

## POLICY STATEMENT

### No. Board 2022-02

**Adopted:** August 15, 2022  
**By:** COMPASS Board of Directors  
**Last Revision:** April 20, 2020

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

#### Process:

Changes are processed through an amendment, which requires approval by the COMPASS Board of Directors and public involvement; a Board administrative modification, which requires approval by the COMPASS Board of Directors; or a staff 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), or Valley Regional Transit
    - Balancing actions, following Urban or Transportation Management Area (TMA) balancing guidelines
  - Other considerations:
    - Could require notification of the Interagency Consultation Committee, if change triggers an amendment to the air quality conformity demonstration – up to 60 days
    - Could require a public comment period – open for a minimum of 15 days
      - Public comment follows the procedures outlined in the COMPASS Participation Plan
- Administrative Modifications
  - Triggered by:
    - Notification of changes from ITD, LHTAC, or Valley Regional Transit
    - Balancing actions, following Urban or TMA balancing guidelines

Other considerations:

- Included as information item in next COMPASS Board packet
- Emailed to the Regional Transportation Advisory Committee

**For the purposes of TIP amendments, state or locally funded “regionally significant<sup>1</sup>” projects are treated the same as federal-aid projects. Changes to projects with no federal funding are processed as staff administrative modifications** and are approved by the COMPASS Executive Director unless the Executive Director determines a change warrants review and action by the COMPASS Board of Directors, based on the nature of the change.

Changes to projects obligated in previous years, but not included in the current TIP, will be processed as existing projects.

The process matrix on the next page provides criteria to determine how to amend the TIP as well as how to process a requested change to the TIP.

### **Previous Policy:**

This policy replaces the TIP Amendment Policy approved by the COMPASS Board of Directors on April 20, 2020, policy number Board 2020-01.

### **Links to More Information:**

Additional information about related information can be found on the COMPASS website.

- Link to Glossary of Terms: <http://www.compassidaho.org/comm/glossary.htm>
- Link to ITD’s STIP/TIP Amendment and Administrative Modification Process: <https://itd.idaho.gov/funding/>
- Link to Interagency Consultation Committee webpage: <https://www.compassidaho.org/people/icc.htm>
- Link to Public Involvement webpage: <https://www.compassidaho.org/people/publicinvolvement.htm>
- Link to TIP policies and procedures: <http://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

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<sup>1</sup> Regionally Significant refers to capacity project on roadway classified as a principal arterial or higher.

<b>Process Matrix</b>				
Type of Action	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement <sup>2</sup> )	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
Type of Funding	Federal, non-federal	Federal, non-federal, if warranted	Federal, non-federal	Federal, non-federal
1. Add new project	X			
2. Remove project	X			
3. Significant <sup>3</sup> change to project termini or scope	X			
4. Change that affects air quality conformity demonstration	X			
5. Advance or delay funds across fiscal years outside the first four years of the program		X		
6. Increase in project cost if associated with a change to the scope of the project. <i>Thresholds: if project total increases &gt;30% or \$2,000,000, whichever is less (minimum change &gt; \$50,000 for local projects or \$500,000 for state projects)</i>		X		
7. Increase in project cost if less than thresholds in #6 or if costs are not associated with a change in scope			X	
8. Mirror existing TIP with a new TIP to align first quarter obligations, after COMPASS Board of Directors' approval of the new TIP			X	
9. Changes within a "Suite of Projects" that fit criteria within the overall corridor <sup>4</sup>			X	
10. COMPASS changes through the End-of-Year program and redistribution funded by ITD, after COMPASS Board of Directors' approval of local priorities			X	
11. ITD changes through the End-of-Year program and redistribution <sup>5</sup>			X	
12. Action for an emergency situation <sup>6</sup>			X	

<sup>2</sup> 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 the sponsoring agency's public comment process and comments received will be provided with the action.

<sup>3</sup> Definition of "significant"

- Construction: termini change greater than ¼ mile, or 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 a change in multi-modal improvements, increase or decrease in number of lanes, or change the type of intersection (traditional vs. roundabout).
- Public transportation: change in use of funds, such as changing from a capital project to an operations project.
- If significance is unclear, the COMPASS Executive Director will determine.

<sup>4</sup> A "Suite of Projects" includes projects that started as one key number for improvements to an overall corridor and later was split into multiple key numbers for efficiency in design and management.

<sup>5</sup> ITD changes for the End-of-Year and Redistribution program could fluctuate until the last minute. This policy allows for waiver of possible amendment criteria in order to allow flexibility at the end of the fiscal year. The COMPASS Board of Directors will be notified of action via email.

<sup>6</sup> Emergency situation to be determined by COMPASS Executive Director. An example: action taken to begin work on a project due to extenuating circumstances, such as damage to a facility due to extreme weather or a vehicle crash. The COMPASS Board of Directors will be notified of action via email.

<b>Process Matrix</b>				
<b>Type of Action</b>	<b>Amendment</b>	<b>Board Administrative Modification</b>	<b>Staff Administrative Modification</b>	<b>Other</b>
<b>Action Required</b>	<b>BOARD ACTION (Includes Public Involvement<sup>2</sup>)</b>	<b>BOARD ACTION (No Public Involvement)</b>	<b>STAFF ACTION (No Board Action and No Public Involvement)</b>	<b>No Action Needed</b>
Type of Funding	Federal, non-federal	Federal, non-federal, if warranted	Federal, non-federal	Federal, non-federal
13. Changes needed during the construction phase of a project. If project has a change in scope, the request will be forwarded to the COMPASS Board of Directors for review (three working days) prior to approval through a Staff Administrative Modification, if there are no concerns, with the intent to keep construction activities underway.			X	
14. Release of funds on any project at the request of the sponsor				X
15. Spelling or grammatical corrections				X
16. Add detail or clarification to the description, if the scope of the project is not affected				X
17. Change match rate, if the total is not affected by the change (if total cost changes, follow thresholds criteria in #6)				X
18. Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
19. Clarify title of the project if scope is not affected				X
20. Move funds within a phase <sup>7</sup> of a project, with no change to phase total				X

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<sup>7</sup> Moving funds between parts of a specific phase, such as between preliminary engineering (PE) and preliminary engineering consultant (PC) (both part of the design phase), may be completed with no official action, if there is no change in total cost.