

**COMPASS Regional Transportation Improvement Program (TIP) Amendment Policy**

**Approved by COMPASS Board December 17, 2007. Amended February 25, 2008, December 20, 2010, and April 21, 2014.**

<b>Type of Amendment</b>	<b>Components</b>	<b>Action Required</b>	<b>Method of Public Involvement</b>	<b>Other Considerations</b>
Amendment	<ul style="list-style-type: none"> <li>• Add new project</li> <li>• Remove project</li> <li>• Shift funds across fiscal years</li> <li>• Extend or reduce project termini (if the change triggers an air quality conformity amendment)</li> <li>• Change that affects air quality conformity demonstration</li> <li>• Change in funding across modes (i.e. funding source changes from highway to transit or vice versa)</li> </ul>	Interagency Consultation Committee (ICC) Approval (if required)  RTAC Recommendation  Board Approval*  (via action item in packet)	Amendment must be noticed if adding, removing or significantly changing the scope of the project. An amendment to the air quality conformity demonstration may be part of the notice. (Minimum fifteen day comment period.)	If a change triggers an air quality conformity amendment, proper notification of the Interagency Consultation Committee (ICC) takes 60 days. All ICC guidance will be followed in the amendment process.  Urban, TMA, and/or FTA Balancing Committee Guidelines will be followed.
Administrative Modification	<ul style="list-style-type: none"> <li>• Shift funds within the same fiscal year (results of balancing process)</li> <li>• Add new bridge replacement or rehabilitation project with bridge funds (safety or rehabilitation only)</li> <li>• Add new safety project with safety funds</li> <li>• Transit budgetary adjustments to balance transit programs, including carry-over of unobligated funds from previous year</li> <li>• Add or adjust congressionally- or federally-approved discretionary projects</li> <li>• Reduce termini or scope (if the change does not trigger an air quality conformity amendment)</li> <li>• Change in funding source or key number</li> <li>• Change in responsible agency with original sponsor's approval</li> <li>• Changes through the End-of-Year program funded by ITD, after COMPASS Board approval of priorities.</li> </ul>	Executive Director Approval*   (Reported via Executive Director's report in Board packet)	None	RTAC members will be notified of all balancing actions via email.  Urban, TMA, and/or FTA Balancing Committee Guidelines will be followed.
No Action Required	<ul style="list-style-type: none"> <li>• Spelling or grammar corrections</li> <li>• Add detail or clarification to the description, if the scope of the project is not affected</li> <li>• Change match rate, if the total is not affected by the change</li> </ul>	None	None	

\*Staff will post amendment changes to the COMPASS website within 20 days of approval.

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

Link to TMA Balancing Committee webpage: <http://www.compassidaho.org/people/tmabc.htm>

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

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

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