

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.

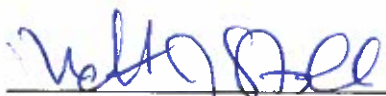
The letter must include the following information:

- 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.

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Matthew J. Stoll, Executive Director



Date