

Wake Transit Plan Work Plan Amendment Process

During the fiscal year, there may be changes in scope or budget for approved Wake Transit Work Plan projects, or there may need to be projects added during the year. The recommended process is outlined below.

Amendment Requests. Requests are submitted via a work plan amendment form on a schedule to allow for quarterly consideration of amendments. This schedule is generally consistent with the MPO's Transportation Improvement Program (TIP) amendment schedule in the event that Wake Transit project amendments require TIP action.

Amendment Types.

1. Minor amendment – An amendment that requires a transfer between budget ordinance appropriations but requests and requires:

- a. Less than a 20% change to a project appropriation for a project over \$500,000.
- b. Less than a \$100,000 change to a project appropriation for projects less than \$500,000.
- c. Any change that does not meet any criteria of a major amendment.

2. Major amendment – Major amendments are requests that meet any of the following:

- a. A project requested to be added to the Work Plan.
- b. A project requested to be removed from the Work Plan.
- c. A cardinal change in scope as defined by the Federal Transit Administration.
- d. A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a project appropriation for projects over \$500,000.
- e. A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a project appropriation for projects less than \$500,000.
- f. Any change that requires a change in budgeted reserves or fund balance.

Transfers within the same budget ordinance appropriation and non-cardinal scope changes are permitted without amendment. Changes of this type shall be disclosed in reporting as applicable.

The Tax District Administrator, TPAC Administrator or others can ask the Budget and Finance Subcommittee to review any reported transfers to project allocations above 50% of project appropriation to determine if an amendment is required. Before such a review by the Budget and Finance Sub-Committee, the TPAC Administrator or Co-Chair(s) of the Budget and Finance Sub-Committee shall clearly advertise notice of a scheduled review to all TPAC members at least seven (7) days in advance of the scheduled review.

ATTACHMENT B1 REVISED

TPAC Administrator Compiles, Publishes and Provided Notice of the Draft Work Plan Amendment List. Work plan amendment request forms should be submitted to the TPAC Administrator on a quarterly basis in accordance with an established deadline identified on the established schedule. The TPAC Administrator shall review the amendment request forms for completeness or technical issues and shall make best efforts to compile an initial quarterly work plan amendment list that includes all of the amendments requested. The TPAC administrator shall open a public comment period of no less than 14 days for minor amendments and no less than 30 days for major amendments. Notice shall be sent to TPAC members and published to the appropriate website. The list shall clearly be grouped by minor and major amendment requests.

Budget and Finance Subcommittee Review. The Budget and Finance Subcommittee shall review the draft quarterly work plan amendment list and the work plan amendment request forms. The Budget and Finance Subcommittee shall develop a disposition for all requests. The requesting agency shall receive a copy of the Budget and Finance Subcommittee's written disposition at least 5 days prior to the TPAC decision.

TPAC Review and Recommendation. The TPAC Administrator will prepare the draft quarterly work plan amendment list, the work plan amendment request forms and the Budget and Finance Subcommittee dispositions for distribution to the TPAC in conformance with the TPAC bylaws and at the direction of the TPAC Chair. The TPAC Administrator will consult with the TPAC Chair regarding placement of amendment requests on the TPAC agenda, in conformance with the published public comment period. The Chair will determine whether to allocate time for specific presentations to the TPAC. The TPAC can choose to re-categorize an amendment from minor to major to allow proper vetting. The TPAC will make recommendations to the GoTriangle and CAMPO boards for approval or disapproval of Work Plan amendment requests. The TPAC shall note and the TPAC administrator shall document specific concerns with amendment requests not recommended.

Board Review and Adoption. The GoTriangle Board of Trustees and the CAMPO Executive Board shall review and consider authorizing amendments as recommended by the TPAC. No amendments are authorized prior to the board actions. The TPAC Administrator will coordinate with CAMPO and GoTriangle to ensure timely placement of amendment recommendations on those Boards' agendas.

Tax District Follow Up. After final action by both Boards, the TPAC Administrator will forward all approvals to the Tax District, along with a list of actions that need to be taken to implement the work plan amendments. These actions could include changes to the ordinance(s), changes to project agreements, or other administrative actions. The TPAC Administrator will maintain a list of amendments to post on the Wake Transit website and other locations to reflect changes made to the annually adopted Work Plan.