

WAKE TRANSIT

Operating Guidelines for Lead Agencies

GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

Table of Contents

Guidance	1
Purpose	1
Lead Agency Definition	1
Coordination and Partnership.....	2
Management and Oversight	2
Major Updates	2
Minor Updates	2
The Update Process	3
Lead Agency Operating Guideline Worksheets	1
Task 1: Compile and Maintain the Annual Wake County Transit Work Plan.....	5
Task 2: Compile and Maintain the Multi-year Operating Program	6
Task 3: Transit Planning Advisory Committee (TPAC) Administration.....	7
Task 4: Manage Development of a Staffing model and Staffing Expectation Plan.....	8
Task 5: Manage Development of a Community Funding Area Program Management Plan.....	9
Task 6: Manage and Implement the Community Funding Area (CFA) Program.....	10
Task 7: Provide Technical Assistance to Community Funding Area Jurisdictions.....	11
Task 8: Develop and Administer a Project Prioritization Policy	12
Task 9: Designate Project Sponsors	13
Task 10: Manage Updates to the Multi-Year Vision Plan (i.e. Wake Transit Plan)	14
Task 11: Develop and Administer the Wake Transit Concurrence Process	15
Task 12: Develop a Wake Transit Public Engagement Policy.....	16
Task 13: Compile and Maintain the Annual Capital Budget Ordinance.....	17
Task 14: Compile and Maintain Updates of the Wake Transit Financial Plan and Financial Model Assumptions	18
Task 15: Develop and Maintain of Capital Funding Agreements of Master Agreements	19

Task 16: Develop and Coordinate of Operating Agreements of Master Agreements.....	20
Task 17: Manage Development and Updates to Detailed Elements of the Multi-Year Service Implementation Plan	21
Task 18: Compile and Maintain Annual Operating Budget Ordinances	22
Task 19: Compile and Maintain Annual Tax District Budget.....	23
Task 20: Develop and Maintain Templates for Project and Financial Reports	24
Task 21: Develop and Implement the Annual Work Plan Public Engagement Plan	25
Task 22: Track and Support Public Engagement & Communications activities for Plans, Programs & Projects.....	27
Task 23: Lead Public Engagement & Communications Program Administration	29
Task 24: Create, Conduct and Coordinate General Wake Transit Communications	30
Appendix A:.....	32
Blank Template for Lead Agency Operating Guidelines	32
Appendix B:	34
Lead Agency Operating Guidelines Updates Tracker.....	34

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Wake Transit Operating Guidelines for Lead Agencies

Guidance

The Transit Governance Interlocal Agreement (ILA), Article III, establishes the Transit Planning Advisory Committee (TPAC). Section 3.02 ('Membership, Organization, and Objectives'), item (c), number (5), directs the TPAC to identify one or more parties to serve as the Lead Agency for each of the responsibilities enumerated in Section 3.03. The summarized list of Section 3.03 responsibilities includes:

1. The Wake County Work Plan including its separate elements
2. Detailed elements of the Multi-Year Service Implementation Plan (i.e. The Wake Bus Plan and Fixed Guideway Corridor Major Investment Study)
3. A staffing model and staffing expectations plan
4. A Community Funding Area program management policy and plan
5. Templates for project and financial reports
6. Project prioritization Policy to guide the Capital improvement program and multi-year operating program
7. Designation of project sponsors responsible for each Work Plan implementation element
8. Updates to the Multi-year vision plan (the Wake Transit Plan)
9. Articulated strategies for each implementation element or agreement (i.e. The concurrence process)
10. Articulated strategy for incorporating public outreach, involvement and communications

The ILA clarifies that the TPAC shall not exclude any item from this list of responsibilities but may add to the list by its internal deliberation processes. The complete ILA and current list of Lead Agency assignments can be downloaded from the Wake Transit/TPAC Document Library at <https://www.campo-nc.us>.

Purpose

The purpose of developing a template and compiling these Lead Agency Operating Guidelines into a single document is to provide a practical resource for existing and new TPAC participants. Individuals who are new to Wake Transit and the TPAC, especially those who will be assigned a role in the execution of tasks and deliverables will find it a useful tool. Existing TPAC and governing board members can use it to bolster their general awareness of the work being done in support of the Wake Transit Plan as well as to understand how and when deliverables can be anticipated.

However, this is not a set of prescribed rules or procedures. Lead Agencies shall utilize the information documented for each responsibility/task as a guide to ensure that the work required for Wake Transit program implementation is adequate and timely for all parties involved. Opportunities for Lead Agencies to report on task planning and progress to the TPAC occurs as appropriate or required for the specific deliverables listed.

Lead Agency Definition

A Lead Agency is recommended for designation by the TPAC, which is then considered for approval by the Governing Boards; the CAMPO Executive Board and GoTriangle Board of Trustees. The Lead Agency must be a party to the Wake Transit Interlocal Governance Agreement or a TPAC voting member. Lead Agencies

are assigned with the development, coordination, and/or publication of a deliverable associated with a specific Wake Transit Plan Implementation task. The assignment empowers that agency to direct and guide the task and produce any deliverables that correspond to it.

