

COMPASS Procedure for Regional Transportation Improvement Program (TIP) Amendments/Modifications

Approved July 10, 2020

COMPASS staff will process TIP amendments and administrative modifications once per month. Staff will request approval of amendments at regularly scheduled COMPASS Board of Directors meetings.

All information required to process the change request must be received from the requesting agency prior to the deadlines, or the action will be delayed.

Change requests on projects using Surface Transportation Block Grant (STBG) or Transportation Alternatives Program (TAP) program funding in the Transportation Management Area (TMA) will be recommended or approved by the Regional Transportation Advisory Committee (RTAC).

Change requests on projects using Surface Transportation Block Grant - Urban (STBG-Urban) program funding will be recommended or approved by the Urban Balancing Committee, a statewide committee made up of Idaho's five metropolitan planning organizations and the Local Highway Technical Assistance Council (LHTAC).

Change requests on projects managed by the Idaho Transportation Department (ITD), LHTAC, or Valley Regional Transit (VRT) will be submitted to staff to determine how to process the change. 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](#)¹ will be followed for processing all requests.

See pages 2 and 3 of this document for submittal requirements.

Administrative Modifications

Regular Deadline: First Friday of the month

Staff will develop materials on the following Monday, review on Tuesday, submit for COMPASS Executive Director signature on Wednesday, and forward approved documents to ITD by Friday.

Staff will process additional modifications upon special request, as necessary.

¹ Link to TIP Amendment Policy:

<https://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

Amendments

Deadline for Change Requiring Public Involvement: As soon as information is known

Staff will develop the public notification plan and materials. The public comment period will be open for at least 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 request and make a recommendation for the COMPASS Board of Directors. The item will then be brought to the COMPASS Board of Directors for action at the next regularly scheduled Board meeting.

If timing is an issue, 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 meeting.

Deadline for Change with No Public Involvement Required: First Friday of the month

Staff will develop materials and present the amendment to RTAC, who will review the request and make a recommendation for COMPASS Board of Directors' approval at the next regularly scheduled Board meeting.

If timing is an issue, the COMPASS Executive Director may opt to request approval from the COMPASS Executive Committee at the next monthly meeting. This action would need to be ratified by the COMPASS Board at the next regular Board meeting.

Meeting Schedules

The COMPASS Board of Directors meets the fourth Monday of February, and the third Mondays of April, June, August, October, and December.

RTAC meets the fourth Wednesday of each month except for 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 availability of attendees.

General Requirements

When requesting an amendment or administrative modification, the project sponsor shall provide the following information via email or letter:

- Key Number of project that requires the change
- Project title

- Project sponsor
- Explanation of the revision (e.g., amount of funds needed, funding phase, fiscal year, etc.)
- Brief explanation regarding why the change is needed
- Offset for the change, if known
 - Provide the same information requested above
 - If request is for the balancing process, state that rather than an offset
- Official letter requesting additional federal funds (if STBG-TMA, TAP-TMA or STBG-Urban funding is involved in the request; see below)

Projects sponsored by ITD are exempt from using this format.

Additional Requirements for Transportation Management Area (TMA) and Urban Programs

Requests requiring balancing action through RTAC or the Urban Balancing processes require additional time, and in some cases, additional information.

Formal Letter

A formal 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-Urban, or TAP-TMA funds, when a project was originally funded from a different program(s)
- Request to remove a project from the federal-aid program
- Request to increase federal aid funding on an existing project
 - Including requests to convert local funds to federal aid funds
- Request to significantly change the scope of the project
 - COMPASS must determine if the scope change affects the air quality conformity demonstration
 - See definition of a "significant" scope change in the TIP Amendment Policy²
- Request to add or change projects based on COMPASS Board of Directors approved project prioritization or guidelines approved in the TMA or Urban programs.

Address the letter to:

Mr. Matt Stoll
 Executive Director
 Community Planning Association of Southwest Idaho
 700 NE 2nd Street, Suite 200
 Meridian, ID 83642

² Link to TIP Amendment Policy:
<https://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

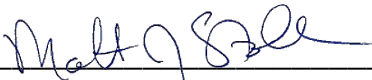
The letter should include the following:

- Name of project(s) and key number(s)
- Nature of the request and why it is needed
- Schedule of how funds will be obligated
- Statement that the elected body of the organization is aware of the request

Additional Information

If you have questions, contact Tevrin Fuller tfuller@compassidaho.org.

COMPASS Procedure for TIP Amendments/Modifications Approved



Matthew J. Stoll, Executive Director

July 10, 2020

Date

\\cpa.local\dfs\Shared\FY20\600 Projects\685 TIP\Policies\FINAL\TIPamendProcess-FINAL_200710.docx