

## **FY 2019 Wake Transit Budget Request Instructions**

#### **Wake Transit Share Point Site**

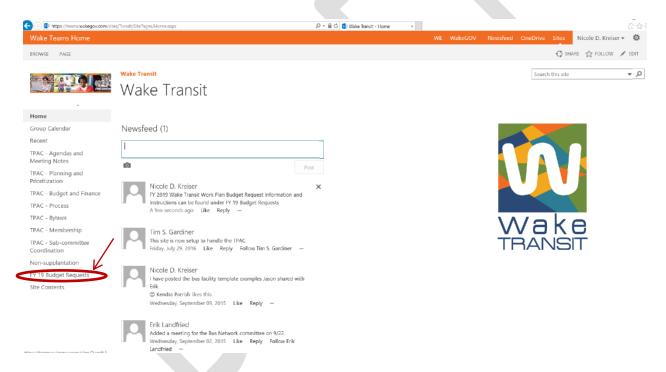
For the FY 2019 Work Plan Budget Process, agencies are to submit operating expansion and capital budget requests and changes to the FY 2019 base budget through the Wake Transit Share Point Site.

The Wake Share Point Site is accessible at:

https://teams.wakegov.com/sites/Transit/SitePages/Home.aspx

If you do not have access, or need help with logging in or passwords, please email Tim Gardiner at <a href="mailto:Tim.Gardiner@wakegov.com">Tim.Gardiner@wakegov.com</a>

The FY 2019 Budget Process information can be found under FY 19 Budget Requests.

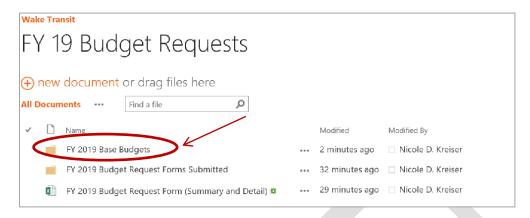


### FY 2019 Base Budget

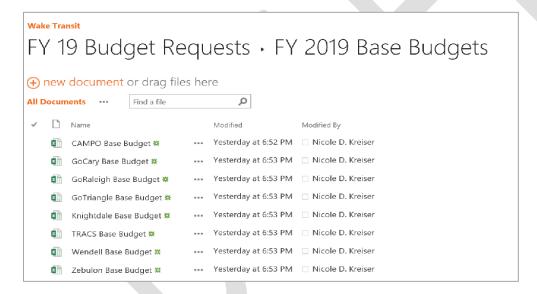
For FY 2019, agencies are being presented with a FY 2019 base budget. The base budget represents assumed recurring appropriations for FY 2019. These FY 2019 base budgets assume the amounts reported by agencies as the recurring cost for FY 2018 operating appropriations, inflated at 2.5 percent. This amount ties to the amounts shown in the multi-year operating program in the 2018 Wake Transit Work Plan.



Base Budgets for each agency and municipality are located here:



Detailed, line item information that comprise amounts shown in the multi-year operating program presented on pages 16-17 of the FY 2018 Wake Transit Work Plan are located here:



Agencies and municipalities who received Wake Transit bus operations, transit plan administration, and tax district administration appropriations for FY 2018 shall review and verify these amounts and purposes. If annualized costs for bus operations, transit plan administration, or tax district administration are projected to be less than what was previously identified and what is currently calculated as part of the FY 2019 base budget, agencies are requested to enter adjustments in the base budget adjustment column located in the individual agency FY 2019 base budget spreadsheet. If annualized costs for these items are projected to cost more than what is included in the base budget, that is considered an expansion request, and a project request form must be submitted.



### **Project Request Forms (Operating Expansion and Capital Requests)**

Agencies are greatly encouraged to take time and effort, and to coordinate internally, before submitting requests for which funds are requested from Wake Transit. Inadequate information submitted in support of projects greatly diminishes the ability of TPAC's Planning & Prioritization and Budget & Finance subcommittees to evaluate projects for which Wake Transit funds are requested. It also prevents sufficient narrative to be developed in order to tell public, agency, and other stakeholders about future Wake Transit projects for the Draft Wake Transit Work Plan to be released in January.

