

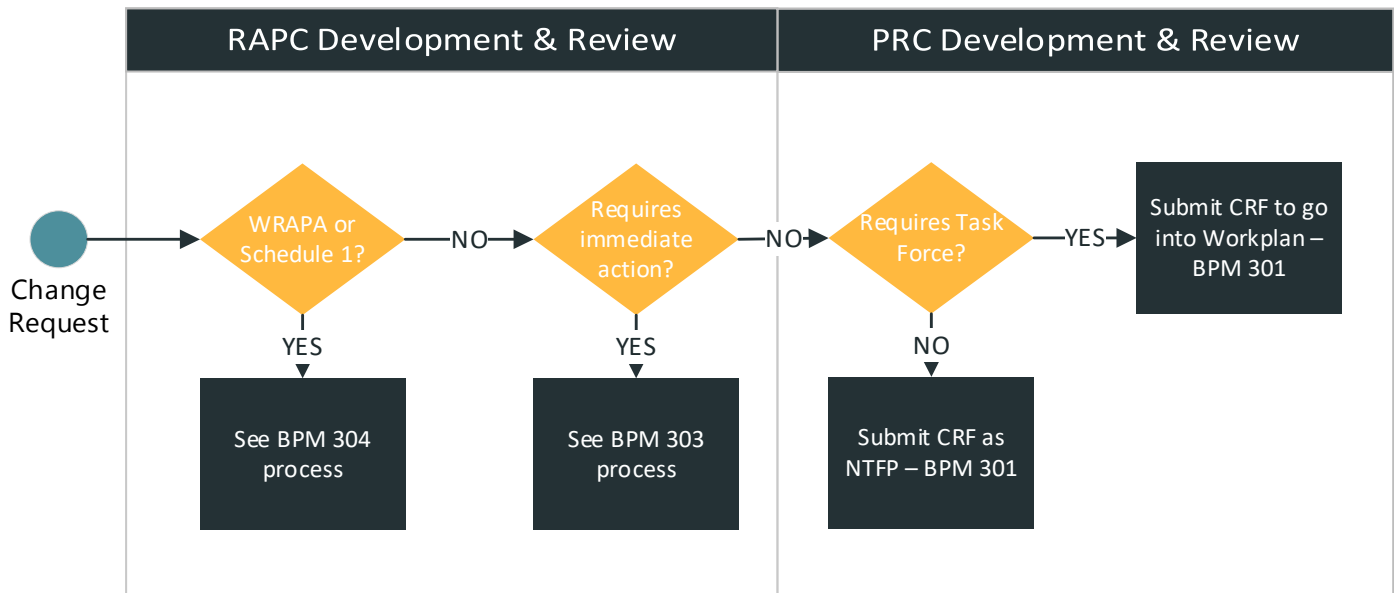
Western Resource Adequacy Program

Change Control Process

Western Resource Adequacy Program (WRAP) committees, stakeholders, the Board, or the public may propose changes to the WRAP Tariff or Business Practice Manuals (BPMs) at any time. While the Program Review Committee (PRC) serves as the primary clearing house for proposed design changes, any changes deemed exigent by the Resource Adequacy Participant Committee (RAPC), or those pertaining to the WRAP Agreement (WRAPA) & Schedule 1 of the Tariff, follow separate processes. The four pathways for requesting a change are described below and presented in a decision tree diagram:

- BPMs [301](#) & [302](#) discuss PRC processes for handling standard changes to the BPMs and Tariff – **Concepts & Non-Task Force Proposals (NTFPs)**
 - **Concepts** are incomplete Proposals that require further development by stakeholder Task Forces
 - **Non-Task Force Proposals** are complete Proposals that do not require further development via Task Forces before going for comment
- BPM [303](#) discusses RAPC processes for changes due to Exigent Circumstances (Expedited Proposals)
- BPM [304](#) discusses RAPC processes for amendments to the WRAPA & Schedule 1 of the Tariff

The WRAP Change Control Process is further detailed in the Stakeholder Engagement 300 series of [Business Practice Manuals \(BPMs\)](#). This document begins with an overview of Submitting Concepts and Non-Task Force Proposals, followed by the Concept Review and Workplan Development Process, the NTFP Review Process, the Expedited Review Process, and concludes with the process for Changes to Schedule 1 and WRAPA.



