

ATTACHMENT I

Wake County Transit Planning Advisory Committee (TPAC) FY 2022 Wake Transit Work Plan and FY 2021 Quarterly Reporting Calendar

KEY	FY 2022 Work Plan Development	FY 2021 and Prior Year Work Plan Amendments	FY 2021 and Prior Year Project Quarterly Reporting	FY 2020 Annual Report
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DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
August 20 th	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance (staffed by GoTriangle)	Review and produce financial disposition for FY 2021 or prior year Work Plan minor amendments (if applicable)	
Week of August 24 th	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2021 or prior year Work Plan major amendments (if applicable)	Joint subcommittee meeting
September 7 th	<i>Government Offices Closed for Labor Day Holiday</i>			
Week of September 21 st	FY 2022 Work Plan Development and Reevaluation of FY 2021 Work Plan	Planning & Prioritization and Budget and Finance Subcommittees (staffed by CAMPO and GoTriangle)	<ol style="list-style-type: none"> 1) Complete annual structured review of prior years' project activity/progress and expenditures and their implications for future FYs; 2) Get first look at and begin initial evaluation of revenue receipts for March-June of 2020; 3) Review project prioritization guidance developed by CAMPO; and 4) Review/confirm project sponsors' internal prioritization of projects. 	Joint subcommittee meeting

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October 14 th	FY 2022 Work Plan Development and Reevaluation of FY 2021 Work Plan	TPAC (CAMPO to provide update)	Update TPAC on: 1) Results of prior years' project activity/progress and expenditures and their implications for future FYs; 2) Results of public/stakeholder input on future-year transit priorities; 3) Evaluation of revenue receipts for March-June of 2020; and 4) CAMPO project prioritization guidance for reprogramming of FYs 21-27 projects.	At TPAC meeting
October 14 th	FY 2022 Work Plan Development	GoTriangle and CAMPO Staff	Work Plan kick-off and open FY 2022 call for projects	At TPAC meeting
October 15 th	FY 2020 Annual Report	GoTriangle to produce; to be reviewed by Budget and Finance Subcommittee	Draft basic financial statements, individual fund statements, and schedules	
Week of October 19 th	FY 2022 Work Plan Development and Reevaluation of FY 2021 Work Plan	Planning & Prioritization and Budget & Finance Subcommittees and Vision Plan Update Core Technical Team (staffed by CAMPO and GoTriangle)	1) Receive, review and concur with final adjusted revenue projections through 2030 based on final selection of financial scenario to carry forward that is informed by revenue receipts for March-July of 2020; and 2) Discuss proposed prioritization approach and next steps for exercise to (re)program projects through FY 2030 at upcoming core design retreats.	Joint subcommittee and Core Technical Team meeting
By October 31 st	FY 2021 and Prior Year Project Quarterly Reporting	Project Sponsors (GoTriangle to facilitate)	FY 2021 1 st quarter reporting deliverables due to GoTriangle	

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Week of November 2 nd	FY 2022 Work Plan Development and Reevaluation of FY 2021 Work Plan	All TPAC member agencies (staffed by CAMPO)	Core design retreat with all Wake Transit partners to develop project (re)programming alternatives through 2030 and program any additional projects if there is excess liquidity. Core design retreat can also be used to draw up unconstrained post-2030 vision for high capacity or fixed guideway transit projects.	This is a scoped Vision Plan Update task but will involve representatives from all project sponsors and TPAC member agencies in a structured format. Whether this involves any additional projects depends on whether the final selected financial scenario exhibits any excess liquidity through 2030.
Week of November 9 th	FY 2020 Annual Report	GoTriangle to produce; to be shared with Budget & Finance, Planning & Prioritization, and Public Engagement and Communications Subcommittees	Share draft annual report	Share and discuss at joint subcommittee meeting
November 11 th	<i>Government Offices Closed for Veterans Day Holiday</i>			
Week of November 16 th	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2021 or prior year Work Plan major amendments (if applicable)	Joint subcommittee meeting
November 19 th	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance (staffed by GoTriangle)	Review and produce financial disposition for FY 2021 or prior year Work Plan minor amendments (if applicable)	
November 26-27 th	<i>Government Offices Closed for Thanksgiving Holiday</i>			
By November 30 th	FY 2021 and Prior Year Project Quarterly Reporting	GoTriangle	FY 2021 1 st Quarter Financial and Project Status Report to be distributed to the TPAC	

