

Attachment F

Wake County Transit Planning Advisory Committee (TPAC)

FY 2024 Community Funding Area Program (CFAP) Project Submittal and Selection Process and FY 2023 and Prior Years Progress Reporting Calendars

KEY	FY 24 CFAP Project Submittal and Selection Process	FY23 and Prior Years CFAP Progress & Reporting	FY24 Work Plan Development	
DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
No later than July 30 th	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	Annual Review Meetings for FY 22 and Prior-Year CFAP Funding Allocations/Projects	With RTF and Towns of Morrisville, Apex, Wake Forest, & Knightdale
August 10 th	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY22 and Prior Years 4th Quarter Reporting Deliverables Due to CAMPO/GoTriangle	RTF and Towns of Morrisville, Apex, Wake Forest, & Knightdale
No later than August 19 th	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	Execute CFAP Project Agreements	Towns of Fuquay-Varina (PLN), Morrisville (OP), Apex (OP) & Wake Forest (OP)
No later than September 2 nd	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	FY 23 Project Kickoff Meetings	With Town of Fuquay-Varnia
September 5 th	<i>Government Offices Closed for Labor Day Holiday</i>			
September 19 th – September 30 th	FY 24 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	Project Incubation Meetings (By Request)	Invitation reminder one (1) month in advance
Week of October 24 th	FY 24 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	CFAP Applicant Training (Combined Session)	Applicant Training is required for all municipalities/agencies that plan to apply for Community Funding Area Program funding for FY 24
October 31 st	FY 24 CFAP Project Submittal and Selection Process	CAMPO	Call for CFAP Projects Opens	
By October 31 st	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY 23 and Prior Years 1 st Quarter Reporting Deliverables Due to CAMPO/GoTriangle	RTF and Towns of Knightdale, Morrisville, Apex, Fuquay-Varina and Wake Forest
November 11 th	<i>Government Offices Closed for Veterans Day Holiday</i>			
November 14 th – November 18 th	FY 24 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	CFAP Pre-Submittal Review Meetings (Round 1)	A Pre-Submittal Meeting is required for all FY 24 Community Funding Area Program applicants
November 24 th -25 th	<i>Government Offices Closed for Thanksgiving Holiday</i>			

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DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
December 5 th – December 9 th	FY 24 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	CFAP Pre-Submittal Review Meetings (Round 2)	A Pre-Submittal Meeting is required for all FY 24 Community Funding Area Program applicants
December 23 rd – 27 th	<i>Government Offices Closed for Christmas Holiday</i>			
January 2 nd	<i>Government Offices Closed for New Year's Holiday</i>			
January 3 rd – January 27 th	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	FY 23 CFAP Project Mid-Year Review Meetings	Town of Fuquay-Varina (Required) and voluntary for an other project sponsor
January 6 th	FY 24 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	Call for CFAP Projects Closes (Applications Due)	
January 9 th – January 27 th	FY 24 CFAP Project Submittal and Selection Process	CAMPO	CAMPO Staff Scores CFAP Project Funding Applications	
January 17 th	<i>Government Offices Closed for Martin Luther King, Jr. Holiday</i>			
January 25 th	FY 24 Work Plan Development	CAMPO	Distribute Draft FY 2024 Wake Transit Work Plan to TPAC	
By January 31 st	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY 22 and Prior Years 2 nd Quarter Reporting Deliverables Due to CAMPO/GoTriangle	RTF and Towns of Knightdale, Morrisville, Apex, Fuquay-Varina and Wake Forest
January 30 th – February 24 th	FY 24 CFAP Project Submittal and Selection Process	CFAP Selection Committee and CAMPO	Selection Committee Reviews FY24 applications and gives funding recommendations	
March 8 th	FY 24 CFAP Project Submittal and Selection Process	CAMPO	CFA Program Funding Recommendations from Selection Committee presented to TPAC	Presented at March TPAC Meeting

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DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
April 5 th	FY 24 Work Plan Development	CAMPO	Distribute draft of FY 2024 Recommended Wake Transit Work Plan to TPAC, Including FY 24 Recommended CFAP Projects	
April 7 th	<i>Government Offices Closed for Good Friday Holiday</i>			
April 19 th	FY 24 Work Plan Development	TPAC (CAMPO and GoTriangle staff to facilitate)	TPAC Consideration of FY 2024 Recommended Wake Transit Work Plan, Including FY24 Recommended CFAP Projects	Presented at April TPAC Meeting
By April 30 th	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY 23 and Prior Years 3 rd Quarter Reporting Deliverables Due to CAMPO/GoTriangle	RTF and Towns of Knightdale, Morrisville, Apex, Fuquay-Varina and Wake Forest
May 29 th	<i>Government Offices Closed for Memorial Day Holiday</i>			
June 19 th	<i>Government Offices Closed for Juneteenth Holiday</i>			
By June 30 th	FY 24 Work Plan Development	GoTriangle and CAMPO	Adoption of FY 2024 Recommended Wake Transit Work Plan and Wake Operating and Capital Budget Ordinances	
Month of July	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	Annual Review for FY 23 and Prior-Year CFAP Funding Allocations/Projects	RTF and Towns of Knightdale, Morrisville, Apex, Fuquay-Varina and Wake Forest
By August 10 th	FY 23 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY 23 and Prior Years 4 th Quarter Reporting Deliverables Due to CAMPO/GoTriangle	RTF and Towns of Knightdale, Morrisville, Apex, Fuquay-Varina and Wake Forest