Submitting Concepts and Non-Task Force Proposals

When submitting a Concept or NTFP, a Lead Sponsor must submit and complete a Change Request Form (CRF) through the WRAP [Change Request](#) portal. The CRF should include:

- Lead Sponsor information
- A designation of the type of change requested
- A description of the change, and
- Impacts of the change.

Information on the status of submitted Concepts can be found on the WRAP Change Request Portal. A [WPP account](#) is required to create and submit a Change Request Form (CRF). A Change Request Form may be downloaded for internal circulation however, final submissions must be submitted through the Change Request portal.

The steps and fields available for completing this form are briefly outlined here. Items with an * indicate a required field.

Step 1: Overview

- Summary
 - 100-character identifier of request
- Request type*
 - Corrections, Clarifications, Enhancements, New Functionality, Changes, & Other
- Lead Sponsor*
 - Name and organization of Lead Sponsor
 - Optional field to include co-sponsors – include name, organization, email, and phone number

Step 2: Description

- Description of the issue*
- Proposed solution to the issue described
- Document/language to be changed
- Suggestions for updated language

A file attachment upload is available on the portal for supplying supporting information. File types are limited to pdf, jpg, jpeg, png, and docx.

Step 3: Impacts

- Described benefits of the change*
- Data/information available that characterizes importance of the issue

A file attachment upload is available on the portal for supplying supporting information. File types are limited to pdf, jpg, jpeg, png, and docx.

Step 4: Finalize

- Flag as NTFP: a Lead Sponsor may select this box if they believe a Concept requires no further development by a Task Force. Requests to consider an idea as an NTFP will be evaluated by the Program Administrator (PA), Program Operator (PO), and the PRC.

