

## ATTACHMENT C

### Wake County Transit Planning Advisory Committee (TPAC) FY 2021 Work Plan and FY 2020 Quarterly Reporting Calendar

<b>KEY</b>	<b>FY 2021 Work Plan Development</b>	<b>FY 2020 Work Plan Amendments</b>	<b>FY 2020 Work Plan Project Quarterly Reporting</b>	<b>FY 2019 Work Plan Annual Report</b>
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DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
September 11 <sup>th</sup>	FY 2021 Work Plan Development	GoTriangle and CAMPO staff	Work Plan kick-off that includes funding availability modeled for FY 2021	At TPAC Meeting
Week of September 16 <sup>th</sup>	FY 2020 Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2020 Work Plan major amendments (if applicable)	Joint subcommittee meeting, if necessary
September 19 <sup>th</sup>	FY 2020 Work Plan Amendments	Budget & Finance Subcommittee (staffed by GoTriangle)	Review and produce financial disposition for FY 2020 Work Plan minor amendments (if applicable)	
September 24 <sup>th</sup>	FY 2021 Work Plan Development	Planning & Prioritization Subcommittee (staffed by CAMPO and GoTriangle)	Discuss priorities amid available currently modeled funding amounts and status of projects to inform FY 2021 submissions	
October 17 <sup>th</sup>	FY 2019 Work Plan Annual Report	GoTriangle to produce; to be reviewed by Budget and Finance Subcommittee	Draft basic financial statements, individual fund statements, and schedules	
October 18 <sup>th</sup>	FY 2021 Work Plan Development	Project Sponsors (GoTriangle to facilitate)	FY 2021 Work Plan funding requests due	
October 29 <sup>th</sup>	FY 2021 Work Plan Development	Planning & Prioritization Subcommittee (staffed by CAMPO)	Vetting of project funding requests and develop prioritization for inclusion in FY 2021 Work Plan	
By October 31 <sup>st</sup>	FY 2020 Work Plan Project Quarterly Reporting	Project Sponsors (GoTriangle to facilitate)	FY 2020 1 <sup>st</sup> quarter reporting deliverables due to GoTriangle	

DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
By November 8 <sup>th</sup>	FY 2021 Work Plan Development	CAMPO	Send prioritized requests to GoTriangle for Budget and Finance Subcommittee review	
November 14 <sup>th</sup>	FY 2019 Work Plan Annual Report	GoTriangle to produce; to be shared with Budget & Finance, Planning & Prioritization, and Public Engagement and Communications Subcommittees	Share draft annual report	Share and discuss at joint subcommittee meeting
By November 27 <sup>th</sup>	FY 2020 Work Plan Project Quarterly Reporting	GoTriangle	FY 2020 1 <sup>st</sup> Quarter Financial and Project Status Report for all FY 2020 Work Plan projects to be distributed to the TPAC	
November 28 <sup>th</sup> – 29 <sup>th</sup>	<i>Government Offices Closed for Thanksgiving Holiday</i>			
December 5 <sup>th</sup>	FY 2021 Work Plan Development	Budget & Finance and Planning and Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Discuss choices and trade-offs regarding projects and available funding	Discuss at joint subcommittee meeting
By December 13 <sup>th</sup>	FY 2019 Work Plan Annual Report	GoTriangle	Present FY 2019 Annual Report to CAMPO, GoTriangle, and Wake County	
Week of December 16 <sup>th</sup>	FY 2020 Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2020 Work Plan major amendments (if applicable)	
December 17 <sup>th</sup>	FY 2021 Work Plan Development	Budget & Finance and Planning and Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Discuss projects for inclusion in FY 2021 Draft Work Plan (if needed)	Discuss at joint subcommittee meeting
December 19 <sup>th</sup>	FY 2020 Work Plan Amendments	Budget & Finance Subcommittee (staffed by GoTriangle)	Review and produce financial disposition for FY 2020 Work Plan minor amendments (if applicable)	

DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
December 24 <sup>th</sup> – 26 <sup>th</sup>	<i>Government Offices Closed for Christmas Holiday</i>			
January 3 <sup>rd</sup>	FY 2021 Work Plan Development	CAMPO	Distribute Draft FY 2021 Work Plan to TPAC	
January 15 <sup>th</sup>	FY 2021 Work Plan Development	TPAC	Draft FY 2021 Work Plan considered for release	Schedule January TPAC meeting to 3 <sup>rd</sup> Wednesday
January 22 <sup>nd</sup> – February 21 <sup>st</sup>	FY 2021 Work Plan Development	GoTriangle	Facilitate 30-day public comment period	
By January 31 <sup>st</sup>	FY 2020 Work Plan Project Quarterly Reporting	Project Sponsors (GoTriangle to facilitate)	FY 2020 2 <sup>nd</sup> quarter reporting deliverables due to GoTriangle	
By February 29 <sup>th</sup>	FY 2020 Work Plan Project Quarterly Reporting	GoTriangle	FY 2020 2 <sup>nd</sup> Quarter Financial and Project Status Report for all FY 2020 Work Plan projects to be distributed to the TPAC	
March 6 <sup>th</sup>	FY 2021 Work Plan Development	Project Sponsors (GoTriangle to facilitate)	Updated/modified FY 2021 Work Plan funding requests due	
March 9 <sup>th</sup> – March 27 <sup>th</sup>	FY 2021 Work Plan Development	Planning & Prioritization and Budget & Finance Subcommittees (staffed by CAMPO and GoTriangle)	Discuss and make any necessary changes to Draft Work Plan	
April 2 <sup>nd</sup>	FY 2020 Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition, if applicable, for FY 2020 Work Plan amendments	
April 8 <sup>th</sup>	FY 2021 Work Plan Development	CAMPO	Distribute Draft of Recommended FY 2021 Work Plan to TPAC, including agreement groupings and reporting deliverables	
April 22 <sup>nd</sup>	FY 2021 Work Plan Development	TPAC (CAMPO and GoTriangle staff to facilitate)	TPAC consideration of Recommended FY 2021 Work Plan, including agreement groupings and reporting deliverables	Schedule April 22 <sup>nd</sup> TPAC meeting to 4 <sup>th</sup> Wednesday

DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
By April 30 <sup>th</sup>	FY 2020 Work Plan Project Quarterly Reporting	Project Sponsors (GoTriangle staff to facilitate)	FY 2020 3 <sup>rd</sup> quarter reporting deliverables due to GoTriangle	
By May 31 <sup>st</sup>	FY 2020 Work Plan Project Quarterly Reporting	GoTriangle	FY 2020 3 <sup>rd</sup> Quarter Financial and Project Status Report for all FY 2020 Work Plan projects to be distributed to the TPAC	
By June 30 <sup>th</sup>	FY 2021 Work Plan Development	GoTriangle and CAMPO	Adoption of FY 2021 Work Plan and Wake Operating and Capital Budget Ordinances	