

April 20, 2026



EXECUTIVE COMMITTEE AGENDA ITEM 6 A

FINANCE POLICY AND PROCEDURES UPDATE

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item proposes updates to the CRTPA's adopted Finance Policy and Procedures and seeks approval of the revisions.

BACKGROUND AND ANALYSIS

In October 2022 and November 2025, the CRTPA Board approved updates to the agency's Finance Policy and Procedures. The Finance Policy establishes policies and procedures for the expenditure of the CRTPA grant funds and the internal operating practices for handling CRTPA funds and vendor payments. **Attachment 1** is a clean copy which reflects the final document as revised. The proposed changes are provided in **Attachment 2** in a strike-through and underline format. This item will be brought before the Board for ratification.

RECOMMENDED ACTION

Option 1: Approve the revised CRTPA's Finance Policy and Procedures.

Option 2: Executive Committee discretion.

ATTACHMENTS

Attachment 1: Revised Finance Policy and Procedures (Clean Copy)

Attachment 2: Revised Finance Policy and Procedures (Strike-through Underline Copy)

FINANCE POLICY GRANTS**APPROVED: November 17, 2025;****April 20, 2026****REVIEW BY: Every two years prior to development of UPWP*****1. References and Terminology***

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- c. Vendor, contractor, and supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or an allowable expense in excess of \$5,000 per item.
- e. "Competitive solicitation" means the process of requesting and receiving one or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.
- f. "Contractual service" means the rendering by a contractor of its time and effort and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical services.
- g. "Request for proposals" or "Request for a Statement of Qualifications" means a written or electronically posted solicitation for competitive sealed proposals.
- h. "Request for a quote" means an oral, electronic, or written request for written pricing or services information from a vendor for commodities or contractual services issued by Task Work Order or contract from that vendor.

2. Purpose and Scope

- a. The purpose and scope is to document financial procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds, procurement and vendor payments.

3. Budget

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget is reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program.** The UPWP shall be developed biennially and approved by the CRTPA. The UPWP fiscal year is from July 1st to June 30th and shall include a detailed annual expenditure of grant and local funds by tasks, and revenues. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. A copy is also provided to the City of Tallahassee Grants Management and Financial Management Departments.
- c. **Operating Budget.** The CRTPA Operating Budget shall be developed in accordance with the UPWP. The fiscal year for the operating budget is October 1st to September 30th. Staff shall prepare a detailed accounting of expenditures (operating and project budgets) and revenues, which is provided to the CRTPA's Budget Analyst and maintained within the City's Financial Management System. An initial draft budget is provided in mid-July annually, and the final budget by the end of August.
- d. **Monitoring.** CRTPA staff shall monitor the approved budget in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or adjustments to the operating and/or project budget.
- e. **UPWP Modifications.** Modifications to the UPWP do not revise the approved budget and/or the scope of a funded work task. Modifications do not require Board approval and shall be processed by CRTPA staff. The FDOT District Liaison, FHWA and FTA are advised of the modification via the UPWP Revision Form.
- f. **UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Additionally, any singular transfer of \$200,000 or greater within the approved UPWP is also an amendment. Amendments are approved by the CRTPA Board, FDOT, FHWA and FTA.
- g. **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's Financial Management System are processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or designee and be consistent with the approved UPWP. The City's Financial Management Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices.** The CRTPA staff shall prepare and submit invoices to FDOT for reimbursement. The billing details are provided to the CRTPA by the Grants Department and the invoices are prepared by assigned CRTPA staff. Final invoices are reviewed by the Grants Department to verify all eligible charges are billed. The final invoice is approved by the CRTPA Executive Director.