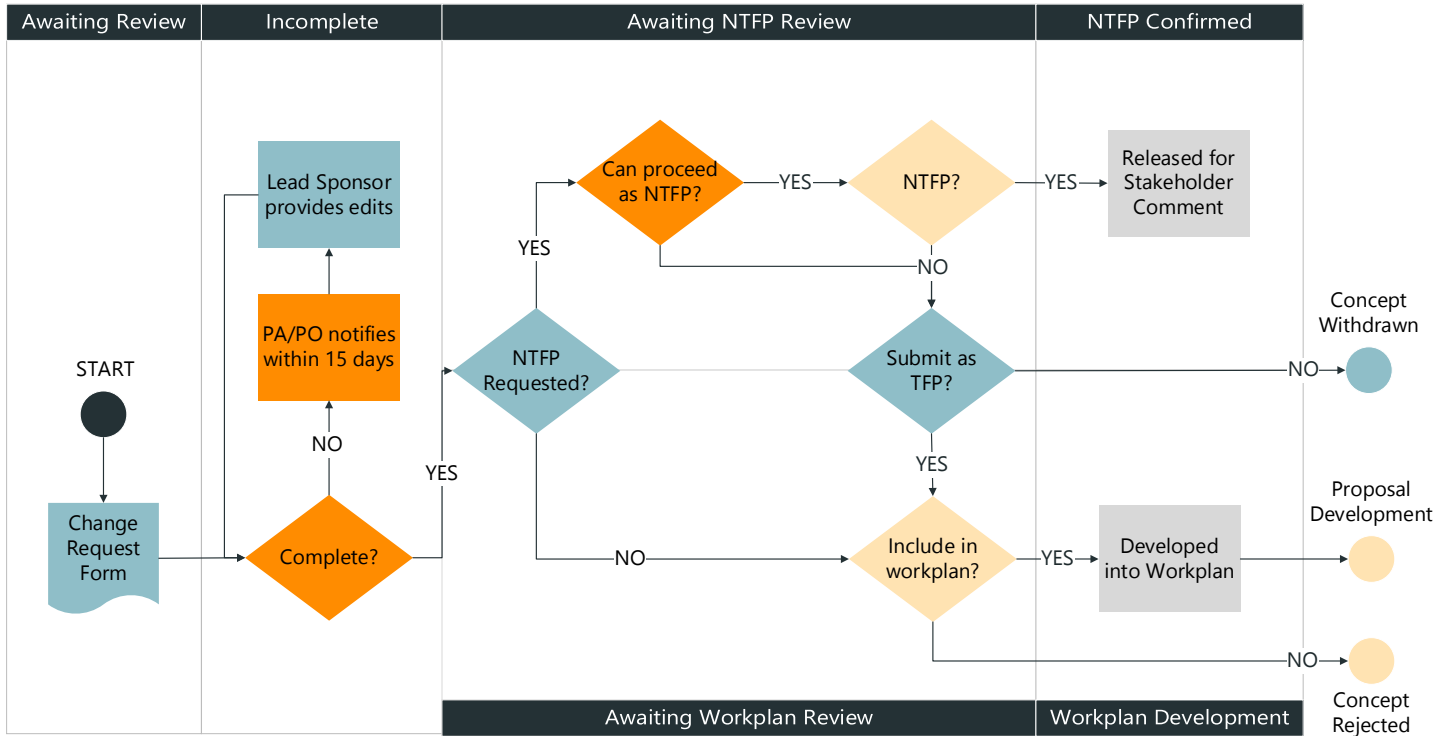
Once the CRF is complete and “Publish” has been selected it will be made publicly available. By default, newly posted CRFs are assigned the status “Awaiting Review”. The PA and PO will review the CRF for completeness within 15 days, after

which it will be assigned a status according to the request (Concept or NTFP). The diagram below illustrates the statuses assigned to CRFs at various stages of the review process.