Coordination and Partnership

Once assigned to a new Wake Transit implementation task, one of the Lead Agency's first responsibilities is to complete the Operating Guidelines template, Appendix A. In doing so, the agency is provided the opportunity to define the specific task assigned to them and clarify its understanding of the TPAC's expectations early in the planning and development process. As part of the initial effort to define the task and associated deliverables, the Lead Agency will notate on the template:

Partnership Opportunities/Coordination Needs with TPAC Subcommittees

Many, but not all, deliverables included on the task worksheets, will require some level of participation or input from one or more of the TPAC subcommittees. The Lead Agency will check the box next to each subcommittee that is anticipated to be involved in the development of or approval process for a specific deliverable. Other participating working groups, committees or organizations should be noted in the partnership notes section of the worksheet.

TPAC and Governing Board level of Participation

In addition to checking which subcommittees will be involved in accomplishing a deliverable, the Lead Agency will also select the level of involvement of the TPAC and Governing Boards. There are three options. 1) Check "Info" to note that the entity will receive information on the deliverable, but no action is required, 2) Check "Approval" to note that the deliverable will require some type of action prior to being finalized, and 3) Leave all boxes blank indicating that the deliverable can be accomplished without additional review.

Management and Oversight

CAMPO is the assigned Lead Agency for executing the administrative functions of the TPAC. Management of the Lead Agency Operating Guidelines packet falls within the purview of this assigned role. The TPAC Administrator will maintain a current copy of the Guidelines, make them available electronically through the TPAC pages of the CAMPO website, will present update information in accordance with the process defined below, will coordinate the update process and will be responsible for coordinating an appropriately scaled conflict resolution process should that effort be needed.

Major Updates

Major updates are those that involve Lead Agency Assignments. Examples of major updates include the addition or removal of a task, the initial assignment of a lead agency to a new task and a change in Lead Agency assignment from one entity to another. Major updates must be accomplished through some action of the TPAC and the Governing Boards prior to being reflected in the Lead Agency Operating Guidelines. The TPAC Administrator will present major update recommendations for consideration.

Minor Updates

Minor updates can be accomplished through an administrative process undertaken by the Lead Agencies and TPAC Administrator. They do not require TPAC action but are provided as information and made available electronically. Minor edits and updates can be recommended by the TPAC, its subcommittees, and/or

Lead Agency staff. Examples include, but are not limited to; adding, editing or removing deliverables within an existing task and changing a contact person's name or information. Minor updates are reviewed with appropriate lead agency staff and the TPAC subcommittees. Changes made will be noted in the appendix. The revised packet will be posted online as soon as the materials are finalized and the TPAC will be informed that a revised version is available. No action of the TPAC is required for minor updates.

The Update Process

The update process will be accomplished in three steps.

1. Annual Call for Updates

There will be an annual call to review the Lead Agency Operating Guidelines packet and to discuss the need for updates. The call will be initiated by the TPAC Administrator and is meant to ensure information contained within the Lead Agency Operating Guidelines remains current and that tasks are being accomplished in accordance with TPAC guidance. Updates can be proposed at any time, but only once per year will there be a formalized effort to ensure compliance and accuracy.

The call will be disseminated to the TPAC with targeted engagement of the Cabinet, which is made up of the Chairs and Vice Chairs serving the TPAC, and the Lead Agency staff listed as current Lead Agency contacts. The call will include a defined review period and deadline for submitting recommended changes, whether major or minor and will occur to align with Work Plan development activities. The TPAC Administrator will compile all comments and requests for changes and present to the cabinet for initial review and to outline next steps.

2. Subcommittee Review

The TPAC Administrator will share the compiled list of recommended updates with the Cabinet. Collectively, the group will determine which TPAC subcommittees will be engaged in the review process and for which recommended updates. Selected subcommittees will have time to review the materials and submit questions prior to a joint meeting that will be held to discuss and finalize the recommended updates.

Minor updates selected to move forward will be added to the Lead Agency Operating Guidelines without further action.

Major updates will be presented for TPAC consideration and then will follow the established Lead Agency Assignment process which requires approval of the Governing Boards. Once approved, the updates will be added to the Lead Agency Operating Guidelines.

3. Presentation of Lead Agency Operating Guidelines

The TPAC Administrator will provide a presentation to the TPAC at least once per year at the conclusion of the Call for Updates to the Lead Agency Operating Guidelines. The presentation will include an overview of all minor changes made, if any, and will report out on any major update recommendations for consideration. Updated Lead Agency Operating Guidelines will be posted to the CAMPO website, specifically on the Wake Transit Document Library web page.

Lead Agency Operating Guideline Worksheets

Task 1: Compile and Maintain the Annual Wake County Transit Work Plan

Lead Agency: CAMPO

Purpose:								
The Annual Work Plan defines the Wake Transit projects implemented each fiscal year as part of the Wake Transit Plan. In compiling all defined elements in Section 2.38 of the ILA-into a single document, a coherent vision of Wake Transit projects, including projects programmed for later years, is made available for TPAC and Governing Board consideration, and for review and comment by the public.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Receive and compile work plan requests for subcommittee review	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Compile components of the annual Work Plan (listed in the ILA) and prepare the draft and recommended work plan documents for review	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Share compiled document to post on the GoForward website and to administer public comment period	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Update the work plan as quarterly amendments are approved by the governing boards, and post the updated document to the CAMPO website	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Partnership Notes:								
Potential project sponsors will be notified of the annual call for work plan requests. Quarterly amendment schedules will be developed and distributed to project sponsors, and quarterly amendments will be processed by CAMPO staff for consideration by the TPAC and Wake Transit governing boards.								
Contact Person:	Name	Title	E-mail		Phone Number			
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us		919-996-4410			
Secondary	Evan Koff	WT Planner	Evan.Koff @campo-nc.us		919-996-4177			

