
Lake
Lowell
Nampa Highway
District No. 1
Melba
CANYON COUNTY
ADA COUNTY
Ada County Highway District
Not Eligible

Rural Prioritization Process Policy (non-MPO Area)

Purpose:

This policy guides the process for prioritizing rural funding applications in the non-MPO area (outside the COMPASS Planning Area Boundary – Boise and Elmore Counties) that will be submitted to LHTAC.

Background:

This policy is currently under development.

Procedure: Changes to the Transportation Improvement Program (TIP)

Purpose:

This procedure guides project sponsors in requesting changes to their projects in the TIP.

Background:

Several COMPASS Board policies provide guidance and process for changing the TIP. This procedure provides the direction and timing to enforce those policies. As changes to the TIP are recommended, they can be processed and documented through an administrative modification or an amendment, depending on how the project changes.

COMPASS staff will process administrative modifications 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 a change request must be received from the requesting agency before the corresponding deadline (below), or the action will most likely be delayed until the next month or next COMPASS Board meeting.

Process:

Change requests for projects using STBG, TAP, or CRP program funding in the TMA will be recommended by RTAC through a balancing action request.

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

Change requests for projects managed by ITD, LHTAC, or VRT must be submitted to COMPASS staff to determine how the change needs to be processed. If approval is required by the COMPASS Board of Directors to process the change, the action will first be presented to RTAC for recommendation to the COMPASS Board of Directors.

The Amendment Policy will be followed for all requests.

Administrative Modifications

Deadline: First Friday of the month

COMPASS staff will develop administrative modification materials on the Monday following the first Friday of the month, 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.

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

Amendments

Deadline: As soon as information is known

COMPASS staff will develop a public participation plan and materials as soon as possible after notification. The public comment period will be open for a minimum of 15 days. 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 typically meets on the fourth Monday of February, and the third Monday of April, June, August, October, and December. This schedule is subject to change based on holidays or other conflicts.

RTAC typically meets the fourth Wednesday of each month except for August, when it meets early in the month to accommodate approval of the annual TIP update.
This schedule is subject to change based on holidays or other 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
- A statement that the request is for consideration during the balancing process, if applicable
- An official letter requesting additional federal funds (if additional STBG-TMA, TAP-TMA, CRP-TMA, STBG-LU, CRP-LU, or Federal Transit Administration funding is requested; see below)

Projects sponsored by ITD are exempt from using this format.

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
- Request to use STBG-TMA, STBG-LU, TAP-TMA, CRP-TMA, or CRP-LU funds for an existing project, if the 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
- Request 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 Amendment Policy

Address the letter to:

> Mr. Craig Raborn, AICP
> 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 Craig Raborn at craborn@compassidaho.org; 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

Previous Procedure:

This procedure replaces the COMPASS Procedure to Request Changes to the Regional Transportation Improvement Program (TIP), approved by the COMPASS Executive Director on January 10, 2025.

Procedure: Delivery of Federal-Aid Projects

Purpose:

This procedure guides project sponsors in the delivery expectations of federal-aid projects.

Background:

On August 17, 2015, the COMPASS Board of Directors approved a March 1 deadline for the obligation of any phase of a local federal-aid project 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.

Process:

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.

ITD has strict deadlines for the 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 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:

- STBG-TMA
- STBG-LU
- TAP- TMA
- CRP-TMA
- 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 VRT, as appropriate.

Extending the March 1 Deadline

If an agency becomes aware that 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 later in the same fiscal year or to delay the project to another fiscal year.

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**.

Address the letter to:

Mr. Craig Raborn, AICP
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 Craig Raborn at craborn@compassidaho.org; 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
        - State/Local Agreement for construction
        - Environmental Certification (must be approved within two months of the final submittal)
        - Payment for local match
- 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.

Previous Procedure:

This procedure replaces the COMPASS Procedure to Request an Extension of the Obligation Deadline, approved by the COMPASS Executive Director on January 10, 2025.

Addendum: Urban Balancing Committee Rule Book

Purpose:

This rule book represents the rules agreed upon by the Executive Directors of each Large Urban area in the State of Idaho regarding balancing the STBG-Large Urban funding in Idaho. Large Urban funding is allocated to the MPOs with a population between 50,001 and 200,000. Funds are shared among the MPOs using these rules.

This addendum is for information only.

Process (as modified 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, LCVMPO, 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.