Blue boxes indicate actions taken by the **Lead Sponsor**

Orange boxes indicate actions taken by the **PA/PO**

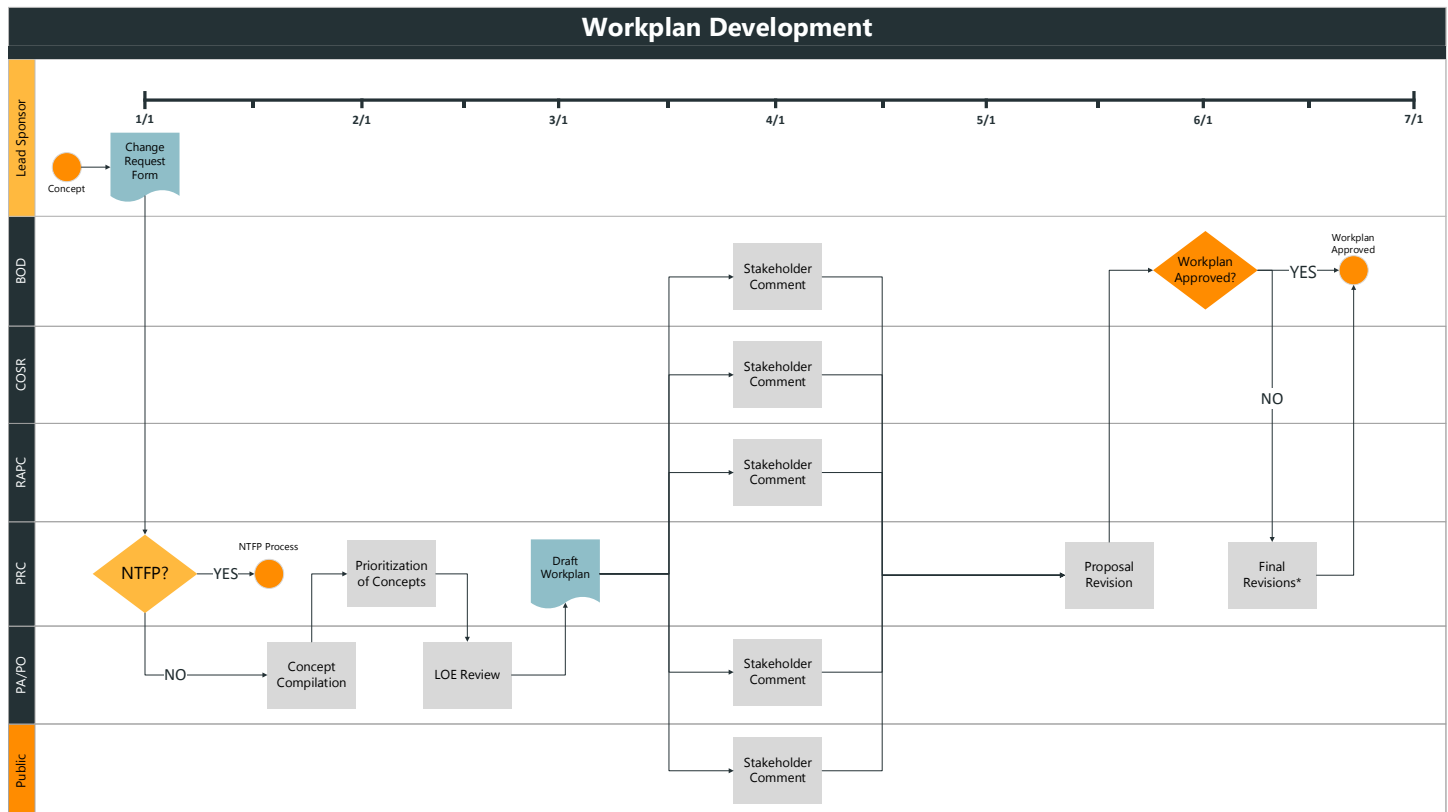
Yellow boxes indicate actions taken by the **PRC**



Concept Review and Workplan Development Process

As described in [BPMs 301 and 302](#), WRAP committees, stakeholders, the **Board** or the public can suggest a change to the WRAP Tariff or BPMs at any time. Ideas submitted will go through the PRC change control and stakeholder review process.

Ideas submitted through **Change Request Forms** are known as Concepts - **Concepts are incomplete Proposals that require further development by stakeholder Task Forces before they are ready for comment.** Concepts will be compiled and developed into a **Workplan**. Concepts included in the Workplan will be developed into Proposals via Task Forces. The Workplan Development process is shown below:



