

## **Guidelines for Eligibility of Wake Transit Funding for Locally Administered Planning Efforts**

Following is a draft set of procedures for Wake Transit project sponsors to follow, as well as a set of general guidelines for project sponsors and the Wake County Transit Planning Advisory Committee (TPAC) to consider when pursuing and determining the eligibility of Wake County Transit Revenues to be used for the production of locally administered plans, studies, or any other contracted planning efforts. These procedures and guidelines are applicable to the consideration of such efforts for inclusion in annual Wake Transit Work Plans.

### **A. Project Sponsor Procedures for Submission of Locally Administered Planning Effort Budget Requests:**

- 1) An organization submitting a work plan budget request for locally administered planning shall be responsible for explaining the applicability of the plan, study or other planning effort to the goals and objectives of Wake Transit Plan implementation with the budget request submission.
- 2) If the plan, study, or other contracted planning effort includes components or ancillary outcomes that are not necessary for implementation of the projects in the Wake Transit Plan, the cost estimate for those components shall be segregated from the component(s) that are necessary, and the organization proposing that the effort be funded shall prepare to cover the costs of these components independently. Any such cost estimate segregations shall be shown with a Wake Transit Work Plan budget request submission.
- 3) An organization submitting a budget request for a plan, study or other planning effort should indicate whether other eligible funding sources (i.e., other local, state, and federal) are being pursued and how acquisition of other funding sources would affect the amount of Wake Transit Tax Revenues being requested.

### **B. TPAC Review Guidelines for Locally Administered Planning Effort Funding Requests:**

- 1) The purpose of Wake Transit Tax Revenues is to successfully implement the projects and services specifically described in the Wake County Transit Plan.
- 2) To be eligible for Wake Transit Work Plan revenues, the TPAC should consider whether a significant component of the plan, study or other contracted planning effort is necessary for implementation of the Wake County Transit Plan. In doing so, the TPAC should consider whether the proposed plan, study or other planning effort demonstrates direct, tangible benefits toward what the Wake County Transit Plan sets out to accomplish.



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As part of its Wake Transit Work Plan review process, the TPAC Planning and Prioritization Sub-Committee shall review any funding requests submitted for plans, studies, or other planning efforts in accordance with these guidelines and provide a funding recommendation to the TPAC for its consideration of inclusion in the applicable recommended Wake Transit Work Plan.