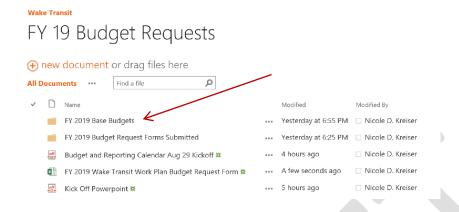
In order for an operating or expansion capital request to be submitted, it must be submitted on the FY 2019 Wake Transit Work Plan Project Request Form. A form should be submitted for each operating and/or capital project requested by an agency.

This form is in Microsoft Excel. The request form includes much of the narrative and financial information required to support the expansion request.

A	D		ע	E	I	U	п		
REQUEST #		FY 2019					FY START DATE		
Requesting Agency to type in		Wake Transit Work Plan				7/1/2018			
their Request # us	sing their own		Pro	oject Request Fo	orm				
numbering convention		Operating and/or Capital							
Project Name		Requesting Agency		Project Contact			Estimated Operating Cost		
(Brief, descriptive name for the project)				(Contact Person)	ı		Base Year	\$	-
				contact person e	-mail@dogwoo	dnc.gov	Cumulative	\$	-
Estimated Start Date		Estimated Completion		Notes			Estimated Capital Cost		
(Estimated Month & Year)		(Estimated Month & Year)		(Add notes as appropriate)		Base Year	Ś	-	
(Estimated Mo	onth & Vear)	(Estimated N	Aonth & Vear)	(Add	notes as annron	rista)		Ÿ	
•				(Add project that may la	notes as approp	·	Cumulative	\$	-
				1		·	Cumulative	\$	-
(Estimated Mo			ummary of the p	project that may la	iter be used for	the FY 2019 Wa	Cumulative ke Transit Work	\$ Plan.	-
•	on	Enter below a s	ummary of the p	1	iter be used for	the FY 2019 Wa	Cumulative ke Transit Work	\$ Plan.	ble.



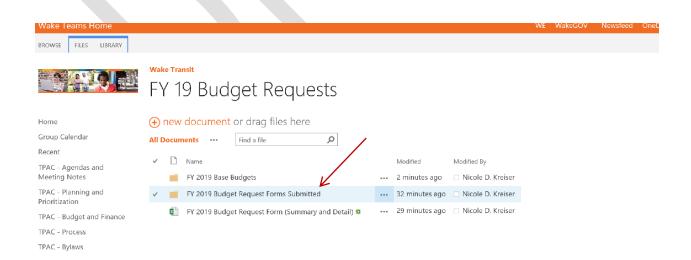
Blank project request forms are available on the Wake Transit Share Point Site:



#### **How to Submit Requests**

Operating Expansion and Capital project requests, to be funded in FY 2019 in full or in part from Wake Transit, are due by October 16, 2017.

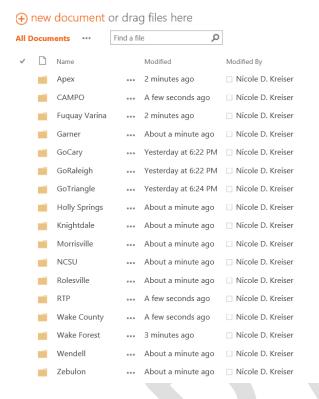
Each agency should make sure to save a copy of ALL their expansion requests and capital project requests, in the unique folder for all of their requests, on the Wake Transit Share Point site under FY 2019 Budget Request Forms Submitted. Project Requests should be saved with a version and date so that changes can be tracked as the FY 2019 process moves forward and subsequent versions are created. Agencies are encouraged to coordinate requests internally and to have one point of contact for submitting requests in agency folders.





#### **Wake Transit**

# FY 19 Budget Requests • FY 2019 Budget Request Forms Submitted



#### **FY 2019 Overall Process and Questions**

The Wake Transit Share Point Site has the FY 2019 Kick-Off Presentation, the 2019 Budget Process and Reporting Calendar.

Questions concerning the FY 2019 Budget Process should be directed to Jennifer Keep, <a href="mailto:ikeep@gotriangle.org">ikeep@gotriangle.org</a> or 919-485-7418. Questions will then be coordinated among the TPAC Budget and Finance and Planning and Prioritization co-chairs.