Stakeholder Roles

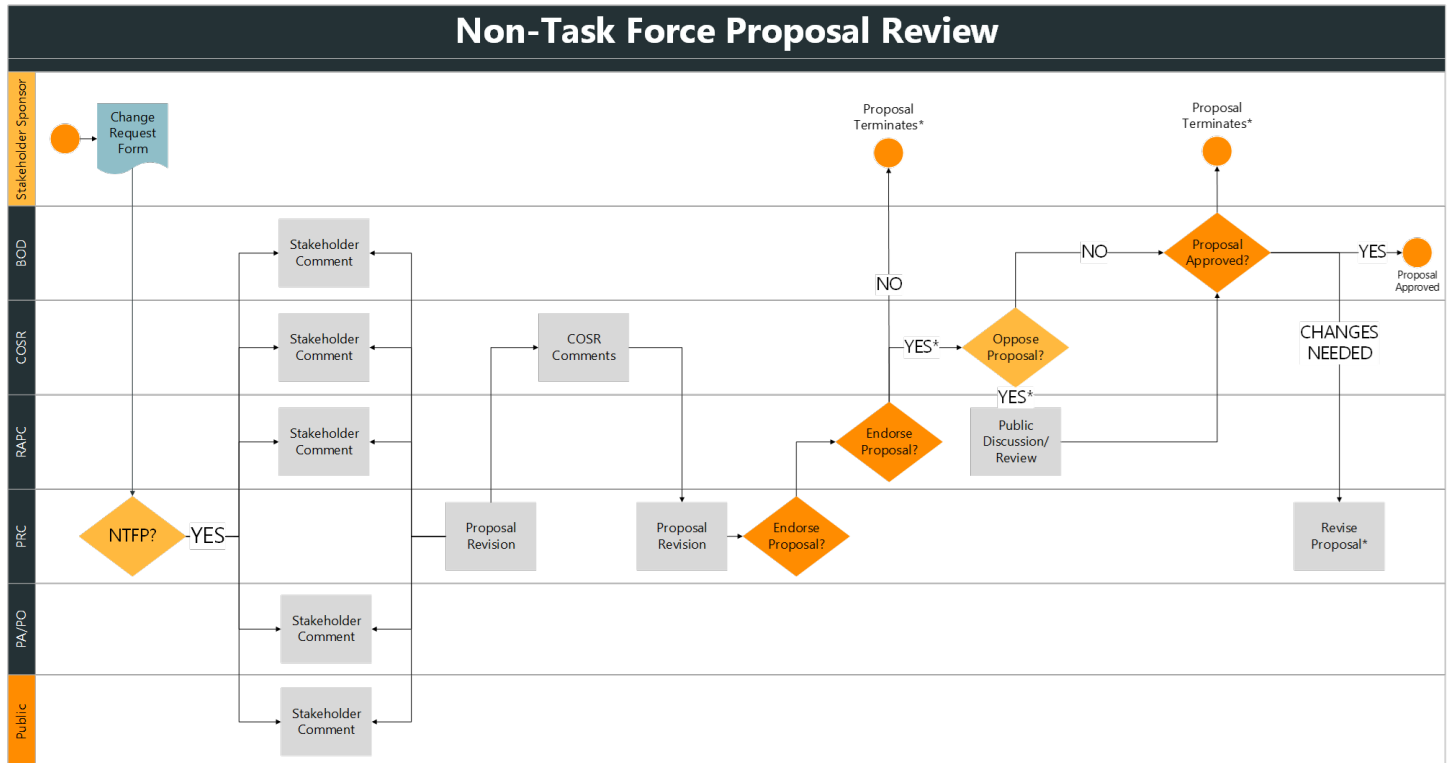
Specific roles and responsibilities are designated to the **Lead Sponsor**, **PA/PO**, **PRC**, and **Board** in the Non-Task Force Proposal review process.

- The **Lead Sponsor** is the individual responsible for filling out and submitting a Change Request Form. The Lead Sponsor will provide their contact information and identify any Co-Sponsors, as appropriate.
- The **PA/PO** will assist the PRC with Concept compilation and generate a Level of Effort review. The Level of Effort review will include a description of requirements for addressing each Concept as well as the anticipated timeline.
- The **PRC** serves as the main body for reviewing and prioritizing Concepts and is responsible for drafting the Workplan. In Workplan Development, the PRC is additionally responsible for reviewing and summarizing stakeholder comments. The **PRC** later serves to stand up Task Forces to develop Workplan Concepts into Proposals.
- The draft Workplan will be uploaded to the WPP website, where WRAP stakeholders may supply comments that will be reviewed by the **Board**.
- The **Board** decides the final course of action to take on the Workplan:
 - Vote for approval
 - Indicate changes are needed (after which the **PRC** will provide revisions)

Non-Task Force Proposal Review Process

As described in [BPMs 301 and 302](#), when submitting a Change Request Form, a Sponsor may flag a Concept for consideration as a **Non-Task Force Proposal (NTFP)**. Concepts flagged as Non-Task Force Proposals will be reviewed by the Program Administrator and by the Program Review Committee (PRC) to confirm their designation.