Task 2: Compile and Maintain the Multi-year Operating Program

Lead Agency: CAMPO

Purpose:					
The Multi-Year Operating Program (MYOP) programs future year Wake Transit operating investments and outlines the strategic phasing of projects that will use Wake Transit funding. By updating the MYOP annually, using information regarding the current health of the operating fund, discussions regarding the schedule and budgets for planned and ongoing operating investments can occur, informing the broader context of Wake Transit Plan Implementation.					
Deliverables:	Timeframe:	TPAC Process Flow:			
		Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Update the Multi-Year Operating Program to identify operating projects, project sponsors, project funding sources, projects scopes, and project expenditures for all years included in the current planning horizon	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Coordinate the Multi-Year Operating Program with the Metropolitan Transportation Plan, Transportation Improvement Plan, and annual programs maintained by the designated recipient of the Raleigh Urbanized Area federal formula transit grant	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: Every 4 years for MTP	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Prepare Multi-Year Operating Program document for inclusion in Wake Transit Work Plan	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Partnership Notes:					
This task will require coordination with Tax District staff to align the Multi-Year Operating Program with the financial model. It will also require ongoing coordination with project sponsors. Further, there may be additional coordination needed for TIP/MTP/Federal Formula Grants.					
Contact Person:	Name	Title	E-mail	Phone Number	
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410	
Secondary					

Task 3: Transit Planning Advisory Committee (TPAC) Administration

Lead Agency: CAMPO

Purpose:								
Provide ongoing administrative support for TPAC proceedings including facilitation of meetings, distribution of materials, documentation of proceedings, and posting of relevant materials to the CAMPO TPAC website. Similar facilitation will occur for TPAC subcommittees and work groups. Coordinate and develop ongoing TPAC administrative policies or amendments to existing policies, as needed.								
Deliverables:	Timeframe:			TPAC Process Flow:				
				Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees	
Host TPAC meetings	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Monthly	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Support all TPAC proceedings as prescribed in the adopted TPAC bylaws	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing / Recurring	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Provide support to all TPAC subcommittee proceedings as prescribed in the endorsed Subcommittee Operating Guidelines	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing / Recurring	<input checked="" type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
TPAC administrative policy documents, or amendments thereto	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Partnership Notes:								
The TPAC Administrator will provide support to lead agency staff, as well as members of any TPAC voting member organization or stakeholder, with a need to bring information to the TPAC and/or Wake Transit governing boards on any implementation task under the TPAC's purview. The TPAC Administrator shall endeavor to meet with all TPAC voting member organizations at least twice per fiscal year to allow technical assistance support, as well as ensuring organizational needs are being met.								
Any action items from the TPAC that require governing board approval shall be presented to each respective governing board at subsequent governing board meetings following the date of TPAC action.								
Contact Person:	Name	Title	E-mail	Phone Number				
Primary	Stephanie Planchich	TPAC Administrator	Stephanie.Planchich@campo-nc.us	919-996-4401				
Secondary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410				

Task 4: Manage Development of a Staffing model and Staffing Expectation Plan (for Wake Transit Implementation)

Lead Agency: CAMPO

Purpose:						
The staffing plan guides the use of operating funds for staffing resources based on anticipated implementation timelines and overall tax district and transit plan administration and project needs for Wake Transit projects. The original staffing plan was completed and endorsed on 8/8/18 and will be used to inform ongoing conversations related to staffing requests.						
Deliverables:	Timeframe:	TPAC Process Flow:				
		Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees	
Reference and provide information from the staffing plan in discussions related to staffing associated with annual work plan development or any applicable work plan amendments	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	
Potential updates to staffing plan following any updates to Wake County Transit Plan	<input type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: Every 4 years	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	
Partnership Notes:						
For any discussion related to staffing requests, CAMPO staff will partner with the applicable project sponsors to discuss whether or how the requests align with the staffing plan. For potential updates to the staffing plan, CAMPO staff will reconvene a Staffing Plan CTT to help guide those updates.						
Contact Person:	Name	Title	E-mail	Phone Number		
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410		
Secondary						

Task 5: Manage Development of a Community Funding Area Program Management Plan

Lead Agency: CAMPO

Purpose:								
The Community Funding Area Program Management Plan (CFA PMP) provides strategic guidance for the oversight of the CFA Program. The PMP was developed and adopted by the Wake Transit governing boards in November 2018, but policies regarding the CFA program may need to be revisited in later years of the program.								
Deliverables:	Timeframe:			TPAC Process Flow:				
				Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees	
The performance of the CFA PMP's ability to guide program management will be evaluated, which may result in a reevaluation of program requirements or processes, as necessary	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Convene and Coordinate a CFA program Working Group, as needed	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
CAMPO staff will consult with sponsors for funded projects, selection committee members, and TPAC members more generally throughout the program year to ascertain program successes and failures. In later years, it is anticipated that this may develop into a more formal committee which can guide and inform improvements to the Community Funding Area Program Management Plan.								
Contact Person:	Name	Title	E-mail	Phone Number				
Primary	Evan Koff	WT Planner	Evan.Koff@campo-nc.us	919-996-4177				
Secondary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410				

