

## **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](#)<sup>1</sup> 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.

---

<sup>1</sup> 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](#)<sup>2</sup>

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](mailto:mstoll@compassidaho.org) and copy Toni Tisdale at [ttisdale@compassidaho.org](mailto: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

---


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

**Additional Information**

Address questions to Sherone Sader at [ssader@compassidaho.org](mailto:ssader@compassidaho.org) or 208/475-2237 or Toni Tisdale at [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org) or 208/475-2238.

**COMPASS Procedure to Request Changes to the TIP Approved:**

  
\_\_\_\_\_  
Matthew J. Stoll, Executive Director

  
Date

T:\FY25\600 Projects\685 TIP\Policies\TIP\TIP Change Procedures\TIPamendProcess-FINAL.docx