PRC confirmed NTFPs do not necessitate further development by a Task Force. NTFPs are reviewed independently from the Workplan Development process and are moved directly into public comment after confirmation of their status. The review process for Non-Task Force Proposals is shown below:



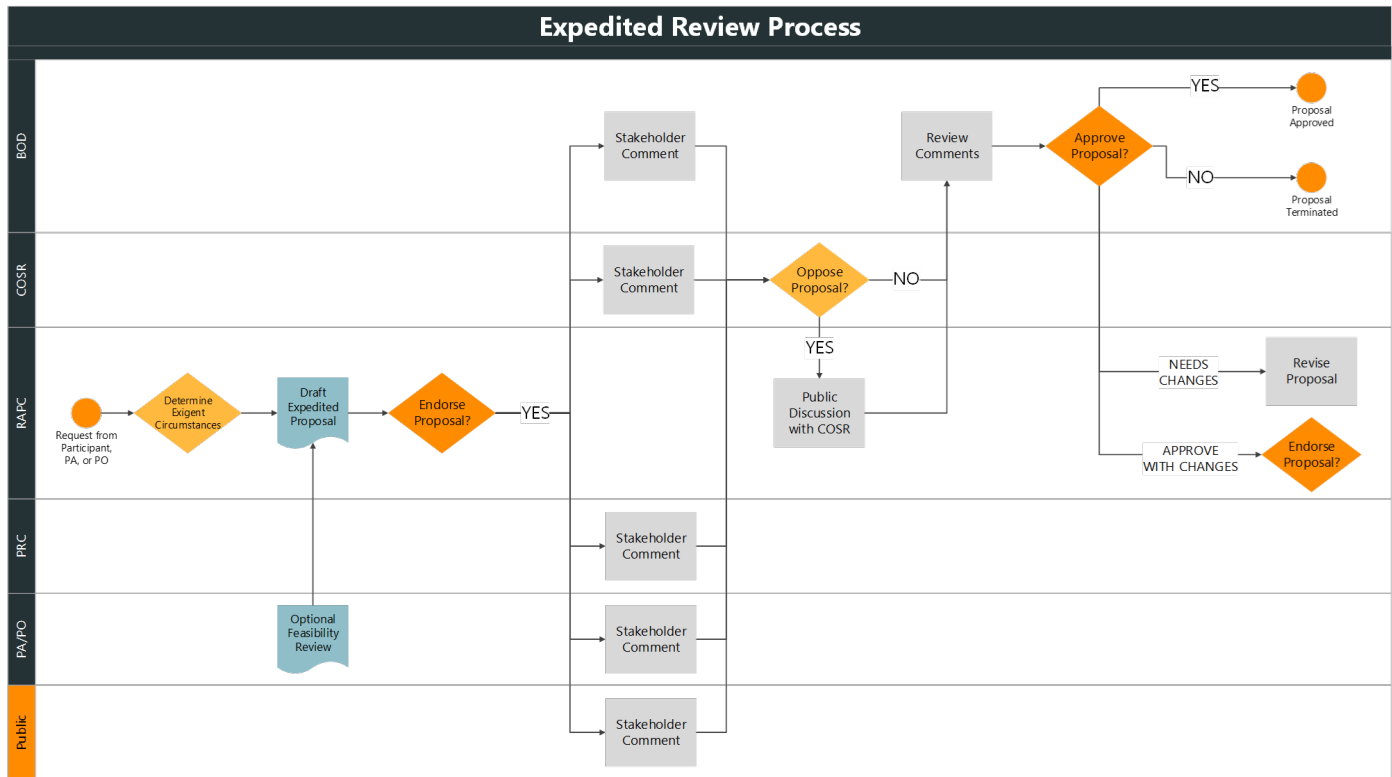
Stakeholder Roles

Specific roles and responsibilities are designated to the **Lead Sponsor**, **PRC**, **RAPC**, **COSR**, and **Board** in the Non-Task Force Proposal review process.