Task 6: Manage and Implement the Community Funding Area (CFA) Program

Lead Agency: CAMPO

Purpose:								
The Community Funding Area Program allows municipalities across Wake County (including RTP) to compete for planning, capital, and operating transit funding, spurring localized transit development. Program management includes ensuring that the process follows adopted policies.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Maintain interface for submission of project applications	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Ensure all interested applicants are aware of training and pre-submittal meetings prior to call for projects	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Receive, score, and prepare project applications for review	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Recruit selection committee, schedule meetings, coordinate committee requests with applicants	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Coordinate projects with the development of the annual Work Plan and, if applicable, the TIP	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Prepare and execute Project agreements	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Host kick-off meeting, mid-year project review, and annual review with selected grantees	<input type="checkbox"/> Annual	<input checked="" type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
B&F and P&P coordination for Work Plan inclusion. PE&C for projects needing public engagement plan. Projects may involve transit providers & joint sponsors								
Contact Person:	Name	Title	E-mail	Phone Number				
Primary	Evan Koff	WT Planner	Evan.Koff@campo-nc.us	919-996-4177				
Secondary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410				

Task 7: Provide Technical Assistance to Community Funding Area Jurisdictions

Lead Agency: CAMPO

Purpose:								
Communities eligible for participation in the Community Funding Area Program usually have limited existing transit service and may desire assistance in preparing an application for the Community Funding Area Program. The provision of technical assistance for these communities will consist of two focuses: 1.) helping eligible communities navigate the CFA application process, and 2.) helping communities conceive and develop potential projects.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Host applicant training session (Oct-Nov) and pre-submittal review meetings (Dec-Jan) in coordination with the annual call for projects	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Review project plans and project performance at kick-off meeting (July), mid-year project reviews (January), and annual reviews with selected grantees	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Provide any supplemental consultation request from CFA program applicants / awardees in order to successfully implement new transit service in those areas	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
In addition to providing direct technical assistance to eligible CFA Program communities, CAMPO staff may recommend and help set up consultation with transit service providers or potential joint sponsors.								
Contact Person:	Name	Title	E-mail		Phone Number			
Primary	Evan Koff	WT Planner	Evan.Koff@campo-nc.us		919-996-4177			
Secondary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us		919-996-4410			

Task 8: Develop and administer a Project Prioritization Policy (to guide development of CIP and Multi-Year Operating Program)

Lead Agency: CAMPO

Purpose:					
The Project Prioritization Policy will help guide decisions about project implementation sequencing if the funding outlook for the Wake Transit plan changes significantly. The original policy was completed and adopted by the governing boards in February 2018. The policy will also be used to prioritize any re-revisioned transit service investments recommended by Wake Transit Vision Plan updates.					
Deliverables:	Timeframe:	TPAC Process Flow:			
		Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
CAMPO staff will continue to reference (and possibly administer if normal ongoing coordination does not yield acceptable results) the project prioritization policy for annual work plan development in cases for which its use is needed to fit bus service funding priorities into financial parameters for any given year	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
CAMPO will continue to assess the efficacy of the policy on an ongoing basis as it is used; however, the policy may be revisited with periodic updates to the multi-year bus plan	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: Every four years	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Partnership Notes:					
CAMPO staff will continue to work with a bus plan CTT if there is a need for the policy to be revisited with an update to the bus plan.					
Contact Person:	Name	Title	E-mail	Phone Number	
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410	
Secondary	Evan Koff	WT Planner	Evan.Koff@campo-nc.us	919-996-4177	

Task 9: Designate Project Sponsors

Lead Agency: CAMPO

Purpose:					
Designation of project sponsors ensures that projects identified in the Work Plan are assigned to a responsible agency with appropriate technical capacity and allows projects to move forward in a coordinated manner.					
Deliverables:	Timeframe:	TPAC Process Flow:			
		Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
CAMPO will continue to take formal action to designate project sponsors for any major capital projects and in cases for which project sponsor designations cannot be determined through updates to the bus plan or development of annual work plans	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:					
<p>CAMPO will coordinate with TPAC and individual project sponsors in development of the work plan, and with project sponsors for formal major capital project designations. Formal project sponsor designations for major capital projects are completed as an action of the CAMPO Executive Board, with letters inviting agencies to serve as respective project sponsors. All other project sponsor designations are institutionalized through the Wake Transit Work Plan process.</p> <p>For sponsor designation to occur through the Wake Transit Work Plan, TPAC must recommend the Work Plan, after which it must also be adopted by the CAMPO Executive Board and the GoTriangle Board of Trustees.</p> <p>For formal sponsor designation for major capital projects, TPAC recommendation is encouraged, the CAMPO Executive Board must take action, and the GoTriangle Board of Trustees will receive an update as information.</p>					
Contact Person:	Name	Title	E-mail	Phone Number	
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410	
Secondary	Stephanie Plancich	TPAC Administrator	Stephanie.Plancich@campo-nc.us	919-996-4401	

Task 10: Manage Updates to the Multi-Year Vision Plan (i.e. Wake Transit Plan)

