

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, equipment, and infrastructure that enhance the safety and security of passengers and infrastructure connected to the Wake Transit Plan. This policy clarifies Wake Transit Plan implementation projects that are available to sponsors and assigned lead agencies for:

1. Submission of necessary information for the Wake County Transit Planning Advisory Committee's (TPAC) review of requests for funding safety and security initiatives.
2. Funding security personnel for transit operations.
3. Methods for incorporating and institutionalizing this policy into program-level processes for Wake County Transit Plan implementation.

Part II: Eligibility

This policy applies to funding of 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, which is to be included in the total purchase cost for capital projects and other established project categories.

Municipalities and jurisdictions under the Community Funding Areas Program (CFAP) are not subject to this policy.

Part III: Available Funding for Operations Security

Agencies who are eligible to receive operations security funding can be awarded funds for approved Wake Transit Work Plan projects using the following calculation utilizing the most up-to-date calculation of Wake Transit funding provided for the agency's identified complimentary ADA service for fixed routes:

- 100% funding: An agency may receive a total of 100% Wake Transit funding for operations security projects up to 3% of the total operations funding for identified complimentary ADA service eligible fixed routes.

- 50% Wake Transit Matched Funding: For operations security project costs that exceed the 3% threshold, additional funds requested may be provided a 50% Wake Transit funding match up to 7% of the total operations funding for identified complimentary ADA service eligible fixed routes.
- Total Wake Transit funding for each transit agency's operations security shall not exceed the total transit operations support outlined in this policy.

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 with the applicable Wake Transit Work Plan project funding request form or amendment request form:

1. Personnel:
 - What specific safety 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 PD subcommittee should consider each request in light of 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, data)?
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 is 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.
 - Current status of each position.
 - Summary of any changes since last report.
 - Expenditures to date.

This information should be reported as part of the quarterly progress report for the subject Wake Transit Work Plan project 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.