- The **Lead Sponsor** is responsible for providing recommendations to the **PRC** on the length of any comment periods, reviewing submitted comments, making necessary edits, and communicating any changes to the **PRC** and **COSR**.
- The **PRC** serves as the main body for discussion and development, determining if the Concept provided is a Non-Task Force Proposal, communicating with the **Lead Sponsor**, and endorsing the Proposal to the **RAPC**.
- The **RAPC** serves to review and recommend final action on a Non-Task Force Proposal to the **Board**. The **RAPC** retains the ability to reject a Proposal, inhibiting advancement unless it is appealed to the **Board**.
- The Expedited Proposal will be uploaded to the WPP website, where WRAP stakeholders may supply comments that will be reviewed by the **Board**.
- The **COSR** undergoes an additional comment period on the Non-Task Force Proposal and retains the ability to formally oppose **RAPC** decisions – initiating additional discussions and public review.
- The **Board** decides, out of four options, the final course of action to take on the Non-Task Force Proposal:
 - Vote for approval
 - Vote for rejection
 - Indicate changes are needed (after which the Proposal may be sent back to any stage in the drafting or review process at the **Board's** discretion)

Expedited Review Process

As described in [BPM 303](#), an Expedited Review Process may be requested at any time by Participants, the Program Administrator (PA), or the Program Operator (PO) due to Exigent Circumstances. Exigent Circumstances are those deemed by the RAPC to require amendments to the Tariff or BPMs due to **FERC mandates, immediate reliability impacts, or significant impacts to utility service** (Tariff §4.1.3.1.1). If the RAPC determines that a requested change must be made expeditiously due to Exigent Circumstances, it will begin the Expedited Review Process:



Stakeholder Roles

Specific roles and responsibilities are designated to the **requestee**, **RAPC**, **PA/PO**, **COSR**, and **Board** in the Expedited Review process.

- The **requestee** (whether Participant, PA, or PO) serves as the Expedited Proposal sponsor, driving forward the review process
- The **RAPC** serves as the main body for discussion and development, determining if Exigent Circumstances are in play, developing the draft Expedited Proposal, and endorsing the final Expedited Proposal to the Board
 - The **PA/PO** may provide, but are not required to, a feasibility review as a supporting document to the Expedited Proposal
- The Expedited Proposal will be uploaded to the WPP website, where WRAP stakeholders may supply comments that will be reviewed by the **Board**.
- The **COSR** retains the ability to call for one open public discussion through formal opposition to the Expedited Proposal.
- The **Board** decides, out of four options, the final course of action to take on the Expedited Proposal:
 - Vote for approval
 - Vote for approval with specific changes (after which the **RAPC** will review changes for endorsement)
 - Vote for additional **RAPC** development (after which the **RAPC** will resubmit to the **Board**)
 - Vote for rejection

