

FY 2027 Wake Transit Work Plan Development

Program Development Subcommittee Work Session Presentation Guide

As a part of the upcoming PD Subcommittee work session on October 28th, 2025, project sponsors submitting funding requests for the FY 2027 Wake Transit Work Plan will have the opportunity to shape the narrative for your proposed projects and inform the decision-making process for the development of the upcoming Work Plan. As in previous years, Wake Transit staff will be detailing the projects included in base budgets and any adjustments of projects handled through that process. However, each project sponsor is now being asked to provide a presentation detailing their new and updated funding requests that were submitted for consideration for inclusion in the upcoming Work Plan. This guide has been created to help you identify what information can be useful to include in your presentation for Work Plan development and consideration by the PD Subcommittee.

The purpose of the presentations is to:

- Provide clarity on what new/updated projects are being proposed.
- Ensure that the PD Subcommittee has sufficient detail to understand the scope, purpose, and funding needs for your projects to make informed decisions for Work Plan inclusion.
- Support a transparent comparison of requests across project sponsors.

Work Session Details

The Work Session will take place in person at CAMPO on October 28th from 1pm to 5pm. Presenters should be present in-person for their presentations. The number of presenters should be limited to 2 staff members per agency to avoid delays in presenter changeovers. There will be opportunity for questions and discussion at the conclusion of each provider agency presentation, and there will be a virtual option if support staff specific to project funding requests are not able to attend in-person to answer questions and support discussion. The Work Session presentations will inform the PD Subcommittee's recommendation for inclusion in the FY 2027 Wake Transit Work Plan at a later meeting. No votes or other regular business will occur at the Work Session.

Presentation Guide

Each project sponsor who has submitted a funding request for a new/updated project should provide a presentation. The presentation should provide a clear, concise walkthrough of the details of each individual request, allowing each request to be considered independent of other requests (think of it like a collection of mini presentations if you are presenting on multiple funding requests). If presenting both capital and operating funding requests, operating and capital request presentations should be grouped separately (i.e. The presentation should be in two parts: one for operations and one for capital).

The presentations can be brief, and succinctness is encouraged if you believe the request is straightforward, but enough detail should be included for the PD Subcommittee to understand the request and what the funding will deliver. Project sponsors should determine the level of detail needed to illustrate their funding requests effectively for their presentation. Typically, if a project is not in the

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MYOP, CIP, or any Wake Transit sponsored plan or study, there will be a higher level of scrutiny, and a greater level of detail should be included. The following details are intended to provide a guide to understanding what the PD Subcommittee will be looking for when considering funding requests.

Basic information to include for all request presentations:

- Type of Request (Capital or Operating).
- Identify if the project is new or existing. If existing include the Wake Transit project ID(s).
- A brief description of the project and scope (e.g. what it is, who it serves, why it matters).
- Funding request amount (if it is an existing project with a different funding amount than what was programmed for FY27 show the difference. If outside funding sources are used, please identify the Wake Transit share and outside funding share and source(s).).
- Project timeline (e.g. start date, phases, milestones, and expected completion and/or opening)
- Alignment with Wake Transit goals (e.g. Detail any Wake Transit plans or studies that have identified this project. Identify what, if any, Four Big Moves the project aligns with).

Good information to include in the presentations for CAPITAL requests:

- Scope of work (e.g. number and type of vehicles being purchased, facilities, technology, infrastructure, etc.).
- Status of project readiness (e.g. what phase it is in, procurement readiness, right-of-way/real estate needs, etc.).
- Implementation risks of challenges (land use, permitting, cost escalation, supply chain considerations, etc.).
- Long-term operating or maintenance implications outside of project scope (e.g. staffing, O&M costs, integration with existing system/technology/infrastructure).

Good information to include in the presentations for OPERATING projects:

- Service description, including a comparison if an existing route (route detail, route alignment changes, span/frequency, demand-response zones, etc.).
- Ridership and performance expectations.
- Equity and access considerations.

Supporting material:

- Maps, visuals, or charts that clarify service changes, capital improvements, organizational structure of staffing, etc.
- Tables that summarize costs, funding shares, or phasing.
- Any major dependencies (e.g. capital purchases needed before service expansion, etc.).

Please submit your organization's presentation in widescreen .ppt format to steven.mott@campo-nc.us by 5pm on October 24th. Reach out if you have any questions or need additional guidance.