Lead Agency: CAMPO

Purpose:								
The original Wake County Transit Plan created a vision for Wake Transit investment through FY2027. As this horizon year approaches, there is a need to expand the plan horizon to guide later years of Wake Transit investment. To allow coordination with other regional transportation planning efforts, the Vision Plan update cycle will be designed to inform the development of the Metropolitan Transportation Plan, which is updated every four years.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Update the Multi-Year Vision Plan on a schedule aligning with updates to the MTP	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Every four years	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Convene a scoping committee and core technical team (CTT) to guide the update process	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Every four years	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Develop a solicitation or scope description document defining roles and responsibilities of involvement in the vision plan update process	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Every four years	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Review and oversee development of consultant deliverables and respond to input of CTT members	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Every four years	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Produce components of vision plan update to be developed internally	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Every four years	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
Significant feedback from Vision Plan CTT, the TPAC, Wake Transit Partners, and the broader community is expected throughout the update process.								
Contact Person:	Name	Title	E-mail	Phone Number				
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410				
Secondary	Stephanie Planchich	TPAC Administrator	Stephanie.Planchich@campo-nc.us	919-996-4401				

Task 11: Develop and Administer the Wake Transit Concurrence Process

Lead Agency: CAMPO

Purpose:								
The concurrence process is designed to streamline and formalize the verification of jurisdictional compliance processes for major capital projects. The concurrence process was adopted by the Governing Boards in February of 2019 and will be administered for any major capital projects.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Identify projects subject to concurrence process	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Identify necessary participation from cooperating or participating agencies, and invite these agencies to concurrence meetings	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Schedule meetings distribute meeting materials, and moderate and record meeting proceedings	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Keep mailing lists for concurrence participants, providing updates on a specified basis by project	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Make concurrence information available on the CAMPO website	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As available	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
The concurrence administrator will work with the project sponsor to identify cooperating agencies and participating agencies appropriate to participate in each Concurrence Process. (Participant definitions are in the adopted Wake Transit Concurrence Process document)								
Project sponsors will likely seek additional input, outside of the scope of verification of compliance, via steering committees or other project-level teams. These non-verification groups fall outside of the scope of the concurrence process and are not included in this task.								
Contact Person:	Name	Title	E-mail	Phone Number				
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410				
Secondary	Stephanie Planchich	TPAC Administrator	Stephanie.Planchich@campo-nc.us	919-996-4401				

Task 12: Develop a Wake Transit Public Engagement Policy

Purpose:								
Develop a Public Engagement Policy that clarifies which Wake Transit projects require public engagement plans and lays out the specific expectations for those plans. This policy ensures uniform approaches to public engagement for each project type and project sponsor.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Develop a Wake Transit Public Engagement Policy	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Initial Creation	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Partnership Notes:								
CAMPO managed the initial creation process for the Wake Transit Public Engagement Policy.								
The final draft was adopted by the Governing Boards as of January 2019.								
Ongoing maintenance of the Policy is a responsibility of the Lead Agency for Public Engagement & Communications, and is include in Task #23								
Primary	Bret Martin	WT Program Manager	Bret.Martin@campo-nc.us	919-996-4410				
Secondary	Bonnie Parker	CAMPO Communications	Bonnie.Parker@campo-nc.us	919-996-4403				

Lead Agency: CAMPO

Task 13: Compile and Maintain the Annual Capital Budget Ordinance (supplied for the Wake Transit major capital fund)

Lead Agency: GoTriangle

Purpose:								
Annual Capital Budget ordinance is the ordinance that includes funds for the capital projects identified in the Wake Transit Work Plan. The Capital Budget Ordinance shall be tied to the multi-year Capital Improvement Plan and include capital project funding agreements that implement needed capital projects.								
Deliverables:	Timeframe:				TPAC Process Flow:			
			Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees		
Develop capital ordinance for capital projects.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Adhere to the Wake Transit Financial Policies and Guidelines.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Validate reimbursement requests are consistent with approved ordinance.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: When Submitted	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Validate revenue and expenses are in balance.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Always	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Completion of Wake Capital Fund Budget Ordinance and Special Tax Fund Ordinance.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Partnership Notes:								
Coordination with Budget and Finance Subcommittee.								
Coordination with CAMPO with including final/amended Ordinances into Work Plan and TPAC activities.								
Contact Person:	Name	Title	E-mail			Phone Number		
Primary	Saundra Freeman	CFO	SFreeman@gotriangle.org			919-485-7415		
Secondary	Steven Schlossberg	Budget/Finance Manager	SSchlossberg@gotriangle.org			919-485-7590		

Task 14: Compile and Maintain Updates of the Wake Transit Financial Plan and Financial Model Assumptions

Lead Agency: GoTriangle

Purpose:					
The financial model is the tool used to forecast the current Wake Transit Work Plan and financial feasibility of the Wake Transit Plan into the future.					
Deliverables:	Timeframe:	TPAC Process Flow:			
		Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Validate that only Wake Transit Plan Revenue including Wake County Tax Revenue and expenditures projects in support of the Wake Transit Plan shall be included.	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: Always	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Maintain financial model by incorporating any changes approved by the CAMPO Executive Board and GoTriangle Board of Trustees and provide technical assistance on any interim financial model scenario runs.	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: As Needed	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Validate that financial model adheres to the financial policy and guidelines.	<input type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: Always	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:					
Coordination with CAMPO staff on TPAC activities. Coordination with Budget and Finance Subcommittee. Coordination with Planning and Prioritization Subcommittee on project selection. Ongoing coordination with project sponsor on misc. activities (i.e. model scenarios, sensitivity, etc.). Coordination with Financial consultant on debt and model viability. The Financial Model shall be the main tool utilized for forecasting future year revenue and expenditures that impact Wake Transit funding. The Financial Model shall be the main tool to validate project scenarios that impact Wake Transit funding.					
Contact Person:	Name	Title	E-mail	Phone Number	
Primary	Sandra Freeman	CFO	SFreeman@gotriangle.org	919-485-7415	
Secondary	Steven Schlossberg	Budget/Finance Manager	SSchlossberg@gotriangle.org	919-485-7590	

