



POLICY STATEMENT

Adopted: May 9, 2019
By: KMPO Board of Directors

Policy Statement:

KMPO Regional Transportation Improvement Program (TIP) Amendments

Background:

KMPO updates the TIP on an annual basis, in conjunction with the Idaho Transportation Department's (ITD's) Statewide Transportation Investment Program (STIP) update schedule. KMPO works closely with ITD, City Link Transit, LHTAC 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 either through an amendment, which requires approval by the KMPO Board of Directors and possibly public involvement, depending on the nature of the change, or an administrative modification, which requires approval by the KMPO Executive Director, with notification to the KMPO Board of Directors.

- Amendments
 - Triggered by:
 - Notification of changes from ITD, the Local Highway Technical Assistance Council (LHTAC), or City Link Transit
 - Balancing actions, following Urban Balancing Guidelines
 - Other considerations:
 - Could require a public comment period – open for minimum 15 days and up to 30 days depending on the size and scope of the project
- Administrative Modifications
 - Triggered by:
 - Notification of changes from ITD, LHTAC, or City Link Transit
 - Balancing actions, following Urban Balancing Committee guidelines
 - Other considerations:
 - Included as information item in next KMPO Board Packet

For the purposes of the TIP, state funds are treated the same as federal-aid funds. Therefore, projects funded with state funds follow the process outlined here.

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 a requested change is processed in the TIP.

Previous Policy:

This policy replaces the previous TIP Amendment Policy incorporated as part of the ITD Memorandum of Understanding

Links to More Information:

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

- Link to Glossary of Terms: <https://www.kmpo.net/acronyms-abbreviations/>
- Link to ITD's STIP/TIP Amendment and Administrative Modification Process: https://apps.itd.idaho.gov/apps/Fund/stip2018/amendments/STIP_TIP_Amendment_Modification_Process.pdf
- Link to Public Involvement webpage: <https://www.kmpo.net/participate/>



Process Matrix

Tasks	Amendment	Administrative Modification	Needs Public Involvement	No Action Needed
AMENDMENTS				
1. Add new project	X		X	
2. Remove project	X		X	
3. Advance or delay funds across fiscal years outside the first four years of the program	X			
4. Significant* change to project termini or scope	X		X	
5. Transfer funding from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) or vice versa	X			
6. Change to individual project costs, if project total increases by more than 30% or \$2,000,000, except grouped projects, which have total increases of 50% or 5,000,000	X			
7. Conversion of funds from local to federal using limitations in #6	X			
ADMINISTRATIVE MODIFICATIONS				
8. Mirror existing TIP with a new TIP to align first quarter obligations, after KMPO Board of Directors' approval of the new TIP		X		
9. Changes within a "Suite of Projects" that fit criteria within the overall corridor**		X		
10. KMPO changes through the End-of-Year program and redistribution funded by ITD, after KMPO Board of Directors' approval of local priorities		X		
11. ITD changes through the End-of-Year program and redistribution***		X		
12. Action for an emergency situation ****		X		
13 Any change not specifically listed above that does not trigger an amendment		X		
NO ACTION REQUIRED				
14. Spelling or grammatical corrections				X
15. Add detail or clarification to the description, if the scope of the project is not affected				X
16. Change match rate, if the total is not affected by the change				X
17. Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
18. Clarify title of the project if scope is not affected				X



*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 KMPO Executive Director will determine.

**A "Suite of Projects" includes projects that started as one key number for improvements to an overall corridor and later split into multiple key numbers for efficiency in design and management. This includes the use of ITD District wide projects with multiple locations, such as Bridge Repair; where multiple bridges are included and would not otherwise require a TIP amendment. This does not cover reconstruction or new construction.

***ITD changes for the end-of-year program and redistribution 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 KMPO Board of Directors will be notified of action via email.

****Emergency situation to be determined by KMPO 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 KMPO Board of Directors will be notified of action via email.