

Wake Transit Operations Security Funding Policy

Part I: Purpose

The purpose of this policy is to outline the rules and expectations for the use of "Wake Transit Tax Revenue," (i.e. Wake Transit funds) as defined by the Wake Transit Master Participation Agreement, for funding personnel and related personnel expenses that enhance the safety and security of passengers and infrastructure connected to the Wake Transit Plan. This policy clarifies the following details regarding Wake Transit Plan operations security projects that are available to project sponsors:

1. Information required for the Wake County Transit Planning Advisory Committee's (TPAC) review of requests for funding operations security projects in annual Wake Transit Work Plan.
2. Eligibility and availability of funding security personnel for transit operations.
3. Methods for incorporating and institutionalizing this policy into program-level processes for project evaluation and reporting.

Part II: Eligibility

This policy applies to funding personnel and related expenses for the explicit purpose of operations security with Wake Transit funds. This policy specifically applies to funding for operations security personnel directly related to the Wake Transit Plan, such as transit security officers and related safety support staff.

This policy does not apply to the funding of security infrastructure on transit vehicles or capital infrastructure. Wake Transit funding for these should be included in the funding request and total purchase cost for capital projects and other established project categories.

Community Funding Areas Program (CFAP) funding is not subject to this policy. Funding to support operations security for CFAP-funded projects should be requested through the CFAP application process.

Part III: Available Funding for Operations Security

Agencies who are eligible to receive operations security funding may be awarded funds for approved Wake Transit Work Plan projects using the following calculation utilizing

the most up-to-date amount¹ of Wake Transit funding provided for the agency's budgeted fixed-route bus operations²:

- 100% Wake Transit funding: An agency may receive a total of 100% Wake Transit funding for operations security projects up to 3% of their total eligible Wake Transit fixed-route bus operations funding.
- 50% Wake Transit matched funding: For operations security project costs that exceed the 3% threshold, agencies may request additional funding up to an additional 4% of their total Wake Transit fixed-route bus operations funding. This additional amount must be split evenly between Wake Transit funds and local match funds (i.e., 2% Wake Transit funding and 2% local match equals 4%).
- Match funds: Qualifying match funds are any non-Wake Transit local, state, or federal funds expended by the transit agency or its parent municipality during the same Wake Transit fiscal year as the requested Wake Transit funding, where the primary purpose of those funds is transit operations security for the requesting agency. These match funds do not need to be tied to the specific Wake Transit project(s) receiving Wake Transit funding, but the associated costs must be incurred within the same fiscal year as the project(s) for which funding or reimbursement is being requested.
- Funding limit: Reimbursement for Wake Transit operations security projects shall not exceed the total amount deemed eligible pursuant to this Policy (7%). Any costs incurred in excess of such limitation shall be ineligible for reimbursement with Wake Transit funds.

¹ The eligible amount will be calculated during the Wake Transit Work Plan development process using the most up-to-date figures for the subject Work Plan fiscal year utilizing newly submitted Work Plan funding requests, base budgets, and other programmed funds in previously adopted Work Plans.

² Fixed-route bus operations funding is considered Wake Transit project-level funding for rubber tire service running on a fixed route within the subject fiscal year and excludes funding projects whose primary purpose is to fund complementary ADA service, microtransit routes, fare support, fare collection and mobile ticketing support, and site leasing.

Figure 1: Funding Match Example

Fixed Route Operations Funding for FYxx*: \$2,500,000

**Excludes microtransit, paratransit, fare support, etc.*

Wake Transit Funding (3%): \$75,000

Match Funds in Excess of 3%:

Wake Transit Funding (50%): \$50,000

Project Sponsor Match (50%): \$50,000

Maximum Funding (7%):

Wake Transit Funding (5%): \$125,000

Project Sponsor Match (2%): \$50,000

Part IV: Submission of Information for Consideration of Funding Operations Security Projects

Any project sponsor proposing the use of Wake Transit funds for operations security projects shall submit information to sufficiently answer the following questions in, or attached to, the applicable Wake Transit Work Plan project funding request form or amendment request form:

- What specific safety and/or security personnel positions are being requested?
- What are the duties and responsibilities of each position?
- What is the estimated cost for each position, including salary, benefits, and equipment?
- How will these positions enhance the safety and security of the transit service and its riders?
- Identify how these funded personnel will be structured in your agency and/or provide an organizational personnel chart identifying where the relevant positions are structured.
- Identify any cost-share associated with this position that is utilizing funds outside of Wake Transit and/or this funding policy.

Information that answers the preceding questions will be provided by project sponsors with the submission of applicable funding or amendment requests. The Capital Area Metropolitan Planning Organization (CAMPO) will incorporate the preceding questions into the Wake Transit Work Plan project funding request and amendment request form templates.

With the submission of the aforementioned information by project sponsors, the TPAC and/or Program Development Subcommittee should consider each request equally considering the following questions:

1. **Need** – Is the request necessary or beneficial to the continued implementation of the Wake County Transit Plan as opposed to other potential viable alternatives? What demonstrated need exists (e.g. crime reports, passenger safety surveys, incident logs, etc.)?
2. **Cost** – Are the costs of the proposed operations security measures reasonable for the applicable project's relative level of priority toward the implementation of the Wake County Transit Plan? Are the costs reasonable compared to other viable options?
3. **Effectiveness** - What data are available to support the effectiveness of the proposed safety and security measures?

Part V: Operations Security Project Reporting and Utilization Plan

All project sponsors receiving Wake Transit funding for safety and security projects shall prepare and keep a project status report up to date. The following information should be maintained for each applicable project:

1. Wake Transit Work Plan project ID number.
2. Project description.
3. For Personnel:
 - Positions funded.
 - Present status of each position.
 - Summary of any staffing or operational changes since last report.
 - Expenditures to date.
 - Other reporting deliverables defined in the adopted Wake Transit Work Plan Agreement Groupings and Project Reporting Deliverables for the subject fiscal year.

This information should be reported as part of the quarterly progress report for the subject Wake Transit Work Plan project(s) in accordance with otherwise established reporting deadlines.

Part VI: Further Methods of Institutionalization

All project-level funding agreements that tie to projects involving operations security included in adopted annual Wake Transit Work Plans shall expressly require compliance with Part V of this policy. Compliance with this policy will be reviewed on an ongoing basis. Noncompliance will be brought to the attention of the TPAC and/or relevant subcommittees for consideration of future funding requests or continuation of funds for previously approved funding requests in future fiscal years.

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