Task 15: Develop and Maintain of Capital Funding Agreements of Master Agreements

Lead Agency: GoTriangle

Purpose:								
The purpose of these agreements is to guide deliverables for funds appropriated in the Wake Transit major capital funds appropriated by the tax district.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Draft and provide sample Capital Agreement for review with partners.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Draft language for any proposed and agreed upon changes/additions to agreements on an annual basis.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Draft all Capital Agreements and the Exhibit A's for transit projects.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Send all partners agreements for execution.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Provide fully executed agreements to partners.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Maintain originals of all agreements.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
Ongoing coordination with CAMPO staff on agreement changes or updates. Coordination with Process Subcommittee. Coordination with Budget and Finance Subcommittee. Ongoing Coordination with project sponsors.								
Contact Person:	Name	Title	E-mail			Phone Number		
Primary	Thomas Henry	General Counsel	thenry@gotriangle.org			(919) 485-7589		
Secondary	Suzanne Clyburn	Paralegal	sclyburn@gotriangle.org			(919) 314-8747		

Task 16: Develop and Coordinate of Operating Agreements of Master Agreements

Lead Agency: GoTriangle

Purpose:								
The purpose of these agreements is to guide deliverables for funds appropriated in the Wake Transit major operating funds appropriated by the tax district.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Draft and provide sample Operating Agreement for review with partners.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Draft language for any proposed and agreed upon changes/additions to agreements on an annual basis.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Draft all Operating Agreements and the Exhibit A's for transit projects.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Send all partners agreements for execution.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Provide fully executed agreements to partners.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Maintain originals of all agreements.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
Ongoing coordination with CAMPO staff on agreement changes or updates. Coordination with Process Subcommittee. Coordination with Budget and Finance Subcommittee. Ongoing coordination with project sponsors.								
Contact Person:	Name	Title		E-mail	Phone Number			
Primary	Thomas Henry	General Counsel		thenry@gotriangle.org	(919) 485-7589			
Secondary	Suzanne Clyburn	Paralegal		scllyburn@gotriangle.org	(919) 314-8747			

Task 17: Manage Development and Updates to Detailed Elements of the Multi-Year Service Implementation Plan

Lead Agency: GoTriangle

Purpose:								
Provide support to all partner agencies to coordinate joint development of new transit service and plans—and updates to existing transit service and plans—across Wake County, while also providing support to all relevant stakeholders to ensure distribution of relevant information. (Wake Bus Plan & Major Investment Studies)								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Develop updates to the multi-year operating program (in coordination with CAMPO)	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
The delivery of updated versions of the Wake Bus Plan (GoTriangle is identified as the lead agency in the Interlocal Governance Agreement)	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: every four years	<input checked="" type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Act as project manager for other transit service plans and studies approved in annual Wake Transit work plans for which GoTriangle is Project Sponsor	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: as needed	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Active participation on TPAC subcommittees	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: monthly	<input checked="" type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input checked="" type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Participation as a stakeholder on technical and advisory committees for transit service projects led by other Project Sponsors in Wake County	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: as needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
Coordination with all partner agencies on the development of transit service proposals and plans. Coordination with Budget and Finance Subcommittee to ensure all services and projects are within budget. Coordination with Planning and Prioritization Subcommittee on project selection. Coordination with the Process subcommittee to ensure all plan updates are following the identified and approved procedure. Coordination with Wake County municipalities and relevant stakeholders to communicate relevant service proposal details.								
Contact Person:	Name	Title	E-mail			Phone Number		
Primary	Jenny Green	Transit Service Planner	jgreen@gotriangle.org			(919) 485-7529		

Task 18: Compile and Maintain Annual Operating Budget Ordinances

Lead Agency: GoTriangle

Purpose:								
Annual Operating Budget ordinance is the ordinance that includes funds for the operation of projects identified in the Wake Transit Work Plan, allocations for reserves, and transfers to other funds such as other Wake Transit major funds identified by the Component Unit. The Operating Budget Ordinance shall include the general administrative expenses of the unit separate from Project Operating Funds.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Produce Operating Ordinance which will appropriate funds for operation and administration of transit projects.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Adhere to the Wake Transit Financial Policies and Guidelines.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Validate reimbursement requests are consistent with approved ordinance.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: When Submitted	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Validate revenue and expenses are in balance.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Always	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Validate guidelines of Ordinance are followed.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Always	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
Coordination with Budget and Finance Subcommittee.								
Coordination with CAMPO including final/amended Ordinances into Work Plan and TPAC activities.								
Contact Person:	Name	Title	E-mail			Phone Number		
Primary	Saundra Freeman	CFO	SFreeman@gotriangle.org			919-485-7415		
Secondary	Steven Schlossberg	Budget/Finance Manager	SSchlossberg@gotriangle.org			919-485-7590		

