

Wake Transit Plan Work Plan Amendment Policy and Process

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

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

Amendment Types:

1. The following Work Plan amendment scenarios shall be classified as **Minor Amendments:**
 - a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000.
 - b. An amendment that requires a transfer between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000.
 - c. Any change that does not meet any of the criteria of a major amendment.
2. The following Work Plan amendment scenarios shall be classified as **Major Amendments:**
 - a. A project requested to be added to the Work Plan.
 - b. A project requested to be removed from the Work Plan.
 - c. Significant changes in the scope of a project that:
 - i. Cause deviation from the original purpose of the project as contemplated when the project scope was included in the subject work plan;
 - ii. Cause deviation from the originally intended method of project achievement; and
 - iii. Cause a major deviation to the outcome of the project as contemplated when the project scope was included in the subject work plan.
 - d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects over \$500,000.
 - e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000.
 - f. Any change that requires a change in budgeted reserves or fund balance.

Transfers within the same budget ordinance appropriation and insignificant scope changes are permitted without amendment. Changes of this type shall be disclosed in reporting as applicable. Any changes to project allocations, and all requested Work Plan amendments, shall comply with the adopted Triangle Tax District - Wake Transit Financial Policies and Guidelines.

Multiple Amendments to Single Project:

If more than one amendment is requested for a single project in the adopted operating budget over the course of a fiscal year, its classification as a minor versus a major amendment will be based on the cumulative change over the course of that fiscal year. If more than one amendment is requested for a single project in the adopted capital budget over the life of the project, regardless of fiscal year, its classification as a minor versus major amendment will be based on the cumulative change for the life of the project.

Removal of Work Plan Projects:

If a project sponsor determines that a project included in the operating or capital budgets of an annual Work Plan will not commence in the subject fiscal year or will not continue from a previous fiscal year, as budgeted, the project sponsor shall request that the project be removed from the annual Work Plan. If the project will commence in the subject fiscal year or continue from a previous fiscal year, as budgeted, but will not make use of Triangle Tax District – Wake Operating Fund or Wake Capital Fund revenues, the project sponsor is encouraged to notify Tax District staff of the change but is not required to request removal of the project from the annual Work Plan unless it is determined by Tax District staff that the originally budgeted funding for the project is necessary to fund another Work Plan amendment.

CAMPO Staff Compiles, Publishes and Provides Notice of the Draft Work Plan Amendment List:

Work Plan amendment request forms shall be submitted to CAMPO Wake Transit staff on a quarterly basis in accordance with an established deadline identified on the established schedule. CAMPO Wake Transit staff shall review the amendment request forms for completeness and/or technical issues and shall make best efforts to compile an initial quarterly Work Plan amendment list that includes all of the amendments requested. CAMPO Wake Transit staff shall open a public comment period of no less than 14 days for minor amendments and no less than 30 days for major amendments. Notice shall be sent to TPAC members and published to the appropriate website. The list shall clearly be grouped by minor and major amendment requests.

TPAC Subcommittee Review:

For quarterly amendment lists that contain one or more Major Amendments, the TPAC Budget and Finance Subcommittee and the TPAC Planning and Prioritization Subcommittee shall jointly review the draft quarterly Work Plan amendment list and the Work Plan amendment request forms at quarterly joint review meetings that coincide with the established quarterly amendment submission schedule for the subject fiscal year. The subcommittees shall develop a disposition noting the appropriateness of any changes in project scope, if applicable, as well as the financial choices and tradeoffs potentially required for each request.

For quarterly amendment lists that do not involve one or more Major Amendments, the TPAC Budget and Finance Subcommittee shall review the draft quarterly Work Plan amendment list and the Work Plan amendment request forms at the respective quarterly review meeting and develop a disposition noting the financial choices and tradeoffs potentially required for each request. For amendment lists that do not involve a Major Amendment, CAMPO Wake Transit staff shall forward members of the TPAC Planning and Prioritization Subcommittee the quarterly Work Plan amendment list and the Work Plan amendment