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Week of November 30 th	FY 2022 Work Plan Development and Reevaluation of FY 2021 Work Plan	All TPAC member agencies (staffed by CAMPO)	2nd core design retreat, if necessary, to select final preferred investment alternative through 2030 and to select final preferred post-2030 unconstrained vision for high capacity or fixed guideway transit projects	This may not be necessary and depends on degree of variability among alternatives selected at first core design retreat and extent and variability of stakeholder feedback.
December 4 th	FY 2022 Work Plan Development	Project Sponsors	FY 2022 Work Plan funding requests due*	GoTriangle to prepare project funding submission forms and instructions for submission of requests in Sharepoint; CAMPO to collect and summarize project funding submissions
Weeks of December 7 th – 18 th	FY 2022 Work Plan Development	Budget & Finance and Planning and Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	1)Vet/confirm information submitted for project funding requests for FY 22 Work Plan; and 2)Discuss available funding and choices and trade-offs for requested FY 22 projects based on results of (re)programming from core design retreats and recommend projects for inclusion in FY 22 Draft Work Plan.	Joint subcommittee meeting
December 9 th	FY 2022 Work Plan Development and Reevaluation of FY 2021 Work Plan	TPAC (CAMPO to provide update)	Update TPAC on: 1) Final adjusted revenue projections through 2030 based on final selection of financial scenario to carry forward that is informed by revenue receipts for March-July of 2020; 2) Results of core design retreat(s); and 3) Results of stakeholder input on preferred investment alternative(s).	

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By December 15 th	FY 2020 Annual Report	GoTriangle	Provide final FY 2020 Annual Report to CAMPO, GoTriangle, and Wake County	
Week of December 14 th	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2021 or prior year Work Plan major amendments (if applicable)	Joint subcommittee meeting
December 17 th	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance (staffed by GoTriangle)	Review and produce financial disposition for FY 2021 or prior year Work Plan minor amendments (if applicable)	
December 24 th – 28 th	<i>Government Offices Closed for Christmas Holiday</i>			
January 1	<i>Government Offices Closed for New Year's Day</i>			
January 18 th	<i>Government Offices Closed for Martin Luther King, Jr. Holiday</i>			
Weeks of January 4 th – 22 nd	FY 2022 Work Plan Development	Budget & Finance and Planning and Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Discuss projects for inclusion in FY 2022 Draft Work Plan (if needed)	Joint subcommittee meeting
By January 31 st	FY 2021 and Prior Year Project Quarterly Reporting	Project Sponsors (GoTriangle to facilitate)	FY 2021 2 nd quarter reporting deliverables due to GoTriangle	
February 3 rd	FY 2022 Work Plan Development	CAMPO	Distribute Draft FY 2022 Work Plan to TPAC	
February 17 th	FY 2022 Work Plan Development	TPAC	Draft FY 2022 Work Plan considered for public release	Schedule February TPAC meeting to 3 rd Wednesday
February 25 th – March 28 th	FY 2022 Work Plan Development	GoTriangle	Facilitate 30-day public comment period	
By February 28 th	FY 2021 and Prior Year Project Quarterly Reporting	GoTriangle	FY 2021 2 nd Quarter Financial and Project Status Report to be distributed to the TPAC	

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April 1 st	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance (staffed by GoTriangle)	Review and produce financial disposition for FY 2021 or prior year Work Plan minor amendments (if applicable)	
April 1 st	FY 2022 Work Plan Development	Project Sponsors (GoTriangle to facilitate)	Updated/modified FY 2022 Work Plan funding requests due	
April 2 nd	<i>Government Offices Closed for Good Friday Holiday</i>			
Week of April 5 th	FY 2021 and Prior Year Work Plan Amendments	Budget & Finance and Planning & Prioritization Subcommittees (staffed by CAMPO and GoTriangle)	Review and produce scope and financial disposition for FY 2021 or prior year Work Plan major amendments (if applicable)	
Week of April 5 th	FY 2022 Work Plan Development	Planning & Prioritization and Budget & Finance Subcommittees (staffed by CAMPO and GoTriangle)	Discuss and make any necessary changes to Draft Work Plan	
By April 14 th	FY 2022 Work Plan Development	CAMPO	Distribute Draft of Recommended FY 2022 Work Plan to TPAC, including agreement groupings and reporting deliverables	
April 21 st	FY 2022 Work Plan Development	TPAC (CAMPO and GoTriangle staff to facilitate)	TPAC consideration of Recommended FY 2022 Work Plan, including agreement groupings and reporting deliverables	Schedule April TPAC meeting to 3 rd Wednesday
By April 30 th	FY 2021 and Prior Year Project Quarterly Reporting	Project Sponsors (GoTriangle staff to facilitate)	FY 2021 3 rd quarter reporting deliverables due to GoTriangle	
By May 31 st	FY 2021 and Prior Year Project Quarterly Reporting	GoTriangle	FY 2021 3 rd Quarter Financial and Project Status Report to be distributed to the TPAC	
May 31 st	<i>Government Offices Closed for Memorial Day Holiday</i>			
June 18 th	<i>Government Offices Closed for Juneteenth Holiday</i>			

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By June 30 th	FY 2022 Work Plan Development	GoTriangle and CAMPO	Adoption of FY 2022 Work Plan and Wake Operating and Capital Budget Ordinances	