Task 19: Compile and Maintain Annual Tax District Budget (for Wake Transit Major Operating and/or Capital Fund)

Lead Agency: GoTriangle

Purpose:								
Maintain adequate Operating Fund Balances and Capital Fund Balances in the Wake Transit major operating and capital funds per debt and capital policies and guidelines.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Maintains financial model.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Prepares budget and facilitates the budget development process as part of annual work plan development.	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Annual Financial Reporting (Actual vs Budget) via Yearly CAFR (Comprehensive Annual Financial Report).	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
<p>Coordination with CAMPO staff on Annual Budget and TPAC activities.</p> <p>Coordination with Budget and Finance Subcommittee.</p> <p>Coordination with Planning and Prioritization Subcommittee on project selection.</p> <p>Ongoing coordination with project sponsor on misc. activities.</p>								
Contact Person:	Name	Title		E-mail		Phone Number		
Primary	Saundra Freeman	CFO		SFreeman@gotriangle.org		919-485-7415		
Secondary	Steven Schlossberg	Budget/Finance Manager		SSchlossberg@gotriangle.org		919-485-7590		

Task 20: Develop and Maintain Templates for Project and Financial Reports (of major funds)

Lead Agency: GoTriangle

Purpose:								
Maintain templates that contain minimum standards and release comprehensive reports on Wake Transit Work Plan activities throughout the preceding quarter/year.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Financial templates that provide quarterly information for Operating and Capital projects.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Templates that provide quarterly progress reports.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Validate deliverables on progress templates match project exhibit A's.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Upload templates to Wake Transit SharePoint 30 days after quarter ends.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input checked="" type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
Coordination with CAMPO staff on TPAC activities and report delivery. Coordination with Budget and Finance Subcommittee on financial deliverables. Coordination with Planning and Prioritization Subcommittee on reporting deliverables. Ongoing coordination with project sponsor on misc. activities (i.e. project reporting, etc.).								
Contact Person:	Name	Title	E-mail		Phone Number			
Primary	Sandra Freeman	CFO	SFreeman@gotriangle.org		919-485-7415			
Secondary	Steven Schlossberg	Budget/Finance Manager	SSchlossberg@gotriangle.org		919-485-7590			

Task 21: Develop and Implement the Annual Work Plan Public Engagement Plan

Lead Agency: GoTriangle

Purpose:								
Lead Public Engagement, Communication and Outreach activities for development of the Annual Wake Transit Work Plan Develop, implement and monitor a comprehensive engagement plan that provides an opportunity for all stakeholders and communities, including traditionally underserved populations, to provide input on the Annual Work Plan while keeping the TPAC informed.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Review and revise the Public Engagement (PE) Plan and outreach schedule	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Execute and report on the PE Plan implementation elements assigned to the Lead Agency	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: ongoing	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Monitor and report on the PE Plan implementation elements assigned to other project sponsors/agencies	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Monthly	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Collect, compile and share received public input with project sponsors and the P&P Subcommittee Chair	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Weekly/ Monthly	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input checked="" type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Create a public engagement summary report and presentation for TPAC and the Governing Boards	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Create and post public engagement results and feedback for the public	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Facilitate an after-action review meeting and produce a report of findings	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
The Lead Agency will collect and compile public comments and feedback and provide them to project sponsors weekly during public comment periods and monthly throughout the rest of the year or as they are received. The Planning & Prioritization (P&P) Subcommittee Chair will also receive the comments for inclusion on P&P meeting agendas as needed.								

The Public Engagement & Communications (PE&C) Subcommittee will be involved in the after-action review and reporting process as well as the discussion of updates needed for next year's Public Engagement Plan.

PE&C members, will support the Lead Agency by reporting out on activities conducted in support of the plan development process, sharing public comments received, attending regular subcommittee meetings and sharing unique knowledge with Lead Agency staff.

Contact Person:	Name	Title	E-mail	Phone Number
Primary	Juan Carlos Erickson	Engagement Manager	JErickson@gotriangle.org	(919) 485-7569
Secondary				

Task 22: Track and Support Public Engagement & Communications activities for Plans, Programs & Projects

Lead Agency: GoTriangle

Purpose:								
Support public engagement compliance efforts and provide a mechanism of support for project sponsors responsible for developing and implementing public engagement activities related to Wake Transit funded plans, programs and projects								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Create/update checklists, templates and other resources made available to project sponsors required to develop Public Engagement (PE) Plans	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Coordinate with the Annual Work Plan Lead Agency to identify which investments will require a PE Plan in the next fiscal year and list them with quarterly due dates	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Provide the complete list for subcommittee review and subsequent action to adopt the list into the Annual Work Plan	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Discuss PE&C support needs with the project sponsor, provide sample resources and identify initial lead agency execution assistance	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Review and provide PE Plan recommendations for discussion with subcommittee	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Execute agreed upon Public Engagement and Communications support activities with project sponsors	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: ongoing	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Track and coordinate with PE&C Chair to provide updates on PE Plan development and schedule progress	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: ongoing	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval

Ensure that Wake Transit Public Engagement Policy requirements are met for all major updates and amendments listed in the Annual Work Plan or as they arise	<input type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other: As needed	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
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Partnership Notes:
The Public Engagement & Communications (PE&C) Subcommittee works in close partnership with the Lead Agency in reviewing and making recommendations regarding the Public Engagement (PE) Plans developed for Wake Transit funded plans, programs and projects.