4. *Purchasing*

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, For a one-time purchase between \$1,000 and \$10,000 quotes are encouraged but not required and shall be approved by the Executive Director or designee.
- d. **Purchases more than \$10,000 but less than \$35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations , except when the item is considered to be a sole source or is a Task Work Order issued under a General Planning Consultant contract. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- e. **Purchases over \$35,000.** Purchases are formally advertised and solicit sealed written competitive proposals, . Solicitations will be advertised for a minimum of 7 days and final contracts approved by the CRTPA Board. A Task Work Order issued under a General Planning Consultant contract is exempt from this provision.. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- f. **Capital Purchases.** Capital purchases shall be submitted for review and approval by FDOT and FHWA, and be reflected in the adopted UPWP, with final approval is by the Executive Director.
- g. **Purchasing Card.** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director.
- i. **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee’s Procurement and Financial Systems. New vendors submit their contact information to the COT supplier’s portal at suppliers@talgov.com. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City’s Financial System and the Procurement Department processes the PO, assigning it a number.
- j. **Purchase Order Payments:** A vendor’s invoice is submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process the invoice for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee’s Finance Department to process the payment.

5. Payroll and Check Distribution

- a. **Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task, review the entries and confirm they are correct. Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Assistant Director and all other timesheets shall be approved by the Executive Director or their designee in the event the Executive Director is not available. . The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

6 Tangible Property/Assets

- a. **Purpose and Scope.** The purpose of this section is to provide a documented inventory of the CRTPA's property obtained through the expenditure of CRTPA grant funds.
- b. **CRTPA Property.** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. Purchases must be approved consistent with the policies and procedures set forth in Section 4 . The CRTPA shall maintain an inventory list.

7. Types of Documents

- a. **Purpose.** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.
- b. **Fiscal.** The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.
- c. **Personnel.** The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.
- d. **Contracts.**
 - i. **Grant Agreements.** All Grant Agreements shall be approved by the CRTPA Governing Board.
 - ii. **Operating Contracts.** The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute contracts consistent with the requirements set forth in **Section 4**.

Contracts (cont.)

iii. Special Service Contracts. The CRTPA Board shall approve the selection of vendors and contracts for special services that include General Planning Consultants, Legal and Audit Services, or other service contracts of significance to the CRTPA. The CRTPA Executive Director shall be authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

iv. Emergency Circumstances. Emergency situations may arise from time to time that require immediate action and may not be postponed until the next scheduled CRTPA Board meeting. The CRTPA will convene the Executive Committee for approval of an emergency contract.

5. This policy addresses two types of emergency situations:

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.
- b. Natural/Man-made Disasters.** The CRTPA Executive Director shall be granted authorization to execute general governmental documents that are in the best interest of the CRTPA in the event of a natural or man-made disaster. The procedures followed under this type of emergency shall adhere to the guidelines established in the CRTPA's Continuity of Operations Plan (COOP).

6. Effective Date; Revocation. This policy shall become effective upon approval by the CRTPA Board. The CRTPA Board may revoke this policy and the delegation of authority to the CRTPA Director at any time.

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

FINANCE POLICY GRANTS

APPROVED: ~~October 18, 2022,~~

November 17, 2025; April 20, 2026

REVIEW BY: Every two years prior to development of UPWP

1. *References and Terminology*

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- ~~b. State of Florida Department of Transportation CRTPA Agreement for PL funds.~~
- c. Vendor and Supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.
- ~~e. State of Florida Department of Transportation 5305(d) Agreement for FTA funds.~~
- e. "Competitive solicitation" means the process of requesting and receiving two or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.\
- f. "Contractor" means a person who contracts to sell commodities or contractual services to an agency.
- g. "Contractual service" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical services.
- h. "Request for proposals" means a written or electronically posted solicitation for competitive sealed proposals
- d.i. "Request for a quote" means an oral, electronic, or written request for written pricing or services information from a vendor for commodities or contractual services available on a state term contract from that vendor

2. *Purpose and Scope*

- a. The purpose and scope of this section is to document financial procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds, procurement and vendor payments.

3. *Budget*

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds.

The annual operating budget ~~and new UPWP budget will be~~ is reviewed by the Executive Committee prior to being submitted to the Board.