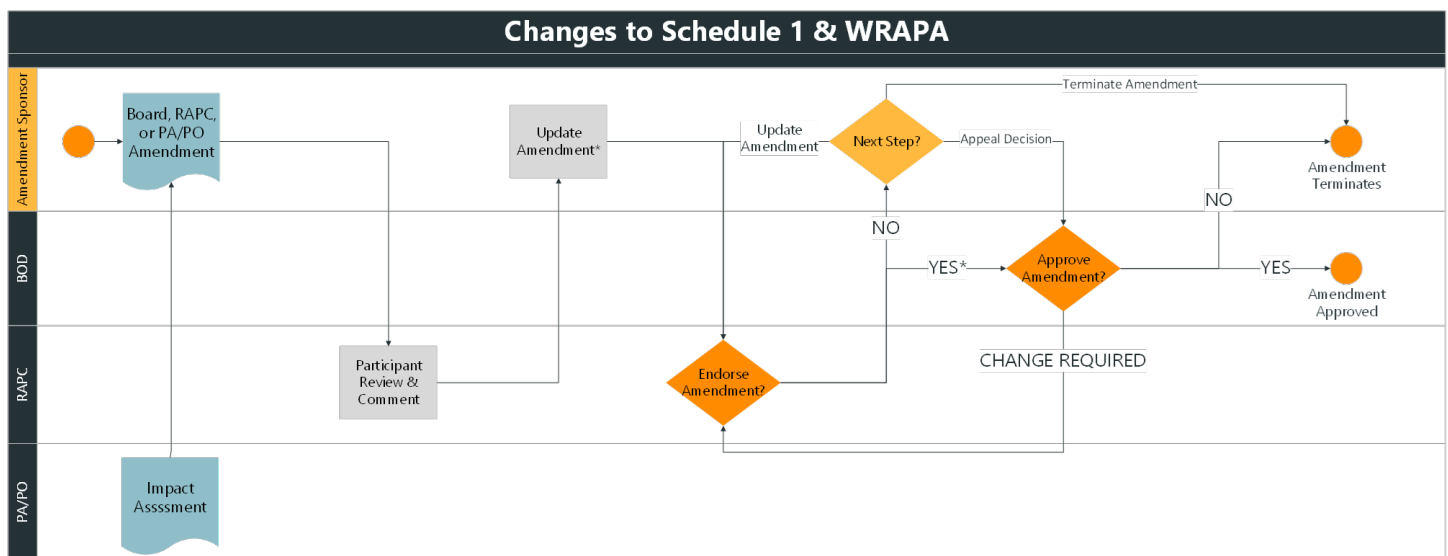
Changes to Schedule 1 & WRAPA

As described in [BPM 304](#), changes (Amendments) to the WRAPA and Schedule 1 of the Tariff may be requested at any time by Participants, Board of Directors, or the Program Administrator (PA), provided that certain requirements are met.

Any Amendment proposed to the RAPC Chair **must include:**

- A description of the need and the benefits resulting from the Amendment;
- Specific changes or updates to the WRAPA or Schedule 1 of the Tariff (e.g. redlines) required to implement the Amendment; and
- An impact assessment of the Amendment

A complete Amendment will move to the review process shown below:



Stakeholder Roles

Specific roles and responsibilities are designated to the **Amendment Sponsor**, **RAPC**, **PA/PO**, and **Board** in the review process for changes to the WRAPA and Schedule 1 of the Tariff.

- The **Amendment Sponsor** (whether **Participant**, **PA**, or **Board**) serves as the lead, driving forward the review process and providing a completed Amendment proposal.
 - The **Amendment Sponsor** will be additionally responsible for editing the Amendment in response to **RAPC** comments.
- The **PA/PO** provides support to the **Amendment Sponsor** through supply of an impact assessment, as well as any additional guidance needed during the drafting, review, or voting process.
- The **RAPC** serves as the main body for discussion, conducting a review of the Amendment and providing comments (on the WPP website). In its review, the **RAPC** will decide upon a course of action:
 - Vote to endorse without changes (after which the **Board** will review with comments provided)
 - Vote to endorse with changes (after which the Amendment proceeds to the **Board** with redlines)
 - Vote to reject (in which case the **Amendment Sponsor** may choose to terminate the amendment, appeal to the **Board**, or provide edits for additional **RAPC** review)
- The **Board** decides, out of four options, the final course of action to take on the Amendment:
 - Vote for approval
 - Vote for approval with specific changes (after which the **RAPC** will review changes for endorsement)
 - Vote for additional **RAPC** development (after which the **RAPC** will resubmit to the **Board**)
 - Vote for rejection