The Lead Agency collects, compiles and conducts an initial review of submitted plans, then the subcommittee discusses the information before drafting final adjustment recommendations for project sponsor consideration.

The subcommittee is also responsible for communicating PE Plan implementation progress, escalating concerns and making recommendations to the TPAC.

Contact Person:	Name	Title	E-mail	Phone Number
Primary	Juan Carlos Erickson	Engagement Manager	JErickson@gotriangle.org	(919) 485-7569
Secondary				

Task 23: Lead Public Engagement & Communications Program Administration

Lead Agency: GoTriangle

Purpose:								
Manage the Wake Transit public engagement & communications administrative functions to ensure that the policies and procedures in place to administer the Wake Transit PECO elements reflect best practices, new communications tools, and will meet the needs and expectations of the community, TPAC and subcommittee members.								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
Review the Wake Transit Public Engagement Policy and provide recommendations for amendments and modifications as needed	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Info <input checked="" type="checkbox"/> Approval
Collect, compile and evaluate data for the Wake Transit Engagement Calendar and provide updates when issues/opportunities are identified	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Work with PE&C Chair and TPAC Administrator to develop meeting agendas, produce and present materials that align with the subcommittee Work Task List.	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Monthly	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
The Lead Agency will work with both the PE&C Chair and TPAC Administrator to ensure that the PE&C subcommittee staffing and programmatic needs are being met.								
With TPAC Administrator, Cabinet and PE&C support, the Lead Agency will review the Wake Transit PE Policy annually to make sure it is meeting current TPAC needs and expectations. If updates or amendments are needed to the Policy or its supporting documents, the Lead Agency will present their findings and change recommendations to the PE&C, who will make a formal recommendation to the TPAC.								
Contact Person:	Name	Title	E-mail	Phone Number				
Primary	Juan Carlos Erickson	Engagement Manager	JErickson@gotriangle.org	(919) 485-7569				
Secondary								

Task 24: Create, Conduct and Coordinate General Wake Transit Communications

Lead Agency: GoTriangle

Purpose:								
Provide General Wake Transit Communications Support and Services. Develop and execute the Wake Transit Communications Strategy.								
Deliverables:	Timeframe:			TPAC Process Flow:				
				Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees	
Develop/Update the Wake Transit communications strategy to educate, inform and increase Wake Transit investment awareness amongst the TPAC, stakeholders and the general public	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: As Needed	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval
Strategically evaluate the Annual Work Plan to identify programmatic level communication opportunities	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Equip TPAC members and key stakeholders with communications tools to be able to provide Wake Transit updates in the community	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input checked="" type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Track and provide an update on progress implementing the communications strategy	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Provide the support requested and agreed upon with the project sponsors in PE Planning meetings	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Act as the primary point of contact for Wake Transit communications, including media relations	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Other: Ongoing	<input type="checkbox"/> B&F <input checked="" type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Maintain the Wake Transit Contact Database and GoForward Website including the upload of Wake Transit Engagement Calendar data	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval

Partnership Notes:

With PE&C participation, the Lead Agency will develop a Wake Transit Communications Strategy for continuously educating and informing the community of investment program activities.

The Lead Agency will work with the Annual Work Plan Lead Agency and TPAC Administrator to identify possible opportunities for special communications. PE&C would review and refine the list each year and present timelines and tactics to the TPAC for endorsement into the subcommittee's Work Task List.

Contact Person:	Name	Title	E-mail	Phone Number
Primary	Juan Carlos Erickson	Engagement Manager	JErickson@gotriangle.org	(919) 485-7569
Secondary				

Appendix A:

Blank Template for Lead Agency Operating Guidelines

Task:					Lead Agency:			
Heading 2 font Paragraph/Normal font								
Purpose:								
Deliverables:	Timeframe:				TPAC Process Flow:			
					Subcommittees	TPAC	CAMPO Executive Board	GoTriangle Board of Trustees
	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Enter details	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Ongoing	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
	<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other: Monthly	<input type="checkbox"/> B&F <input type="checkbox"/> PE&C <input type="checkbox"/> P&P <input type="checkbox"/> Process	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval	<input type="checkbox"/> Info <input type="checkbox"/> Approval
Partnership Notes:								
Contact Person:	Name	Title	E-mail			Phone Number		
Primary								
Secondary								

Appendix B:

Lead Agency Operating Guidelines Updates Tracker

Edit Date	Update Type	Task #	Update Description
2/14/20	Minor	15	Replace Shelly Blake with Thomas Henry as the primary contact for this task
2/14/20	Minor	16	Replace Shelly Blake with Thomas Henry as the primary contact for this task
2/14/20	Minor	17	Swap Jenny Green and Jenny Green roles (Erik is now the primary contact)
2/14/20	Minor	17	Remove example language from the task description (Wake Bus Plan/CHSTP)
2/14/20	Minor	12	Edit deliverable to clarify CAMPO's role was to oversee initial development. Ongoing maintenance of policy and supporting materials is now within the Public Engagement & Communications Program Administration task (#23)