- b. Unified Planning Work Program.** The UPWP shall be developed and approved by the CRTPA biennially. The ~~fiscal year of the~~ UPWP fiscal year shall be is from July 1st to June 30th ~~and will detail the a~~ A detailed annual expenditure of grant and local funds by tasks, revenues. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. ~~A copy is also provided to the City of Tallahassee Grants Management Department and Financial Management Departments. Operating and project budgets are maintained within the City's software program, PeopleSoft.~~

- c. ~~Operating Budget.~~ Operating Budget.** The CRTPA Operating Budget shall be developed in accordance with the UPWP. The fiscal year for the operating budget is October 1st to September 30th. Staff shall prepare a detailed accounting of expenditures (operating and project budgets) and revenues, which is provided to the CRTPA's Budget Analyst and maintained within the City's Financial Management System. An initial draft budget is provided in mid-July annually, and the final budget by the end of August.

~~The CRTPA Operating Budget shall be developed in accordance with the UPWP. For the Operating Budget the fiscal year shall be from October 1st to September 30th. A draft operating budget shall be submitted to the Financial Management Department in mid July of each year. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst and is maintained within the City's software program.~~

- ~~c. A draft operating budget shall be submitted to the Financial Management Department in mid July of each year. The City of Tallahassee operating budget approved at the City Commission meeting in September shall reflect the CRTPA revenues and expenditures.~~

- d. Monitoring.** CRTPA staff shall monitor the approved budgets in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or ~~changes~~ adjustments to the operating and/or project budget.

- e. UPWP Modifications.** Modifications to the UPWP do not ~~change~~ revise the FHWA or FTA approved budget and ~~do not change~~ or the scope of ~~the a~~ funded work task(s). Modifications do not require Board approval and shall be processed by CRTPA staff ~~and presented to the Board~~. The FDOT District Liaison ~~and~~ FHWA and FTA are advised of the modification via the UPWP Revision ~~f~~ Form.

- f. UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Additionally, any singular transfer of \$200,000 or greater within the approved UPWP is also an amendment. ~~All~~ Amendments must be are approved by the CRTPA Board ~~and by~~ FDOT ~~and~~ FHWA and FTA.

- g. **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's ~~finance software~~ Financial Management System ~~shall be~~ are processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or designee and be consistent with the approved UPWP. ~~with the exception of a LIT change that requires a UPWP amendment. The Board shall approve the LIT when approving the UPWP amendment. Upon approval, t~~ The City's Financial Management office Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices.** The CRTPA staff shall prepare and submit invoices to ~~the State~~ FDOT for reimbursement ~~so that reimbursement is made back to the City of Tallahassee.~~ The billing details are provided to the CRTPA by the Grants Department and the invoices ~~shall be~~ are prepared ~~and reviewed~~ by assigned CRTPA ~~staff~~ and Final invoices are reviewed by the Grants Department to verify all eligible charges are billed. ~~ultimately~~ The final invoice is approved by the CRTPA Executive Director.
- i. **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. New vendors submit their contact information to the COT supplier's portal at suppliers@talgov.com. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO, assigning it a number.
- j. **Purchase Order Payments:** A vendor's invoice is submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process the invoice for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

4. **Purchasing**

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **~~Open market p~~Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, ~~not covered by a CRTPA contract may be purchased on the open market.~~ For a one-time purchase between \$1,000 and \$10,000 ~~Quotes are always encouraged but not required and shall be approved by the Executive Director or designee.~~ Quotes are always encouraged but not required and shall be approved by the Executive Director or designee. ~~Purchases greater than \$1,000 but less~~

than \$10,000 require the CRTPA to contact at least three vendors to get written quotes.

- d. ~~General purchases less than \$10,000.~~ Purchases required for the day to day general operating needs of the office such as routine office supplies, minor office equipment and/or furniture costing less than \$10,000 (per item) may be authorized by the CRTPA Executive Director. If an item costs \$2,500 or more, it shall be supported by at least 3 price quotes, except in the case where the item is considered to be a sole source.
- e. **Purchases more than \$10,000 but less than \$~~25,000~~35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations, except when the item is considered to be a sole source or is a Task Work Order issued under a General Planning Consultant contract. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- f. **Purchases over \$~~25~~35,000.** Purchases are formally advertised and solicit sealed written competitive ~~bids~~proposals, Bids Solicitations will be advertised for a minimum of ~~14~~7 days and final contracts approved by the CRTPA Board. A Task Work Order issued under a General Planning Consultant contract is exempt from this provision.. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- g. **Capital Purchases.** ~~Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.~~ Capital purchases shall be submitted for review and approval ~~of by~~ the FDOT and FHWA, and be reflected in the adopted UPWP, with final approval is by the Executive Director. A capital purchase may be made with a Purchasing Card (PCard) up to \$10,000. If the purchase amount is over \$10,000, a "purchase order" must be generated. The following steps outline the process for approval and payment. ***Purchase Order and Payment [Capital Equipment]:*** The vendor must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. For capital purchases Procurement Services sends the purchase order to the vendor. The purchase order will then be sent to the vendor to order the item. Upon receiving of the vendor's invoice (submitted to Invoices@talgov.com and to the CRTPA Administrative Assistant) the CRTPA staff shall receipt and confirm approval for payment within six (6) CRTPA workdays from receipt. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.
- h. **Purchasing Card.** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director. Including the exemptions stated in these Policies and Procedures, the CRTPA shall follow City of Tallahassee's policies, unless otherwise stated herein, related to:
 - ~~1)~~ 1) Purchasing Card Policy
 - ~~2)~~ 2) Procurement
 - ~~3)~~ 3) Blanket Purchase Orders
 - ~~4)~~ 1) Prompt Payment of Invoices

5. Payroll and Check Distribution

- a. **Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task ~~and, review~~ the entries and confirm they are correct~~each other's entries.~~ Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Assistant Director and all other timesheets shall be approved by the Executive Director or their designee in the event the Executive Director is not available. ~~reviewed by the Programs Manager and once confirmed all entries are correct, approved by use of electronic signature, or email communication received from the City of Tallahassee Assistant City Manager.~~ The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

6. Tangible Property/Assets

- a. **Purpose and Scope.** The purpose of this section is to provide a documented inventory of the CRTPA's property obtained through the expenditure of CRTPA grant funds.
- b. **CRTPA Property.** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. ~~All property obtained through the~~ Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. ~~Such p~~Purchases ~~must may~~ be approved ~~by the CRTPA Executive Director~~ consistent with the policies and procedures set forth in Section 4 . The CRTPA shall maintain an inventory list, ~~for physical review once a year by the City of Tallahassee Asset Management Department and by FDOT upon request. The CRTPA shall continue to use City of Tallahassee's Asset Management Department to monitor the removal and disposal of CRTPA property.~~

7. CRTPA Executive Director Approval Authority

- a. **Purpose.** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.

a.b. Types of Documents

(1) Fiscal. The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.

(2) Personnel. The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.

(3) Contracts.

(a) Grant Agreements. All ~~JPA~~ Grant Agreements shall be approved by the CRTPA Governing Board.

(b) Operating Contracts. The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute all of these types of contracts.

(c) Special Service Contracts. The CRTPA ~~Governing board~~ Board shall approve the selection of vendors and contracts for special services that include General Planning Consultants, Legal and Audit Services, or other service contracts of significance to the CRTPA. The CRTPA Executive Director shall be authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

(d) Emergency Circumstances. Emergency situations may arise from time to time that require immediate action and may not be postponed until the next scheduled CRTPA Board meeting. The CRTPA will convene the Executive Committee for approval of an emergency contract.

5. This policy addresses two types of emergency situations:

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.

b. Natural/Man-made Disasters. The CRTPA Executive Director shall be granted authorization to execute general governmental documents that are in the best interest of the CRTPA in the event of a natural or man-made disaster. The procedures followed under this type of emergency shall adhere to the guidelines established in the CRTPA's Continuity of Operations Plan (COOP).

6. Effective Date; Revocation. This policy shall become effective upon approval by the CRTPA Board. The CRTPA Board may revoke this policy and the delegation of authority to the CRTPA Director at any time.

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES